



CITY of CRESTVIEW

CITY COUNCIL

CITY COUNCIL REGULAR MEETING AGENDA APRIL 8, 2024 6:00 P.M. COUNCIL CHAMBERS

The Public is invited to view our meetings on the City of Crestview Live stream at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page.

- 1. Call to Order**
- 2. Invocation, Pledge of Allegiance**
 - 2.1. Pastor Alex Chatman of Pillar Church
- 3. Open Policy Making and Legislative Session**
- 4. Approve Agenda**
- 5. Presentations and Reports**
 - 5.1. Firefighter Recognition
 - 5.2. Proclamation Declaring National Library Week April 7 – 13, 2024
 - 5.3. Proclamation Declaring Telecommunications Week April 14 – 20, 2024
 - 5.4. Proclamation Declaring Animal Control Week April 14 – 20, 2024
 - 5.5. NW Crestview Bypass Brief
- 6. Consent Agenda**
 - 6.1. Emergency Repair – Well 9
 - 6.2. Approval of City Council Regular Meeting Minutes of March 25, 2024
- 7. Public Hearings / Ordinances on Second Reading**
 - 7.1. Ordinance 1966 - Smoking in Twin Hills Park
- 8. Ordinances on First Reading**
 - 8.1. Ordinance 1967 Comprehensive Fee Schedule Amendment (Parks & Recreation)
- 9. Resolutions**
- 10. Action Items**
 - 10.1. Barge – Sewer System Hydraulic Modeling, Phase 2 Task Order
 - 10.1. Appointment of Mayor Pro-Tempore
 - 10.2. Adoption of Affordable Housing Advisory Committee Recommendations

11. City Clerk Report

11.1. Monthly Update

12. City Manager Report

12.1. Strategic Plan Quarterly Review

13. Comments from the Mayor and Council

14. Comments from the Audience

15. Adjournment

The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. 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 Girard, 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: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 2/2/2024
SUBJECT: Pastor Alex Chatman of Pillar Church

BACKGROUND:

Area churches are invited to provide the Invocation on a routine basis.

DISCUSSION:

Area clergy volunteer to provide an Invocation and lead the Council in the Pledge of Allegiance.

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: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Administrative Services Director
DATE: 4/4/2024
SUBJECT: First Responder Recognition

BACKGROUND:

Firefighters are everyday heroes who perform extraordinary tasks as part of their regular duties. Their job involves much more than just extinguishing fires; it encompasses a range of responsibilities aimed at keeping communities safe. From responding to emergencies like car accidents and medical crises to conducting fire prevention inspections and educating the public about safety measures. Despite the risks and challenges they face, firefighters approach their duties with unwavering dedication and a deep sense of duty, earning them the respect and gratitude of their communities.

On March 17th, 2024 at approximately 1:30 a.m., Communications Operator Gould took a call on March 17th 2024, from a citizen who had gone into labor and was not going to be able to make it to the hospital. The crew of Engine 1 consisting of Lt. Lewis and Firefighters Lau, Day, and Scott were dispatched to Oakdale Ave where they assisted in the delivery of a healthy baby girl. This is the first delivery the fire department has assisted with in over five years.

DISCUSSION:

The City of Crestview would like to recognize our firefighters and communications operators who assisted in the safe delivery of a baby girl on March 17th, 2024.

GOALS & OBJECTIVES

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Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

No financial impact.

RECOMMENDED ACTION

No action is required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor, Cynthia Brown, Council Member
DATE: 4/4/2024
SUBJECT: Proclamation declaring National Library Week April 7- 13, 2024

BACKGROUND:

National Library Week is April 7- 13, 2024.

DISCUSSION:

We want to recognize our hardworking staff for their service to the city and its citizens.

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

n/a

RECOMMENDED ACTION

No action required.

Attachments

1. National Library Week 2024

A Proclamation

National Library Week, April 7-13

WHEREAS National Library Week, which takes place in April every year, was first sponsored by the American Library Association and libraries across the USA in 1958, and

WHEREAS Library Week, observed annually during the second full week in April, promotes the use and support of libraries, and

WHEREAS Libraries offer lifelong learning and opportunities to pursue passions, enabling individuals to live their best lives, and

WHEREAS Libraries provide critical access to technology, including computers, broadband internet, hotspots, and training, connecting people to education and employment opportunities, and

WHEREAS Libraries and librarians offer new services that connect with patrons' needs, creating opportunities for education, employment, entrepreneurship, empowerment, and engagement beyond their traditional roles, and

WHEREAS Libraries offer a variety of activities for all ages, ranging from circle time with toddlers to learning to knit and sew with adults.

WHEREAS Libraries and librarians play an invaluable role in supporting their communities, both in person and virtually, and

SO, THEREFORE, I, Cynthia Brown, Councilwoman, request that the citizens of Crestview and our surrounding cities stop by the Bob. L Sikes Library or visit their website to check what activities are available to you, and when you go there, I urge you to thank our librarians on duty for the work they do and the thoughts they put into creating programs and teaching classes to keep our great city thriving.



Cynthia Brown
Councilwoman

Date



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 4/4/2024
SUBJECT: Proclamation declaring Telecommunications Week April 14- 20, 2024

BACKGROUND:

Public Safety Telecommunications Week is the week of April 14- 20, 2024.

DISCUSSION:

We want to recognize our hardworking staff for their service to the city and its citizens.

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

RECOMMENDED ACTION

No action required.

Attachments

1. National Public Safety Telecommunications week 2024

A Proclamation

National Public Safety Telecommunication Week
April 14-20, 2024

WHEREAS If it weren't for the telecommunicators flawlessly doing their jobs, billions of lives would have been lost due to untimely assistance, and

WHEREAS Telecommunicators are responsible for notifying the public about various potential threats to their safety, such as AMBER alerts, earthquakes, tsunamis, hazardous materials releases, and

WHEREAS National Public Safety Telecommunicators Week was created to recognize the telecommunication personnel who devote their lives to public safety. It started as a local initiative in 1981 by Patricia Anderson of Contra Costa County and eventually became a week-long event celebrated nationwide. and

WHEREAS In 1994, President William J. Clinton designated the second week of April as National Public Safety Telecommunicators Week (NPSTW), and

WHEREAS Throughout this week, we honor and thank the telecommunicators who have continued to serve in this demanding profession, often unseen and

WHEREAS This week is a time to celebrate and show appreciation for telecommunications personnel who provide essential services to our communities, citizens, and public safety personnel 24/7 and

NOW, THEREFORE, I, Andrew Rencich, councilman, would like to extend my heartfelt gratitude to all our Public Safety Telecommunicators. Your unwavering commitment and composure in times of crisis for our fellow residents is valued and appreciated. We understand the challenges you face in dealing with emergency situations, and we admire your dedication. Every call you attend to could potentially be a matter of life and death, yet you answer each one with the same level of professionalism and urgency. We cannot thank you enough for your service, and we are proud to have you as an essential part of our community.



Andrew Rencich
Councilman

Date



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 4/4/2024
SUBJECT: Proclamation declaring Animal Control Week April 14-20, 2024

BACKGROUND:

National Animal Control Week is April 14-20, 2024.

DISCUSSION:

We want to recognize our hardworking staff for their service to the city and its citizens.

GOALS & OBJECTIVES

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

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Play- Expand recreational and entertainment activities within the City

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FINANCIAL IMPACT

RECOMMENDED ACTION

No action required.

Attachments

1. National Animal Control Week 2024

A Proclamation

National Animal Control Week
April 14-20, 2024

WHEREAS Since 1934, the “dogcatcher’s” job has been to capture and confine every unlicensed, uncollared, unharnessed, or untagged dog in the city and

WHEREAS The National Animal Care & Control Association was founded in September 1978 to provide resources, standardized training, support, and a means of communication for all animal care and control professionals across the country and

WHEREAS In the 1990s, the raccoon rabies epidemic led to animal control responsibilities being transferred to the Local Board of Health. This included the employment of animal control officers and inspectors to enforce regulations and bylaws related to animal control, significantly improving coordination and efficiency and

WHEREAS In 2012, the term "dogcatcher" was officially changed to "Animal Control Officer" to reflect the fact that they protect animals that are sick or injured as well as humans from potentially violent or contagious animals and

WHEREAS, Animal Control Officers and Animal Care Staff provide essential community functions, including the enforcement of animal control laws, protecting the public from diseases such as rabies, capturing roaming and potentially dangerous animals, investigating reports of animal complaints and welfare, and

WHEREAS National Animal Control Officer Appreciation Week is celebrated every year on the second whole week of April and

WHEREAS This is the week that we recognize these hard-working and dedicated Animal Care and Control officers’ risk their lives and devote vast amounts of personal time and resources while they serve the public like other public safety and law enforcement agencies empowered with the same duties and

NOW, THEREFORE, "I, Ryan Bullard, Councilman, hereby proclaim this week as National Animal Control Week. I would like to express my gratitude to our own Animal Control workers and staff for their hard work and dedication to our city. They respond to calls, attend to residents, and spend countless hours caring for animals under their supervision, either by reuniting them with their owners or finding new homes. If you come across one of our workers, please take a moment to thank them for their selfless service."

Ryan Bullard, Councilman



Date



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 4/4/2024
SUBJECT: NW Crestview Bypass Brief

BACKGROUND:

Jason Autrey, Director of Public Works, Okaloosa County, will provide an update to the City Council regarding the NW Crestview Bypass.

DISCUSSION:

GOALS & OBJECTIVES

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

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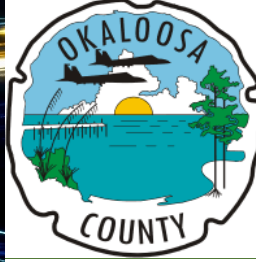
FINANCIAL IMPACT

RECOMMENDED ACTION

Informational for the City Council.

Attachments

1. NW Crestview Bypass brief to Council [04 08 24]



Okaloosa County

Northwest Crestview Bypass Alternative Corridor Evaluation

Briefing to City
Council

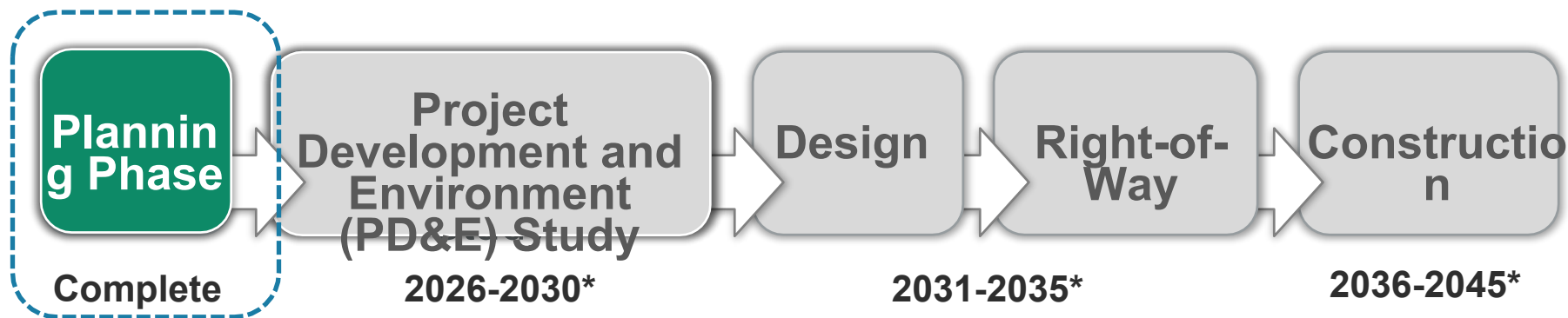
April 2024



Transportation Development Process



Completed Alternative Corridor Evaluation (ACE).



Future phases are not funded.

The future PD&E and design phases will include additional public involvement.

* Timeframes based on the Okaloosa-Walton Transportation Planning Organization (O-W TPO) 2045 Long-Range Transportation Plan.



Project Activity Since Last Briefing



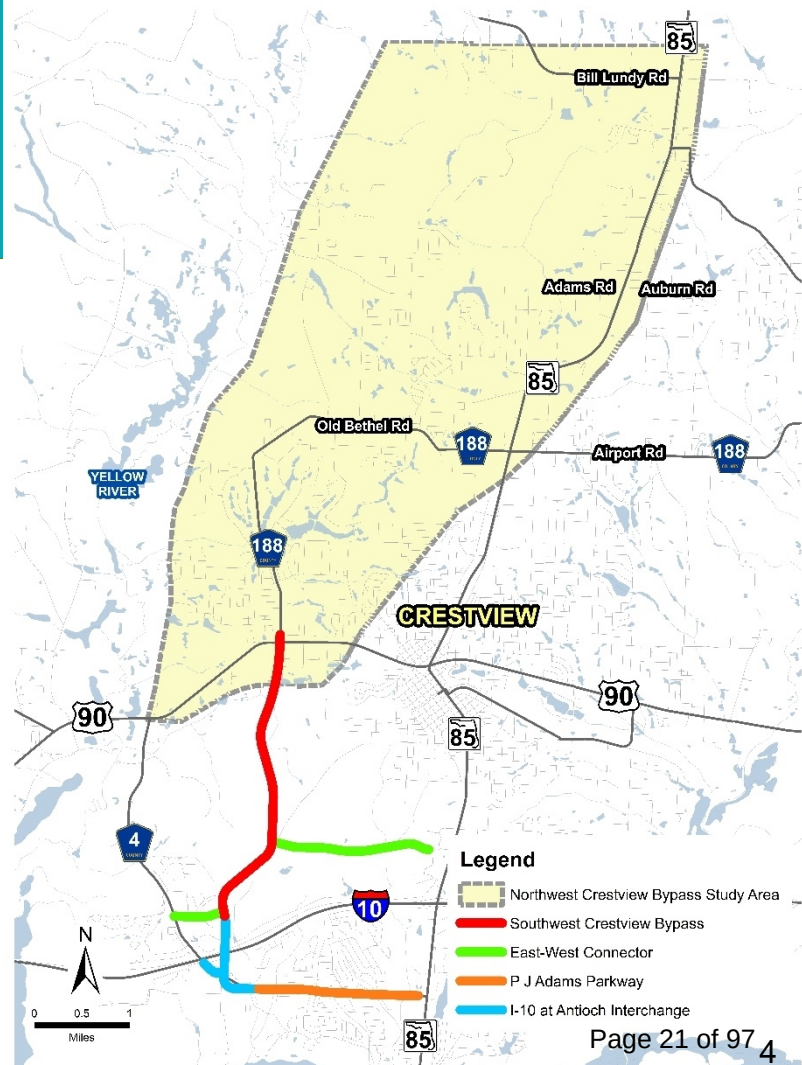
- 11/14/22 City of Crestview Council briefing
- 11/15/22 Okaloosa County Commission briefing
- 11/17/22 Public Meeting at Warrior's Hall
- 05/12/23 Submitted Draft Alternative Corridor Evaluation Report (ACER)*
- 07/24/23 Submitted Draft Final ACER with initial comments incorporated *
- 11/16/23 Submitted Final ACER for FDOT and Agency review and approval
- Pending Final ACER approval (completes this study phase)

* Triggered FDOT District 3 and Office of Environmental Management (OEM) reviews.



