

**City Council Meeting
August 13, 2018
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, Vice President Bill Cox, Joe Blocker, and Doug Faircloth. Also present were the honorable Mayor David Cadle, City Clerk Elizabeth Roy, City Attorney Ben Holley, department heads and members of the press. Mr. Hayes was absent from this meeting.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by Mr. Whitten at 6:00 p.m. and noting that Councilman Hayes would be absent from this meeting.

2. Invocation, Pledge of Allegiance

The invocation and pledge were led by Pastor George Thomas of People's Missionary Baptist Church.

3. Open Policy making and legislative session

4. Approval of Agenda

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

The Council approved the Agenda with no objections or changes by unanimous consent by Mr. Whitten, Mr. Cox, Mr. Blocker, Mr. Faircloth.

5. Special Presentations

Mayor Cadle

a. Firefighters 10-year Anniversaries

Mayor Cadle and Fire Chief Holland presented six firefighters with the 10-year Employee Service Awards: Matthew Baker, Matthew Cunningham, Nicolas Stowell, Joshua Vagason, Corey Winkler, and Paul Wojtowicz.

Mayor Cadle presented Fire Chief Anthony Holland with the 25-year Employee Service Award.

A motion made by Mr. Cox to approve the development of the CDBG Grant application. Seconded by Mr. Blocker with 4 yeas from Mr. Whitten, Mr. Cox, Mr. Blocker, Mr. Faircloth with 0 nays, motion carried.

8. Public Opportunity on Council Propositions

9. Consent Agenda

- a. Approval of invoice from Ben Holley for \$3,640.00
- b. Approval of invoice from Ard, Shirley and Rudolph in the amount of \$1,809.25.
- c. ~~Approval of Allen, Norton and Blue invoice in the amount of \$.~~
- d. Approval of Vehicle Donation- Police Department
- e. Approval of Asphalt overlay contract with Mid-South Paving- Public Services
- f. Approval of Main Street Resurfacing Contract
- g. Approval for Fire Department to pursue grant from Fire House Subs.

Mr. Whitten asked for action by Council.

A motion made by Mr. Blocker to approve Consent Agenda Items: “a”, “b”, “d”, “e”, “f”, “g”. Seconded by Mr. Cox with no objections or changes from Council it was approved by unanimous consent by Mr. Whitten, Mr. Cox, Mr. Blocker, Mr. Faircloth.

10. Resolutions

a. Resolution 18-23 Home Rule

President Whitten asked the City Clerk to read Resolution 18-23.

Ms. Roy, City Clerk stated, “Mr. President, Resolution 18-23 reads by title,

RESOLUTION 18-23

CELEBRATING 50 YEARS OF HOME RULE A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, HONORING FIFTY YEARS OF MUNICIPAL HOME RULE IN THE FLORIDA CONSTITUTION AND COMMITTING TO AN EDUCATIONAL INITIATIVE TO HELP FLORIDIANS UNDERSTAND THIS BENEFICIAL RIGHT.

This is Resolution 18-23.”

President Whitten asked if there were any objections.

The Council approves Resolution 18-23 with no objections by unanimous consent from Mr. Whitten, Mr. Cox, Mr. Blocker, Mr. Faircloth.

b. Resolution 18-24 City Government Week

President Whitten asked the City Clerk to read Resolution 18-24.

Ms. Roy, the City Clerk state, "Mr. President, Resolution 18-24 reads by title,

RESOLUTION 18-24

**A RESOLUTION BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA,
RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 22 - 28,
2018, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE
CELEBRATION AND CORRESPONDING ACTIVITIES AND PROVIDING FOR
AN EFFECTIVE DATE.**

This is Resolution 18-24."

President Whitten asked the Council for any objections.

The Council approves Resolution 18-24 with no objections by unanimous consent by Mr. Whitten, Mr. Cox, Mr. Faircloth, Mr. Blocker.

11. Committee Reports

12. Scheduled Presentations from the Public

a. Presentation of TRAKit by Superior, a complete management system for Planning and Development Activities by Justin Parnell.

Mr. Justin Parnell of Superior, spoke to Council about the benefits of implementing the TraKit system in the Growth Management Department. Mr. Parnell presented statistics supporting the benefits the saved time and money for Inspectors, Code Enforcement Officers and Building Officials by using this streamlined system.

1) Discussion/approval of purchase of Trakit System by Superior

Mr. Blocker asked how long as the company been in business and who in the area has this system in use.

Mr. Parnell stated that the company has been in business for forty years and that neighboring Cities and Counties do use this system.

Discussion ensued.

Ms. Gaillard assured the Council that the Building and Inspections Department can support the costs of this program.

Discussion ensued.

Mr. Whitten asked for action by Council.

