



CITY of CRESTVIEW

COMMUNITY REDEVELOPMENT AGENCY

**COMMUNITY REDEVELOPMENT AGENCY
SPECIAL MEETING AGENDA
SEPTEMBER 29, 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. CRA Resolution 2025-22 - CRA Budget Adoption
 - 5.2. Main Street Administrative Support Agreement Renewal
- 6. CRA Director Report**
- 7. City Manager / CRA Administrator Report**
- 8. Comments from the Board**
- 9. Comments from the Audience**
- 10. Adjournment**

All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne 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: September 29, 2025

TYPE OF AGENDA ITEM: Resolution

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director
DATE: 09/25/2025
SUBJECT: CRA Resolution 2025 - 22 CRA Budget Adoption

BACKGROUND:

Annually, the CRA must pass a resolution adopting the upcoming year's budget.

DISCUSSION:

Attached to this item is the budget to be adopted, along with the accompanying resolution.

As previously discussed with the board in past meetings, the bulk of the budget pertains to the sidewalk staining of Main Street, now that the project is complete, as well as lights and decorations for the holidays on Main Street, as well as improvements to the Arts and Learning Center. We are continuing to budget for the facade and code compliance grant programs within the CRA, offered to businesses downtown. As traction for redevelopment picks up, it allows the CRA to incentivize business development that will contribute to our strategic plan goal of creating an 18-hour day downtown.

Since Community Development Services has integrated CRA functions into the department, many incidental and operational costs were able to be substantially reduced or eliminated. There is a slight increase in travel expenses due to the cost of different CRA-related conferences that staff attends.

GOALS & OBJECTIVES

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

To revitalize the district capitalizing on current resources and recognized opportunities

1. Maintain and Strengthen the Façade Grant Program
2. Enhance Public and Private partnerships
3. Re-emphasize and incentivize the Crestview Main Street Program
4. Enhance the Aesthetics of the District
5. Expand Activity in the District
6. Promote Arts in the downtown and entire CRA district
7. Develop a commercial incentive program to encourage new development, economic activities and job creation

FINANCIAL IMPACT

The budget as proposed will have a neutral financial impact on the City, as the expenditures budgeted for are equal to the revenues expected.

RECOMMENDED ACTION

Staff respectfully requests a motion to adopt Resolution 2025-22, adopting the FY26 CRA Budget.

Attachments

1. Exhibit A - FY26 Budget CRA

RESOLUTION: 2025- 22

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF CRESTVIEW, FLORIDA ADOPTING A BUDGET OF \$686,606.00 FOR FISCAL YEAR 2026, BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Community Redevelopment Agency of the City of Crestview is required each year to adopt a budget for the next fiscal year; and

WHEREAS, any amendments to the budget may be accomplished within line items of the budget with the approval of the Finance Director; and

WHEREAS, any amendments to the overall budget may be accomplished by the Community Redevelopment Agency Board by a formal Resolution:

BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – The Crestview Community Redevelopment Agency hereby approves and adopts the budget for its Fiscal Year 2026, attached hereto as Exhibit A.

SECTION 2 – The budget approved and adopted by this Resolution shall be effective October 1, 2025.

SECTION 3 – This Resolution shall take effect immediately upon its adoption.

Passed and adopted by the Community Redevelopment Agency of the City of Crestview, Florida on the 29th day of September, 2025.

ATTEST:

Maryanne Girard, City Clerk

Approved by me this 29th day of September, 2025.