Project Purpose & Need

- Provide regional system connectivity
- Provide alternative to SR 85
- Complete Western Bypass
- Address safety and hurricane evacuation
- Support growth
- Improve mobility

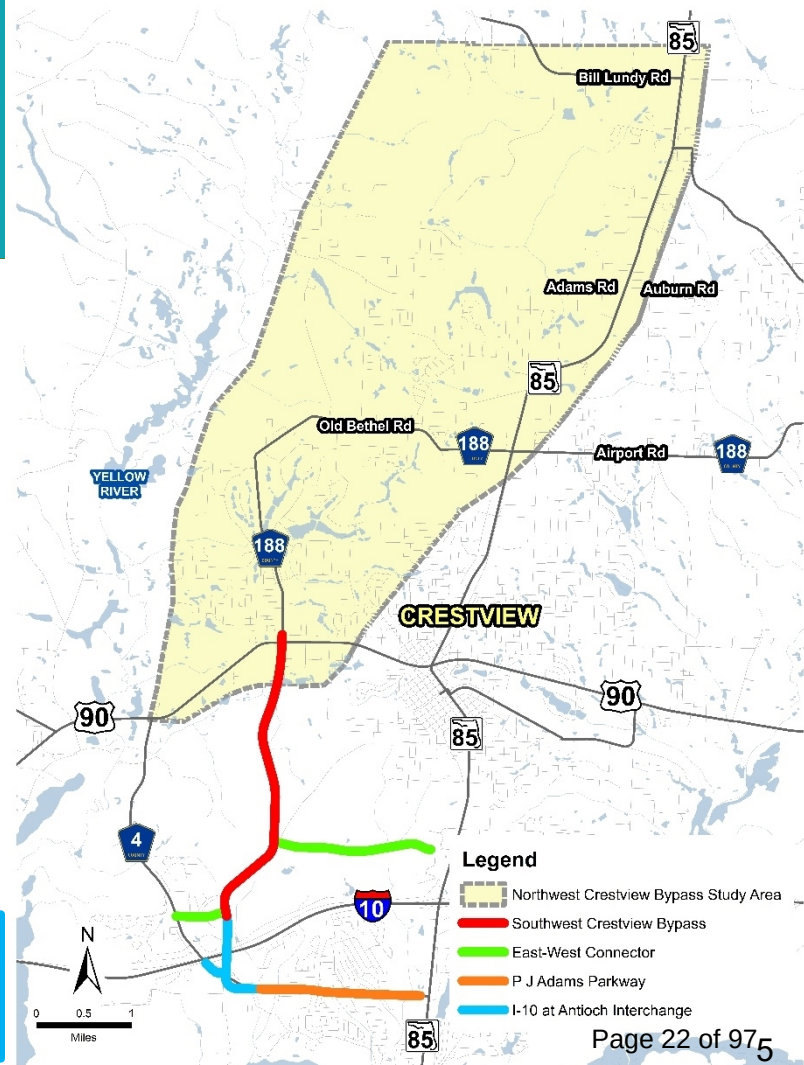




Context of Area Improvements

- Construction of **PJ Adams Parkway**, **Southwest Bypass**, and the new **I-10 interchange** at Antioch are underway and will provide new connections between SR 85, I-10, and US 90
- We are now completing the planning phase: **Northwest Crestview Bypass** (study area shown in yellow).
- The **Northwest Crestview Bypass** will connect the **Southwest Crestview Bypass** to SR 85 north of Crestview.

Funded by **Okaloosa County Surtax** dollars and a FDOT grant; developed with City of Crestview and FDOT.





Decision Summary

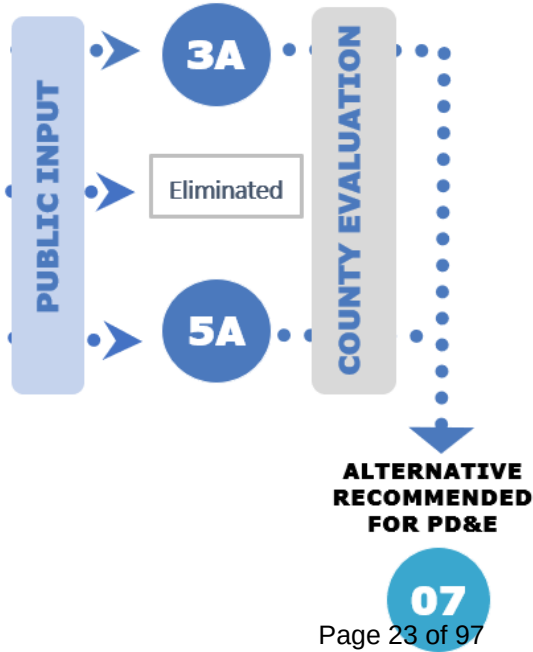
- 6 initial alternatives
- 3 eliminated with screening
- 3 presented at public meeting
- 2 modified after public meeting
- 1 eliminated after public meeting
- 1 hybrid alternative recommended for PD&E

INITIAL ALTERNATIVES



Environmental Screening (ETDM)

MODIFIED ALTERNATIVES

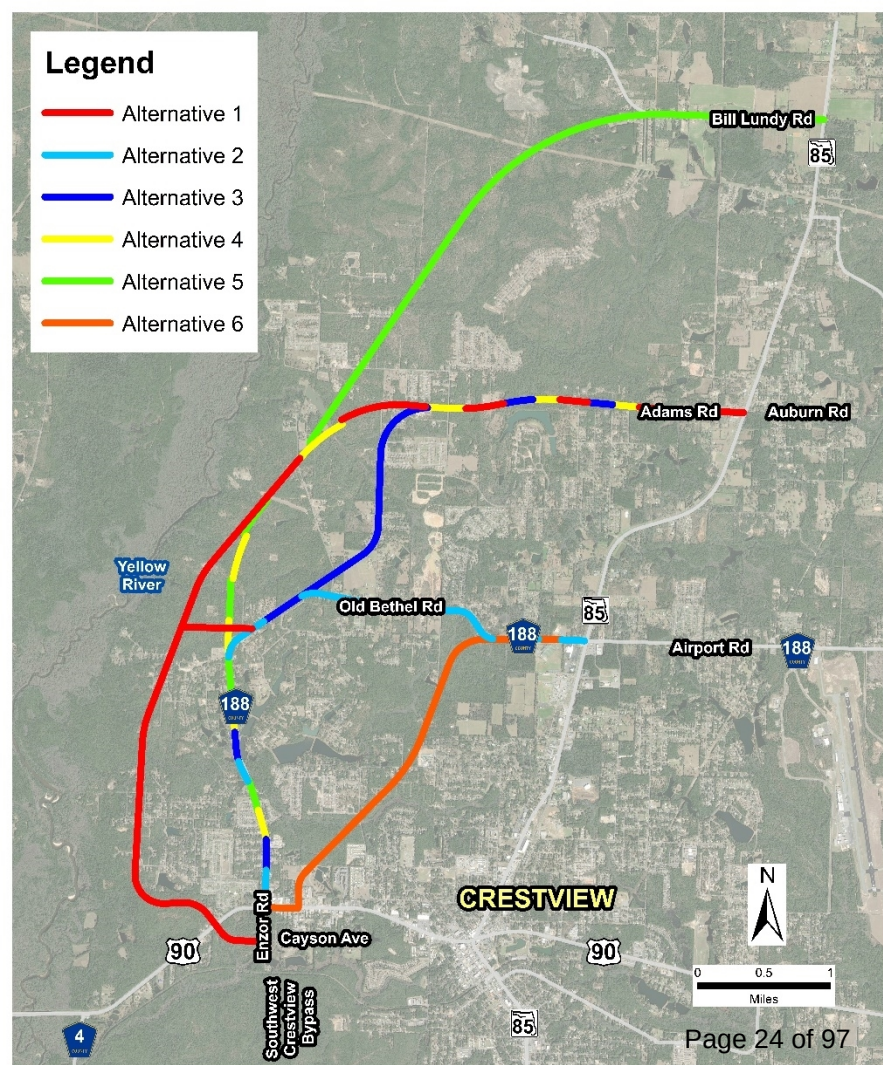




Initial Corridors

- Six initial corridors were identified for evaluation using a 250-ft wide planning corridor.
- All corridors connect with the Southwest Bypass currently under construction at or near US 90.
- Corridors end at SR 85 and Airport Road, Auburn Road and/or Bill Lundy Road.

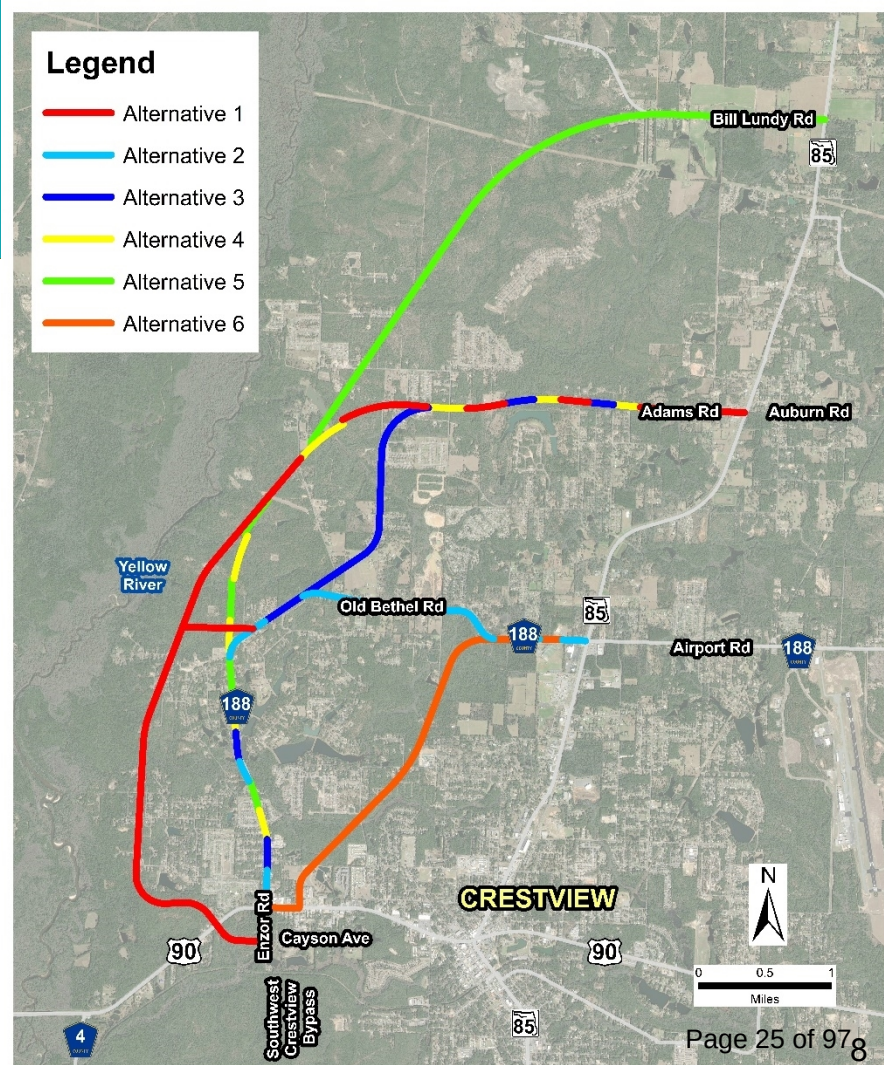
**Study process is documented
in the Alternative Corridor
Evaluation Report (ACER)**





Initial Corridors

- Alternative 1, 2, and 6 were eliminated for failing to meet purpose and need.
- **Alternative 1** would be incompatible with County's River Protection Zone and encroach on Yellow River floodplains and wetlands.
- **Alternative 2** would not improve regional connectivity, not serve regional trips, and not support identified growth areas.
- **Alternative 6** would not improve regional connectivity, not support identified growth areas, and not connect directly to the Southwest Bypass.

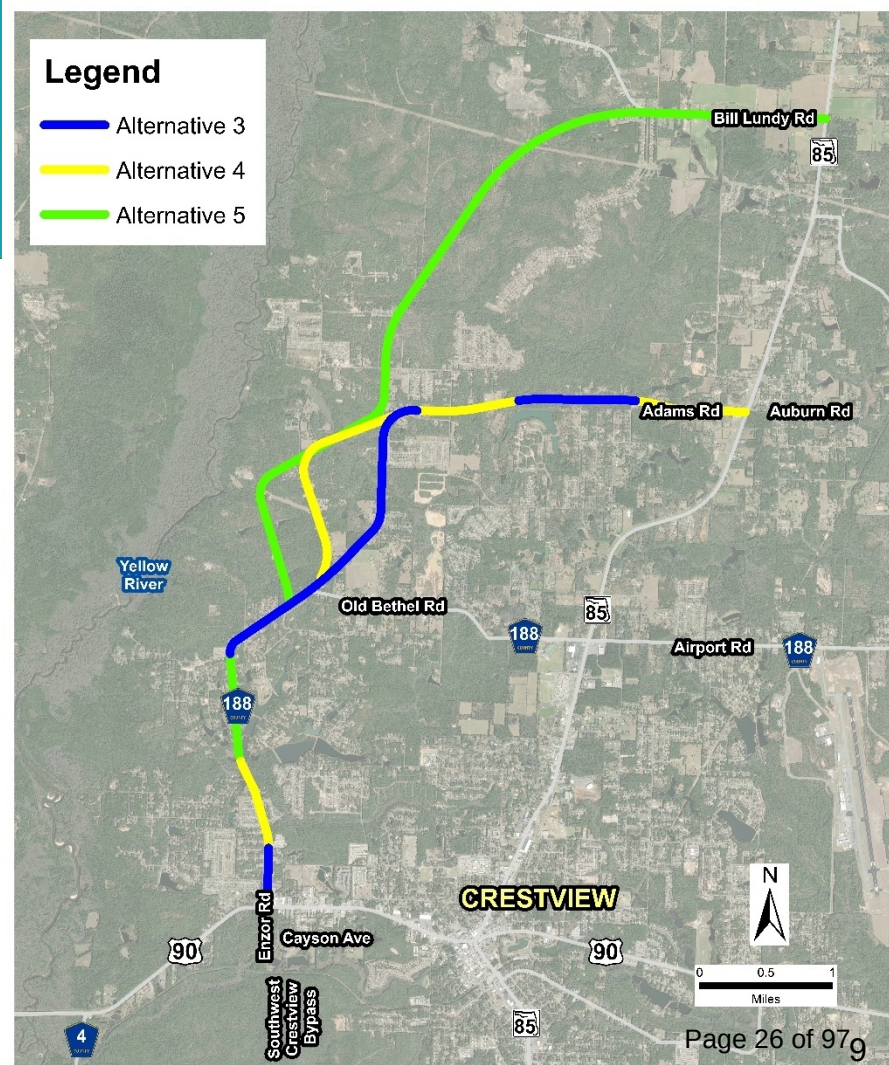




Corridor Refinement

Alternatives 3, 4 and 5 were refined to avoid resources (natural, physical and social) and advanced to the public meeting on November 17, 2022.

Alternatives 3, 4, and 5 were the focus of the public meeting.





November 17, 2022 Public Meeting



- Over 700 direct mail notices to property owners
- 159 people signed in
- Elected Officials attended (city and county)
- Local media coverage
- 80 comment forms / letters received



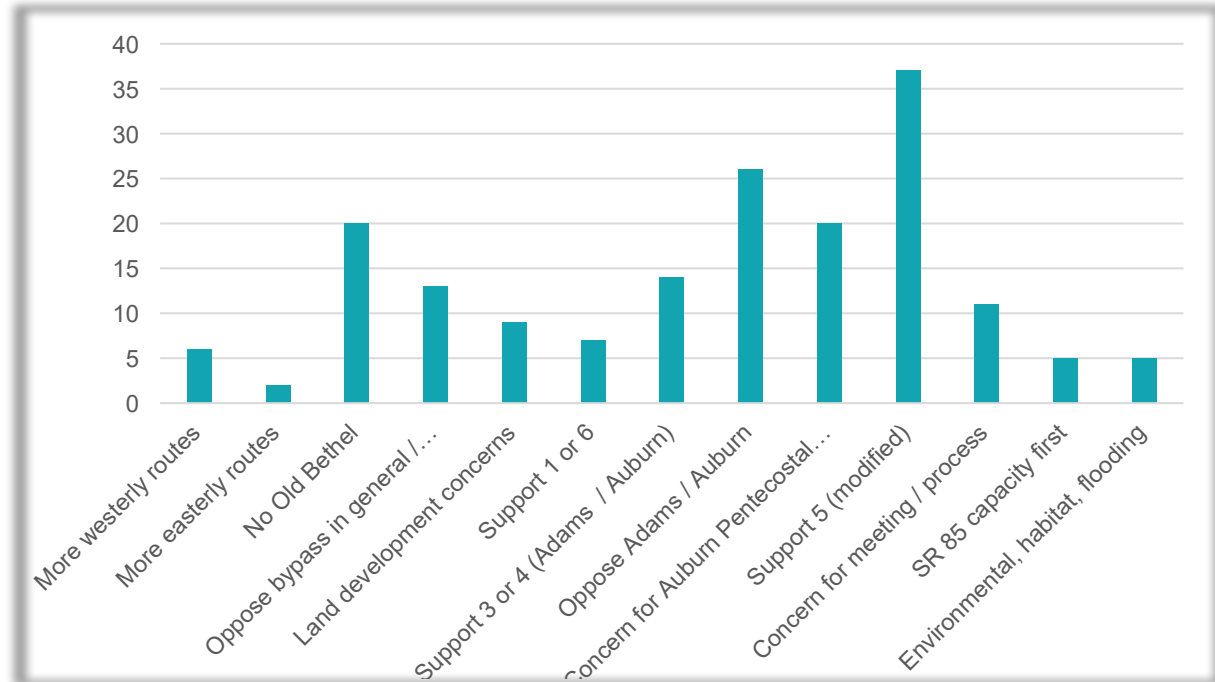
Following the meeting, Okaloosa County Staff continued to respond to additional public comments.



