



**CITY COUNCIL
REGULAR MEETING AGENDA
CITY COUNCIL CHAMBERS
December 12, 2022
6:00 p.m.**

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. the day of the meeting, please) to cityclerk@cityofcrestview.org.

1. Call to Order

2. Invocation, Pledge of Allegiance

2.1. Pastor Jagger, Crosspoint South, Crestview

3. Open Policy Making and Legislative Session

4. Approve Agenda

5. Presentations and Reports

5.1. Recognition of the B&T RC Track Club

5.2. Recognition of Christmas Parade Award Winners

6. Consent Agenda

6.1. GreatLIFE Golf Equipment Lease Agreement

6.2. 1033 Program Approval Letter

6.3. Appointment of a trustee to the General Employees' Retirement Board

6.4. Smarsh Contract Renewal

6.5. Approval of City Council Regular Meeting Minutes of November 14, 2022.

6.6. Approval of the City Council Special Meeting Minutes of November 14, 2022

6.7. FY 2021-2022 CDBG Consolidated Annual Performance and Evaluation Report (CAPER)

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1909 - North Ferdon & Third Ave Annexation

7.2. Ordinance 1910 - North Ferdon & Third Ave Comprehensive Plan Amendment

7.3. Ordinance 1911 - North Ferdon & Third Ave Rezoning

8. Ordinances on First Reading

- 8.1. Highway 90 West Annexation
- 8.2. Highway 90 West Comprehensive Plan Amendment
- 8.3. Highway 90 West Rezoning

9. Resolutions

- 9.1. Support Initiative for the proposed H.B. 8980
- 9.2. Wastewater Treatment Plant Effluent Disposal Planning

10. Action Items

11. City Clerk Report

- 11.1. Approval of the 2023 Annual Meeting Notice
- 11.2. Approval of various Board volunteer appointments.
- 11.3. City of Crestview City Council Handbook

12. City Manager Report

- 12.1. City Manager Updates
- 12.2. Financial Update - Finance Director
- 12.3. Presentation - Chief Stephen McCosker

13. Comments from the Mayor and Council

- 13.1. Mae Reatha Coleman Citizen of the Year Selection

14. Comments from the Audience

15. Adjournment

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



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 11/17/2022
SUBJECT: Recognition of the B&T RC Track Club

BACKGROUND:

DISCUSSION:

Mayor JB Whitten will recognize the B&T RC Track Club for their support of the city.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

No action required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Andrew Rencich
DATE: 11/23/2022
SUBJECT: Recognition of Christmas Parade Award Winners

BACKGROUND:

Recognition of Christmas Parade Entries

DISCUSSION:

Crestview Main Street Association presents the awards to the winners of the December 3, 2022 Christmas Parade.

GOALS & OBJECTIVES

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

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Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

RECOMMENDED ACTION

No action required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Wayne Steele, Director of Operations, Jayce Vanderford, Project Manager
DATE: 12/8/2022
SUBJECT: GreatLIFE Golf Equipment Lease Agreement

BACKGROUND:

When the City purchased the golf course last year, there wasn't a fairway mower in the inventory of equipment which was operational. Blackwater Golf Club has 25 acres of fairways. Currently, the club does not have fairway mowers. Fairway mowers are an essential piece of equipment for all golf courses. We are using small mowers (typically used for tee complexes) to mow the 25 acres of fairways. Due to the smaller size, it takes a long time to mow the fairways. Continuing this will result in inefficient use of time. In addition to using the small mowers, we are using a rough mower which is designed to mow grass at 1 inch or higher. As we move into the summer months, the current equipment will not be able to mow all the grass in a timely manner.

DISCUSSION:

This request is for the City to purchase two preowned fairway mowers from Beard Equipment at \$42,250.00 each. As was done with the golf carts and other groundskeeping equipment earlier this year, the City will purchase these mowers and resell them to Crestview Unlimited, which will repay the total purchase price in 60 monthly installments.

Even considering these mowers are used, the fairway units we are recommending are in great shape. Having these units is standard protocol for all golf courses. These fairway units will enhance the playability of the fairways, allowing us to provide a better golf experience and the ability to drive business forward.

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

Funding is available in general fund unreserved fund balance.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the purchase of two preowned John Deere 7500A Fairway Mowers from Beard Equipment Company for the amount of \$84,500.00 to be repaid by Crestview Unlimited, LLC.

Attachments

1. Fairway Mower Quote
2. Security Agreement-Fairway Mowers
3. Prom Note - Fairway Mowers

Wayne Steele

From: PJ Politan <ppolitan@greatlifegolf.com>
Sent: Wednesday, December 7, 2022 9:29 AM
To: Wayne Steele
Cc: Aaron Schroeder
Subject: [CAUTION EXTERNAL SENDER] DKIM Error John Deere Fairway Units

Wayne,

Blackwater Golf Club has 25 acres of fairways. The club does not have fairway mowers at this time. We are currently using small mowers (typically used for tee complexes) to mow the 25 acres of fairways. Due to the smaller size, it takes a long time to mow the fairways. Continuing this will result in inefficient use of time. In addition to using the small mowers, we are using a rough mower which is designed to mow grass at 1 inch or higher. As we move into the summer months the current equipment will not be able to mow all the grass in a timely manner.

The fairway units we are recommending are in great shape. Having these units are standard protocol for all golf courses. These fairway units will enhance the playability of the fairways, allowing us to provide a better golf experience and the ability to drive the business forward.

Please let me know if you have any questions.



PJ POLITAN | COO

Great**LIFE** Golf

📞 717.525.9734 x198
📱 843.384.2774
✉ ppolitan@GreatLIFEGolf.com
🌐 GreatLIFEGolf.com



Golf Exposed Podcast
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JOHN DEERE



Quote Summary

Prepared For:

BLACKWATER GOLF CLUB
4927 ANTIOCH RD
CRESTVIEW, FL 32536
Business: 913-238-2669

Prepared By:

Daniel Hicks
Beard Equipment Company
2480 E 1-65 Service Road N
Mobile, AL 36617
Phone: 800-848-8563
dhicks@beardequipment.com

Quote Id: 27817550

Created On: 21 November 2022

Last Modified On: 21 November 2022

Expiration Date: 30 November 2022

Equipment Summary

	Selling Price	Qty	Extended
JOHN DEERE 7500A Fairway Mower - Preowned 1110 Hrs - 1TC750AVLHR040072	\$ 42,250.00 X	1 =	\$ 42,250.00
JOHN DEERE 7500A Fairway Mower - Preowned 1300 Hrs - 1TC750AVCHR040061	\$ 42,250.00 X	1 =	\$ 42,250.00

Equipment Total

\$ 84,500.00

Quote Summary

Equipment Total	\$ 84,500.00
SubTotal	\$ 84,500.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 84,500.00
Balance Due	\$ 84,500.00

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

BEARD
EQUIPMENT CO.

Quote Id: 27817550

Customer: BLACKWATER GOLF CLUB

JOHN DEERE 7500A Fairway Mower - Preowned 1110 Hrs - 1TC750AVLHR040072

Hours: 1110

Stock Number:

Code	Description	Qty
7500A	7500A Fairway Mower - Preowned - 1110 Hrs	1

JOHN DEERE 7500A Fairway Mower - Preowned 1300 Hrs - 1TC750AVCHR040061

Equipment Notes:

Hours: 1300

Stock Number:

Code	Description	Qty
7500A	7500A Fairway Mower - Preowned - 1300 Hrs	1

SECURITY AGREEMENT

THIS SECURITY AGREEMENT (this “Agreement”), dated as of this _____ day of December, 2022, is made by and between CRESTVIEW UNLIMITED, INC., a Florida not-for-profit corporation (“**Crestview Unlimited**”), and the CITY OF CRESTVIEW, FLORIDA, a municipal corporation (“**City**”).

WHEREAS, as security for Crestview Unlimited’s Obligations, as defined below, City desires to obtain and Crestview Unlimited desires to grant City a first lien security interest in certain Collateral, as defined by and under the terms and provisions hereof.

NOW, THEREFORE, Crestview Unlimited and City, intending to be legally bound, hereby agree as follows:

1. Definitions.

(a) “**Collateral**” shall mean the assets owned by Crestview Unlimited, as set forth on Exhibit “A”.

(b) “**Loan Documents**” means the Notes, as defined below, this Agreement, any UCC-1 financing statement perfecting City’s security interest in the Collateral and all other documents and instruments evidencing, securing or executed in connection therewith.

(c) “**Notes**” means that certain Promissory Note executed contemporaneously herewith by Crestview Unlimited for the benefit of City in the original principal amount of \$84,500.00 evidencing Crestview Unlimited’s debt for the Collateral.

(d) “**Obligations**” shall mean (1) the payment of all amounts now or hereafter becoming due and payable under the Loan Documents, including the principal amount of the Notes, all interest thereon (including interest that, but for the filing of a petition in bankruptcy, would accrue on any such principal) and all other fees, charges and costs (including attorneys’ fees and expenses) payable in connection therewith, or under any modification, renewal or extension thereof; (2) the observance and performance by Crestview Unlimited of all of the provisions of the Loan Documents; (3) the payment of all sums advanced or paid by City in exercising any of its rights, powers or remedies under the Loan Documents, and all interest (including post-bankruptcy petition interest, as aforesaid) on such sums provided for herein or therein; and (4) the payment and performance of all other indebtedness, obligations and liabilities of Crestview Unlimited to City (including obligations of performance) of every kind whatsoever, whether evidenced by or arising under the Note or this Agreement or, whether absolute or contingent, joint or several, due or to become due, now existing or hereafter arising, and all costs and expenses of City incurred in the enforcement, collection or otherwise in connection with any of the foregoing, including reasonable attorneys’ fees, court costs and expenses. Until paid in full, all amounts due and payable by Crestview Unlimited hereunder shall be an Obligation and shall bear interest at the highest rate of interest set forth in the Notes for non-default interest.

(e) “UCC” means the Uniform Commercial Code, as adopted and enacted and as in effect from time to time in the State of Florida. Terms used herein which are defined in the UCC and not otherwise defined herein shall have the meanings ascribed to such terms in the UCC.

2. **Grant of Security Interest.** To secure the payment and performance in full of all the Obligations, Crestview Unlimited hereby assigns, grants, pledges, conveys and delivers to City a continuing lien on and security interest in the Collateral, wherever located.

3. **Change in Name or Locations.** Crestview Unlimited hereby agrees that the Collateral will be kept at Blackwater Golf Course. Crestview Unlimited shall not remove the Collateral from such location without providing at least 30 days prior written notice to City. In the event Crestview Unlimited changes its name or form or jurisdiction of organization, or establishes a different name in which it may do business, Crestview Unlimited will immediately notify City in writing of the additions or changes.

4. **Crestview Unlimited’s Covenants.** Crestview Unlimited covenants that it shall:

(a) from time to time and at all reasonable times allow City, by or through any of its officers, agents, attorneys, or accountants, to examine or inspect the Collateral, wherever located. Crestview Unlimited shall do, obtain, make, execute and deliver all such additional and further acts, things, deeds, assurances and instruments as City may require to vest in and assure to City its rights hereunder and in or to the Collateral, and the proceeds thereof, including waivers from landlords, warehousemen and mortgagees;

(b) keep the Collateral in as good of condition as it was at the time of acquisition from City, less ordinary wear and tear, and immediately notify City of any event causing a material loss or decline in value of the Collateral, whether or not covered by insurance, and the amount of such loss or depreciation;

(c) only use or permit the Collateral to be used in accordance with all applicable federal, state, county and municipal laws and regulations, and for golf course purposes; and

(d) pay promptly when due all taxes, assessments, rents, royalties, governmental charges and levies with regard to the Collateral or incurred in connection with the use or operation of such Collateral or incurred in connection with this Agreement; and

(e) have and maintain insurance at all times with respect to all Collateral against risks of fire (including so-called extended coverage), theft, property damage, collision, and other risks (including risk of flood if any Collateral is maintained at a location in a flood hazard zone) as City may reasonably require, in such form, in the minimum amount of the outstanding principal of the Note and written by such companies as are authorized to engage in the business of insurance in the State of Florida. Each such casualty insurance policy shall contain a standard Loss Payee Clause issued in favor of City under which all losses thereunder shall be paid to City. Such policies shall expressly provide that the requisite insurance cannot be altered or canceled without at least thirty (30) days prior written notice to City and shall insure City notwithstanding the act or neglect of Crestview Unlimited. Upon City’s demand, Crestview Unlimited shall furnish City with

evidence of insurance as City may require. In the event of failure to provide insurance as herein provided, City may, at its option, obtain such insurance and Crestview Unlimited shall pay to City, on demand, the cost thereof. Proceeds of insurance may be applied by City to reduce the Obligations or to repair or replace Collateral, all in City's sole discretion.

(f) If any of the Collateral is, at any time, in the possession of a bailee other than for ordinary repairs and maintenance, Crestview Unlimited shall promptly notify City thereof and, if requested by City, shall promptly obtain an acknowledgment from the bailee, in form and substance satisfactory to City, that the bailee holds such Collateral for the benefit of City and shall act upon the instructions of City, without the further consent of Crestview Unlimited.

5. Negative Pledge; No Transfer. Crestview Unlimited will not sell or offer to sell or otherwise transfer or grant or allow the imposition of a lien or security interest upon the Collateral or use any portion thereof in any manner inconsistent with this Agreement or with the terms and conditions of any policy of insurance thereon.

6. Further Assurances. Crestview Unlimited hereby irrevocably authorizes City at any time and from time to time to file in any UCC jurisdiction any initial financing statements and amendments thereto that (a) indicate the Collateral and (b) contain any other information required by the UCC for the sufficiency or filing office acceptance of any financing statement or amendment, including, but not limited to (i) whether Crestview Unlimited is an organization, the type of organization and (ii) any organizational identification number issued to Crestview Unlimited. Crestview Unlimited agrees to furnish any such information to City promptly upon request.

7. Events of Default. The occurrence of any of the following events shall constitute an event of default (an "Event of Default") under this Agreement (whatever the reason for such event and whether or not it shall be voluntary or involuntary or be effected by operation of law):

(a) any representation, warranty or covenant made in this Agreement or in any of the other Loan Documents shall prove to be false or misleading in any material respect as of the time made; or

(b) default shall be made in the payment when due of any of the Obligations and such default remains uncured after notice by City; or

(c) default shall be made in the due observance or performance of any covenant, condition or agreement on the part of Crestview Unlimited to be observed or performed pursuant to the terms of this Agreement; or

(d) any default or event of default, as therein defined, shall occur under any of the other Loan Documents; or

(e) an uninsured material loss, theft, damage, or destruction to any of the Collateral, or the entry of any judgment against Crestview Unlimited or any lien against or the making of any levy, seizure or attachment of or on the Collateral which would be superior to City's lien.

8. Remedies. Upon the occurrence of an Event of Default and Crestview Unlimited's failure to cure such default within ten days after notice of such default from City, and at any time thereafter, City may declare all Obligations secured hereby immediately due and payable and shall have, in addition to any remedies provided herein or by any applicable law or in equity, all the remedies available to City under the UCC. City, without any other notice to or demand upon Crestview Unlimited, shall have in any jurisdiction in which enforcement hereof is sought, in addition to all other rights and remedies, the rights and remedies of a secured party under the UCC of the State and any additional rights and remedies as may be provided to a secured party in any jurisdiction in which Collateral is located, including, without limitation, the right to take possession of the Collateral, and for that purpose City may, so far as Crestview Unlimited can give authority therefor, enter upon any premises on which the Collateral may be situated and remove the same therefrom. City may in its discretion require Crestview Unlimited to assemble all or any part of the Collateral at such location or locations as City may reasonably designate. Unless the Collateral is perishable or threatens to decline speedily in value or is of a type customarily sold on a recognized market, City shall give to Crestview Unlimited at least five days prior written notice of the time and place of any public sale of Collateral or of the time after which any private sale or any other intended disposition is to be made. Crestview Unlimited hereby acknowledges that five days' prior written notice of such sale or sales shall be reasonable notice. In addition, Crestview Unlimited waives any and all rights that it may have to a judicial hearing in advance of the enforcement of any of City's rights and remedies hereunder, including, without limitation, its right following an Event of Default (subject to Crestview Unlimited's right to cure such default following notice) to take immediate possession of the Collateral and to exercise its rights and remedies with respect to this Agreement.

9. Marshalling. City shall not be required to marshal any present or future Collateral for, or other assurances of payment of, the Obligations or to resort to such Collateral or other assurances of payment in any particular order, and all of its rights and remedies hereunder and in respect of such Collateral and other assurances of payment shall be cumulative and in addition to all other rights and remedies, however existing or arising. To the extent that it lawfully may, Crestview Unlimited hereby agrees that it will not invoke any law relating to the marshalling of Collateral which might cause delay in or impede the enforcement of City's rights and remedies under this Agreement or under any other instrument creating or evidencing any of the Obligations or under which any of the Obligations is outstanding or by which any of the Obligations is secured or payment thereof is otherwise assured, and, to the extent that it lawfully may, Crestview Unlimited hereby irrevocably waives the benefits of all such laws.

10. Payment of Expenses. If such expenses are and remain unpaid by Crestview Unlimited after they come due, at its option, City may, but is not required to: discharge taxes, liens, security interests or such other encumbrances as may attach to the Collateral; pay for required insurance on the Collateral; and pay for the maintenance, appraisal or reappraisal, and preservation of the Collateral, as determined by City to be necessary. Crestview Unlimited will reimburse City on demand for any payment so made or any expense incurred by City pursuant to the foregoing authorization. Any advances or payments so made or expenses so incurred by City shall be an Obligation owed by Crestview Unlimited to City.

11. Deficiency. Upon the occurrence of an Event of Default and Crestview Unlimited's failure to cure such default within ten days after notice of such default from City, and at any time thereafter, Crestview Unlimited shall pay to City on demand any and all expenses, including reasonable attorney's fees and disbursements, incurred or paid by City in protecting, preserving, or enforcing City's rights and remedies under or in respect of any of the Obligations or any of the Collateral. After deducting all of said expenses, the residue of any proceeds of collection or sale or other disposition of Collateral shall, to the extent actually received in cash, be applied to the payment of the Obligations in such order or preference as City may determine. In the absence of final payment and full satisfaction of all the Obligations, Crestview Unlimited shall remain liable to City for any deficiency until paid in full.

12. Notices. All notices, demands, requests, consents, approvals and other communications required or permitted hereunder must be in writing and will be effective upon receipt. Such notices and other communications may be hand-delivered, sent by email or facsimile transmission, and a copy sent by first-class mail, or sent by nationally recognized overnight courier service, to a party's address set forth as follows or to such other address as any party may give to the other in writing for such purpose:

If to City, to:
City Clerk
198 North Wilson Street
Crestview, Florida 32536

If to Crestview Unlimited, to:
Manager
198 North Wilson Street
Crestview, Florida 32536

13. Non-Waiver. No delay or omission on City's part to exercise any right or power arising hereunder will impair any such right or power or be considered a waiver of any such right or power, nor will City's action or inaction impair any such right or power. City's rights and remedies hereunder are cumulative and not exclusive of any other rights or remedies which City may have under other agreements, at law or in equity.

14. Severability. In case any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect, the validity, legality and

enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

15. Changes in Writing. No modification, amendment or waiver of any provision of this Agreement nor consent to any departure by Crestview Unlimited therefrom will be effective unless made in a writing signed by City, and then such waiver or consent shall be effective only in the specific instance and for the purpose for which given. No notice to or demand on Crestview Unlimited in any case will entitle Crestview Unlimited to any other or further notice or demand in the same, similar or other circumstance.

16. Entire Agreement. This Agreement (including the Notes, documents and instruments referred to herein) constitutes the entire agreement and supersedes all other prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

17. Counterparts. This Agreement may be signed in any number of counterpart copies and by the parties hereto on separate counterparts, but all such copies shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by email in pdf format or facsimile transmission shall be effective as delivery of a manually executed counterpart. Any party so executing this Agreement by email in pdf format or facsimile transmission shall promptly deliver a manually executed counterpart, provided that any failure to do so shall not affect the validity of the counterpart executed by email or facsimile transmission.

18. Successors and Assigns. This Agreement will be binding upon and inure to the benefit of Crestview Unlimited and City and their respective heirs, executors, administrators, successors and assigns; provided, however, that Crestview Unlimited may not assign this Agreement in whole or in part without City's prior written consent and City at any time may assign this Agreement in whole or in part.

19. Interpretation. In this Agreement, unless City and Crestview Unlimited otherwise agree in writing, the singular includes the plural and the plural the singular; words importing any gender include the other genders; references to statutes are to be construed as including all statutory provisions consolidating, amending or replacing the statute referred to; the word "or" shall be deemed to include "and/or", the words "including", "includes" and "include" shall be deemed to be followed by the words "without limitation"; references to articles, sections (or subdivisions of sections) or exhibits are to those of this Agreement unless otherwise indicated. Section headings in this Agreement are included for convenience of reference only and shall not constitute a part of this Agreement for any other purpose.

20. Governing Law and Jurisdiction. This Agreement has been delivered to and accepted by City and will be deemed to be made in the State of Florida. **THIS AGREEMENT WILL BE INTERPRETED AND THE RIGHTS AND LIABILITIES OF THE PARTIES HERETO DETERMINED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA.** Crestview Unlimited hereby irrevocably consents to the exclusive jurisdiction of any state court in Okaloosa County, Florida; provided that nothing contained in this Agreement will prevent City from bringing any action, enforcing any award or judgment or exercising any rights against Crestview Unlimited

individually, against any security or against any property of Crestview Unlimited within any other county, state or other foreign or domestic jurisdiction. Crestview Unlimited waives any objection to venue and any objection based on a more convenient forum in any action instituted under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

CITY OF CRESTVIEW, FLORIDA, a Municipal Corporation

By: _____
Name: J.B. Whitten
As its: Mayor

Attest: _____
Name: Maryanne Schrader
As its: City Clerk

CRESTVIEW UNLIMITED, INC.

By: _____
Name: Tim Bolduc
As its: Manager



JOHN DEERE



Quote Summary

Prepared For:

BLACKWATER GOLF CLUB
4927 ANTIOCH RD
CRESTVIEW, FL 32536
Business: 913-238-2669

Prepared By:

Daniel Hicks
Beard Equipment Company
2480 E 1-65 Service Road N
Mobile, AL 36617
Phone: 800-848-8563
dhicks@beardequipment.com

Quote Id: 27817550

Created On: 21 November 2022

Last Modified On: 21 November 2022

Expiration Date: 30 November 2022

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 7500A Fairway Mower - Preowned 1110 Hrs - 1TC750AVLHR040072	\$ 42,250.00 X	1 =	\$ 42,250.00
JOHN DEERE 7500A Fairway Mower - Preowned 1300 Hrs - 1TC750AVCHR040061	\$ 42,250.00 X	1 =	\$ 42,250.00
Equipment Total			\$ 84,500.00

Quote Summary

Equipment Total	\$ 84,500.00
SubTotal	\$ 84,500.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 84,500.00
Balance Due	\$ 84,500.00

Exhibit A - Collateral

PROMISSORY NOTE

\$84,500.00

Crestview, Florida

December __, 2022

For value received, the undersigned Borrower agrees and promises to pay to the order of **CITY OF CRESTVIEW, FLORIDA, a municipal corporation**, and the successors and assigns thereof, the principal sum of Eighty-Four Thousand Five Hundred and 00/100s Dollars (\$84,500.00), with interest thereon at the rate set forth below from the date hereof until maturity, the principal and interest being payable as set forth below in lawful money of the United States of America at 198 North Wilson Street, Crestview, Florida 32536, or such other address as the holder from time to time may specify by written notice to the borrower, the principal and interest to be paid as follows:

60 equal payments of accrued interest and principal shall be payable monthly commencing on February 1, 2023, and continuing on the same day of each succeeding month until the Note is paid in full. Each monthly payment shall be \$1,555.85.

The interest rate on this Promissory Note is fixed at 3.991% per annum as long as Borrower is not in default of its obligations hereunder or in the performance of any agreement securing repayment of this note.

The indebtedness evidenced by this note may be prepaid in whole at any time without penalty or premium.

If there is a default in the payment of any of the sums due under this note or in the performance of any provision of any mortgage or agreement securing this note, then, at the option of the holder of the note, ten (10) days after written notice is given by holder to the undersigned borrower notifying borrower of such default and offering the opportunity to cure, the principal sum then remaining unpaid shall immediately become due and collectible without further notice, time being of the essence of this contract, and the principal sum and accrued interest shall both bear interest at the rate of 18% from the date of default until paid. All sums paid under this note shall be credited first to accrued interest and then to principal.

Except for the notice provision above, the undersigned borrower hereby waives presentment, protest, notice of protest and notice of dishonor and agrees to pay reasonable attorneys' fees and expenses in the enforcement of this note prior or subsequent to judgment and in any and all trial and appellate tribunals, whether suit be brought or not.

Borrower shall pay to the holder of this note a late charge of Five (5.0%) percent of any installment not received by the note holder within five (5) days after the installment is due. Acceptance of late payments or fees associated therewith shall not be considered a waiver by the holder of strict performance under the terms of this note.

This note is secured by a security agreement of even date herewith. This instrument, and any security agreement entered into for purposes of securing repayment hereof, is exempt from documentary stamp tax pursuant to Section 202.24, Florida Statutes.

THIS NOTE, AND ANY SECURITY AGREEMENT SECURING SAME, SHALL BE IMMEDIATELY DUE AND PAYABLE UPON THE SALE OF THE PROPERTY ENCUMBERED BY THE SECURITY INSTRUMENT.

BORROWER:

CRESTVIEW UNLIMITED, INC., a Florida not-for-profit corporation

By: _____
Tim Bolduc, Manager

BORROWER'S ADDRESS:

198 North Wilson Street
Crestview, Florida 32536



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 12/8/2022
SUBJECT: 1033 Program Approval Letter

BACKGROUND:

The Crestview Police Department has been an active member of the Defense Logistics Agency, Law Enforcement Support Office (LESO) for many years. We are currently in possession of a High Mobility Multi Wheeled Vehicle(HUMVEE Non Armored) which we use as a Community Service Vehicle and has been decoratively painted as a 9/11 remembrance tribute. The Crestview Police Department is also in possession of a Mine Resistant Ambush Protected Vehicle(MRAP) which we can use as an Emergency Response Rescue Vehicle.

On May 25, 2022, Presidential Executive Order 14074 "Advanced Effective, Accountability Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety" was signed. The Executive Order requires the department to notify the Civilian Governing Body(City Council) and local community of LESO property we have at this time or may request in the future. I have attached a Letter of Notification to the Civilian Governing Body and Local Community. Included in the letter is a list of controlled property which may be requested. It is an all-inclusive list and does not indicate the Crestview Police Department has the intent to request the item. The Crestview Police Department is merely attempting to become compliant with the change in regulations to maintain the vehicles we already have.

DISCUSSION:

Attached is a Letter of Notification to the Civilian Governing Body and Local Community. Included in the letter is a list of controlled property which may be requested. It is an all-inclusive list and does not indicate the Crestview Police Department has the intent to request the item. In fact, the Crestview Police Department has returned many of the items acquired from LESO. The Crestview Police Department is merely attempting to become compliant with the change in regulations to maintain the vehicles we already have.

GOALS & OBJECTIVES

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

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

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

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

No foreseen financial impact other than normal up keep for the vehicles we have.

RECOMMENDED ACTION

Staff respectfully requests approval of the 1033 Program Approval Letter, as presented.

Attachments

1. Notification of Civilian Governing Body
2. State Plan of Operation
3. Addendum to State LESO Program Plan of Operation
4. LESO Armored Vehicle Packages



City of Crestview
POLICE DEPARTMENT

201 Stillwell Boulevard – Crestview, Florida 32539

Stephen G. McCosker, Chief of Police



Administration
850.682.3544
850.682.2080 Fax

Communications Center
850.682.2055
www.CrestviewPD.org

November 17, 2022

SUBJECT: Notification to Civilian Governing Body and Local Community

On May 25, 2022, Presidential Executive Order (EO) 14074 “Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety” was signed.

In accordance with EO 14074 (Section 12), State, Tribal, local, and Territorial Law Enforcement agencies (LEAs) must:

- 1) Notify their Civilian Governing Body (CGB) (*i.e., City Council, County Government, or other local governing body*) of its intent to request property from Federal sources (to include Federal funds or grants).
- 2) Notify the Local Community of its request for property transfers, purchases from Federal funds, agencies, or subcontractors (including existing transfer contracts or grants).

The Crestview Police Department may request the below controlled property items from the Law Enforcement Support Office (LESO), or other Federal source:

Controlled Property Description	Controlled Property Description	Controlled Property Description
<i>This list is for example only, additional types of items may be available.</i>		
AIRCRAFT ACCESSORIES, COMPONENTS, MISC	FACEMASK	RANGE FINDER, LASER
AIRCRAFT REPAIR PARTS/COMPONENTS	FLASHLIGHTS	RANGE FINDER-TARGET DESIGNATOR, LASER
AIRCRAFT, FIXED WING	FLOODLIGHT	RED DOT SIGHT
AIRCRAFT, ROTORY WING	FORWARD LOOKING INFRARED IMAGING SYSTEM	RIFLESCOPE
ALL TERRAIN VEHICLE (ATV)	GENERATOR SET	SCANNER, X-RAY, BAGGAGE
AMMUNITION CONTAINER	GLOBAL POSITIONING SATELLITE (GPS)	SEARCHLIGHT
AMPLIFIER	HEAVY EQUIPMENT/VEHICLES	SHIELD, BALLISTIC
ANALYZER, HAZARDOUS MATERIAL IDENTIFICATION	INSULATION BLANKET	SHIPPING CONTAINER
ANTENNA	LANDING SEARCHLIGHT	SIGHT, BORE, OPTICAL
ARMORED VEHICLE	LIFE PRESERVER, VEST	SIGHT, HOLOGRAPHIC
BALLISTIC BLANKET	MAGNIFIER	SIGHT, INFINITY

BARRIER, VEHICLE ARRESTING, PORTABLE	MARKER, IDENTIFICATION	SIGHT, REFLEX
BINOCULAR	MARKSMANSHIP TRAINER	SMALL ARMS STORAGE RACKS
BLANKETS	MEDICAL/FIRST AID SUPPLIES	SPOTTING INSTRUMENT, OPTICAL
BREATHING APPARATUS	MISC SMALL ARMS PARTS	TARGET, TRAINING, MOBILE
CAMERA SYSTEM	MISCELLANEOUS COMMUNICATION EQUIPMENT	TELESCOPE
COMPASS	MULTIMEDIA PROJECTION SET	TENTS/PORTABLE SHELTERS
COMPUTER SYSTEM	NAVIGATION SET, SATELLITE SIGNALS	THERMAL CAMERA
CONTAINER, AMMUNITION	NIGHT VISION DEVICE	THERMAL CAMERA ACCESSORIES
CONTAINER, K-9 TRANSPORT	NIGHT VISION GOGGLE	TRAINING AID/SIMULATORS
CONVERSION KIT, RIFLE	NON-ARMORED HMMWV	TRAINING AIDES/DEVICES
COVERALLS	OFFICE EQUIPMENT	TRANSLATION DEVICE
DECONTAMINATION DEVICES	OFFICE SUPPLIES	TRUCK, CARGO
DECONTAMINATION SYSTEM	PORTABLE RADIO	TRUCK, TANK
DEEP WATER FORDING KIT	PREFAB & PORTABLE BUILDINGS	VEHICLE REPAIR PARTS/COMPONENTS
DETECTOR, GAS	PROTECTIVE EYEWEAR	WARM WEATHER CLOTHING/SHOES
DIVER'S SUIT	PUBLIC ADDRESS SET	SMALL ARMS PARTS/ACCESSORIES
EXPLOSIVE ORDINANCE DISPOSAL ROBOT	RADIOS	SMALL ARMS

Pursuant to EO 14074 (Section 12), this memo fulfills the requirement to notify the Civilian Governing Body (CGB) and Local Community of my agency's intent to request the controlled property items identified in the list above.

Stephen McCosker
Chief of Police,
Crestview Police Department

State Plan of Operation (SPO) between:

The State of Florida and the

(State/United States Territory)

CRESTVIEW POLICE DEPARTMENT 2YTCX5

Law Enforcement Agency (LEA)

1) PURPOSE This State Plan of Operation (SPO) is entered into between the State/United States (U.S.) Territory and Law Enforcement Agency (as identified above), to set forth the terms and conditions which will be binding on the parties with respect to Department of Defense (DoD) excess personal property conditionally transferred pursuant to 10 USC § 2576a, in order to promote the efficient, expeditious transfer of property and to ensure accountability of the same.

2) AUTHORITY The Secretary of Defense (SECDEF) is authorized by 10 USC § 2576a to transfer to Federal and State Law Enforcement Agencies (LEAs), personal property that is excess to the needs of the DoD, including small arms and ammunition, that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with preferences for counter-drug/counter-terrorism, disaster-related emergency preparedness or border security activities, under such terms prescribed by the Secretary. The SECDEF has delegated program management authority to the DLA. The DLA Disp Svcs LESO administers the program in accordance with (IAW) 10 USC § 2576a, 10 USC § 280, DoDM 4160.21 and DLAI 4140.11. The DLA defines "law enforcement activities" as activities performed by governmental agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

3) GENERAL TERMS AND CONDITIONS "DoD excess personal property" also known as "items", "equipment", "program property", or "property". "DLA Disposition Services Law Enforcement Support Office" also known as "1033 Program", "LESO Program", "the program", or "LESO". "State or U.S. Territory" also known as "the State", "State Coordinator (SC)", "State Point of Contact (SPOC)", or "SC/SPOC". "Law Enforcement Activities" also known as "agencies in law enforcement activities", "Law Enforcement Agency (LEA)", "program participant", or "State/LEA".

a) Property made available under this agreement is not for personal use and is for the use of authorized program participants only. All requests for property shall be based on bona fide law enforcement requirements. Authorized participants who receive property from the program will not loan, donate, or otherwise provide property to other groups or entities (i.e., public works, county garage, schools, etc.) that are not otherwise authorized to participate in the program. Property will not be obtained by program participants for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. To receive such property, on an annual basis the LEA shall certify that they have:

- i) Obtained authorization of the relevant local governing body authority (i.e., city council, mayor, etc.).
- ii) Adopted publicly available protocols for the appropriate use of controlled property, the supervision, and the evaluation of the effectiveness of such use, including auditing and accountability policies.
- iii) Annual training in place and provides it to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the U.S. and de-escalation of force.

b) All costs associated with the transportation, turn-in, transfer, repair, maintenance, insurance, disposal, repossession or other expenses related to property are the sole responsibility of the State/LEA. The State/LEA shall also be responsible to reimburse the U.S Government (USG) for costs incurred in retrieving and/or repossessing property impermissibly transferred by the State/LEA to unauthorized participants.

c) The State/LEA will maintain and enforce regulations designed to impose adequate security and accountability measures for controlled property to mitigate the risk of loss or theft of property. Program participants shall implement controls to ensure property made available under this agreement is used for official law enforcement use only. The State/LEA shall take appropriate administrative and/or disciplinary action against individuals that violate provisions of the Memorandum of Agreement (MOA) between the Federal Government and the State/U.S. Territory and/or this SPO, including unauthorized use of property.

d) All property transferred to the State/LEA via the program is on an as-is, where-is basis.

e) LESO reserves the right to recall property issued to a State/LEA at any time.

f) General use of definitions/terms:

i) Demilitarization (DEMIL code)-a code assigned to DoD property that indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items which do not require DEMIL but may require Trade Security Controls (TSC). Program participants are not authorized to conduct physical demilitarization of property.

ii) "Controlled property"-items with a DEMIL code of B, C, D, E, F, G, and Q (with an Integrity Code of "3". Title and ownership of controlled property remains with the DoD in perpetuity and will not be relinquished to the State/LEA. When a State/LEA no longer has a legitimate law enforcement use for controlled property, they shall notify the LESO and the property will be transferred to another program participating State/LEA (via standard transfer process) or returned to DLA Disp Svcs for disposition.

iii) "Non-controlled" property"-items with a DEMIL code of A or Q (with an Integrity Code of "6"). These items are conditionally transferred to the State/LEA and will remain on State/LEA accountable inventory for one year from the ship date. However, after one year from the ship date, DLA will relinquish ownership and title for the property to the State/LEA without issuance of further documentation. During this one year period, the State/LEA remains responsible for the accountability and physical control of the property and the LESO retains the right to recall the property. Participants should return any property in this one year period that becomes excess to their needs or they otherwise determine is not serviceable.

(1) The LEA receives title and ownership of DEMIL "A" and "Q6" property as governmental entities. Title and ownership of this property does not pass from DoD to any private individual or State/LEA official in their private capacity. Such property shall be maintained and ultimately disposed of IAW provisions in State and local laws that govern public property.

(2) Sales/gifting of DEMIL "A" and "Q6" property after one year from the ship date inconsistent with State/local law may constitute grounds to deny future participation in the program.

(3) After one year from ship date, DEMIL "A" and "Q6" property may be transferred, cannibalized for usable parts, sold, donated, or scrapped.

(4) Once the property is no longer on the LEA accountable inventory, the property is no longer subject to the annual physical inventory requirements and will not be inventoried during a LESO Program Compliance Review (PCR).

g) All physical transfers of property require LESO approval. Program participants will not physically transfer property until the LESO approval process is complete. Program participants may request their SC/SPOC approval to temporarily conditionally loan property to another program participant (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

h) The program may authorize digital signatures on required program documentation.

i) The State/LEA is not required to maintain insurance on controlled property, aircraft or other property with special handling requirements that remain titled to DoD. However, the State/LEA will be advised that if they elect to carry insurance and the insured property is on the program inventory at the time of loss or damage, the recipient will submit a check made payable to DLA for insurance proceeds received in excess of their actual costs of acquiring and rehabilitating the property prior to its loss, damage, or destruction.

4) STATE PLAN OF OPERATION The State shall:

a) Assist in training LEAs with enrollment, property requests, transfers, turn-ins, and disposal procedures.

b) Adhere to the requirements outlined in the MOA between the Federal Government and the State/U.S. Territory and ensure MOA amendments or modifications are incorporated into this SPO and program participants are notified and acknowledge responsibility to comply with changes.

c) Submit a SPO to LESO that shall address procedures for determining LEA eligibility, allocation, equitable distribution of property, accountability, inventory, training, and education, State-level internal PCRs, export control requirements, procedures for turn-in, transfer, and disposal and other responsibilities concerning property.

d) Enter into written agreement with each LEA, via the LESO-approved SPO, to ensure program participants acknowledge the terms, conditions, and limitations applicable to property. This SPO must be signed by the current Chief Law Enforcement Official (CLEO) (or designee) and the current SC/SPOC.

e) Provide program participants the following information:

i) The LESO Program State POCs:

State Coordinator (SC): Zachariah Barton

State Point of Contact (SPOC): Cherie Williams

State Point of Contact (SPOC): _____

State Point of Contact (SPOC): _____

ii) SC/SPOC Facility Information:

Physical Mailing Address: 4050 Esplanade Way, Tallahassee FL, 32399

Email: zachariah.barton@dms.fl.gov

Phone Number: 850-879-4539

Website: <https://www.dms.myflorida.com/LESO>

Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday - Friday

iii) Funding to administer the LESO Program at the State-level is provided via:

The Governor of the State of Florida has designated in writing with an effective date of February, 13, 2014, to implement this program statewide as well as conduct management and oversight of this

program. Funding/Budgeting to administer this program is provided by administrative fees.

The administrative fees are used to provide program oversight, support assistance to the LEAs to include computer / telephone/technical and LESO program access and physical site visits to the LEAs for inventory accountability

5) PROPERTY ACCOUNTING SYSTEM The State will maintain access to Federal Excess Property Management Information System (FEPMIS) (or current property accounting system), to ensure LEAs maintain property books, to include, but not limited to, transfers, turn-ins, and disposal requests from an LEA or to generate these requests at the State-level and forward all approvals to the LESO for action. The State will:

- a) Conduct quarterly reconciliations of State property records.
- b) Ensure at least one person per LEA maintains access to the property accounting system. Users may be “active” or “inactive” in the system, so long as they are registered. Ensure registered users are employees of the State/LEA.
- c) Ensure LEAs receive and account for property in the property accounting system within 30 days.

6) LESO WEBSITE The State shall access the LESO website for timely and accurate guidance, information, and links concerning the program and ensure that all relevant information is passed to the program participants.

7) ANNUAL TRAINING 10 USC § 280 provides that the SECDEF, in cooperation with the U.S. Attorney General, shall conduct an annual briefing of law enforcement personnel of each State (including law enforcement personnel of the political subdivisions of each State). Individuals who wish to attend are responsible for funding their own travel expenses. The briefing will include information on training, technical support, equipment, and facilities that are available to civilian law enforcement personnel from the DoD. The state shall provide program participants training material as discussed during the annual LESO training which includes information on property management best practices to include (but not limited to) searching for property, accounting for property on inventory, transfer and turn-in of property when it is no longer needed or serviceable.

8) ENROLLMENT The LESO shall establish and implement program eligibility criteria IAW 10 USC § 2576a, DLA Instructions and Manuals and this SPO and retains final approval/disapproval authority for application packages forwarded by the State. Non-governmental law enforcement entities such as private railroad police, private security, private academies, correctional departments, prisons, or security police at private schools/colleges are not eligible to participate. Fire departments (by definition) are not eligible to participate and should be referred to the DLA Fire Fighter program administered by USDA. Law enforcement agencies requesting program participation shall have at least one full-time law enforcement officer. Program property may only be issued to full-time/part-time law enforcement officers. Non-compensated reserve officers are not authorized to receive property. State law enforcement training facilities/ academies may be authorized to participate in the program given their primary function is the training of bona fide State/local law enforcement officers. Law enforcement training facilities/academies will be reviewed on a case-by-case basis. The State shall:

- a) Validate the authenticity of state/LEAs that are applying for program participation. Only submit to the LESO those application packages that the SC/SPOC recommends/certifies are government agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated officers have the powers of arrest and apprehension. If the State forwards an unauthorized participant application package, this may result in a formal suspension of the State.
- b) Have sole discretion to disapprove state/LEA application packages in their State. The SC/SPOC should provide notification to the LESO when application packages are disapproved at the State-level.
- c) Ensure that screeners listed in the application package are employees of the LEA. A screener may only

screen property for two LEAs. Contractors may not conduct screening on behalf of a LEA.

d) Make recommendation on what constitutes a “full-time” or “part-time” law enforcement officer.

e) Ensure LEAs update their account information annually, or as needed. This may require the LEA to submit an updated application package. An updated application package shall be submitted for (but is not limited to) the following: a change in CLEO, the addition or removal of a screener, a change in the LEA physical address or contact information.

f) Provide the LEA a comprehensive program overview once approved by the LESO for enrollment. The overview will be done within 90-days of a LEA being approved to participate.

9) PROPERTY ALLOCATION

a) The LESO shall:

i) Upon receipt of a SC/SPOC validated request for property through the RTD website, will review and give preference to requisitions indicating that the requested property will be used in the counter-drug, counter-terrorism, disaster-related emergency preparedness, or border security activities of the requesting LEA. Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference.

ii) Require additional justification for small arms, aircraft, ammunition, and vehicles and to the greatest extent possible, ensure fair and equitable distribution of property based on current LEA inventory and justification for property.

iii) Reserve the right to determine and/or adjust allocation limits, to include the type, quantity and location of property allocated to the State/LEA. Generally, no more than one item (per part-time/full-time officer) will be allocated. Quantity exceptions may be granted by the LESO on a case-by-case basis based on the justification provided by the LEA. Currently, the following allocation limits apply:

(1) Robots: one (of each type) for every ten officers (full-time/part-time).

(2) High Mobility Multipurpose Wheeled Vehicle (HMMWV)/Up-Armored HMMWV (UAH): one vehicle for every three officers (full-time/part-time).

(3) Mine Resistant Ambush Protected (MRAP) / Armored Vehicles: two vehicles per LEA.

(4) Small arms: one (of each type) per officer (full-time/part-time).

(a) LESO may authorize over allocations of small arms in preparation for inevitable scenarios, i.e. training, equipment downtime (damage, routine maintenance, inspections) or other law enforcement needs. The chart below is the standard for small arms acceptable over-allocations:

Small Arms Acceptable Over-Allocations	
# of Officers	# by type
1-10	2 or less
11-25	3 or less
26-100	5 or less
101-299	8 or less
300 or more	10 or less

(b) In instances

where small arm allocation amounts

exceed the “acceptable over-allocation” levels, the LESO will coordinate with States to verify accuracy of the officer count. If small arm allocation is still beyond acceptable levels, LESO may authorize one of the following: 1) an exception to policy, 2) a transfer, or 3) a turn-in.

b) The State shall:

i) Assist the LEA in the use of electronic screening of property via the RTD website and shall access the RTD website a minimum of once daily (Monday-Friday) to review and process LEA requests for property. Property justifications shall be validated to ensure they meet the intent of 10 USC § 2576a as suitable for use by agencies in law enforcement activities. Prior to approving a request or transfer, review the LEAs property allocation report to prevent over allocation.

ii) Upon receipt of a valid LEA request for property, provide a recommendation to the LESO on the preference to be given to those requisitions for property that will be used in counter-drug, counter-terrorism, disaster-related emergency preparedness or border security activities of the recipient agency. Requests for vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. The State shall consider the fair and equitable distribution of property based on current LEA inventory and LEA justifications for property. The State shall ensure the type and quantity of property being requested by LEAs is reasonable and justifiable given the number of officers (full-time/part-time) and prior requisitions for similar items they have received (both controlled and non-controlled property). Generally, no more than one of any item per officer (full-time/part-time) will be allocated.

10) PROPERTY MANAGEMENT Certain controlled equipment shall have a documented chain of custody (i.e. an acceptable ECR), including a signature of the recipient. Controlled property requiring an ECR: small arms (including parts and accessories), aircraft, vehicles, optics, and robots. It is encouraged to utilize ECRs for all controlled property. LEAs may request cannibalization on aircraft or vehicles. Cannibalization requests shall be submitted to the State for review. Cannibalization must be approved by the LESO prior to any cannibalization actions. The cannibalized end item shall be returned to DLA Disp Svcs within the timeframes determined by the LESO.

a) Aircraft-Aircraft will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be reported to the LESO at the end of their useful life. All aircraft are considered controlled property, regardless of DEMIL code. Aircraft that are no longer needed or serviceable shall be reported to the General Services Administration (GSA) for final disposition by the LESO Program Aircraft Specialist.

b) Vehicles-Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. Vehicles will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and vehicles that are considered controlled property will be returned to DLA Disp Svcs at the end of their useful life. DLA Disp Svcs Field Activity/Site will identify qualifying DEMIL A or Q6 vehicles and may issue (upon LEA request) a Standard Form (SF) SF-97 to the LEA upon physical transfer of the vehicle. The LEA may modify the vehicle during the one year conditional transfer period.

c) Ammunition-LESO will support the U.S. Army (USA), in allocating ammunition to program participants. Ammunition obtained via the program will be for training use only. At the time of request, the LEA will certify in writing that the ammunition will be used for training use/purposes only. The USA will issue approved transfers directly to the State/LEA. The State/LEA is responsible for funding all packing, crating, handling, and shipping costs for ammunition. The LEA will make reimbursements directly to the USA. Ammunition will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. Ammunition obtained via the program shall not be sold. Ammunition will be treated as a consumable item and not tracked in any DLA inventory system or inspected during PCRs.

LESO shall track and maintain necessary records of ammunition that has been transferred to LEAs and will post all requests, approvals, and denials on the LESO public website.

d) Small arms:

i) Small arms will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be returned to DLA Disp Svcs at the end of their useful life. Cannibalization of small arms is not authorized.

ii) Temporary modifications to small arms are authorized; permanent modifications to small arms are not authorized (i.e. drilling holes in the lower receiver of a small arm). In cases of temporary modifications, all parts are to be retained and accounted for in a secured location under the original serial number for the small arm until final disposition is determined. If the modified small arm is transferred to another LEA, all parts will accompany the small arm to the receiving LEA.

iii) Small arms will be issued utilizing an acceptable ECR which obtains certain information about the property being issued to include (but is not limited to) the signature of the law enforcement officer who is accepting responsibility for the small arm(s), the serial number of the small arm, the date in which the law enforcement officer took possession of the small arm, etc.

iv) Small arms that are not carried on an officer's person or in the officer's immediate physical vicinity will be secured using "two levels of physical security". Two levels of physical security meaning two distinct lockable barriers, each specifically designed to render a small arm inaccessible and unusable to unauthorized persons. Lockable barriers meeting this description may be either manual or electronic.

v) Program participants no longer requiring program small arm(s) shall request authorization to transfer the small arm to another participating LEA or request authorization to turn-in/return the small arm. Transfers and turn-in requests shall receive final approval from the LESO; small arms will not physically move until the LESO provides official notification that the approval process is complete. When turning-in small arms to Anniston Army Depot, the LEA shall follow LESO turn-in guidance.

vi) Local destruction (DEMIL) of small arms is not authorized.

vii) Lost, Stolen or Destroyed (LSD) small arms:

(1) Program participants with multiple instances of LSD small arms in a five-year window will be assessed by DLA Disp Svcs to determine if a systemic problem exists IAW DLAI 4140.11.

