



CITY OF CRESTVIEW
COMMUNITY
REDEVELOPMENT
AGENCY



November 8, 2021
5:00 PM
Council Chambers

CRA Regular Meeting

The Public is invited to view our meetings on the City of Crestview Live stream a at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM Please) to cityclerk@cityofcrestview.org.

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. Bush House Contract for Renovation
 - 6.2. CRA Director Contract
 - 6.3. Main Street Agreement
7. **Action Items**
 - 7.1. New Grant Applications
 - 7.2. Request for waiver of grant reimbursement policy
8. **CRA Director Report**
9. **City Manager / CRA Administrator Report**

10. Comments from the Board

11. Comments from the Audience

12. Adjournment

Note: The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. If any person decides to appeal any decision made by the City Council 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 City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.



Staff Report

CRA MEETING DATE: November 8, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 11/3/2021
SUBJECT: Bush House Contract for Renovation

BACKGROUND:

The Historic Bush House, located on Wilson Street, is an iconic landmark in the City of Crestview.

In fiscal year 2018-2019, discussion began on the need for renovations to the house as it stands now.

DISCUSSION:

The City and CRA sought bids twice for renovations to the Bush House and none were received.

In fiscal year 2019, the CRA Board agreed to waive the purchasing policy authorizing the CRA Director and the City Manager to seek construction proposals for repairs in an amount not to exceed \$100,000.

In fiscal year 2021, a grant from the State of Florida in the amount of \$250,000 was awarded for preservation, renovations and rehabilitation to the Bush House. Plans then began for the conversion of the Bush House to a museum, which will be under the newly formed Cultural Division of the City of Crestview.

With the pre-approved \$100,000 and the \$250,000 from the State, plans were formalized for more extreme renovations to the house, to be used as a City of Crestview Museum and offices for the new cultural division.

At this time, prospective contractors were sought. It was determined that Triple R Construction, Inc. met the full scope of work. A copy of their contract in the amount of \$329,890.00 is attached.

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. 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. 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

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

FINANCIAL IMPACT

The \$350,000 for renovations is included in the 2021-2022 CRA Improvement Budget. Funds remaining after contractual services with Triple R Construction, Inc. will be utilized for any additional improvements needed.

RECOMMENDED ACTION

Staff respectfully requests the approval of the renovation contract with Triple R Construction, Inc. as presented.

Attachments

1. Bush House



City of Crestview, Cultural Services Division

RENOVATION OF THE BUSH HOUSE ***Crestview's Future History Museum***

This project incorporates the Scope of Work and the Contractor's Notes and bid below:

SCOPE OF WORK

Brian Hughes

City of Crestview, Cultural Services Division, Parks & Recreation Department

Direct: 850.398.5459, hughesb@cityofcrestview.org

First draft: 17 Sept. 2021

Final version: 28 Sept. 2021 (with revisions from 8 Oct. 2021)

NOTE: After discussions with Fire Marshal Rodney Lancaster, original staircase will remain where it is and WILL NOT be removed. A new staircase WILL NOT be constructed from the kitchen. 8 Oct. 2021

In 1925, L&N Railroad supervisor of tracks Lorenza Bush built his family a handsome white clapboard house on the corner of Wilson Street and then-Chestnut Avenue (now Martin Luther King Jr. Avenue), just south of the tracks he supervised. The Bush House reflects the lifestyle of an important railway official and includes two former front parlours, a dining room, large kitchen, and three spacious upstairs former bedrooms.

Over the years, repairs and renovations have altered some of the downstairs spaces, producing a large back room, a sort of "tacked-on" bathroom on the back of the house, and a partially enclosed rear porch. Fluorescent strip lighting has been added to almost every room, with electrical conduit snaking up the walls and across the ceilings. Sheetrock covers heart pine wallboard while industrial carpeting conceals varnished heart pine floors.

