

City Council Meeting
March 25, 2019
6:00 PM
Council Chambers

The Regular Meeting of the Crestview City Council was called to order at 6:00 P.M. Members present were: President J.B. Whitten, Shannon Hayes, Joe Blocker. Also present were the honorable Mayor David Cadle, City Clerk Elizabeth Roy, City Attorney Mr. Holloway, department heads and members of the press. Councilmember Cox and Councilmember Faircloth were not in attendance.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by Mr. Whitten at 6:00 p.m.

2. Invocation: Pastor Russell Taylor of Vertical Church

The invocation and pledge were led by Pastor Russell Taylor of Vertical Church.

3. Open Policy making and legislative session

4. Approval of Agenda

Mr. Whitten asked if there were any changes or additions to the current Agenda.

There were no objections or changes to the agenda that was approved by unanimous consent.

5. Special Presentations

6. Approval of Minutes

7. Public Hearings:

7.1 Comprehensive Plan Amendment Cycle 19-1

7.1.1. 19-1-1 ESR Proposed Amendment- 31.93 acres in Section 5, Township 3 North, Range 23 West. Requested by: Betty Jean Long Trust Et Al.

7.1.2 19-1-2 ESR- Proposed Amendment 62.5 acres in Sections 35 & 36, Township 3 North, Range 24 West, Requested by: TAR, LLC.

7.1.3. 19-1-3 ESR- Proposed Amendment 47.7 acres in Section 9, Township 3 North, Range 23 West. Requested by: Effie Lorene Fleming Trust and Mavis J Hancock Trust by Timothy C Fleming, Agent

7.1.4. 19-1-4 ESR Proposed Amendment- 6.5 acres om Section 28, Township 3 North, Range 23 West. Requested by: Katie Manor, Ltd.

7.1.5. Authorized Transmittal of Comprehensive Plan Amendment Cycle 19-1 Packet

PRESIDENT: Pursuant to Article 4, Chapter 102 of the City Code, and Florida Statutes, I now declare the public hearing open for the purpose of receiving oral and written comments into the official record from the public for the purpose of consideration of the transmittal of proposed amendment package 19-1. If approved, the proposed amendment will be transmitted to the State for its consideration.

For the record, the Council asks that all speakers identify themselves by name, and address. We also ask that speakers confine their oral remarks to the time allocated when recognized by the Chair. Written comments received by the staff shall be presented to the Council and excerpts listed in the official minutes. The Growth Management Staff and consultant, Mr. Jack Dorman, of J. E. Dorman and Associates will speak on behalf of the City.

PRESIDENT: I now call upon the City Clerk to recite for the record, legal notice data provided to the public concerning the public hearing.

CITY CLERK: Mr. President, publication of the legal notice for this hearing was accomplished in The Crestview News Bulletin on March 8, 2019.

PRESIDENT: The matter for consideration is to conduct a public hearing to receive input on the proposed amendments as advertised.

PRESIDENT: I now ask for presentation of staff reports and comments, if any, whether written or verbal. The Chair recognizes the Growth Management Department Staff to present any staff reports or comments.

STAFF: **Staff will present a brief summary of each amendment. See attachments Items 1 through 4. (19-1-1 ESR, 19-1-2 ESR, 19-1-3 ESR, & 19-1-4 ESR).**

Mr. President, there were no comments from the public concerning the Amendments within the Amendment Cycle 19-1. The Staff, Technical Review Committee and Local Planning Agency recommend approval of this transmittal.

PRESIDENT: The Chair now recognizes the Consultant to provide input regarding the proposed Amendments.

CONSULTANT: Staff thoroughly went through each amendment. I am asking for an expedited State Review Process which means as soon as they grant we will receive their comments and or objections within 30 days.

PRESIDENT: At this time, we will hear comments from proponents or opponents of the proposed amendments.

Is there anyone in the audience who wishes to address the amendments?

PROPONENTS: There were none.

OPPONENTS: There were none.

PRESIDENT: The public input for this portion of the public hearing except for direct questions by members of Council.

At this time, I will close the public input except for direct questions by members of the Council.

MEMBERS: Comments and questions, if any.

PRESIDENT: Requests action by Council

Councilman Blocker: I move to approve the transmittal of said Amendment Cycle 19-1, which contains, Amendments 19-1-1, 19-1-2, 19-1-3, and 19-1-4, to the State Land Planning Agency and the other review agencies, prior to considering adoption of the amendments; and authorize the Growth Management Director to execute the letter of transmittal of same.

COUNCIL: There is a motion and second by Mr. Hayes to approve the transmittal of Amendment Cycle 19-1 for the City of Crestview. The motion includes authorization for the Growth Management Director to execute the Letter of Transmittal.

3 yeas from Mr. Blocker, Mr. Hayes, Mr. Whitten with 0 nays, motion carried.

PRESIDENT: I now declare the public hearing closed.