Public Comment Themes



- Opposition to property impacts along Old Bethel Rd, Adams Rd, and Auburn Pentecostal Church
- Generalized support for Alternative 5 (northern-most route to Bill Lundy Road)
- Constructive input for modifications to Alternative 5 alignment

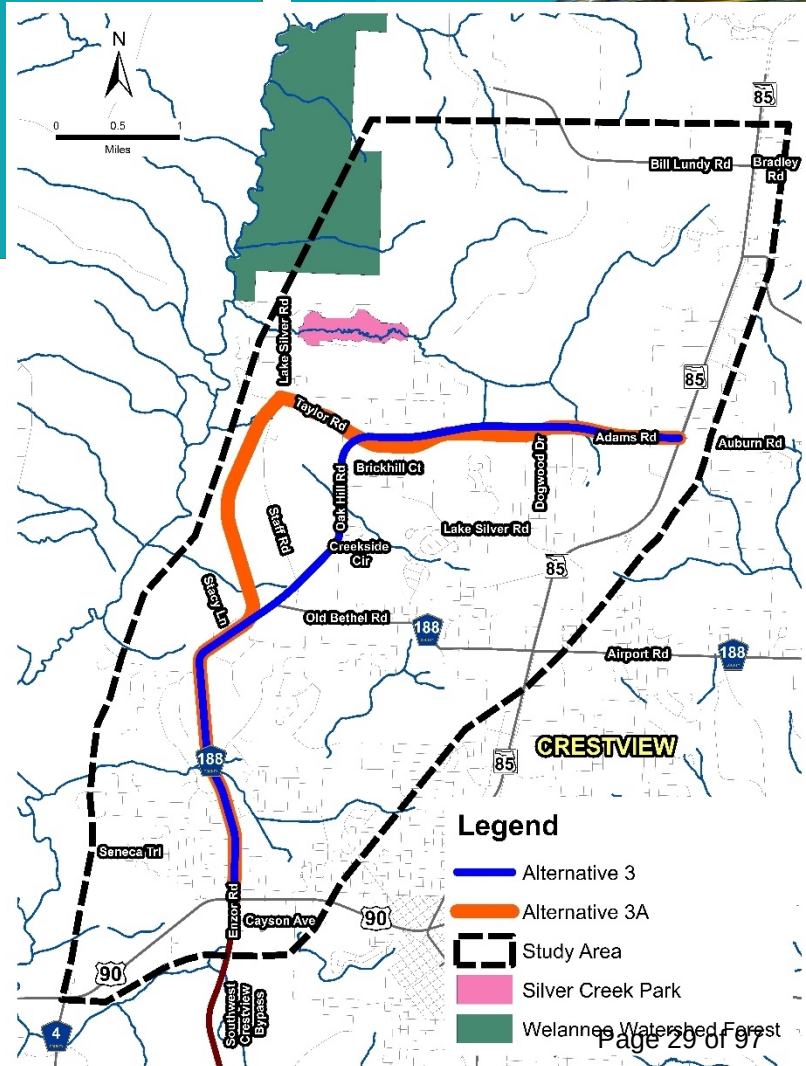




Resulting Modifications: Alternative 3

Revised Alternative 3 (orange line)

- Moved the alignment west of Oak Hill Rd to better use undeveloped land.
- Adjusted east/west part of alignment to connect to Adams Road using Taylor Road, and to better match land use.
- Revised Alternative 3 is referred to as **Alternative 3A**.

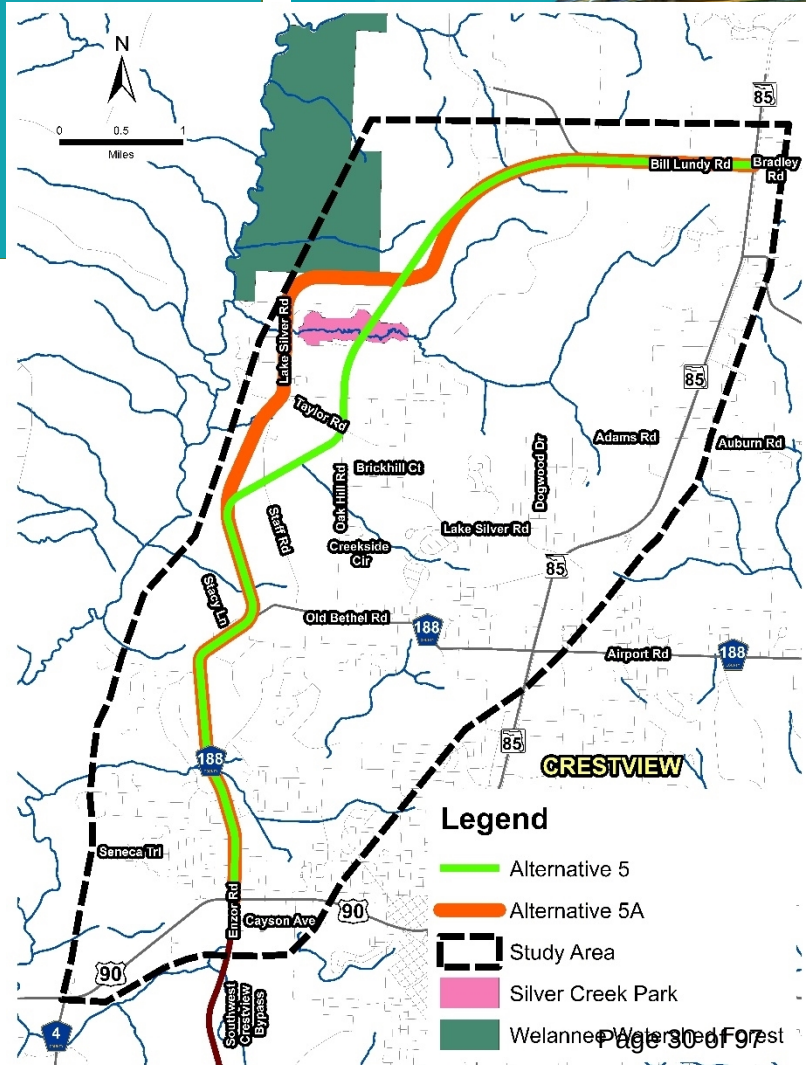




Resulting Modifications: Alternative 5

Revised Alternative 5 (orange line)

- Modified alignment north of Old Bethel Road to better use undeveloped property and existing right-of-way, and to avoid crossing Silver Creek Park.
- Revised Alternative 5 is referred to as **Alternative 5A**.

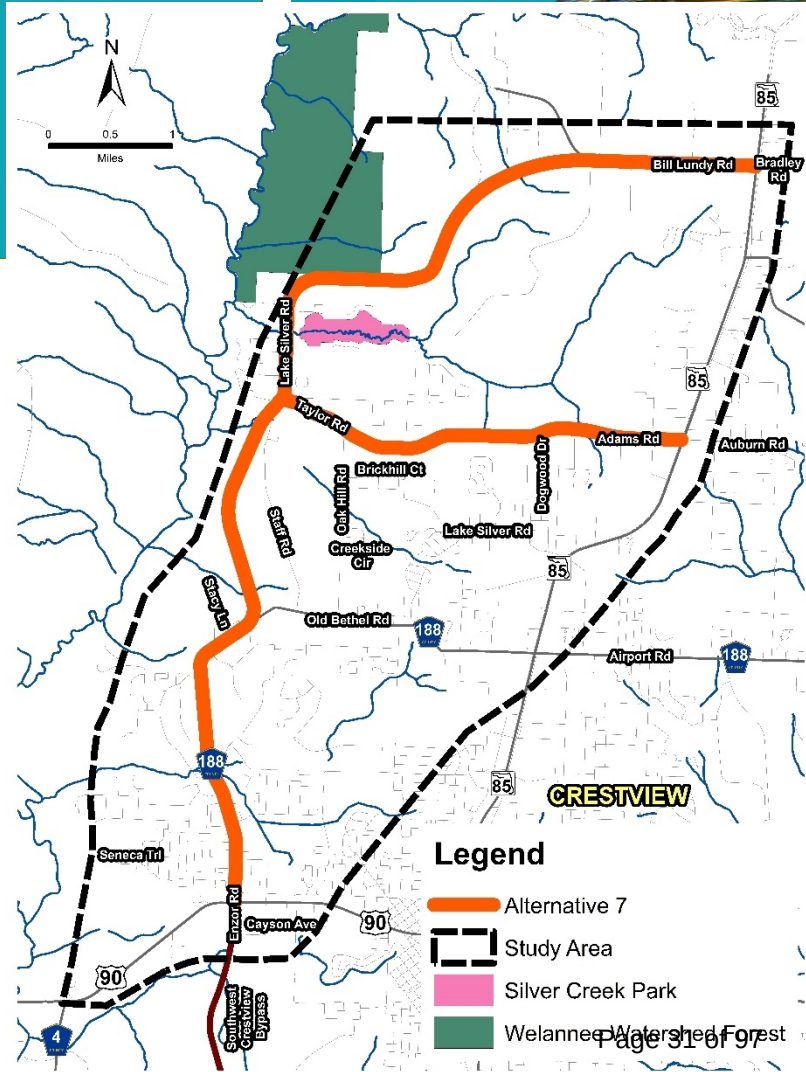




Resulting Modifications: Alternative 7

Staff recognized the long term need for connections to SR 85 at both Bill Lundy Rd and Auburn Rd.

- New **Alternative 7** was developed from Alternative 3A, Alternative 5A, and County staff input.
- **Alternative 7** includes all Alternative 5A to Bill Lundy Rd, with an east/west connector to Adams Rd along the Alternative 3A alignment.
- **Alternative 7** is recommended by staff.



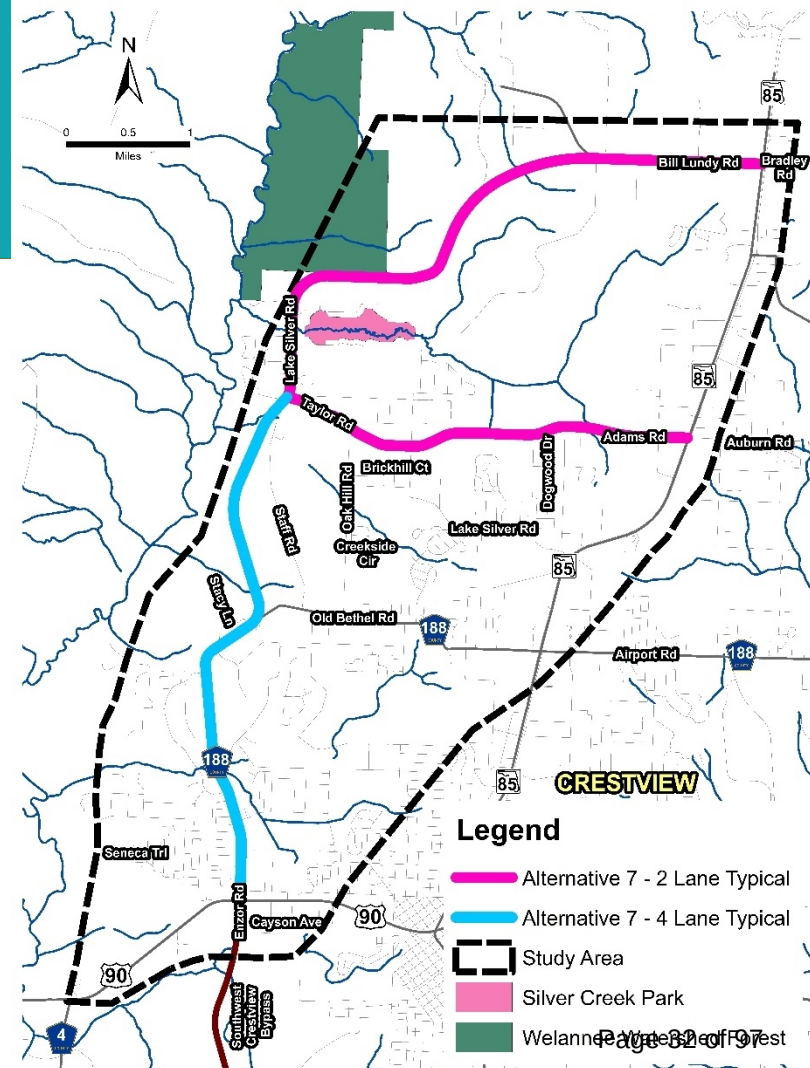


Alternative 7 Lane Requirements

- Connections to both Adams Road and Bill Lundy Road reduce the lane requirements for the north segments of the bypass by spreading traffic.
- Four lanes required from US 90 to Taylor Road.
- Two lanes required from Taylor Road to SR 85 at Auburn Rd, and from Taylor Road to SR 85 at Bill Lundy Rd.

Limits of the four-lane typical section are shown graphically in blue.

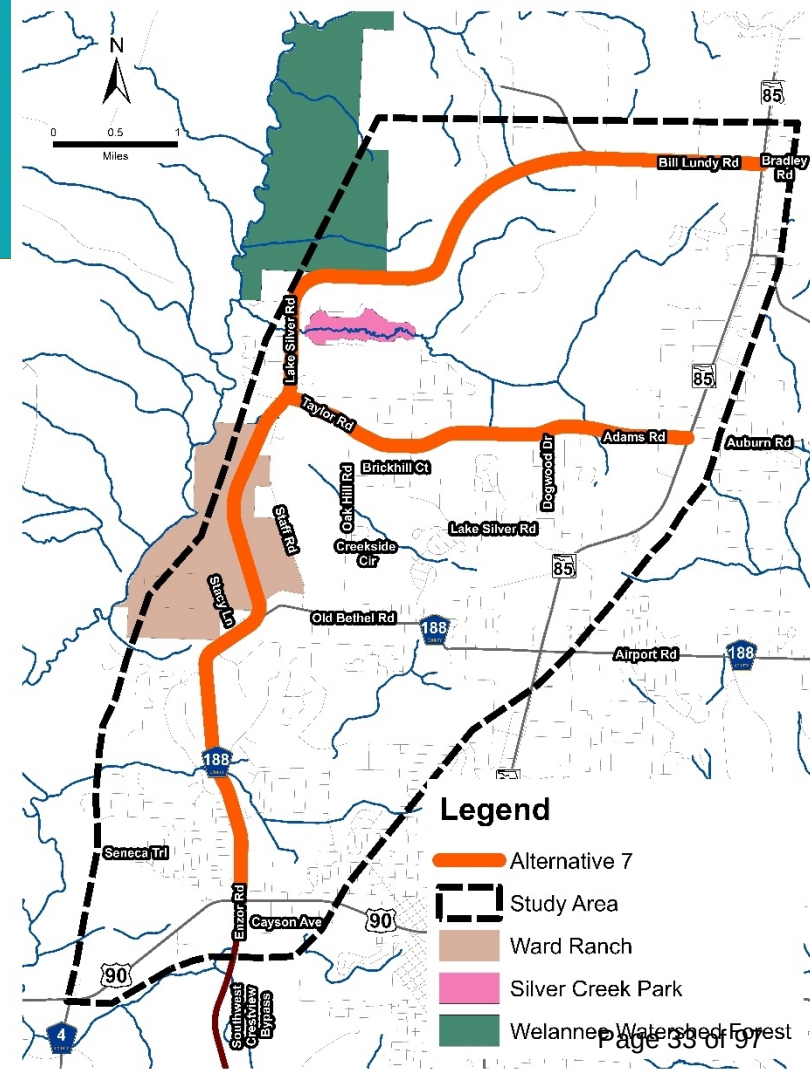
Limits of the two-lane typical section are shown graphically in pink.