The challenge is to restore some of the home's original stately, solid middle class graciousness while also converting it into a showplace for telling Crestview's rich history. To help achieve these goals, the City of Crestview seeks to partner with a contractor who will share our vision of a restored, welcoming early 20th-century home and public museum house through implementation of this Scope of Work.

EXTERIOR REPAIRS

- Repair north and south front porch columns that are bowing outward.
- Shore up porch, fix sagging ceiling, which produces noticeable slope in front upstairs room.
- Strip and repaint walls and trim.
- Remove current handicap ramp (city Public Services could do this) and build new ramp on north side of porch

- Replace outside pipe handrails with decorative ironwork rails
- Restore balcony on front of house under its existing canopy
- Fix leaks in roof

INTERIOR REPAIRS

THROUGHOUT HOUSE:

- Remove all fluorescent light fixtures; replace with period-style ceiling fans and lamps
- Remove all electrical conduit on walls on ceilings. Rewire to conceal electrical.
- Remove carpet and refinish hardwood floors as needed.
- Remove sheetrock, restore wood walls and ceilings except as noted in room-by-room survey
- Remove gas-powered HVAC units downstairs and upstairs. Replace with electric and place heat-pump outside.
- Remove bulky ductwork as discussed.
- Remove Masonite blocking fireplaces; install electric fires, at least in front parlours and dining room.
- Window repair as discussed. Make windows functional where possible.
- Install smoke detectors/alarms per code
- Install security cameras in first-floor rooms and upstairs hall (CITY)
- Museum display cases to be fabricated by city staff CITY

FRONT HALL:

- ~~• Remove staircase to open up hall for displays. Replace with staircase heading up from back hall by kitchen as discussed.~~
- ~~• Install new ceiling above where stairway currently is. (BMH 8 Oct 21)~~
- Remove ductwork as discussed.
- Install 10-inch triple-crown molding in opened up hallway
- Replace heavy-duty front door with period accurate heavy door.

SOUTH FRONT PARLOUR:

- Fix damaged brick mantle.
- Install electric outlet and wall mount for widescreen TV over mantle.
- Install 10-inch triple-crown molding in room

NORTH FRONT PARLOUR:

- Install 10-inch triple-crown molding
- Wallpaper this room in vintage style per consultation with Historic Preservation Board.
- Repair or replace French door hardware as necessary.

DINING ROOM:

- Remove mirror tiles on walls
- Repair hole in ceiling
- Wallpaper this room in vintage style per consultation with Historic Preservation Board.
- Replace "office style" door to hallway with period-correct wooden door with window(s)

KITCHEN:

- Fix hole and damage to ceiling
- Remove metal cabinetry and replace with more period accurate wooden cabinets
- Retain but refinish existing hutch
- ~~• Create access to new stairway to second floor from hallway area (BMH 8 Oct 21)~~

~~• Create new bathroom against rear wall where fridge currently is. Relocate fridge.~~

- Remove linoleum; lay tile floor
- Install new countertop (granite, Corian, etc.)
- Replace most appliances. Add dishwasher.

LARGE BACK ROOM:

NOTE: This will be the main exhibition room.

- Shore up sagging structure across southwest section of room
- Fix leaning fireplace
- Convert current HVAC room to closet after new HVAC is moved outside.
- Install TV Mount and electrical outlet above fireplace
- Make entrance to room from front hallway a double-wide doorway
- Install ceiling crown moulding. Doesn't need to be 10" triple crown but should look nice.
- Address problem of odd walls in northwest corner of room where previously there were other rooms.
- Strip linoleum; install hardwood flooring or Pergo-style composite floor (cypress or pine)
- Consider building a display wall running west to east down center of room as far as kitchen hallways; leave back section open
- Put two strips of track lighting on ceiling running west to east to illuminate side wall displays and center displays or display wall, if constructed.