Chair

670-0311 CRA

Actual 2024	Adopted Budget 2025	Account Number		Description	Quantity	Unit Cost	Department	FY2026 Department Totals	% of Change
Revenues									
\$118,395	\$125,996	330	0000	County	1	\$125,996		\$140,769	12%
\$222,113	\$221,897	381	0000	City	1	\$221,897		\$244,471	10%
\$0	\$225,000	389	9001	Carry Forward	1	\$225,000		\$301,366	34%
\$664	\$1,500	361	0000	Interest	12	\$1,500		\$0	-100%
\$700	\$0	369	0000	Miscellaneous	0	\$0		\$0	0%
\$250,000	\$0	334	5000	State Grants					
\$591,872	\$574,393			Total Revenue				\$686,606	20%
				Total Personal Costs				\$0	0%
Operating Expenses									
\$0	\$1,000	511	3101	Legal Fees				\$0	-100%
\$0	\$5,000	511	3103	Engineering Fees	1	\$0		\$0	-100%
\$5,250	\$8,000	511	3200	Auditing Fees	1	\$6,000		\$6,000	-25%
\$86,819	\$10,000	511	3400	Contractual Services				\$10,000	0%
				Main Street	1	\$10,000			
\$1,628	\$8,500	511	4000	Travel and Per Diem				\$3,000	-65%
				FRA Conference	1	\$3,000			
\$521	\$700	511	4100	Communications				\$0	-100%
				Phone	1	\$0			
\$975	\$5,000	511	4400	Rentals & Leases				\$0	-100%
				Portable Toilets	1	\$0			
\$1,697	\$2,500	511	4500	Insurance				\$2,600	4%
				Insurance	1	\$2,600			
\$0	\$200	511	4700	Printing	1	\$0		\$0	-100%
\$686	\$1,200	511	5100	Office Supplies				\$0	-100%
				Misc.	1	\$0			
\$4,182	\$3,000	511	5200	Operating Supplies				\$0	-100%
\$35	\$200	511	5201	Uniforms	1	\$0		\$0	-100%

670-0311 CRA

Actual 2024	Adopted Budget 2025	Account Number		Description	Quantity	Unit Cost	Department	FY2026 Department Totals	% of Change
\$13,037	\$25,000	511	5203	Advertising				\$0	-100%
				Marketing	1	\$0			
\$0	\$1,000	511	5218	Rewards & Recognition	1	\$0		\$0	-100%
\$500	\$1,800	511	5400	Dues & Subscriptions				\$1,800	0%
				FRA	1	\$1,000			
				Chamber	1	\$500			
				DEO	1	\$300			
\$0	\$500	511	5600	Training	1	\$0			-100%
\$115,330	\$73,600			Total Operating Costs				\$23,400	-68%
Capital Costs									
\$37,737	\$352,500	512	6300	Improvements				\$400,000	13%
				Sidewalk Stain Mainstreet	1	\$320,000	\$320,000		
				Lights/Décor	1	\$50,000	\$50,000		
				Arts & Learning Center	1	\$30,000	\$30,000		
\$0	\$1,400	512	6400	Equipment				\$0	-100%
\$37,737	\$353,900			Capital Expenses				\$400,000	13%
Grants & Transfers									
\$62,299	\$122,893	512	8201	Grants				\$245,000	99%
				Downtown Grants	1	\$245,000			
\$19,000	\$24,000	581	9000	Transfers	1	\$18,206		\$18,206	-24%
\$81,299	\$146,893			Total Grants & Transfers				\$263,206	79%
\$234,366	\$574,393			Total Expenses				\$686,606	20%
\$357,506	\$0			Net Revenue / Expenses				\$0	0%



Staff Report

CRA MEETING DATE: September 29, 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: 09/25/2025
SUBJECT: Main Street Administrative Support Agreement Renewal

BACKGROUND:

Annually, the CRA and Main Street Association enter into an Administrative Support Agreement that outlines different reciprocal methods of support between the two organizations.

DISCUSSION:

The Main Street Administrative Support agreement expires on September 30th of this year. The amounts stated within the agreement are provided for in the FY26 CRA Budget.

The content of the agreement is unchanged from the previous year. This action is simply to renew the agreement under the same terms.

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 FY26 CRA budget accounts for the \$10,000.00 payment provided for in this agreement, from the CRA to the Main Street Association.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Main Street Administrative Agreement.

Attachments

1. MSCA Admin Support 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 Downton 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, 2025 and ending on September 30, 2026.

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, 2025.

CITY OF CRESTVIEW, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

By: _____
Title: _____

MAIN STREET CRESTVIEW ASSOCIATION, INC.

By: _____