Welannee Watershed Forest Boundary Change

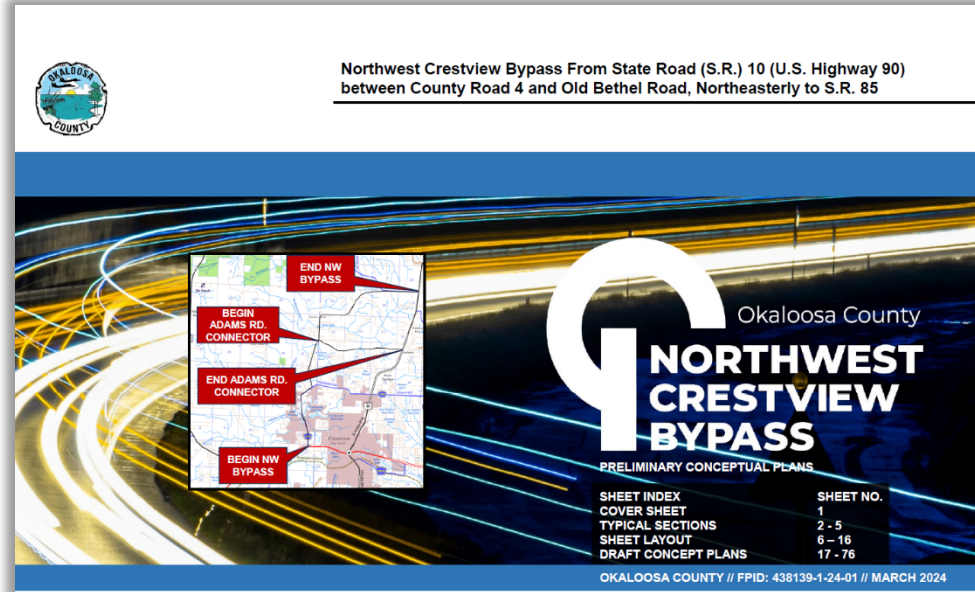
- In December 2023, two parcels known as the Ward Ranch were added to the Welannee Watershed Forest Project Boundary.
- Welannee Watershed Forest is priority 29 of 36 on the FDEP Florida Forever Partnerships and Regional incentives list with a Work Plan Priority category of Low.
- Both Ward Ranch parcels remain under private ownership and have not been placed under conservation easement.
- County staff coordinated with FDOT and decided to complete the ACER as written but consider additional avoidance and minimization





Conceptual Plans

- Draft Conceptual Plans were prepared for Alternative 7.
- Conceptual Plans show a preliminary best fit alignment within the 250-ft wide ACER corridor, using anticipated right-of-way width.
- Proposed R/W shown in the Conceptual Plans represents pre-decisional estimated R/W for planning purposes and is subject to change during the PD&E.
- Estimated Cost: \$142M total (right-of-

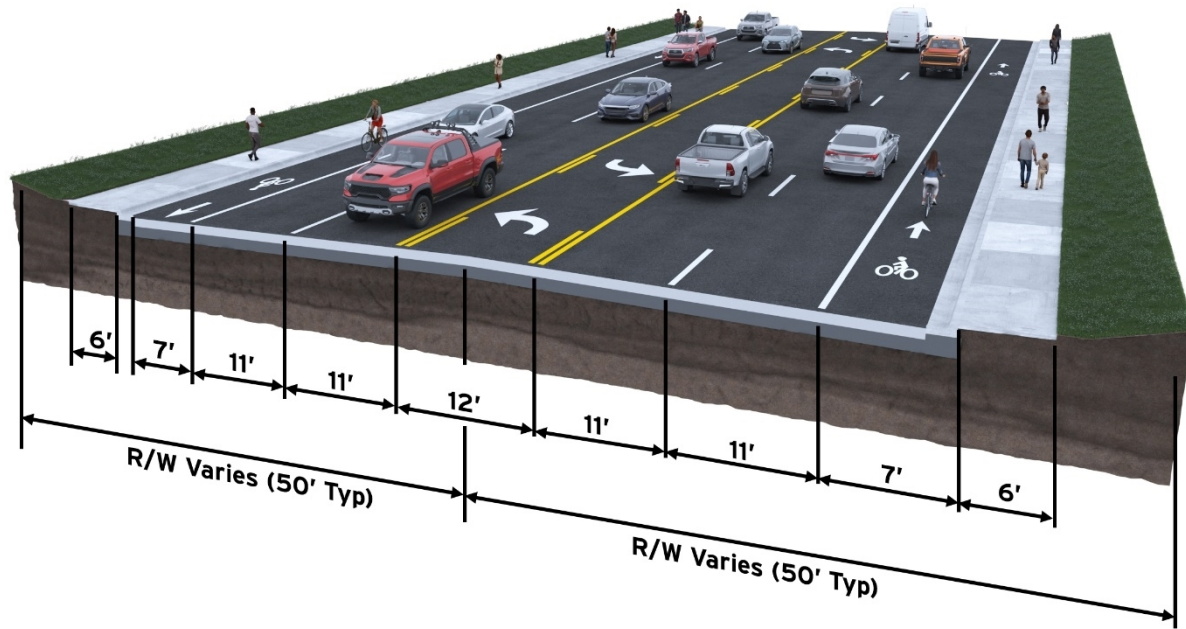




Typical Section US 90 to Stacy Lane



- Limits are along Old Bethel Rd from US 90 to Stacy Lane.
- Intent is to make this section compact to minimize property impacts along Old Bethel Rd.
- 4 lanes with curb and gutter, a center two-way-left-turn lane, 7-ft bike lanes and 6-ft sidewalks on both sides.
- 100-ft typical right-of-way

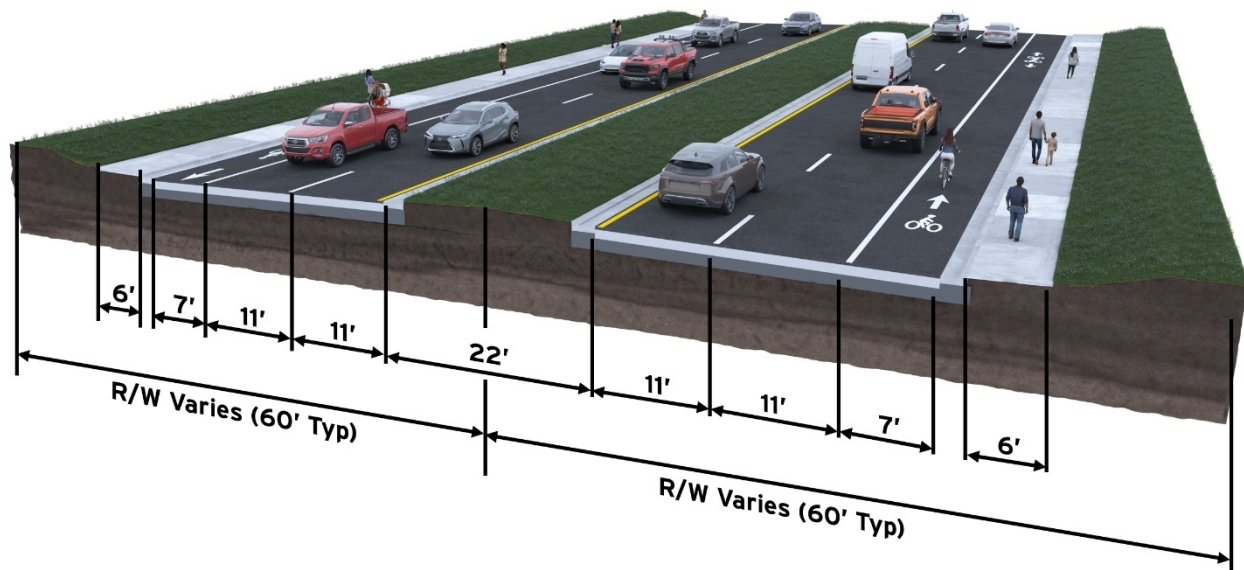




Typical Section Stacy Lane to Taylor Road



- Limits are from Stacy Lane to Taylor Rd.
- 4 lanes with curb and gutter, raised median, 7-ft bike lanes and 6-ft sidewalks on both sides.
- 120-ft typical R/W required.

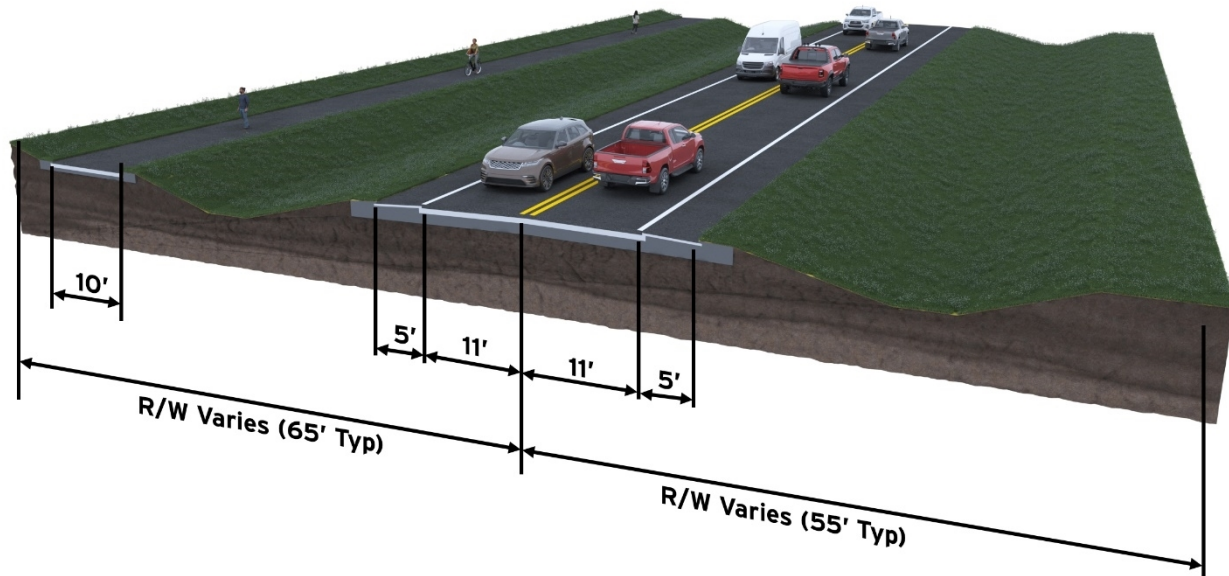




Typical Section Taylor Rd to SR 85 at Bill Lundy Rd



- Limits are intersection of bypass and Taylor Rd to intersection of SR 85 and Bill Lundy Rd.
- 2 lanes with roadside ditches on both sides, and shared use path on one side.
- 120-ft typical R/W required.

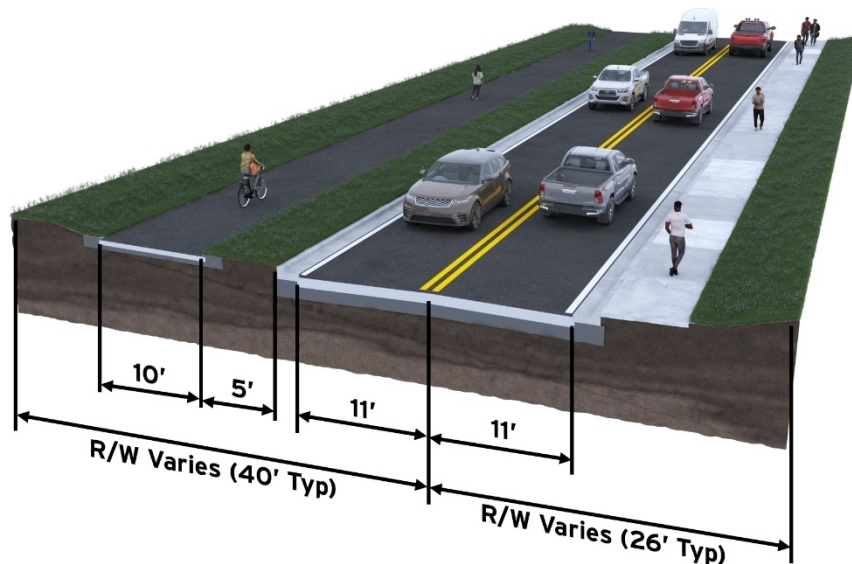




Typical Section Auburn Road Connector



- Limits are intersection of bypass and Taylor Rd. to intersection of SR 85 and Auburn Rd.
- Reduces right-of-way needs on Adams Rd. and Auburn Pentecostal Church, a public concern.
- 2 lanes with curb and gutter, shared use path on one side, and 6-ft sidewalk the other side.
- 66-ft typical R/W required.





Action Items

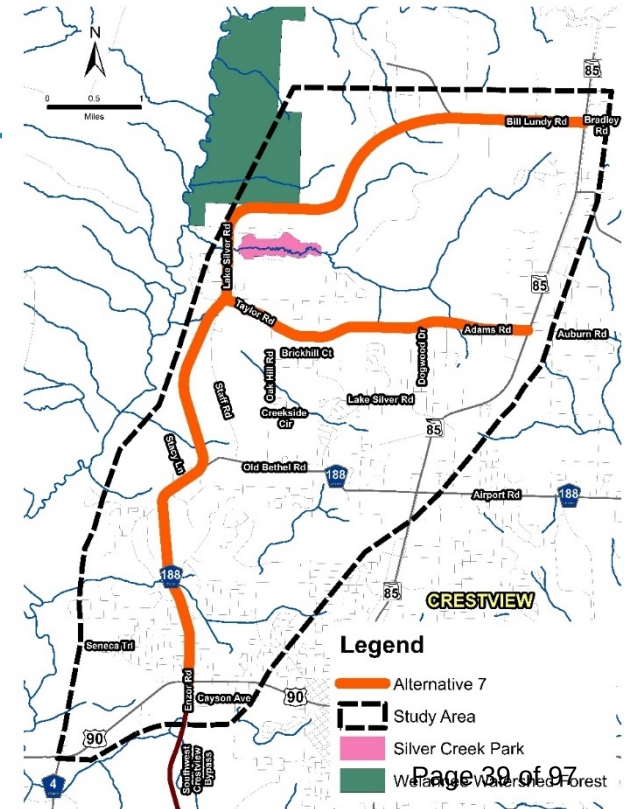


Council Motion

- Adopt the ACER for the Northwest Crestview Bypass as approved by the State and County.
- Direct staff to bring an ordinance to City Council that creates a Crestview Bypass Overlay District that helps organize roadway corridors in the Crestview area.
- Direct staff to work with the County to adopt a similar

TPO

- Set funding priority for Northwest Crestview Bypass PD&E Study.





Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Carlos Jones, Assistant Director
DATE: 4/4/2024
SUBJECT: Emergency Repair - Well 9

BACKGROUND:

As the 2024 FY Budget is being developed for the Water Division of Public Services, the budget included the total evaluation and repair of water well #9. Due to continuous excess debris infiltration at water well #9, it is imminent that the evaluation and repair be completed now.

