

City Council Budget Special Meeting Minutes
July 8, 2024
9:00 a.m.
Crestview Library – 145 Commerce Drive

1. Call to Order

The Budget Special Meeting of the Crestview City Council was called to order at 9:00 a.m. by Mayor JB Whitten. Board members present: Mayor Pro-Tem Doug Capps. Council members: Andrew Rencich, 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. Pledge of Allegiance

The Pledge of Allegiance was led by City Attorney Jonathan Holloway.

3. Open Policy and Legislative Session

Mayor JB Whitten declared a quorum was present.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Andrew Rencich and seconded by Mayor Pro-Tem Doug Capps to approve the agenda, as presented.

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

5. Consent Agenda

City Manager Tim Bolduc explained that Item 5.1 is regarding the signing of the agreement for Foxwood Estates only.

Mayor JB Whitten called for action.

Motion by Councilmember Cynthia Brown 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.

5.1. New Grinder Pump Fee

5.2. Fire Resource Management Software Contract

6. Action Items

6.1. Interlocal Agreement - Dorcas Fire District Coverage

City Manager Tim Bolduc mentioned the agreement is necessary to provide temporary coverage to the residents within the jurisdictional boundaries of the Dorcas Fire District until they can operate on their own.

City Attorney Jonathan Holloway explained that this is expanding our area of service, as we already provide mutual aid. This is a response to the Statute.

Mayor JB Whitten called for comment from the Council.

In response to Councilmember R. Bullard, City Manager Tim Bolduc said this will help them as we pick up the area in the northwest area of Okaloosa County.

City Attorney Jonathan Holloway said north Okaloosa does not handle the area at the north county line. He added there are potential benefits with an additional unit to respond to calls.

City Manager Tim Bolduc said it gives a sure footing in picking up life support services, as well as providing additional training.

Motion by Councilmember A. Rencich and seconded by Mayor Pro-Tem D. Capps to approve the Interlocal Agreement for Dorcas Fire District coverage, as written. Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

6.2. Safe Haven Baby Box Lease and Service Agreement

City Manager Tim Bolduc went over the history of the need and location of the Safe Haven Baby Box. The location is temporary, as it will be moved when a fire station is built. The box is monitored 24 hours a day per law.

Mayor JB Whitten called for comment from the Council.

Councilmember C. Brown said we have been talking about this for over three years and thanked City Attorney Jonathan Holloway, as well as Chief Holland, who worked extensively on this project. She thanked the City Council for voting to support the project.

In response to Mayor JB Whitten, on whether the expense of creating the space in the fire station is included in the initial fee, City Attorney Jonathan Holloway replied we would need to create the space, which is estimated at \$25,000. The initial fee is \$15,000.00. City Manager Tim Bolduc added there is a budget line item that could be used.

In response to Councilmember A. Rencich about a life cycle plan to add to the budget, City Attorney Jonathan Holloway replied that Safe Haven Baby Box will handle the repairs, if needed.

Mayor JB Whitten called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Ryan Bullard to approve that the Mayor and City Clerk to execute an agreement with Safe Haven Baby Box, Inc.

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

6.3. Preliminary Budget Presentation

Mayor JB Whitten announced the formal rules for participation are waived.

City Manager Tim Bolduc provided an overview of the meeting. He mentioned four different locations for shopping centers planning to come to the city. We need water and wastewater for the location next to the library. Next week, we will talk about the capital improvement program and prioritize the capital projects. He added the operational budget is balanced.

Regarding the CRA budget, Betsy Roy has submitted her request to retire effective October 1st. He mentioned the position will not be filled yet, as we have major capital projects, and the grant award budget will be reduced.

City Manager Tim Bolduc will introduce a different approach to reduce the budget for personnel; look at other ways as we transition out of the COVID area in the Cash carry forward area; set our priorities for capital projects, as we approved two million in capital projects; discuss reducing the millage rate, discuss what is needed for the fee schedule; discuss moving fire inspection to the building department to make sure the user of the service will pay instead of the resident.

City Manager Tim Bolduc went over the strategic focus areas, adding you have to put your time and money into what you care about. He said everything we do is based on the core values and culture of the community. We have created a business-friendly culture, so we will discuss how to offset that.

City Manager Tim Bolduc went over the pooled cash every quarter. All of our projects are unencumbered, and the fund balance is \$13,517,210, which does not include what is in reserves or emergency funding.

The capital projects on Main Street total about \$6,036,563, which includes change orders to date. He explained the 53 parking spaces added which give us more to include the lot behind Desi's. There is potential for ten more.

For the Mirage roundabout, it is in the design phase. The city received an additional \$300,000 from the County for the design. He added the mobility study is a cross-jurisdictional project.