CURRENT HALL BATHROOM:

- ~~• Much of current hall bathroom will be taken up by new staircase rising up from kitchen hallway~~
- ~~• Turn remaining bathroom space into storage closet, including under stairs. (BMH 8 Oct 21)~~
- Renovate to meet ADA requirements

ALL MAIN UPSTAIRS ROOMS:

- install minisplits for heat and cooling instead of tying into central HVAC.
- Retain closets

UPSTAIRS HALLWAY:

- Retain access to rear (west side) attic/closet.
- Add pull-down attic stairs to facilitate access to main attic for inspections, etc.

UPSTAIRS NORTH ROOM:

- Remove bathroom fixtures and wall between north room.
- Remove HVAC and walls around it.
- ~~• Could be divided into two rooms, down center of windows. If so, add another door to hallway for northwest room. (BMH 8 Oct 21)~~

UPSTAIRS SOUTH ROOM:

- Install shelving for archives on north wall and around northwest corner
- Retain closet

UPSTAIRS FRONT ROOM:

- Correct east-leaning "slope" over porch by shoring up porch.
- Fix ceiling
- Restore balcony and balcony doors

CONTRACTOR'S NOTES & BID

Rick Rausch
TRIPLE R CONSTRUCTION, INC
8010 Sleepy Bay Blvd
Navarre, Fl. 32566
850-585-7682

City of Crestview
Brian Hughes
Bush House, Wilson St.

Proposal for the refurbishing of the Bush house as per Scope of Work Dated
28 Sept 2021 with some comments

Exterior Paint is lead based so removing is very costly. Price includes pressure
washing and repaint. Old layers of paint will still show.

Concrete hand-cap ramp to be removed by others (city). New wood ramp Included
Exterior rails to be wood not iron
Flooring to be refinished as best as possible after carpet and vinyl removal. Flooring will be mixed and
matched I believe as the building has been remodeled many times

Removal of drywall ceilings is preferred if the wood ceiling are salvageable and painted or
sealed.

Front porch ceiling and flooring to be removed, repaired and replaced with all structural
members repaired or replaced.

Fireplace leveling might be caused by structural problems. After inspections of floor
joists, repairs will be discussed. Some dollars have been included, but only inspection
will tell us.

Price for the scope plus above descriptions: \$ 329,890.00

Thank you for considering my company

Rick Rausch
CGC 1508724
10/17/21

Projected starting date: 12/1/21
Projected completion date: 4/30/22

Consultant Contact:

City Contact: Brian Hughes, Cultural Services
Division, 850.398.5459,
hughesb@cityofcrestview.org
City Hall, 198 Wilson St. N, Crestview FL 32536

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year below:

CITY OF CRESTVIEW, FLORIDA
ATTEST:

Elizabeth M. Roy
City Clerk

By: _____
JB Whitten
Mayor

Date: _____

For Triple R Construction, Inc.

By: 
Rick Provost

Date: 10/26/21



Staff Report

CRA MEETING DATE: November 8, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 11/4/2021
SUBJECT: CRA Director Contract

BACKGROUND:

In addition to the duties of the City Clerk, Ms. Elizabeth Roy has graciously performed the director role of the Crestview Redevelopment Agency (CRA). With her desire to retire from the City Clerk position, she expressed an interest in maintaining the CRA Director position on a part-time basis.

DISCUSSION:

As approved during the fiscal year 2021-2022 budget process, Tim Bolduc, City Manager/CRA Administrator, negotiated a contract with Ms. Roy. The terms of the contract include, but are not limited to, scope of services, additional duties, compensation, term of agreement and assignment. This contract will commence at the signing of the agreement by both parties on January 1, 2022, whichever is later.

Attached is the contract for services for Mrs Roy as CRA Director. .

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 CRA Director position has been approved in the CRA contractual services budget for fiscal year 2021-2022.

RECOMMENDED ACTION

Staff respectfully requests approval of the attached contract engaging the services of Ms. Elizabeth Roy as Director of the Crestview Redevelopment Agency.