DISCUSSION:

Water well #9 screen installation and gravel re-pack (see attached quotes) needs to be completed as an emergency, and has already been included in this Fiscal Year's budget. Water Division employees spend extra time at this location assessing and repairing to the best of their abilities, and the well is currently inoperable due to excessive sand debris infiltrating the water supply.

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

The financial impact already budgeted for this Fiscal Year is as follows: Capital expenses in the current FY Budget, Water Division Improvements account for Water Well #9 Gravel Pack Rehab. The item is budgeted at \$155,000.00 account # is 440-1633-533.63-00. Donald Smith Company is the most cost-effective quote that has been selected at a cost of \$152,361.00, which does not include repairs or replacement of pump parts. Three quotes were evaluated and all have been attached.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve this emergency expenditure for Gravel Pack and Rehab of Water Well #9 utilizing vendor Donald Smith Company.

Attachments

1. Rowe Drilling Water Well #9 Repack and Repair 1
2. Griner Drilling - Crestview #9 Reconstruction
3. Donald Smith Company Well 9 Quote



Rowe Drilling a division of
A. C. Schultes of Florida, Inc.
7584 W. Tennessee St.
Tallahassee, FL 32304
24 Hour Service
(850) 576-1271
Fax (850) 575-6636

February 13, 2024

Dear,
Mr. Nicholas McLeod
City of Crestview

RE: Crestview Well # 9 Liner installation

Dear Client;

In accordance with your request, Rowe Drilling a division of A.C. Schultes of Florida, Inc. is pleased to present the following proposal based on all the information you have provided:

Scope of Services:

*Mobilize rig and crew
Pull pumping equipment
Perform video survey of the well
Install 280' of 10" well screen 0.040" slot (from 506' to 786') and 80' of SS riser pipe (from 426' to 506')
Install gravel pack from 786' to 446' using 8/16 sized gravel
Install development equipment and perform well development by swabbing and airlifting
Install customers pumping equipment
Perform well disinfection
Startup permanent pumping equipment*

Total Estimated: | \$ 281,700.00

Bid Clarifications:

*Please add 1.5% to the total estimated if Bonding is required.
Water quality sample and analysis by others
Client shall provide stable and overhead clear access to the well location
Client shall provide a location within 200' of the well for water discharge
The client shall provide a water source within 200' of the well location
Pricing does not include any electrical work
All other services, except noted above, are excluded
This quote is valid for 60 days*

Sincerely,

Juan C. Cepeda

Juan C. Cepeda

Donald Smith Company, Inc.

746 East Main Street • Headland, Alabama 36345 • (334) 693-2969 • Fax (334) 693-3089

February 8, 2024

Mr. Nick McLeod
City of Crestview
715 North Ferndon Road
Crestview, FL 32536
850-546-0234

AP/B

RE: Screen Installation for Well 9

Dear Mr. McLeod:

Donald Smith Company, Inc., is pleased to present the following proposal to install a new screen and gravel pack into Well 9. Our work will include:

- Pull the existing pump, evaluate for repair 2 days
Peerless 12LD – 7 stage pump with strainer set
with 340' of 8" x 1.5" water lubricated column
assembly
For information purposes, to replace the pump
complete from pump head down new, would be approximately
\$57,520.00, \$10,600.00 for the pump bowl and \$46,920.00 for the
column assembly, roughly (\$138.00/ft). Every effort will be
made to reuse or repair parts, as appropriate, to minimize cost.
- Perform Dynamic Video pumping well at up to 1000 4 days
gpm to evaluate well conditions
- Install 10" x 280' of 0.040" slot continuous wire 2 days
wrapped 304 stainless steel screen at depth of
approximately 506' to 786' in depth. 10" x 80', 0.25"
wall of stainless steel lap pipe will be set at a depth
426' to 506'
- 8/16 gravel pack will be installed from the base of the 2 days
screen to approximately 40' above the screen.



Donald Smith Company, Inc.

746 East Main Street • Headland, Alabama 36345 • (334) 693-2969 • Fax (334) 693-3089

- The well will be developed via jetting, airlifting and pumping processes 4 days
- Install permanent pump, start up pump, disinfect well and return to service 3 days

As listed, we estimate 17 days of work to complete the project at a cost of **\$152,361.00, plus repairs or replacement of pump parts.**

Thanks very much for the opportunity to provide this quote. Please do not hesitate to contact me with any questions.

Respectfully submitted,


Bob Baker



Water Wells • Pumps & Service • Utility Construction
Drilling Wells and Pumping Water Since 1946

BRANCH
P.O. Box 38
Shannon, MS 38868
Phone: (662) 767-9777
Fax: (662) 767-3107



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Girard, City Clerk
DATE: 4/1/2024
SUBJECT: Approval of City Council Regular Meeting Minutes of March 25, 2024

BACKGROUND:

The City Council routinely approves minutes from prior meetings.

DISCUSSION:

The draft minutes were distributed to the Council 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

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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

n/a

RECOMMENDED ACTION

Motion to approve the City Council regular meeting minutes of March 25, 2024.

Attachments

1. 03252024 City Council Regular Meeting Minutes Draft

City Council Minutes DRAFT
March 25, 2024
6:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:00 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 Girard, City Attorney Jonathan Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Stallworth of Evelenar Baptist Church

Pastor Stallworth of Evelenar Baptist Church led the City Council in the Invocation and Kadance Fredericksen led the Council in the Pledge of Allegiance.

3. Open Policy Making and Legislative Session

Mayor JB Whitten declared a quorum was present and went over the rules and procedures.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Councilmember R. Bullard and seconded by Councilmember J. Blocker to approve the agenda, as presented.

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

5. Presentations and Reports

5.1. Child Abuse Awareness Month Proclamation

Councilmember Cyndie Brown said she has worked for the Department of Children's Services, so she read the proclamation declaring April as "Child Abuse Awareness Month." She called Kadance Fredericksen forward to receive the proclamation.

Kadance Fredericksen spoke on the effects of child abuse. She mentioned prevention starts with education.

5.2. American Red Cross Life Saving Award Proclamation

Mayor JB Whitten mentioned he was a training monitor volunteer when he first came to Crestview. He then read a proclamation declaring March as "Red Cross Month".

Samantha Youngren, Program Manager, accepted the proclamation.

5.3. Friends of the Library

Paul Farnsworth of the Friends of the Library came forward. He went over the mission explaining all funds raised are given to the library. The book sale is the main income source. He added the last sale was so successful that they need a larger

venue. They asked that the rental fee be waived for their August sale.

Mayor JB Whitten suggested amending the request to create a partnership with the Friends of the Library to allow for the Community Center to be used for the book sales at no charge.

Mayor JB Whitten called for action.

Motion by Councilmember Joe Blocker and seconded by Councilmember Cynthia Brown to approve the partnership with the Friends of the Library to hold book sales at the Community Center at no charge.

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

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Ryan Bullard to approve the Consent Agenda, as presented.

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

6.1. Approval of Easement Granted by Okaloosa County School Board

6.2. Planning and Development Board Appointments

6.3. Approval of Amendment 9 – Operations Management International

6.4. Approval of City Council Regular Meeting Minutes of March 11, 2024

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1965 - Noise Ordinance Amendments

Senior Planning Administrator N. Schwendt presented Ordinance 1965, Noise Amendments, to the City Council stating it is a clarification of the noise regulations regarding construction activities and sound amplification.

He then asked the City Clerk to read Ordinance 1965 by Title.

City Clerk Maryanne Girard read Ordinance 1965 aloud: An Ordinance Amending Noise Regulations Within the City of Crestview; Providing For Amendment of Section 30-1 of the Code of Ordinances; Providing For Authority; 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 called for comment from the Council and from the public. In hearing none, he called for action.

Motion by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Ryan Bullard to approve Ordinance 1965 on 2nd reading for final adoption.

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

8. Ordinances on First Reading

8.1. Ordinance 1966 - Smoking in Twin Hills Park

Senior Planning Administrator N. Schwendt presented Ordinance 1966, Smoking Prohibition in Twin Hills Park, to the City Council explaining the smoking restriction areas in Twin Hills Park. He then asked the City Clerk to read the ordinance.

City Clerk Maryanne Girard Ordinance 1966 by Title: An Ordinance of the City of Crestview, Florida, Providing For Authority; Providing For Amending Chapter 58 of the Code of Ordinances to Prohibit Smoking Within Twin Hills Park as Authorized by Chapter 386.209 of the Florida Statutes; Providing For Filing of this Ordinance With the Clerk of the Circuit Court of Okaloosa County; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of All Ordinances or Parts of Ordinances In Conflict Herewith; and Providing For An Effective Date.

Mayor JB Whitten called for comment from the Council.

Discussion ensued on the designated smoking area behind the play park, the need for designated smoking areas in general, posting of signs, and placing of receptacles.

City Manager Tim Bolduc advised that the intent was to provide an area for smoking that is related to an activity.

A consensus could not be formed to remove smoking around the playground, or eliminate the designated area around the dog park, or at the pickle ball court.

Mayor JB Whitten called for comment from the public. In hearing none, he called for action.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Doug Capps to approve Ordinance 1966 on 1st reading and move to second reading for final adoption without the designated smoking area map.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Nays: Andrew Rencich. Ayes: 4; Nays: 1. Motion carried.

9. Resolutions

10. Action Items

10.1. Memorandum of Understanding- Murphy Oil Traffic Mitigation

Senior Planning Administrator N. Schwendt mentioned the development order for the Murphy Oil project, a gas station and convenience store, at 3702 South Ferdon Boulevard adding staff has reviewed the Memorandum of Understanding (MOU) for the traffic mitigation which provides for the developer to participate in costs not to exceed the total amount of \$65,700.00.

City Manager T. Bolduc stated he has received a question on the traffic coming out of Cracker Barrel Road. He mentioned it currently is an allowable use. The concern voiced is the danger when people cut across the road. So, with this MOU, it will allow for a small turn lane. He added we do not currently have the authority to make improvements to Cracker Barrel Road.

Discussion ensued on the benefits of the gas station, and the need for a left turn lane.

Councilmember D. Capps said DOT already had the plan in the works for a left turn lane even without Murphy Oil, and Senior Planning Administrator N. Schwendt added the County has a plan to add two left turn lanes. He added he will provide a timeline to the Council.

In response to the request from Councilmember R. Bullard about the John King intersection improvements, Senior Planning Administrator N. Schwendt will request information from the County regarding the plans.

Mayor JB Whitten called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Andrew Rencich to approve the MOU with Murphy Oil and send to the Mayor and City Clerk for signature.

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

10.2. Senior Center Improvements

City Manager T. Bolduc went over the improvements needed for the Senior Center. He stated the building has not had any improvements since 1995. The bathrooms, flooring and parking improvements are included.

Mayor JB Whitten called for comments from the Council.

Mayor JB Whitten said the Senior Center has been underused. The improvements are needed with the increased programs we have added.

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Doug Capps to approve a budget transfer in the amount of \$74,860 to complete the remodel of the Senior Center.

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

11. City Clerk Report

11.1. Monthly Update

City Clerk Maryanne Girard mentioned the staff report contains statistics on records management. She added that Deputy City Clerk Natasha Peacock had recently attended her first International Municipal Clerks regional training and was highlighted in the Florida Association of City Clerks member news.

12. City Manager Report

12.1. Financial Update - Finance Director

City Manager T. Bolduc mentioned the staff report contains links for the January Monthly Financial Statements, as well as the February Check Registers.

He updated the City Council on projects stating the curbing on Main Street has started. The Foxwood sewer improvements are moving forward, as well.

In response to Councilmember R. Bullard about the mitigation study proposal, City Manager T. Bolduc replied that the proposal is \$82,000, and the study is in staff review.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember R. Bullard asked about the sponsorship for the parks and the scoreboard. City Manager T. Bolduc said all of the leagues are sponsored. The sponsor's names will be on the sleeve of the jersey.

Councilmember R. Bullard also asked about adult leagues, and Parks and Recreation Director Brady Peters replied that baseball is offered currently, and flag football is in the works.

Councilmember C. Brown said Friends of the Library are doing a great job. She appreciates Shannon Hayes' support. She added she is proud of the work Jean McCarthy and the library are doing.

Councilmember Joe Blocker spoke about the trash scattered in the northeast section of the city, and City Manager T. Bolduc said he knew of the issue on Wilson but will follow up on Mr. Blocker's concerns.

Mayor Pro-Tem A. Rencich said he attended a public outreach with the city manager regarding the comp plan in the northwest area. He mentioned the next scheduled comp plan for the northwest area of the region is March 27th from 6 to 8 p.m. at the Community Center. He added we want the growth to stay where the people want it to stay.

Mayor JB Whitten said Triple B last Saturday was a success. The Easter Egg Hunt is on the 30th at Twin Hills Park at 10:15 a.m. He mentioned the Intergalactic Heroes on Main will be held on April 6th on Main Street.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 6:58 p.m.

Minutes approved this ___ day of ___, 2024.

JB Whitten
Mayor

Maryanne Girard
City Clerk
Proper Notice having been duly given



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 4/4/2024
SUBJECT: Ordinance 1966 - Smoking in Twin Hills Park

BACKGROUND:

HB 105 was approved by Governor DeSantis on June 24, 2022, allowing counties and municipalities to restrict smoking within parks that they own, or parks within a municipal jurisdiction that are owned by the County, where there is no conflict with a county ordinance. Previously, smoking restrictions were entirely preempted to the State. This change in Chapter 386.209 of the Florida Statute does not allow municipalities or counties to further restrict the smoking of unfiltered cigars.

DISCUSSION:

An ordinance was previously considered by the City Council to ban smoking within all parks within the City, pursuant to the change in statute. At that time, the Council decided not to move forward with the ordinance as it was written. Upon further consideration, staff has drafted an ordinance that proposes to ban smoking within Twin Hills Park, providing for designated smoking areas within the park, and to be posted by the City.

A preliminary exhibit designating smoking areas in the park has been provided for discussion or approval.

This ordinance was approved by the City Council at the March 25th 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.

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Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no expected financial impact upon the City resulting from the proposed ordinance.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1966 on Second Reading.

Attachments

1. Ordinance 1966 - Smoking in Twin Hills Park
2. Twin Hills Designated Smoking Areas - Revised

ORDINANCE: 1966

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR AUTHORITY; PROVIDING FOR AMENDING CHAPTER 58 OF THE CODE OF ORDINANCES TO PROHIBIT SMOKING WITHIN TWIN HILLS PARK AS AUTHORIZED BY CHAPTER 386.209 OF THE FLORIDA STATUTES; PROVIDING FOR FILING OF THIS ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT OF OKALOOSA COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Chapter 386.209 of the Florida Statutes formerly preempted the regulation of smoking to the State of Florida; and

WHEREAS, Citizens that currently utilize outdoor recreational facilities within the City limits are subject to unhealthy secondhand smoke from inconsiderate smokers; and

WHEREAS, a report by the United States Department of Health and Human Services, Surgeon General states that tobacco smoke contains over 7,000 chemicals, including hundreds that are toxic and up to 69 that are known to cause cancer, and exposure to secondhand smoke can cause numerous health problems and has been linked to cancer and other fatal diseases; and

WHEREAS, the staff analysis published for House Bill (HB) 105 references studies from United Health Foundation, America's Health Rankings, the Centers for Disease Control and Prevention, and others regarding the impact that smoking has on the health of citizens; and

WHEREAS, the Center of Disease Control states secondhand smoke is generally defined as smoke from burning tobacco products or smoke that is exhaled by a tobacco smoker; and

WHEREAS, the as reports referenced in the staff analysis for HB 105 further states that exposure to secondhand smoke can cause health problems and has been causally linked to cancer and other fatal diseases. Studies suggest that secondhand smoke in crowded outdoor areas can cause concentrations of air contaminants comparable to those caused by indoor smoking; and

WHEREAS, state law prior to FY 2022-2023 prohibited cities and counties from establishing reasonable smoke-free zones or designated smoking areas so that citizens can enjoy recreational facilities without encountering dangerous secondhand smoke; and

WHEREAS, HB 105, as amended, passed the Florida Legislature on March 2, 2022, and was adopted by the Governor on June 24, 2022, becoming effective on July 1, 2022; and

WHEREAS, the City Council determines a public health and safety need to prohibit smoking within certain areas within certain City parks.