(2) DLA OIG investigations may be initiated if small arms are improperly disposed of or become LSD while in program inventory. The State/LEA may be required to reimburse DLA the fair market value of the small arms when negligence, willful misconduct, or a violation of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO is confirmed at the conclusion of the Financial Liability Investigation of Property Loss (FLIPL).

(a) Reimbursement will be within 60-days of the completion of the FLIPL.

(b) Title will never transfer to the recipient regardless of the status of the small arm.

(c) Payments due to DLA Disp Svcs, based upon the findings of the FLIPL, may be paid by one of three methods: 1) credit card via pay.gov, 2) cashier/ business check, or 3) wire transfer.

(3) In instances of LSD small arm recovery, DoD retains title in perpetuity and the small arm shall

be immediately relinquished/surrendered back to the program.

11) PROGRAM COMPLIANCE REVIEWS (PCR)

a) The LESO shall:

i) Conduct PCRs to ensure that the SC/SPOC, and all LEAs within a State are compliant with the terms and conditions of the program as required by 10 USC § 2576a, the MOA between the Federal Government and the State/U.S. Territory and/or this SPO and any DLA Instructions and manuals regarding the program. PCRs are conducted to ensure property accountability, program compliance, and program eligibility.

ii) Conduct PCRs for participating States every 2 years, providing training to the State/LEA as needed.

iii) Reserve the right to conduct no notice PCRs, or require an annual review, or similar inspection, on a more frequent basis for any State/LEA.

iv) Intend to physically inventory 100% of property selected for review at each LEA during a PCR. The use of ECRs in lieu of physical inspection is discouraged during PCRs. Extensive use of the ECR (without prior coordination with LESO) may result in a non-compliance finding during the PCR.

v) Intend to review as much property as possible during a PCR.

(1) The goal is to review 20% of a State's overall small arms inventory.

(2) The goal for inventory selections (at LEAs selected for review) is 15% of an LEAs general property to include non-controlled property (DEMIL code A and Q6).

vi) Select LEAs not visited during the last three regularly scheduled PCR cycles (as applicable).

vii) Recommend corrective actions (which may include suspending a State/LEA from program participation) for findings of non-compliance identified during a PCR.

(1) The LESO shall issue corrective actions (with suspense dates) to the State, which will identify what is needed to rectify the identified deficiencies within the State/LEA.

(2) If the State/LEA fails to correct identified deficiencies within the LESO suspense dates, the LESO may move to restrict, suspend, or terminate the State/LEA from program participation.

(3) States found non-compliant for a PCR will be suspended for a minimum of 60-days and will not be reinstated until the State successfully passes a LESO-conducted PCR.

viii) Ensure the State/LEA understand that property shall be transferred to a participating agency with SC/SPOC and LESO approval or returned to DLA Disp Svcs when no longer needed or serviceable.

b) The State shall:

i) Assist the LESO as required, prior to, during and upon completion of the PCR.

ii) Assist in the coordination of the PCR daily schedule of events and forward the schedule to LEAs that have been selected for review.

iii) Contact LEAs that have been selected for the PCR via phone, email or in person to ensure they are aware of the schedule and are prepared for the PCR.

iv) Receive inventory selections from the LESO and forward them to the selected LEAs. The State shall ensure the LEA physically gathers the selected property in a central location (to the greatest extent possible) which will allow the LESO to physically inventory the property efficiently during the PCR.

v) Coordinate the use of any ECR with the LESO prior to the PCR.

vi) Ensure LEAs understand property shall be transferred to a participating agency with SC and LESO approval or returned to DLA Disp Svcs when deemed no longer needed or serviceable.

vii) Conduct State-level (internal) PCRs of participating LEAs to ensure property accountability, program compliance and program eligibility utilizing a PCR checklist provided by the LESO, or equivalent (for uniformity purposes).

(1) Ensure a State-level (internal) PCR of at least 8% of LEAs with program inventory is completed annually (3% of which will be focused on program participants with no controlled property). Results of the State-level (internal) PCR will be kept on-file with the State. Documentation shall be provided to the LESO for each LEA that received a State-level PCR.

(2) The State-level (internal) PCR will include, at minimum:

(a) A review of the dually-signed SPO, ensuring it is uploaded to the property accounting system.

(b) A review of the LEA application package to confirm authenticity and eligibility of the LEA.

(c) An inventory of property selected for review at each LEA.

(d) A review of each selected LEA files for any of the following which may include turn-in/transfer DD Form 1348-1A, ECR, small arm documentation, FLIPL documents, exception to policy letters, approved cannibalization requests, or other pertinent documentation as required.

(3) Request that the LESO restrict, suspend or terminate an LEA based on findings during State-level internal PCR or due to non-compliance with terms of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.

(4) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to a LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the State/LEA to the LESO. The SC may suspend or terminate a State/LEA participation in the program at any time for non-compliance.

12) ANNUAL PHYSICAL INVENTORY Each State/LEA is required to conduct an annual physical inventory of all property on the active property book and provide certification in the property accounting system. DEMIL “A” and “Q6” property records will not be closed during the annual physical inventory period.

In the State of **Florida**, the annual physical inventory and certification in the property accounting system process starts on July 1st and must be completed by **August 31st**. The State shall:

a) Provide training to LEAs to properly conduct the annual physical inventory and complete the certification

of property in the property accounting system.

b) Ensure an approved and current SPO is uploaded in the property accounting system for each LEA.

c) Validate the annual physical inventory certifications submitted by LEAs.

d) Adhere to annual physical inventory certification requirements as identified by the LESO. Physical inventories and certification statements will be maintained on file IAW the DLA records schedule.

e) Annually certify property is utilized and is within allocation limits IAW the MOA between the Federal Government and the State/U.S. Territory and this SPO .

f) Recommend suspension of program participants who fail to complete or submit the certified annual physical inventory.

13) REPORTING LOST, STOLEN, OR DESTROYED (LSD) PROPERTY Any property identified as LSD on a LEA current inventory, shall be reported to the State/LESO. A FLIPL (aka the DD Form 200) shall be submitted to the State/LESO for LSD property. Program participants agree to cooperate with investigations into LSD property by any federal, state, or local investigative body and, when requested, assist with recovery of LSD property.

a) LSD controlled property shall be reported to the State/LESO within 24-hours. Program participants may be required to provide their SC/SPOC additional documentation which may include (but is not limited to):

1) Comprehensive police report, 2) NCIC report/entry, and 3) Contact information for the Civilian Governing Body (CGB) over the LEA involved, to include: Title, Name, Email, and mailing address.

b) LSD property with a DEMIL code of “A” and “Q6” shall be reported to the State/LESO within 7-days.

14) RESTRICTION, SUSPENSION OR TERMINATION Program participants are required to abide by the terms and conditions of the MOA between the Federal Government and the State/U.S. Territory and this SPO in order to maintain active program participation status. If a State/LEA fails to comply with any term or condition of the MOA, SPO, DLA Instruction or Manual, federal statute or regulation, the State/LEA may be suspended, terminated, or placed on restricted status. Restriction, suspension, or termination notifications will be in writing and will identify remedial measures required for reinstatement (if applicable). *Suspension*-A specified period in which an entire State/LEA is prohibited from requesting or receiving additional property through the program. Additional requirements may be implemented, to include the State/LEA requirement to return specifically identified controlled property. Suspensions will be for a minimum of 60-days. *Termination*-The removal of a State/LEA from program participation. The terminated State/LEA shall transfer or turn-in all controlled property previously received through the program at the expense of the State/LEA involved. *Restricted Status*-A specified period in which a State/LEA is restricted from receiving an item or commodity due to isolated issues with the identified item or commodity. Restricted status may also include restricting a State/LEA from all controlled property.

a) State termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.

b) LEA termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.

c) In the event of a termination, the State/LEA will make every attempt to transfer the property of the terminated State/LEA to an authorized State/LEA, as applicable, prior to requesting a turn-in of the property to DLA Disp Svcs. In cases that require a repossession or turn-in of property, the State/LEA will bear all expenses related to the repossession, turn-in or transfer of property to DLA Disp Svcs.

d) The State shall:

- i) Suspend LEAs for a minimum of 60-days in all situations relating to the suspected or actual abuse of property or requirements and/or repeated non-compliance related to the terms and conditions of this SPO. Suspension may lead to termination. The State shall also issue corrective action guidance to the LEA with suspense dates to rectify issues and/or discrepancies that caused the restriction, suspension, or termination. The State shall require the LEA to submit results on completed police investigations and/or reports on LSD property to include the LEA CAP. The LESO retains final discretion on reinstatement requests. Reinstatement to full participation from a restriction, suspension or termination is not automatic.
- ii) Initiate corrective action to rectify suspensions or terminations of the LEA for non-compliance to the terms and conditions of the program. The State shall also make contact (until resolved) with suspended LEAs to ensure corrective actions are rectified within required timeframes provided by the LESO.
- iii) Require the LEA to complete and submit results on completed police investigations or reports regarding LSD property. The State will submit all documentation to LESO upon receipt.
- iv) Provide documentation to LESO when actionable items are rectified for the State/LEA.
- v) Request that the LESO suspend or terminate an LEA based upon their findings during State-level internal PCR or due to non-compliance with any term of this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.
- vi) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to an LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the LEA to the LESO. The SC may revoke or terminate concurrence for LEA participation in the program at any time.
- vii) Provide written request to the LESO for reinstatement of an LEA for full participation status at the conclusion of a restriction or suspension period. Written verification shall be provided that the SC/SPOC has validated the LEA CAP.

15) RECORDS MANAGEMENT The LESO, SC/SPOC, and LEAs participating in the program will maintain program records IAW the DLA records schedule. Records for property acquired through the program have retention controls based on the DEMIL code. Property records will be filed, retained, and destroyed IAW DLA records schedule. Records may include, but are not limited to: DD Form 1348-1A for transfers, turn-ins, requisitions, Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Forms 5 and 10.

16) TRADE SECURITY CONTROL (TSC) and COMPLIANCE WITH EXPORT CONTROL REGULATIONS Items transferred to program participants, including DEMIL A and Q (with an Integrity Code of 6) property, may be subject to export control restrictions. Program participants shall comply with U.S. export control laws and regulations if they contemplate further transfers of any property. Once title transfers, LEAs should consult with the Department of State (DoS) and Department of Commerce (DoC) export control regulators about the type of export controls that may apply to items, regardless of DEMIL code. Program participants may request a formal Commodity Classification from the DoC, Bureau of Industry and Security (BIS), or submit a general correspondence request to the DoS, Directorate of Defense Trade Controls. Information on managing exports of CCL items can be found at the U.S. DoC Bureau of Industry and Security website. Program participants shall notify all subsequent purchasers or transferees, in writing, of their responsibility to comply with U.S. export control laws and regulations.

17) NOTICES Any notices, communications, or correspondence related to this SPO shall be provided by email, the U.S. Postal Service (USPS), express service, or facsimile to the appropriate DLA office. The LESO may (from time to time) make unilateral modifications or amendments to the provisions of the MOA between the Federal

Government and the State/U.S. Territory and/or this SPO. Notice of these changes will be provided to the State in writing. Unless the State takes immediate action to terminate the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, such modifications or amendments will become binding. In such cases, reasonable opportunity will (insofar as practicable) be afforded the State/LEA to conform to changes affecting their operations.

18) ANTI-DISCRIMINATION By signing or accepting property, the State/LEA pledges agreement to comply with provisions of the national policies prohibiting discrimination: 1) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) as implemented by DoD regulations 32 CR Part 195, 2) On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq) as implemented by Department of Health and Human Services regulations in 45 CFR Part 90 and 3) On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, P.L. 93-516 (29 USC 794), as implemented by Department of Justice (DoJ) regulations in 28 CFR Part 41 and DoD regulations at 32 CFR Part 56. These elements are the minimum essential ingredients for establishment of a satisfactory business agreement between the State and the DoD.

19) INDEMNIFICATION CLAUSE The State/LEA is required to maintain adequate liability insurance to cover damages or injuries to persons or property relating to the use of property issued under the program. Self-insurance by the State/LEA is considered acceptable. The USG assumes no liability for damages or injuries to any person(s) or property arising from the use of property issued under the program. It is recognized that State and local law generally limit or preclude the State/LEA from agreeing to open ended indemnity provisions. However, to the extent permitted by State and local laws, the State/LEA shall indemnify and hold the USG harmless from any and all actions, claims, debts, demands, judgments, liabilities, cost, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of, or damage to property and injuries, illness or disabilities to, or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including States, local and interstate bodies, in any manner caused by or contributed to by the State/LEA, its agents, servants, employees, or any person subject to its control while the property is in the possession of, used by, or subject to the control of the State/LEA, its agents, servants, or employees after the property has been removed from USG control.

20) TERMINATION This SPO may be terminated by either party, provided the other party receives a thirty (30) day notice (in writing) or as otherwise stipulated by Public Law. The undersigned SC hereby agrees to comply with all provisions set forth herein and acknowledges that any violation of the terms and conditions of this SPO may be grounds for immediate termination and possible legal consequences, to include pursuit of criminal prosecution if so warranted.

21) AGREEMENT OF PARTIES The parties below agree to enter this agreement as of the last date below:

Governor-appointed SC/SPOC, State of: Florida

Full Name (Print): Zachariah Barton

Signature (Sign): _____ Date (MM/DD/YYYY): _____

Chief Law Enforcement Official (CLEO) (or designee): _____

Title (Print): _____

Full Name (Print): _____

Signature (Sign): _____ Date (MM/DD/YYYY): _____



**DEFENSE LOGISTICS AGENCY
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74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092**

GPL

August 15, 2022

**MEMORANDUM FOR LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM
PARTICIPATING LAW ENFORCEMENT AGENCY (LEA)**

SUBJECT: Addendum to LESO Program State Plan of Operation (SPO)

This addendum amends the existing State Plan of Operation (dated February 2021) between the State and Law Enforcement Agency (LEA) and is herein referred to as the SPO Addendum. The SPO Addendum implements requirements found within Presidential Executive Order (EO) 14074 (Section 12), signed on May 25, 2022. In accordance with current SPO-Paragraph 17, notice is being provided of a unilateral change to the SPO. Unless an LEA takes immediate action to terminate the current SPO, the modifications or amendments will become binding.

1) ROLES AND RESPONSIBILITIES The State Shall:

- a) Ensure each LESO Program participating Law Enforcement Agency (LEA) has signed the LESO-approved SPO Addendum no later than January 1, 2023. The SPO Addendum will be signed by the Chief Law Enforcement Official (CLEO) (or assigned designee) and the current State Coordinator (SC) (or authorized State Point of Contact [SPOC]).
- b) Provide LESO with a comprehensive list of LEAs who do not sign the SPO Addendum by January 1, 2023. LESO will restrict the LEA to ensure LEA may not request or receive “controlled” property as defined within this addendum.

2) MODIFICATION TO DEFINITION OF “CONTROLLED” PROPERTY This SPO Addendum adds the below items to the “controlled” property definitions currently found in the 2021 SPO. These items are added pursuant to EO 14074 which reestablishes EO 13688. In 2017, the Law Enforcement Equipment Working Group (established by EO 13688), further added, deleted and refined the definitions of “controlled” items in their annual equipment list review. Provisions within the 2021 MOA applicable to “controlled” property apply to the items listed below (regardless of DEMIL and/or DEMIL Integrity Code). Title and ownership of the “controlled” property listed below remains with the DoD in perpetuity and will not be relinquished to the LEA (regardless of DEMIL and/or Integrity Code). The LESO retains final authority to determine what items qualify as “controlled” property. The below items listed in Section 1.2 of Law Enforcement Equipment Working Group (LEEWG) Recommendations (as modified in 2017), will be managed and issued as controlled property unless other restrictions or conditions are noted:

- a) *Manned Aircraft, Fixed Wing*: Powered aircraft with a crew aboard, such as airplanes, that use a fixed wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).
- b) *Manned Aircraft Rotary Wing*: Powered aircraft with a crew aboard, such as helicopters, that use a rotary wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).

c) *Unmanned Aerial Vehicles*: A remotely piloted powered aircraft without a crew onboard. (Note: These items are not currently issued in the LESO Program).

d) *Armored Vehicles, Wheeled*: Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier (APC). These vehicles are sometimes used by law enforcement personnel involved in dangerous operating conditions, including active shooter or similar high-threat situations. These vehicles often have weapon-firing ports. (Note: These vehicles were previously considered controlled due to DEMIL code and are now prohibited unless certification requirements in Section 3 are met).

e) *Tactical Vehicles, Wheeled*: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached. These vehicles are sometimes used by law enforcement in rough terrain or inclement weather for search and rescue operations, as well as other law enforcement functions. This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs. (Note 1: This is LEEWG modified definition from 2017. Note 2: All tactical vehicles will now be considered controlled, and title will not pass. Note 3: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

f) *Command and Control Vehicles*: Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident. Command and control vehicles provide a variety of capabilities to incident Commander, including, but not limited to, the provision for enhanced communications and other situational awareness capabilities. Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category does not include SUVs and is not intended for other types of vehicles that could serve as a command-and-control center. (Note 1: This is the LEEWG modified definition from 2017. Note 2: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

g) *Specialized Firearms and Ammunition Under .50-Caliber (excludes firearms and ammunition designed for regularly assigned duties) and less lethal launchers*: Weapons and corresponding ammunition for specialized operations or assignment. This includes launchers specifically designed and built to launch less lethal projectiles. This excludes weapons such as service issued handguns, rifles or shotguns that are issued or approved by the agency to be used by all sworn officers/deputies during the course of regularly assigned duties. (Note 1: This is the LEEWG modified definition from 2017. Note 2: The LESO Program only issues weapons under .50 caliber that are designed for regularly assigned duties).

h) *Explosives and Pyrotechnics*: Includes “flash bangs” as well as explosive breaching tools often used by special operations units. (Note: These items were previously prohibited in the LESO Program and are now specifically prohibited in EO 14074).

i) *Breaching Apparatus*: Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive. This category does not include dual purpose tools such as a sledgehammer or bolt cutter. (Note: This is the LEEWG modified definition from 2017).

j) *Riot/Crowd Control Batons*: Non-expandable of greater length (more than 24 inches) than service-issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge, electronic or “stun” capabilities. (Note: This is the LEEWG modified definition from 2017).

k) *Riot Helmets*: Helmets designed to protect the wearer's face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face. (Note 1: The LEEWG removed these items from the controlled list in 2017. Note 2: LESO does not issue Kevlar helmets based on DoD policy).

l) *Riot/Crowd Control Shields*: Shields intended to protect wielders from their head to their knees in crowd control situations. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well. (Note: This is the LEEWG modified definition from 2017).

3) PROHIBITED ITEMS THAT MAY BE ISSUED FOR LIMITED PURPOSES EO 14074 lists the below items as "prohibited" for issue under the LESO Program; however identifies specific authorized uses for these "prohibited" items if requested, utilized and annually certified as being used only in authorized manners. When utilized in an authorized manner (as indicated in the below example descriptions), the items are categorized as "controlled" property.

a) *Long Range Acoustic Devices (LRAD) that do not have commercial application*- LRADs are capable of directing sound over great distances at extreme volume in more geographical precision than an ordinary speaker. Certain LRAD capabilities which are aimed at dispersing individuals or groups as a kinetic use-of-force shall not be used. Examples of LRAD capabilities that shall not be used include (but are not limited to) attention commanding alert tones, powerful warning tones and/or deterrent tones.

i) *Authorized uses*- LRADs may only be utilized as a public address system for commercial purposes. Any other use is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with LRADs must certify that the LRAD is utilized exclusively as a public address system for commercial purposes. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify the LRAD is being used in an authorized manner must return LRAD(s) to DLA Disposition Services.

b) *Vehicles that do not have commercial application*- This includes all tracked and armored vehicles, such as a Mine-Resistant Ambush Protected (MRAP), Armored Personnel Carrier (APC), or Armored HMMWV. (Note: This category excludes vehicles with commercial application, such as pick-up trucks, non-armored HMMWVs, 2.5-ton trucks, 5-ton trucks, or SUVs. The LESO Program identifies/defines vehicles with "commercial application" as items with a DEMIL Code of "A" or DEMIL "Q" (with an Integrity Code of 6) that may be sold to the general public under DoD sales programs).

i) *Authorized uses*- EO 14074 allows limited transfer of vehicles that do not have commercial application if the LEA certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. Any other use of these vehicles is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with these vehicles must certify that the vehicle(s) is utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify that the vehicle(s) use is exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief must return vehicle(s) to DLA Disposition Services.

4) ACQUIRING (OR RETAINING) CONTROLLED PROPERTY The State shall:

a) Review, verify and only submit to LESO for approval, requests for controlled property by LEAs who have current SPO and SPO Addendum on file with the state.

b) Ensure LEAs return controlled property to DLA Disposition Services if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

c) Ensure that prior to requesting/acquiring any controlled property, the LEAs:

i) Provide written or electronic notification to the local community of its intent to request controlled property. The notification must be translated into appropriate languages to inform individuals with limited English proficiency. The LESO Program would *recommend* that LEAs provide a notice of intent to request controlled property to the local community on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.

ii) Provide written or electronic notification to the city council or appropriate local Civilian Governing Body (CGB) of its intent to request controlled property and allow “reasonable opportunity to review” (normally 30-days). The LESO Program would *recommend* that LEAs provide a notice of intent to the CGB on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published. Requests for controlled property must comport with all applicable approval requirements of the CGB.

(1) The above requirement includes elected Sheriff’s who also shall notify their CGB or city or county government within their jurisdiction.

(2) In cases of disagreement between requesting LEAs and CGB, the Governor appointed LESO Program State Coordinator (SC) will obtain an advisory opinion from the States Attorney General’s Office on whether CGBs are authorized by state law to deny the request.

iii) *Campus LEAs operating in Institutions of Higher Education (IHE)*- LEAs operating in IHEs otherwise referred to as “Campus Police” or “Campus LEAs” must also adhere to the requirements identified below:

(1) Obtain the IHE Board of Governors (or an equivalent body) *explicit approval* for the acquisition of controlled property. Such approval must be evidenced in the Campus LEAs request submitted to the LESO Program. Silence or inaction by the Campus LEAs Board of Governors does not constitute evidence of approval, and the “reasonable opportunity to review” (normally 30-days) standard does not apply to Campus LEA applications.

(2) Certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

(3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).

5) REGIONAL SHARING AGREEMENTS LESO Program participants who are part of a regional sharing agreement must also adhere to the following requirements. LEAs shall:

a) Provide information regarding the size of the region, including the number and size of the LEA with access to the requested controlled property and the estimated population served.

b) Ensure any controlled property providing support in a regional sharing agreement is utilized in accordance with the LESO Program SPO and this SPO Addendum.

c) Ensure that only LESO Program participants within the regional sharing agreement utilize the controlled property. Agencies/activities who are not LESO Program participants may not utilize or direct the use of controlled property obtained via the LESO Program.

d) Obtain SC/SPOC approval to temporarily conditionally loan property to another LESO Program participant within the regional sharing agreement (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

i) The LESO Program participant with controlled property on their inventory must certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan:

(1) Has adopted requisite protocols (in Section 6 below) or will adopt those protocols before their personnel use the controlled property,

(2) Have provided requisite training (in Section 7 below) or will provide that training before their personnel use the controlled property, and

(3) Will adhere to the information collection and retention requirements (in Section 8 below).

ii) The LEA conditionally loaning the controlled property will remain accountable to the LESO Program to ensure the above provisions are met.

6) POLICIES/PROCEDURES LEAs must establish policies/procedures that are consistent with the standards listed below, in order to request or maintain controlled property. LEAs must:

a) Adopt and comply with general policing standards.

i) *Community Policing-* LEA policies/procedures should reflect the concept that trust and mutual respect between police and the communities they serve are critical to public safety. Community policing fosters relationships between law enforcement and the local community which promotes public confidence in LEAs therefore increasing LEA ability to investigate crimes and keep the peace.

ii) *Constitutional Policing*- LEA policies/procedures must emphasize that all police work should be carried out in a manner consistent with the requirements of the U.S. Constitution and federal law. Policies/procedures must include First, Fourth, and Fourteenth Amendment principles in law enforcement activity, as well as compliance with Federal and State civil rights laws. LEA certified law enforcement officers receive training on the rights embodied by such Constitutional Amendments and how these amendments inform policing policies/procedures.

iii) *Community Input and Impact*- LEA policies/procedures must identify mechanisms that LEAs will use to engage the communities they serve to inform them and seek their input about LEAs actions, role in, and relationships with the community. LEAs should make particular efforts to seek the input of communities where controlled property is likely to be used so as to mitigate the effect that such use may have on public confidence in the police. This could be achieved through the LEAs regular interactions with the public through community forums, town halls, or meetings with the Chief, or community outreach divisions.

b) Adopt and comply with controlled property standards.

i) *Appropriate Use of Controlled Property*- LEA policies/procedures must define appropriate use of controlled property; officers who are authorized to use controlled property must be trained on these policies/procedures. LEAs should examine scenarios in which controlled property will likely be deployed, the decision-making processes that will determine whether controlled property is used, and the potential that both use and misuse of controlled property could create fear and distrust in the community. Policies/procedures should consider whether measures can be taken to mitigate that effect (i.e., keep armored vehicles at a staging area until needed) and any alternatives to the use of such property and tactics to minimize negative effects on the community, while preserving officer safety.

ii) *Supervision of Use*- LEA policies/procedures must specify appropriate supervision of personnel operating or utilizing controlled property. Supervision must be tailored to the type of controlled property being used and the nature of the engagement or operation during which the property will be used. Policies/procedures must describe when a supervisor of appropriate authority is required to be present and actively overseeing the property being used.

iii) *Effectiveness Evaluation*- LEA policies/procedures must articulate that the LEA will regularly monitor and evaluate the effectiveness and value of controlled property to determine whether continued deployment and use is warranted on operational, tactical, and technical grounds. LEAs should routinely review after-action reports and analyze any data on, for example, how often controlled property is used or whether controlled property is used more frequently in certain law enforcement operations or in particular locations or neighborhoods.

iv) *Auditing and Accountability*- LEA must establish policies/procedures that are designed to prevent misuse, unauthorized use and/or loss of controlled property. LEA will hold personnel accountable to agree and comply with State, local, Tribal and Federal controlled property use policies/procedures.

v) *Transparency and Notice*- LEA policies/procedures must articulate that LEA will engage the community regarding controlled property, policies/procedures governing its use, and review of "significant incidents" (as defined in Section 8), with the understanding that there are reasonable limitations on disclosures of certain information and law enforcement sensitive operations and procedures.

c) Must adopt and comply with record-keeping requirements for controlled property.

i) Upon LESO request, LEAs must provide a copy of the general policing standards and specific controlled property standards that were adopted, to include any related policies/procedures.

ii) *Record-Keeping Requirement*- LEAs must retain comprehensive training records, either in the personnel file of the officer who was trained or by the LEAs training division or equivalent entity, for a period of at least three (3) years, and must provide a copy of these records, upon LESO request.

7) TRAINING LEAs that request or have acquired controlled property via the LESO Program must establish written policies/procedures for controlled property use, and all personnel who are authorized to use the controlled property will be trained on these policies/procedures. LEAs must:

a) Provide annual training on general policing standards to personnel who may use the controlled property.

b) Provide annual training on property standards to personnel who may use the controlled property.

c) Provide controlled property operational and technical training to personnel and ensure personnel are proficient prior to using controlled property.

d) Provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training. LEA personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.

8) DOCUMENTATION REQUIRED FOR “SIGNIFICANT INCIDENTS” LEAs must collect and retain the information (described below) when any law enforcement activity involves a “Significant Incident” which requires (or results in) the use of controlled property on the LEAs inventory. A “Significant Incident” is defined as any law enforcement operation or action that involves: 1) a violent encounter among civilians or between civilians and the police, 2) a use-of-force that causes death or serious bodily injury, 3) a demonstration or other public exercise of First Amendment rights, or 4) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed. LEAs must:

a) Collect and retain documentation for controlled property used in a “Significant Incident” for a minimum of three (3) years after the incident has occurred. The LEA must provide documentation to LESO upon request.

i) Documentation should also be made available to the community the LEA serves in accordance with applicable policies/procedures with exemptions made concerning the disclosure of any sensitive information.

b) No new report or format is required for “Significant Incident” reports so long as information is easily accessible and organized. The required information may already exist in a police report, operations plan, officer daily log, incident report, after-action report or described in a use-of-force report. If required information (annotated below) is contained in a pre-existing reports, the LEA must simply ensure that the report includes information that controlled property was used. Required information is listed below:

i) Name and quantity of controlled property used, including relevant details such as make/model/serial number of controlled property used.

- ii) Description of the LEA action/operation involving the controlled property.
- iii) Identification of LEA personnel who used and directed the use of the controlled property.
- iv) Identify or describe civilians who were the subject or target of LEA action/operation. For large crowds or multiple persons, the LEA must provide general description of the civilians (i.e., a crowd of approximately 250 people).
- v) Result of the action/operation in which controlled property was used (i.e., arrests, citations, injuries or fatalities, use-of-force, victim extraction, or property damage).

9) ANNUAL CERTIFICATIONS By signing the SPO Addendum, the LEA agrees to the below certification statements. In addition, the LEA must annually certify compliance with the below certification statements during the Annual LESO Program Inventory. LEAs must:

- a) Certify they have authorization from their CGB to participate in the LESO Program.
- b) Certify they have provided their CGB and local community a comprehensive list of controlled property that may be requested through the LESO Program.
 - i) Notification may be made electronically or in writing and must be translated into appropriate languages to inform individuals with limited English proficiency. It is recommended this notification be done on an annual basis.
 - ii) If controlled property is not identified in the comprehensive list provided to the CGB and local community, an updated notification to CGB and local community must be made. The CGB and local community will be afforded 30-days to review what additional items are being requested.
- c) Certify the request for controlled property comports/complies with all applicable approval requirements of the CGB.
- d) Certify they have adopted and comply with controlled property standards (i.e., appropriate use, supervision of use, effectiveness evaluation, auditing/accountability of use, transparency/notice of use, and record-keeping requirements).
- e) Certify they have provided annual training to personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the United States and de-escalation of force.
- f) (*LEAs with LRADs*) Certify that the LRAD is utilized exclusively as a public address system for commercial purposes.
- g) Certify that controlled property vehicle(s) are utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- h) Certify that controlled property requiring a license (or other authorization), is only utilized by personnel who hold license (or other authorization) to operate such property.
- i) Certify that controlled property will be returned to DLA Disposition Services when no longer needed.
- j) Certify that they are abiding by the current LESO Program SPO and SPO Addendum, and maintain a signed copy of these documents on file.

k) Certify the Application for Participation on-file with LESO Program is current and accurately reflects the number of officers in the agency when fully staffed. (Note: If Application for Participation is not accurate, LEA must provide an updated Application for Participation to State Coordinators Office).

l) Certify they are compliant with LESO Program allocation limits. (Note: Property allocation limits are based on the number of officers at an LEA when fully staffed).

m) Certify that they agree to return the controlled property if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

n) *Campus LEAs (as described in Section 4)* must also certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

o) *Program participants who are part of a regional sharing agreement (as described in Section 5)*, must also certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan: 1) Have adopted requisite protocols in (as described in Section 6) or will adopt those protocols before their personnel use the controlled property, 2) Have provided requisite training (as described in Section 7) or will provide that training before their personnel use the controlled property, and 3) Will adhere to the information collection and retention requirements (as described in Section 8).

10) SAVINGS CLAUSE/INTERPRETATION Nothing in this SPO Addendum shall be construed to impair or otherwise affect the requirements under the existing SPO between the State and LEA (dated February 2021), unless expressly amended herein. To the extent there is a disagreement concerning the interpretation of this SPO Addendum or the extent this SPO Addendum affects requirements under the existing SPO, the disagreement shall be resolved at the exclusive discretion of the LESO Program.

11) AGREEMENTS OF PARTIES By signing this SPO Addendum, the State and LEA acknowledges and accepts these changes. The SPO Addendum must be signed by LEAs no later than January 1, 2023 to remain eligible for LESO Program participation. The changes contained in this SPO Addendum are acknowledged and accepted by the following:

Governor-appointed State Coordinator State of Florida

Title (Print): State Coordinator

Name (Print): Zach Barton

Signature (Sign): Zachariah Barton Date MM/DD/YYYY: 09/12/2022

Law Enforcement Agency Name: _____

Chief Law Enforcement Official (CLEO) Title (Print): _____

Name (Print): _____

Signature (Sign): _____ Date MM/DD/YYYY: _____

LESO Armored Vehicle Packages
(Revalidation of request documents under new SPO Addendum)

My agency has an approved armored vehicle request package on file with the LESO Program. Due to Presidential Executive Order (EO) 14074 (signed May 25, 2022) armored vehicles being requested via the LESO Program have new terms and conditions for request and usage.

As the Chief Law Enforcement Official (CLEO) of the LEA listed below, I certify that:

1. My agency is abiding by the State Plan of Operation (SPO) (February 2021) and has a signed copy on file with the State Coordinator's Office.
2. My agency is abiding by the SPO Addendum (August 2022) and has a signed copy on file with the State Coordinator's Office.

State: Florida DODAAC: 2YTCX5 ORI #: FL0460100

Agency Name: Crestview Police Department

CLEO Name (typed): Stephen McCosker

CLEO Signature: _____ Date: _____

State Coordinator's Office:

By signing this document, the State Coordinator (SC) or State Point of Contact (SPOC) certifies that the agency listed above has a current version of the LESO Program SPO and SPO Addendum on file with the State Coordinator's Office.

SC/SPOC Name (typed): _____

SC/SPOC Signature: _____ Date: _____



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director, Bill Gilliam, Comptroller, Wendy Buttke, Accountant
DATE: 12/5/2022
SUBJECT: Appointment of a trustee to the General Employees' Retirement Board

BACKGROUND:

The City administers two defined benefit pension plans: the Crestview General Employees' Retirement Plan Trust Fund and the Crestview Police Officers' and Firefighters' Plan Trust Fund. These plans provide benefits for all qualifying employees of the City. Each plan is administered by a five-person retirement committee consisting of two members appointed by the City Council, two elected members of the Plan and a fifth member elected by the other four and appointed by the City Council.

DISCUSSION:

One of the board members for the General Employees Plan was an employee of the City who has since resigned. This leaves the need for a new member to be appointed by the Council. A long-time City employee and resident, Brona (Wayne) Steele has agreed to fill the vacated board position.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

No financial impact.

RECOMMENDED ACTION

Staff respectfully requests the approval of Wayne Steele to the Retirement Board as a Trustee.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Administrative Services Director
DATE: 12/8/2022
SUBJECT: Smarsh Contract Renewal

BACKGROUND:

The City of Crestview currently contracts with Verizon Wireless for our employee mobile phone service. Florida public records law requires communication, including text messages, to be recorded for varying amounts of time depending on the subject.

DISCUSSION:

Smarsh is a multinational digital archiving solution who contracts directly with Verizon Wireless. This solution ensures all stored data meets local and federal regulations. Smarsh services will provide the city with sophisticated, efficient search tools for automatically indexed content including photos and text messages. There is a one-time fee of \$1,680 for this project associated with setup and staff training.

GOALS & OBJECTIVES

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

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

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

Communication- To engage, inform and educate public and staff

FINANCIAL IMPACT

The total annual cost of this software will be \$10,648. This includes a recurring cost of \$8,968. This will be paid from residuals from the 2022 fiscal year.

RECOMMENDED ACTION

Staff respectfully requests council approve the contract with Smarsh and authorize the Mayor to sign the agreement.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader
DATE: 11/28/2022
SUBJECT: Approval of City Council Regular Meeting Minutes of November 14, 2022.

BACKGROUND:

Routine approval of minutes.

DISCUSSION:

The draft minutes were disbursed prior to the Council meeting.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the minutes of November 14, 2022.

Attachments

1. 11142022 City Council Regular Meeting Minutes Draft

City Council Minutes - DRAFT
November 14, 2022
6:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:01 p.m. by Mayor JB Whitten. Board members present: Mayor Pro-Tem Andrew Rencich, Council members: Doug Capps, Cynthia Brown, Joe Blocker, and Ryan Bullard. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, City Attorney Jonathan Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Brian Walton, Community of Christ Church

The Invocation and Pledge of Allegiance was led by Pastor Brian Walton of Community of Christ Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten welcomed Councilmember Ryan Bullard and established a quorum.

4. Approve Agenda

City Manager Tim Bolduc announced that Councilmember A. Rencich is adding a resolution regarding portions of the Inflation Reduction Act under his report.

Mayor JB Whitten called for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Joe Blocker to approve the agenda, as amended.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

5. Presentations and Reports

5.1. Northwest Crestview Bypass ACE Meeting

Presentation by Cory Wilkinson with HDR Engineering. He mentioned they will hold a public meeting for the Northwest Crestview Bypass project, on Thursday, November 17, 2022, from 5:30 to 6:30 p.m. at Warrior's Hall in an Open House format.

Cory Wilkinson presented the Council with an overview of the projects on the overhead stating it is a county-led project. The Northwest Crestview Bypass Alternative Corridor Evaluation (ACE) Study is a corridor planning study that focuses on the feasibility for a westerly bypass around Crestview which is a continuation of the Southwest Bypass currently under construction. He stated the purpose of this study is to provide regional system connectivity and improve mobility. He pointed out the county will determine whether corridors 3, 4, and 5 will be advanced.

In response to Council, Mr. Wilkerson stated this is just a planning stage as the construction is not funded and is about twenty years out, however, they are doing a long-range traffic forecast to determine need.

5.2. Powering Partnerships Certificate of Appreciation - Michael Beedie

Mayor JB Whitten presented a Powering Partnerships Certificate of Recognition to Michael Beedie. He mentioned that Mr. Beedie has been a partner with the City of Crestview and assisted in any endeavor the city asked him to do.

5.3. Presentation for Tripp Zick

Mayor JB Whitten presented a Certificate of Appreciation to Tripp Zick regarding his aspiration of being a mayor on Career Day.

5.4. Proclamation declaring Saturday, November 26, 2022 as Small Business Saturday

Mayor JB Whitten presented a proclamation declaring Saturday, November 26, 2022 as Small Business Saturday.

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Joe Blocker to approve the Consent Agenda, as presented.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

6.1. Sewer Master Planning for Civic Complex Area

6.2. Approval of the October 17, 2022 Special City Council Meeting Minutes

6.3. Approval of the October 24, 2022 City Council Regular Meeting Minutes

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1900 - Antioch Road Annexation

Senior Planner Nicholas Schwendt stated this is the second reading of Ordinance 1900 – Antioch Road Annexation. He went over the land uses and zoning stating a development application has not been received. He went over the mailings and postings per State Statute.

Senior Planner Nicholas Schwendt presented the Ordinance information to the City Council and asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance annexing to the City of Crestview, Florida, ± 1.23 Acres of Contiguous Lands Located In Section 26, Township 3 North, Range 24 West, and Being Described as Set Forth

Herein; Providing For Authority; Providing For Land Description; Providing For Boundary; Providing For Land Use and Zoning Designation; Providing For Amendment to the Base, Land Use and Zoning Maps; Providing For A Comprehensive Plan Amendment; Providing For Filing With the Clerk of Circuit Court of Okaloosa County, the Chief Administrative Officer of Okaloosa County and the Florida Department of State; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

Mayor asked the City Council and public for comment and in hearing none called for action.

Motion by Councilmember Douglas Capps and seconded by Councilmember Andrew Rencich to approve Ordinance 1900 on 2nd reading for final adoption. Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.2. Ordinance 1901 - Antioch Road Comprehensive Plan Amendment

Senior Planner Nicholas Schwendt stated this is the second reading of Ordinance 1901 - Antioch Road and presented the information to the City Council. He then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Amending Its Adopted Comprehensive Plan; Providing For Authority; Providing For Findings of Fact; Providing For Purpose; Providing For Changing the Future Land Use Designation From Okaloosa County Low Density Residential to Commercial (C) on Approximately 1.23 Acres, More Or Less, In Section 26, Township 3 North, Range 24 West; Providing For Future Land Use Map Amendment; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

Mayor asked the City Council and public for comment and in hearing none called for action.

Motion by Councilmember Joe Blocker and seconded by Councilmember Cynthia Brown to approve Ordinance 1901 on 2nd reading for final adoption. Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.3. Ordinance 1902 - Antioch Road Rezoning

City Attorney Jonathan Holloway swore in all participants for the quasi-judicial segments of the meeting.

Senior Planner Nicholas Schwendt stated this is the second reading of Ordinance 1902 - Antioch Road Rezoning and asked that the staff report be made part of the record: On August 21, 2022, staff received an application to annex and to amend the

comprehensive plan and zoning designations for property located on Antioch Road. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively. The application requests the Commercial Low-Intensity District (C-1) zoning designation for the property. The Planning and Development Board recommended approval of the request on October 3, 2022, and the first reading was approved by the City Council on October 10, 2022. The property description is as follows: Property Owner: Miller Jason, 891 S Ferdon Blvd., Crestview, FL 32536; Parcel ID: 26-3N-24-0000-0015-001B; Site Size: 1.23 acres Current FLU: Okaloosa County Low Density Residential; Current Zoning: Okaloosa County Residential-1; Current Land Use: Vacant. Direction: North; FLU: Okaloosa County Low Density Residential; Zoning: Okaloosa County Residential-1; Existing Use: Residential. Direction: East; FLU: Public Lands (PL); Current Zoning: Public Lands (PL) Current Land Use: Commercial. Direction: South; FLU: Commercial; (C) Zoning: Commercial Low-Intensity District (C-1) Current Land Use: Residential. Direction: West; FLU: Commercial (C); Zoning: Commercial Low-Intensity District (C-1); Current Land Use: Vacant. The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property can be developed for commercial use. Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels. Courtesy notices were mailed to property owners within 300 feet of the subject property on September 9, 2022. The property was posted on September 20, 2022. An advertisement ran in the Crestview News Bulletin on September 22 and 29, 2022.

Senior Planner Nicholas Schwendt asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 1.23 Acres, More or Less, of Real Property, Located In Section 26, Township 3 North, Range 24 West, From the Okaloosa County Residential-1 Zoning District to the Commercial Low-Intensity District (C-1) Zoning District; Providing For Authority; Providing For The Updating of the Crestview Zoning Map; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing for an Effective Date.

Mayor JB Whitten asked for comment from the City Council and the public and hearing none, he called for action.

Motion by Councilmember Douglas Capps and seconded by Councilmember Ryan Bullard to approve Ordinance 1902 on 2nd reading for final adoption.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.4. Ordinance 1903 - Friendship Lane Annexation

Senior Planner Nicholas Schwendt mentioned this is the second reading of Ordinance 1903 - Friendship Lane Annexation. He went over the zoning and land use requests. He mentioned the surrounding areas are zoned commercial, so it is compatible for the requested zoning. He went over the mailings and postings per State statute.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read Ordinance 1903 by Title: An Ordinance Annexing to the City of Crestview, Florida, ± 2.19 Acres of Contiguous Lands Located In Section 33, Township 4 North, Range 23 West, and Being Described as Set Forth Herein; Providing For Authority; Providing For Land Description; Providing For Boundary; Providing For Land Use And Zoning Designation; Providing For Amendment to the Base, Land Use And Zoning Maps; Providing For A Comprehensive Plan Amendment; Providing For Filing With the Clerk of Circuit Court of Okaloosa County, the Chief Administrative Officer of Okaloosa County and the Florida Department of State; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

Mayor J.B. Whitten asked for comment from the Council and public. In hearing none, he called for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Joe Blocker to approve Ordinance 1903 on 2nd reading for final adoption.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.5. Ordinance 1904 - Friendship Lane Comprehensive Plan Amendment

Senior Planner Nicholas Schwendt stated this is the second reading of Ordinance 1904 - Friendship Lane Comprehensive Plan Amendment and presented the information to the City Council.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read Ordinance 1904 by Title: An Ordinance of the City of Crestview, Florida, Amending Its Adopted Comprehensive Plan; Providing For Authority; Providing For Findings of Fact; Providing For Purpose; Providing For Changing the Future Land Use Designation From Okaloosa County Low Density Residential to Commercial (C) on Approximately 2.19 Acres, More Or Less, In Section 33, Township 4 North, Range 23 West; Providing for Future Land Use Map Amendment; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and

Ordinances; and Providing for An Effective Date.

Mayor J.B. Whitten asked for comment from the Council and the public. In hearing none, he called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Andrew Rencich to approve Ordinance 1904 on 2nd reading for final adoption. Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.6. Ordinance 1905 - Friendship Lane Rezoning

Senior Planner Nicholas Schwendt stated this is the first reading of Ordinance 1905 - Friendship Lane Rezoning and asked that the staff report be entered into the record: On August 24, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 5851 Friendship Lane. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively. The application requests the Commercial Low-Intensity District (C-1) zoning designation for the property. The Planning and Development Board recommended approval of the request on October 3, 2022, and the first reading was approved by the City Council on October 10, 2022. The property description is as follows: Property Owner: Wilson Bobby J & Katherine, 5851 Friendship Lane, Crestview, FL 32536-9322; Parcel ID: 33-4N-23-0000-0059-0000; Site Size: 2.19 acres; Current FLU: Okaloosa County Low Density Residential Current Zoning: Okaloosa County Residential-1; Current Land Use: Residential. Direction: North; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Residential. Direction: East; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Residential. Direction: South; FLU: Okaloosa County Low Density Residential; Zoning: Okaloosa County Residential-1; Current Land Use: Residential. Direction: West; FLU: Mixed Use (MU); Zoning: Mixed Use (MU); Current Land Use: Residential. Being developed for multi-family residential. The subject property is currently developed for residential use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property can be developed for commercial use. Staff reviewed the request for rezoning and finds the following: - The proposed zoning is consistent with the proposed future land use designation.

- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.

- The requested use is not substantially more or less intense than allowable development on adjacent parcels. Courtesy notices were mailed to property owners within 300 feet of the subject property on September 9, 2022. The property was posted on September 20, 2022. An advertisement ran in the Crestview News Bulletin on October 13 and 20, 2022.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read Ordinance 1905 by Title: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 2.19 Acres, More or Less, of Real Property, Located In Section 33, Township 4 North, Range 23 West, From the Okaloosa County Residential-1 Zoning District to the Commercial Low-Intensity District (C-1) Zoning District; Providing For Authority; Providing For the Updating of the Crestview Zoning Map; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

Mayor J.B. Whitten asked for comment from the Council and the public. In hearing none, he called for action.

Motion by Councilmember Douglas Capps and seconded by Councilmember Joe Blocker to approve Ordinance 1905 on 2nd reading for final adoption.
Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.7. Ordinance 1906 - Henderson Street Annexation

Senior Planner Nicholas Schwendt mentioned this is the second reading of Ordinance 1906 - Henderson Street Annexation. He went over the zoning and land use designation application adding the property is currently vacant and a development application has not been submitted. He went over the mailings and postings per statute.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read Ordinance 1906 by Title: An Ordinance Annexing to the City of Crestview, Florida, ± 1.52 Acres of Contiguous Lands Located In Section 21, Township 3 North, Range 23 West, and Being Described As Set Forth Herein; Providing For Authority; Providing For Land Description; Providing For Boundary; Providing For Land Use and Zoning Designation; Providing For Amendment to the Base, Land Use and Zoning Maps; Providing For a Comprehensive Plan Amendment; Providing For Filing With the Clerk of Circuit Court of Okaloosa County, the Chief Administrative Officer of Okaloosa County and the Florida Department of State; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

Mayor J.B. Whitten asked for comment from the Council and the public. In hearing none, he called for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Ryan Bullard to approve Ordinance 1906 on 2nd reading for final adoption.
Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.8. Ordinance 1907 - Henderson Street Comprehensive Plan Amendment

Senior Planner Nicholas Schwendt stated this is the second reading of Ordinance 1907 – Henderson Street Comprehensive Plan. He went over the postings and mailings per Statute.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Amending Its Adopted Comprehensive Plan; Providing For Authority; Providing For Findings of Fact; Providing For Purpose; Providing For Changing the Future Land Use Designation From Okaloosa County Low Density Residential to Residential (R) on Approximately 1.52 Acres, More Or Less, In Section 21, Township 3 North, Range 23 West; Providing For Future Land Use Map Amendment; Providing For Severability; Providing For Scrivener’s Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

Mayor J.B. Whitten asked for comment from the Council and the public. In hearing none, he called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Douglas Capps to approve Ordinance on 2nd reading for final adoption.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

7.9. Ordinance 1908 - Henderson Street Rezoning

Senior Planner Nicholas Schwendt presented Ordinance 1908 – Henderson Street Rezoning for second reading and asked that the staff report be entered into the record: On August 31, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 697 Henderson Street. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively. The application requests the Single and Multi-Family Density Dwelling District (R-3) zoning designation for the property. The Planning and Development Board recommended approval of the request on October 3, 2022, and the first reading was approved by the City Council on October 10, 2022. The property description is as follows: Property Owner: Tarpley Darryl E., 322 Aplin Rd, Crestview, FL 32539-4950; Parcel ID: 21-3N-23-1670-0016-0080; Site Size: 1.52 acres; Current FLU: Okaloosa County Low Density Residential Current Zoning: Okaloosa County Residential-1; Current Land Use: Vacant. Direction: North; FLU: Okaloosa County Low Density Residential; Zoning: Okaloosa County Residential-1; Existing Use: Residential & Vacant. Direction: East; FLU: Okaloosa County Low Density Residential; Zoning: Okaloosa County Residential-1; Existing Use: Vacant. Direction: South; FLU: Residential (R); Zoning: Single and Multi-Family Density Dwelling District (R-3); Existing Use Vacant.