Attachments

1. Contract for Services Elizabeth Roy_

**AGREEMENT FOR SERVICES
TO BE PROVIDED TO THE
CITY OF CRESTVIEW
COMMUNITY REDEVELOPMENT AGENCY**

THIS AGREEMENT FOR SERVICES FOR THE CITY OF CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY (the “Agreement”) is entered into as of this 15th of November, 2021, by and between the CITY OF CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY, a public body, corporate and politic, organized under Florida Statutes, Chapter 163, Part III (hereinafter referred to as the “CRA”) and Elizabeth M Roy, an individual, whose address is 1239 Jefferyscot Drive, Crestview, Florida 32536, (hereinafter referred to as “Provider.”). Collectively, the CRA and Provider may be referred to herein as the Parties. This agreement will commence upon the signing of the agreement by both parties, or January 1, 2022, whichever is later.

The CRA desires to engage the services of Provider to provide certain services pursuant to the terms of this Agreement.

NOW, THEREFORE, the Parties hereto do hereby mutually agree as follows:

1. SCOPE OF SERVICES

A. Crestview Community Redevelopment Agency

Provider agrees to implement, administer, coordinate, facilitate, develop and manage all aspects of the current CRA Redevelopment Plan, while coordinating with and reporting all CRA activities to the City of Crestview City Manager/ CRA Administrator.

Provider will serve the CRA as the CRA Director as defined in Section 4 herein. Provider will be available to the CRA Board and be accessible to the CRA in all aspects of the delivery of services as part of her duties in the above-mentioned roles. Provider will attend all CRA meetings, unless they have provided notice to the CRA Board and received advance approval of the CRA Board to be absent. Provider will report to the City Manager. Open communication, coordination and reporting will be accomplished as needed by the CRA Board and the City Manager. Provider will be available to travel to required meetings and training within the state of Florida.

Provider will work on a part-time basis with hours to be determined by agreement between the City Manager and provider.

Provider services also include assisting the CRA Board in furthering the redevelopment objectives of the CRA by conducting periodic needs assessments of the CRA, the redevelopment area and the CRA Plan's ongoing relevancy based on changing aspects of the redevelopment area. This would include informing the CRA Board of trends, social and economic area dynamics, or various concerns or impacts offering possible solutions or enhancement strategies which should include, but are not limited to:

- Assessment of Blight and Obstacles to Growth
- Redevelopment Momentum and Planning
- Destination and Economic Stimulation

Provider services shall include the implementation of the CRA Plan and the full execution and capacity building of the CRA Plan's programs and projects according to their designated need, priority and funding appropriation while remaining in compliance with all aspects with the CRA's redevelopment goals and objectives.

Provider services shall include facilitation of the CRA Plan to be accomplished by maintaining a streamlined implementation process in a manner that complies with the transparency requirements of the Florida Sunshine Law as it applies to public agencies in the execution of the CRA Plan and demonstration of the CRA Plan's impact on redevelopment goals and objectives.

Provider services shall also include the CRA Plan's financial management, with the exception of the calculation of the yearly tax increment financing (herein referred to as "TIF") and billing of taxing authorities for the TIF, which services will be provided by the Finance Director of the City of Crestview. In accordance with Crestview Ordinance 1598, services from Provider

shall include, in coordination with the City of Crestview Finance Director, supervision, tracking, control and/or preparation of the CRA's:

- Annual Budget and Periodic Budget Amendments
- Management of the Trust Fund account
- Project/program management
- Procurements and encumbrances relating to the CRA
- Fund disbursements for the CRA
- Contract management for services to the CRA
- Grant/resource initiation and management
- Policy development and updates to the CRA Board
- Volunteer and personnel management on behalf of the CRA
- Timely preparation of all required CRA financial reports
- Timely preparation and submission of the CRA Annual Report
- Records management with submission to City Clerk to ensure records retention and availability to the City's designated Information Officer.

