



CITY of CRESTVIEW
COMMUNITY REDEVELOPMENT AGENCY

**COMMUNITY REDEVELOPMENT AGENCY
SPECIAL MEETING AGENDA
APRIL 28, 2025
5:30 P.M.
COUNCIL CHAMBERS**

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Open Policy Making and Legislative Session**
- 4. Approve Agenda**
- 5. Action Items**
 - 5.1. Arts and Education Center
 - 5.2. Main Street Association Agreement
- 6. Comments from the Board**
- 7. Comments from the Audience**
- 8. Adjournment**

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.



Staff Report

CRA MEETING DATE: April 28, 2025

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director
DATE: 4/24/2025
SUBJECT: Arts and Education Center

BACKGROUND:

During the April 14th, 2025 City Council meeting, approval was received for the mayor to sign the lease for 189 N Main St for the purposes of housing an arts and learning center in the downtown area. The lease was signed 4/22/2025. Staff believe this project not only continues to encourage economic development downtown by bringing families downtown, but also provides additional art and educational activities in our downtown area.

DISCUSSION:

The lease for this space has been covered by a sponsorship. However, the city will be responsible for the utilities. Due to the space's purpose and location, the utilities will be funded through the CRA.

GOALS & OBJECTIVES

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

To revitalize the district capitalizing on current resources and recognized opportunities

Market the District

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

FINANCIAL IMPACT

The utilities for this property are estimated at \$14,000 for this fiscal year. These funds will be absorbed by the fiscal year 2025 CRA through unspent capital improvement funds.

RECOMMENDED ACTION

Staff respectfully requests the City Council approve the expenditure of funds for the downtown arts and learning center and the corresponding budget transfer.

Attachments

None



Staff Report

CRA MEETING DATE: April 28, 2025

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director
DATE: 4/24/2025
SUBJECT: Main Street Association Agreement

BACKGROUND:

Each year, the CRA enters into an Administrative Support Agreement with the Main Street association.

DISCUSSION:

The Administrative Support Agreement provides for various forms of support to the CRA from the Main Street Association, as well as to the Main Street Association from the CRA. This includes the office space within the CRA building, police and fire/public services/public information services during certain events, and collaboration with the CRA regarding events and future planning, among other things.

The agreement is attached for consideration.

GOALS & OBJECTIVES

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

Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program

FINANCIAL IMPACT

The agreement includes payment of \$10,000.00 from the CRA to the Main Street Association, which is less than the amount last year, which was \$50,000.00.

RECOMMENDED ACTION

Staff respectfully requests that the Board approve the agreement as provided, and send to the Chair for signature.

Attachments

1. CRA MSCA Agreement

ADMINISTRATIVE SUPPORT AGREEMENT

This Administrative Support Agreement (the "Agreement") is entered into by and between the City of Crestview, Florida Community Redevelopment Agency (the "CRA") and Main Street Crestview Association, Inc. ("MSCA").

A. Purpose. The purpose of this Agreement is to set forth the mutual understandings and agreements between the parties concerning their collaborative relationship and certain administrative support provided by MSCA to achieve a mutual goal to enhance and benefit the CRA's downtown corridor.

B. Roles and Responsibilities.

The CRA agrees to:

1) Pay to the MSCA the total sum of \$10,000 in two installments, one in November and one in April, as consideration for MSCA's administrative support to the CRA as set forth herein. MSCA is responsible for invoicing the CRA 30 days prior to the due date of any payment called for in this Agreement.

2) As further consideration for MSCA's administrative support, the CRA will provide public services/public information/police and fire as determined by the City in its discretion for the following MSCA events which shall be held on Main Street in Crestview, Florida:

- a) Fall Festival;
- b) Christmas Parade;
- c) Christmas Market; and
- d) Triple B.

3) As additional consideration for MSCA's administrative support, the CRA will seek fee waivers from the City in the event MSCA needs additional permitting from the City for the above events, and the CRA will attempt to secure available equipment in the City's fleet to the extent reasonably required by MSCA for the above events.

4) The CRA will also provide office space to MSCA at the CRA's location at 114 Main Street, for the MSCA Executive Director and Executive Assistant, without charging rent or utilities to MSCA.

5) Provide MSCA with documentation of past event personnel costs respective to the special event pricing to accommodate MSCA's budgeting.

MSCA agrees to:

6) Provide the following administrative support to the CRA:

- a) Provide an annual budget to the CRA for MSCA administrative support in March for the CRA's use in future budgeting;
- b) Promote the CRA in MSCA events;
- c) Distribute promotional materials provided by the CRA;
- d) Assist the City and/or CRA with events as requested by the CRA and approved by MSCA's executive board, and if additional payment is required MSCA agrees to negotiate such costs with the CRA;

e) Provide event insurance and licenses/certifications for all events MSCA conducts in the City;

f) Attend not less than monthly meetings with CRA representative and other City staff as determined by the City, to discuss events and future planning;

g) Coordinate and conduct two pre-event meetings to take place prior to each of the events listed in B.2. above. Event cancellation policy: If it is determined at the pre-event meeting that a cancellation is possible, an additional meeting will be held no later than two (2) hours prior to the event with MSCA, the CRA and City Manager or designee to make the final decision on event cancellation/postponement and public messaging;

h) Staff at no cost to the CRA (other than the CRA's provision of office space as set forth in B.4. above) a "Welcome Center" for all CRA/City needs and supply patrons and businesses with public information regarding MSCA events, CRA and City events, and other public information topics;

i) Promote the Downtown District Happenings and Downtown Businesses via social media and other resources; and

j) Promote the City/CRA at MSCA tent during all Main Street events.

7) Create an Ex-Officio, non-voting board position for the City Manager or designee, to promote City involvement in MSCA board meetings.

C. Timeframe. This Agreement is for the budget period beginning on October 1, 2024 and ending on September 30, 2025.

D. Public Records.

Main Street Crestview Association, Inc. as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1) Keep and maintain public records required by the public agency in order to perform the service.

2) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.

3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and

4) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt

or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

5) If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:

**City Clerk, City of Crestview
198 North Wilson Street
P.O. Box 1209
Crestview, Florida 32536
(850) 682-1560 Extension 250
cityclerk@cityofcrestview.org**

6) In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

E. Integration. This Agreement is the complete agreement between the CRA and MSCA and may be amended only by written agreement signed by each of the parties.

F. Effective Date. The effective date of this MOU is October 1, 2024.

CITY OF CRESTVIEW, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

By: _____
Title: _____

MAIN STREET CRESTVIEW ASSOCIATION, INC.

By: Znezi Spencer-Medlock