Direction: West; FLU: Residential (R); Zoning: Single and Multi-Family Density Dwelling District (R-3); Existing Use: Residential. The subject property is currently vacant, and a development application has not been submitted. Based on the

requested land-use and zoning designations, the property can be developed for residential use. Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on September 9, 2022. The property was posted on September 20, 2022. An advertisement ran in the Crestview News Bulletin on September 22 and 29, 2022.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read Ordinance 1908 by Title: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 1.52 Acres, More or Less, of Real Property, Located In Section 21, Township 3 North, Range 23 West, From the Okaloosa County Residential-1 Zoning District to the Single and Multi-Family Density Dwelling District (R-3) Zoning District; Providing For Authority; Providing For the Updating of the Crestview Zoning Map; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing for an Effective Date.

Mayor J.B. Whitten asked for comment from the Council and the public. In hearing none, he called for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Joe Blocker to approve Ordinance 1908 on 2nd reading for final adoption.
Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

8. Ordinances on First Reading

8.1. Ordinance 1909 - North Ferdon & Third Ave Annexation

Senior Planner Nicholas Schwendt stated this is the first reading of Ordinance 1909 - North Ferdon & Third Avenue Annexation. The next three ordinances regard the North Ferdon and Third Avenue property. He went over the postings and mailings per Statute.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read Ordinance 1909 by Title: An Ordinance Annexing to the City of Crestview, Florida, ± 0.37 Acres of Contiguous Lands Located In Section 4, Township 3 North, Range 23 West, and Being Described as Set Forth Herein; Providing For Authority; Providing For Land Description;

Providing For Boundary; Providing For Land Use and Zoning Designation; Providing For Amendment to the Base, Land Use and Zoning Maps; Providing For A Comprehensive Plan Amendment; Providing For Filing With the Clerk of Circuit Court of Okaloosa County, the Chief Administrative Officer of Okaloosa County and the Florida Department of State; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing for an Effective Date.

Motion by Councilmember Joe Blocker and seconded by Councilmember Cynthia Brown, to approve Ordinance 1909 on 1st reading and move to second reading for final adoption.

ROLL CALL: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, and Ryan Bullard. All ayes. Motion carried.

- 8.2. Ordinance 1910 - North Ferdon & Third Ave Comprehensive Plan Amendment
Senior Planner Nicholas Schwendt stated this is the first reading of Ordinance 1910 - North Ferdon & Third Avenue Comprehensive Plan Amendment. He went over the postings and mailings per Statute.

Senior Planner Nicholas then asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Amending Its Adopted Comprehensive Plan; Providing For Authority; Providing For Findings of Fact; Providing For Purpose; Providing For Changing the Future Land Use Designation From Okaloosa County Mixed Use to Commercial (C) on Approximately 0.37 Acres, More Or Less, In Section 4, Township 3 North, Range 23 West; Providing For Future Land Use Map Amendment; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal Of Conflicting Codes and Ordinances; and Providing for an Effective Date.

Motion was made by Councilmember Joe Blocker and seconded by Councilmember Andrew Rencich to approve Ordinance 1910 on 1st reading and move to second reading for final adoption.

ROLL CALL: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

- 8.3. Ordinance 1911 - North Ferdon & Third Ave Rezoning
Senior Planner Nicholas Schwendt stated this is the first reading of Ordinance 1911 - North Ferdon & Third Avenue Rezoning going over the zoning. He went over the postings and mailings per Statute. He asked that the staff report be entered into the record: On September 9, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1202 N Ferdon Boulevard. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The application requests the Commercial Low-Intensity District (C-1) zoning designation for the property. The Planning and Development Board recommended approval of the request on November 7, 2022. The property description is as follows: Property Owner: O'Daniels Jason & April M., 411 Pendo Pl., Crestview, FL 32536; Parcel ID: 04-3N-23-1840-0004-0080; Site Size: 0.37 acres; Current FLU: Okaloosa County Mixed Use, Current Zoning: Okaloosa County Mixed Use, Current Land Use: Commercial. The following table provides the surrounding land use designations, zoning districts, and existing uses. Direction: North; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Residential & Vacant. Direction: East; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Commercial. Direction: South; FLU: Commercial (C); Zoning: Commercial Low-Intensity District (C-1); Existing Use: Vacant. Direction: West; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Residential & Commercial. The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as commercial. Staff reviewed the request for rezoning and finds the following: - The proposed zoning is consistent with the proposed future land use designation.

- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels. Courtesy notices were mailed to property owners within 300 feet of the subject property on October 14, 2022. The property was posted on October 25, 2022. An advertisement ran in the Crestview News Bulletin on November 3 & 10, 2022.

Senior Planner Nicholas Schwendt then asked the City Clerk to read the ordinance. City Clerk Maryanne Schrader read Ordinance 1911 by Title:

An Ordinance of the City of Crestview, Florida, Providing for the Rezoning of 0.37 Acres, More or Less, of Real Property, Located In Section 4, Township 3 North, Range 23 West, from the Okaloosa County Mixed Use Zoning District to the Commercial Low-Intensity District (C-1) Zoning District; Providing for Authority; Providing for the Updating of the Crestview Zoning Map; Providing for Severability; Providing for Scrivener's Errors; Providing for Liberal Interpretation; Providing for Repeal of Conflicting Codes and Ordinances; and Providing for an Effective Date.

Motion made by Councilmember Douglas Capps and seconded by Councilmember Joe Blocker to approve Ordinance 1911 on 1st reading and move to second reading for final adoption.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, Ryan Bullard. All ayes. Motion carried.

9. Resolutions

9.1. Rules and Procedures for the City Council

City Manager T. Bolduc presented Resolution 2023-2 - regarding Rules and Procedures for the City Council to the City Council and asked the City Clerk to read the Resolution.

City Clerk Maryanne Schrader read the Resolution by title: A Resolution of the City Council of the City of Crestview Rescinding and Replacing the Rules of Procedure For Council Meetings Resolution 13-12, and all Subsequent Amending Resolutions; Providing For Authority; General Rules; Providing For Scriveners Errors; Providing For Authority; and an Effective Date.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Joe Blocker to approve Resolution 2023-2.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, and Ryan Bullard. All ayes. Motion carried.

10. Action Items

10.1. Crestview Welcome Signs

Project Manager Jayce Vanderford went over the location of the signs stating the need for replacement, as they have been dated and weathered. Signs Galore was the original contractor. The signs will include solar lighting. The FDOT permitted the city to move forward if the location was not changed. He recommended retaining Signs Galore to do the work in the amount of \$8,224. He also asked the City Council to approve the color scheme that Signs Galore suggested.

City Manager T. Bolduc said staff prefers to stay within the branding that we currently have, and the Council reviewed the brand colors.

After discussion on the best color scheme, whether stone could be used or matching the brick, the cost of new signage, and the stipulation from FDOT on not changing the footprint, Council requested staff bring back a quote with the bricks and get four signs under \$25,000.

City Manager T. Bolduc said staff will contact the contractor to provide mockups with signs similar to what we have on Main Street.

10.2. Princeton Grove Memorandum of Understanding

Senior Planner N. Schwendt went over the application for the 107-unit apartment project and the details of the Memorandum of Understanding which includes the developer paying up to \$21,200 for the for proposed offsite roadway improvements that the City is constructing to mitigate traffic impacts. The MOU will provide the city with funds for the improvements.

City Manager T. Bolduc explained that the PS director will implement something similar to an impact fee based on traffic, so this traffic study will be the last one.

In response to Councilmember D. Capps, City Manager T. Bolduc said the funds collected will go specifically to our current impact for engineering design and construction.

Motion by Councilmember Douglas Capps and seconded by Councilmember Andrew Rencich to approve the Mayor and City Clerk to sign the Memorandum of Understanding.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, and Ryan Bullard. All ayes. Motion carried.

10.3. City Clerk Annual Performance Evaluation

HR Director Jessica Leavins stated the overall rating was 2.68, which would be characterized as exceeds expectations. The staff recommendation for a raise is 6%, as the general staff received a cost-of-living increase of 3%, which is not available to this position.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to accept the recommendation from staff.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, and Ryan Bullard. All ayes. Motion carried.

11. City Clerk Report

11.1. City of Crestview City Council Handbook

City Clerk M. Schrader stated the handbook was originally put together for a newly elected councilmember. She mentioned the city manager reviewed it and thought it would be a good tool for the entire City Council.

City Manager said he received several comments from the City Council. On bullet four of the introduction, there was concern with the language that a councilmember agreed with the entire decision. He explained the vote speaks as one body after debate. He suggested adding a sentence regarding the minutes of the Council meeting will reflect the vote. He added any small scriveners' errors will be corrected.

Councilmember A. Rencich suggested the handbook be placed on the website.

Discussion ensued on ensuring the language reflected the City Charter.

Councilmember Cynthia Brown and Councilmember Douglas Capps withdrew the motion to accept the handbook, to add the suggested language and scriveners' errors could be corrected before bringing the handbook back to the City Council. City Attorney J. Holloway said he will add items to the document, as well.

11.2. End of Year Office of the City Clerk Update

City Clerk M. Schrader provided a brief update. Councilmember R. Bullard stated that the City Clerk had given him important information and was helpful.

11.3. Nominate Shannon Hayes as an alternate to the Planning Development Board

City Clerk M. Schrader stated that Mr. Sheffield had to resign from the Board because of a change in his work schedule and asked for a replacement.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to appoint Shannon Hayes as an alternate to the Planning and Development Board.

Roll Call: Joe Blocker, Cynthia Brown, Andrew Rencich, Douglas Capps, and Ryan Bullard. All ayes. Motion carried.

Mayor J. B. Whitten stated he appreciated everything that Mr. Hayes had done for the city.

12. City Manager Report

12.1. Community Development Director Barry Henderson - Report

Community Development Director B. Henderson stated that in May his department began a new permitting software, MyGovernment On-line. He briefed the City Council on the number of permits processed, a new building inspector has been hired, additional hiring needs, a new employee in BTR, as well as mentioning the Animal Control and Code Enforcement has been moved to the police department. In the Planning area, he went over the development projects and projects for annexations adding his staff is working with Eglin and childcare needs.

In response to the grant receipt update from Councilmember C. Brown, City Manager T. Bolduc responded that a grant has been received, and we will get training and partner with outside sources.

12.2. Financial Update - Finance Director

Finance Director Gina Toussaint stated a link has been provided to update the City Council on the check registers.

13. Comments from the Mayor and Council

Councilmember J. Blocker asked if there is a schedule for the bathrooms to be opened, and City Manager T. Bolduc said the homeless have been misusing the bathrooms, so the bathrooms are locked except for events. In response to Councilmember R. Bullard's request to have Public Services keep them open during the day, City Manager T. Bolduc responded the repairs have been extensive. He added the intent is to have the bathrooms open when the splashpad is open.

The newly elected Councilmembers stated they are ready to serve the citizens and thanked the citizens for their support.

In response to Councilmember C. Brown, City Manager T. Bolduc replied that the grant manager interviews are starting tomorrow.

Councilmember A. Rencich said the resolution he has brought forward relates to portions of the Inflation Reduction Act in House Bill 8950 and State Bill 4953 that would impact the Gulf Test Range and ammunition line. This resolution initiative will show our support for the mission line. Council approved a consensus to supporting to protect the military mission to move forward and place the resolution on the next agenda.

Mayor J.B. Whitten recognized Main Street for their help with the Veterans Parade and the Christmas Market and reminded everyone of the 5k race this Saturday.

Mayor JB Whitten recognized former Councilmember Shannon Hayes and stated he was on several committees. He asked the City Clerk to return with the committees Mr. Hayes was on adding he would like to be his replacement on the Okaloosa County League of Cities.

Mayor JB Whitten also acknowledged Claudis Dale, who was present.

Councilmember A. Rencich mentioned the Cops and Bobbers fishing event is this Saturday at Twin Hills Park.

14. Comments from the Audience

Mr. Shannon Hayes came forward and congratulated the new Council members stating he has great confidence in the Council.

Antonio Novoa came forward and requested the city bring diversity and cultural events to the area. He asked about the bid process for the welcome signs and asked about cost-effective options. Mayor JB Whitten said he spoke to an individual about a senior citizen cultural event.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 8:05 p.m.

Minutes approved this ___ day of ___, 2022.

JB Whitten, Mayor

ATTEST:

Maryanne Schrader, City Clerk
Having proper notice been duly given



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader
DATE: 11/29/2022
SUBJECT: Approval of the City Council Special Meeting Minutes of November 14, 2022

BACKGROUND:

Routine approval of minutes.

DISCUSSION:

Minutes were distributed prior to the meeting.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the City Council Special meeting minutes of November 14, 2022.

Attachments

1. 11142022 Special City Council Swearing-In Ceremony Minutes

City Council Swearing In Ceremony Minutes - DRAFT
November 14, 2022
5:00 p.m.
Council Chambers

1. Swearing-In Ceremony

- 1.1. Mayor JB Whitten will administer the Oath of Office and officiate for the ceremony.
Mayor JB Whitten opened the ceremony to administer the Oaths of Office at 5:00 p.m.

Mayor JB Whitten requested the newly elected councilmembers, Joe Blocker, Doug Capps, and Ryan Bullard, to join him at the front of the dais to be sworn in.

Mayor JB Whitten explained the obligations in their new positions and then had each councilmember recite the official oath.

Councilmember Cynthia Brown and Mayor Pro-Tem Andrew Rencich welcomed the newly elected to the Council.

Councilmember Ryan Bullard thanked the citizens and stated he was looking forward to working with the staff.

Joe Blocker thanked the citizens for their support.

Doug Capps stated he was looking forward to the next four years.

2. Adjournment

Mayor JB Whitten adjourned at 5:11 p.m.

Minutes approved this __ day of __, 2022.

JB Whitten
Mayor

ATTEST:

Maryanne Schrader
City Clerk
Proper notice having been duly given



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, Senior Planner
DATE: 12/8/2022
SUBJECT: FY 2021-2022 CDBG Consolidated Annual Performance and Evaluation Report (CAPER)

BACKGROUND:

The City of Crestview receives funding from the U.S. Department of Housing and Urban Development (HUD), through the Community Development Block Grant (CDBG) Program. The city is considered an "entitlement community" with a prescribed formula for funding developed by HUD using select city demographic information. As a condition of being an entitlement community, the city is required to perform annual evaluations of its CDBG program through the completion of a Consolidated Annual Performance and Evaluation Report (CAPER).

On August 9, 2021, City Council approved the FY 2021-2022 CDBG Annual Action Plan, which specifically allocated funding for the FY 2021-2022 programs whose performance is evaluated in this CAPER.

DISCUSSION:

Staff has completed the FY 2020-2021 CAPER in accordance with HUD requirements. A total of \$170,025.00 was awarded to the city for FY 2021-2022. \$34,005.00 of which was allocated to Administration and Planning, \$44,172.00 was allocated to Crestview Manor Window Units, \$36,058.00 was allocated to the Crestview Resource Center, and \$55,790.00 was allocated to City of Crestview Nuisance Abatement. The status of these projects is as follows:

Administration and Planning: The CDBG program allows for up to 20 percent of the annual allocation to be used to offset the cost of administering the program. This project was completed during FY 2021-2022.

Crestview Manor Window Unit Purchase: \$43,258.67 was spent on this program during FY 2021-2022. The remaining balance will be expended during FY 2022-2023.

Crestview Resource Center: \$0 was spent on this program during FY 2021-2022. The full balance will be completed during FY 2022-2023.

City of Crestview Nuisance Abatement: \$17,728.26 was spent on this program during FY 2021-2022. The remaining balance will be expended during FY 2022-2023.

The CAPER was made available for public comment. At the time of this report, no public comments have been received.

GOALS & OBJECTIVES

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

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

government.

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

FINANCIAL IMPACT

There are no financial obligations associated with this report. The FY 2020-2021 CDBG allocation expenditure report is as follows:

Activity Name	IDIS Activity ID	Annual Action Plan Allocation	Amount funded in IDIS	Remaining
Planning & Administration	10	\$34,005.00	\$34,005.00	\$0.00
Nuisance Abatement	12	\$55,790.00	\$55,790.00	\$38,061.74
Crestview Manor Window Units	14	\$44,172.00	\$44,172.00	\$914.00
Crestview Resource Center	13	\$36,058.00	\$36,058.00	\$36,058.00

RECOMMENDED ACTION

Staff respectfully requests City Council approval of the 2021-2022 Community Development Block Grant Consolidated Annual Performance Evaluation Report.

Attachments

1. 2021-2022 Consolidated Annual Performance Evaluation Report (CAPER)

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Crestview is designated as a CDBG entitlement community by HUD. FY 2021-22 was the city's second year of being an entitlement community and is the second year within the first five-year consolidated plan. This Consolidated Annual Performance and Evaluation Report (CAPER) covers the period from October 1, 2021, to September 30, 2022, and evaluates how the City invested allocated funds to meet community development and public service's needs. Activities in this report primarily benefit low- and moderate-income residents.

This CAPER also provides a general assessment of the City's progress in addressing the priority needs, goals, and objectives identified in its five-year Consolidated Plan which covers the period of October 1, 2020, through September 30, 2025.

In FY 2021-22, the City of Crestview used regular entitlement funds through the Nuisance Abatement Program to demolish 8 unsafe structures. This program is ongoing. The Crestview Manor Window Purchase was able to assist the 65 residents of the Crestview Manor assisted living facility through the purchase new window A/C units and is in the process of being completed. The Crestview Resource Center project is ongoing with improvements to upgrade their food pantry and purchase equipment to improve their education and training initiatives. It is within a HUD designated LMI area and serves that same surrounding area.

The city has \$61,835.00 remaining undrawn in the CDBG-CV grant balance. Staff is in the process of reviewing the CDBG-CV Small Business Grant program to amend the objectives and activities to best respond to Coronavirus at this time, as the original objective of the program was to prevent impacts to small businesses, and the use of that program has been tapering off as of late.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Blight Removal	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	40	14	35.00%	10	8	80.00%
Expand Economic Opportunity	COVID-19 CDBG-CV Funding	CDBG-CV: \$	Businesses assisted	Businesses Assisted	19	5	26.32%			
Planning and Administration	Planning & Administration	CDBG: \$	Other	Other	2	2	100.00%	1	1	100.00%
Provide a Suitable Living Environment	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Provide a Suitable Living Environment	Affordable Housing	CDBG: \$	Other	Other	1	1	100.00%			
Public Facility Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	240	24.00%	240	240	100.00%
Public Services	Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				

Public Services	Non-Housing Community Development	CDBG: \$	Other	Other	1	1	100.00%			
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Projects began and/or completed during the 2021-22 fiscal year helped meet the following specific goals identified in the Consolidated Plan and Annual Action Plan:

Goal: Planning and Administration – The City of Crestview Community Development Services department administers the CDBG program and is responsible for conducting all public hearings and meetings, advertising the report, advertising for and accepting applications, reviewing applications, administering funds to sub-grantees, preparing the Annual Action Plan each year, preparing the CAPER each year, and for preparing the Five Year Consolidated Plan every five years, among other administrative duties. Funds from this category were used to support the aforementioned functions.

Goal: Public Services – Under this program, funding was used for a Housing Stability Specialist that will provided housing stabilization services to persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview. These services include, housing navigation, case management, and financial support for persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview. 100% of funding for this program benefits low- and moderate-income persons and/or persons experiencing homelessness. This goal was addressed through the HHA Housing Stabilization activity. The activity has been amended to ensure that it will continue to qualify for funding, and 66.71% of the funding amount has been drawn. The project has been completed and funding is expected to be drawn for the remainder of the project in the first quarter of PY 2022-23.

Goal: Blight Removal – The city has numerous blighted areas and individual properties. These as these properties deteriorate, they become a greater risk for unsafe conditions both for the residents, and the surrounding community. Funding was used to assist in the elimination of blight and deterioration of properties through the removal of unsafe conditions and by enhancing the appearance and conditions of structures. This goal was addressed through the City of Crestview Nuisance Abatement Program. All funding for FY 2020-21 was utilized, 31.78% of FY 2021-22

funds have been drawn as the activity is still underway. This program has seen much success and will continue in FY 2022-23 with additional options for structural rehabilitation in addition to demolition.

Goal: Provide a Suitable Living Environment – In FY 2020-21, the Benjamin Street Sewer project was funded but not drawn, due to delays associated with COVID. In FY 2021-22, the funding was drawn to contribute to design and construction costs associated with the project. Benjamin Street is located inside the LMI area, and has limited sewer availability. Under this program, funding will be used to construct sewer connections at no cost to the property owners. Additional funding will be provided by City of Crestview sewer utility revenue funds.

Goal: Expand Economic Opportunity – This goal was addressed through the City of Crestview CDBG-CV Small Business Grant Program, which was created as a direct response to the COVID-19 pandemic. Funding will be used to provide one-time business grants of up to \$5,000.00. The purpose of this program is to avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons. Business owners and/or affected employees must meet HUD LMI income eligibility. This program is still active and accepting applications.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	82
Black or African American	147
Asian	17
American Indian or American Native	4
Native Hawaiian or Other Pacific Islander	4
Total	254
Hispanic	1
Not Hispanic	253

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

In FY 2021-22 CDBG funded public service and public facility activities served a total of 254 low to moderate income people, shown by race in the table above. Of the 254 assisted, 1 identified themselves as Hispanic, and 253 as not Hispanic. This sample is too small to reliably compare to the race and ethnicity of the City's overall population, and therefore no statistic regarding the City's overall race and ethnicity are included.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	170,025	94,992
Other	public - federal	0	

Table 3 - Resources Made Available

Narrative

For the current program year, the full amount has been drawn for Planning and Administration, and the City has drawn the following amounts for each other project, with the remainders in parenthesis:

Nuisance Abatement: \$17,728.26 (\$38,061.72), Crestview Manor Window Purchase: \$43,258.67 (\$913.33), Crestview Resource Center: \$0.00 (\$36,058.00). Total: \$94,991.67 (\$75,044.07).

The remaining activities are underway, and funds are continuing to be drawn so the city does not anticipate any issues with timeliness for the remainder of the funding.

Some projects are still ongoing from program year 2020. The full amount has been drawn for Planning & Administration, Nuisance Abatement, and the Benjamin Street Sewer projects, with the following amounts having been drawn for each other project, with the remainder in parenthesis:

HHA Housing Stabilization: \$8,005.09 (\$3,994.71), CDBG-CV Small Business Grant Program: \$35,000.00 (\$61,835.00). Total: \$43,005.09 (\$65,829.91).

The HHA Housing Stabilization activity is still underway, and the City does not anticipate any issues with timeliness with regard to its funding. The city is re-evaluating the CDBG-CV funds to be used to best respond to the Coronavirus pandemic at the current time, so a plan amendment is expected, which may result in the funds being drawn for a different activity under a different national objective.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CRESTVIEW	100	100	Designated LMI areas

Table 4 – Identify the geographic distribution and location of investments

Narrative

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Due to lack of funding, the city did not include affordable housing as a priority need. The city plans to support future housing development through making it a priority need or using alternate funding and/or publicly owned properties. The city has a good relationship with Habitat for Humanity and has also partnered with Gregg Chapel AME Church to provide land for affordable housing, which is being discussed as the Vineyard Village project.

At this time, sufficient funding to address substandard housing is not directly available to the city. However, efforts are being made to improve substandard residential properties through code enforcement. The city relies heavily on the Okaloosa Walton CoC, Homelessness and Housing Alliance to address worst case housing needs.

Discuss how these outcomes will impact future annual action plans.

In the future, the city expects to make affordable housing more of a focus, and is already identifying public service providers to address unmet needs. Future Annual Action Plans are expected to include more diverse funding sources and also provide for rehabilitation of existing affordable homes.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During FY 2021-22 the city did not address homeless needs directly, but will support the Homelessness and Housing Alliance in future projects if requested.

Addressing the emergency shelter and transitional housing needs of homeless persons

During FY 2021-22 the city did not address emergency shelter or transitional housing needs of homeless persons, but will support the Homelessness and Housing Alliance in future projects if requested.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

During FY 2021-22 the city did not address helping low-income individuals and families avoid becoming homeless, but will support the Homelessness and Housing Alliance in future projects if requested.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

During FY 2021-22 the city did not address helping homeless persons make the transition to permanent housing and independent living, but will support the Homelessness and Housing Alliance in future projects if requested.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

During FY 2021-22 the city did not address public housing needs directly, but will support Crestview Housing Authority in future projects if requested.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

During FY 2021-22 there were no city-planned planned activities to encourage public housing residents to become more involved in management and participate in homeownership.

Actions taken to provide assistance to troubled PHAs

The Crestview Housing Authority is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

During the 2021-22 program year, the city made minor revisions to the Land Development Code to improve a number of potential barriers to affordable housing. The changes include updating procedures for the division of land that will allow parcels within the LMI area to be divided quicker, cheaper and more efficiently, providing for more affordable housing development opportunities. Other changes, such as more flexible placement of manufactured homes on smaller pieces of property, provide for additional flexibility in residential development options and potential locations for affordable housing. These changes help to improve the return on residential investment for individuals and land owners, increasing the likelihood that more affordable options will be pursued.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

During the 2021-22 program year, the City undertook activities to address obstacles to meeting underserved needs through the City of Crestview Nuisance Abatement Program, CDBG-CV Small Business Assistance Grant Program, Crestview Manor Window Purchase and Crestview Resource programs. The Nuisance Abatement Program provided funding for demolition of unsafe and blighted structures to low to moderate income families, allowing them to avoid code enforcement actions. All of the structures demolished were beyond repair, with some already collapsed and contributing to unsafe conditions for the public. The CDBG-CV Small Business Assistance Grant program provided funds to small businesses feeling the negative economic effects of the Covid-19 pandemic. The funds were drawn for the City of Crestview Benjamin Street Sewer project, contributing toward design and construction of improvements. The Crestview Resource Center program provided for improvements to the food pantry and educational/training initiatives for a facility that is located within, and serves a HUD designated LMI area.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The city tests proposed rehabilitation projects for lead-based paint, provides the required remedial action, and provides information to homeowners. The city's website has a section dedicated to lead-based paint resources, and provides a link to the United States Environmental Protection Agency's website for more resources.

The city's programs continue to include lead-based paint hazard education. The City provides copies of the booklet "Protect Your Family from Lead in Your Home". Each unit that will undergo painting and/or re-roofing will be evaluated for the presence of lead-based paint. If such hazards are determined to

exist, the city will hire a certified consultant to remove the paint to the extent possible and repair the surface.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During FY 2021-22 the city did not undertake activities to reduce the number of poverty level families.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City funds services to extremely low, low, and moderate-income families through non-profit organizations who provide those services to these families. During PY 2021-22, the Crestview Manor applied for, and was awarded CDBG funding to provide additional window A/C units throughout their facility. This activity improved the living conditions for low to moderate income residents, freeing up more of the organization's funding to provide for other amenities and services. During PY 2020-21, Homelessness and Housing Alliance applied for, and was awarded CDBG funding. The funding was intended to be used for the creation of a Housing Stability Specialist position for their Crestview office. The Specialist provided housing stabilization services to persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview. These services included, housing navigation, case management, and financial support. The activity has been modified to ensure that it qualifies for CDBG funding. The majority of the activity has been funded, and the remained is expected to be drawn in the first quarter of PY 2022-23.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

During FY 21-22, the city did not undertake activities that reduce the number of poverty level families.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The city has not performed an analysis of impediments, but plans to complete one in the near future.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Activity monitoring is a continuous process to ensure compliance with all applicable policies and regulations. Projects and programs are reviewed for eligibility and consistency with the 5-Year Consolidated Plan. Checklists are completed for each project/program considered for approval. Contracts are executed for projects involving other agencies or cities, in accordance with the all Program Federal Regulations. Methods of monitoring differ by project, and are tailored to each specific project's requirements. Memorandum of Agreements are executed between the city and outside agencies that receive CDBG funding. Progress is reviewed monthly to ensure timeliness of spending, in conjunction with preparation of the CAPER and in preparation for each year's Action Plan. Members of the Citizen's Advisory Committee include CDBG target area minority business and property owners. The Advisory Committee provides a focal point for citizen participation.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

As required, reasonable notice for review and comment of this CAPER was provided. Public notice of the comment period was published in the Crestview News Bulletin and on the city's website on November 24, 2022. A copy of the draft CAPER was available for review during the 15-day comment period. Upon request, accommodations are made for non-English speaking persons and persons with disabilities.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in the city's program objectives for FY 2021-22.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI)

grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in the city's program objectives for FY 2021-22.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

No capital projects were funded during the program year that would require Section 3 reporting.



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, Senior Planner
DATE: 12/6/2022
SUBJECT: Ordinance 1909 - North Ferdon & Third Ave Annexation

BACKGROUND:

On September 9, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1202 N Ferdon Boulevard.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The Planning and Development Board recommended approval of the request on November 7, 2022, and the first reading was approved by the City Council on November 14, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: O'Daniels Jason & April M
411 Pendo Pl
Crestview, FL 32536
Parcel ID: 04-3N-23-1840-0004-0080
Site Size: 0.37 acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential & Vacant
East	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
South	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant
West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential & Commercial

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as commercial.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of one (1) lot in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 14, 2022. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on October 14, 2022. The property was posted on October 25, 2022. An advertisement ran in the Crestview News Bulletin on November 3 & 10, 2022.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising was \$544.50.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1909 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1909

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 0.37 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

PIN # 04-3N-23-1840-0004-0080 (Deed recorded in Book 3571, page 2182, dated August 31, 2021)

Lots 8 and 9, Block 4, Oakdale Miniature Farms, according to the plat thereof on file in Plat Book 1, Page(s) 129 in the Office of the Clerk of Circuit Court, Okaloosa County, Florida.

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel, with a zoning designation to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

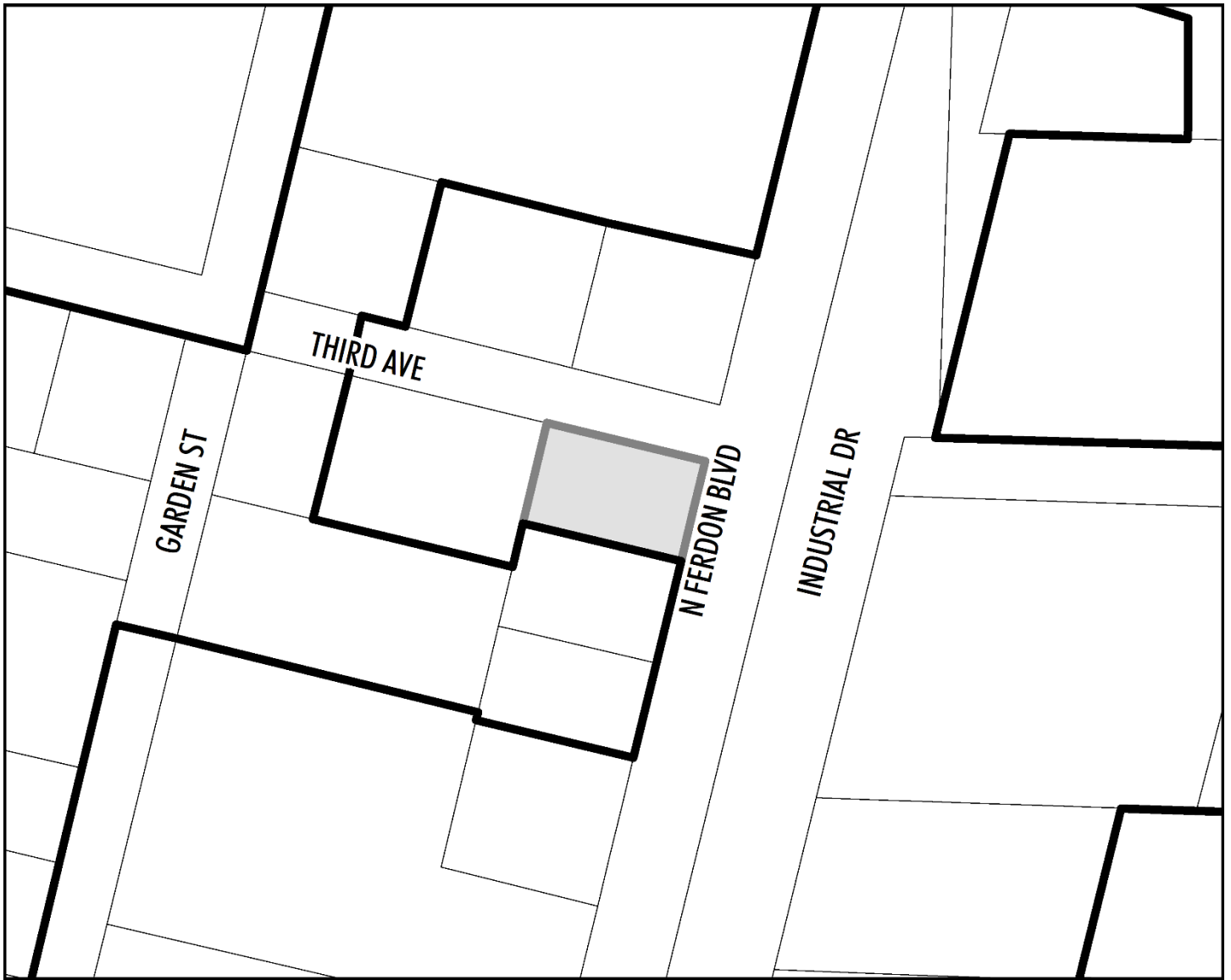
Passed and adopted on second reading by the City Council of Crestview, Florida on the 12th day of December, 2022.

ATTEST:

Maryanne Schrader
City Clerk

Approved by me this 12th day of December, 2022.

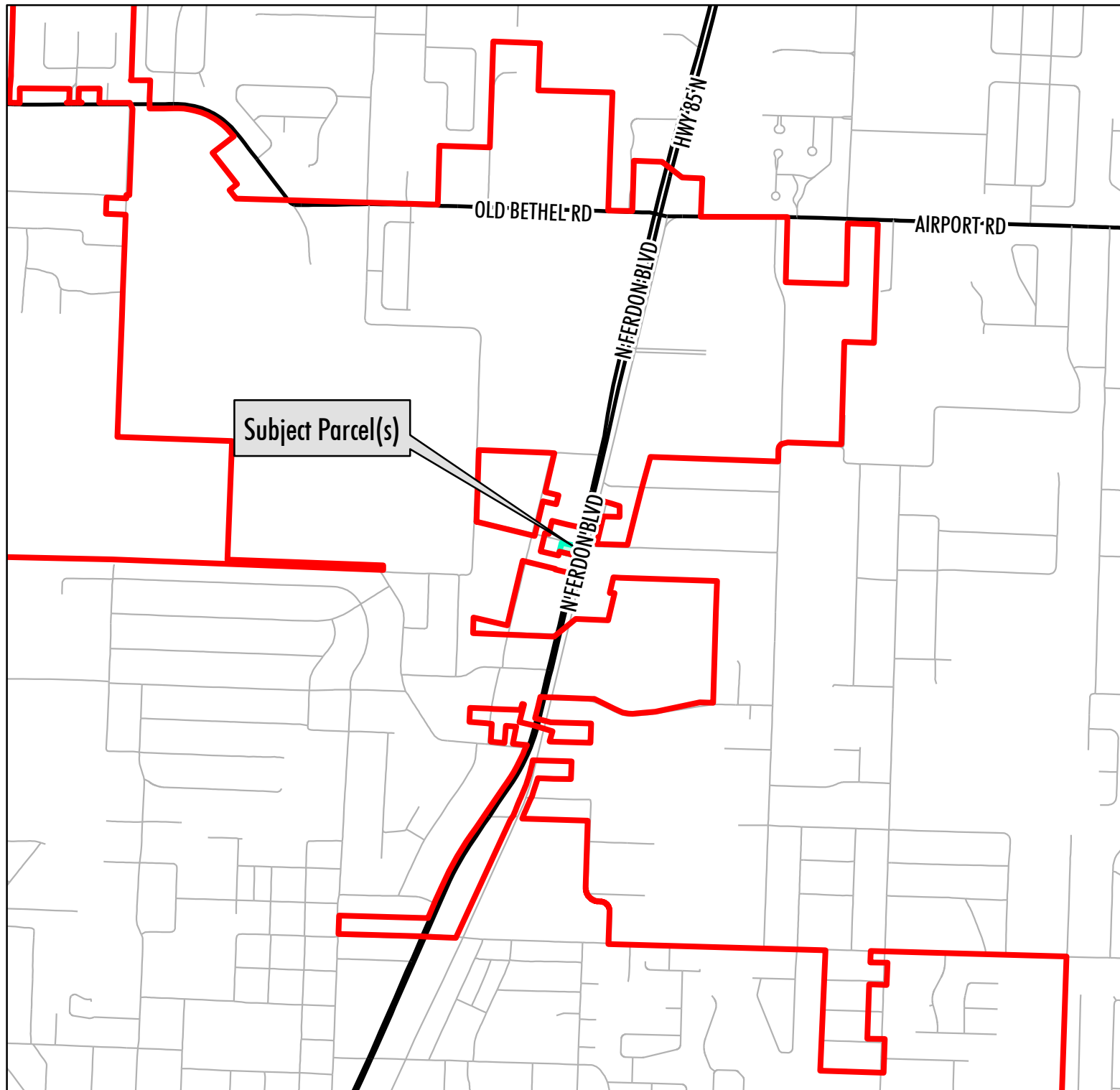
J. B. Whitten
Mayor



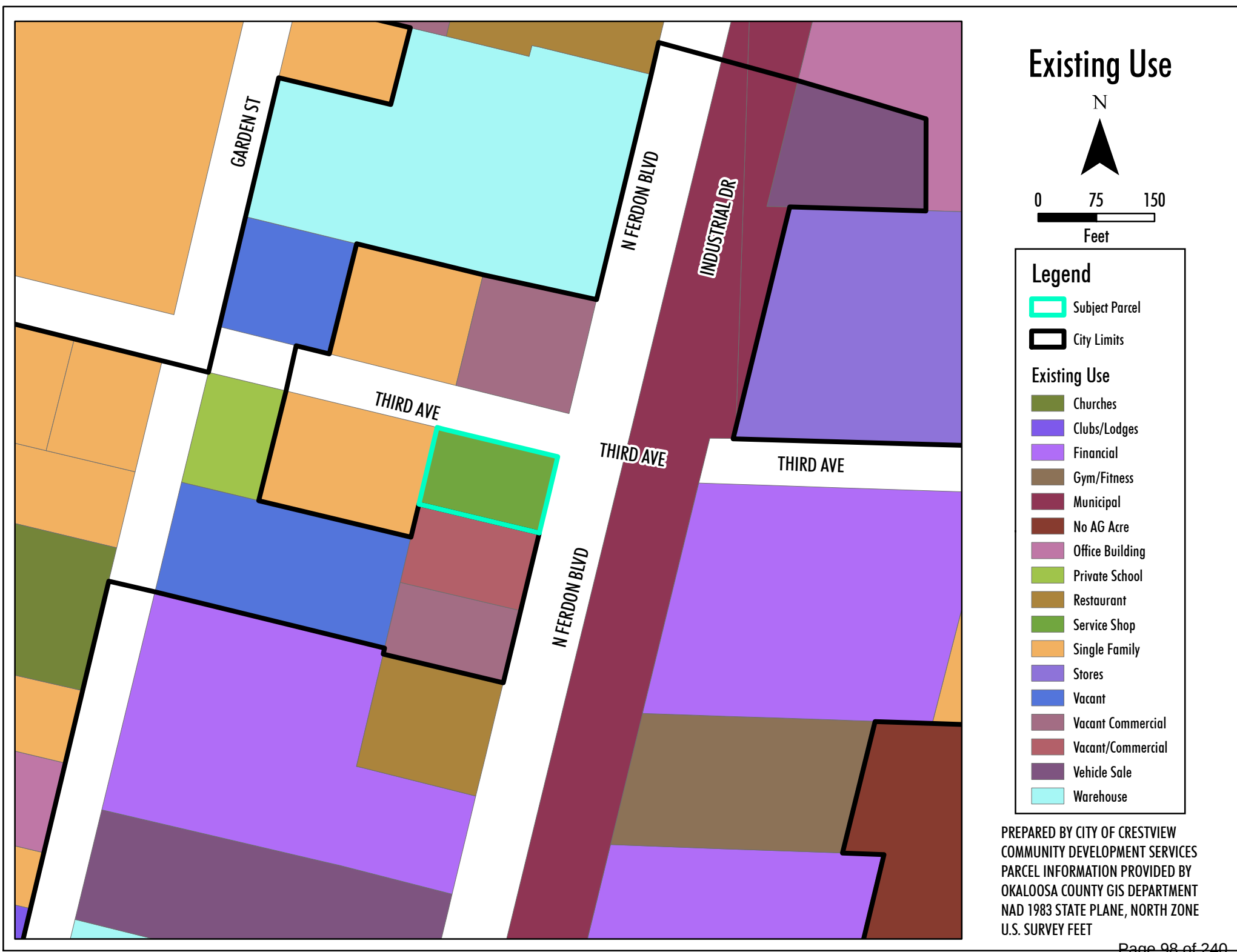
Vicinity Map



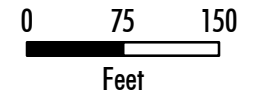
Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Future Land Use



Legend

 Subject

 City Limits

City Future Land

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

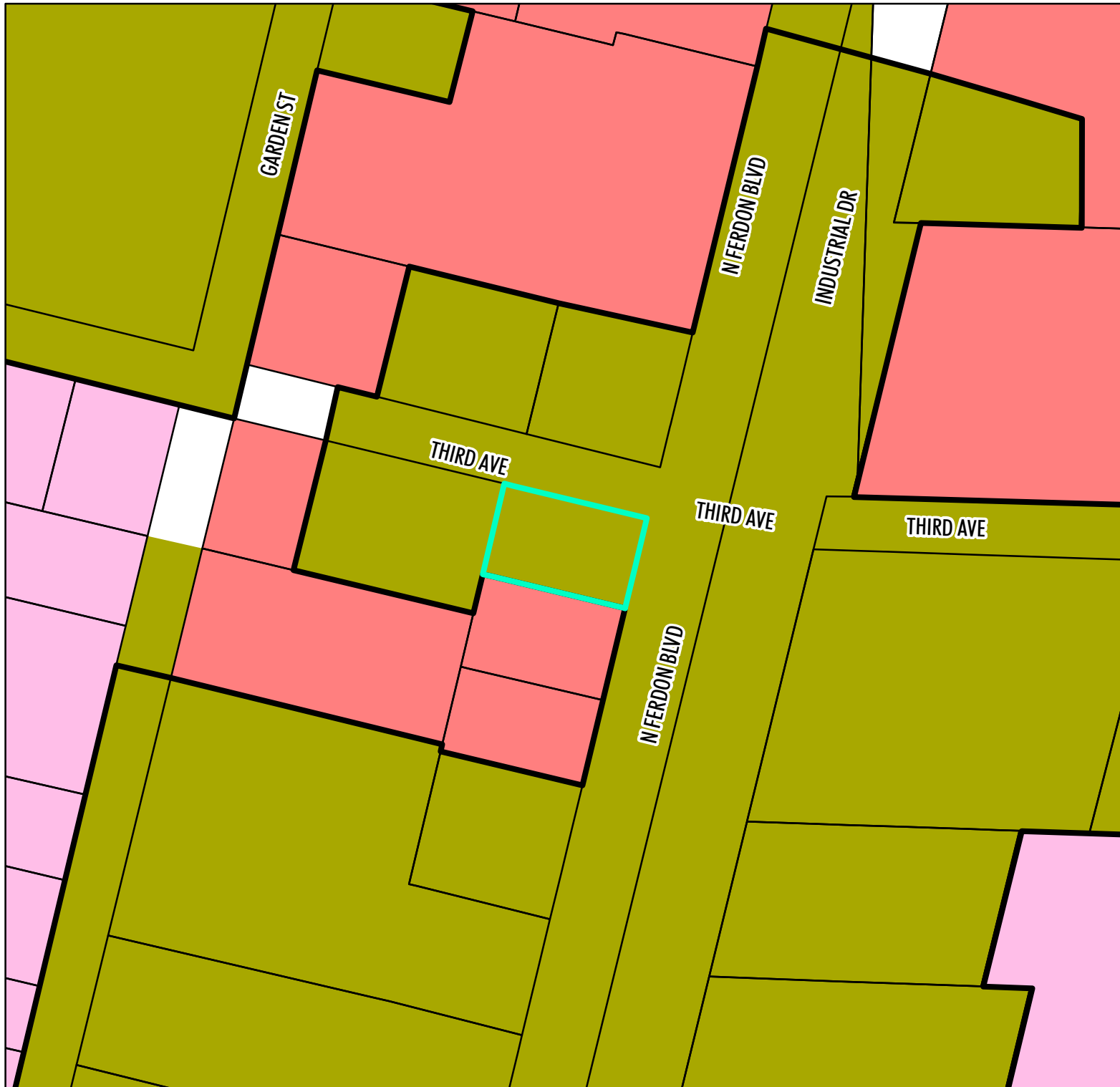
 Conservation (CON)

 Public Lands (PL)

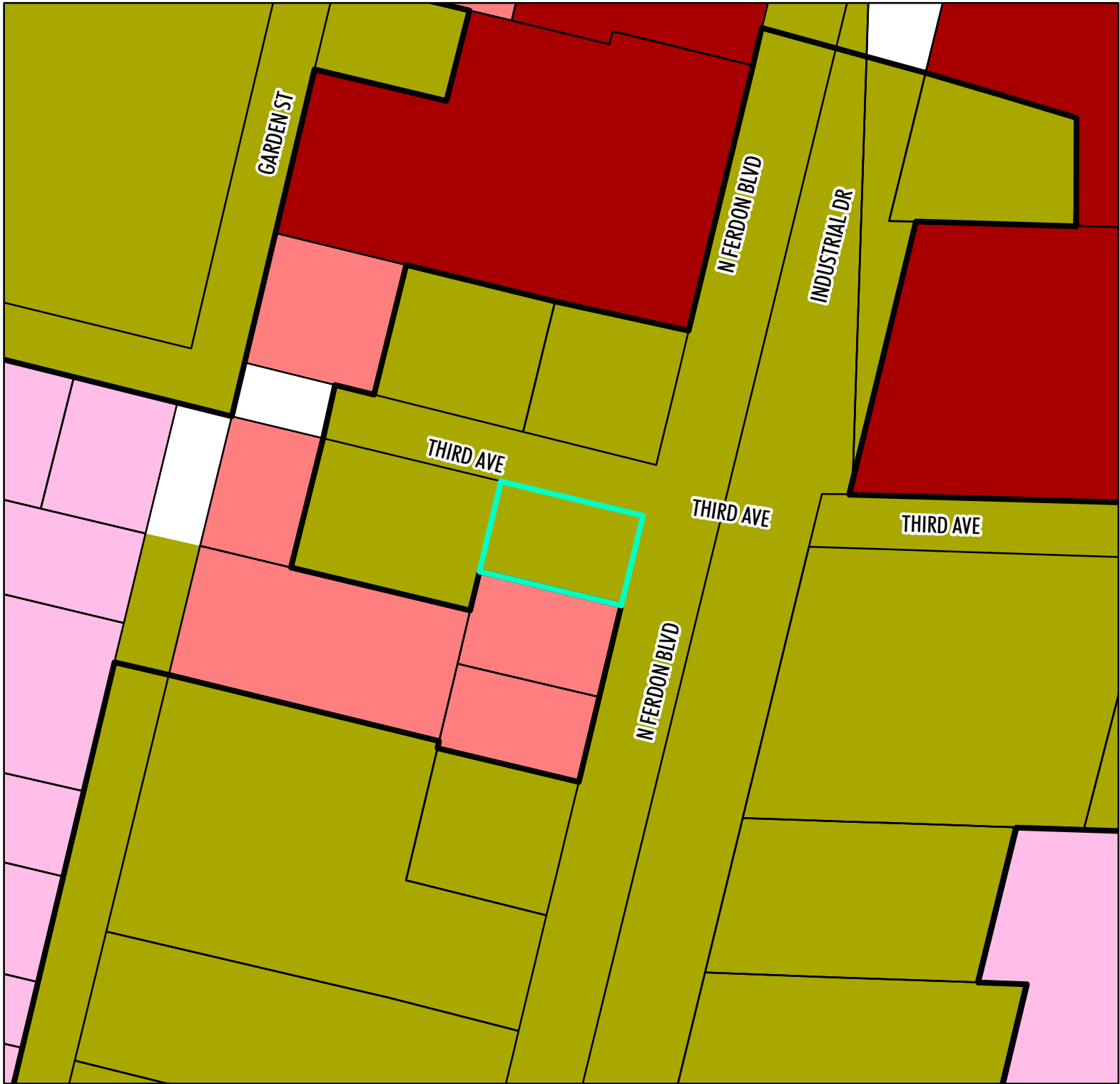
 Residential (R)