Provider shall accomplish the administration, management and coordination of the CRA Plan by directing and conducting all business activities of the CRA Plan on behalf of and as directed by the CRA Board, and as guided by the CRA assurances to the City through the Declaration of Assurances Regarding Management of CRA Funds, as amended by the CRA Board on April 14, 2018, and as Authorized by Ordinance 1598 which was approved by the CRA Board on February 8, 2016, governed by the requirements of the applicable Florida Statutes and best business practices. This will include, but is not limited to:

- CRA Plan Modifications
- Redevelopment Incentive Strategies
- Economic & Workforce Development Strategies
- Research and Training
- Public Relations/Marketing Campaigns

- Investor Development Strategies
- Partnership and Investor Relations & Development
- Property Enhancement Strategies

B. . Additional Duties

In addition to the foregoing, the Provider may create and implement plans during the Term of this Agreement, including but not limited to:

- CRA Plan Modifications, when appropriate
- Compliance with the City of Crestview/CRA Procurement Manual
- Creation and compliance with CRA Program Policies
- CRA Destination Strategies
- Creation of Façade Design
- Grants and Sponsorship Development
- Conducting Market Research
- Assessment of Blight and Obstacles to Growth
- Redevelopment Momentum and Planning
- Destination and Economic Stimulation
- Marketing and Advertising Strategies and Implementation
- Implementation and Execution of Plans, Programs and Projects
- Public Relations
- Redevelopment Incentive Strategies
- Economic & Workforce Strategies
- Research and Training
- Investor Development Strategies
- Partnership and Investor Relations and Development
- Property Enhancement Strategies

2. COMPENSATION AND EXPENSES

Provider shall be compensated for all services rendered under this Agreement based on a flat

annual rate in the amount of Thirty-Six Thousand Dollars (\$36,000.00). Subject to budget appropriation and prior approval of the CRA Board, the CRA may pay for training or meeting fees and expenses, on a budgeted basis. The Provider shall submit all forms and documentation as required by the City of Crestview procurement and reimbursement process. The CRA/City shall provide to the Director office space, computer, cell phone and other office equipment as needed to be used in the course of business.

3. **METHOD OF PAYMENT**

The CRA shall issue Provider checks on a monthly basis on the 1st of each month, in an amount based on the annual rate in Section 2., above. The CRA will not withhold taxes from these payments, Provider will be responsible for payment of any taxes and no employee or other benefits will accrue or be given, as Provider is providing services as an independent contractor.

4. **TERM OF AGREEMENT, MONTHLY REPORTS, RIGHT TO TERMINATE**

a. This Agreement shall be in effect from the date signed by the parties, above, for the term of twenty-four (24) months (herein referred to as “Term”). After twenty-four (24) months, the Agreement may be renewed by the Parties through an express written agreement to renew. Otherwise, this Agreement will terminate automatically after twenty-four (24) months.

b. Provider shall submit monthly written reports on its progress in the completion of its obligations and duties described in this Agreement. The CRA Board may use these periodic progress reports to determine whether Provider is performing the Agreement to the satisfaction of the CRA Board. Nothing within this Services Agreement shall prevent, limit, or interfere with or restrict the rights of the CRA Board to terminate services of Provider with one month written notice in the event the City Manager determines, in their sole discretion, that the City Manager for any reason or no reason seeks to terminate this Agreement, that services are not being properly performed by the Provider or that Provider is in default of this Agreement.

c. Provider may terminate this Agreement prior to the end of the Term by giving a thirty (30) day written notice to the City Manager of Provider’s wish to terminate the Agreement.

Before Provider leaves the position through any of the foregoing methods, Provider agrees to assist the CRA Board in providing a new provider with training and status report of CRA matters, including budget, project status and other relevant matters.

5. **PROVIDER LICENSES**

Provider asserts that it has and shall maintain during the full course of this Agreement, all certifications and licenses, if any, required to perform the services described in this Agreement.

6. **RELATIONSHIP OF THE PARTIES**

Nothing contained in this Agreement shall be deemed or construed as creating an employer/employee relationship, a partnership, joint venture, or any other relationship between the parties hereto other than service provider and client, according to the provisions contained herein, nor shall this Agreement or the Provider's performance of services described herein, cause the CRA or City or any employees, officers or agents of the CRA or City to be responsible in any way for the errors, omissions, debts or obligations of Provider, or any other person or party. Nothing in this Agreement is intended to waive the Crestview CRA or City of Crestview's rights of sovereign immunity under the Florida Constitution, common law, or Florida Statute Section 768.28, as such may be amended from time to time.

