CRA/CC Joint Special Meeting

August 10, 2026
5:00 PM
Council Chambers

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Open Policy Making and Legislative Session**
4. **Approve Agenda**
5. **Presentations and Reports**
6. **Consent Agenda**
   6.1. Approval of the Minutes from Aug. 25, 2025 and Sept. 29, 2025.
7. **Action Items**
   7.1. Draft Budget Presentation
   7.2. Presentation of Audited Financial Statements by Purvis Gray
8. **CRA Director Report**
9. **City Manager / CRA Administrator Report**
10. **Comments from the Board**
11. **Comments from the Audience**
12. **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 Natasha S Peacock, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option 2 within 48 hours of the scheduled meeting.

CITY OF CRESTVIEW

Item # 6.1.

Staff Report

CRA MEETING DATE: August 10, 2026
TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Natasha Peacock, City Clerk
DATE:	08/06/2026
SUBJECT:	Approval of the Minutes from Aug. 25, 2025 and Sept. 29, 2025.

BACKGROUND:

DISCUSSION:

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. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program
3. Develop green space, open space parks, and public plaza programs and promote connectivity within the community

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations
3. Develop a sidewalk restoration and maintenance program
4. Review a realign downtown streets for efficiency/eliminate dangerous intersections

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
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

Connectivity

1. Develop an access road from Industrial Drive to Twin Hills Park
2. Develop a Bike path/pedestrian trail link to between downtown and Twin Hills Park
3. Connect Industrial Drive to Twin Hills park with new entrance

FINANCIAL IMPACT

None

RECOMMENDED ACTION

Staff respectfully requests approve the minutes.

Attachments

1. CRA Minutes 09.29.2025
2. CRA Minutes 08.25.2025

Community Redevelopment Board
Special Meeting Minutes
September 29, 2025
5:30 p.m.
Council Chambers

1. **Call to Order**
The Special Meeting of the Crestview Community Redevelopment Agency was called to order at 5:30 p.m. by Vice-Chair Doug Capps. Board members present: Ryan Bullard, Brandon Frost, Dusty Allison, and Traci Spencer-Medlock. Also, present were City Manager Jessica Leavins, City Clerk Maryanne Girard, CDS Director Barry Henderson, City Attorney Jonathan Holloway, and staff members. Commissioner Sheri Cox was excused, and Board members Shannon Hayes and Emily Daley were excused.

2. **Pledge of Allegiance**
Vice-Chair Doug Capps asked CDS Planning Administrator Nicholas Schwendt to lead in the Pledge of Allegiance to the Flag of the United States of America.

3. **Open Policy Making and Legislative Session**

4. **Approve Agenda**
Vice-Chair Doug Capps called for action.

   Motion by Board member Traci Spencer-Medlock and seconded by Board member Brandon Frost to approve the agenda, as presented.
   Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

5. **Action Items**
   5.1. CRA Resolution 2025 - 22 CRA Budget Adoption
   City Manager Jessica Leavins introduced CRA Resolution 2025-22, a Resolution to adopt the CRA Budget. She went over the proposed projects. She stated the resolution is a result of the budget that was approved at the last meeting. She then asked the city clerk to read the resolution by title.

   City Clerk Maryanne Girard read aloud 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.

   Vice-Chair Doug Capps called for action.

   Motion by Board member Ryan Bullard and seconded by Board member Dusty Allison to approve Resolution 2025-22 - CRA Budget Adoption.
   Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

   5.2. Main Street Administrative Support Agreement Renewal
   City Manager J. Leavins stated the Main Street Administrative Support Agreement will expire on

September 30th. She explained this action will renew the agreement for 2026. She added that the content and agreement is unchanged from last year.

Vice-Chair Doug Capps called for action.

Motion by Board member Brandon Frost and seconded by Board member Ryan Bullard to approve the Main Street Administrative Support Agreement renewal.
Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

6. **CRA Director Report**

City Manager J. Leavins stated she had no other reports.