County Future Land

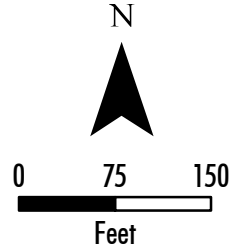
 Mixed Use (MU)



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Zoning



Legend

- Subject Parcel
- City Limits

City Zoning

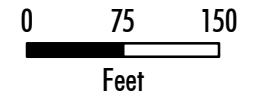
- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)

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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



Legend

 Subject Parcel

 City Limits

City Future Land

 Commercial (C)

 Industrial

 Mixed Use

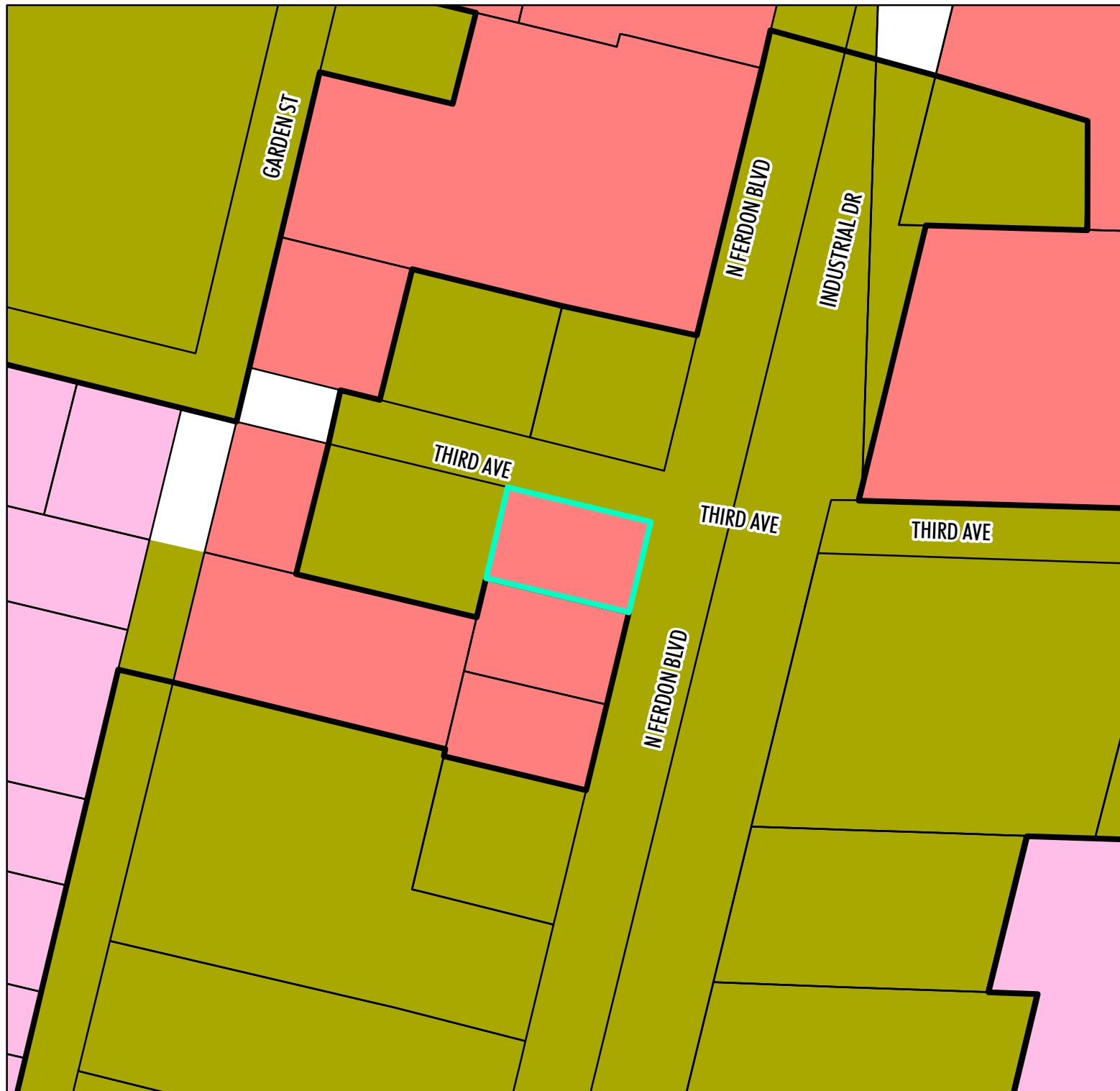
 Conservation

 Public Lands (PL)

 Residential (R)

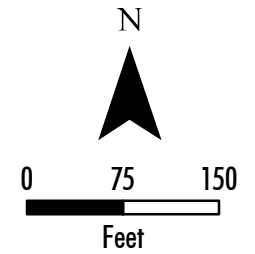
County Future Land

 Mixed Use



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcel

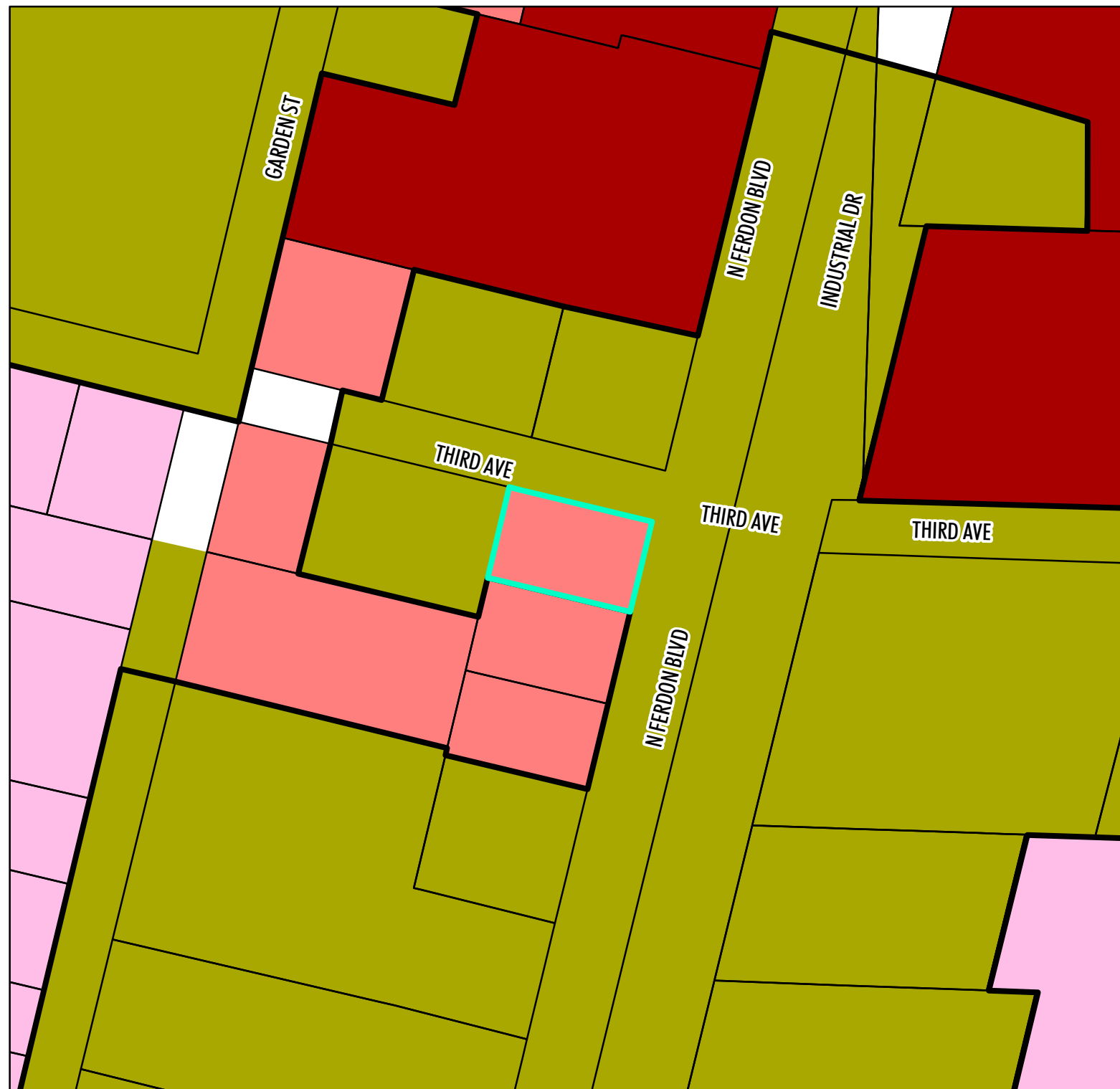
City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)



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PARCEL INFORMATION PROVIDED BY
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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, Senior Planner
DATE: 12/6/2022
SUBJECT: Ordinance 1910 - North Ferdon & Third Ave Comprehensive Plan Amendment

BACKGROUND:

On September 9, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1202 N Ferdon Boulevard.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The application requests the Commercial (C) future land use designation for the property.

The Planning and Development Board recommended approval of the request on November 7, 2022, and the first reading was approved by the City Council on November 14, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: O'Daniels Jason & April M
411 Pendo Pl
Crestview, FL 32536
Parcel ID: 04-3N-23-1840-0004-0080
Site Size: 0.37 acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential & Vacant
East	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
South	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant
West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential & Commercial

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as commercial.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation is compatible with the surrounding area.
- The proposed future land use map designation is consistent with the city’s comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 14, 2022. The property was posted on October 25, 2022. An advertisement ran in the Crestview News Bulletin on November 3 & 10, 2022.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1910 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1910

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED USE TO COMMERCIAL (C) ON APPROXIMATELY 0.37 ACRES, MORE OR LESS, IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Mixed Use to Commercial (C) on a parcel of land containing 0.37 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 0.37 acres of land, more or less, from Okaloosa County Mixed Use to Commercial (C). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 0.37 acres, more or less, is known as Parcel 04-3N-23-1840-0004-0080 and commonly described as:

Lots 8 and 9, Block 4, Oakdale Miniature Farms, according to the plat thereof on file in Plat Book 1, Page(s) 129 in the Office of the Clerk of Circuit Court, Okaloosa County, Florida.

The Commercial (C) Future Land Use Category is hereby imposed on Parcel 04-3N-23-1840-0004-0080. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 04-3N-23-1840-0004-0080 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 12th day of December, 2022.

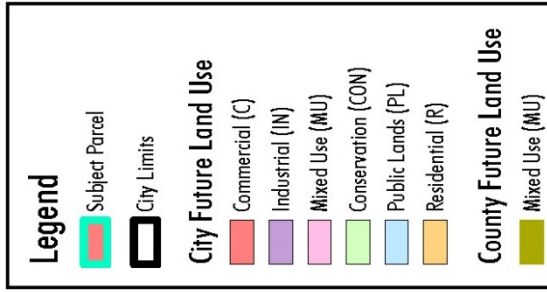
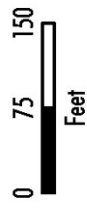
ATTEST:

Maryanne Schrader
City Clerk

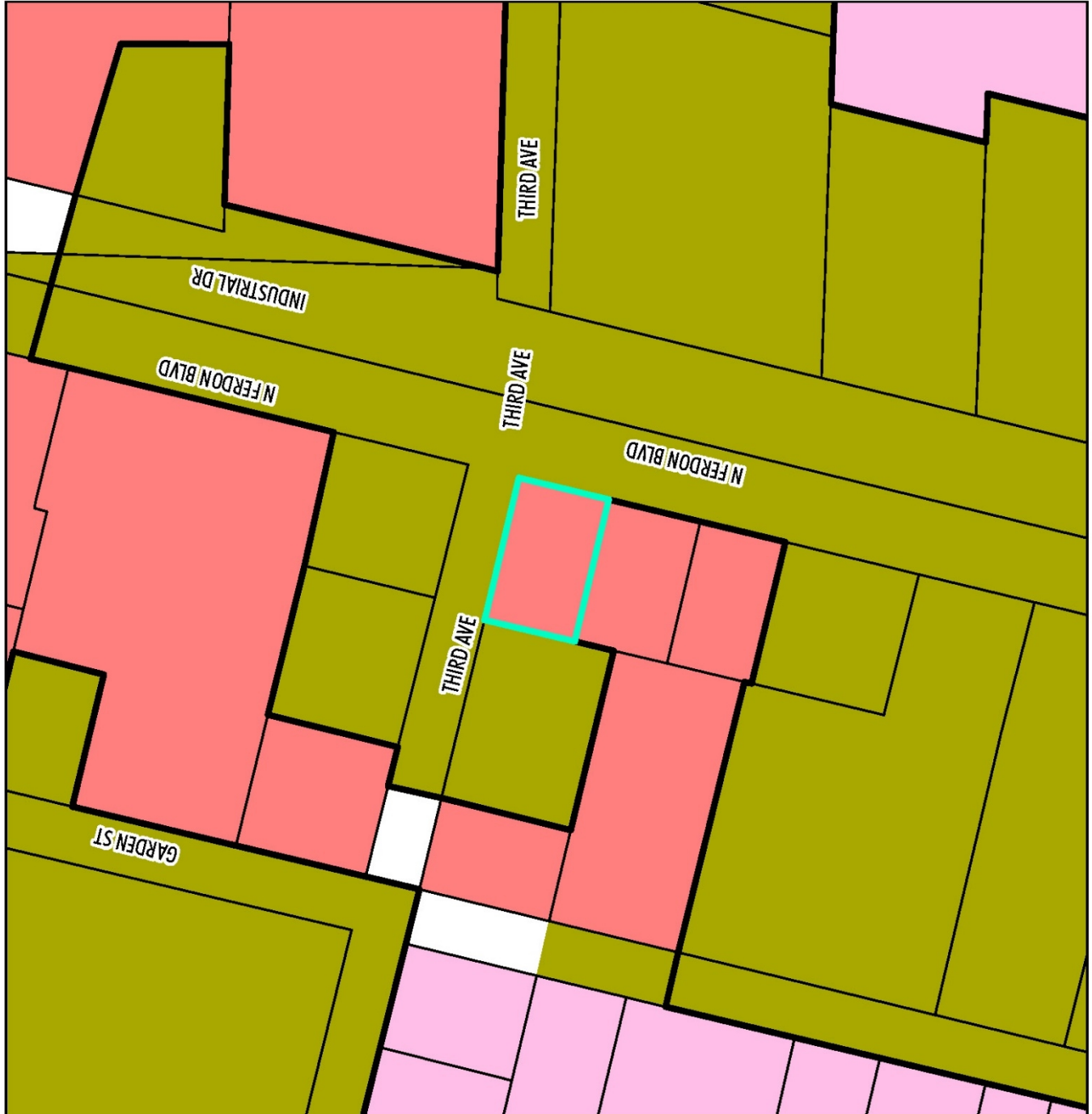
Approved by me this 12th day of December, 2022.

J. B. Whitten
Mayor

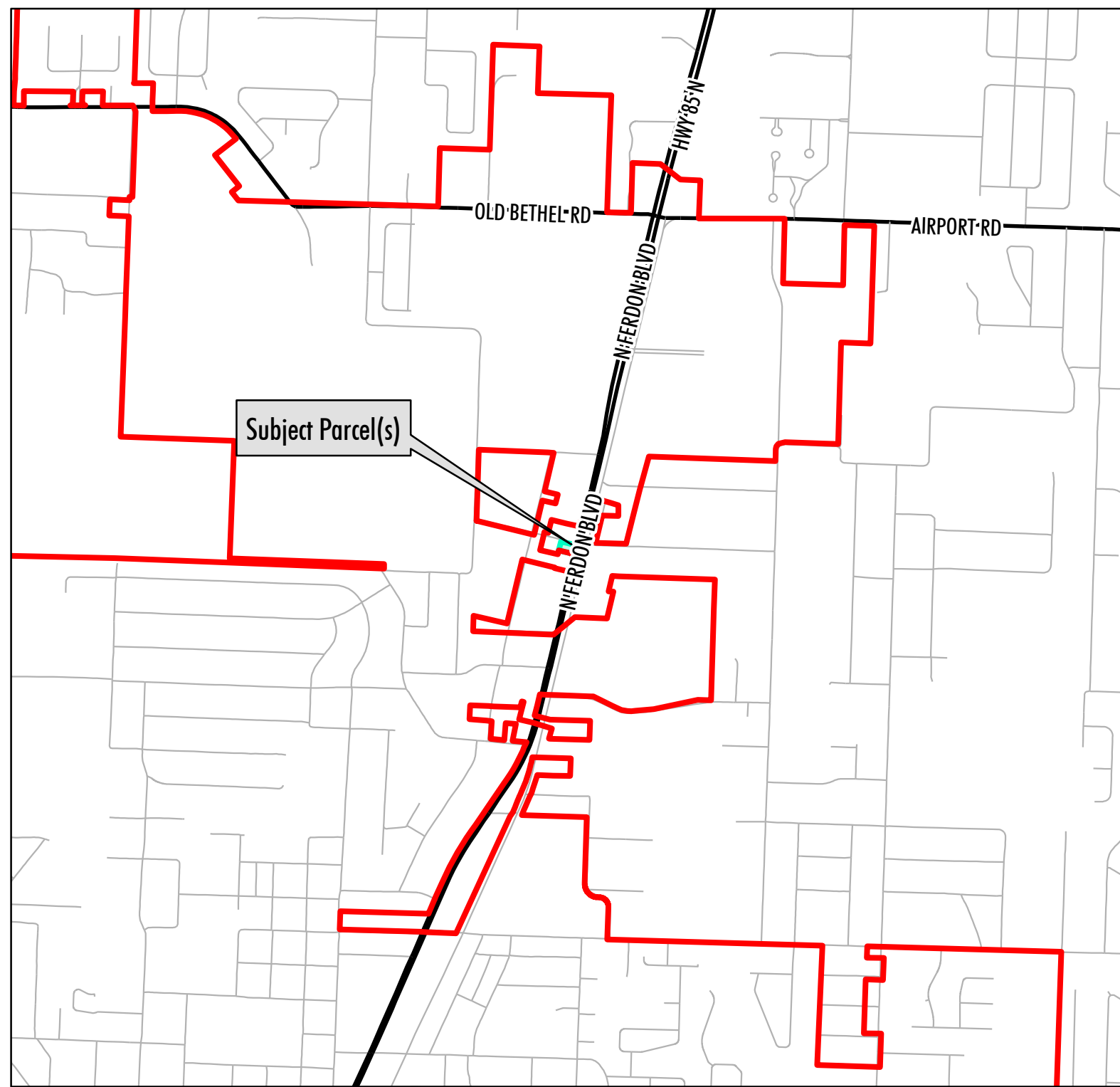
Adopted Future Land Use



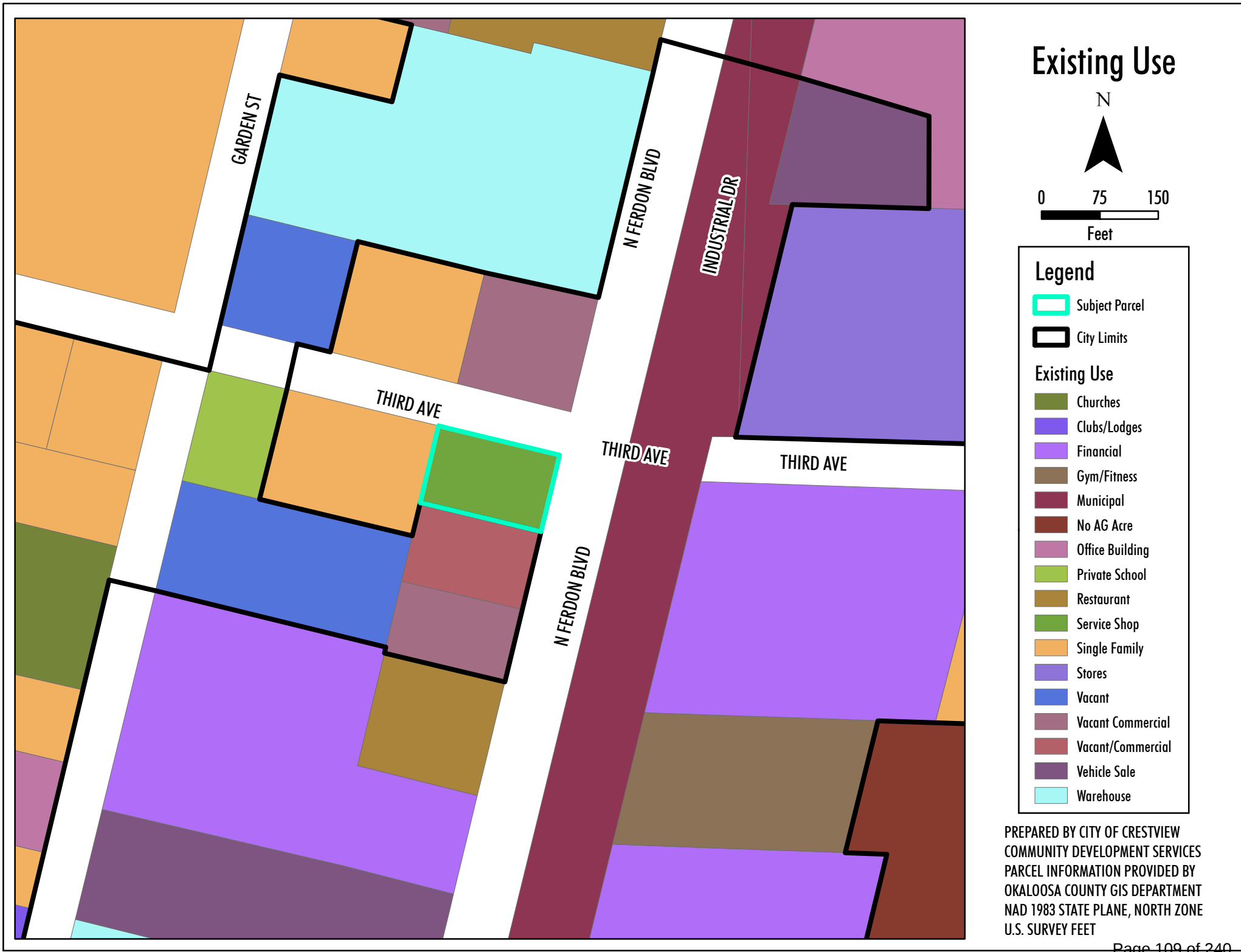
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



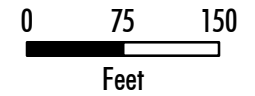
Vicinity Map



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Future Land Use



Legend

 Subject

 City Limits

City Future Land

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

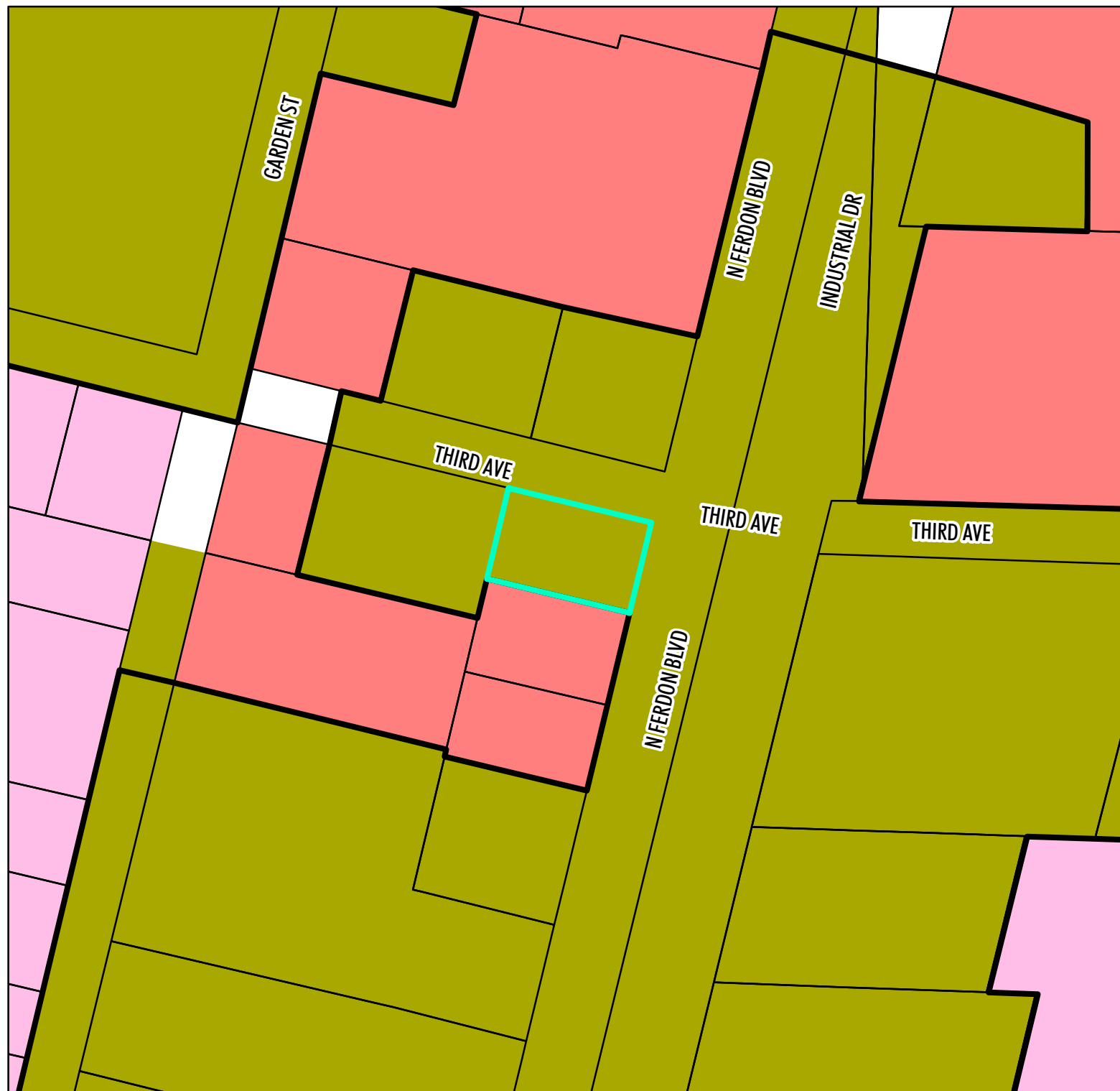
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

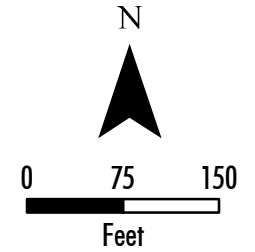
County Future Land

 Mixed Use (MU)



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Zoning



Legend

Subject Parcel

City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)

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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 75 150
Feet

Legend

 Subject Parcel

 City Limits

City Future Land

 Commercial (C)

 Industrial

 Mixed Use

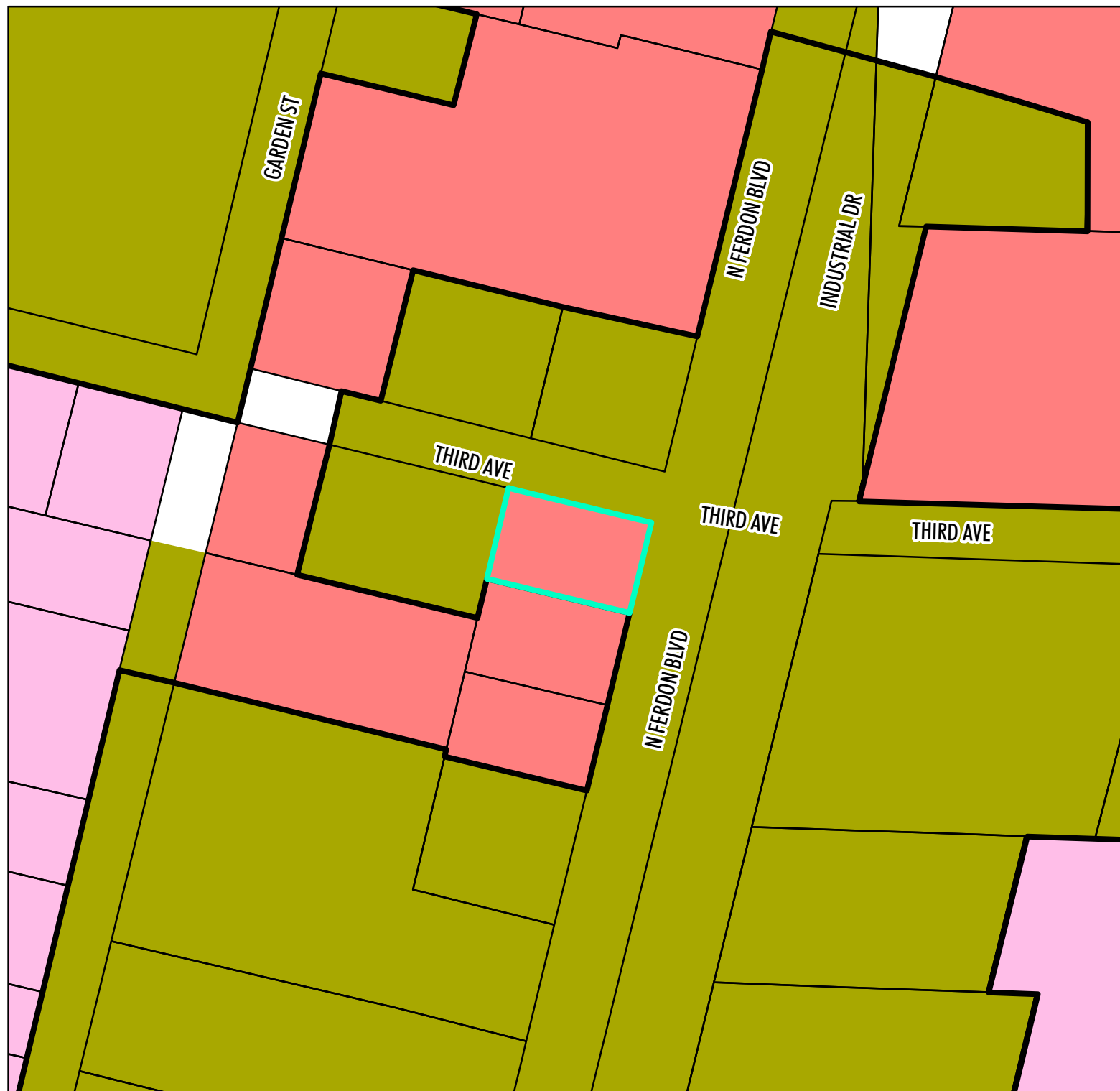
 Conservation

 Public Lands (PL)

 Residential (R)

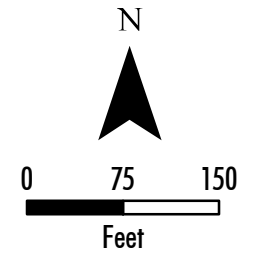
County Future Land

 Mixed Use



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcel

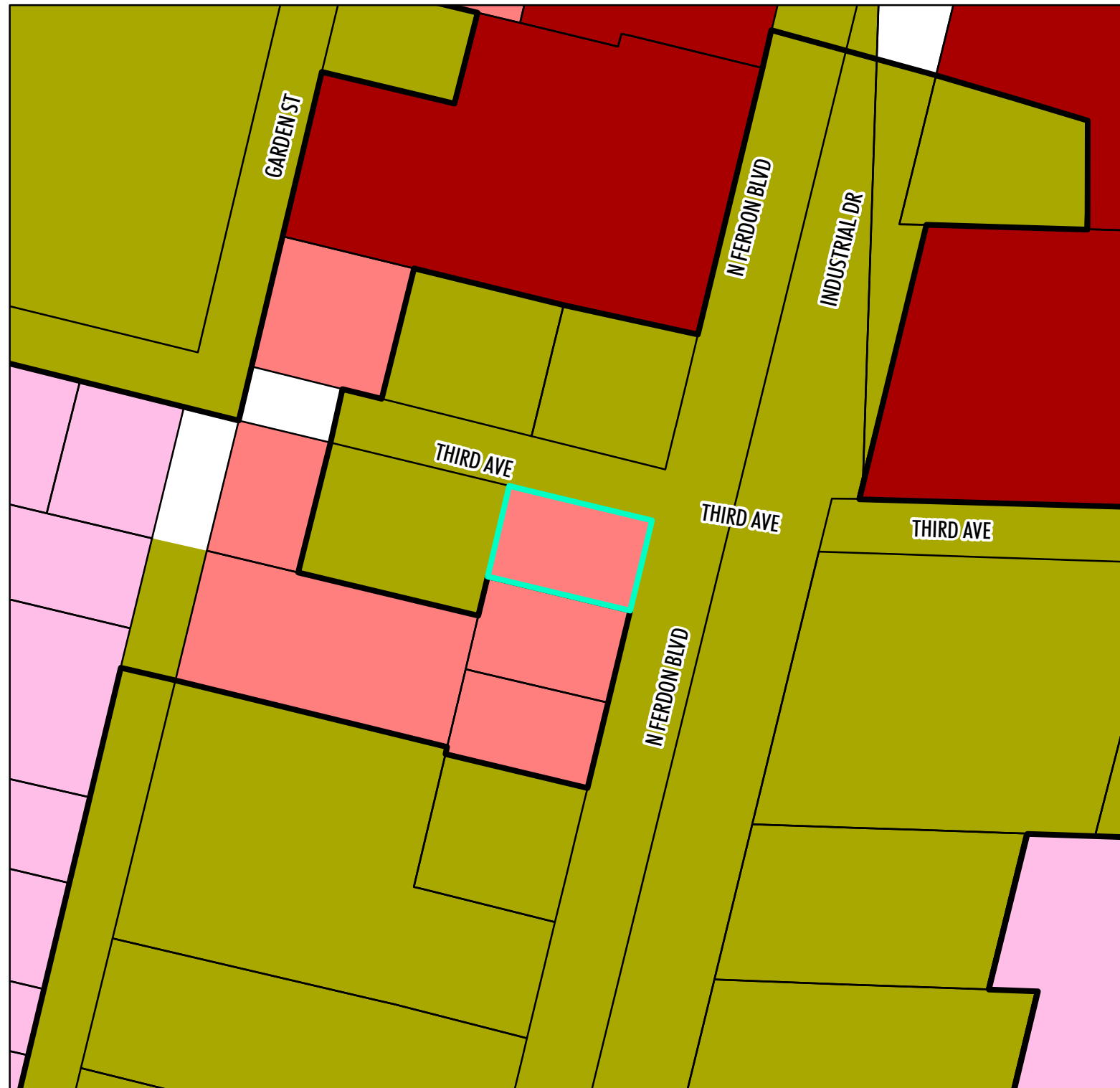
City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
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- Conservation (E)

County Zoning

- Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, Senior Planner
DATE: 12/6/2022
SUBJECT: Ordinance 1911 - North Ferdon & Third Ave Rezoning

BACKGROUND:

On September 9, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1202 N Ferdon Boulevard.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The application requests the Commercial Low-Intensity District (C-1) zoning designation for the property.

The Planning and Development Board recommended approval of the request on November 7, 2022, and the first reading was approved by the City Council on November 14, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: O'Daniels Jason & April M
411 Pendo Pl
Crestview, FL 32536
Parcel ID: 04-3N-23-1840-0004-0080
Site Size: 0.37 acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential & Vacant
East	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
South	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant
West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential & Commercial

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as commercial.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 14, 2022. The property was posted on October 25, 2022. An advertisement ran in the Crestview News Bulletin on November 3 & 10, 2022.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1911 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1911

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.37 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED USE ZONING DISTRICT TO THE COMMERCIAL LOW-INTENSITY DISTRICT (C-1) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 0.37 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 0.37 acres, more or less, being formerly zoned Okaloosa County Mixed Use with the Commercial (C) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1910, is hereby rezoned to Commercial Low-Intensity District (C-1) to wit:

PIN # 04-3N-23-1840-0004-0080

Lots 8 and 9, Block 4, Oakdale Miniature Farms, according to the plat thereof on file in Plat Book 1, Page(s) 129 in the Office of the Clerk of Circuit Court, Okaloosa County, Florida.

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1910 and becomes legally effective.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 12th day of December, 2022.

ATTEST:

Maryanne Schrader
City Clerk

Approved by me this 12th day of December, 2022.

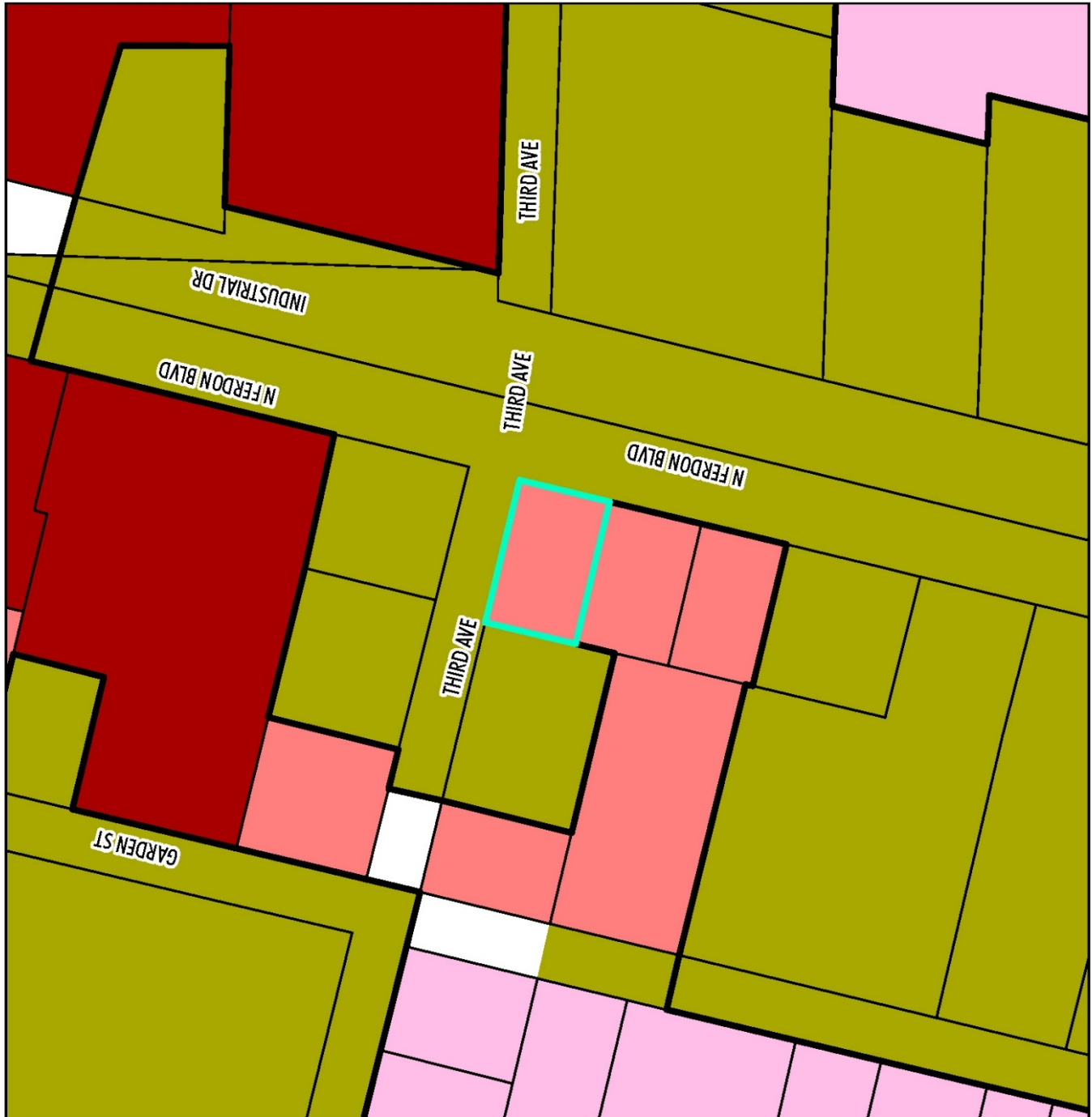
J. B. Whitten
Mayor

Adopted Zoning



- Legend**
- Subject Parcel
 - City Limits
 - City Zoning
 - Single Family Estate Dwelling District (R-1E)
 - Single Family Low Density District (R-1)
 - Single Family Medium Density District (R-2)
 - Single and Multi-Family Dwelling District (R-3)
 - Mixed Use
 - Commercial (C-1)
 - Commercial (C-2)
 - Industrial
 - Public Lands (P)
 - Conservation
 - County Zoning
 - Mixed Use

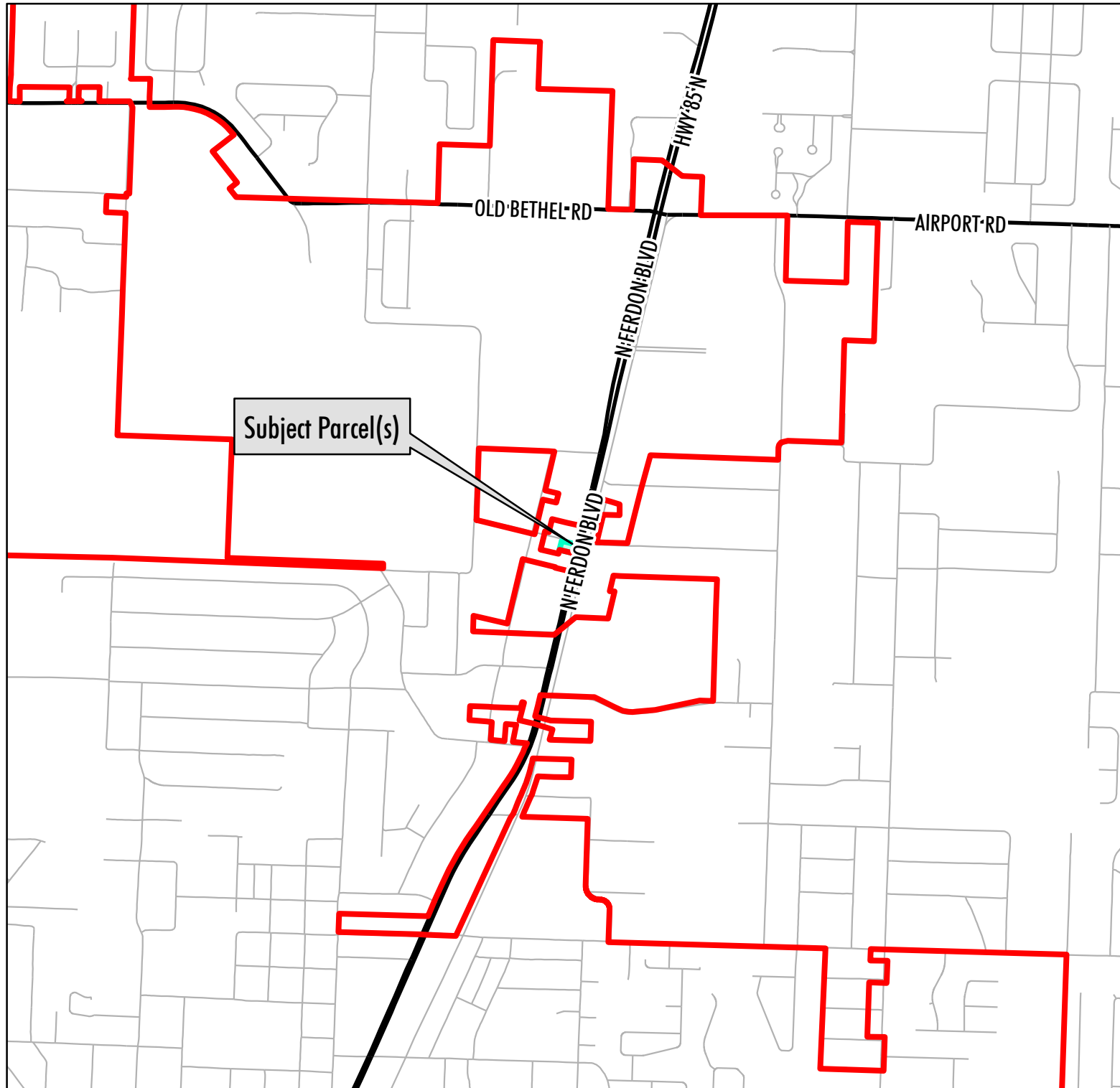
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



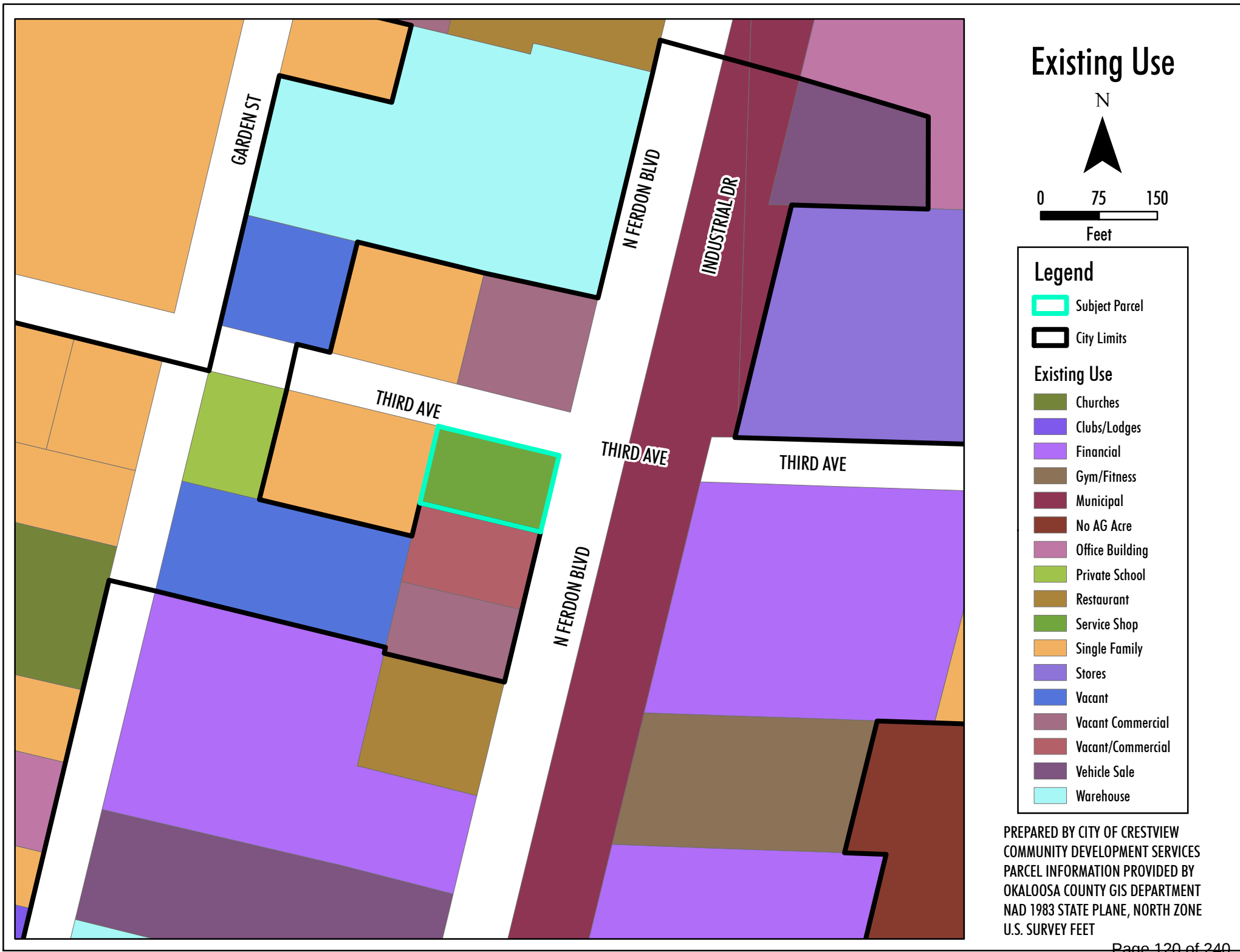
Vicinity Map



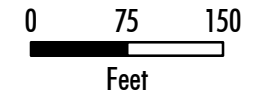
Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Future Land Use