7. **ASSIGNMENT**

Provider may not assign or transfer its rights, duties, or obligations pursuant to this Agreement to any other entity or person without the express written consent of the City Manager.

9. **DISPUTE RESOLUTION**

Should enforcement of the rights, responsibilities or duties of the Parties set forth in this Agreement result in litigation, including appellate proceedings, the prevailing party shall be entitled to recover all court costs, including reasonable attorneys' fees. The Parties acknowledge that the terms of this Agreement were negotiated at arm's length and that this Agreement was prepared and executed without undue influence exerted by or on any party. This Agreement was drafted jointly by the Parties, and no party is entitled to the benefit of any rules of construction

with respect to the interpretation of any terms, conditions or provisions of this Agreement. The location for settlement of any and all claims, controversies, dispute arising out of or relating to any part of this Agreement, or breach hereof, shall be exclusively in Okaloosa County, Florida and nowhere else. The Parties further agree that any controversy arising under this Agreement would involve complicated and difficult factual and legal issues. Therefore, any action brought by one party against the other party, alone or in combination with others, whether arising out of this Agreement or otherwise, shall be determined by a judge sitting without a jury.

10. **PUBLIC RECORDS**

Provider agrees to comply with the Florida Statutes in Chapter 119 regarding public records, as applicable to this Agreement. The CRA reserves the right to unilaterally cancel this Agreement due to Provider's refusal to allow public access to records when such access is required by law.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO THE PROVIDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 198 N. WILSON STREET, CRESTVIEW, FLORIDA 32536, (850)689-3722.

Provider further agrees to:

- a. Keep and maintain public records required by the CRA to perform the services under this Agreement.
- b. Upon request from the CRA or City's custodian of public records, provide the CRA and/or City 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 as provided by Florida law.
- c. 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 Term of the Agreement and following completion of the Agreement if the Provider does not transfer the records to the CRA or City.
- d. Upon completion of the Agreement, or upon the CRA or City request, transfer, at no

cost, to the CRA or City all public records in possession of the Provider, or keep and maintain public records required by the CRA or City to perform the service. If the Provider transfers all public records to the CRA or City upon completion of the Agreement, the Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon completion of the Agreement, the Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA and/or City, upon request from the CRA or City's custodian of public records, in a format that is compatible with the information technology systems of the CRA or City.

e. All materials produced during this Agreement by Provider for the CRA during the Term shall be the property of the CRA. Copyright and trademark services are not included for any material produced by Provider for the CRA, but such services are available upon request.

11. **ENTIRE AGREEMENT**

This Agreement contains all of the terms and conditions agreed to by the Parties hereto and can only be amended by a written amendment approved and signed by both Parties.

12. **ENFORCABILITY**

If any provision, or portion thereof, of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS THEREOF, the CRA and Provider have executed this Agreement as of the date shown above.

“CRA”

CITY OF CRESTVIEW COMMUNITY
REDEVELOPMENT AGENCY, a public body,
corporate and politic

“PROVIDER”

Elizabeth M Roy

By: _____
Nathan Boyles
Chairman of the City of Crestview
Community Redevelopment Agency

Address:

1239 Jefferyscot Drive
Crestview, FL 32536

By: _____
Tim Bolduc
City Manager/CRA Administrator

ATTEST:

By: _____
Secretary

APPROVED AS TO FORM:

By: _____
CRA Legal Counsel



Staff Report

CRA MEETING DATE: November 8, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 11/4/2021
SUBJECT: Main Street Agreement

BACKGROUND:

Each year, the Crestview Redevelopment Agency (CRA) provides funding for the Main Street Association in exchange for certain deliverables.

DISCUSSION:

At the September 13th special meeting of the CRA, the board approved the contents of the 2022 agreement and voted to allow the City attorney to draft the agreement.