7. **City Manager / CRA Administrator Report**

8. **Comments from the Board**

Vice-Chair Doug Capps called for comment from the Board.

In response to Board member Ryan Bullard regarding when we can expect the decorations for the holiday, City Manager J. Leavins replied they should be up late October or early November.

In response to Board member Ryan Bullard about the transition of the commissioner's removal from the CRA, he asked if the Chair had voting rights, and City Attorney Jonathan Holloway responded that the Mayor Pro-Tem does have a vote. He explained that the mayor by Charter does not vote.

9. **Comments from the Audience**

Vice Chair Doug Capps called for comment from the public.

Alex Barthé, owner of Courthouse Suites, came forward to inform the Board that the speaker near his building is not working. He also asked for enforcement of speeding signs, as it is a safety hazard for the pedestrians leaving his building. He added he appreciates the improvements in the downtown area.

City Manager Jessica Leavins thanked him for bringing up the speaker issue, as we have spoken to the manufacturer. She stated the speakers are under warranty. There are problems with the reach, but we hope to have them fully functional in the next few weeks. They also may need a repeater. Mr. Barthé, said the rain appears to have caused the sound issue, so City Manager J. Leavins said they will investigate that as well.

10. **Adjournment**

Vice Chair Doug Capps adjourned the meeting at 5:38 p.m.

Minutes approved this __day of _, 2025.

____
Chair, Doug Capps

____
~~Maryanne Girard~~
Natasha S. Peacock
City Clerk
Proper Notice having been duly given

City Council and Community Redevelopment Agency
Joint Special Meeting Minutes
August 25, 2025
5:00 p.m.
Council Chambers

1. **Call to Order**

   The City Council and CRA Joint Special Meeting was called to order at 5:00 P.M.by Vice-Chair Doug Capps. Chair Sherri Cox arrived at 5:12 p.m. Board members present: Doug Capps, Ryan Bullard, Brandon Frost, Shannon Hayes, Dusty Allison, and Traci Spencer-Medlock. Also, present were Mayor JB Whitten, City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and staff members. Board member Emily Daley was excused. CDS Director Barry Henderson was excused.

2. **Pledge of Allegiance**

   The Pledge of Allegiance was led by Vice-Chair Doug Capps.

3. **Open Policy Making and Legislative Session**

   Vice-Chair Doug Capps declared a quorum was present.

4. **Approve Agenda**

   Vice-Chair Doug Capps called for action.

   Motion by Board member Brandon Frost and seconded by Board member Shannon Hayes to approve the agenda, as presented.
   Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

5. **Presentations and Reports**

6. **Consent Agenda**

   6.1. Approval of the Regular Meeting Minutes of May 12, 2025
   Vice-Chair D. Capps called for action.

   Motion by Board member S. Hayes and seconded by Board member Traci Spencer-Medlock to approve the Consent Agenda, as presented.
   Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

7. **Action Items**

   7.1. Presentation of Audited Financial Statements by Purvis Gray
   Vice-Chair D. Capps introduced Ryan Tucker and Meagan Camp, representatives from Purvis Gray.

   Mr. R. Tucker provided a briefing of the audited financial statements. He mentioned the report is based on the year ending September 30, 2024. He complimented Gina and the accounting team for their assistance. He said that the statements were submitted to the State before the deadline.

Meagan Camp, Auditing Director, summarized the combined city and CRA reports. She mentioned several highlights regarding the financial cost and findings adding there were no reportable issues. The city received the highest review for compliance. For this year, the threshold is $750,000.

For CRA, Meagan Camp commented that there was one carryover from last year as a reportable noncompliance. The TIF distribution was calculated at 100% instead of 95%. It is now resolved.

Ms. M. Camp mentioned that the Governmental Accounting Standards Board reporting will now be implemented, and the city is in compliance with the Cybersecurity Act.