For the Redstone project, the total from sales tax money is \$1,250,000. He mentioned the Brookmeade Park project is in the design state at \$656,365, the Rotary Park project totaling \$290,353 will break ground with construction to start August 2024.

Twin Hills Children's Park is at \$1,166,015, the Library furniture is ordered totaling \$30,000, and the Vineyard Village construction begins in October at \$900,928.

The Foxwood Septic Sewer is ongoing at \$1,107,219, and we have received about 20 customers who have signed up.

The Benjamin Street project is in the permitting stage at \$500,000 with a November 2025 estimated time frame.

The Arena Road water tank project is out for bid and will service everything on the west side. The bond is set at \$4,300,000 with an estimate of April 2026. Carlos Jones added this is 700,000-gallon tank.

In response to Councilmember R. Bullard on the source of the funding, City Manager T. Bolduc replied that SRF is the funding source, so it is not municipal bonds at the moment. The DEP revolving fund has a good interest rate.

City Manager T. Bolduc said the Lift Station #5 is in the procurement state at \$478,500. He added the WWTP upgrades include RIBS and totals \$10,797,156.

City Manager T. Bolduc explained that we will try to get funding from the State. He explained the Appropriations chair decides where the funding goes. Regarding grant funding, he said we are building on rapid growth. He explained that grant programs have to have systems in place, and we are just getting to that level.

City Manager T. Bolduc updated the Council on the Total Project Management contract with Ajax stating we are in the final negotiations. Ajax will do a Master Plan and help us to prioritize projects.

He also updated the Council regarding the Sports Complex status stating we are determining whether we will move the sprayfields or purchase property. We need to ensure we can afford the sports complex and whether we can utilize the sprayfields as a location.

City Manager T. Bolduc went over the vehicle fleet stating staff decided to continue to lease with Enterprise on a rotation basis. Our total replacement cost is \$700,000 to include the entire management program. The leasing replacement reduces the cost. He asked for permission to move forward with the vehicles at the \$700,000 allocation and approval to replace 26 vehicles.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to replace 26 vehicles and allocate \$700,000.

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

City Manager T. Bolduc went over the fee schedule and requested to add the new grinder pump fee set at \$7 maintenance charge in the utility fee schedule.

Discussion ensued on whether the fee should be mandatory or offer an opt-in option.

City Attorney J. Holloway explained we had a code enforcement issue about two years ago and the owner was cited for allowing the sewage to flow into the yard. He

added we have a lien on the property, so if we had the fee, we could control the maintenance.

Discussion ensued on the financial impact upon lower income residents, whether the developer should have to pay on new construction, and the DEP permitting requirements.

City Manager T. Bolduc went over the 1% proposal for water/wastewater rate increases. He said the rate allows us to make the necessary improvements without borrowing money.

Discussion ensued on the impact on the citizens, and the need to build up reserves to cover future growth.

He asked for a motion to approve the addition of the \$7 fee voluntarily on current customers, make it mandatory for future customers and implement the rates for water and sewer.

Motion by Councilmember A. Rencich and seconded by Mayor Pro-Tem Capps to approve the addition of the \$7 fee by making it voluntary for current customers, mandatory for future customers and implement the rates for water sewer.

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

City Manager T. Bolduc called for a five-minute break at 10:50 a.m.

Mayor JB Whitten convened the meeting at 10:55 a.m.

City Manager T. Bolduc went over the permitting fee schedule for life safety plan review fees. When the fees were originally set up, it was for safety, but the new fee is geared for the acquisition of the permitting. He added the training officer will handle safety. He said we will certify all of our inspectors.

Motion by Mayor Pro-Tem D. Capps and seconded by Councilmember R. Bullard to approve permitting fees, as presented.

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

City Manager T. Bolduc went over the personnel changes suggesting a 4.5% merit increase, 2.5% COLA for all staff, and a 3% adjustment for the FLSA exempt staff. For last two years, the adjustments were unfavorable for technical employees. Discussion ensued on addressing compression between line staff and executive employees, the incentives provided in a competitive market, the sell back leave program, new positions, and position changes.

City Manager T. Bolduc went over the reorganization with Dispatch going from Fire

to Police. Lindsay Garrett will be the civilian Operations Manager which encompasses Code Enforcement and Animal Control. One of the majors may retire in the upcoming year, and two lieutenants will be brought in as a solution for advancement instead of adding another major position. He added that there is a 3.5% increase for Florida Blue.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to approve personnel changes with police, 2.5% COLA, 3% adjustment for the FLSA exempt staff, 4.5% merit increase and the leave sell back program.