The final agreement along with the approved content is attached.

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. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program

FINANCIAL IMPACT

The funding for the Main Street Association is included in the 2021-2022 CRA contractual services budget.

RECOMMENDED ACTION

Staff respectfully requests approval of the agreement between the Main Street Association and the CRA as presented.

Attachments

1. 2021.2022 MOA (1)
2. MOU Between CRA and MSCA 2021

City of Crestview

Community Redevelopment Agency



Office of the City Clerk/CRA Director
P. O. Box 1209, Crestview, Florida 32536
Phone # (850) 682-1560 Fax # (850) 682-8077
Email: cityclerk@cityofcrestview.org

Items for memorandum of agreement between Crestview
Community Redevelopment Association (CRA) and Main Street
Crestview Association (MSCA):

1. Financial

- a. CRA will fund the MSCA with \$50,000 paid bi-annually, for MSCA to use as needed, except that 15% (\$7500) be ear marked for marketing to include promotions of CRA district businesses/events.
- b. MSCA will provide an annual budget prior to the beginning of the Fiscal year of the CRA (10/1)
- c. MSCA will provide a copy of the monthly budget report to the CRA director.

2. MSCA deliverables

- a. Marketing/promotion of CRA district businesses.
- b. Promote CRA Grant Programs to businesses in the CRA District
- c. 4 main events in the Main Street area to include:
 - i. Fall Festival, Christmas Parade, New Years and July 4th.
- d. Other events as determined by the MSCA board
- e. Assist the City of Crestview and CRA with additional events as requested.
- f. Bi-monthly reports/updates on the MSCA activities
- g. Provide event insurance for Main Street Events
- h. Provide any licenses/certifications needed for all Main street events.

- i. Contact with CRA Director and Administrator (city manager) on status of all events, etc.
- 3. City of Crestview/CRA deliverables (in addition to financial support)
 - a. Public Services/police/fire aid for all main street events
 - b. CRA/City will aid in the promotion of all Main Street Events.
 - c. CRA/City will work with MSCA on logistics for all Main Street Events. Some events may require extra charges.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the City of Crestview, Florida Community Redevelopment Agency (the “CRA”) and the Main Street Crestview Association, Inc. (“MSCA”).

A. Purpose. The purpose of this MOU is to set forth the mutual understandings and agreements between the parties concerning their collaborative relationship and mutual goal to enhance and benefit the CRA’s downtown corridor.

B. Roles and Responsibilities.

The CRA agrees to:

- a. Fund the MSCA with \$50,000 paid biannually, for MSCA to use as needed, except that 15% (\$7,500.00) be earmarked for marketing to include promotions of CRA district businesses/events;
- b. Provide, as determined by the City of Crestview, reasonable support from Public Services/Police/Fire for events;
- c. Aid in the promotion of MSCA events; and
- d. Work with MSCA on logistics for MSCA. Some events may require extra charges.

MSCA agrees to:

- a. Provide an annual budget prior to the beginning of the Fiscal year of the CRA (10/1);
- b. Provide a copy of the monthly budget report to the CRA director;
- c. Market and promote CRA district businesses;
- d. Promote CRA grant programs to eligible businesses;
- e. Conduct four primary events in the Main Street area to include:
 - i. Fall Festival;
 - ii. Christmas Parade;
 - iii. New Years celebration; and
 - iv. July 4th celebration.
- f. Conduct additional events as determined by the MSCA board;
- g. Assist the City of Crestview and/or CRA with additional events as requested;
- h. Provide bi-monthly reports/updates on MSCA activities called for herein;
- i. Provide event insurance for MSCA and/or City or CRA-sponsored events;
- j. Provide any licenses/certifications needed for MSCA events.
- k. Maintain not less than weekly contact with CRA Director and City Manager on status of all events, etc.

C. Timeframe. This MOU applies to the budget period beginning on October 1, 2021 and ending on September 30, 2022.

D. Public Records. In accordance with Florida law, the attached Public Records Addendum is incorporated herein and shall be binding on MSCA.