Meagan Camp went over the financial highlights in the General Fund, stating revenue was up, as the expenses were driven by higher personnel costs. She said the city is in a strong financial position.

For the CRA, M. Camp, stated there was an increase in revenue based on the increased tax base. She added revenues increased because of the addition in SHIP funds.

M. Camp said the Enterprise Fund depicted higher revenue for the golf course and the sanitation fund. She added the sanitation fund is a cost pass-through.

M. Camp said the Pension Funds are driven by the investment performance. The net investment income increase is driven by the marketing positions for both funds. Both plans have stayed above 80% over the last ten years. The goal is consistency over a period of time. She added that the Actuarial uses a four-year timeline.

*Note: Vote was taken after the budget presentation as Mayor Whitten asked about the audit approval.

Motion by Vice-Chair D. Capps and seconded by Board member S. Hayes to approve the CRA audit as presented.
Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

Motion by Vice-Chair D. Capps and seconded by Board member S. Hayes to approve the city audit as presented.
Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

7.2. Budget Presentation

City Manager Jessica Leavins thanked the Finance team, as well as Purvis Gray.

City Manager Jessica Leavins presented the draft budget for the CRA stating it shows additional improvement grants. The sidewalk staining is in the budget. There is additional operating costs that include auditing fees, insurance for 104 Main Street, adding the remaining dollars will go toward the Arts and Learning Center. She added that the speakers have been installed, and the Internet upgrade has been completed.

Motion by Board member Ryan Bullard and seconded by Board member Dusty Allison to approve the budget for CRA, as presented.
Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

8. CRA Director Report

City Manager Jessica Leavins said they are working with Main Street for the Fall events. She explained the CRA funding is restricted to the district. She mentioned the funds will be used for the multiuse path. The banners on Main Street have been added, and the banners will be expanded to Wilson Street after we receive the quotes.

City Manager Jessica Leavins said the Arts and Learning Center is being renovated with upgrades for safety and Code compliance. She added the date for completion is tentatively in October.

9. City Manager / CRA Administrator Report

10. Comments from the Board

Chair S. Cox called for comment from the Board.

The City Council complemented the staff on the audit and applauded the healthy financial position.

11. Comments from the Audience

Chair S. Cox called for comment from the public.

12. Adjournment

In hearing none, Chair S. Cox adjourned the meeting at 5:37 p.m.

Minutes approved this __ day of __, 2025.

Sherri Cox, Chair

~~Maryanne Girard~~
Natasha S. Peacock
City Clerk
Proper Notice having been duly given

CITY OF CRESTVIEW

Item # 7.1.

Staff Report

CRA MEETING DATE: August 10, 2026

TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Jessica Leavins, City Manager, Nicholas Schwendt, Strategic Initiatives Director
DATE:	08/06/2026
SUBJECT:	Draft Budget Presentation

BACKGROUND:

Staff has completed the preparation of the FY27 Draft Budget for review and discussion. This presentation provides an overview of the proposed budget and redevelopment projects consistent with the Community Redevelopment Agency's Master Plan.

DISCUSSION:

This is a presentation of the Draft Community Redevelopment Agency budget for FY2027.

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. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program
3. Develop green space, open space parks, and public plaza programs and promote connectivity within the community

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations
3. Develop a sidewalk restoration and maintenance program
4. Review a realign downtown streets for efficiency/eliminate dangerous intersections

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
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

Connectivity

1. Develop an access road from Industrial Drive to Twin Hills Park
2. Develop a Bike path/pedestrian trail link to between downtown and Twin Hills Park
3. Connect Industrial Drive to Twin Hills park with new entrance

FINANCIAL IMPACT

The information provided has no impact on the current fiscal year.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the FY2027 CRA budget, as presented.