7.2 Ordinance 1682- Out of Water

President Whitten asked the City Clerk to read Ordinance 1682 by title.

City Clerk, "Mr. President, Ordinance 1682 reads by title,

ORDINANCE NO 1682

AN ORDINANCE OF THE CITY OF CRESTVIEW AMENDING SECTION 90-137 "SERVICE TO NONCITY CUSTOMERS" OF ORDINANCE NO. 817 OF THE CODE OF ORDINANCES OF THE CITY OF CRESTVIEW, FLORIDA TO REMOVE CITY COUNCIL APPROVAL REQUIREMENTS AND TO ALLOW FOR THE ESTABLISHMENT OF AN ADMINISTRATIVE PROCESS FOR ACCEPTANCE AND APPROVAL OF APPLICATION FOR OUTSIDE CITY UTILITY SERVICES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1682."

President Whitten asked for Staff Reports.

Mr. Bolduc, City Manager did a short overview of the Ordinance that pertains to out-of-city water.

President Whitten asked for action by Council.

A motion by Mr. Blocker to adopt Ordinance 1682 on Second Reading and send to Council President and City Clerk for signatures. Seconded by Mr. Hayes with 3 yeas from Mr. Blocker, Mr. Hayes, Mr. Whitten, 0 nays, motion carried.

8. Public Opportunity on Council Propositions

9. Consent Agenda

10. Resolutions

10.1. Resolution 19-21 Council Rules and Regulations

President Whitten asked the City Clerk to read Resolution 19-21 by title.

City Clerk stated, "Mr. President, Resolution 19-21 reads by title,

RESOLUTION NO. 19-21

A RESOLUTION OF THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AMENDING THE CITY COUNCIL RULES OF PROCEDURE, RESOLUTION 13-12, AS AMENDED BY RESOLUTION 13-17, AS AMENDED BY RESOLUTION 15-09, AS AMENDED BY RESOLUTION 16-03, AS AMENDED BY RESOLUTION 16-12, AS AMENDED BY RESOLUTION 16-18, AS AMENDED BY RESOLUTION 19-20, CRESTVIEW CITY COUNCIL RULES AND PROCEDURES, SECTION THROUGH OUT; AND PROVIDING FOR AN EFFECTIVE DATE.

This is Resolution 19-21."

President Whitten asked for Staff Reports.

Mr. Bolduc stated that this resolution changes are as follows: changing the presiding office from the President to the Mayor in accordance with the new charter, changing the Order of Business for a more efficient meeting.

Discussion ensued.

President Whitten asked for action by Council.

A motion was made by Mr. Hayes to adopt Resolution 19-21 Council Rules and Regulations. Seconded by Mr. Blocker with 3 yeas from Mr. Hayes, Mr. Blocker, Mr. Whitten with 0 nays, motion carried.

11. Committee Reports

12. Scheduled Presentations from the Public

13. Project Reports and Comments from the Mayor and Council

Mayor Cadle that on Wednesday, April 3rd at 5:00 pm at the football stadium there will be a celebration of the Crestview High School Varsity Basketball team. He noted that Public Services has looked into the placement of a sign denoting the State tile and looking for a consensus from Council for the sign.

Mr. Hayes informed the Council about the Co-op Library meeting that he attended.

Mr. Blocker gave a list of items from citizens: public restrooms on main street, what happened to the sidewalk from Main Street to Twins Hills, the elimination of blighted buildings and other items.

Mr. Whitten informed Council that the CERT Training has been cancelled for the date of March 30th.

14. Staff Reports and Recommendations

14.1. Election of CRA Chair and Co-Chair

Mr. Bolduc, City Manager informed that there needs to be CRA and Vice Chair appointed to the CRA Board.

Discussion ensued about the appointment.

Mr. Blocker voiced his concerned about appointing someone to this position without all the Council members present.

Mr. Bolduc answered that the positions need to be appointed prior to the CRA meeting and presented options that the appointment could be moved.

Discussion ensued.

Council decided to table this appointment until April 8, 2019.

14.2. Amended Organizational Chart

Mr. Bolduc, informed Council that on January 14, 2019 they approved Ordinance 1675. The purpose of the ordinance was to “clarify the City Manager’s authority and role relating to the hiring process for the Directors, the City Manager’s authority relating to discipline and removal or Directors and other employees and the City Manager’s general authority over all City personnel and operations. He then walked through some of the changes that he has made. Mr. Bolduc has determined that there is a need to establish a Finance Department which will consist of the Accounting Services and Utility Billing. It is the recommendation of the City Manager to reclassify the City Accountant position to the Financial Services Director. The current City Accountant has the requisite experience and education specific to municipal accounting to meet the needs of this position.

