

**QUARTERLY CRESTVIEW REDEVELOPMENT AGENCY MEETING**

**March 12, 2018  
5:00 PM**

Board	Staff	Visitors
J. B. Whitten	Teresa Gaillard	
Bill Cox	Alisa Burleson	<b>Attorney</b>
Shannon Hayes	Elizabeth Roy	Carol Leone
Douglas Faircloth	Wayne Steele	
Joe Blocker		<b>Absent</b>
Margareth Larose-Pierre		
Ron Gautney		

The data reflected within these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes and photographs. Comments reflected herein are sometimes paraphrased, condensed and have been edited to reflect essential subject matter covered during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Clerk's office and providing their own representative and equipment to produce a verbatim account of the proceedings pursuant to Crestview Policy 91.1, Duplication of Public Records, Chapters 119 and 283, Florida Statutes and Attorney General opinions in force at time of enactment of Policy 91.1.

**1. Call to Order and Opening of Meeting:**

Meeting was called to order by Mr. Whitten at 5:00 PM. All Board members present.

**2. Pledge of Allegiance**

Ms. Burleson led the pledge.

**3. Approval of CRA Minutes**

Approval of the minutes from February 12, 2018 Meeting.

Mr. Hayes motioned to approve the minutes, Mr. Gautney seconded. All voted in favor.

**4. Public Opportunity on Agenda Items**

Mr. Whitten called for anyone in the audience to address the Board, no one spoke.

**5. Old Business**

**a. CRA Master Plan Status – Carol Leone to report**

Ms. Leone stated the terms for the inter-local agreement are acceptable to the attorneys and the amended Redevelopment Plan is up for review by the Boards (City Council, County, and CRA). The City, will need to adopt an ordinance to approve the amended modification of the Redevelopment Plan. Discussion ensued regarding publishing the notice of the ordinance and the time frame for approval by the Boards.

**b. Gateway Entrance Signage – Revised Engineering Contract**

Ms. Burleson reported that the cap on expenditures is \$25,000 and the estimated amount is \$22,040. The project has different phases and payment will only be made on work that is

completed, if, for example, the project does not move forward. Discussion ensued over the terms of the contract and project, with Ms. Burleson and Beth Brant from Poly, Inc. giving explanation. Mr. Steele confirmed that the cost was reasonable.

Mr. Hayes motioned to approve the contract and project, Mr. Whitten seconded, and the motion passed unanimously.

**6. New Business:**

**a. NextSite Presentation**

Chuck Branch presented NextSite market analysis services concerning retail development and redevelopment opportunities in the downtown area, and the City. The presentation covered retail opportunities, barriers, competitor markets, community features, driving new development, and support tools for businesses. Discussion covered costs, previous consultants, current vacancies, approaching development holistically, and growth.

Juliette Miller of Gulf Power spoke briefly concerning their initiative and involvement in the economic development of the communities they are in as well.

The Board thanked Mr. Branch for his presentation and Ms. Burleson will provide additional information at the next meeting.

**b. CRA Financial Structure**

Ms. Burleson requested the CRA financial services be turned over to the City's Finance Department, from the accounting firm they are currently using. Reasons for the move included the current CRA Director's proficiency using QuickBooks, assisted by the Finance Director if needed, and the City Clerk has offered to provide the CRA Director with viewing rights only, to the CRA's bank accounts. The majority of the CRA accounting services are operated through the City's Financial Department, as confirmed by the FRA Director and Okaloosa County, Fort Walton Beach, and Destin CRAs. Placing CRA checks and/or debit card in the City's vault, will simplify the expenditure process and will offer the same security procedures offered to other City Departments. The money allocated for financial services can be transferred to a program that will have a better impact on the CRA District. Discussion covered a request for a written detailed explanation of presentations in the future, the check signing process, and the changes needed to the Declaration of Assurances, amended Redevelopment Plan, and Master Plan.

Mr. Gautney motioned in favor of moving forward and Mr. Cox seconded. Ms. LaRose-Pierre abstained, and all other members approved the motion.

**c. Fund Transfer Request - \$50,000 from Money Market Account to the CRA Operation Account for estimated 3<sup>rd</sup> Quarter Expenses (April – June 2018)**

Ms. Burleson requested that \$50,000 be transferred from the money market to the operation account for the estimated third quarter expenses (April through June).

Mr. Hayes motioned to approve the requested transfer and Mr. Whitten seconded. The motion was approved unanimously.

**7. Report from the CRA Attorney**

Ms. Leone reported that she had February's check from RA Development and the collection agency is doing a good job. Also, the Legislative Bills relating to CRA's, has died in the Senate. So, for this year, nothing has changed.

**8. Public Comments and Questions:**

Mr. Whitten asked for comments from the audience, no one spoke.

**9. Meeting Closing and Adjournment**

Mr. Whitten adjourned the meeting at 6:06 pm.

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**Teresa Gaillard**  
**Administrative Assistant**

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**J. B. Whitten**  
**CRA Chairman**

Minutes approved the 9<sup>th</sup> day of April, 2018.