Attachments

1. CRA Draft Budget

Crestview Redevelopment Area

CRA Comprehensive Fund Summary

Category	FY 2026 Adopted Budget	Draft Budget 2027	FY 2026 Adopted Vs. FY 27 Draft
Revenues			
Intergovernmental	$ 385,240	$ 412,218	$ 26,978
Transfers	$ 301,366	$ 803,226	$ 501,860
Total Revenues	**$ 686,606**	**$ 1,215,444**	**$ 528,838**
Expenditures			
Operating Expenses	$ 23,400	$ 98,900	$ 40,000
Capital Outlay	$ 400,000	$ 768,922	$ 368,922
Grants and Aids	$ 245,000	$ 314,500	$ 105,000
Other Uses	$ 18,206	$ 33,122	$ 14,916
Total Expenditures	**$ 686,606**	**$ 1,215,444**	**$ 528,838**
Total Revenues Less Expenditures			

Revenues by Revenue Source

Revenues by Revenue Source

Category	FY 2026 Adopted Budget	Draft Budget 2027	FY 2026 Adopted Vs. FY 27 Draft
Intergovernmental			
O/S Rev From Local Units	$ 140,769	$ 150,717	$ 9,948
City Portion Of Tiff	$ 244,471	$ 261,501	$ 17,030
Transfers			
Funds Brought Forward	$ 301,366	$ 803,226	$ 501,860
Total Revenues	**$ 686,606**	**$ 1,215,444**	**$ 528,838**

Expenditures by Object Summary

Expenditures by Object Summary

Category	FY 2026 Adopted Budget	Draft Budget 2027	FY 2026 Adopted Vs. FY 27 Draft
Operating Expenses			
Auditing Fees	$ 6,000	$ 6,000	
Contractual Services	$ 10,000	$ 35,500	$ -10,000
Community Service Aid		$ 35,500	
Main Street	$ 10,000		$ -10,000
Travel & Per Diem	$ 3,000	$ 3,000	
FRA Conference	$ 3,000	$ 3,000	
Insurance	$ 2,600	$ 2,600	
Insurance		$ 2,600	$ 2,600
Operating Supplies		$ 50,000	$ 50,000
Utilities - Street Lights on Main St.		$ 50,000	$ 50,000
Dues & Subscriptions	$ 1,800	$ 1,800	
FRA	$ 1,000	$ 1,000	
Chamber	$ 500	$ 500	
DEO	$ 300	$ 300	
Capital Outlay	$ 400,000	$ 768,922	$ 368,922
Twin Hills Walk Track Resurface		$ 50,000	$ 50,000
Dumpster Enclosures		$ 90,000	$ 90,000
Dog Waste Stations		$ 7,000	$ 7,000
Sidewalk Construction		$ 8 1,922	$ 8 1,922
Multi-Use Path	$ 320,000	$ 340,000	$ 20,000
Lights/Decor	$ 50,000	$ 50,000	
Twin Hills Storm Drain Repair		$ 150,000	$ 150,000
Grants and Aids			
Awning Improvement Grant	$ 245,000	$ 314,500	$ 105,000
Other Uses			
Transfers	$ 18,206	$ 33,122	$ 14,916
Total Expenditures	**$ 686,606**	**$ 1,215,444**	**$ 528,838**

CITY OF CRESTVIEW

Item # 7.2.

Staff Report

CRA MEETING DATE: August 10, 2026

TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Gina Toussaint, Finance Director
DATE:	08/06/2026
SUBJECT:	Presentation of Audited Financial Statements by Purvis Gray

BACKGROUND:

In accordance with Florida State Statutes, audited financial statements are required for each fiscal year.

DISCUSSION:

The City's independent auditing firm, Purvis Gray, will present the results of the audited financial statements for the fiscal year ending September 30, 2025, for both the City of Crestview and the Crestview Community Redevelopment Agency.

GOALS & OBJECTIVES

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FINANCIAL IMPACT

There is no financial impact associated with this presentation.

RECOMMENDED ACTION

Staff respectfully recommends that the Board/Council accept the audited financial statements as presented.

Attachments

None