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

SECTION 1 - AUTHORITY. The authority for enactment of this ordinance is Chapter 166.021, Florida Statutes, Section 386.209 of the Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – AMENDMENT OF CODE OF ORDINANCES SECTION 58-1 – USE REGULATIONS. Section 58-1 of the City of Crestview shall be amended as follows:

- (18) Smoking in Twin Hills Park Prohibited. Smoking and/or the use of vapor-generating devices within the boundaries of Twin Hills Park is prohibited as authorized by Chapter 386.209, F.S., except for designated smoking areas posted by the City. Unfiltered cigars are exempt from this provision.

SECTION 3 – 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 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 - SCIVENER'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. This ordinance shall take effect immediately upon its adoption.

Passed and adopted on second reading by the City Council of Crestview, Florida on the ____ day of _____, 2024.

Approved by me this ____ day of _____, 2024.

J. B. Whitten
Mayor

ATTEST:

Maryanne Girard
City Clerk

ORDINANCE 1966

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR AUTHORITY; PROVIDING FOR AMENDING CHAPTER 58 OF THE CODE OF ORDINANCES TO PROHIBIT SMOKING WITHIN TWIN HILLS PARK AS AUTHORIZED BY CHAPTER 386.209 OF THE FLORIDA STATUTES; PROVIDING FOR FILING OF THIS ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT OF OKALOOSA COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 386.209 of the Florida Statutes formerly preempted the regulation of smoking to the State of Florida; and

WHEREAS, Citizens that currently utilize outdoor recreational facilities within the City limits are subject to unhealthy secondhand smoke from inconsiderate smokers; and

WHEREAS, a report by the United States Department of Health and Human Services, Surgeon General states that tobacco smoke contains over 7,000 chemicals, including hundreds that are toxic and up to 69 that are known to cause cancer, and exposure to secondhand smoke can cause numerous health problems and has been linked to cancer and other fatal diseases; and

WHEREAS, the staff analysis published for House Bill (HB) 105 references studies from United Health Foundation, America's Health Rankings, the Centers for Disease Control and Prevention, and others regarding the impact that smoking has on the health of citizens; and

WHEREAS, the Center of Disease Control states secondhand smoke is generally defined as smoke from burning tobacco products or smoke that is exhaled by a tobacco smoker; and

WHEREAS, the as reports referenced in the staff analysis for HB 105 further states that exposure to secondhand smoke can cause health problems and has been causally linked to cancer and other fatal diseases. Studies suggest that secondhand smoke in crowded outdoor areas can cause concentrations of air contaminants comparable to those caused by indoor smoking; and

WHEREAS, state law prior to FY 2022-2023 prohibited cities and counties from establishing reasonable smoke-free zones or designated smoking areas so that citizens can enjoy recreational facilities without encountering dangerous secondhand smoke; and

WHEREAS, HB 105, as amended, passed the Florida Legislature on March 2, 2022, and was adopted by the Governor on June 24, 2022, becoming effective on July 1, 2022; and

WHEREAS, the City Council determines a public health and safety need to prohibit smoking within certain areas within certain City parks.

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

SECTION 1 - AUTHORITY. The authority for enactment of this ordinance is Chapter 166.021, Florida Statutes, Section 386.209 of the Florida Statutes, and Section 2 of the City Charter.

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SECTION 3 – 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 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 - SCIVENER'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. This ordinance shall take effect immediately upon its adoption.

Passed and adopted on second reading by the City Council of Crestview, Florida on the ____ day of _____, 2024.

Approved by me this ____ day of _____, 2024.

J. B. Whitten
Mayor

ATTEST:

Maryanne Girard
City Clerk

Twin Hills Park Designated Smoking Areas





Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: 1st reading no PDB

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, CDS Planning Administrator
DATE: 4/4/2024
SUBJECT: Ordinance 1967 Comprehensive Fee Schedule Amendment (Parks & Recreation)

BACKGROUND:

The City updates the Comprehensive Fee Schedule annually, at a minimum. Often there are additional amendments that need to be made throughout the year to create new fees, revise existing fees, or clarify such fees.

DISCUSSION:

The revisions included in this fee schedule amendment include the clarification of fees pertaining to Fairview Center (rather than Allen Park Community Center, as it was previously labeled), the revision/addition of deposits for events with alcohol at Spanish Trail Amphitheater and Fairview Center, additional rates for longer rental timeframes at Fairview Center and Twin Hills Gymnasium, and a simplification of Youth Sports registration fees.

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

Quality of Life- these 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

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The amendments to this fee schedule reflect the cost necessary to provide the services referenced therein. These amendments should not result in any additional financial impact to the City.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Ordinance 1967 on first reading and move to second reading for adoption.

Attachments

1. Attachment 1 - Parks and Recreation Fee Revisions

ORDINANCE: 1967

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR AN AMENDMENT UPDATING THE PARKS AND RECREATION SECTION OF THE COMPREHENSIVE FEE SCHEDULE; PROVIDING FOR FILING OF THIS ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT OF OKALOOSA COUNTY; PROVIDING FOR AUTHORITY; 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.

WHEREAS, the imposition of fees is a product of the City of Crestview's home rule power;

WHEREAS, the City Council of the City of Crestview finds that the collection of fees in an important measures which ensures that the City may continue to responsibly provide a variety of services to the public; and

WHEREAS, the City Council of the City of Crestview finds that it is necessary to amend the Comprehensive Fee Schedule to provide for fees that adequately provide the City the ability to continue to provide services to the public.

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

SECTION 1 – AUTHORITY. The City Council of the City of Crestview has authority to adopt this Ordinance pursuant to Section 166.021 and Section 163.31801, Florida Statutes and Article I, Section 2 of the City Charter.

SECTION 2 – COMPREHENSIVE FEE SCHEDULE AMENDMENT. The Parks and Recreation section of the Comprehensive Fee Schedule is hereby amended as attached (Attachment 1).

SECTION 3 - FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of the Circuit Court of Okaloosa County and with the Florida Department of State.

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 - SCIVENER'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. This ordinance shall become effective upon adoption.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 22nd day of April 2024.

Approved by me this 22nd day of April 2024.

J. B. Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk

Parks and Recreation			
Category	Fee Description	Current Rate	Implemented
Attendant Fees**	Apply to all indoor rentals, 4-hour minimum	\$25.00 per hour	Ordinance 1949
Before and After Hours	Before 8:00am (no earlier than 6:00am) After 10:00pm (no later than 1:00am)	\$25 per hour	Ordinance 1949
Governmental Rates (8 Hour Day) (Schools, Chambers, Governmental Agencies)	Inside Okaloosa County Outside Okaloosa County	\$150, \$20 per hour after 8 hours \$250, \$20 per hour after 8 hours	Resolution 2022-21
Early Setup and Late Tear Down (Subject to Availability)	The Day before or after an event	\$100.00 per day	Resolution 2022-21
Spanish Trail Amphitheater	Deposit	\$100 \$200	Resolution 2020-13 Ordinance 1967
	Alcohol (Non-profit only may sell alcohol)	\$300	
	0-2 Hours	\$75	Resolution 2020-13
	2-4 Hours	\$150	Resolution 2020-13
	4-8 Hours	\$200	Resolution 2020-13
	8+ Hours	\$300	Resolution 2020-13
	2 Day Rental (1 st day up to 8 hours, 2 nd day all day)	\$400	Resolution 2020-13
Senior Center (attendant fee applies)	Deposit	\$25	Resolution 2022-21
	Per Hour	\$10	Resolution 2022-21
Pavilions / Gazebo (Includes all pavilions at OSTP & Twin Hills and the gazebo at Twin Hills)	All Day	\$10	Resolution 2020-13
Allen Park	Deposit	\$0	Resolution 2020-13
	Per Day	\$25	Resolution 2020-13
Twin Hills Gymnasium *Attendant fee applies (NOT included in above prices)	Deposit	\$50	Resolution 2020-13
	0-2 Hours	\$150	Resolution 2022-21
	2-4 Hours	\$300	Resolution 2022-21
	4-8 Hours	\$560	Resolution 2022-21
	8+ Hours	\$700	Ordinance 1967
	2 Day Rental	\$850	Ordinance 1967
Library – Conference Room (rental must be made through library)	First Hour	\$50	Ordinance 1949
	Per Hour (not to exceed \$75 per day)	\$10 for Nonprofit/ \$25 for all other	Ordinance 1949
All Fields (Twin Hills – Football, Spanish Trail Park & Durrell Lee – Softball/Baseball)	Deposit	\$50	Resolution 2020-13
	Per Hour	\$10	Resolution 2020-13
	Per Hour for Lights	\$25	Resolution 2020-13
All Food/Craft Vendor Spaces			
	Per Space/240v	\$25	Resolution 2020-13
	With Electricity/Water	\$30	Resolution 2020-13
Bleacher Delivery	Each	\$250	Resolution 2020-13
Community Center (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident, 0-4 Hours*	\$280	Resolution 2022-21
	City Resident, 4-8 Hours*	\$380	Resolution 2022-21
	City Resident, 8+ Hours*	\$480	Resolution 2022-21
	City Resident, 2-day rental*	\$580	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$380	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$480	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$580	Resolution 2022-21
	Non-city Resident, 2 Day Rental	\$680	Resolution 2022-21

*Non-consecutive rentals will receive a 20% discount (deducted from original rental price); no more than 12 non-consecutive bookings per year will be allowed.

**The City reserves the right to assess additional attendant fees as needed.

Category	Fee Description	Current Rate	Implemented
Warriors Hall (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident, 0-4 Hours*	\$180	Resolution 2022-21
	City Resident, 4-8 Hours*	\$280	Resolution 2022-21
	City Resident, 8+ Hours*	\$380	Resolution 2022-21
	City Resident, 2 Day Rental*	\$480	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$280	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$380	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$480	Resolution 2022-21
	Non-city Resident, 2 Day Rental	\$580	Resolution 2022-21
Allen Park Community Fairview Center (Rates include attendant to open and close)	Deposit:	\$50 200	Resolution 2022-21
	Deposit with a Alcohol (Non-profit only may sell alcohol)	\$300	Resolution 2022-21 Ordinance 1967
	City Resident: 0-4 hours	\$75	Resolution 2022-21 Ordinance 1967
	City Resident: 4-8 hours	\$125	
	City Resident: 8+ hours	\$175	Resolution 2022-21 Ordinance 1967
	Non-city Resident: 0-4 hours	\$100	
Meeting Rooms	Non-city Resident: 4-8 hours	\$150	Resolution 2022-21 Ordinance 1967
	Non-city Resident: 8+ hours	\$200	
	Mtg. Rooms B1 or B2:		Resolution 2020-13
	First 2 hrs.	\$40	
	First 4 hrs.	\$60	
	Additional Hours	\$25	
	Capacity	25	
	Mtg. Room B:		Resolution 2020-13
	First 2 hrs.	\$40	
	First 4 hrs.	\$60	
Special Event Permit	Additional Hours	\$30	
	Capacity	50	
	Mtg. Room C:		Resolution 2020-13
	First 2 hrs.	\$40	
	First 4 hrs.	\$60	
	Additional Hours	\$30	
	Capacity	50	
	* Meeting Room rentals will be unavailable during Community Center Functions		
	Application fee	\$100	Ordinance 1957
	Barricade Fee (Includes Delivery & Setup)	\$175	
	Street Cleanup	\$500	
	Police Presence	\$30 per hr/per officer	
	Parade Traffic Plan	\$15	
	Trash Receptacle (each)	\$65	
	Electrician Fee (hourly)	\$200	
	Stage Rental Set-up	\$150	
	Bleacher Rental Set-up	\$250	
	Dumpster Rental	20 YD – Pull \$300/Disposal \$95 ton	
	Dumpster Rental	30 YD – Pull - \$400/Disposal \$95 ton	
	Street Sweeper	\$500	
	Utility Service Worker (per hr)	\$23.77	
	Laborer (per hr)	\$50/\$75	
	Port-a-Toilets reg/handicap	\$50/\$75	
	Hand Washing Station	\$75	

Special Event Penalty	Security violation	\$1000	Ordinance 1949
	Custodial service violation	\$200	
	Alcohol use without permit	\$300	
	Left over signage	\$5 per sign	
Entertainment/Amusement	Circus	\$300	Ordinance 1949
	Promotors	\$300	
	Carnival	\$300	
Category	Fee Description	Current Rate	Implemented
Youth Sports Registration	City Resident First Child	\$60	Ordinance 19567
	Second Child	\$50 (total \$110)	
	Third Child	\$40 (total \$150)	
	Fourth Child	\$40 (total \$190)	
	Fifth Child	\$40 (total \$230)	
	County Resident First Child	\$65	
	Second Child	\$55 (total \$120)	
	Third Child	\$45 (total \$165)	
	Fourth Child	\$45 (total \$210)	
	Fifth Child	\$45 (total \$255)	
	Cheer (per child)	\$65	
Penalty for violation of Chapter 58 – Parks and Recreation	“Any person convicted of any violation under this chapter shall be punished...” [See Section 58-3 for full scope of fine]	\$50.00	Resolution 2020-13
*Proof of City residency required			
**The City reserves the right to assess additional attendant fees as needed			
***Multiple Bookings – non-consecutive days will receive a 20% discount (no more than 12 non-consecutive bookings allowed per year)			

Library			
Category	Fee Description	Current Rate	Implemented
Membership	Library Cards – Okaloosa County Residents	1 st Card is Free	Resolution 2020-13
	Replacement Cards	\$2.00	Resolution 2020-13
	12-month Out of Network (Not otherwise eligible for library services)	\$60.00 per person/year	Resolution 2020-13
	6-month out-of-network (Not otherwise eligible for library services)	\$30.00 per person/6 months	Resolution 2020-13
	In-network , non-resident	\$40.00 per family/year	Ordinance 1949
	Note: Resident: a person living in Okaloosa County, or a non-resident property owner who pays ad valorem taxes to Okaloosa County Out-of-network: non-resident persons who do not physically reside in Okaloosa County or the Panhandle Library Access Network (PLAN) service area. Post office boxes and mailbox rental business addresses are not accepted as proof of residence, Non-resident memberships must be purchased in-person at a member library location. In-network: non-resident persons living in the service area of the PLAN. Libraries in these counties contribute toward PLAN services available to Okaloosa County residents. Includes: Escambia, Santa Rosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, and Jefferson counties.		
Service and Convenience Items	Copies (black &white only)	\$0.15 per page	Resolution 2020-13
	Faxes (sending or receiving, except for ACCESS Florida)	\$1.00 per page	Resolution 2020-13
	Jump drives (4GB)	\$7.00 each	Resolution 2020-13
	Earbuds	\$1.00 each	Resolution 2020-13
Miscellaneous Fees	Replaced CD/DVD cases	\$2.00	Resolution 2020-13
	Lost/damaged items	Cost of item or replacement in kind	Resolution 2020-13
	Telescope lost or damaged	\$200.00	Resolution 2020-13
	Miscellaneous Repair or Processing	\$2.00	Resolution 2020-13



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Carlos Jones, Assistant Director
DATE: 4/4/2024
SUBJECT: Barge - Sewer System Hydraulic Modeling, Phase 2 Task Order

BACKGROUND:

Barge Design was contracted to complete hydraulic sewer modeling for our City. This task order will initiate phase 2 of this operation.

DISCUSSION:

This project is a continuation of Phase 1 and will provide the city with an updated GIS system with the known features, delineated as pump station basins that can be used to evaluate the existing system (for superfluous inflows) and help the city plan for the future. The scope of services is summarized into the following major tasks: Task 1 – Sewer GIS Updates Task 2 – Sewer Data Collection and Review Task 3 – Preliminary Model Assembly Task 4 – Preliminary Sewer Basin Infrastructure Plan Development. The attached map shows phase 2 in pink, and as shown, it will be the most extensive of all phases, and includes the greater downtown areas 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

The cost associated with this request is \$427,000. Funding is available in Sewer Impact Fees.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Phase 2 of this hydraulic modeling project.