A motion made by Mr. Cox to approve the request to the purchase of the TRAKit Data Management System by the Building and Inspection Section of the Growth Management Department in the amount of \$308,484.00. Seconded by Mr. Blocker with no objections from Council the motion was approved by unanimous consent from Mr. Cox, Mr. Blocker, Mr. Faircloth, Mr. Whitten.

13. Project Reports and Comments from the Mayor and Council

a. Update on the PJ Adams Project-requested by Councilman Cox

Mr. Jason Autry, Public Works Director of Okaloosa County, gave Council an overview of two projects going on in Crestview, the PJ Adams Project and the Okaloosa County courthouse.

Mr. Bitterman, County Engineer for Okaloosa County, gave an overview of the by-pass to be done in the City of Crestview.

Discussion ensued pertaining to the information Mr. Bitterman presented.

14. Staff Reports and Recommendations

a. Discussion of City Government Week, October 22nd – 28th 2018

Mr. Whitten asked for any suggested activities for City Government week.

Mr. Faircloth noted that he liked serving at Hub City Smokehouse.

Mr. Whitten suggested activities to be carried out during City Government Week similar to the ones from 2017.

b. Discussion/Approval of Florida League of Cities Resolution to presented at FLC Conference.

Mr. Whitten asked the Council if there were any Resolutions that they did not want to support be presented at the FLC Conference.

There were no objections to the resolutions to be presented to the FLC Conference in August it was approved by unanimous consent by Mr. Whitten, Mr. Cox, Mr. Faircloth, Mr. Blocker.

c. Ordinance 1644- Rezoning of 1.43 acres in 5-3N-23- Habitat for Humanity

President Whitten asked the City Clerk to read Ordinance 1644.

Ms. Roy, the City Clerk stated, "Mr. President, Ordinance 1644 reads by title,

ORDINANCE NO. 1644

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 1.43 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE SINGLE FAMILY DWELLING DISTRICT ZONING (R-1A) TO SINGLE OR MULTI-FAMILY FAMILY DWELLING DISTRICT ZONING (R-2); PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1644."

President Whitten asked for Staff Reports.

Ms. Gaillard, the Growth Management Director informed Council that this ordinance is for the rezoning of the property. The property is current assigned the Single-Family Dwelling District Zoning classification, R-1A, which requires 30 ft. building setbacks on the front, 25 ft. on the rear and 10 ft on the sides. The requested change is Single or Multi-Family Dwelling District Zoning – R-2, which requires 25 ft. building setbacks on the front, 20 ft. rear and 7.5 ft. sides. The proposed plan for the property is to be re-platted into five single family lots, each exceeding the 6000 square-ft minimum lot size requirement for the R-1 and R-2 category. The new lots will not meet the width requirement for multi-family, so the only approvable development shall be single family homes. The property is contiguous to the R-2 zoning classification on the western boundary, via the proposed Adams Estates Subdivision.

Discussion ensued.

President Whitten asked for action by Council.

A motion made by Mr. Blocker to adopt Ordinance 1664 on the First Reading and move to the Second Reading. Seconded by Mr. Faircloth with 4 yeas by Mr. Blocker, Mr. Faircloth, Mr. Whitten, Mr. Cox with 0 nays, motion carried.

d. Interlocal agreement with the City of Fort Walton Beach for plans review and inspections for commercial construction, as necessary.

Ms. Gaillard, the Growth Management Director presented to the Council an Interlocal Agreement with the City of Fort Walton Beach, Florida. This is to allow their Engineering, Utility Services, Building and Inspections Division to perform the necessary Building Official duties and

responsibilities throughout the time necessary to fill the vacancy left by the resignation of the Crestview Building Official.

Discussion ensued relative to the Interlocal Agreement.

Mr. Whitten asked for action by Council.

A motion made by Mr. Faircloth to approve the Interlocal Agreement for Building Official services between the City of Crestview and the City of Fort Walton Beach. Seconded by Mr. Blocker with 4 yeas from Mr. Faircloth, Mr. Blocker, Mr. Whitten, Mr. Cox with 0 nays, motion carried.

e. Growth Management- Building Department Modifications

Ms. Gaillard, the Growth Management Director stated that as the Growth Management inches towards the modernization of the Department, an aspect of concern was the inconsistency of the Building and Inspection Division when compared to the surrounding municipalities and counties, most of the agencies incorporate an incentive plan for the purpose of challenging the Staff into accomplishing the additional licenses and certifications that is required by the state and federal regulatory agencies. The strict adherence of continuous education goals is only way to absorb the constant stream of new information. The Building Code is regenerated in three-year increments.

The Standardization Plan for Building and Inspections, defines the position and tasks fully within the job description, while the Licensing Agreement which is executed by the Employee, established the Employee's acknowledgement of the specific certifications and State Licenses that they will be required to secure and if there is a require timeframe that must be adhered to. The acknowledgement also ensures that if the employee possesses any contractor license(s), that they will place it on an inactive status and not engage in construction business as in accordance with the City's policies ad procedures.