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

Regarding the CRA, City Manager T. Bolduc asked for a consensus to remove the director's position from the budget, approve the grants, and improve City Hall parking lot.

In response to Councilmember C. Brown, regarding the Officer Memorial, City Manager T. Bolduc asked Parks and Recreation Director Brady Peters to research it. City Attorney J. Holloway mentioned it was for the wall on the Commons, so Wayne Steele will also look into it.

City Manager T. Bolduc mentioned we will add signage for public parking, and for downtown beautification, we have a sidewalk stain line item. This will stain the concrete for protection. We will use CRA dollars. In response to Councilmember A. Rencich on timing, City Manager T. Bolduc explained that the developer could do it now as part of the scope. Mayor Pro-Tem D. Capps added the contract needs to have stipulations regarding damage of the sidewalks if spray paint is used during the events.

Mayor Whitten asked about speakers for events, and Wayne Steele replied that the actual quotes are not in yet, but the speakers will go into the planters.

Motion by Councilmember Cynthia Brown and seconded by Mayor Pro-Tem D. Capps to approve recommendations from staff on the CRA budget.

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

City Manager T. Bolduc went over the cost allocation study that will determine whether each department is paying their fair share over the budget. This will fairly distribute costs and allow for better decision-making. CRI is providing an audit study to determine the allocations are being evenly distributed. The amount of \$400,000 is allocated for budgeted expenditures which will show how the funds are fairly distributed.

6.4. Proposed Millage Rate & Tentative Hearing

City Manager Tim Bolduc went over the proposed millage rate change. The total

budget is \$13,007,989, and the rate is proposed at 6.7466. The current year's proposed millage rate is 6.7466. This is more than the rollback rate by 1.14.

Motion by Councilmember Doug Capps and seconded by Councilmember Andrew Rencich to approve setting the proposed millage rate at 6.7466 and setting the hearing dates for the tentative budget hearing on September 16, 2024 and final budget hearing September 23, 2024.

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

City Manager Tim Bolduc called for a break at 11:35 a.m.

7. Comments from the Mayor and Council

Mayor JB Whitten resumed the meeting at 11:40 a.m.

City Manager Tim Bolduc went over the Strategic Plan stating that the motto is “Choose the View.” The focus will be to continue to improve our local parks, as we work toward the sports park. He added painting the library, as it is important to keep the facility well-maintained. Regarding the community character, we will continue to work on eradicating blight.

He went over the “Keep Crestview Beautiful” initiative. Councilmember R. Bullard suggested partnering with Rocky Bayou School on their clean-up efforts. Administrative Services Director Jessica Leavins stated that the city partnered with United Way to assist them in their cleanup efforts, and it was successful.

City Manager Tim Bolduc went over partnerships with our sporting events. The Crestview Police Foundation will also sponsor kids in sports.

He mentioned the Fire Department has launched a battalion chief training program that helps the new generation to learn to develop the best processes and systems in place for the future. He went over the training in other departments, as well.

Administrative Services Director Jessica Leavins said we have partnered with the Chamber of Commerce and Youth Opportunity Summit in Crestview Communications Unlimited for their entrepreneur program.

City Manager Tim Bolduc added that in the Communication area, we are connecting with our community and went over the resources for the food event this past weekend. We also had a successful fundraiser for our Police Foundation to raise money for “Cops for Kids” and the Po-Po Poker Run.

City Manager Tim Bolduc mentioned we are working on the Employment Engagement Survey. He went over customer service training, the tuition assistance grants, and the 85% employee retention, as we are trying to give them growth opportunities.

City Manager Tim Bolduc said we will meet in the Council Chambers next Monday from

8 to 10 in the morning, as a vote on the CPI schedule is necessary. It will involve the funding of carryover and future projects.

Mayor JB Whitten called for comment from the Council.

In response to Councilmember Joe Blocker regarding how many grants we have pending, City Manager Tim Bolduc responded that we have six.

Mayor JB Whitten said the 4th of July event went well and thanked staff.

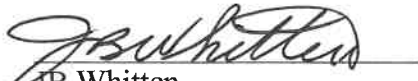
8. Comments from the Audience

Mayor JB Whitten called for comment from the public.

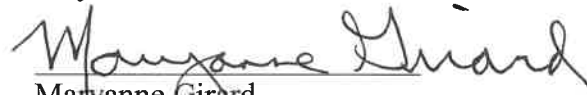
9. Adjournment

Mayor JB Whitten adjourned the meeting at 12:09 p.m.

Minutes approved this 12th day of August 2024.


JB Whitten

Mayor


Maryanne Girard
City Clerk

Proper Notice having been duly given