Attachments

1. Phase 2 TO City Wide Sewer Model signed



This Task Order, effective the date last signed below, by and between City of Crestview, Florida (**City**) and Barge Design Solutions, Inc. (**Barge**) for the **Sewer System Hydraulic Modeling, Phase 2** (Project) is in accordance with the terms and conditions of the Professional Engineering Continuing Services Contract dated May 11, 2021, as renewed/extended August 12, 2022, and as amended January 9, 2023 (Agreement), all of which terms and conditions are incorporated herein by reference.

The Project is described in **Exhibit A – Scope of Services**, attached.

For performance of the Project authorized under this Task Order, **Client** agrees to pay **Barge** for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with **Exhibit B – Schedule of Standard Charges**. The estimated cost to perform the scope of work as defined in **Exhibit A** is \$427,000.00. The budget status will be summarized monthly in our progress report and invoice submittal.

City of Crestview, Florida	Barge Design Solutions, Inc.
By:	By: 
Printed Name:	Printed Kevin W. Kennoy, P.E. Name:
Title:	Title: Vice President
Address:	Address: 600 Grand Boulevard, Suite 302 Miramar Beach, FL 32550
Date Signed:	Date Signed: March 27, 2024

Barge Design Solutions, Inc. (Barge) is proposing the following scope of services for the City of Crestview, Florida (Client) to provide hydraulic modeling and planning services for Phase 2 of the Sewer System Hydraulic Modeling Project, in accordance with Task Order No. 2024-2. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule

I. Project Description

The City of Crestview Sewer Division manages and operates a wastewater collection, transmission, and treatment system. The system is divided into four major basins that can each be divided into subbasins that contribute flow to a pump station (see Figure 1). Crestview currently has approximately 80 active lift stations and several planned or private lift stations. Phase 2 includes providing sewer basin infrastructure planning support to map lift stations and their contributing collection system, for a part of the system.

This project is a continuation of Phase 1 and will provide the Client with an updated GIS system with the known features, delineated as pump station basins that can be used to evaluate the existing system (for superfluous inflows) and help the Client plan for the future.

Discussions with the Client and review of the Client's existing GIS information have been the sources of information for determining the tasks and estimated level of effort for this task order. Given the preliminary nature of the information, the level of effort may change as new information is obtained. The budget status will be summarized monthly in our progress report and invoice submittal.

II. Scope of Services

The scope of services is summarized into the following major tasks:

- Task 1 – Sewer GIS Updates
- Task 2 – Sewer Data Collection and Review
- Task 3 – Preliminary Model Assembly
- Task 4 – Preliminary Sewer Basin Infrastructure Plan Development

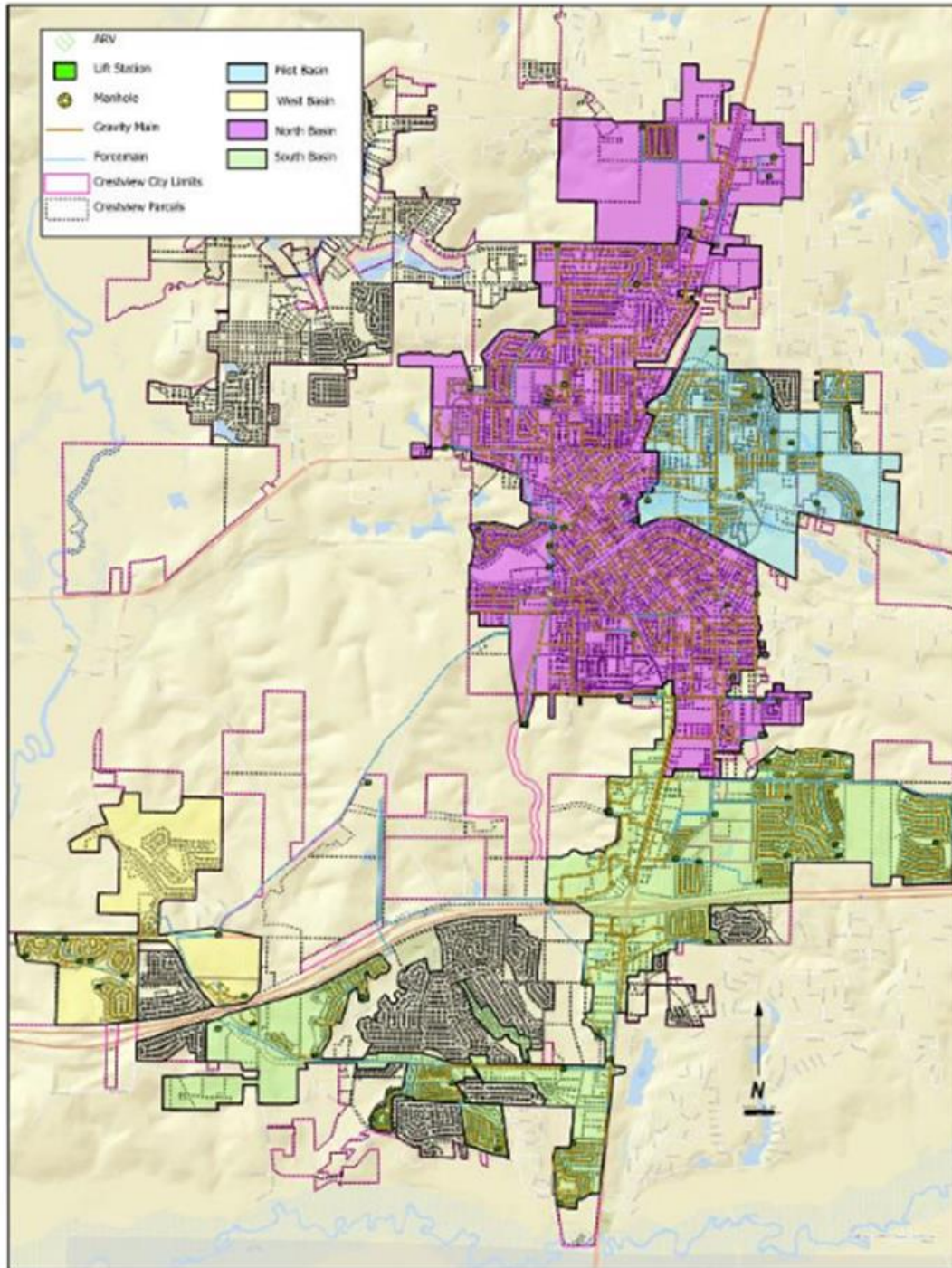


Figure 1, Crestview Sewer System

The following sections provide a description of the purpose, activities, deliverables, and assumptions anticipated for each of the tasks. Throughout the project, Barge will manage the activities of our staff and subconsultants, coordinate monthly status meetings with the Client's staff, and submit monthly invoices with updated schedules and cost projections as applicable.

Task 1 – Sewer GIS Updates

This task will update the newly obtained condition assessment data in the Client's GIS system per the recommended standards in Phase 1. The updates will include the GIS features defined in Phase 1 under this Task Order. Barge will provide the following services:

- Meet with Client staff to review its current GIS (to take place during the project kickoff meeting).
- Update the GIS databases in a similar structure periodically as more data is obtained.

Meetings:

The following meetings will be conducted as part of this task:

- GIS review meeting prior to the final deliverable of data.

Deliverables:

The following deliverables will be provided as part of this task:

- Presentation and incorporation of data.

Task 2 – Sewer Data Collection and Review

After reviewing infrastructure and operational data as obtained in Phase 1, Barge will assess data gaps for the areas under Phase 2. Additional data required will be flagged for collection. This Task Order is based on an assessment of the service area of the North and South Basin, however, if possible, additional data may be collected if permissible within the project budget.

As part of this task, Barge will collect information for sewer system features within the described service area as required for the assembly of the model, including installed metered data for up to 12 meters throughout the entire system. The data collection task includes the following activities:

1. System connectivity and attributes will be developed by collecting data on the sewer system manholes and structures necessary to complete a contiguous sewer system network within the North Basin service area. Service laterals and other private assets are excluded from this survey.

2. Barge's data collection will include a level and format of data that allows for incorporation into (1) GIS software, (2) modeling software, (3) future sewer maintenance planning, and (4) future hydraulic capacity analyses. Collection of the attributes to allow for these future benefits only adds a small amount of effort when already visiting a sewer structure for inventory purposes. Barge proposes to collect/develop the following attributes for the manholes and structures.
 - a. Unique facility identifier
 - b. Photograph of location, photograph of interior, photograph inside connecting pipes
 - c. Survey-grade horizontal coordinates (x, y) and elevation data (z) (rim elevation for structures and invert elevation of pipes)
 - d. Sewer structure type
 - e. Dimensions for connecting pipes
 - f. Flow direction for connecting pipes
 - g. Condition assessment – include a condition grade of structures (assessed from ground level) while collecting the field data that can be used to prioritize future maintenance planning activities. The proposed format will follow a simplified NASSCO based format:
 - i. Grade 0: The asset is in excellent condition and has no documented defects. It is similar to that of new construction with no installation defects. This asset is at or near the beginning of its design life.
 - ii. Grade 1: The asset is in good condition with only minor installation defects or defects which are minor in nature as a result of its service life so far. This asset is expected to have 20 or more years of remaining service life.
 - iii. Grade 2: The asset is in moderate condition with several minor defects. These minor defects, although not currently affecting its intended use, will likely impact the overall length of the asset's service life. This asset is expected to have 10-20 years of remaining service life.
 - iv. Grade 3: The asset is in fair condition and has one or more moderate defects, but such defect(s) do not appear to be ones that would be considered being of imminent risk of failure. This asset is less than 10 years from the end of its useful or design life.

- v. Grade 4: Although the asset is partially or fully serving its intended purpose, the asset is in poor condition and has significant defects which are of imminent risk of failure. Failure may occur at any time resulting in this asset being upgraded to a Grade 5. This asset is at the end of its useful or design life.
- vi. Grade 5: The asset has already failed and is no longer serving its intended purpose. This asset has already surpassed its useful or design life.
- h. Crews will be formed with one Barge employee and one Client employee. The Client employee will have the use of a City of Crestview truck. Barge will provide the survey equipment (including pole camera). The crews will be equipped with mobile devices capable of storing referenced attributes based on the GIS schema developed in Phase 1. Spatially enabled photographs will be taken with the device to automatically tie-in with the data form. Data collection tasks are anticipated to include:
 - i. Collect field data using GPS equipment.
 - ii. Conduct systematic spot-checks and compare surveyed data to existing GIS data.
 - iii. Format the collected information for incorporation into the Client's GIS database.
 - iv. Transfer to the Client for continued use.
 - v. Produce overview maps indicating extent of inventory.
- i. Barge will provide and install, through its subconsultants, up to 12 flow monitoring devices at pre-selected pump stations for temporary flow monitoring. The flow monitoring is anticipated to be for a three-month period, pending weather that will provide usable data. The flow monitoring will occur throughout the City's entire collection system simultaneously.
- j. Barge will perform draw-down tests for the pump stations included in the described area.

Meetings:

The following meetings will be conducted as part of this task:

- Kickoff-Meeting (includes Data Collection Review and Model Development)
- Up to two Microsoft Team Meetings, as needed, during the data collection task

Deliverables:

The following deliverables will be provided as part of this task:

- Final deliverable of a single geodatabase containing the up-to-date data of the pilot area of the sewer system. This information will be in a usable format for future system analyses. This will contain the information listed in a. through g.

Assumptions:

The following assumptions are applicable to the above scope of services:

- The North Basin is assumed to have approximately 660 manholes. This scope includes a maximum of 1,100 manholes encompassing the North Basin and part of the South Basin.
- Barge will require access to manholes from 7am – 7pm during weekdays.
- Notices will be sent out by the Client to property owners that have manholes located on their property.
- The sewer system to be inventoried has right-of-way access and no entry to private property is required.
- Private manholes or manholes belonging to other utility companies will not be surveyed.
- Barge personnel will not be entering manholes or confined spaces to collect assessment data; pipe sizes, materials, and other attributes will be determined based on a visual inspection from the ground surface, outside of the manhole.
- This survey includes collection of assets that are on the mainline gravity sewer system; clean outs and lateral pipes will not be located unless they are visible inside of the manhole structure.
- Client will provide access to lift stations and assist in operating the pumps for performing drawdown tests (up to three tests).
- Client will provide available SCADA data for lift stations and any available flow monitors.
- This scope includes three months of flow monitoring at up to 12 locations. Additional monitoring locations or duration will be additional services.
- Inaccessible structures will be noted in the geodatabase for informational purposes for later access and collection. A list will be developed for a

monthly coordination meeting with the Client to give the Client the opportunity to clear the required access, after which the feature will be revisited at the end of the basin survey.

- The basic condition assessment is assumed to be completed visually from ground level during the field data collection with the use of a pole camera, but without CCTV.

Task 3 – Preliminary Model Assembly

Assembly of a model for the surveyed area will be diverted to Phase 3. Modelling efforts for this phase will be limited to map updates and structuring the data for inclusion in the model.

For this task, Barge will provide the following services:

- Flow Monitoring Data:
 - Delineate monitoring areas and linear footage serving each area.
 - Develop a plan for temporary flow monitoring at up to 12 monitoring sites.
 - Implement temporary flow monitoring program.
 - Collect confirmation data by the flow monitoring vendor one week after installation.
 - Collect 5-minute (or shorter interval) flow data by the flow monitoring vendor on their web service.
 - Service the monitors and rainfall gauges for up to three months by the flow monitoring vendor.
 - Identify dry-weather periods.
 - Develop diurnal flow patterns for flow monitoring locations.
 - Identify rainfall events for further analysis. Optimally, the rainfall event will be isolated (with at least 72 hours preceding dry conditions), large enough to show a system response and widespread so that all flow monitors and rain gauges experience a response.
- The wastewater system hydraulic model for the pilot area will be developed using pre-selected software in consultation with Barge. The data collected in the previous task will be used to develop the model. The model development process and assumptions will be discussed with the Client in a workshop. Any information gaps or issues with model development will be discussed with the Client.

- Manhole invert and rim elevations will be based on survey data collected during the project and input into GIS. This GIS infrastructure data will be imported into the model.
- Manning's roughness for sewers will be based on pipe material (where available) and adjusted as needed during the model calibration.
- C-factors for force mains will be based on pipe material and age and adjusted as needed during the model calibration.
- Force main alignment will be imported from GIS data.
- Locations of high points as well as rising and falling sections will be obtained from record drawings.
- Manufacturer pump curves supplied by the Client will be used to define pumps in the model. Drawdown testing, where available, will be used to validate the pump curves.
- As-built drawings will be used to input area and depth for wet wells.

Meetings:

The following meetings will be conducted as part of this task:

- System Evaluation Workshop
- Up to three additional Microsoft Team Meetings, as needed, during system evaluation

Deliverables:

The following deliverables will be provided as part of this task:

- Flow Monitoring Database

Assumptions:

The following assumptions are applicable to the above scope of services:

- The Client will provide as built or record drawings for all force mains to be included in the model.
- Barge will provide, install, and maintain up to 12 hybrid lift station flow monitors with level sensors for constant speed monitors for the temporary study.
- Where data are unavailable or not attainable in a timely manner, the infrastructure will be included in the model as inactive elements. These elements can be activated when data is available to input into the model.

Task 4 – Preliminary Sewer Basin Infrastructure Plan Development

Barge will connect the parcel development densities using GIS tools to the newly obtained sewer data to identify areas within each sewer basin that have likely potential for future development.

Meetings:

The following meetings will be conducted as part of this task:

- Up to two Microsoft Team Meetings, as needed, during the Plan development task

Deliverables:

- Updated Database containing future flow sub-catchments

Assumptions:

The following assumptions are applicable to the above scope of services:

- Detailed opinions of probable construction costs are assumed not to be part of this scope.