The City Manager worked closely with the Growth Management Director to evaluate all operations of the department. During the evaluation it was determined that a reorganization of the department would provide for an opportunity to better serve the constituents. The primary focus behind the reorganization was to create efficiencies in the development process. In addition to the reorganization, a review of all application processes is currently under way. Lastly, the City Manager and the Staff for the department agreed that a “rebranding” of the department would help the constituents to embrace the new direction in permitting and development review. The submitted changes are as follows; The department will be reorganized into two divisions with a central point of contact for all annexations, development review, and building permitting. As a part of the reorganization, the code specialists position currently held by Nicholas Schwendt was reclassified to a GIS/Mapping Technician. In addition, one of the Research Archivist positions not currently occupied was eliminated. The staff was tasked with rebranding the department and it was decided that the department name they believed best suited the new direction was

Community Development Services. The name was selected because it better represented the customer service centric approach to doing business.

Mr. Bolduc then moved on to Public Services in meeting Mr. Steele to evaluate the potential to enhance the city's Parks and Recreation programs. It was determined that to better meet the needs of the City in the area of recreation programs it was necessary to create a Recreation Program Manager position. The program manager position will focus on the development of new programs, working together with private youth programs in the City and seeking corporate sponsorships for youth teams. To fill this position, the City Manager and the Public Services Director met with Alisa Burleson. Alisa has a bachelor's degree in Recreation Management and has extensive experience in recreation related program development. It is the recommendation of the City Manager to allow Mrs. Burleson to exit her contract serving as the CRA Director and to hire her as the Recreation Program Manager.

With the transfer of Mrs. Burleson to the new position as the Recreation Program Manager, The City Manager is recommending that the position of CRA director remain unfilled until such time as the board and the Administrator deems necessary. Until such time, the City Manager or a designee from staff will provide administrative services to the CRA Board with the assistance of the City Clerk who will continue to fulfill her current responsibilities for the remainder of her term or until such time as the Board decides otherwise. This change will save the CRA in administrative costs and allow the budgeted expenses to be reallocated to projects.

In reviewing the current needs for the City, the City Manager determined that there was a need to create a new position at the City for a human resource professional. This position would be responsible for all human related activities including but not limited to, recruiting, retention, rewriting of personal policies, union negotiations, writing job descriptions, oversee the development of an employee evaluation process and any other duties as assigned by the City Manager.

The City Manager has identified a need for a professional assistant. To fill this need, the City Manager and the incumbent Mayor have met to discuss the reassignment of the Mayors Administrative assistant. It was decided that the position could be reclassified, and the current occupant of the position would be able to serve as the assistant to be both positions. In addition to administrative responsibilities, the City Manager may assign tasks to this position such as attending meetings, joining community groups, meeting with constituents to resolve issues and various other tasks. It was decided that with the additional responsibilities, the City Manager would reclassify the position to the Executive Assistant to the City Manager.

After meeting with the Police Chief and the Police Public Information Officer, the City Manager and the Police Chief determined that the was in the best interest of the City to reassign the Police Department Public Information Officer to work directly with the City Manager to promote all aspects of the City. This allows for better representation throughout City Operations without additional burden on the budget.

The financial impact of this item in the current fiscal year is an increase in the payroll expenses of approximately \$90,000. The decision to not fill the research position in Growth Management resulted in an annual payroll savings of approximately \$56,500. This creates a balance of approximately \$33,500.

Discussion ensued on the information presented.

Mr. Whitten asked for action by Council.

A motion made by Mr. Blocker to approve the proposed organizational chart and associated changes. Seconded by Mr. Hayes with 3 yeas from Mr. Blocker, Mr. Hayes, Mr. Whitten with 0 nays, motion carried.

14.3. Request to Purchase Laserfishe Document Management Software

Mr. Bolduc, City Manger stated that over the last few years City Staff has worked to migrate public records from paper storage to an electronic format. The Laserfishe software is a document management software which he further explained. The total cost would be around \$45,000.00.

Mr. Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the Statement of work and not to exceed the amount of \$45,000.00 for implementation. Seconded by Mr. Blocker with 3 yeas from Mr. Blocker, Mr. Hayes, Mr. Whitten, 0 nays, motion carried.

A motion made by Mr. Hayes to approve for the City Manager to work with the City Attorney to finalize an agreement consistent with the Statement of Work to be signed in accordance with the City Charter. Seconded by Mr. Blocker with 3 yeas from Mr. Hayes, Mr. Blocker, Mr. Whitten, with 0 nays, motion carried.

14.4. Scheduling of Workshop and Moving of CRA meeting.

Mr. Bolduc requested of Council to cancel the CRA meeting and move it to the second meeting of the month and at 5:00 pm hold a Workshop for Board and Council training conducted by the CRA Attorney, City Attorney and City Manager.

Council gave consensus to the change of the meeting.

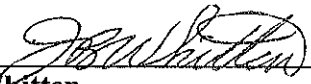
15. Comments from the Audience

16. Adjournment

This meeting was adjourned by Mr. Whitten at 7:15 p.m.



Elizabeth M. Roy
City Clerk



J B Whitten
Mayor

Minutes approve this 22 day of April, 2019