Legend

 Subject

 City Limits

City Future Land

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

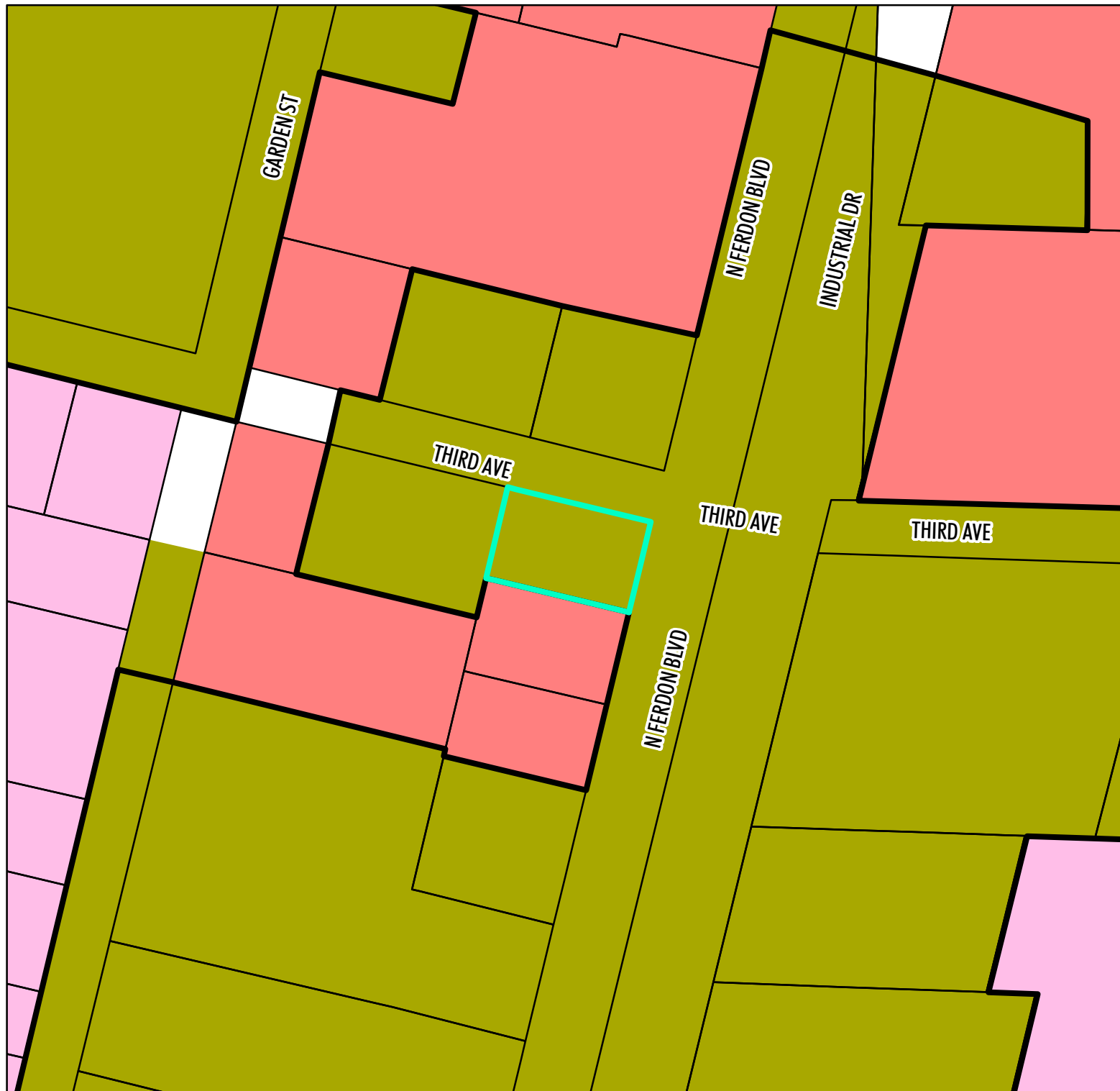
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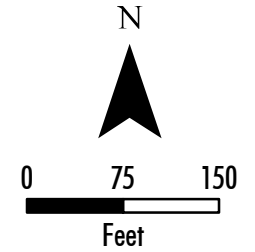
County Future Land

 Mixed Use (MU)



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Zoning



Legend

Subject Parcel

City Limits

City Zoning

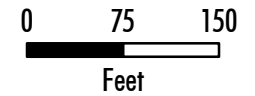
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County Zoning

- Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



Legend

 Subject Parcel

 City Limits

City Future Land

 Commercial (C)

 Industrial

 Mixed Use

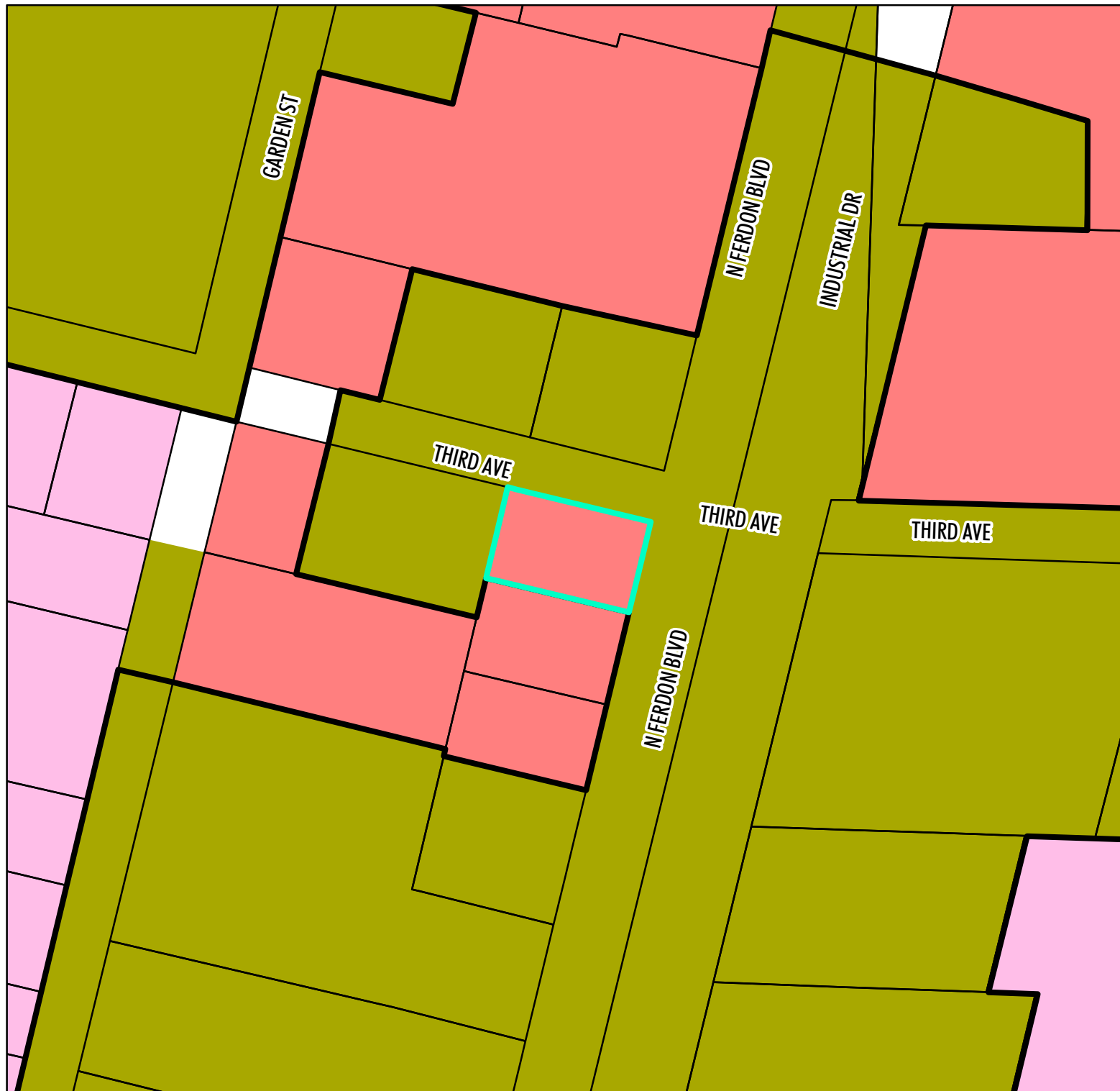
 Conservation

 Public Lands (PL)

 Residential (R)

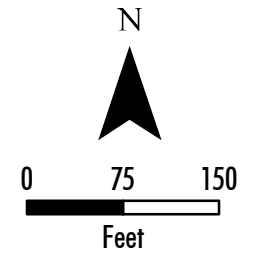
County Future Land

 Mixed Use



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcel

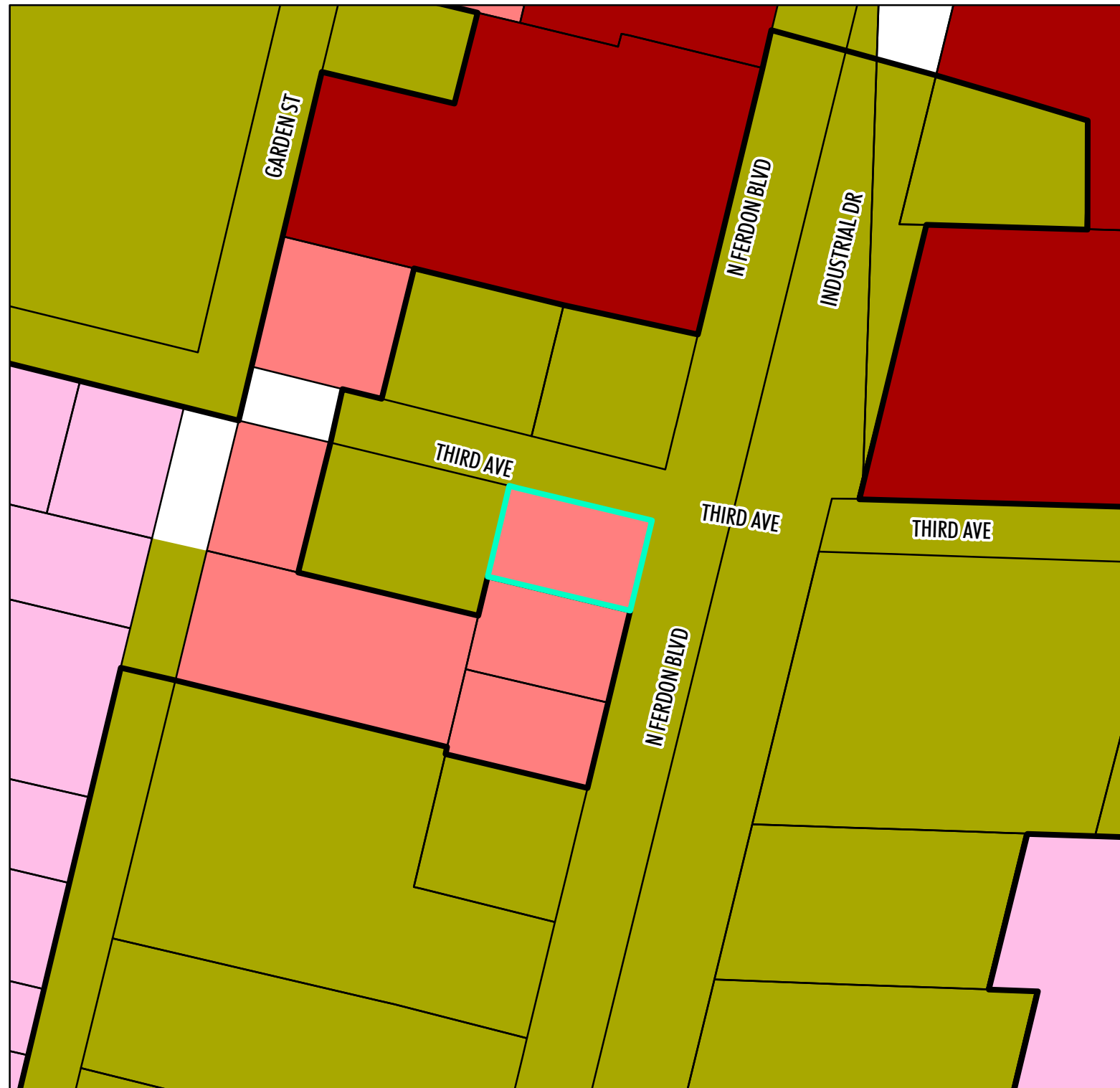
City Limits

City Zoning

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County Zoning

- Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: 1st reading after PDB

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, Senior Planner
DATE: 12/8/2022
SUBJECT: Highway 90 West Annexation

BACKGROUND:

On November 11, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Highway 90 West.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Agriculture and Rural Residential and Agriculture and Residential Rural, respectively.

The Planning and Development Board recommended approval of the request on December 5, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Powell Gillis Jr & Avis Land
P O Box 277
Crestview, FL 325360277
Parcel ID: 13-3N-24-1811-0000-0030
14-3N-24-0000-0001-0000
Site Size: 542.53 acres
Current FLU: Okaloosa County Agriculture and Rural Residential
Current Zoning: Okaloosa County Agriculture and Residential Rural
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Conservation & Rural Residential Residential (R)	Okaloosa County Institutional & Residential Rural Single-Family Low-Density Dwelling District (R-1)	Vacant & Residential
East	Okaloosa County Conservation	Okaloosa County Institutional	Vacant
South	Okaloosa County Mixed Use, Low Density Residential, & Agriculture	Okaloosa County Mixed Use, Residential-1, & Agriculture	Vacant, Residential, & Commercial
West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Vacant, Residential, & Commercial

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property can be developed for residential and/or low-intensity commercial use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of two (2) lots in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on November 14, 2022. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on November 14, 2022. The property was posted on November 22, 2022. An advertisement ran in the Crestview News Bulletin on November 23 and December 1, 2022.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising was \$544.50.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff respectfully requests that the council move Ordinance 1912 to second reading for adoption.

Attachments

1. Exhibit Packet

ORDINANCE: 1912

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 542.53 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 13, TOWNSHIP 3 NORTH, RANGE 24 WEST, AND IN SECTION 14, TOWNSHIP 3 NORTH, RANGE 24 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

PIN # 13-3N-24-1811-0000-0030 and 14-3N-24-0000-0001-0000 (Deed recorded in Book 3178, page 4045, dated December 31, 2014)

Tracts 2, 3, 4, 5, 6, 7, 11 and 12 of Plat 8, OAKCREST FARMS AND GROVES, according to the recorded plat on file in the Office of the Clerk of Circuit Court except tract described in Deed Book 48 at Page 558, a tract of land described as beginning at the Northeast corner or NE 1/4 of NW 1/4 of Section 18, Township 8 North, Range 24 West, and run West on section line 668.5 feet; thence South 20 feet for Point of Beginning of tract herein described, thence continue South 1071.25 feet more or less to State Highway No. 1, thence Southwesterly along the North side of State Highway No. 1 right-of-way 275.77 feet more or less, thence North parallel to the East line of this tract 1232.35 feet more or less to a road, thence East along South side said road 210 feet to the Point of Beginning; being the East 210 feet of Tracts 2 and 7 or Plat 8 as platted by Oakcrest Farms and Groves as shown on said plat now on file in the Clerk's Office in and for Okaloosa County, Florida, and except for the additional right-of-way conveyed to Okaloosa County and State Road Department of Florida along the North side State Highway, No. 1 or U.S. 90 of a strip approximately 60 feet in width

And that portion of vacated streets and alleys lying adjacent thereto.

AND

All land in Section 14, Township 3 North, Range 24 West, lying North of State Road No. 1, except a tract of land recorded in Deed Book 26, Page 409, described as follows: Start at the half Section corner of the East line of Section 14. Township 3 North, Range 24 West, and run West along half

section line 3022 feet; thence run South parallel to section line 1181 feet for Point of Beginning; thence continue South 994 feet to State Highway No. 1, thence Easterly along highway 1440.5 feet; thence North 881.5 feet to a point 1885 feet West of East line of Section and 969.8 feet South or half section line; thence Westerly 275.5 feet to a point 2144 feet West of East line of Section and 1063 feet South of said half section line; thence Westerly 886 feet to Point of Beginning; containing 25 acres, more or less; ALSO EXCEPTING Tract In Deed Book 57, Page 213 described as follows: Begin 3272 feet West and 1461 feet South of half section corner on East line of Section 14, Township 3 North, Range 24 West, thence run West 350 feet; thence South 750 feet more or less to U.S. Highway No. 90; thence East along North side Highway 350 feet; thence North 750 feet more or less to Point of Beginning, lying and being in Okaloosa County, Florida. ALSO EXCEPTING Begin at the Northeast corner of NE 1/4 of the NW 1/4, Section 13, Township 3 North, Range 24 West, and run West 873.5 feet, thence run South 20 feet for a Point of Beginning; thence run South 950 feet, more or less, to the NE corner of a parcel of land heretofore sold by Leila Lois Enzor and husband, O. O. Enzor to John F. Cook and wife, Dorothy R. Cook, which deed is recorded in OR Book 20, Page 292 of the Public Records of Okaloosa County, Florida; thence run South 50°57' West 149 feet along the Northern boundary of said parcel of land sold to John F. Cook and wife, Dorothy R. Cook, thence run North 104.5 feet, more or less, to the Northern boundary of the NE 1/4 of the NW 1/4 of Section 18 Township 3 North, Range 24 West, thence East 104.5 feet to the Point of Beginning, containing 2 1/2 acres, more or less, lying in Tracts 2 and 7 of Plat 3, Oakcrest Farms and Groves as recorded in Plat Book 1, Page 76, Okaloosa County, Florida.

LESS AND EXCEPT the following parcels or land from property heretofore described, to-wit: Those parcels conveyed in OR Book 20, Page 292, OR Book 50, Page 52, OR Book 50, Page 441, OR Book 143, Page 291, OR Book 143, Page 293, OR Book 168, Page 286, and OR Book 215, Page 482, all of the Public Records of Okaloosa County, Florida, and any other parcel which may have been previously conveyed to any other person by Leila Lola Enzor, a/k/a Mrs. L. L. Enzor, a widow, and any other parcel which may have been conveyed by grantor to the State of Florida for road rights or way, according to any other deeds of record.

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel, with a zoning designation to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

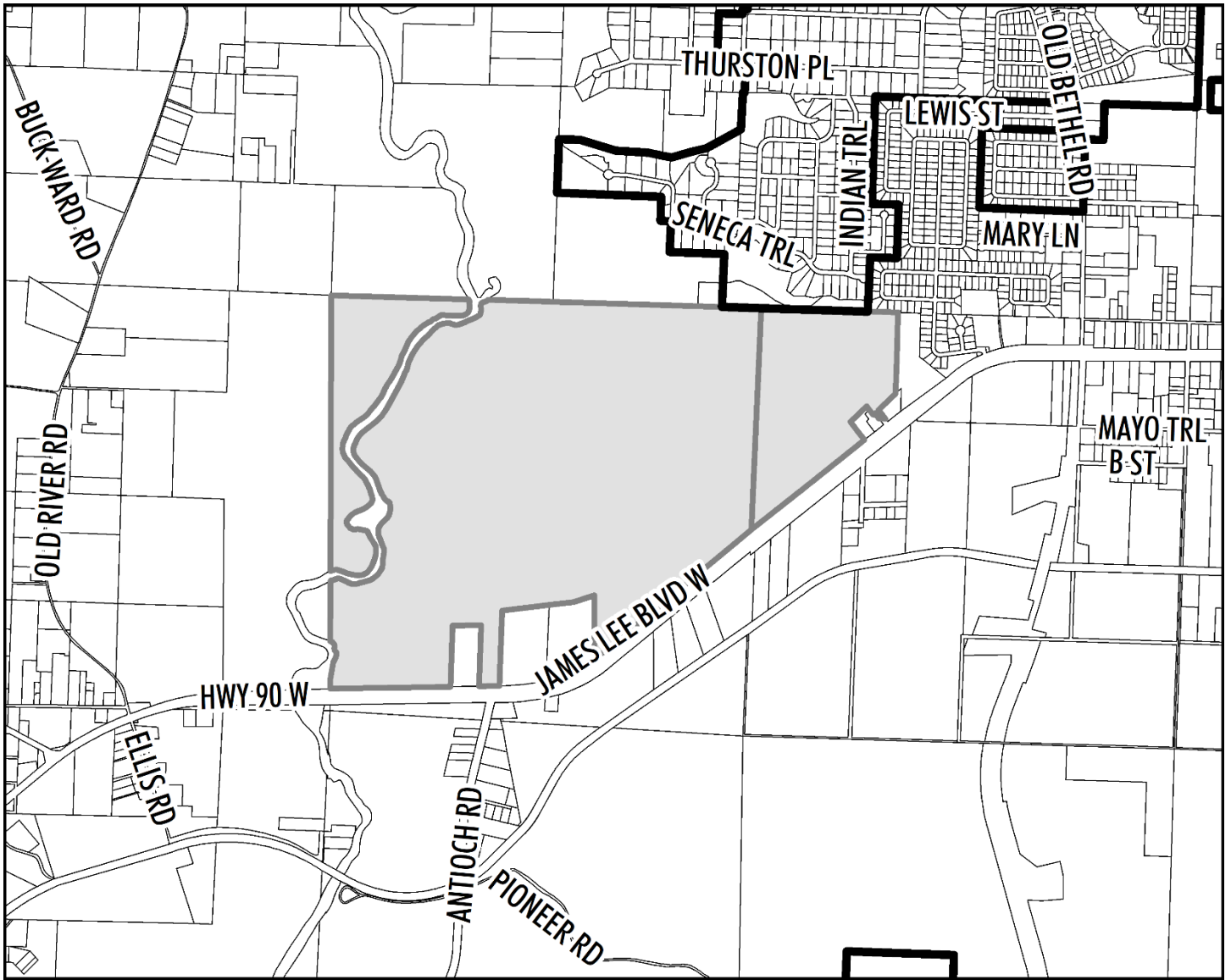
Passed and adopted on second reading by the City Council of Crestview, Florida on the 23rd day of January, 2023.

ATTEST:

Maryanne Schrader
City Clerk

Approved by me this 23rd day of January, 2023.

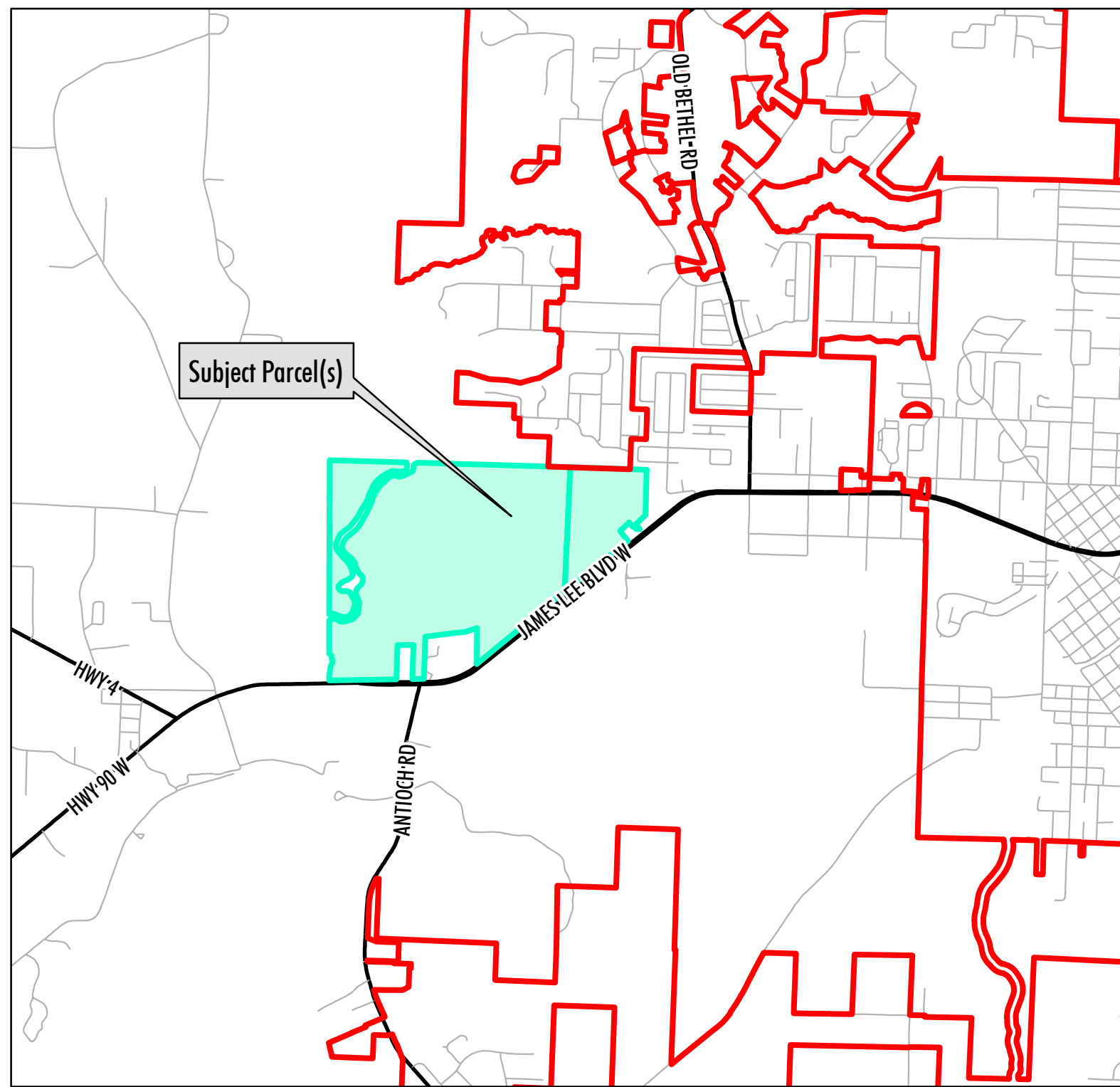
J. B. Whitten
Mayor



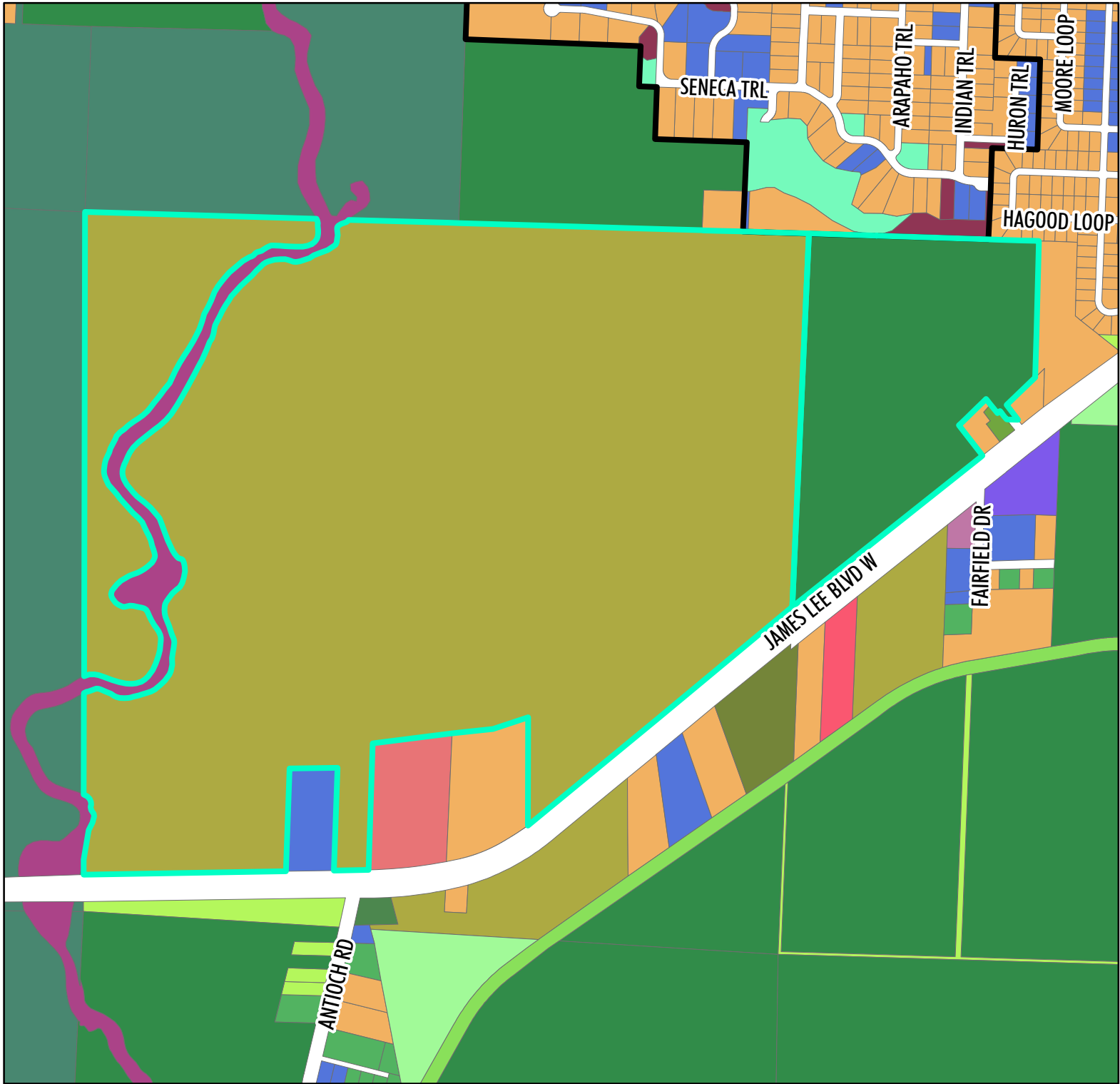
Vicinity Map



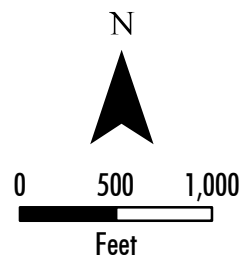
Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use



Legend

- Subject Parcel
- City Limits

Existing Use

- Centrally
- Chuches
- Clubs/Lodges
- County
- Improved A
- Mobile Home
- Municipal
- Non-Profit
- Office Building
- Res Common
- Service Shop
- Single Family
- State Tiit
- Supermarket
- Timber
- Timberland
- Trailer Park
- Vacant
- Water Managment

Current Future Land Use



0 500 1,000
Feet

Legend

Subject Parcel

City Limits

City Future Land

Commercial (C)

Industrial (IN)

Mixed Use (MU)

Conservation (CON)

Public Lands (PL)

Residential (R)

County Future Land

Agriculture (AG)

Conservation (CON)

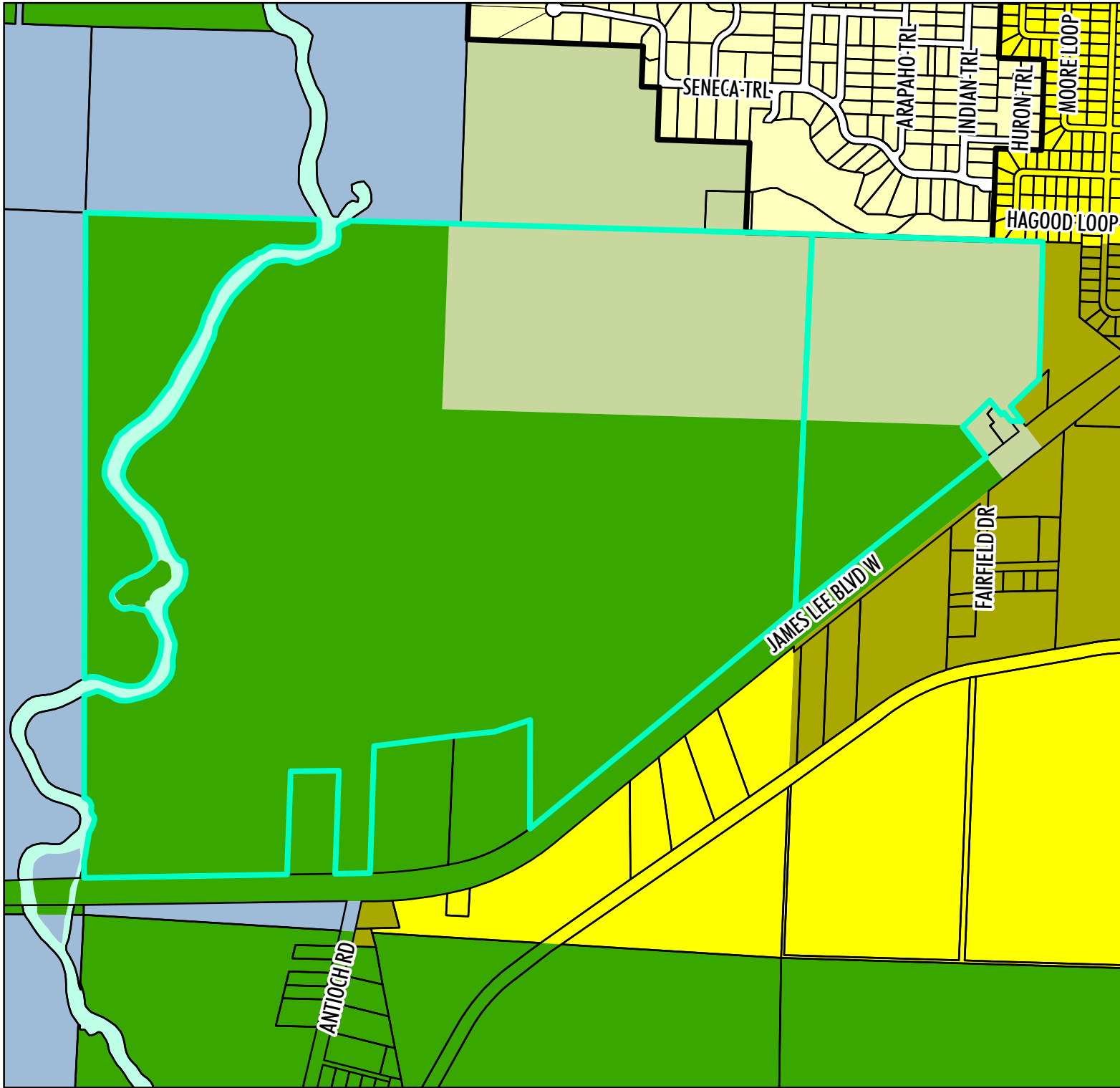
Low Density Residential (LDR)

Mixed Use (MU)

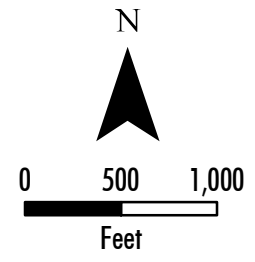
Rural Residential (RR)

Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Zoning



Legend

- Subject Parcel
- City Limits
- City Zoning
 - Single Family Estate Dwelling District (R-1E)
 - Single Family Low Density District (R-1)
 - Single Family Medium Density District (R-2)
 - Single and Multi-Family Dwelling District (R-3)
 - Mixed Use (MU)
 - Commercial (C-1)
 - Commercial (C-2)
 - Industrial (IN)
 - Public Lands (P)
 - Conservation (E)
- County Zoning
 - Agricultural (AA)
 - Rural Residential (RR)
 - Residential - 1 (R-1)
 - Mixed Use (MU)
 - Institutional (INST)
 - Water

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PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 500 1,000
Feet

Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

Conservation (CON)

Public Lands (PL)

Residential (R)

County Future Land Use

Agriculture (AG)

Conservation (CON)

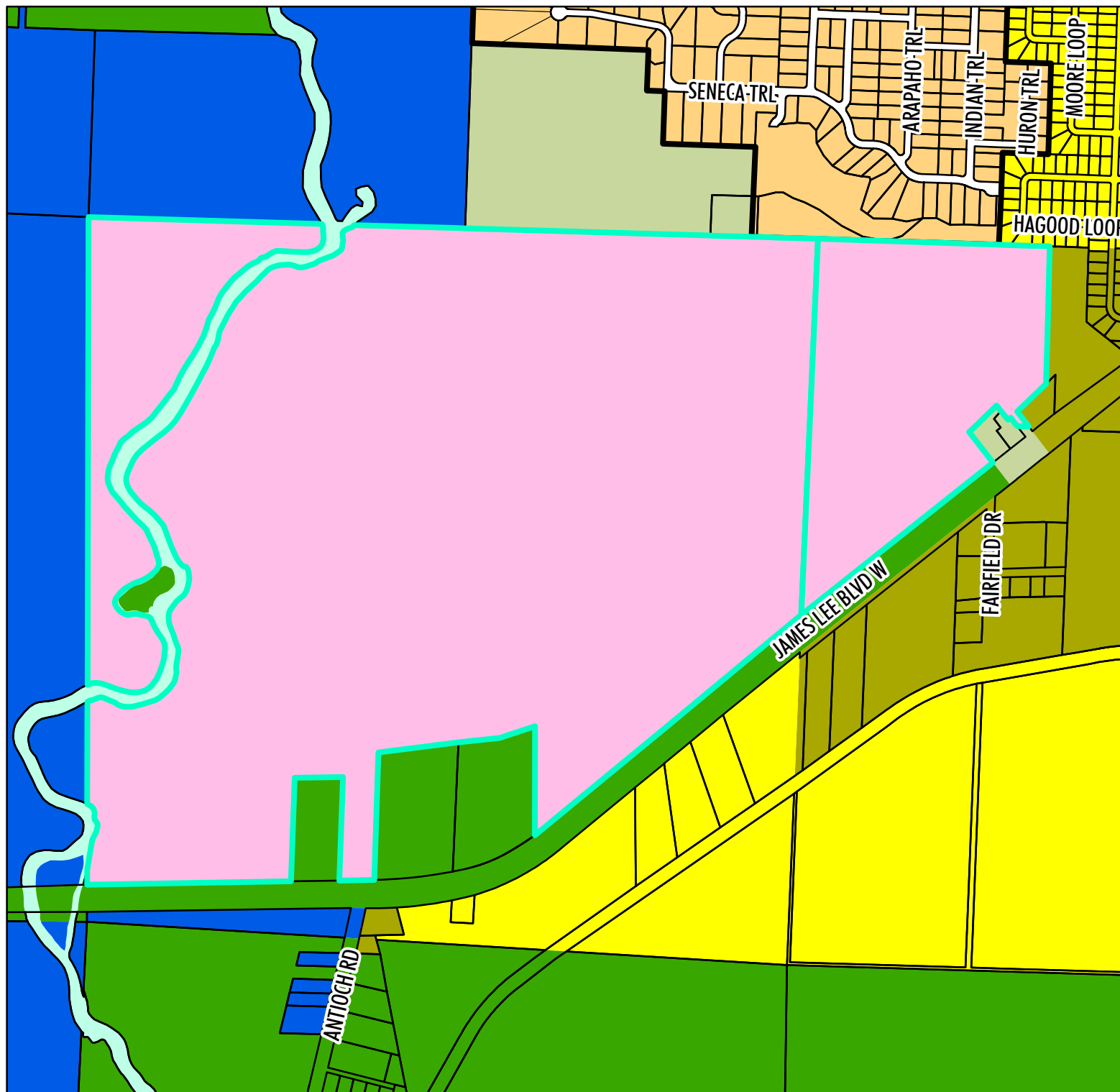
Low Density Residential (LDR)

Mixed Use (MU)

Rural Residential (RR)

Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Proposed Zoning



0 500 1,000
Feet

Legend

Subject Parcel

City Limits

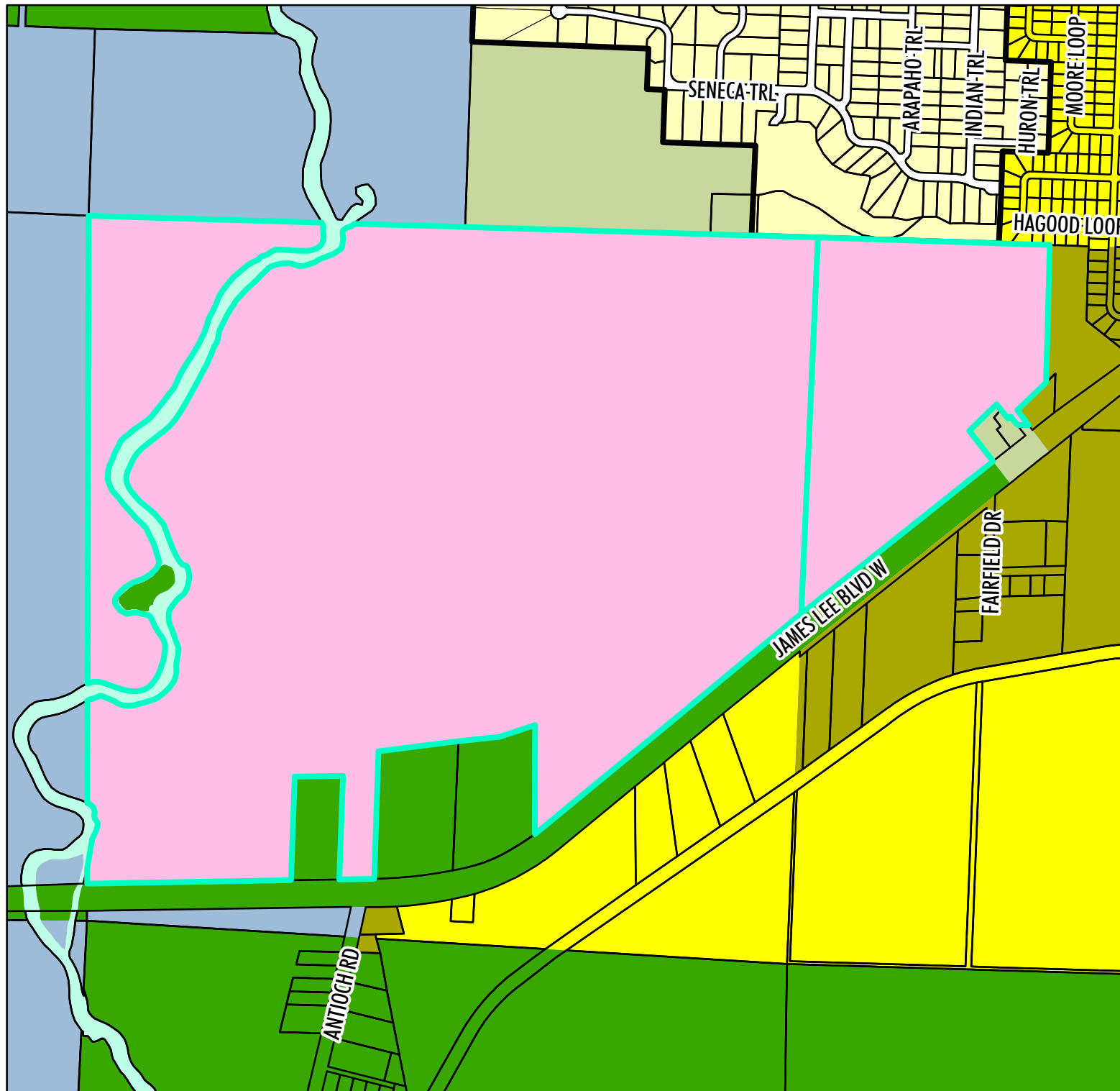
City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Agricultural (AA)
- Rural Residential (RR)
- Residential - 1 (R-1)
- Mixed Use (MU)
- Institutional (INST)
- Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET





Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: 1st reading after PDB

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, Senior Planner
DATE: 12/8/2022
SUBJECT: Highway 90 West Comprehensive Plan Amendment

BACKGROUND:

On November 11, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Highway 90 West.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Agriculture and Rural Residential and Agriculture and Residential Rural, respectively.

The application requests the Mixed Use (MU) future land use designation for the property.

The Planning and Development Board recommended approval of the request on December 5, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Powell Gillis Jr & Avis Land
P O Box 277
Crestview, FL 325360277
Parcel ID: 13-3N-24-1811-0000-0030
14-3N-24-0000-0001-0000
Site Size: 542.53 acres
Current FLU: Okaloosa County Agriculture and Rural Residential
Current Zoning: Okaloosa County Agriculture and Residential Rural
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Conservation & Rural Residential Residential (R)	Okaloosa County Institutional & Residential Rural Single-Family Low-Density Dwelling District (R-1)	Vacant & Residential
East	Okaloosa County Conservation	Okaloosa County Institutional	Vacant
South	Okaloosa County Mixed Use, Low Density Residential, & Agriculture	Okaloosa County Mixed Use, Residential-1, & Agriculture	Vacant, Residential, & Commercial

West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Vacant, Residential, & Commercial
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The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property can be developed for residential and/or low-intensity commercial use.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation is compatible with the surrounding area.
- The proposed future land use map designation is consistent with the city’s comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on November 14, 2022. The property was posted on November 22, 2022. An advertisement ran in the Crestview News Bulletin on November 23 and December 1, 2022.

GOALS & OBJECTIVES

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

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

- Financial Sustainability* – Achieve long term financial sustainability.
- Organizational Capacity, Effectiveness & Efficiency* – To efficiently & effectively provide the highest quality of public services.

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

- Community Character* – Promote desirable growth with a hometown atmosphere.
- Opportunity* – Promote an environment that encourages economic and educational opportunity.
- Community Culture* – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests that the council move Ordinance 1913 to second reading for adoption.

Attachments

1. Exhibit Packet

ORDINANCE: 1913

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY AGRICULTURE AND RURAL RESIDENTIAL TO MIXED USE (MU) ON APPROXIMATELY 542.53 ACRES, MORE OR LESS, IN SECTION 13, TOWNSHIP 3 NORTH, RANGE 24 WEST, AND IN SECTION 14, TOWNSHIP 3 NORTH, RANGE 24 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY AGRICULTURE AND RURAL RESIDENTIAL TO MIXED USE (MU) ON APPROXIMATELY 542.53 ACRES, MORE OR LESS, IN SECTION 13, TOWNSHIP 3 NORTH, RANGE 24 WEST, AND IN SECTION 14, TOWNSHIP 3 NORTH, RANGE 24 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Agriculture and Rural Residential to Mixed Use (MU) on a parcel of land containing 542.53 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 542.53 acres of land, more or less, from Okaloosa County Agriculture and Rural Residential to Mixed Use (MU). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 542.53 acres, more or less, is known as Parcel 13-3N-24-1811-0000-0030 and Parcel 14-3N-24-0000-0001-0000 and commonly described as:

Tracts 2, 3, 4, 5, 6, 7, 11 and 12 of Plat 8, OAKCREST FARMS AND GROVES, according to the recorded plat on file In the Office of the Clerk of Circuit Court except tract described In Deed Book 48 at Page 558, a tract of land described as beginning at the Northeast corner or NE 1/4 of NW 1/4 of Section 18, Township 8 North, Range 24 West, and run West on section line 668.5 feet; thence South 20 feet for Point of Beginning of tract herein described, thence continue South 1071.25 feet more or less to State Highway No. 1, thence Southwesterly along the North side of State Highway No. 1 right-of-way 275.77 feet more or less, thence North parallel to the East line of this tract 1232.35 feet more or less to a road, thence East along South side said road 210 feet to the Point of Beginning; being the East 210 feet of Tracts 2 and 7 or Plat 8 as platted by Oakcrest Farms and Groves as shown on said plat now on file in the Clerk's Office in and for Okaloosa County, Florida, and except for the additional right-of-way conveyed to Okaloosa County and State Road Department of Florida along the North side State Highway, No. 1 or U.S. 90 of a strip approximately 60 feet in width

And that portion of vacated streets and alleys lying adjacent thereto.