III. Project Schedule

The preliminary project schedule for the described activities is shown in the table below. Approximate durations are shown in calendar days after Notice to Proceed, from the previous sequential task. All dates are based on timely receipt of field and Client-supplied data and may be adjusted after data is received.

Tasks	Duration (Calendar Days)
Sewer System Hydraulic Modeling, Phase 2	240 days total
Task 1 – Sewer GIS Review	240
Task 2 – Sewer Data Collection and Review	240
Task 3 – Preliminary Model Assembly	240
Task 4 – Preliminary Sewer Basin Infrastructure Plan Development	240



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 4/4/2024
SUBJECT: Appointment of Mayor Pro-Tempore

BACKGROUND:

Per the Charter, the City Council shall select from among its members a Mayor Pro-Tempore. The Mayor Pro-Tempore shall serve in the absence or disability of the mayor, preside over the meetings of the City Council and perform all the duties and exercise all authority of the mayor. The Mayor Pro-Tempore shall retain all voting privileges of an elected member of the City Council.

DISCUSSION:

Appointment of a Council member to serve as the Mayor Pro-Tempore for one year.

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

A motion to appoint a Mayor Pro-Tempore to serve for one year beginning April 8, 2024.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, CDS Planning Administrator
DATE: 4/4/2024
SUBJECT: Adoption of Affordable Housing Advisory Committee Recommendations

BACKGROUND:

In April of last year, the City of Crestview took the steps necessary to establish an Affordable Housing Advisory Committee (AHAC), pursuant to the statutory requirements for participation in the State Housing Initiative Partnership (SHIP) program.

Per those same statutory standards, and due to the size of our allocation, the AHAC is required to meet only once to carry out the responsibilities enumerated in the statute. Per Florida Statutes Sec. 420.9076, the AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Crestview housing activities that impact the production of affordable housing. Additionally, the AHAC is specifically directed by statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076(a)-(k).

DISCUSSION:

The attached report, based on a template provided by the Florida Housing Finance Committee, evaluates the above as required by statute, and consolidates it into a concise format. There are not any recommendations formed to adopt any new incentive strategies, but there are recommendations for the City to implement the provisions of certain strategies via amendments to the Comprehensive Plan and Land Development Code. These include adoption of a requirement to consider the effect of code and policy changes as it pertains to the cost of housing, adoption of density bonus provisions, and adoption of expedited review of development orders and permits for affordable housing developments. The report also provides a general timeframe for the completion of each recommended action.

The report was approved by the AHAC on March 25th, and has been forwarded for your consideration and adoption of the recommended actions therein.

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

Quality of Life- these 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

There is no measurable financial impact anticipated through the adoption of the proposed recommendations.

RECOMMENDED ACTION

Staff respectfully requests a motion to adopt the Affordable Housing Advisory Committee Report of Recommendations.

Attachments

1. City of Crestview AHAC Report of Recommendations

City of Crestview

Affordable Housing Advisory Committee

2024 Report of Recommendations

Affordable Housing Advisory Committee
Report to Board of City of Crestview
SHIP Affordable Housing Incentive Strategies

SUBMITTED TO: CITY OF CRESTVIEW CITY COUNCIL DATE SUBMITTED: _____

SUBMITTED TO: FLORIDA HOUSING FINANCE CORPORATION DATE SUBMITTED: _____

PREPARED BY: Nicholas Schwendt

BACKGROUND

As a recipient of State Housing Initiative Partnership funds, the City of Crestview established an Affordable Housing Advisory Committee on April 24th, 2023, as required by the Florida Statutes, Sec. 420.9076. The AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Crestview housing activities that impact the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

As approved by the City Council, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing.

COMMITTEE COMPOSITION

The City Council appointed or re-appointed members to the Committee on February 26th, 2024. Florida Statutes, Sec. 420.9076(2) lists the categories from which committee members must be selected. Each AHAC must have a locally elected official from the county or municipality participating in the SHIP program. The locally elected official must be a City or County Commissioner. The elected official will count as a member of the AHAC for purposes of meeting the number of members requirements. There must be at least eight committee members, but not more than eleven, with representation from at least six of the following categories:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.

- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included here, along with their category affiliation:

Name	Category Represented	Date Appointed
1. Ryan Bullard	Elected Official	2/26/24
2. Nitsi Bennett	A citizen engaged in the residential home building industry in connection with affordable housing.	2/26/24
3. Derek Lott	A citizen engaged in the banking or mortgage banking industry in connection with affordable housing.	2/26/24
4. Doug Shephard	A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.	2/26/24
5. Cecil Williams	A citizen who is actively engaged as a not-for-profit provider of affordable housing.	2/26/24
6. Shannon Hayes	A citizen who actively serves on the local planning agency.	2/26/24
7. Alex Barthe	A citizen who represents employers within the jurisdiction.	2/26/24
8. Josh Vargason	A citizen who represents essential services personnel, as defined in the local housing assistance plan.	2/26/24

AFFORDABLE HOUSING RECOMMENDATIONS

The AHAC has reviewed local government plans, policies, and procedures; ordinances; regulations; statutes; and the comprehensive plan, among other documents applicable to affordable housing, for evaluation of their impacts on affordable housing. Further, the AHAC has specifically considered and evaluated the strategies set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on this review and evaluation, the AHAC has formulated recommendations to the City Council that it incorporate into its housing strategy certain changes designed to encourage and facilitate the production of affordable housing.

The AHAC, from its review, consideration, evaluation, and recommendations, drafts and submits this report to the City Council, to the Florida Housing Finance Corporation, and the Florida Housing Coalition, as the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program, which details the scope of its work and the resulting recommendations.

From the review and evaluation of the local government documents listed here, the AHAC makes these recommendations to the City Council that it incorporate into its housing strategy. The AHAC has reviewed, considered, and evaluated the following the strategies provided in the SHIP Statute at Florida Statutes, Sec. 420.9076 (4):

- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.
- (b) All allowable fee waivers provided for the development or construction of affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) Affordable accessory residential units.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

EXPEDITED PERMITTING

Meeting Synopsis: The City of Crestview is currently able to, and actively does adaptively respond to affordable housing requests and provide priority handling of such applications. Expedited permitting is not addressed within the City's Comprehensive Plan or Land Development Code explicitly.

Existing Strategy: The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is administratively expedited to a greater degree than other projects, though the strategy is not explicitly addressed in the Comprehensive Plan or Land Development Code.

AHAC Recommendation: Adopt, in the Comprehensive Plan and Land Development Code, language addressing the implementation of procedures to prioritize and expedite the permitting process for developments that are considered affordable, as defined in Chapter 420 of the State Statutes.

Schedule for Implementation: 12 months – Comprehensive Plan changes; 24 months – Land Development Code changes.

FEE WAIVERS FOR AFFORDABLE HOUSING

Meeting Synopsis: The City of Crestview does not currently have a mechanism to waive water and sewer impact fees. The only impact fees that the city currently collects are related to the City's Water, Sewer and Stormwater Systems. The funds for these utilities are deposited into an enterprise fund (funded solely by revenues from customers) and their fee structure is set by regulatory guidelines, so they cannot be waived. The City is able, through various grant programs, to offset some utility-related or other fees for affordable housing developments.

Existing Strategy: The City will continue to be proactive regarding opportunities to use grant funds to offset water and sewer tap fees, as well as other applicable development-related fees.

AHAC Recommendation: No change, leave as is.

Schedule for Implementation: N/A

FLEXIBLE DENSITIES

Meeting Synopsis: The City does not currently address density bonus provisions for affordable housing in the Land Development Code and Comprehensive Plan. The recently passed Live Local Act serves to circumvent density maximums in certain zoning districts in conjunction with affordable housing projects. The City is currently working on a rewrite of its Comprehensive Plan, which will allow the addition of density bonus provisions for affordable housing, with policy requiring implementation in the Land Development Code as well.

Existing Strategy: The city is subject to, and follows, the statutory guidelines set forth by the Live Local Act that provide for density flexibility across zoning districts within the city.

AHAC Recommendation: No change to adopted incentive strategies at this time. Implement density bonus provisions for affordable housing in the Comprehensive Plan during the current rewrite process and adopt accompanying standards within the Land Development Code after the Comprehensive Plan is complete.

Schedule for Implementation: 12 months – Comprehensive Plan changes; 24 months – Land Development Code Changes

RESERVATION OF INFRASTRUCTURE CAPACITY

Meeting Synopsis: The City of Crestview currently does not reserve capacity for any development until a development order is issued, and there is no proactive reservation of capacity for affordable housing or any other specific type of development. The expedition of the permitting process for affordable housing developments per 420.9076(4)(a) allows for affordable housing developments to reach the stage of development order issuance before other projects, potentially allowing a more favorable timeline for reservation of infrastructure capacity.

Existing Strategy: No specific strategy.

AHAC Recommendation: No change at this time.

Schedule for Implementation: N/A

PARKING AND SETBACK REQUIREMENTS

Meeting Synopsis: The City of Crestview Land Development Code does not contain specific parking or setback flexibilities with regard to affordable housing developments. That being said, it does provide flexibility in general for any type of development. Section 8.06.06 of the LDC allows for relaxation of codified parking requirements when supported by a parking study derived from competent sources. For example, the city has seen up to a 25% decrease in the number of necessary parking spaces through some of these studies that have been provided. Section 3.04.05 allows for flexibility of up-to 10% of a required setback or required parking through the Administrative Waiver process. Section 3.05.06 provides for Planned Unit Developments, which allow for greater flexibility in development-specific setbacks.

Existing Strategy: The City of Crestview Land Development Code currently allows for parking and setback flexibility.

AHAC Recommendation: No change at this time.

Schedule for Implementation: N/A

AFFORDABLE ACCESSORY RESIDENTIAL UNITS

Meeting Synopsis: The City's Land Development Code allows accessory residential dwellings in residential zoning districts that allow single-family residential use (R-1E, R-1, R-2, R-3 and MU). Design standard requirements and structure placement requirements have been evaluated by staff to reduce costs as much as is feasible to allow the construction of affordable accessory residential units.

Existing Strategy: The City allows accessory residential structures in all residential zoning districts and the mixed use zoning district.

AHAC Recommendation: No change at this time. Staff should continue to research how other communities address accessory residential units.

Schedule for Implementation: N/A

FLEXIBLE LOT CONFIGURATIONS

Meeting Synopsis: The City provides for flexibility in lot configurations in two different ways. Section 3.04.05 allows for flexibility of up-to 10% of a required setback or lot coverage requirement through the Administrative Waiver process. And Section 3.05.06 provides for Planned Unit Developments, which allow for greater flexibility in development-specific design standards, including lot sizes, widths, setbacks, etc.

Existing Strategy: The City allows flexible lot configurations to encourage diversity in housing.

AHAC Recommendation: No change at this time.

Schedule for Implementation: N/A

MODIFICATION OF STREET REQUIREMENTS

Meeting Synopsis: The City allows for a number right-of-way widths, depending on the type of road proposed. Required right-of-way width for standard public roads is 50 feet, dead end roads with less than 30 units is 40 feet, and one way streets are 30 feet. These variations allow for flexibility in the design of developments, including those for affordable housing. Additionally, the City allows flexibility in the width of private rights of way so long as there is sufficient access for maintenance of utilities and sufficient width to meet road width requirements.

Existing Strategy: No existing strategy specific to affordable housing, but current requirements allow for flexibility.

AHAC Recommendation: No change at this time. Staff should continue to research other options to address this strategy.

Schedule for Implementation: N/A

PROCESS OF ONGOING REVIEW

Meeting Synopsis: There is currently no formal process for the consideration of policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing, though such consideration is made by staff in the drafting of such aforementioned items. Staff may invite the AHAC to comment on any future updates to the housing section of the Comprehensive Plan to evaluate if proposed changes will result in an increased cost of housing. Staff shall adopt policy in the Comprehensive Plan requiring the local government to consider the effect that proposed changes in the Comprehensive Plan, Land Development Code, policy, or procedures would have on the cost of housing within the City.

Existing Strategy: No formal policy currently exists.

AHAC Recommendation: Staff may invite the AHAC to comment on any future updates to the housing section of the Comprehensive Plan to evaluate if proposed changes will result in an increased cost of housing. Staff shall adopt policy in the Comprehensive Plan requiring the local government to consider the effect that proposed changes in the Comprehensive Plan, Land Development Code, policy, or procedures would have on the cost of housing within the City.

Schedule for Implementation: 12 months – Comprehensive Plan changes

PUBLIC LAND INVENTORY

Meeting Synopsis: The City has prepared and adopted an inventory list of City-owned properties which are suitable for development of affordable housing. This list is available to the public and developers alike upon request. It should be noted that at this time there are few properties that are both suitable for affordable housing development while also being unencumbered by plans for other public improvement. It is expected that this list will grow following increased acquisition of property through the City's code enforcement process, and the inventory list will be re-evaluated by council as need be in response to the acquisition of additional properties by the City.

Existing Strategy: The City maintains an inventory list available to the public or developers upon request.

AHAC Recommendation: No change at this time.

Schedule for Implementation: N/A

SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

Meeting Synopsis: There are not currently any major transportation hubs within the city limits of Crestview. Staff will continue to coordinate with the Okaloosa/Walton TPO as well as the Okaloosa Transit Cooperative in the formulation of transit plans, programs and policies which may lead to the creation of transit systems, more expansive transit networks or transportation hubs within, or near the city limits. The aforementioned Live Local Act provisions in statute provide for development of affordable housing in commercial and industrial zones that would largely be located within or near employment centers or mixed-use areas.

Existing Strategy: None

AHAC Recommendation: No change at this time. Staff should continue transportation-related coordination with the TPO and Okaloosa County.

Schedule for Implementation: N/A



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Girard, City Clerk
DATE: 4/2/2024
SUBJECT: Monthly Update

BACKGROUND:

The monthly update is provided.

DISCUSSION:

Codification –A draft has been sent to the legal department of CivicPlus for review. A new attorney has been assigned.

Public Records – For the March 2024 period, we received 94 new requests, with 29 open, 1 day on average to fulfill all requests, 100 requests were closed, and 8 requests were fulfilled outside of the average response time by the end of the period. The average number of hours to fulfill a request was .5 hours at a cost of \$9.34 for staff. We have received \$121.00 in payments for the March 2024 reporting period. Community Development (64) and the Police department (21) received the most requests per department with the remaining dispersed between the remaining departments.

Laserfiche –The public records portal located on the City Clerk page at: <https://city-of-crestview-fl.nextrequest.com/>. The portal is utilized to enhance the historical integrity and preservation of our records and ensure records are accessible on a routine basis, as well as in the event of a disaster. The total number of additional pages for March 2024 was 145,239.

We are working with the Sourcewell state contract and Mcci Innovations who have viewed the backlog of records that will need to be scanned and indexed to free up much needed storage space. We should have an estimate in the next month.

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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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

n/a

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: April 8, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Administrative Services Director
DATE: 4/4/2024
SUBJECT: Strategic Plan Quarterly Review

BACKGROUND:

The first strategic plan for the City of Crestview was adopted on June 10th, 2019. This plan established our vision, mission statement, and strategic focus areas. The plan also identified goals and strategies for improving in these focus areas.

The strategic planning process included a community survey; this survey received over 1400 responses. A stakeholder meeting with 70 participants, including members of the business and non-profit community, department heads, city council members, county government leaders, and local military representatives. During this meeting, we discussed the results of the community survey, SWOT analysis, and future goals. The City Council confirmed its priorities, focus areas, and reviewed new strategic goals during a budget workshop in July 2023. In September 2023, the City Council adopted the 2023-2028 strategic plan.

DISCUSSION:

In 2023, the City of Crestview purchased software for digitizing our strategic plan. This software is known as ClearPlans by ClearGov. ClearGov also houses the City's annual budget. This software is aimed at increasing communication and transparency.

Staff will present the second quarter progress of the strategic plan in the new interactive format.

GOALS & OBJECTIVES

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

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Play- Expand recreational and entertainment activities within the City

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FINANCIAL IMPACT

There is no financial impact for this presentation.

RECOMMENDED ACTION

No action required.

Attachments

None