With the resignation of the Building Official, the Building Inspector II, who has worked for the City since April 2000, will be promoted into the new formed position of Combination Inspector/Plans Examiner. The Inspector holds numerous licenses and could easily complete the remaining commercial license requirements and building official in the near future. The current rate for the Inspector is 20/12, the rate for the Combo Inspector/Examiner, holding five licenses (residential and commercial) and a certificate will be 20/18.

The Permit Clerks shall complete an intense certification regiment to ultimately obtain and hold the ICC Permit Technician Certification. They already have accumulated comprehensive knowledge of construction procedures and building protocols, permitting requirements and regulations, as well as contractor registration and insurance requirements. What they do not have is the documentation that displays what they know. The process of certification will allow for a multi-facet education in customer services, office and computer efficiency, completion of technical and regulatory forms and reports, filing and organizational systems, accounting and financial accountability, and front desk safety and security.

To differentiate between clerks and technicians, we request the technician use grade 16. The position of Clerk IV is set at grade and step 11/13. She joined the City on 9/26/2005 and is the senior employee in permitting which explains her extensive experience in the Blue Prince and Navaline Systems, as well as the antiquated archival system with records dating to the opening of the Building Permits and Inspections Department (1992). She handled the reporting activities, along with the routine permitting and inspections duties. Clerk IV will be promoted to level 16/06, the testing and certifications available at this time has a saturation point about level 16/10 and may take two years to accomplish.

The Permit Clerk joined the team 6/10/2015 and absorbs information like a sponge. She has been well trained by Clerk IV, and now handles the day to day activities and emergencies with ease. She excels in customer service. The current level is 11/04 and will be promoted to level 16/01; the testing and certifications available at this time has a saturation point about level 16/08 and may take two years to accomplish. The Building Permitting Division is a self-sufficient and requires much from its members. These monetary changes bring Crestview's staff more into alignment with other agencies. The testing and certifications will prove their abilities and knowledge, giving the citizens more confidence in the people that serve them every day.

Ms. Gaillard presented the Council with her request for: Creation of Combination Inspector/Plans Examiner position. Transfer existing Building Inspector II (20/12) to Combination Inspector/Plans Examiner (20/18) Creation of Permit Technician positions at Grade 16. Transfer Clerk IV (11/13) to Permit Technician 16/06; include the funding for achieving 16/10 as that could be a viable possibility depending on certifications and testing. Transfer Permit Clerk (11/04) to Permit Technician 16/01; include the funding for achieving 16/08 as that could be a viable possibility depending on certifications and testing.

Excerpts from the proposed plan shown the job descriptions and licensing and training agreement documentation are provided. The proposed plan is a work in progress and will be discussed in an upcoming workshop. The acceptance of the plan is not being requested at this time.

Discussion ensued relative to information presented by Ms. Gaillard.

Mr. Whitten asked for action by Council.

A motion made by Mr. Blocker to approve the personnel and budget requests as shown. Seconded by Mr. Faircloth with 3 yeas from Mr. Faircloth, Mr. Whitten, Mr. Cox with 1 nay from Mr. Blocker, motion carried.

f. Budget Discussion/Approvals

1) Discussion/Decision on Staff raises

Ms. Roy, City Clerk, asked the Council when and how they would like to schedule raises.

Discussion ensued.

Mr. Whitten and Mr. Cox stated that they both support the 1 % on October 1st and 2% on the anniversary date.

Mr. Whitten asked for action by Council.

A motion made by Mr. Faircloth to implement a 1 % on October 1st and 2% on the anniversary date. Seconded by Mr. Blocker with 4 yeas from Mr. Faircloth, Mr. Blocker, Mr. Whitten, Mr. Cox the motion passed with unanimous consent.

2) Any other items to be discussed

I. Discussion of Sellback option

Ms. Roy, the City Clerk, after the start of the fiscal year 2018 a proposal of the possibility of Leave Sell-back in December was presented to the Council. There is a current policy in place but has not been done in recent years due to the lack of funds. Ms. Roy then outlined for Council how this process would work.

Discussion ensued.

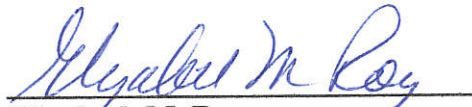
Mr. Whitten asked for action by Council.

A motion made by Mr. Faircloth to approve leave sell-back for forty hours for the 2018 Fiscal Year. The motion died for the lack of a second.

15. Comments from the Audience

16. Adjournment

This meeting was adjourned by Mr. Whitten at 8:35 p.m.



Elizabeth M. Roy
City Clerk



J B Whitten
Council President

Minutes approve this 8th day of Oct, 2018.