AND

All land in Section 14, Township 3 North, Range 24 West, lying North of State Road No. 1, except a tract of land recorded in Deed Book 26, Page 409, described as follows: Start at the half Section corner of the East line of Section 14. Township 3 North, Range 24 West, and run West along half section line 3022 feet; thence run South parallel to section line 1181 feet for Point of Beginning; thence continue South 994 feet to State Highway No. 1, thence Easterly along highway 1440.5 feet; thence North 881.5 feet to a point 1885 feet West of East line of Section and 969.8 feet South or half section line; thence Westerly 275.5 feet to a point 2144 feet West of East line of Section and 1063 feet South of said half section line; thence Westerly 886 feet to Point of Beginning; containing 25 acres, more or less; ALSO EXCEPTING Tract In Deed Book 57, Page 213 described as follows: Begin 3272 feet West and 1461 feet South of half section corner on East line of Section 14, Township 3 North, Range 24 West, thence run West 350 feet; thence South 750 feet more or less to U.S. Highway No. 90; thence East along North side Highway 350 feet; thence North 750 feet more or less to Point of Beginning, lying and being in Okaloosa County, Florida. ALSO EXCEPTING Begin at the Northeast corner of NE 1/4 of the NW 1/4, Section 13, Township 3 North, Range 24 West, and run West 873.5 feet, thence run South 20 feet for a Point of Beginning; thence run South 950 feet, more or less, to the NE corner of a parcel of land heretofore sold by Leila Lois Enzor and husband, O. O. Enzor to John F. Cook and wife, Dorothy R. Cook, which deed is recorded in OR Book 20, Page 292 of the Public Records of Okaloosa County, Florida; thence run South 50°57' West 149 feet along the Northern boundary of said parcel of land sold to John F. Cook and wife, Dorothy R. Cook, thence run North 104.5 feet, more or less, to the Northern boundary of the NE 1/4 of the NW 1/4 of Section 18 Township 3 North, Range 24 West, thence East 104.5 feet to the Point of Beginning, containing 2 1/2 acres, more or less, lying In Tracts 2 and 7 of Plat 3, Oakcrest Farms and Groves as recorded In Plat Book 1, Page 76, Okaloosa County, Florida.

LESS AND EXCEPT the following parcels or land from property heretofore described, to-wit: Those parcels conveyed in OR Book 20, Page 292, OR Book 50, Page 52, OR Book 50, Page 441, OR Book 143, Page 291, OR Book 143, Page 293, OR Book 168, Page 286, and OR Book 215, Page 482, all of the Public Records of Okaloosa County, Florida, and any other parcel which may have been previously conveyed to any other person by Leila Lola Enzor, a/k/a Mrs. L. L. Enzor, a

widow, and any other parcel which may have been conveyed by grantor to the State of Florida for road rights or way, according to any other deeds of record.

The Mixed Use (MU) Future Land Use Category is hereby imposed on Parcel 13-3N-24-1811-0000-0030 and Parcel 14-3N-24-0000-0001-0000. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 13-3N-24-1811-0000-0030 and Parcel 14-3N-24-0000-0001-0000 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 23rd day of January, 2023.

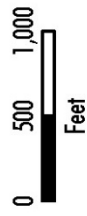
ATTEST:

Maryanne Schrader
City Clerk

Approved by me this 23rd day of January, 2023.

J. B. Whitten
Mayor

Adopted Future Land Use



Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

Conservation (CON)

Public Lands (PL)

Residential (R)

County Future Land Use

Agriculture (AG)

Conservation (CON)

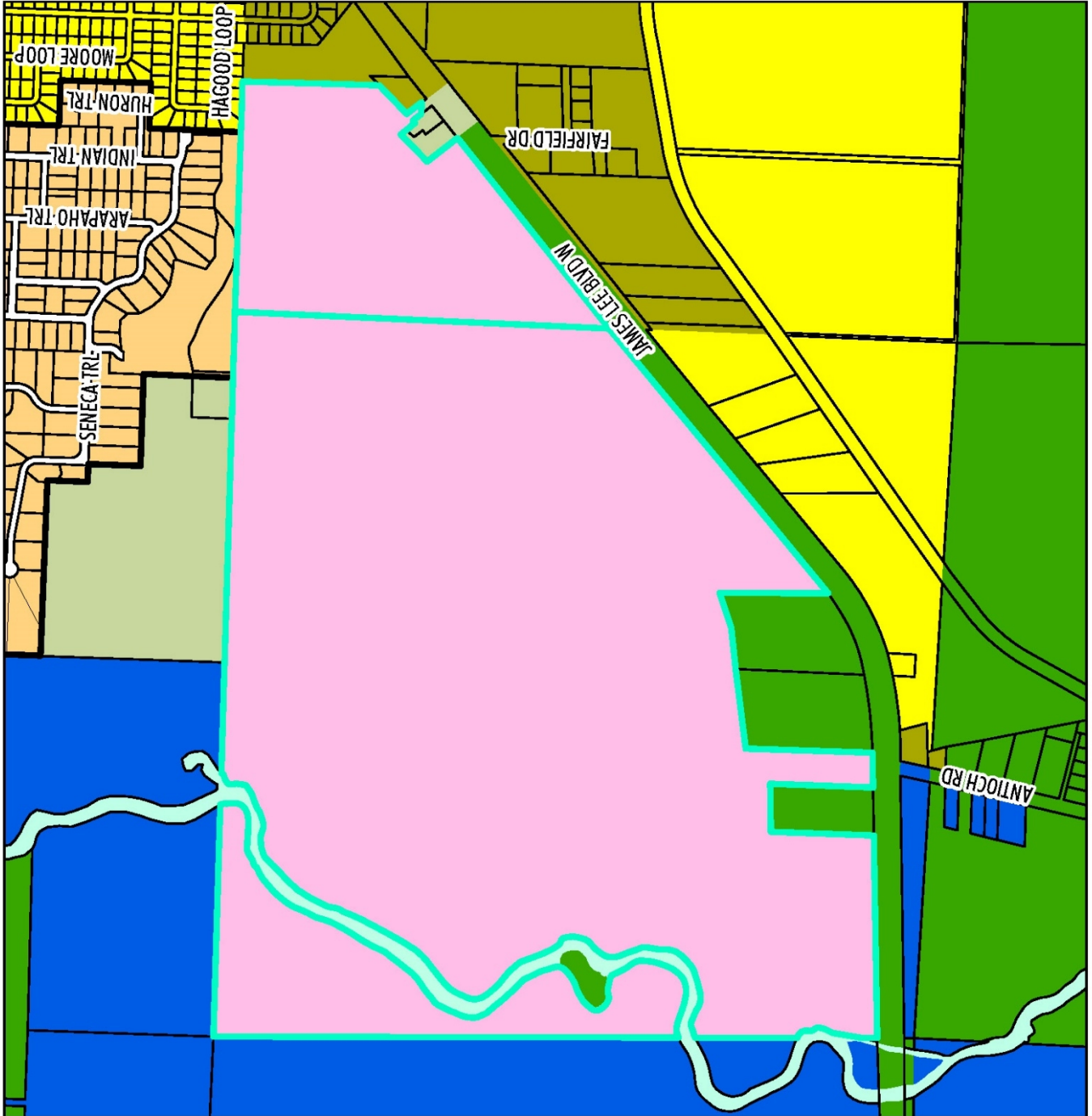
Low Density Residential (LDR)

Mixed Use (MU)

Rural Residential (RR)

Water

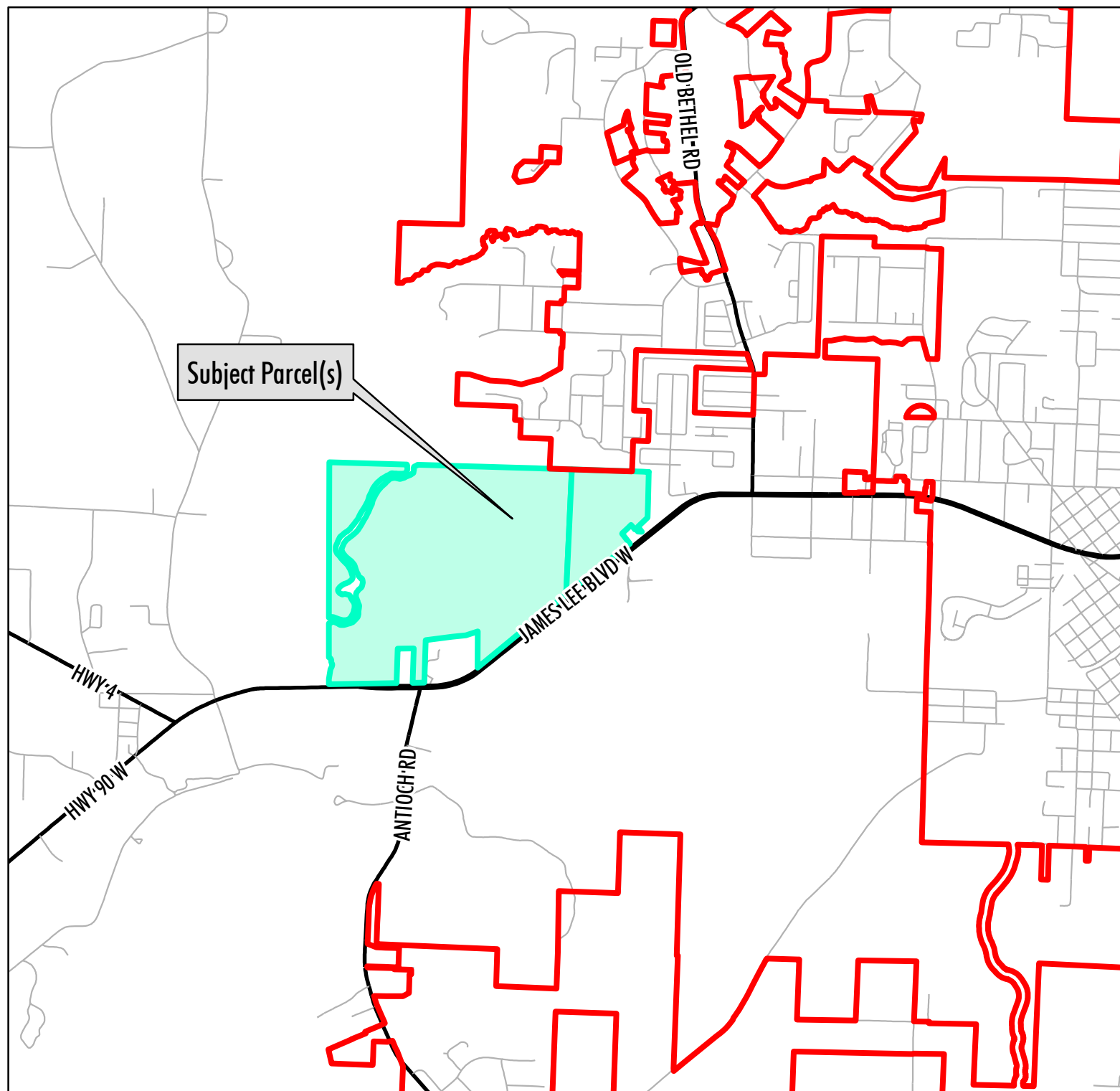
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



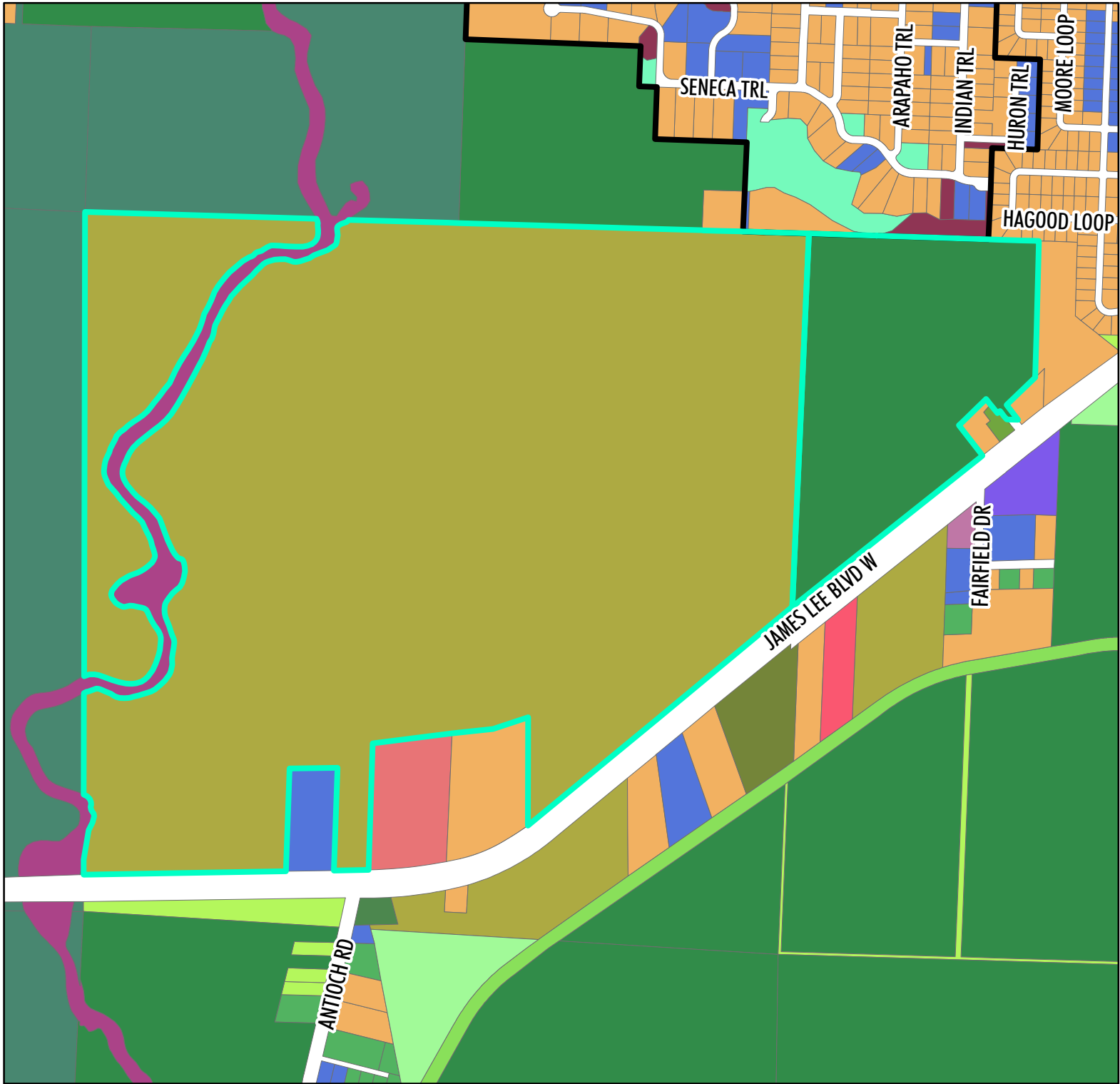
Vicinity Map



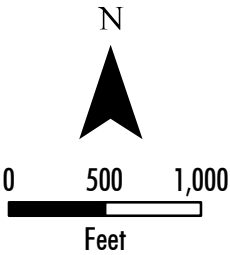
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U.S. SURVEY FEET



Existing Use



Legend

- Subject Parcel
- City Limits

Existing Use

- Centrally
- Churches
- Clubs/Lodges
- County
- Improved A
- Mobile Home
- Municipal
- Non-Profit
- Office Building
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- Timberland
- Trailer Park
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Current Future Land Use



0 500 1,000
Feet

Legend

Subject Parcel

City Limits

City Future Land

Commercial (C)

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Public Lands (PL)

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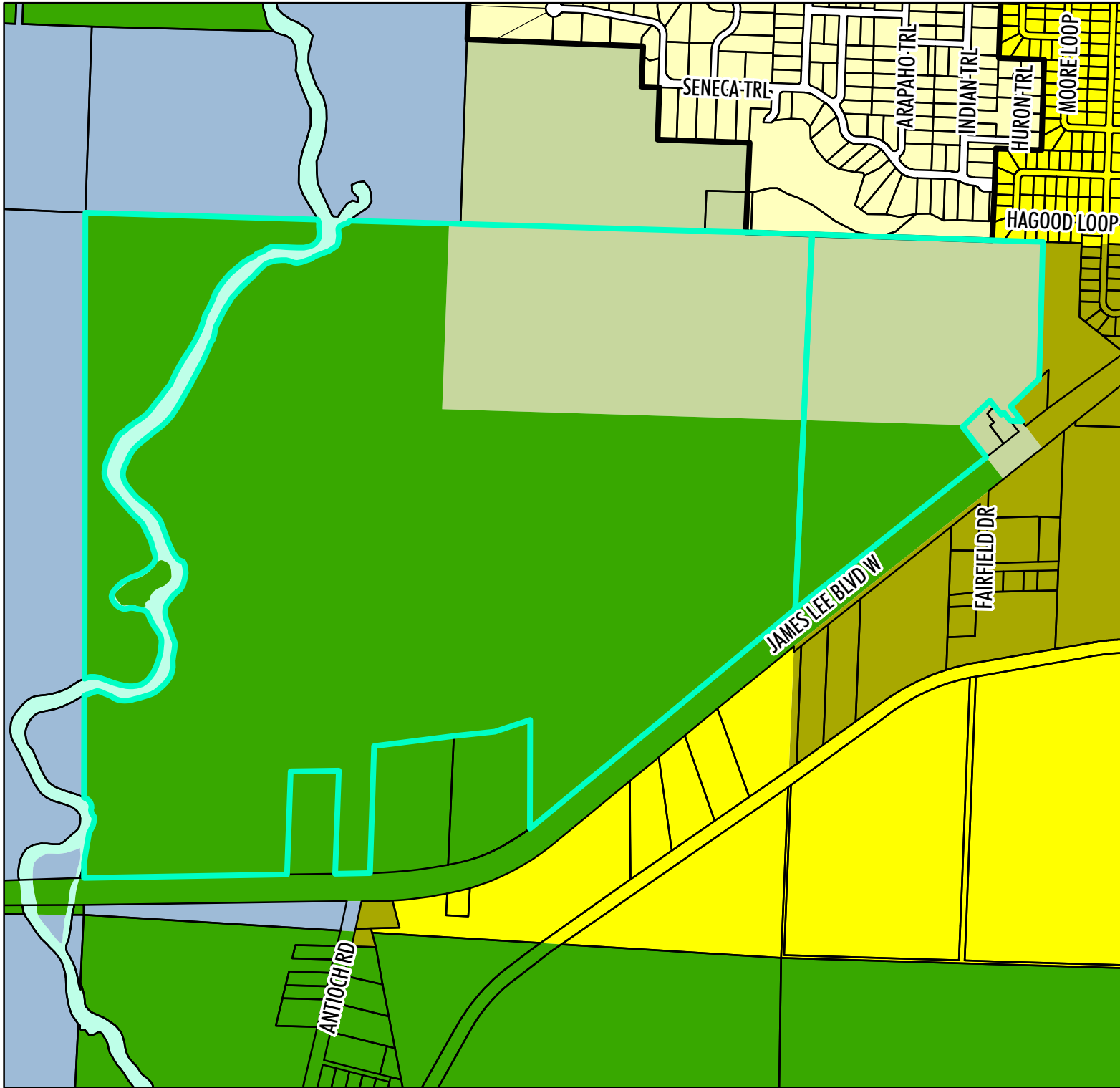
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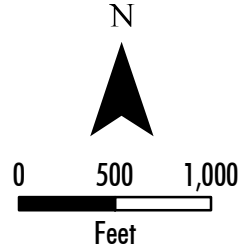
Rural Residential (RR)

Water

PREPARED BY CITY OF CRESTVIEW
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Current Zoning



Legend

- Subject Parcel
- City Limits
- City Zoning**
 - Single Family Estate Dwelling District (R-1E)
 - Single Family Low Density District (R-1)
 - Single Family Medium Density District (R-2)
 - Single and Multi-Family Dwelling District (R-3)
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 - Conservation (E)
- County Zoning**
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 - Rural Residential (RR)
 - Residential - 1 (R-1)
 - Mixed Use (MU)
 - Institutional (INST)
 - Water

PREPARED BY CITY OF CRESTVIEW
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OKALOOSA COUNTY GIS DEPARTMENT
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U.S. SURVEY FEET

Proposed Future Land Use



0 500 1,000
Feet

Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

Conservation (CON)

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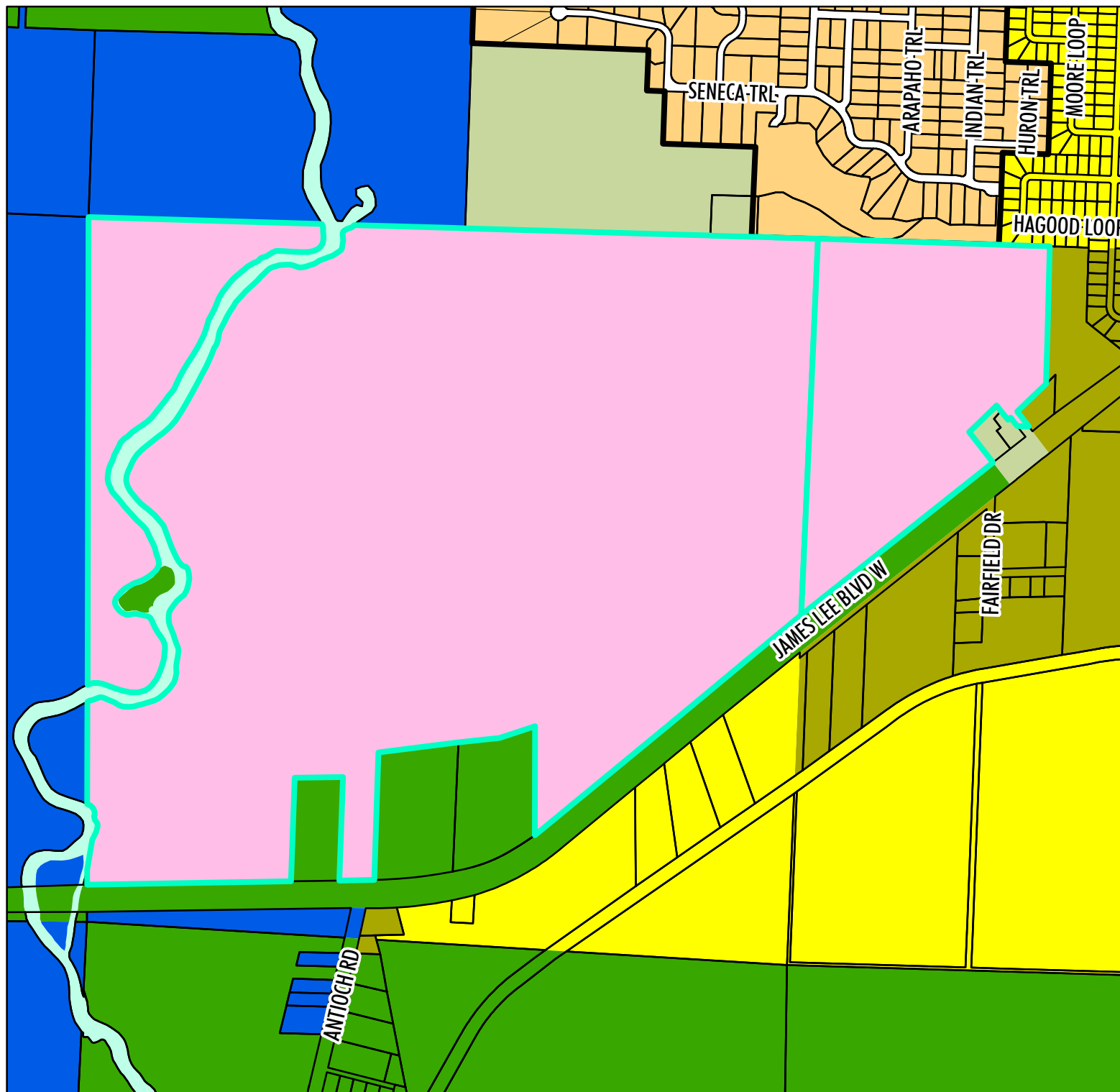
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Mixed Use (MU)

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OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Proposed Zoning



0 500 1,000
Feet

Legend

Subject Parcel

City Limits

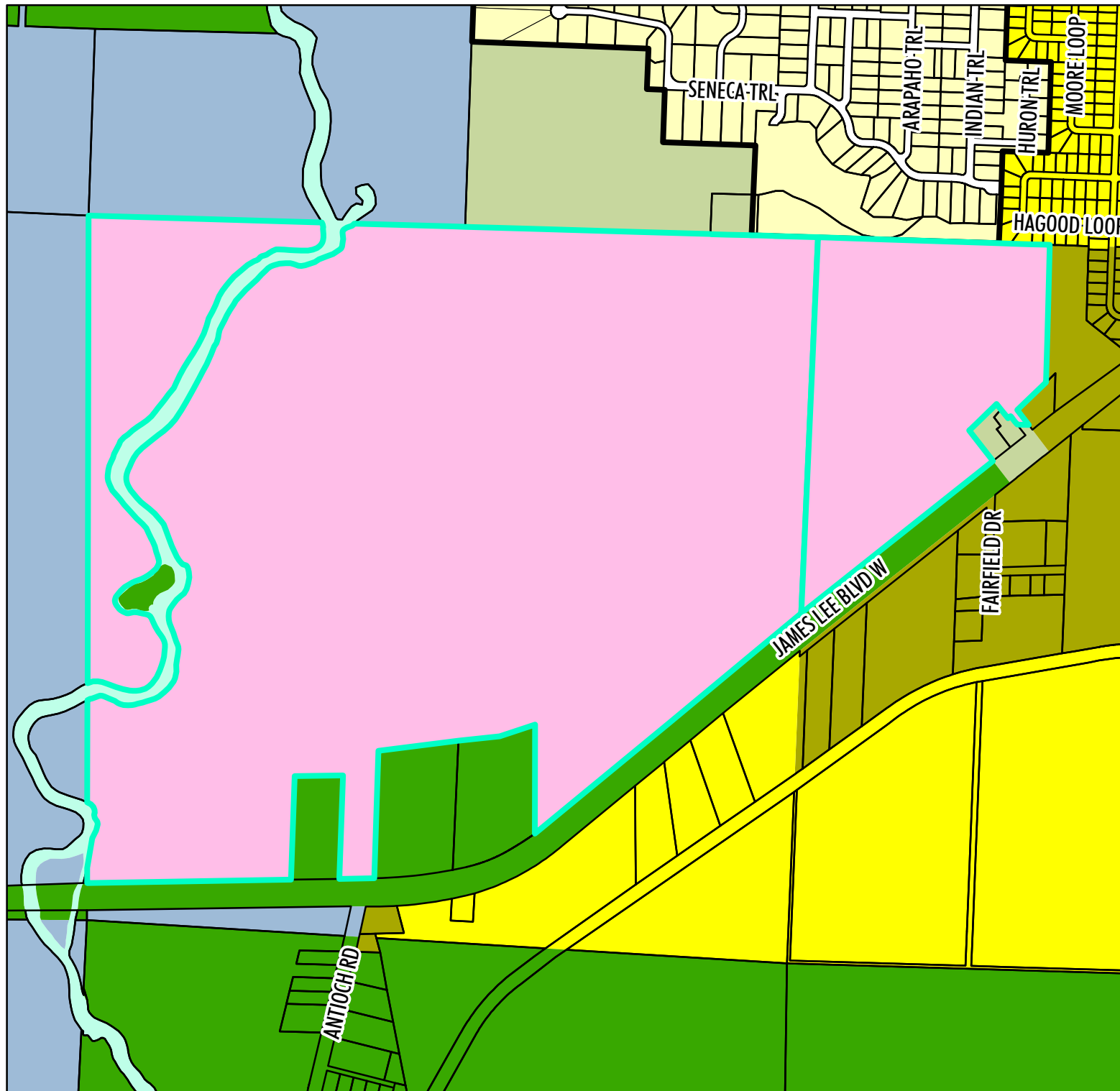
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COMMUNITY DEVELOPMENT SERVICES
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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET





Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: 1st reading after PDB

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, Senior Planner
DATE: 12/8/2022
SUBJECT: Highway 90 West Rezoning

BACKGROUND:

On November 11, 2022, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Highway 90 West.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Agriculture and Rural Residential and Agriculture and Residential Rural, respectively.

The application requests the Mixed Use (MU) zoning designation for the property.

The Planning and Development Board recommended approval of the request on December 5, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Powell Gillis Jr & Avis Land
P O Box 277
Crestview, FL 325360277
Parcel ID: 13-3N-24-1811-0000-0030
14-3N-24-0000-0001-0000
Site Size: 542.53 acres
Current FLU: Okaloosa County Agriculture and Rural Residential
Current Zoning: Okaloosa County Agriculture and Residential Rural
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Conservation & Rural Residential Residential (R)	Okaloosa County Institutional & Residential Rural Single-Family Low-Density Dwelling District (R-1)	Vacant & Residential
East	Okaloosa County Conservation	Okaloosa County Institutional	Vacant
South	Okaloosa County Mixed Use, Low Density Residential, & Agriculture	Okaloosa County Mixed Use, Residential-1, & Agriculture	Vacant, Residential, & Commercial

West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Vacant, Residential, & Commercial
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The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property can be developed for residential and/or low-intensity commercial use.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on November 14, 2022. The property was posted on November 22, 2022. An advertisement ran in the Crestview News Bulletin on November 23 and December 1, 2022.

GOALS & OBJECTIVES

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

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

- Financial Sustainability* – Achieve long term financial sustainability.
- Organizational Capacity, Effectiveness & Efficiency* – To efficiently & effectively provide the highest quality of public services.

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

- Community Character* – Promote desirable growth with a hometown atmosphere.
- Opportunity* – Promote an environment that encourages economic and educational opportunity.
- Community Culture* – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests that the council move Ordinance 1914 to second reading for adoption.

Attachments

1. Exhibit Packet

ORDINANCE: 1914

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 542.53 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 13, TOWNSHIP 3 NORTH, RANGE 24 WEST, AND IN SECTION 14, TOWNSHIP 3 NORTH, RANGE 24 WEST, FROM THE OKALOOSA COUNTY AGRICULTURE AND RESIDENTIAL RURAL ZONING DISTRICTS TO THE MIXED USE (MU) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 542.53 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 13, TOWNSHIP 3 NORTH, RANGE 24 WEST, AND IN SECTION 14, TOWNSHIP 3 NORTH, RANGE 24 WEST, FROM THE OKALOOSA COUNTY AGRICULTURE AND RESIDENTIAL RURAL ZONING DISTRICTS TO THE MIXED USE (MU) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 542.53 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 542.53 acres, more or less, being formerly zoned Okaloosa County Agriculture and Residential Rural with the Mixed Use (MU) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1913, is hereby rezoned to Mixed Use (MU) to wit:

PIN # 13-3N-24-1811-0000-0030 and 14-3N-24-0000-0001-0000

Tracts 2, 3, 4, 5, 6, 7, 11 and 12 of Plat 8, OAKCREST FARMS AND GROVES, according to the recorded plat on file In the Office of the Clerk of Circuit Court except tract described In Deed Book 48 at Page 558, a tract of land described as beginning at the Northeast corner or NE 1/4 of NW 1/4 of Section 18, Township 8 North, Range 24 West, and run West on section line 668.5 feet; thence South 20 feet for Point of Beginning of tract herein described, thence continue South 1071.25 feet more or less to State Highway No. 1, thence Southwesterly along the North side of State Highway No. 1 right-of-way 275.77 feet more or less, thence North parallel to the East line of this tract 1232.35 feet more or less to a road, thence East along South side said road 210 feet to the Point of Beginning; being the East 210 feet of Tracts 2 and 7 or Plat 8 as platted by Oakcrest Farms and Groves as shown on said plat now on file in the Clerk's Office in and for Okaloosa County, Florida, and except for the additional right-of-way conveyed to Okaloosa County and

State Road Department of Florida along the North side State Highway, No. 1 or U.S. 90 of a strip approximately 60 feet in width

And that portion of vacated streets and alleys lying adjacent thereto.

AND

All land in Section 14, Township 3 North, Range 24 West, lying North of State Road No. 1, except a tract of land recorded in Deed Book 26, Page 409, described as follows: Start at the half Section corner of the East line of Section 14. Township 3 North, Range 24 West, and run West along half section line 3022 feet; thence run South parallel to section line 1181 feet for Point of Beginning; thence continue South 994 feet to State Highway No. 1, thence Easterly along highway 1440.5 feet; thence North 881.5 feet to a point 1885 feet West of East line of Section and 969.8 feet South or half section line; thence Westerly 275.5 feet to a point 2144 feet West of East line of Section and 1063 feet South of said half section line; thence Westerly 886 feet to Point of Beginning; containing 25 acres, more or less; ALSO EXCEPTING Tract In Deed Book 57, Page 213 described as follows: Begin 3272 feet West and 1461 feet South of half section corner on East line of Section 14, Township 3 North, Range 24 West, thence run West 350 feet; thence South 750 feet more or less to U.S. Highway No. 90; thence East along North side Highway 350 feet; thence North 750 feet more or less to Point of Beginning, lying and being in Okaloosa County, Florida. ALSO EXCEPTING Begin at the Northeast corner of NE 1/4 of the NW 1/4, Section 13, Township 3 North, Range 24 West, and run West 873.5 feet, thence run South 20 feet for a Point of Beginning; thence run South 950 feet, more or less, to the NE corner of a parcel of land heretofore sold by Leila Lois Enzor and husband, O. O. Enzor to John F. Cook and wife, Dorothy R. Cook, which deed is recorded in OR Book 20, Page 292 of the Public Records of Okaloosa County, Florida; thence run South 50°57' West 149 feet along the Northern boundary of said parcel of land sold to John F. Cook and wife, Dorothy R. Cook, thence run North 104.5 feet, more or less, to the Northern boundary of the NE 1/4 of the NW 1/4 of Section 18 Township 3 North, Range 24 West, thence East 104.5 feet to the Point of Beginning, containing 2 1/2 acres, more or less, lying in Tracts 2 and 7 of Plat 3, Oakcrest Farms and Groves as recorded in Plat Book 1, Page 76, Okaloosa County, Florida.

LESS AND EXCEPT the following parcels or land from property heretofore described, to-wit: Those parcels conveyed in OR Book 20, Page 292, OR Book 50, Page 52, OR Book 50, Page 441, OR Book 143, Page 291, OR Book 143, Page 293, OR Book 168, Page 286, and OR Book 215, Page 482, all of the Public Records of Okaloosa County, Florida, and any other parcel which may have been previously conveyed to any other person by Leila Lola Enzor, a/k/a Mrs. L. L. Enzor, a widow, and any other parcel which may have been conveyed by grantor to the State of Florida for road rights or way, according to any other deeds of record.

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

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SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1913 and becomes legally effective.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 23rd day of January, 2023.

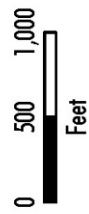
ATTEST:

Maryanne Schrader
City Clerk

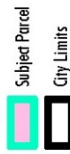
Approved by me this 23rd day of January, 2023.

J. B. Whitten
Mayor

Adopted Zoning



Legend



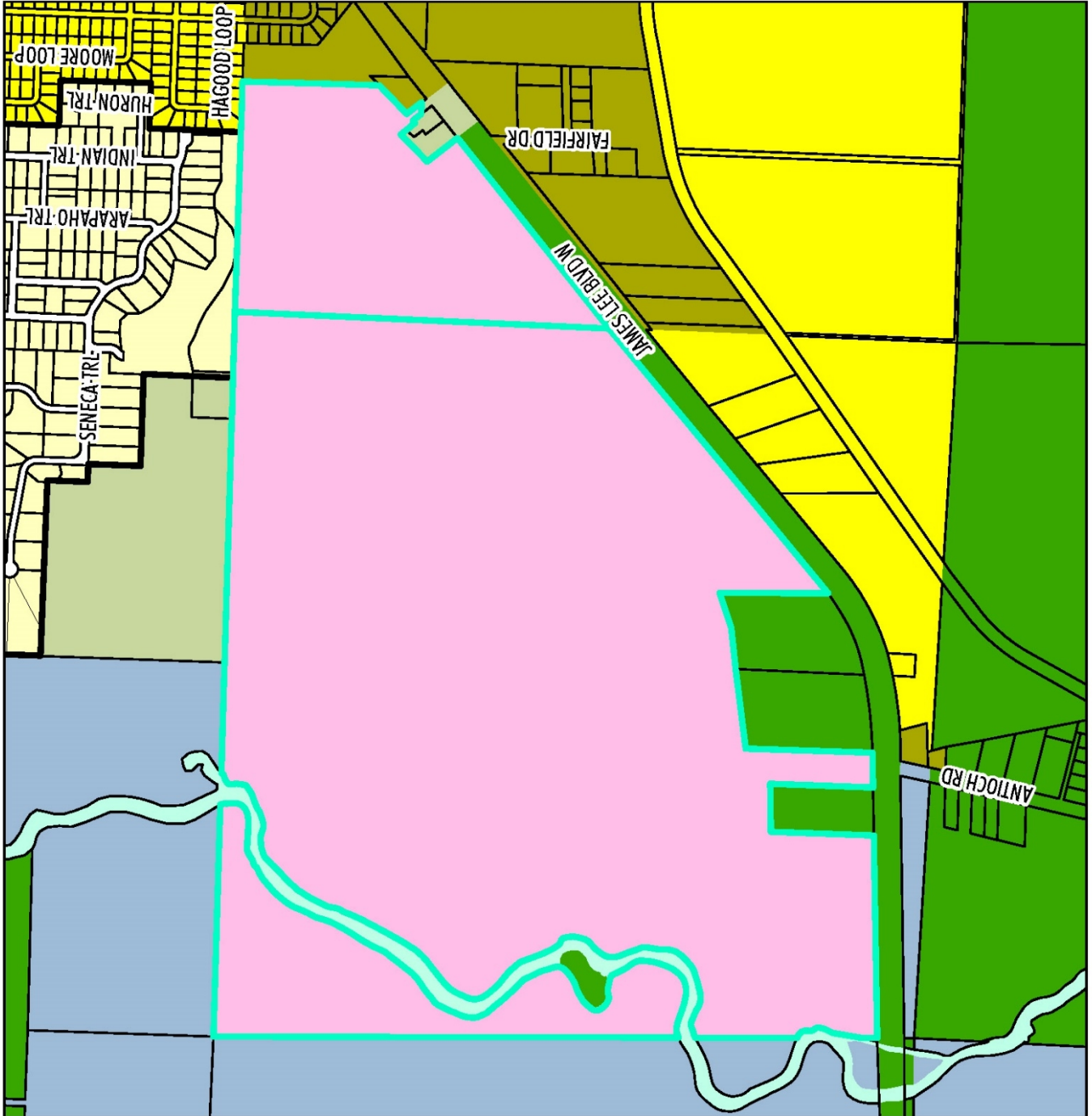
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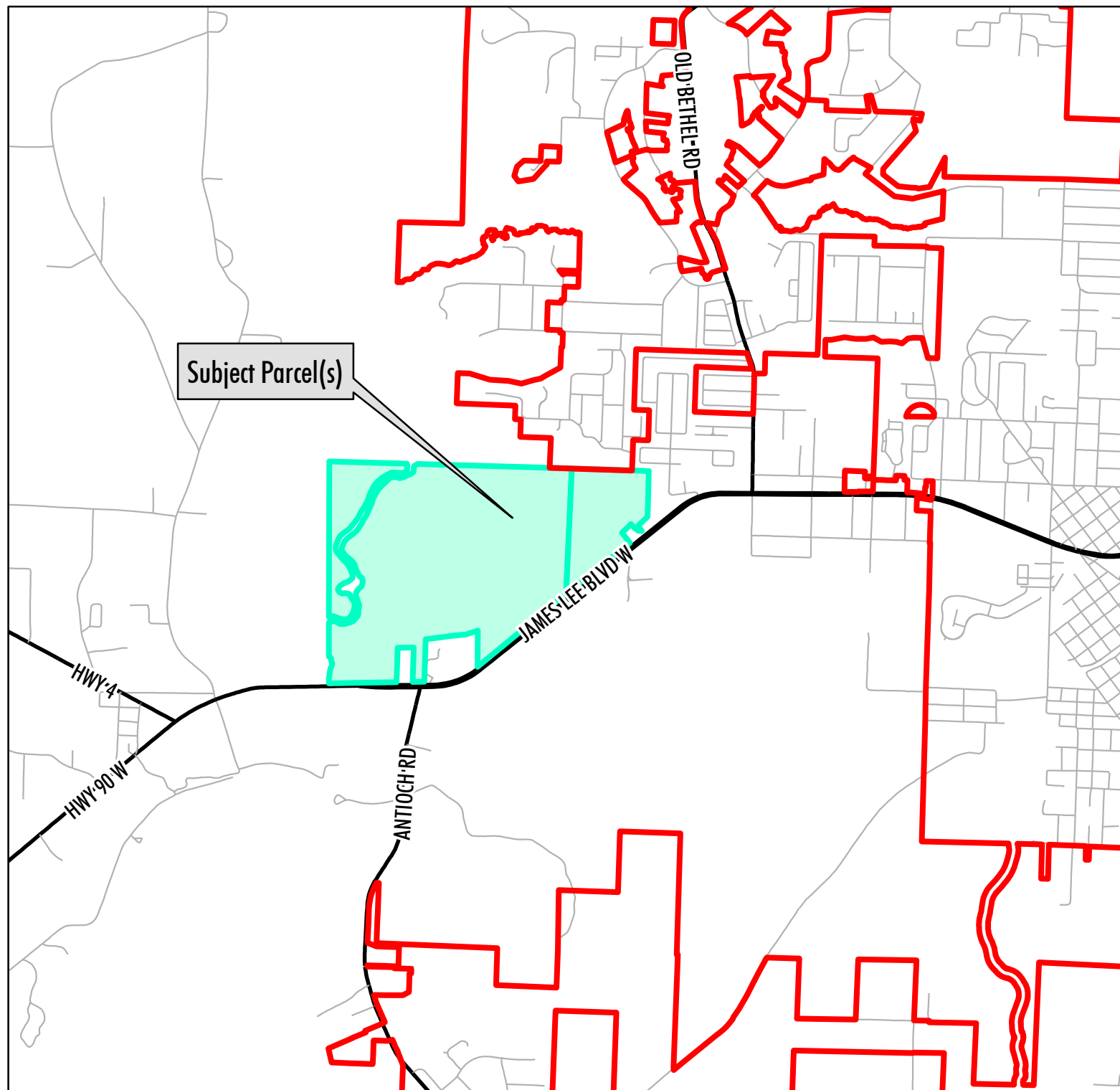
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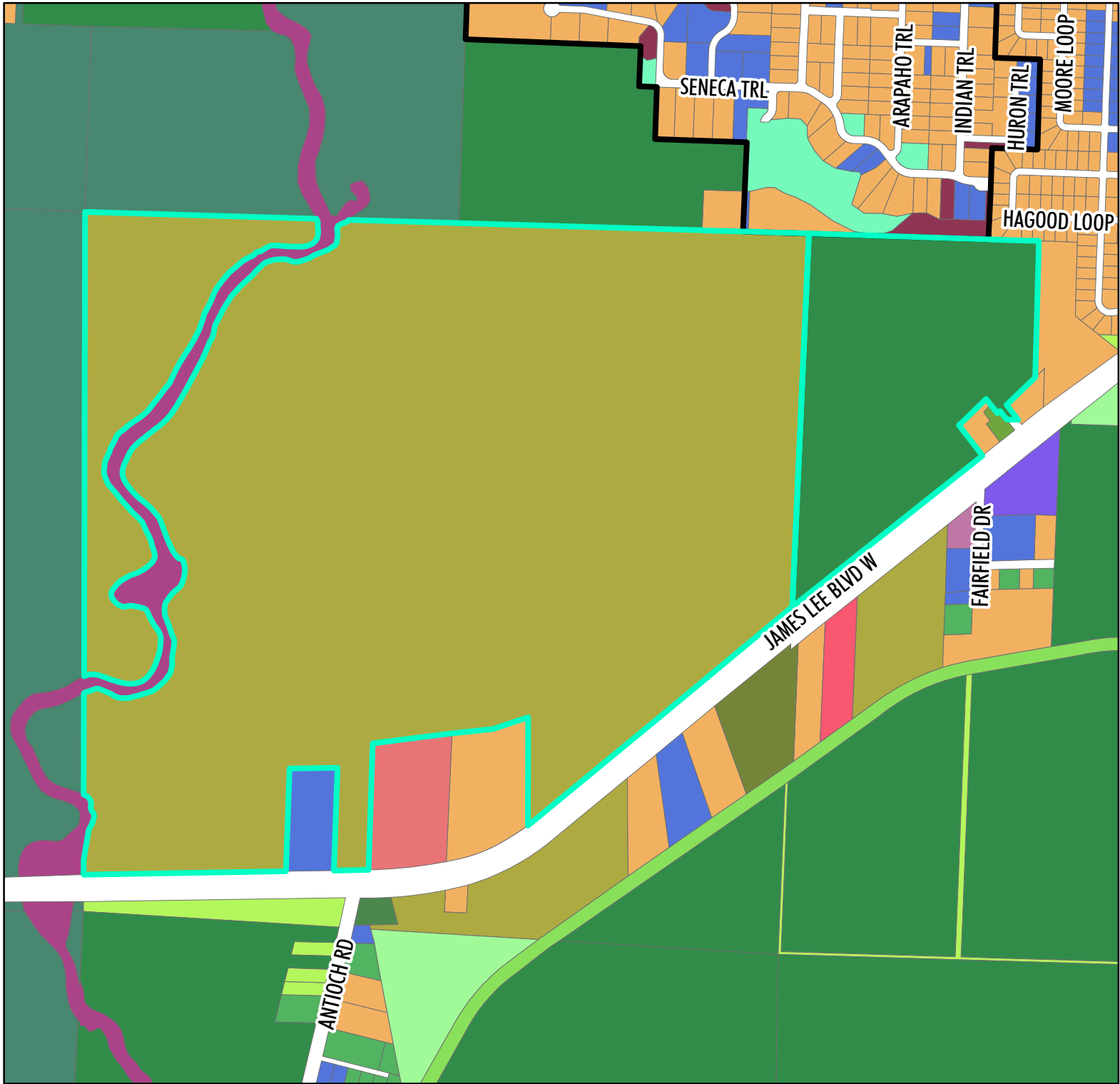
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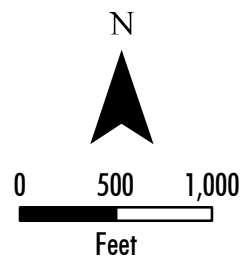
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Existing Use



Legend

- Subject Parcel
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Existing Use

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Current Future Land Use

N



0 500 1,000
Feet

Legend

Subject Parcel

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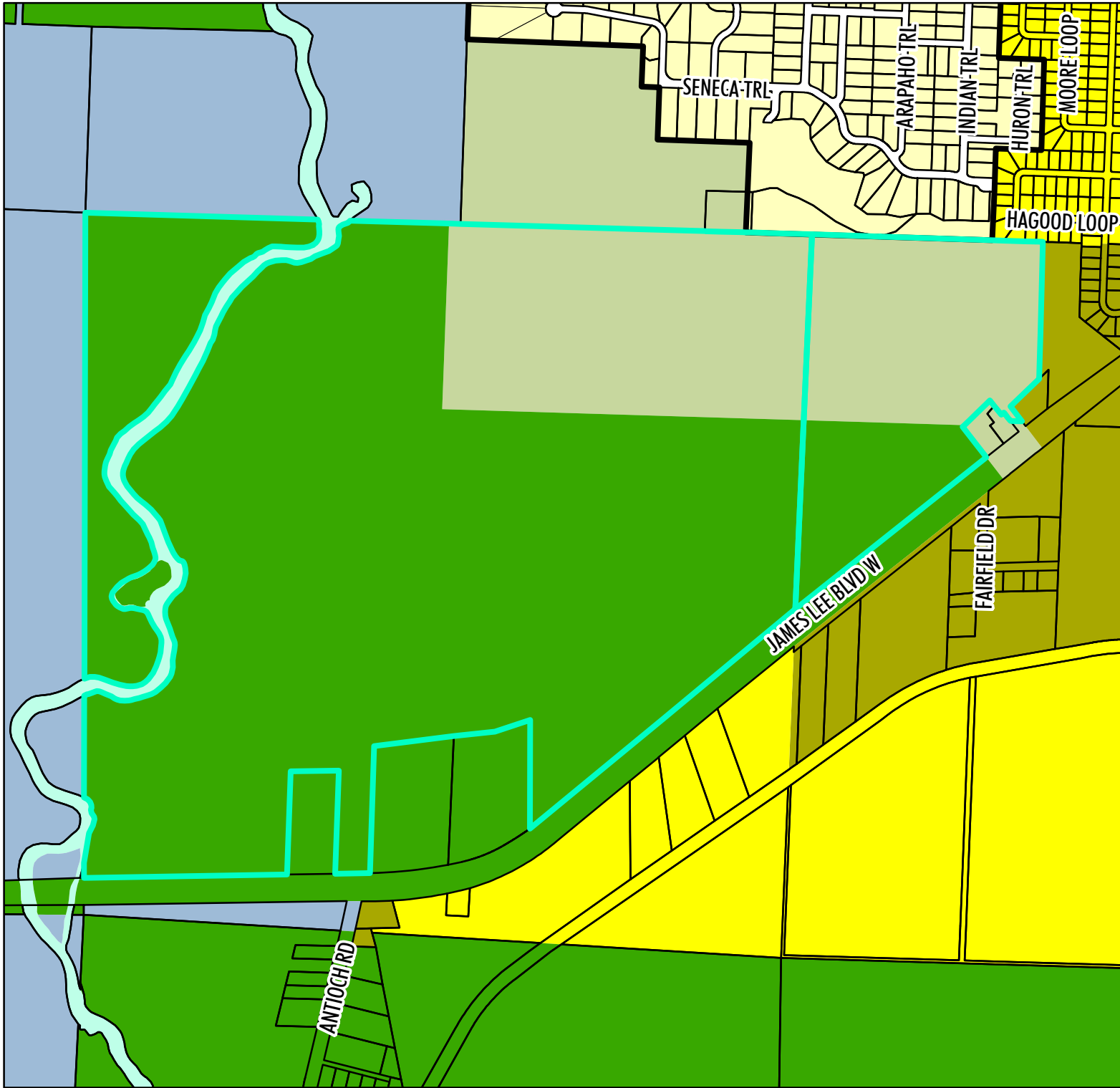
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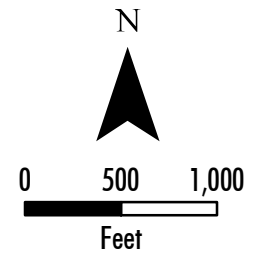
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Proposed Future Land Use



0 500 1,000
Feet

Legend

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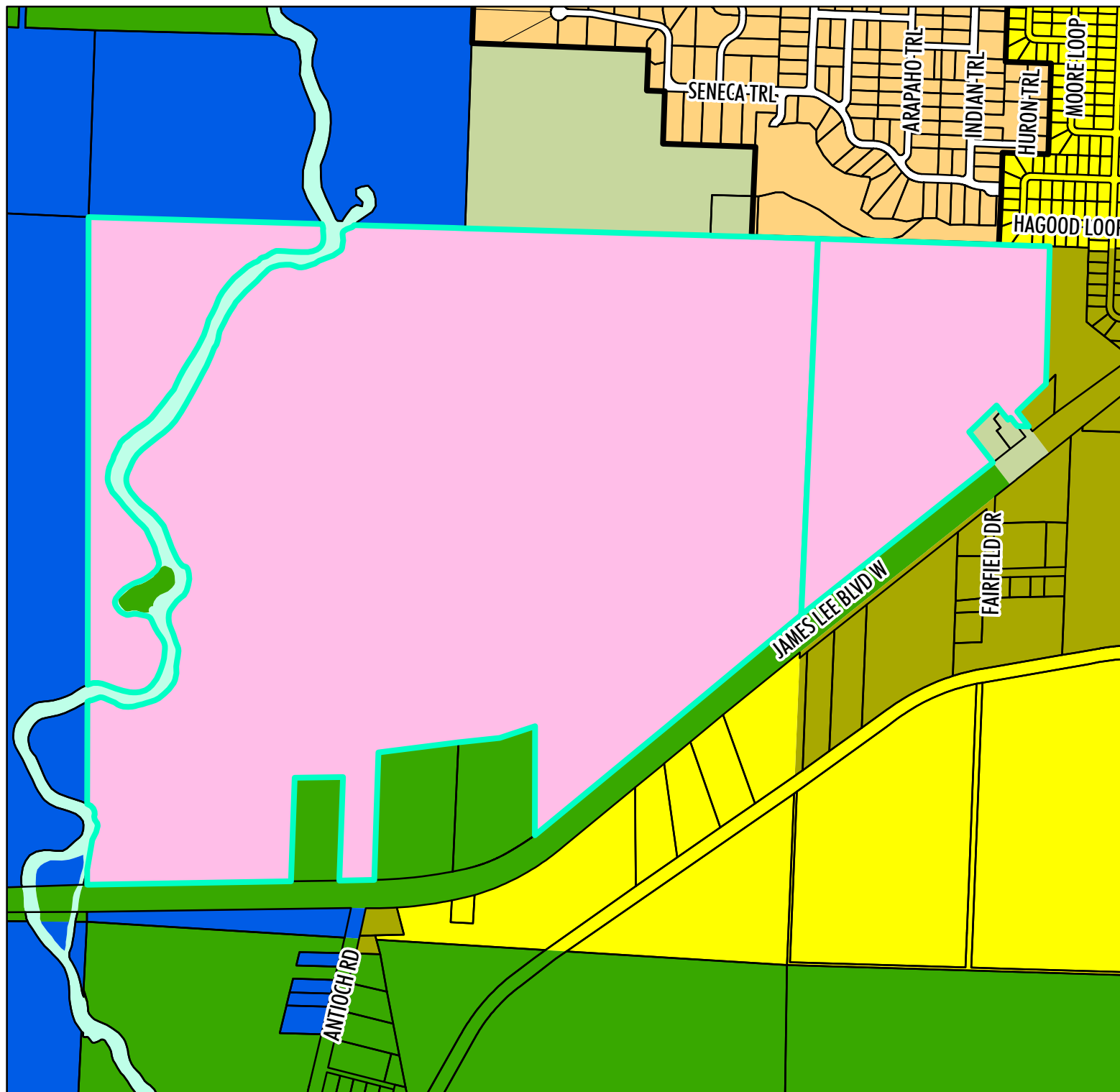
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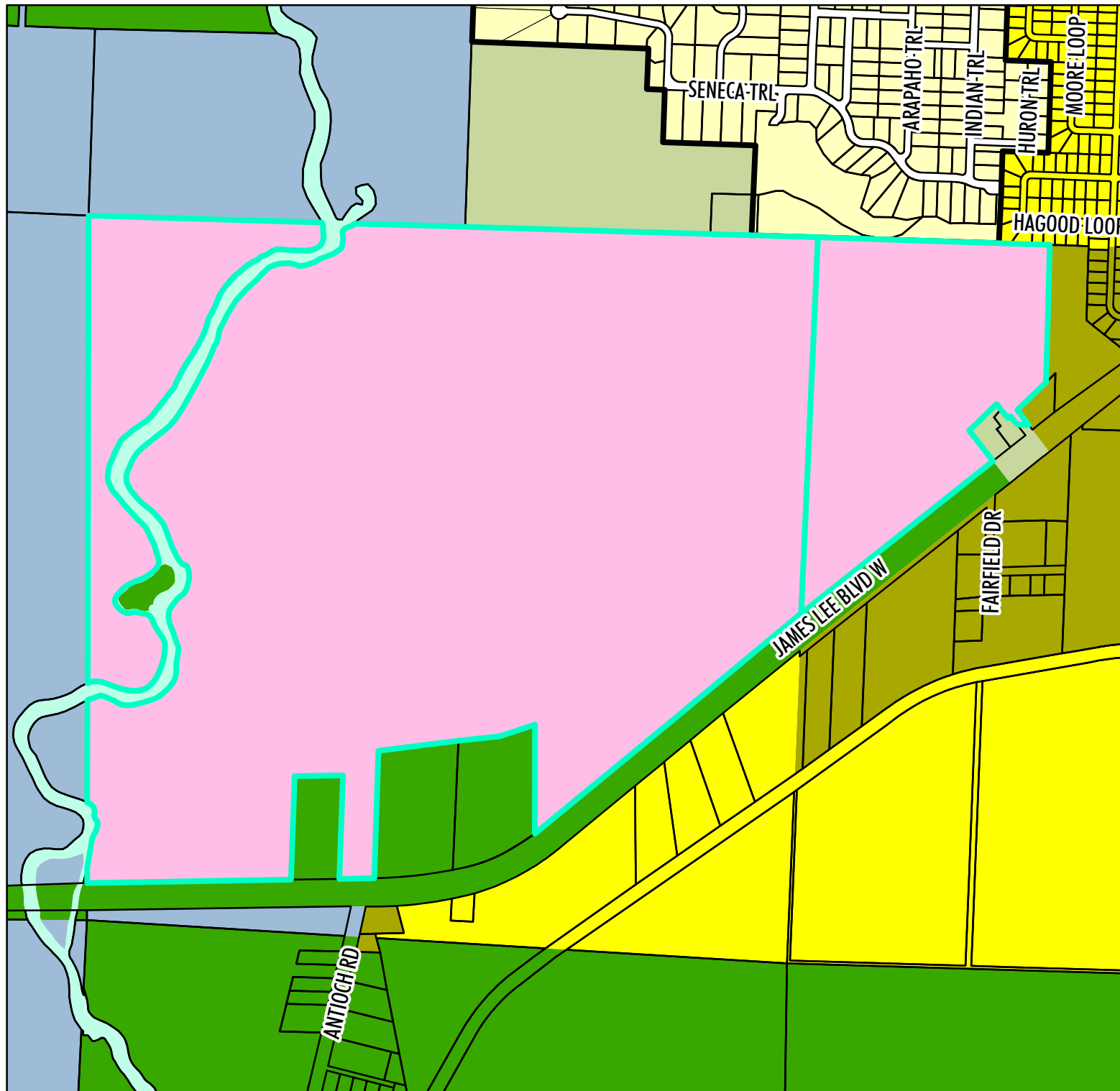
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Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Andrew Rencich
DATE: 12/8/2022
SUBJECT: Support Initiative for the proposed H.B. 8980

BACKGROUND:

The Gulf of Mexico and the surrounding environment is very important as it pertains to military readiness and national defense. Previously, the Gulf of Mexico Energy Security Act of 2006 prohibited oil and gas exploration and development east of the Military Mission line in the Eastern Gulf of Mexico (EGOM), contributing to the continued ability for the military to utilize this area. In 2020, two presidential memoranda were signed that extended the protections for the Eastern Gulf Test and Training Range (EGTTR) through June 2032, withdrawing the submerged lands of the test range from consideration for energy leasing or development. Since then, the Inflation Reduction Act of 2022 was signed into law on August 16th of this year, and removed the protections established by the 2020 Presidential memoranda, threatening the efficacy of the EGTTR, which is crucial to military readiness and national defense.

DISCUSSION:

In understanding the importance of the EGTTR with regard to the military's ability to most sufficiently provide for our national defense, and in solidarity with surrounding entities and stakeholders, the proposed Resolution resolves to dissent with regard to those provisions of the 2022 Inflation Reduction Act that remove those protections previously provided by Presidential memoranda. It also resolves to support the proposed H.B. 8980, or any similar portion of any other Act, that reinstates or makes permanent the moratorium on energy leasing and development east of the Military Mission line in the Gulf of Mexico, as removed by the Inflation Reduction Act.

GOALS & OBJECTIVES

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

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

Communication- To engage, inform and educate public and staff

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

Safety- Ensure the continuous safety of citizens and visitors

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact associated with this Resolution.

RECOMMENDED ACTION

Staff respectfully requests adoption of Resolution 2023-3.

Attachments

None

RESOLUTION: 2023- 3

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, EXPRESSING DISSENT WITH REGARD TO PORTIONS OF THE INFLATION REDUCTION ACT OF 2022, H.R. 5376, 117TH CONGRESS (2022) AND SUPPORT WITH REGARD TO THE PRESERVING THE GULF TEST RANGE TO ENSURE MILITARY READINESS ACT, H.B. 8980, 117TH CONGRESS (2022), PROVIDING FOR AUTHORITY, PROVIDING FOR FINDINGS OF FACT, AND PROVIDING FOR AN EFFECTIVE DATE.BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

WHEREAS, the City of Crestview understands the immense importance of the Gulf of Mexico and surrounding environment as it pertains to military readiness and national defense; and

WHEREAS, the Gulf of Mexico Energy Security Act of 2006 prohibited oil and gas exploration and development east of the Military Mission line in the Eastern Gulf of Mexico (EGOM); and

WHEREAS, the Presidential memoranda entitled “Memorandum on the Withdrawal of Certain Areas of the United States Outer Continental Shelf from Leasing Disposition”, dated September 8, 2020, and “Presidential Determination on the Withdrawal of Certain Areas of the United States Outer Continental Shelf from Leasing Disposition” dated September 25, 2020, extended the protections for the Eastern Gulf Test and Training Range (EGTTR) through June 2032, withdrawing the submerged lands of the test range from consideration for energy leasing or development; and

WHEREAS, the Inflation Reduction Act of 2022, was signed by the President and became Law on August 16, 2022; and

WHEREAS, the Preserving the Gulf Test Range to Ensure Military Readiness Act was introduced on September 22, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 166, Florida Statutes, the City Charter and Code of Ordinances.

SECTION 2 – FINDINGS OF FACT. The City Council finds that:

1. Inflation Reduction Act, Title V, Subtitle B, Section 50251 removes the protections established by 2020 Presidential memoranda and threatens the EGTTR with offshore wind development and other energy related activities that would encroach upon and catastrophically jeopardize the effectiveness of the EGTTR, which is crucial to military readiness and national defense.
2. The proposed Preserving the Gulf Range to Ensure Military Readiness Act re-establishes moratorium protection for the EGTTR from energy development in the Eastern Gulf.

SECTION 3 – DISSENT. The City does not support those provisions of the Inflation Reduction Act, Title V, Subtitle B, Section 50251 that remove those protections previously provided by Presidential memoranda.

SECTION 4 – SUPPORT. The City supports the proposed H.B. 8980, or any similar portion of any other Act, that reinstates or makes permanent the moratorium on energy leasing and development east of the Military Mission line in the Gulf of Mexico, as removed by the Inflation Reduction Act.

SECTION 5 – EFFECTIVE DATE. This resolution shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Crestview, Florida on the 12th day of December, 2022.

APPROVED:

ATTEST:

J.B. Whitten
Mayor

Maryanne Schrader
City Clerk



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Michael Criddle, Public Services Director
DATE: 12/8/2022
SUBJECT: Wastewater Treatment Plant Effluent Disposal Planning

BACKGROUND:

The City of Crestview is requesting the Effluent Disposal Planning project be included in the Clean Water State Revolving Fund loan program. The project involves the initial planning effort to evaluate expansion of the wastewater treatment plant's effluent disposal capacity. The project will evaluate alternative disposal systems such as additional rapid-rate infiltration basins (RIBs), infiltration wetlands, spray fields, and public access reuse. This RFI is being requested to provide funding for the site selection, site evaluation (including geotechnical and environmental studies and surveying), property acquisition, and planning associated with the project. Resolution 2023-4 is required by the State SRF program to ensure that the City Council is supportive of this initiative and that the public is notified.

DISCUSSION:

The WWTP is permitted to treat 2.75 million gallons-per-day (MGD) based on monthly average daily flow (MADF) conditions and land application disposal up to 2.16 MGD MADF. The City is currently working on the planning and design of the proposed RIB 6 project to increase the plant's disposal capacity to match or exceed the plant's treatment capacity. However, the City is also pursuing repurposing the existing WWTP spray field for a community sports complex which will further reduce the plant's disposal capacity. The goal of the proposed project is to increase effluent disposal capacity to remain within Florida DEP compliance standards.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

FINANCIAL IMPACT

The requested SRF loan amount is \$700,000; \$200,000 for planning/engineering, and \$500,000 for land acquisition.

RECOMMENDED ACTION

Staff respectfully requests approval of Resolution 2023-4 to allow for application for SRF funding for this project.

Attachments

1. Resolution 2023-4 Effluent Disposal Planning

RESOLUTION: 2023- 4

The City Council of Crestview, Florida hereby approves the submission of an application for an SRF low-interest loan for the Crestview Effluent Disposal Planning, hereby accepting the planning documentation and meeting other purposes.

RESOLUTION: 2023-4

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CRESTVIEW, FLORIDA, RELATING TO THE
FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION (FDEP) STATE REVOLVING FUND
(SRF), ADOPTION OF THE EFFLUENT DISPOSAL
PLANNING PROJECT, AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, The City Council of Crestview, Florida (The Council) hereby approves the submission of an application for an SRF low-interest loan (the Loan) for the Crestview Effluent Disposal Planning, hereby accepting the planning documentation and meeting other purposes; and

WHEREAS, The City of Crestview's WWTP is permitted to treat 2.75 million gallons-per-day (MGD) based on monthly average daily flow (MADF) conditions and land application disposal up to 2.16 MGD MADF; and The City is currently working on the planning and design of the proposed RIB 6 project to increase the plant's disposal capacity to match or exceed the plant's treatment capacity; and

WHEREAS, The City is pursuing repurposing the existing Wastewater Treatment Plant spray field for a community sports complex which will reduce the plant's disposal capacity to below what is needed for regulatory compliance; and

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the planning and acquisition of land for effluent disposal; and

WHEREAS, The Council authorized Jacobs Engineering Group to prepare a planning document in order to comply with the requirements of State Statutes and Florida Administrative Code pertaining to the SRF Loan Program; and

WHEREAS, formal adoption of the proposed planning document is required for the City of Crestview to participate in the State Revolving Loan Fund Program;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA THAT:

The City Manager is hereby designated as the authorized representative to provide the assurances and commitments that will be required by the Facility Plan.

SECTION 1: The Mayor is authorized to:

1. Accept the planning document on the project to be prepared by Jacobs, and
2. Certify that this public hearing will be held; and
3. Certify that the financial planning information discussed at the public hearing is correct and that the City of Crestview has the capability to repay the loan; and
4. Certify that the project is in accordance with the City's Comprehensive Plan.

SECTION 2: The Mayor is further authorized to submit an application for an SRF loan for the project(s) to the FDEP and to furnish such information as they may request in connection with an application for the SRF loan, including assurances of financial capability to repay the loan.

SECTION 3: The Mayor is further authorized to execute any and all other necessary instruments in connection with obtaining the SRF loan for the project.

SECTION 4: The net water and sewer system revenues, including reconnection fees, after payments of all prior and senior liens, are pledged for the repayment of the loan.

SECTION 5: All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 6: If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidated or impair the validity, force, or effect or any other section or part of this Resolution.

Section 7. Effective Date

This Resolution shall take effect upon its approval and adoption by the City Council.

PASSED AND ADOPTED IN REGULAR SESSION THIS 12th DAY OF DECEMBER, 2022

By: JB Whitten, Mayor

RESOLUTION: 2023-4

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CRESTVIEW, FLORIDA, RELATING TO THE
FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION (FDEP) STATE REVOLVING FUND
(SRF), ADOPTION OF THE EFFLUENT DISPOSAL
PLANNING PROJECT, AND PROVIDING
FOR AN EFFECTIVE DATE.

WHEREAS, The City Council of Crestview, Florida (The Council) hereby approves the submission of an application for an SRF low-interest loan (the Loan) for the Crestview Effluent Disposal Planning, hereby accepting the planning documentation and meeting other purposes; and

WHEREAS, The City of Crestview's WWTP is permitted to treat 2.75 million gallons-per-day (MGD) based on monthly average daily flow (MADF) conditions and land application disposal up to 2.16 MGD MADF; and The City is currently working on the planning and design of the proposed RIB 6 project to increase the plant's disposal capacity to match or exceed the plant's treatment capacity; and

WHEREAS, The City is pursuing repurposing the existing Wastewater Treatment Plant spray field for a community sports complex which will reduce the plant's disposal capacity to below what is needed for regulatory compliance; and

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the planning and acquisition of land for effluent disposal; and

WHEREAS, The Council authorized Jacobs Engineering Group to prepare a planning document in order to comply with the requirements of State Statutes and Florida Administrative Code pertaining to the SRF Loan Program; and

WHEREAS, formal adoption of the proposed planning document is required for the City of Crestview to participate in the State Revolving Loan Fund Program;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW,
FLORIDA THAT:

The City Manager is hereby designated as the authorized representative to provide the assurances and commitments that will be required by the Facility Plan.

SECTION 1: The Mayor is authorized to:

1. Accept the planning document on the project to be prepared by Jacobs, and
2. Certify that this public hearing will be held; and

3. Certify that the financial planning information discussed at the public hearing is correct and that the City of Crestview has the capability to repay the loan; and
4. Certify that the project is in accordance with the City's Comprehensive Plan.

SECTION 2: The Mayor is further authorized to submit an application for an SRF loan for the project(s) to the FDEP and to furnish such information as they may request in connection with an application for the SRF loan, including assurances of financial capability to repay the loan.

SECTION 3: The Mayor is further authorized to execute any and all other necessary instruments in connection with obtaining the SRF loan for the project.

SECTION 4: The net water and sewer system revenues, including reconnection fees, after payments of all prior and senior liens, are pledged for the repayment of the loan.

SECTION 5: All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 6: If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidated or impair the validity, force, or effect or any other section or part of this Resolution.

Section 7. Effective Date

This Resolution shall take effect upon its approval and adoption by the City Council.

PASSED AND ADOPTED IN REGULAR SESSION THIS 12th DAY OF DECEMBER, 2022

By: JB Whitten, Mayor



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader
DATE: 11/16/2022
SUBJECT: Approval of the 2023 Annual Meeting Notice

BACKGROUND:

The City Clerk, per Resolution 2022-8, gives notice of all meetings to the City Council and to the public, as required by Ordinance or State Law.

DISCUSSION:

The City of Crestview maintains the annual meeting notice per F.S. 286.011 and 286.0105. Any changes from the Annual Meeting Notice to dates, times, or locations are posted per Florida State Statute.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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Communication- To engage, inform and educate public and staff

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Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff respectfully requests a motion to adopt the 2023 Annual Meeting Notice.

Attachments

1. Annual Meeting Notice 2023



CRESTVIEW OFFICE OF THE CITY CLERK

198 Wilson Street N, P.O. Box 1209, Crestview, FL. 32536
850.682.1560 ext. 2 | cityclerk@cityofcrestview.org

2023 ANNUAL MEETING NOTICE

In compliance with the Sunshine Law, the regular meeting dates for the Boards and Committees of the City of Crestview for calendar year 2023 are listed below. All meetings are held in the Council Chambers, 198 North Wilson Street, Crestview, Florida unless otherwise specified. Anyone requiring assistance or special needs regarding any of these meeting(s) should contact the ADA Coordinator, Jessica Leavins.

City Council: Meets the 2nd and 4th Monday at 6:00 p.m. of every month, unless the Monday is a City Holiday, then the meeting will be cancelled or rescheduled. Exceptions: No regular meeting in July or on December 25, 2023; special meeting on July 12, 2023 and October 16, 2023.

Council Workshop and Budget Hearings: Meetings are set, as needed.

Crestview Unlimited – Meets annually and as needed. January 23, 2023 at 5:00 p.m.

Planning Board: Meets the 1st Monday of the month at 6:00 p.m. Exceptions: January 3, 2023 and September 5, 2023.

Special Magistrate: Meets the third Tuesday of the month at 5:30 p.m. Exception: October 24, 2023.

Community Redevelopment Agency Board: Meets quarterly on the second Monday of the month at 5:00 p.m. Exception: February 13 and August 14. Meetings: April 10, and October 9, 2023.

Citizen Advisory Council: Meets on the second Tuesday of the month at 6:00 p.m. in the Council Chambers.

Historic Preservation Board: Meets quarterly on the fourth Thursday.

General Employees Retirement Board: Meets quarterly at 1:00 p.m. Dates are February 28, June 6, August 29, and November 28, 2023.

Police/Firefighters Retirement Board: Meets quarterly at 2:30 p.m. Dates are February 28, June 6, August 29, and November 28, 2023.

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.



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader
DATE: 11/23/2022
SUBJECT: Approval of various Board volunteer appointments.

BACKGROUND:

Various Board appointments needed to be filled after the recent election.

DISCUSSION:

Volunteer Appointments:

Okaloosa Library Cooperative - (alternate) Councilmember Joe Blocker

Okaloosa LOC (Primary) Mayor JB Whitten

Okaloosa EDC (Primary) Mayor JB Whitten

Main Street Association (Primary) Mayor JB Whitten (Alternate) Councilmember Ryan Bullard

Okaloosa Gas Board (Primary) Councilmember Andrew Rencich

OW-TPO (Alternate) Councilmember Doug Capps

GOALS & OBJECTIVES

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

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

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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff respectfully requests approval of the volunteer appointments.

Attachments

None



CITY OF CRESTVIEW



CITY COUNCIL HANDBOOK

Policy CC-22-05
Revision:



CRESTVIEW OFFICE OF THE CITY CLERK

198 Wilson Street N, P.O. Box 1209, Crestview, FL. 32536
850.682.1560 ext. 2 | cityclerk@cityofcrestview.org

Welcome!

Congratulations on becoming a member of the City Council for the City of Crestview. In the course of serving as a public official, this handbook provides you with information on common issues related to local government and your role as a member of the Crestview City Council. This handbook is not intended to be all inclusive, however, it will guide you in your role as an effective member of the City Council.

As a member of the City Council, you will be asked to make decisions, enact laws, levy taxes, and act for the benefit and best interest of the City of Crestview. You will be performing a valuable service by addressing community needs and issues, as you represent your constituents. It is a much-needed service that carries with it great responsibilities. This document contains City Council policies, procedures and other information designed to orient you with important topics relevant to your service as a City Councilmember.

Our staff looks forward to your contribution as we all work together to provide efficient municipal services that are responsive to the local needs and expectations of our unique community.

Sincerely,

[Maryanne Schrader, City Clerk](#)

Staff:

[Natasha S. Peacock, Deputy City Clerk](#)

Introduction

The purpose of this handbook is to assist elected officials in understanding their roles, duties, and responsibilities, outlining the standards of conduct and rules of operation to ensure the continuation of cooperative progressive City Councils that have the respect and backing of the community. As a City Council member, you are expected to:

- Represent all citizens honestly and equally.
- Avoid any conflict of interest or any appearance of impropriety that could result from your position, nor use your position for personal gain or publicity.
- Recognize that a City Council member has no legal authority as an individual and that decisions can be made only by a majority vote in an open meeting.
- Votes are recorded in the official City Council minutes. In that respect, each Councilmember agrees to abide by all actions taken by the City Council, even when in a minority position on such actions. It is incumbent not to take a public or private action that might compromise the City Council or Administration.

This handbook was compiled by the Office of the City Clerk which supports the City Council. The Office of the City Clerk works alongside the Mayor and the City Manager to ensure a smooth, efficient operation of the City. The following is the mission statement for the City Clerk: In keeping with the mission of the City of Crestview, the City Clerk strives to provide exceptional municipal services. The goal is to streamline methods to deliver consistent and accurate information in relation to the scope of the city as a whole in providing transparency while supporting smart growth alongside the preservation of the rich history of the city. The City Clerk delivers a positive and upbeat outlook and looks forward to working alongside an empowered team.

The Office of the City Clerk performs those duties mandated by state and local law, serving the City Council and the general public. The Office of the City Clerk performs all duties related to City Council including agenda preparation and meeting notices, maintains custody of official records, books, contracts, and other documents and attests to the validity of public records and official municipal enactments, exercises administrative direction and control over the City's records management program, and serves as liaison with the public, and various City departments providing information and services relative to the City Council's actions and public records.

The City of Crestview is rich with history, as the Town of Crestview received its initial Charter from the Florida Legislature and officially incorporated in 1916. Our estimated population is 27,134, based on the 2021 Census.

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Duties and Responsibilities

As an elected member of the City Council, you will have duties and responsibilities to the City, other City Councilmembers and to the public. Those duties are outlined in the Charter, Municipal Code and applicable Florida State law, and include:

- Attend all meetings of the City Council and any committee on which you serve.
- Adopt the annual budget and all other appropriations necessary for efficient City government.
- Legislate for the City by adopting ordinances and resolutions in the best interest of all citizens. Come prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background material.
- Represent the City of Crestview in a positive and supportive manner at all times and in all places. Abide by all actions taken by the City Council, even when in a minority position on such actions.
- Override the mayor's veto of an ordinance by an affirmative vote of two-thirds of the entire City Council.
- Refrain from intruding in administrative issues, which are the responsibility of the City Manager, except to monitor results and ensure that the City Council policy is being carried out as directed.
- Be involved in and knowledgeable about not only City issues, but also state and national issues.
- Be aware of the state laws governing municipalities.
- Recognize conflicts of interest with your personal and professional life. If such conflict does arise, declare that conflict before the City Council and refrain from voting on any such matters and submit Form 8B to the City Clerk.
- Display courteous conduct in all City Council and committee meetings.
- Make every effort to learn the responsibilities of being a City Council member and seek methods of becoming a better City Council member.
- Appoint the City Manager, City Attorney, and City Clerk by a majority vote of the entire City Council.

City Government

The duties of the Mayor, City Council, City Clerk, and City Manager are outlined in Ordinance 1782 approving the new City Charter passed and adopted on August 10, 2020.

Budget: The City's fiscal year runs from October 1 through September 30th. The City Manager responsible for developing and presenting a balanced budget to the City Council. During the budget process a series of workshops are scheduled to develop priorities for the coming year. Following the workshops and in accordance with Florida Statue, two public hearings are held with the first for the tentative millage rate and tentative budget, and the final millage rate and final budget. The City Council formally adopts the annual budget in September of each year. The final budget document includes an itemized departmental goal for the coming year, as well as a summary of those goals accomplished during the current fiscal year. The current budget can be located on our website: <https://cityofcrestview.org/475/Financial-Services-Department>.

City Council Meetings:

City Council meetings are held on the second and fourth Monday monthly. Meeting agendas are available for the City Council on the Thursday before the meeting. The agenda includes a list of items to be discussed or approved at a meeting. An email will be sent with a link to Boardview in Civic Clerk: <https://crestviewfl.civicclerk.com/Boardview/>. The agenda and agenda packet are stored in Civic Clerk and the link to the agenda information is sent out on Thursday evening before the City Council meeting. City Council members should review the packet and are encouraged to contact the City Manager with any questions they might have regarding any item on the agenda. You can locate past agendas and minutes utilizing this link: <https://cityofcrestview.org/546/Agendas-Minutes>.

Robert Rules of Order

Henry Robert wrote Roberts Rules of Order to bring order out of the chaos in meetings. He said that the sole purpose of parliamentary procedure is to expedite business, assure legality, and protect the rights of the minority. To get further information on this subject log on to: <http://www.robertsrules.com>. A very useful resource in the learning process of conducting an orderly meeting can be found in The Complete Idiots Guide to Roberts Rules by Nancy Sylvester, PRP, and CPP-T. The City Clerk's office can provide a copy upon request.

By following Roberts Rules, it will assist in having the meetings run smoothly and efficiently. It can be thought of as a tool in helping the group make sound decisions that benefit the whole. The rights of the minority voice are protected to ensure that everyone has an equal chance to speak on an issue.

Perks and Benefits

Council members are provided with a tablet style computer and city email address for conducting business. Additionally, you will receive a photo ID card that denotes your status as an elected official and serves as a key card for use on staff entrances at City Hall; you may provide a photo of your choosing or have your photo taken by staff.

Council members are provided with headshots through our current provider; this service can be scheduled through the clerk's office.

There are two meeting rooms in City Hall available for public meetings.

Compensation

Council members receive a salary of \$5040.00 annually, this is paid out on the fourth Friday of each month. Salaries are provided via direct deposit, unless otherwise requested.

Benefits

Council members are eligible to participate in the City's insurance program. The rates for coverage are listed in the attached table.

Health Insurance

The City of Crestview offers health insurance through FL Blue. We offer three plans, a preferred provider plan (PPO) and two health maintenance plans (HMO). All plans are available to the employee at no cost; spouse, child, and family coverage is available for an additional cost.

Dental Insurance

The City provides dental insurance for employees at a subsidized cost. Our dental provider is Guardian dental.

Vision Insurance

The city provides vision insurance to employees at cost; dependent coverage is also available.

Life Insurance

All city employees are provided with \$35,000 in coverage with accidental dental and dismemberment at no cost.

Additional Information

The complete City of Crestview [Human Resources Manual](#) can be found on the city's intranet. Policies regarding [information technology](#) usage and our [communication guide](#) are also available.

Helpful Hints of a Successful Meeting

The Mayor will preside over and run the City Council meeting and introduces each agenda item. The Mayor will also generally ask for a motion on a particular agenda item.

Robert's Rules of Order include the following general fundamentals:

- Address the Mayor by his or her title, wait for recognition, and when you have the floor, you may proceed to speak.
- All proposals for action by the City Council must be presented by a motion.
- Motions should be brief and concise and begin with the statement, I move that.... (Most generally a recommendation for a motion can be found in the agenda information presented by staff.)
- Before a motion may be discussed, it must be seconded. A City Council member need not agree with a motion to second it. If a motion fails to receive a second, the motion fails.
- A motion that receives a tie vote is deemed to have failed.
- A City Council member may ask for a Point of Information from the Mayor, if the issue or discussion becomes confusing at any point during the meeting.

City Council members are required to vote on every motion; however, there may be an occasion when an item may represent a conflict of interest with a particular City Council member. In these instances, the City Council member should discuss the matter with the Mayor or City Manager prior to the meeting so that the City Attorney can review the situation and an appropriate determination can be made as to whether the City Council member should abstain from a particular vote. You must turn in a Form 8B if you have a Conflict of Interest.

Each City Council agenda includes the following sections and items:

City Council Meeting — 6:00 p.m. City Council Chambers

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opening of the Meeting
4. Approval of Agenda
5. Presentation and Reports
6. Consent Agenda
7. Resolutions
8. Public Hearings/Ordinances on Second Reading
9. Ordinances on First Reading
10. Action Items
11. Comments from the Audience
12. City Clerk Report
13. City Manager Report
14. Comments from the Mayor and City Council
15. Adjournment

Crestview City Council

As a City Council member, your contact information is also placed on the City web site.

All Official Mail and Contact Information:

Post Office Drawer 1209, Crestview, FL 32536 / Telephone: 850-682-1560 / Fax - 689-4575.

Precinct 1 - Central Crestview (as bordered by US Hwy 90 on the north and I-10 on the south) - Elected 4-Year Term (11/08/2022 – 11/2026)

JOSEPH BLOCKER

Precinct 2 - S. Crestview (as bordered by I-10 on the north) - Elected 4-Year Term (11/08/2022 – 11/2026)

RYAN BULLARD

Precinct 3 - N. Crestview (as bordered by US Hwy. 90 on the south) – Elected 4-Year Term (11/08/2022 – 11/2026)

DOUGLAS CAPPS

Group 1 At Large (All Areas)

Elected to 4-Year Term (04/01/19 – 11/2024)

CYNTHIA SUE BROWN

Group 2 - At Large (All Areas)

Elected 4-Year Term (04/01/19 - 11/2024)

ANDREW RENCICH

City Council members serve as representatives for the city on several boards and committees throughout the state. These include but are not limited to the Okaloosa-Walton Transportation Planning Organization, Okaloosa EDC, Military Sustainability Partnership Executive Committee, Okaloosa League of Cities, Main Street Crestview Association, Okaloosa Gas Board, Opportunity Inc.

Annually in April, the City Council selects a Mayor Pro-tem. Additionally, in April of each year, the City Council determines and confirms (by new or renewed designation) the members that are to be representatives to the various governmental affairs related entities and organizations indicated above. The annual review and designation exception is the Okaloosa Gas District Board appointment, which is a (Jan 1st - Dec 31st) four-year term position.

Other Elected and Appointed Officials

Mayor

J.B. Whitten

Elected 4-Year Term
(04/01/19 – 11/2024)

jbwritten@cityofcrestview.org

CITY OFFICE: 682-3812 CITY FAX: 682-4336

Office of the Mayor

City Hall

198 Wilson Street North

Crestview, FL 32536

City Clerk

Appointed by the City Council
(11/2021)

Maryanne Schrader

schraderm@cityofcrestview.org

CITY OFFICE: 682-1901 CITY FAX: 682-8077

Office of the City Clerk

City Hall

198 Wilson Street North

Crestview, FL 32536

City Manager

Appointed by the City Council
(2/2019)

Tim Bolduc

timbolduc@cityofcrestview.org

CITY OFFICE: 682-3812 CITY FAX: 682-4336

City Hall

198 Wilson Street North

Crestview, FL 32536

Administrative Services Director

Appointed by the City Manager

Jessica Leavins

LeavinsJ@cityofcrestview.org

CITY OFFICE – 850-398-5458 CITY FAX: 682-8077

City Hall

198 N Wilson St

Crestview, FL 32536

Community Development Services Director

Appointed by the City Manager

Barry Henderson

barryhenderson@cityofcrestview.org

CITY OFFICE: 689-1618 Ext. 225- CITY FAX: 689-4575

198 Wilson Street N

Crestview, FL 32536

Finance Director

Appointed by the City Manager

Gina Toussaint

ginatoussaint@cityofcrestview.org

CITY OFFICE: 682-1560 CITY FAX: 682-8077

City Hall

198 Wilson Street North

Crestview, FL 32536

Fire Chief

Appointed by the City Manager

Anthony Holland

hollanda@cityofcrestview.org

CITY OFFICE: 682-6121 CITY FAX: 689-2175

321 Woodruff Ave W

Crestview, FL 32536

Director of Operations

Appointed by the City Manager

Wayne Steele

Steele@cityofcrestview.org

OFFICE: 850-682-1560

198 Wilson Street N

Crestview, FL 32536

Parks and Recreation

Appointed by the City Manager

Chuck Powell

chuckpowell@cityofcrestview.org

CITY OFFICE: 682-1560 x 127 CITY FAX: 682-7359

1446 Commerce Drive

Crestview, FL 32539

Police Chief

Appointed by the City Manager

Stephen McCosker

mccoskers@crestviewpd.org

CITY OFFICE: 682-3544 CITY FAX: 682-2080

201 Stillwell Blvd.

Crestview, FL 32539

Public Services Department Director

Appointed by the City Manager

Michael Criddle

criddlem@cityofcrestview.org

CITY OFFICE: 682-6132 CITY FAX: 682-7359

715 Ferdon Blvd N

Crestview, FL 32536

City Attorney

Jonathan Holloway

jholloway@okaloosalaw.com

OFFICE: 850-398-6808

Address: 420 East Pine Avenue

Crestview, FL 32539

Appointed by the City Council

Community Redevelopment Agency Director

Elizabeth Roy

elizabethroy@cityofcrestview.org

OFFICE: 850-612-6074

Address: 114 Cedar Ave Suite 201

Crestview, FL 32536

Appointed by -City Manager

Public Information Manager

Chance Leavins

leavinsc@cityofcrestview.org

Mobile: 850-826-7029

198 Wilson Street N

Crestview, FL 32536

Appointed by -City Manager

Sunshine Laws & Public Records

Section 286.011, Florida Statutes, is known as Florida's "Sunshine Law." The purpose of the Sunshine Law is to ensure that all public business and voting is conducted in public. There should be no secret meetings, votes or agreements made outside of the public's view on matters pertaining to City business. The general rules of the Sunshine Law are as follows:

- Meetings of City Council Members where official action or discussion about official action take place must be open to the public, noticed, and recorded via minutes.
- Two (2) or more City Council Members may not discuss any matter on which foreseeable action will be taken by the City Council, except in a publicly noticed meeting where minutes are taken. For example, two (2) or more City Council Members may not discuss City business with each other in conversation, by phone, email, or text message. This would be a violation of the Sunshine Law. This does not mean that two (2) or more members of the City Council cannot be at the same public meeting of another organization or at a social function. This just means you need to avoid discussion of official City business with each other.
- Knowing violations carry criminal penalties.
- Sunshine Law does not apply to the City Manager, City Clerk, Police Chief, City Attorney, or other City Staff. Therefore, anyone (1) City Council Member may have private discussions with these persons at any time.
- One-way communication from one (1) City Council Member to all others (via email or written memo for example) does not violate Sunshine Law. However, if interaction/discussion/response ensues, then there is a violation. Please do not hit "Reply All" if you receive an email from City Staff if other City Council Members are copied on the email.
- There are exceptions to the Sunshine Law such as litigation "shade" meetings and collective bargaining meetings with the City negotiator while bargaining is ongoing. Please do not rely on these exceptions as a way to avoid a public meeting, as they are rarely used or applied.

The City Attorney is available to discuss specifics upon request.

Chapter 119, Florida Statutes, is known as Florida's "Public Records Law." The general rules of the Public Records Law are as follows:

- Any document created, made, or received in connection with City business is a public record. This rule applies regardless of whether the document is in paper or electronic form. So, your texts, emails and social media messages constitute public records if they are generated or received in connection with City business.
- If a public record is generated or received on your personal email, text messaging account or social media account, then you are responsible for maintaining the document pursuant to state record retention guidelines.
- Knowing violations carry criminal penalties.

Rules and Procedures – Resolution 2023-2

3. GENERAL RULES:

3.1 Meetings to be Public: All meetings of the Council shall be open to the public, except for such meetings as are exempt by general law.

3.2 Quorum: A majority of the membership of the Council, free of voting conflict, shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.

3.3 Compelling Attendance: The Council may adjourn from time to time to compel the attendance of absent councilmembers.

3.4 Minutes of Proceedings: Minutes of the meetings of the Council shall be kept by the City Clerk, except for such meetings as are exempt by general law.

3.5 Right of Floor: Any Councilmember desiring to speak shall first be recognized by the Mayor and shall confine his or her remarks to the one subject under consideration or to be considered.

3.6 City Attorney: The City Attorney or his or her designee is expected to attend all meetings of the Council and provide guidance and opinions, on questions of law and shall act as the Council's parliamentarian by advising the Mayor regarding matters of procedure.

3.7 City Clerk: The City Clerk or his or her designee shall attend all meetings of the City Council and shall keep the official minutes of proceedings and perform such other duties as may be requested by the Mayor, City Manager or City Council.

3.8 Rules of Order: Roberts Rules of Order Revised shall serve as a guide to the proceedings of the Council to the extent they are not in conflict with these rules.

3.9 Motion to Reconsider: An action of the Council may be reconsidered only at the same meeting at which the action was taken or at the next regularly scheduled meeting. A motion to reconsider may be made only by a Councilmember who voted on the prevailing side of the question and must be concurred in by a majority of those present at the meeting. An adoption of a motion to reconsider shall rescind the action reconsidered.

3.10 Motion to Rescind: An action of the Council taken at a previous meeting (the “previous action”) may be rescinded at a subsequent meeting. Motions to Rescind shall be governed by the following process:

1. A Councilmember seeking rescission of a previous action shall place a Motion to Consider Rescission on the agenda of a regular Council meeting. If a majority of the full membership of the Council approves the Motion to Consider Rescission, the Motion to Rescind shall be placed on the agenda of the next regular Council meeting. If less than a majority of the full membership vote in favor of the Motion to Consider Rescission, no Motion to Rescind the previous action shall be considered by the Council.
2. Approval of a Motion to Rescind requires the affirmative vote of a majority of the full membership of the Council.
3. If a Motion to Rescind is approved, the Council shall, at the same meeting, either consider the previous action or set a date certain for its consideration.
4. Notwithstanding anything stated above, a Motion to Rescind initiated by a Councilmember who voted on the losing side in connection with the previous action shall not be in order unless the Council determines:
 - a. Subsequent information has become known that (i) would have been material to the Council's decision on the previous action and (ii) would have militated for a different result; or
 - b. A rescission of the previous action is imperative to avoid a material cost, risk, harm, or other jeopardy to the City or its citizens, and the material cost, risk, harm, or other jeopardy could not have been known at the time of the Council's previous action.
5. For purposes of the Motion to Rescind, a Councilmember who was absent for a vote on the motion in connection with the previous action is deemed to have been on the prevailing side of the vote.

3.11 Tie Vote: In the event of a tie vote on any motion, the motion shall be considered lost.

3.12 Vote Change: Any Councilmember may change his or her vote, before the next item is called for consideration on or before a recess or adjournment is called, whichever occurs first, but not thereafter, without the unanimous consent of the Councilmembers present and eligible to vote.

3.13 Privilege of Closing Debate: Any Councilmember may move to close debate and call for the question on the motion being considered which shall be nondebatable. The Chair may then call for the question.

3.14 Action Savings: No action taken by the Council shall be deemed void or invalid because of the failure to adhere to Robert's Rules of Order or the provisions of these rules of order and procedure, except as may otherwise be provided by general law.

3.15 Ex Parte Communications:

1. The substance of any ex-parte communication with a local public official which relates to quasi-judicial action pending before the official is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group, or entity with whom the communication took place is disclosed and made part of the record before final action on the matter.
2. A local public official may read a written communication from any person. However, a written communication that relates to quasi-judicial action pending before a local public official shall not be presumed prejudicial to the action, and such written communication shall be made a part of the record before final action on the matter.
3. Local public officials may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before them. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit, or expert opinion is made a part of the record before final action on the matter.
4. Disclosure made pursuant to subparagraphs 1., 2., and 3 must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication. This subsection does not subject local public officials to part III of chapter 1122 for not complying with this paragraph.

SECTION IV

4. TYPES OF MEETINGS:

4.1 Regular Meeting: The City Council shall meet regularly at least once a month at such times and places as the City Council may prescribe. Generally, the City Council shall meet in the City Council Chambers with the Regular City Council Meetings to commence at 6:00 p.m., unless otherwise specified, on the second and fourth Monday of each month.

4.2 Special Meetings: The Mayor, three members of the Council, the City Manager, or City Clerk may call a Special Meeting of the Council whenever, in their opinion, the public business may require it. The request for such a special meeting shall be communicated to the City Manager or, in his absence, to the City Clerk. Written notice of such special meeting shall thereafter be promptly served upon all members of the Council, either in person, at their place of residence, their business, or by electronic means.

The City Clerk, or designated staff member, shall affix a notice of the Special Meeting upon the bulletin board, designated area for notices or other visible location of City Hall. Reasonable notice of such meeting will also be posted on the City website. The notice shall state the date, hour, place, and purpose of the meeting. Other business may not be

transacted at a Special Meeting.

4.3 Adjourned Meetings: Any meeting of the Council may be adjourned to a later date and time.

4.4 Workshop Meetings: The Council may meet informally in workshop meetings, at the call of the Mayor or of any three (3) Councilmembers. No ordinances, resolutions or other actions may be adopted at such meeting provided that the Council may direct the City Manager, City Clerk, or staff to take actions that do not entail the expenditure of City funds. Final action on items may not be taken at Workshop meetings.

4.5 Emergency Meetings: Emergency meetings may be held on the call of the Mayor, Mayor Pro-Tem, or City Manager or any three (3) Councilmembers whenever there is a public emergency and whenever practicable, upon no less than one (1) hours' notice to each Councilmember and the local news media.

SECTION V

5. PRESIDING OFFICER AND DUTIES:

5.1 Presiding Officer: The Mayor, if present, shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Pro Tem, the meeting shall be called to order by the City Clerk for the purpose of electing a temporary presiding officer.

5.2 Call to Order: The meetings of the Council shall be called to order by the Presiding Officer.

5.3 Preservation of Order: The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of Councilmembers or motives, and confine Councilmembers in debate to the question under discussion.

5.4 Points of Order: The Presiding Officer shall determine all points of order, subject to the right of any Councilmember to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority of the Council sitting and eligible to vote is required to reverse the ruling of the Presiding Officer.

5.5 Voting: Voting by registering votes on the electronic voting board meets the requirement for roll call vote.

SECTION VI

6. ORDER OF BUSINESS:

6.1 Order of Business: The general rule as to the order of business in regular meetings shall be as follows:

- Call to Order
- Invocation and Pledge of Allegiance
- Open Policy Making and Legislative Session
- Approval of Agenda
- Presentations and Reports
- Consent Agenda
- Resolutions
- Public Hearings/Ordinances on Second Reading
- Ordinances on First Reading
- Action Items
- City Clerk Report
- City Manager Report
- Comments from Mayor and Council
- Comments from the Audience
- Adjournment

6.2 Agenda:

The order of business of each regular meeting shall be as contained In the Agenda. The Agenda shall be a listing by topic of subjects to be considered by City Council. A request to be on the agenda shall be presented in the prescribed form to the City Clerk or the City Manager on the Wednesday before or at least two (2) weeks, prior to scheduled meeting. The City Manager will make the determination of what items will be placed on the agenda. Anyone wishing to challenge the decision to place an item on the agenda may petition the City Council at the next regular meeting. All action items from staff for Agenda items will be due by the Wednesday, ten (10) days prior to the meeting. Presentations from the Public are addressed in Section 8.2.

6.3 Presentation by Mayor, Councilmembers and City Attorney:

The Agenda shall provide times for the Mayor, Councilmembers, City Manager, and City Clerk to bring before the Council any business that he or she feels should be deliberated upon by the Council. These matters need not be specifically listed on the agenda but may be acted upon by a majority vote of the council members present and eligible to vote on the matter. Except in instances where extraordinary conditions are necessitated, the Mayor, Councilmembers, City Manager and City Attorney shall notify the City Clerk of forthcoming agenda topics in keeping with the above deadlines and strive to supply backup materials for timely distribution with the agenda packets.

6.4 Consent Agenda:

The Consent Agenda may be used to handle routine matters on the agenda expeditiously. There is no separate discussion of these items unless the Mayor, a Councilmember, or member of the public requests an item be removed for consideration in its normal sequence on the agenda. The approval of the Consent Agenda is usually handled in one motion from the Council table, "I move that the Consent Agenda, (item numbers may be included) be approved; or if items are to be removed, "for good cause" or "discussion", a typical motion might be, "I move that we approve the Consent Agenda items through with the exception of item ." The approval of minutes from previous meetings will be a part of the Consent Agenda.

6.5 Invocation Policy:

It shall be the policy of the City Council that the procedures stated in this rule concerning opening invocation shall govern all official meetings of the City Council and that the members of the City Council and City staff shall adhere to these rules. These policies and procedures are not intended, shall not be implemented, and shall not be construed in any way to affiliate the City Council or the City with, nor express a preference for or against any faith, belief, opinion, religion, or denomination. Rather, these policies and procedures are intended to acknowledge and express the City Council respect for the diversity of religious denominations and faiths represented and practiced among the citizens of the City.

6.5.1 The City Clerk may invite religious leaders, chaplains, ministers, rabbis or similar of congregations located within the jurisdictional limits of the City or within (5) five miles of the city limits to conduct the opening invocation, with the volunteer religious leaders selected from a wide pool of area clergy with reasonable effort to ensure a wide variety of religious leaders. Staff will develop a list of volunteers to select from. Notwithstanding the preceding, no invocation speaker shall be scheduled to offer an invocation at consecutive meetings of the City Council, or at more than three (3) City Council meetings in any calendar year. In being consistent with U.S. Supreme Court precedent, invocation speakers will reflect ideals relating to peace and security for the nation; safety of our armed forces, police, firefighters, and emergency service personnel; wisdom for the lawmakers; and justice for the people. No member of the City Council, City employee or staff, or any other person in attendance at the meeting shall be required to participate in any opening invocation that is offered. An opportunity to exit the City Council Chambers and return upon completion of the opening invocation is afforded to those who do not wish to participate or witness the opening invocation.

6.5.2 Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. Such invitation constitutes a general invitation that a person in attendance may stand if he/she wishes to do so for such observances.

6.5.3 Agenda Disclaimer. The following statement shall be placed at the bottom of City Council meeting agendas:

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

SECTION VII

7. ORDINANCES, RESOLUTIONS, AND MOTIONS:

7.1 Requests for Ordinances, Resolutions or Opinions:

Any Councilmember may request the City Attorney, City Manager, or City Clerk prepare a proposed ordinance or resolution. The City Attorney may assist the City Manager, City Clerk, or a Department Head in the preparation of a proposed ordinance or resolution.

Any Councilmember, Mayor, City Manager, City Clerk or Department Head may request a legal opinion of the City Attorney.

SECTION VIII

8. CITIZENS PRESENTATIONS:

8.1 Presentation by Public on Proposition before the Council:

The agenda shall provide times when the public is given a reasonable opportunity to be heard on a proposition before the City Council. The opportunity to be heard may not occur at the same meeting in which the Council takes official action on the proposition and public opportunity, hereunder, does not extend to:

- (a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Council to act;
- (b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- (c) A meeting that is exempt from Sec. 286.011 Florida Statutes; or
- (d) A meeting during which the Council is acting in a quasi-judicial capacity.

This paragraph does not affect the right of a person to be heard as otherwise provided by law.

8.2 Addressing the Council -- Scheduled Presentations:

Any person desiring to address the Council by oral communication on any subject not already on the Council meeting agenda shall first secure the permission of the Presiding Officer and will be recognized under "Scheduled Presentation from the Public." Only those persons who have completed a speaker's form and who have notified the City Clerk by 12:00 noon of the Wednesday immediately preceding the regular meeting will have their name placed on the Agenda and be recognized under the heading "Scheduled Presentations from the Public."

8.3 Addressing the Council -- Public Opportunity on Council Propositions:

Any person desiring to address the Council by oral communication regarding Council propositions on the agenda shall complete and deliver a Speaker Request Card to the City Manager or City Clerk then secure the permission of the Presiding Officer and will be recognized at the time the item appears on the Agenda. A speaker card is not required to speak on an item, but those providing the card will be given first opportunity.

8.4 Addressing the Council -- Comments from Audience:

Any person desiring to address the Council by oral communication shall complete and deliver a Speaker Request Card to the City Clerk then secure the permission of the Presiding officer and will be recognized under "Comments from the Audience" where that item occurs on the agenda. A Speaker Request Card is not required to speak, but those providing the card will be given the first opportunity.

8.5 Addressing the Council -- Public Opportunity on Public Hearings:

Any person desiring to address the Council regarding Agendaed Public Hearings by oral communication shall complete and delivery a Request to Speak Card to the City Clerk then secure the permission of the Presiding Officer and will be recognized under "Public Hearings" where that item occurs on the Agenda. A Speaker Request Card is not required to speak, but those providing the card will be given the first opportunity.

8.6 Manner of Addressing the Council -- Time Limit:

Each person addressing the Council shall approach the microphone, shall give his or her name and address and the organization or group they represent if any, in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their address to three (3) minutes. All remarks shall pertain to City business and shall be addressed to the Council as a body, and not to any Councilmember thereof. No person, other than Councilmembers or the Mayor, and the persons having the floor, shall be permitted to enter any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers or staff, except through the Mayor.

8.7 Personal and Slanderous Remarks:

Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous or use offensive language, while addressing the Council, may be requested to leave the meeting. No reference by name to any individual present or absent, including Councilmembers and staff, shall be used in a negative manner by any person addressing the Council. All participants and speakers shall refrain from belittling or insulting remarks or making personal attacks.

8.8 Reading of Protests:

Interested persons, or their authorized representatives, may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has control when the item is under consideration by the Council.

8.9 Referral of Citizens' Complaints:

While in session, the Mayor, or Councilmembers, individually, or the City Council collectively, through motion, may refer citizen's complaints to the City Manager.

8.10 Written Communications:

Interested parties, or their authorized representatives, may address the Council by written communication on any matter of business. However, in order to preserve the public record as well as comply with Florida's Public Records Law, an exact copy of said written communication must be provided to the City Clerk.

8.11 Presentations by Representatives of Groups or Factions:

At meetings, in which four (4) or more individuals of a group or faction wish to be heard, a representative of a group or faction may address the Council rather than all members of the group or faction and in such instances shall limit their address to twenty (20) minutes.

SECTION IX

9. SUSPENSION AND AMENDMENT OF THESE RULES:

9.1 Suspension of Rules: Any provision of these rules not governed by the City Charter, State Statute or City Code may be temporarily suspended by a vote of a majority of all the Councilmembers.

9.2 Amendment of Rules: These rules may be amended, or new rules adopted, by a two-thirds vote of the full membership of the Council.

SECTION X

10. EFFECTIVE DATE: This resolution shall be effective upon its adoption by the City Council.

City Departments

City Manager

The City Manager is appointed by the City Council and serves at the pleasure of the City Council. The city manager directs all department heads and oversee the daily operations of the city.

- Prepare and submit monthly to the City Council an account of the city's finances, receipts, and disbursements.
- Provide administrative services as required by the City Council; Perform other duties are specified in the charter, adopted by ordinance, or that may be required of the City Council.
- See that all laws, provisions of the City Charter, and acts of the City Council are faithfully executed.
- Coordinate the annual city budget with the city clerk and department heads and submit to the City Council the city's annual budget, budget message, and capital projects.
- Submit to the City Council and make available to the public at the end of each fiscal year a complete report on the city's finances and administrative activities.
- Keep the City Council fully advised of the city's financial condition and future needs; and make recommendations to the City Council regarding the affairs of the city as needed.

City Clerk

The City Clerk is appointed by the City Council, and as a Charter-level Officer, the City Clerk serves the City Council. All other powers and duties of the City Clerk shall be provided by Resolution (Refer – Resolution 2020-08)

- Attends all meetings, maintains minutes and records if the City Council.
- Provides administrative services and other additional duties required by the City Council.
- The City Clerk is designated by the Charter and State of Florida as official records custodian of public documents and the City Seal. Maintain and have the care and custody of the books, records, papers, legal documents, and journals of proceedings of the City Council. The City Clerk is responsible for the preparation, execution, and archiving of all city documents, as prescribed by State Law and the City of Crestview Code of Ordinances.
- Archives all permanent City documents, official proceedings, ordinances, and resolutions
- Indexes all official actions of the City Council
- Processes contracts and agreements
- Maintains committee applications and appointments
- Maintains City Council, committee and board meeting minutes and audio files
- Records official documents

Administrative Services

The Administrative Services department consists of Human Resources, Risk Management, and the Information Technology divisions of the budget. Administrative services consist of the Administrative Services Director, IT Supervisor, two IT Specialists, IT Technician, the Risk Management Specialist, and the Human Resources Technician. The duties of this department include but are not limited to:

- Ensuring compliance with federal/state local labor laws
- Employee relations
- Employee Benefits
- Payroll
- Recruitment
- Workmen's compensation
- Property/Liability Insurance
- Manages all city computers, phones, devices, printers, and all software programs

Community Development Services

The Community Development Services Department utilizes two divisions to implement the community's vision of improving the quality of life and insuring sustainability. The Building Division's mission is to create and maintain a safe and healthy community. The Planning & Zoning Division implements the Comprehensive Plan and Land Use Regulations by working with the residents, businesses, property owners, engineers, and developers. The duties of this department include but are not limited to:

- Final and Preliminary Plat(s) Review
- Inspections and Building Plan Review
- Coordination with Planning and Development Board
- Building Permit Issuance and Enforcement
- Zoning Code
- Building Code
- Subdivision Code
- Proposed Zoning Cases and Annexations
- Sign Permits
- Rezoning Requests
- Comprehensive Plan
- Land Development Code

Finance Department

Maintaining ongoing, accurate and consistent records of the city's finances is a critical component of responsibly handling Crestview's budget, which is greater than \$35 million. The department processes all city purchase orders, grants, and pension accounting and reporting as necessary. The duties of this department include but are not limited to:

- Accounts Payable/Receivable
- Budget Preparation and monitoring
- Utility Billing
- Meter Readings
- Audit Coordination
- Financial Reporting
- Management of Bonds and Investments
- Accounting
- Cash Management
- Requisitions/Purchase Orders

Fire Department

The Crestview Fire Department is a professional fire and emergency response organization that is committed to promoting public safety while preserving life and property to all we encounter. The fire department accomplishes this by providing fire and life safety education to the public while mitigating emergencies as they occur. In addition to prevention and operations functions, the departments management staff routinely serve in the incident command and other emergency management positions during disaster response and recovery. The duties of this department include but are not limited to:

- Fire Prevention
- Fire Suppression
- Vehicle Extraction
- Fire Protection which includes the City of Crestview and rural areas
- Conducts CPR & First Aid classes
- Fire Inspections
- Technical Rescue Team

Parks and Recreation Department

Parks and Recreation is committed to providing quality recreation programming opportunities to the citizens of the area. Parks and Recreation consists of five divisions: Parks & Rec Administration, Building Facility Maintenance, Community Center, Library, and Cultural Services.

The duties of this department include but are not limited to:

- Maintains and operates the Park System
- Manages the maintenance and operations of all Facility including rentals
- Manages and maintains all the building facility maintenance for all City buildings
- Manages and operates extensive baseball, softball, and other sport programs
- City Library - Provides books, newspapers, books on tape/CD, music, computer software and videos as well as access to the internet; provides meeting rooms for the public
- Cultural Services – Bush House Museum

Police Department

The Crestview Police Department proactively and responsively strives to protect our citizens from crime through effective and efficient delivery of services; and through partnerships with members of the community working toward our common goals and objectives. The Crestview Police Department is further committed, without prejudice, to protecting the liberties of all those we encounter, and preserving the inalienable rights of all citizens guaranteed by the Constitution of the United States of America. The duties of this department include but are not limited to:

- Response to Calls for Service
- Animal Control Service
- Patrol
- Public Interaction for Problem Solving
- Traffic Enforcement
- Criminal Investigations
- Assist Other Agencies
- Community Service Workers
- School Crossing Guards
- Neighborhood Watch
- Community Policing Activities
- Code Enforcement

Public Services Department

The Public Services Department is a multi-functional department that provides supervision and operation of streets, roads, alleyways, easements maintenance, water, sewer, and fleet operations. The department provides continuous operation of all water and sewer distribution systems and oversight of a 320-acre solid waste treatment plant and irrigated spray field. This department is organized into several divisions: Utility Maintenance & Sewer Division Solid Waste, Street & Storm Water Management Division, Fleet Maintenance Division, Wastewater Treatment Plant Division. The duties of this department include but are not limited to:

- City Water and Sewer System operation, maintenance, and capital improvement program for the public infrastructure, consisting of water distribution system, sanitary sewer collection system, sanitary sewer treatment system, and streets.
- Utility Locations
- Maintenance of Pump Stations
- Maintenance of Sewer Lines
- Maintenance of Streets and Street Signs
- Maintenance of Storm Sewer and Drainage Systems
- Maintenance of Sidewalks

Charter for the City of Crestview

ARTICLE I.

GENERAL POWERS OF THE CITY

Section 1.01. General Powers and Corporate Existence.

The municipal corporation now existing and known as the City of Crestview ("City"), located in Okaloosa County, Florida, within the boundaries hereinafter described, shall continue to be a body politic and corporate, and shall have all governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except when expressly prohibited by law.

Section 1.02. Construction.

The powers of the City under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power granted in this Article.

ARTICLE II.

CORPORATE BOUNDARIES

Section 2.01. Corporate Boundaries.

The corporate boundaries of the City of Crestview shall remain fixed and established as they exist on the date this Charter takes effect, provided that the City shall have the power to change its boundaries in the manner prescribed by law.

ARTICLE III.

ELECTED CITY POSITIONS

Section 3.01. Form of Government.

The City shall have a City Council-City Manager form of government. There shall be a City Council, which shall be the governing body of the City with all legislative powers of the City vested therein, consisting of five (5) City Council Members. All City Council Members shall be elected by votes cast by City electors (Article VI, Section 6.02). The City Council Member from Precinct 1 shall reside in Precinct 1, the City Council Member from Precinct 2 shall reside in Precinct 2, and the City Council Member from Precinct 3 shall reside in Precinct 3. If at any time a City Council Member elected from a precinct moves his or her official residency from said precinct, a vacancy shall automatically occur in said office. The two City Council Members at large may be elected without regard to the territorial limits of precincts. In such elections candidates running in any group receiving the highest vote shall be deemed elected.

There shall also be a Mayor who is elected At-Large and who shall not be a member of the City Council.

Section 3.02. Election and Terms.

The nonpartisan primary and general election of the City Council Members and the Mayor shall be held in the manner provided in Article VI of this Charter and the terms of office for Mayor and City Council Members shall be four (4) years and will commence on the first (1st) Monday in April immediately following his or her election.

The base year for elections for City Council Members for Group 1 At-Large and Group 2 At-Large, and the Mayor shall be 2019, and shall be for a four-year term. The base year for elections for City Council Members for Precincts 1, 2, and 3 shall be 2021 and shall be for a four-year term. These base year dates are established only for the purpose of scheduling elections and staggering terms.

All elected officials who are in office at the time of adoption of this Charter shall continue in office until their respective terms expire or are otherwise limited or terminated; and, as to elected or appointed officials, for such additional consecutive terms for which they seek and win election. Nothing in this Charter except as specifically provided herein, shall affect the rights, privileges, or immunities of elected or appointed officials, existing at the time of adoption of this Charter.

ARTICLE IV. MAYOR AND CITY COUNCIL

Section 4.01. Mayor.

(a) ***Powers and Duties.*** The Mayor shall exemplify good citizenship and exhibit a cooperative spirit. The Mayor shall have the following powers and duties:

- (1) To be recognized as the official head of the City for all ceremonial purposes, and by the courts for the purpose of accepting and receiving civil process for the City, and by the governor for purpose of military law. To sign all contracts the City enters into on behalf on the City.
- (2) In time of public danger or officially declared state of emergency, the Mayor shall assume the role of Emergency Management Director, take command of the police and fire departments, maintain order, and enforce the law.
- (3) To preside over all meetings of the City Council with authority to participate in discussions, but without power to vote.
- (4) To present recommendations to the City Council on the requirements of its municipal government.

(5) To exercise a veto power over ordinances adopted by the City Council within five (5) days of adoption by the City Council, except the Mayor may not exercise veto power over:

- (i) an emergency ordinance as defined in Florida Statutes.
- (ii) those ordinances adopted as a result of quasi-judicial proceedings, when such proceedings are mandated by law; and
- (iii) ordinances proposing Charter amendments, which the City Council is required by law or by this Charter to place on the ballot.

(6) The Mayor shall see that the provisions of this Charter, ordinances, laws, and rules of the City are complied with, and enforced. The Mayor shall have the power to make general investigations into the official conduct and affairs of all City officers or employees of the City, and may examine the conditions of all City books, papers, records, property, and equipment. It shall be his/her duty to make a report to the City Council of all violations or neglect of duty or any misfeasance, malfeasance or nonfeasance in office, neglect of duty or improper conduct on the part of any City officer or employee that may come to his knowledge. The Mayor shall put down riots and unlawful assemblies, and may use the police and common power of the City for such purposes, and shall see that peace, good order, safety, and good morals are preserved within the City; the Mayor may veto any official ordinance of the City Council, subject to the limitations hereinafter prescribed; may call the City Council together in special session; and shall recommend to the City Council such measures from time to time, as to him/her shall seem wholesome and proper.

(7) The Mayor is to hold no other elected public office while holding said office.

(8) The Mayor may be removed from office as set forth in Sec. 100.361, Florida Statutes.

(9) The Mayor Pro Tem shall be chosen to serve in event of the Mayor's absence, as set forth in Section 4.03(b).

(b) Vacancy.

- (1) Vacancy caused by death, resignation, refusal of the Mayor to serve, removal, or for any other reason, shall be filled by the Mayor Pro Tem as Acting Mayor, who shall serve until a successor is appointed and sworn in. The City Council shall fill the vacancy by a majority vote, and such vacancy shall be filled within thirty (30) days after the vacancy occurs. The appointed Mayor shall serve the unexpired term of the previous Mayor.
 - (2) The Mayor appointed by the City Council must meet the qualifications for office as set forth in this Charter at the time of appointment.
- (c) Compensation.** The salary of the Mayor shall be set by ordinance, which shall take effect upon the Mayor assuming office following the next Mayoral election.

- (d) **Signature of the Mayor.** Every ordinance passed by the City Council, before becoming law, shall be presented to the Mayor for his signature and approval within five (5) business days after it has passed. Unless exercising veto power, the Mayor shall sign it and return it to the City Clerk with the date of his/her signature. If the Mayor fails to return any ordinance to the City Clerk before the next regular City Council meeting following the date of passage of the ordinance, unless the ordinance has been vetoed the Mayor shall be deemed to have approved the ordinance and it shall become law without his signature or further action.

Section 4.02. City Council.

The City Council shall consist of five (5) electors who shall be designated as follows:

City Councilmember at large Group 1.
City Councilmember at large Group 2.
City Councilmember — Precinct 1
City Councilmember — Precinct 2
City Councilmember — Precinct 3

(a) **Powers and Duties.** City Council Members shall exemplify good citizenship and exhibit a cooperative spirit. The City Council shall have the following powers and duties:

- (1) To legislate for the City by adopting ordinances and resolutions in the best interest of all citizens of the City.
- (2) To adopt the annual budget and all other appropriations necessary for efficient City government.
- (3) To override the Mayor's veto of an ordinance by an affirmative vote of two thirds of the entire City Council.
- (4) To devote such time as is necessary to the performance of City Council duties and hold no other elected public office or be an employee of the City while a City Council Member.
- (5) The City Council shall appoint the City Manager, City Attorney and City Clerk and Department Heads by a majority vote of the entire City Council.
- (6) The City Council may, in the investigation of charges against municipal officers, assistants, employees, and members of the City Council, or of any other matters coming before them, issue subpoenas and compulsory process under the hands of the Mayor, the Clerk, and the seal, for the attendance of any person, firm or corporation, and for the production of books, papers, and records; and Mayor and Clerk shall each have authority to administer oaths and affirmations; and take depositions.
- (7) The City Council, by majority vote, may remove any member of the City Council with four (4) consecutive unexcused absences.

(b) *Vacancies.*

- (1) If a vacancy on the City Council is caused by death, resignation, refusal of any City Council Member to serve, removal of any City Council Member, the residency relocation of a City Council Member from the precinct from which the City Council Member is elected, or for any other reason, the vacancy shall be filled for the unexpired term of the vacated seat by a majority vote of the remaining City Council Members, and such vacancies must be filled within thirty (30) days after the vacancy occurs. The appointed City Council Member may serve the unexpired term of the previous City Council Member unless the unexpired term of the previous City Council Member, is twenty-eight (28) months or longer. If the unexpired term is twenty-eight (28) months or longer, a person shall be elected at the next general election to fill the unexpired portion of such term.
- (2) In the event of a military leave of absence for any elected municipal officer, such leave of absence shall be in accordance with current Florida Statutes.
- (3) The City Council Member appointed by the City Council must meet the qualifications for office as set forth in this Charter at the time of appointment.

(c) *Compensation.* The salary of City Council Members shall be set by ordinance *resolution*; said compensation shall take effect upon the City Council Member assuming office following the next City Council election.

Section 4.03. City Council Procedures.

- (a) *Meeting Rules and Procedures.*** The City Council shall determine its own rules of procedure and order of business. The City Council shall meet regularly at least once every month at such times and places as the City Council may prescribe. Policies and Procedures for the City Council shall be set forth by ordinance resolution.
- (b) *Mayor Pro Tem.*** The City Council, at its first regular meeting in April, shall select from among its members a Mayor Pro Tem. The Mayor Pro Tem so chosen shall, in the absence or disability of the Mayor, preside over the meetings of the City Council and perform all the duties and exercise all the authorities of the Mayor. The Mayor Pro Tern's term of service shall be for one year. The Mayor Pro Tern shall retain all voting privileges of an elected member of the City Council.

Section 4.04. Prohibitions.

(a) ***Appointment and Removal.*** No individual City Council Member shall in any manner dictate the appointment or removal of any administrative officer or employee whom the City Manager or Department Heads are empowered to appoint. The City Council may, however, express its views and fully and freely discuss any and all matters with the City Manager or Department Heads pertaining to the appointment and removal of City officers and employees.

(b) ***Interference with Administration.*** The City Council or City Council Members shall deal with the City officers and employees, who are subject to the direction and supervision of the City Manager, solely through the City Manager. Neither the City Council nor City Council Members shall give orders to any such officer or employee, either publicly or privately. It is the express intent of this Charter that recommendations for improvement of municipal governmental operations by individual City Council Members be made solely to and through the City Manager.

(c) ***Holding other Office.*** No elected City official shall hold any appointive City office, City board membership, or City employment while in office, except as may be provided by State law. No former elected City official shall hold any compensated appointive City office until one year after having last served as an elected official.

ARTICLE V. APPOINTED CITY OFFICIALS

The City Council shall appoint the City Manager, the City Attorney, and the City Clerk.

Section 5.01. City Manager.

There shall be a City Manager who shall be appointed or dismissed by the City Council, by a majority vote of the entire City Council, and who shall serve at the pleasure of the City Council. The City Manager shall direct all Department Heads and oversee the daily operations of the City. The compensation to be paid the City Manager for services rendered by said manager, shall be set by the City Council in the contract between the City Manager and the City.

Additionally, the City Manager shall:

- (a) Attend the meetings of the City Council.
- (b) Draw and sign vouchers upon the depositories, which vouchers shall be countersigned by the City Clerk *Finance Director* and keep a true and accurate account of the same.
- (c) Shall prepare and submit to the City Council once each month a statement of all finances, receipts, and disbursements.
- (d) Provide administrative services as required by the City Council.
- (e) See that all laws, provisions of this Charter, and acts of the City Council, subject to his/her direction and supervision, are faithfully executed.
- (f) Coordinate with the City Clerk and Department Heads and submit the annual budget, budget message, and capital programs to the City Council in the form prescribed by general law.
- (g) Submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- (h) Keep the City Council fully advised as to the financial condition and future needs of the City and make recommendations to the City Council concerning the affairs of the City.
- (i) Perform such other duties as are specified in this charter, or adopted by ordinance, *Resolution*, or which may be required by the City Council.
- (j) ***City Manager Authority over City Personnel.***

In addition to the authority, duties and obligations specified in this Charter, and except as may be inconsistent with this Charter and/or adopted ordinances, resolutions, and policies of the City, the City Manager shall:

1. Determine the employment qualifications of the Department Heads and otherwise handle all aspects of the filling of vacancies in the positions of the Department Heads.
2. Have complete and full authority acting on behalf of the City Council over each and every Department, Department Head and employee of the City, and full authority over all operations of the City. However, when any action is required by the Charter or ordinances on the part of the City Council, such action may be taken by the City Manager subject to the confirmation by the City Council in accordance with the Charter or Ordinance.
3. Have the authority to discipline, demote, suspend and/or remove any Department Head or employee in a manner consistent with the adopted ordinances and personnel policies of the City. The City Manager may authorize any Director or other administrative officer who is subject to the City Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency.

Section 5.02. City Attorney.

The City Attorney shall serve as the chief legal adviser to the City Council, and shall represent elected or appointed officials, boards and commissions, and employees in the course and scope of their official duties or employment, respectively. The City Attorney shall represent the City in legal proceedings and shall perform any other duties prescribed by State law, by this Charter, or by ordinance or resolution. The City Council shall appoint or remove the City Attorney by an affirmative vote of a majority of its members. The compensation to be paid the City Attorney for the services rendered by said Attorney, shall be set by the City Council in the Contract between the City Attorney and the City.

Section 5.03. City Clerk.

There shall be a City Clerk who shall be appointed or dismissed by the City Council, by a majority vote of the entire City Council, and who shall serve at the pleasure of the City Council and whose duties and responsibilities are as provided by this Charter. The compensation to be paid the City Clerk for the services rendered, shall be set by the City Council.

The City Clerk shall:

- (a) Attend all meetings of the City Council.
- (b) Maintain minutes and records of the same.
- (c) Provide administrative services as required by the City Council.
- (d) Review contracts for compliance with policy and City Council direction and attest to same that then be signed by the Mayor.
- (f) Sign all licenses issued by the City.
- (g) Keep and have the care and custody of the books, records, papers, legal documents, and journals of proceedings of the City Council.
- (h) Perform such additional duties as may be required by the City Council. All other powers and duties of the City Clerk shall be as provided by resolution.

Section 5.04. Departments.

Department Heads shall be appointed by the City Manager. The City Manager shall make recommendations to the City Council regarding the organization of the City government and prescribe the duties and responsibilities assigned to the various departments. The City Manager shall direct the Department Heads of the City in a manner consistent with this Charter and the City's Code of Ordinances. The compensation to be paid the various Department Heads for the services rendered, shall be

set by the City Council.

Section 5.05. City Boards, Commissions and Authorities.

- (a) *Establishment.*** Unless otherwise provided by law, the City Council shall establish or terminate by ordinance, *Resolution*, such boards, commissions, and authorities as it may deem advisable from time to time.
- (b) *Membership and Removal.*** Unless otherwise provided by law, the City Council shall determine procedures, membership and removal from City boards, commissions, and authorities.

ARTICLE VI. ELECTIONS

Section 6.01. Nonpartisan Elections.

All nominations and elections for the offices of Mayor and City Council Members shall be conducted on a nonpartisan basis.

Section 6.02. Electors.

Any person, who is a resident of the City, is a qualified Florida elector, and who has been assigned a voter registration number by the County Supervisor of Elections to vote shall be an elector of the City.

Section 6.03. Qualifications, Eligibility, and Filing Fee.

- (a) *Qualifications and Eligibility.*** Any person who is a resident of the City, has qualified as a Florida elector, and has been assigned a voter registration number by the County Supervisor of Elections to vote not less than one (1) year prior to the end of the qualification period, shall be an eligible candidate for the office of Mayor or City Council member. Candidates for City Council Member from a Precinct must have been a resident of the declared precinct for at least one (1) year prior to the end of the qualification period.
- (b) *Qualifying Fee.*** Each candidate shall pay to the qualifying officer a qualifying fee in the amount as set forth by City resolution as well as an election assessment as provided by Florida State Law.
- (c) *Determination of Qualifications and Eligibility.*** The Supervisor of Elections shall be the judge of qualifications for candidates for the positions of Mayor and City Council.

- (d) **Determination of person elected** In the case of two or more persons receive an equal and highest number of votes for the same office, the election shall be determined as per Florida Statutes, Title IX, Chapter 100, Section 100.181.

Section 6.04. Elections. Procedures.

- (a) **General Elections.** The Supervisor of Elections shall be the Filing Officer for the City of Crestview and shall conduct all elections in accordance with Florida Statutes. The election shall be held in conjunction with the November General election commencing in November 2022.
- (b) **Canvassing Board** Elections shall be conducted, and results shall be tabulated, returned, and canvassed by a board in accordance with general law. The
- (c) canvassing board shall submit certified election results to the City Clerk. In a City election, where a County canvassing board would not be impaneled, the canvassing board shall include the Supervisor of Elections, a sitting County Judge, and the City Clerk.

Section 6.05. Candidate Qualifying Oath.

- (a) **Qualifying Oath or Affirmation.** Any person who is qualified under the laws of the State and this Charter may become a candidate for the office of Mayor or City Council by taking and subscribing to an oath or affirmation and filing the same with the Supervisor of Elections during business hours during the period prescribed by general law for qualification of candidates for election to City offices.
- (b) **Form.** The form of the oath or affirmation shall be as provided by Florida law.

Section 6.06. Commencement of Term of Office.

The term of office of any elected official (Mayor or City Council Member) will commence on the first regular meeting of the City Council after his or her election, at which time the newly elected official shall take an oath of office and be installed in office.

In the event of a special election or other election other than the primary or general election, the term of office of any elected official will commence on the third day after his or her election has been certified, at which time the newly elected official shall be given an oath of office and installed in office, or as provided by State law, unless the commencement date falls on a legal or City holiday, in which case the term of office will commence on the next day that is not a legal or City holiday.

Section 6.07. City Council Precincts

- (a) ***Number of Precincts.*** There shall be three (3) City Council precincts. The boundaries of the three (3) precincts the which shall change to the following upon approval of this charter by the electorate of the City, being described more particularly as:

City Council Precincts: The City of Crestview shall be divided into three precincts, numbered as follows: Number One: Central Crestview as bordered by U S Highway 90 on the north and Interstate 10 on the South, Number Two: South Crestview as bordered by Interstate 10 on the North. Number Three: North Crestview as bordered by U.S. Highway 90 on the south.

Charter Amendments

Section 7.01. Charter Amendments.

- (a) ***Initiation by City Council.*** The City Council may propose amendments by ordinance to this Charter. Upon adoption of the initiating ordinance, the City Council shall submit the proposed amendment to a vote of the electors at the next general election held within the City or at a special election called for such purpose.
- (b) ***Initiation by Petition.*** The electors of the City may propose amendments to this Charter in accordance with the provisions of Sec. 166.031, Florida Statutes.
- (c) ***Consistency.*** The method for Charter amendments shall be consistent with State law.

The City Council shall adopt such ordinances and resolutions as are required to affect the transition. Ordinances adopted within sixty (60) days of the first City Council meeting under this Charter for facilitating the transition may be passed as emergency ordinances following the procedures prescribed by law.

ARTICLE VIII MISCELLANEOUS

Section 8.01. Code of Ethics.

The City of Crestview shall subscribe to and abide by the *Code of Ethics for Public Officers and Employees* as provided in the Florida Statutes.

ARTICLE IX. SCHEDULE

Section 9.01. Effective Date.

Upon approval of a majority of the electorate voting at a referendum on this Charter, this Charter will become effective on November 15, 2020.

Section 9.02. Ordinances Preserved.

All ordinances in effect upon the adoption of this Charter, to the extent not inconsistent herewith, shall remain in full force and effect until amended or repealed.

Section 9.03. Repeal of Former Charter Provisions.

All affected Charter provisions in effect prior to the effective date of this Charter revision are repealed, provided that all extra territorial powers of the City conferred by special act or otherwise are preserved and can be repealed or modified only by referendum or as otherwise provided by law.

Section 9.04. Precedence over Code Provisions.

If a conflict exists between the provisions of this Charter and the Code of Ordinances, the Charter provisions shall prevail.

Section 9.05. Officers and Employees.

The adoption of this Charter shall not affect or impair the rights, privileges or immunities of City officers or employees at the time of the effective date of this Charter, including rights provided for pursuant to Chapter 447, Florida Statutes, and collective bargaining agreements. Elected officers shall continue to hold their offices for the terms prescribed by the Charter in effect on the date of their election, and they shall discharge their duties until their successors are elected.

Section 9.06. Existing Rights, Obligations, Duties and Relationships.

- (a) **Continuity.** All rights, claims, actions, orders, contracts and legal or administrative proceedings involving the City shall continue except as modified pursuant to the provisions of this Charter.
- (b) **Obligations.** No debt, contract obligation, or assessment by the City shall be impaired by adoption of this Charter. All existing debts, obligations and assessments shall remain valid and enforceable, according to their terms, under the Charter provisions applicable at the time the debt was incurred, contract signed, or assessment imposed. All obligations and rights arising in connection with projects financed under former Charter provisions shall be unaffected and remain in full force and effect as if the borrowing, taxing, bonding, or other financing provisions had survived the adoption of this Charter.
- (c) **Other Government Units.** All existing rights, obligations, duties and relationships by law or agreement between the City and other governmental units shall be unaffected by the adoption of this Charter and remain in full force and effect.

Terms for the officers elected in 2017 and 2019. The terms of the elected officials elected in 2017 shall be extended until after the election of November 2022. The terms of the elected officials elected in 2019, shall be extended until November of 2024. As determined by the Charter revisions of 2018, should the City Clerk resign their position prior to November 2022, the City Clerk position shall become appointed as allowed in section 5.03 of this Charter.

Section 9.07. Transition.

The City Council shall adopt such ordinances and resolutions as are required to affect the transition. Ordinances adopted within sixty (60) days of the first City Council meeting under this Charter for facilitating the transition may be passed as emergency ordinances following the procedures prescribed by law.

Section 9.08. Severability.

If any section or part of a section of this Charter shall be held invalid by a court of competent jurisdiction, the court decision invalidating any section or part of said section shall not affect the remainder of this Charter or the context in which the invalidated section or part of section may appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which the court decision may directly apply.

[End of Charter revisions]

52 Tips for Successful Public Service

SOME IDEAS ON HOW TO GOVERN BETTER

by E.A. Mosher, former Executive Director
League of Kansas Municipalities

1. Learn all you can about your city, its history, its operations, its financing. Do your homework. Know your city ordinances. Dust off your comprehensive plan.
2. Devote sufficient time to your office and to studying the present and future problems of your community.
3. Don't burn yourself out on the little things, while recognizing that they are often important to the public. Save some energy and time - for the important matters.
4. Don't act as a committee of one; governing a city requires a team effort - practically and legally.
5. Don't let honest difference of opinion degenerate into personality conflicts.
6. Remember that you represent all the people of your community, not just neighbors and friends. Be wary of personal experiences coloring your public decisions.
7. Take your budget preparation job seriously, for it determines what your city does or does not do for the coming year and will influence what happens in future years as well.
8. Establish policy statements. Written policy statements let the public, and the city staff, know where they stand. They help the governing body govern and writing them provides a process to develop consensus.
9. Make decisions on the basis of public policy and be consistent. Treat similar situations, similarly, and avoid favoritism.
10. Focus your attention on ways to prevent problems, rather than trying to solve them as they occur. Filling potholes is one approach; developing plans to prevent them is another.
11. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.
12. Don't rush to judgment. Few final actions have to be taken at the first meeting they are considered. Avoid crisis management.
13. Don't be afraid to change. Don't be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for new ideas and better ways. Listen to what they have to say.

14. Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing and damaging, to tell a person something that is wrong.

15. As an individual, even if you are the mayor, do not make promises you cannot deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.

16. Remember that you have legal authority as a governing body member only when the governing body is in legal session.

17. Don't spring surprises on your fellow governing body members or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it is worth being on the agenda. Surprises may get you some publicity, at the embarrassment of others, and tend to erode the team approach to governance.

18. Participate in official meetings with the dignity and decorum fitting those who hold a public trust. Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.

19. Conduct your official public meetings with some formality and follow rules of procedure. Have an agenda and follow it. Most governing body members agree that formal meetings expedite the process and tend to promote better decision making.

20. Don't be afraid to ask questions. It is one of the ways we learn.

21. Vote yes or no on motions. Do not cop out by abstaining, except when you have a conflict of interest. A pass does not relieve you of responsibility when some decision must be made.

22. Once a majority decision of the governing body has been made, respect that official position, and defend it if needed, even if you personally disagreed.

23. Respect the letter and intent of the open meetings law. But also keep private and confidential matters to yourself - do not gossip.

24. Retain competent, key employees, pay them well, trust their professional judgment and recognize their authority and responsibilities.

25. Don't bypass the system. If you have a manager or other chief administrative officer, stick to policymaking, and avoid personal involvement in the day-to-day operations of the city. If you do not have an administrative officer, make sure you have some management system that officers, employees, and the public understand.

26. Don't let others bypass your system - insist that people such as equipment service suppliers first work with your city staff. If direct contact with governing body members is necessary, this should be with the governing body as a whole or a committee and not on a one-on-one basis.

27. Don't pass the buck to the staff or employees when they are only following your policies or decisions.

28. Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" Be positive!

29. Learn to evaluate recommendations and alternative courses of action. Request your staff to provide options. Encourage imaginative solutions.

30. Avoid taking short-term gains at the expense of long-term losses. Be concerned with the long-term future of the city.

31. In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone cannot be winner.

32. Be concerned with the total development - physical, economic, and social - of your community.

33. Don't act as if the city operates in a vacuum. Cities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county, and school officials.

34. Get to know the officials of neighboring and similar size cities. Visit other cities, particularly those with a reputation of being well run.

35. Learn to listen - really listen - to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.

36. Keep your constituents informed and encourage citizen participation.

37. Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of good communication is one of the big problems of cities.

38. Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.

39. Expect, and respect, citizen complaints. Make sure that your governing body members, and your city, has a way to effectively deal with them. Have a follow-up system.

40. Be careful about rumors. Check them out. Help squelch them when you know they are false.
41. Appoint citizen advisory committees when you need them but be prepared to follow their advice if you use them.
42. Take care in your appointments to boards and commissions. Make sure they are capable as well as representative of the whole community.
43. Use manuals, guides and other technical assistance and information available from other agencies. Attend workshops and conferences put on for your benefit.
44. Pace yourself. Limit the number of meetings you attend. Set some priorities, including the need to spend time with your family. Recognize that life - and the city - is dependent on a lot of things you have little control over.
45. Establish some personal goals and objectives. What do you want to accomplish this year? Next year?
46. Help develop some short-term and long-term goals and objectives for your city and check your progress at least every six months.
47. Similarly, help your city develop a vision of the future. Plan from the future to the present - no vision, no plan. One of the important purposes of a governing body is to establish a vision for the future.
48. Focus on the future and try to leave your city better than that which you inherited as a city officer.
49. At least once a year, schedule a governing body discussion about how you are governing. Review the processes and procedures. Sit back and ask, "How are we doing?" "How can we do things better?"
50. Be enthusiastic about your public service, and the privilege you have, and let the public know it. But maintain your sense of humor. Don't take yourself or the business of government so seriously that you don't enjoy it. It should be as fun as well as rewarding experience.
51. Be a leader, as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.
52. Celebrate Good things do happen. Let the public share your successes. Always focusing on problems and issues may leave you, the governing body, and the public, to believe that nothing positive ever happens.

Additional Training and Resource Materials

Florida League of Cities:

<https://www.floridaleagueofcities.com/>

Florida Municipal Officials Manual:

<https://www.floridaleagueofcities.com/research-resources/florida-municipal-officials-manual>. (Contact the office of the City Clerk for a hard copy)

National League of Cities:

<http://www.nlc.org>

Florida Ethics Laws can be found in Chapter 112, Part III, of the Florida Statutes -
www.leg.stat.fl.us/statutes/.

Link to Precinct Map

<https://www.cityofcrestview.org/DocumentCenter/View/2137/Precinct-Map?bidId=>

Link to Code of Ordinances:

https://library.municode.com/fl/crestview/codes/code_of_ordinances

Link to Public Portal:

<https://portal.laserfiche.com/Portal/Welcome.aspx?repo=r-36a219e0>.

City Strategic Plan – 2020 – Link to City Manager Page:

<https://www.cityofcrestview.org/476/City-Manager>.

City of Crestview Intranet

<https://www.cityofcrestview.org/425/HUB-NET>

Exhibits

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	☐ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Roberts Rules of Order- Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by adding words, striking words or striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rd vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3rd vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rd vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry."

The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

You may INTERRUPT a speaker for these reasons only: to get information about business – **point of information** to get information about rules – **parliamentary inquiry** if you can't hear, safety reasons, comfort, etc. – **question of privilege** if you see a breach of the rules – **point of order** if you disagree with the president of the board's ruling – **appeal**

Roberts Rules of Order Quick Reference

	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Motions Chart

	Rank	Second?	Debatable?	Amendable?	Vote?
PRIVILEGED MOTIONS					
Fix time to which to adjourn	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Raise a question of privilege	10	No	No	No	Chair decides
Call for orders of the day	9	No	No	No	At request of one member
SUBSIDIARY MOTIONS					
Table	8	Yes	No	No	Majority
Previous question or call the question*	7	Yes	No	No	Two-thirds
Limit or extend limits of debate	6	Yes	No	Yes	Two-thirds
Postpone to a certain time	5	Yes	Yes	Yes	Majority
Refer to committee	4	Yes	Yes	Yes	Majority
Secondary amendment		Yes	Yes	No	Majority
Primary amendment		Yes	Yes	Yes	Majority
Amendment*	3	Yes	Yes	Yes	Majority
Postpone indefinitely	2	Yes	Yes	No	Majority
MAIN MOTION					
Main motion	1	Yes	Yes	Yes	Majority

* Amendment and previous question may be applied to motions higher than themselves.

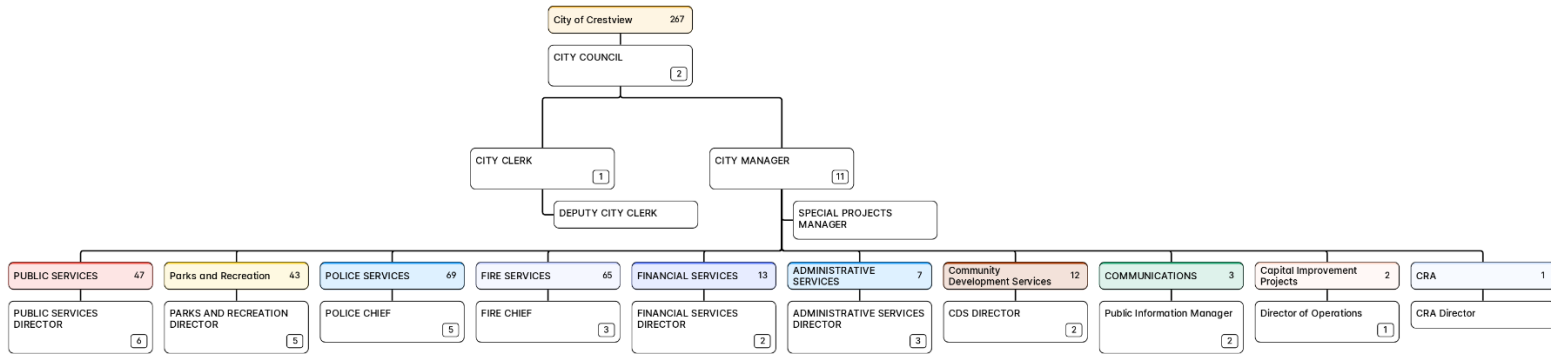
INCIDENTAL MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Request for information	No	No	No	Chair responds
Point of order	No	No	No	Chair rules
Appeal	Yes	It depends	No	Negative

*Interruption of Speaker allowed only on incidental motions

BRING-BACK MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Reconsider	Yes	It depends	No	Majority
Rescind	Yes	Yes	Yes	§
Amend something previously adopted	Yes	Yes	Yes	§
Take from table	Yes	No	No	Majority

§ Majority with previous notice, two-thirds without notice, or majority of entire membership

Organizational Chart





Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 12/8/2022
SUBJECT: City Manager Updates

BACKGROUND:

Monthly Report Submittal

DISCUSSION:

The City Manager will update on the following projects:

1. Vinyard Village affordable housing project
2. RC track design work
3. Mainstreet Construction Project
4. City Manager's Report
5. Legislative & appropriation Priorities Discussion
6. Springhill Cemetery
7. Welcome Signs
8. CSX Lease update
9. Potential Property Purchase for future City Hall Improvements
10. Council Chamber remodel discussion
11. Branding Campaign Discussion

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

No Impact on this item.

RECOMMENDED ACTION

No action required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director, Wendy Buttke, Accountant
DATE: 12/8/2022
SUBJECT: Financial Update - Finance Director

BACKGROUND:

This is a presentation of the monthly financial information as required by the City Charter.

DISCUSSION:

Below you will find the link to the November disbursement registers. Due to the limited number of meetings in November and December, a link will be provided at a later date for the Unaudited Schedules of Revenues & Expenditures as well as the Cash Carryforward Report for the month and year to date ending September 30, 2022 as well as the monthly financials for October, 2022.

Follow this link by **clicking on the icon with the arrow** for the November check registers;

<https://portal.laserfiche.com/Portal/DocView.aspx?id=163037&repo=r-36a219e0>

<https://portal.laserfiche.com/Portal/DocView.aspx?id=163038&repo=r-36a219e0>

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

N/A

RECOMMENDED ACTION

No action is required for this item.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 12/8/2022
SUBJECT: Presentation - Chief Stephen McCosker

BACKGROUND:

As part of the "City Manager's Updates", Mr. Bolduc has requested an update of the police department be presented.

DISCUSSION:

As the police department closes out 2022 and heads into 2023 there are several programs the members of the police department would like to highlight. Officer Christopher Lewis will be speaking about the "Please Be Kind". This a "grassroots" program for people living with special needs. Officers recognized a need, researched possible solutions and developed a program to fit our community. Officer Kristen Peters will speak about the "Are you Okay" program. This program has been revamped by officers to meet our current needs. She will also speak on the "Peer to Peer" Program. This is another "grassroots" program designed to help police officers and firefighters maintain their mental health resiliency.

Chief Stephen McCosker will close with some information about the police department, recent events, the current state of the department and information about the forthcoming Crestview Police Athletic/Activities League (PAL).

GOALS & OBJECTIVES

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

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

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Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

No impact on this item.

RECOMMENDED ACTION

No action is required for this item.

Attachments

1. City Manager Report

City Manager's Report

City of Crestview Police Department



Please Be Kind

- Aid First Responders in communicating with those who have Special Needs
- Better Streamline Aid to those who needs Special Care
- Promote positive communication between Special Needs Citizens and First Responders



WHO QUALIFIES?

- Any Citizen with a Mental Special Need (Autism, Schizophrenia, Down Syndrome, etc.)
- Any Citizen with a Physical Special Need (Amputee, Cerebral palsy, Epilepsy, etc.)
- ~Any Citizen can enroll themselves or have a Loved one enroll them on their Behalf~



- | <h1 style="margin: 0;">Are You O.K.?® Field Interview Form</h1> | | | | |
|---|---|--|--|--|
| Phone:
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> | Date:
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<div style="display: flex; align-items: center;"> ☐ AM ☐ PM </div> | Service Number:
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |
| Subscriber Name and Address: | | | Doctor and Clergy: | |
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| In Case of Emergency, Notify: | | | | |
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| Next of Kin: | | | | |
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Peer to Peer

- Confront lack of research and resources for first responders.
- Create culture shifts to reduce stigma regarding behavioral health and advance early prevention and intervention
- Improve mission readiness, preserve the force, and improve the long-term health of members, families, and retirees.
- Provide additional training to prepare peer team members to serve as peer navigators, assisting fellow first responders to identify and obtain needed external resources.





Staff Report

CITY COUNCIL MEETING DATE: December 12, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 11/16/2022
SUBJECT: Mae Reatha Coleman Citizen of the Year Selection

BACKGROUND:

Resolution 2020-14 re-established the Mae Reatha Coleman Citizen of the Year Award, which was originally established in 2012.

DISCUSSION:

The nomination committee met on November 10, 2022 to select a candidate from the submitted nominations. The presentation of the award shall take place at a ceremony prior to the January 9, 2022 City Council meeting.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

Budgeted item.

RECOMMENDED ACTION

Request a motion to approve the selection of the nomination committee for the Citizen of the Year Award.

Attachments

None