E. Integration. This Memorandum of Understanding 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, 2021.

CITY OF CRESTVIEW, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

By: _____

Title: _Board Chairman_____

By: _____

Title: _CRA Director_____

MAIN STREET CRESTVIEW ASSOCIATION, INC.

By: _____

Title: Executive Director

By: _____

Title: Board President

CITY OF CRESTVIEW
PUBLIC RECORDS ADDENDUM

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:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. 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.
- c. 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
- d. 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.
- e. **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
- f. 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.



Staff Report

CRA MEETING DATE: November 8, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 11/4/2021
SUBJECT: New Grant Applications

BACKGROUND:

Crestview Redevelopment Agency (CRA) staff has determined that revisions need to be made to simplify the incentive grant process. In an effort to accomplish this, the CRA board approved transitioning the duties of the CRA Grant Review board to the CRA and the City's Planning Division staff.

DISCUSSION:

After researching and reviewing the CRA grant application process of several other municipalities and incorporating the direct needs of the City of Crestview's CRA district, staff developed grant programs and applications for Beautification (formally Facade only) and Code Compliance.

Those grant programs are attached for your approval. Previously submitted applications awaiting approval, will be modified to the new terms and agreements.

Other incentives for major improvements in the CRA district, outside the scope of these grants, will be determined on a case by case basis, depending on funding availability and CRA Board approval.

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

Grant funding was approved during the CRA budget process for fiscal year 2021-2022.

RECOMMENDED ACTION

Staff respectfully requests the approval of the new grant programs and allow staff to upgrade any existing grants to the new format.

Attachments

1. Beautification Incentive Program
2. Code Compliance Upgrade Program



BEAUTIFICATION INCENTIVE PROGRAM

PROGRAM DESCRIPTION

This program awards funds for visual (exterior) improvements to commercial real estate property. These improvements are for painting, parking lot resurfacing, signage, and landscaping, etc. Labor and materials may be contributed by the CRA in lieu of grant funds or a portion of the grant award. Maximum CRA grant awards cannot exceed \$15,000. The Beautification Incentive Program was established by the CRA to encourage existing building owners or operators to improve the exterior of their buildings to provide "curb appeal." The program allows the CRA to fund 50% of the cost to paint, landscape and/or pressure cleaning an existing building with the Crestview CRA, up to \$15,000. Property or business owners must submit a completed application accompanied by estimates from licensed painters, landscapers and or general contractors, if the grant request is part of a larger project, a total project budget must be provided to be considered. Any estimates over \$7500 must have 3 written quotes. Owner purchased materials are not subject to quotes. requirements.

PROGRAM RULES

The following rules are intended to inform a potential grant applicant of the extent and scope of the program. The purpose of the program is to encourage commercial property owners to upgrade their properties by improving the external appearance of their business and to encourage businesses to invest in their operations. The result will halt deterioration, stabilize property values, improve and upgrade the appearance of the area, and facilitate and encourage redevelopment activity in the target area.

1. The program is available only for property located within the CRA District.
Note: See attached CRA Boundary Map or click the below link to check your address:
https://www.cityofcrestview.org/DocumentCenter/View/1373/PDF-Maps-Disclaimer_CRA?bidId=
2. All proposed exterior improvements (to include paint color/decorative finishes) using CRA funds must be approved by the CRA Staff.
3. The program is for commercial properties and businesses only. Residentially zoned properties are NOT eligible (this includes multi-family units, apartment buildings and duplexes). The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.

5. Eligible improvements for this program include:
- Painting
 - Shutters
 - Roof Repair
 - Awnings/canopies
 - Decorative exterior facade improvements
 - Exterior doors/windows
 - Landscaping around the building
 - Irrigation
 - Parking lot re-paving, re-sealing, re-striping
 - Exterior lighting
 - Patio or decks connected to the building
 - Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)
 - ADA improvements (exterior)
 - Signage
 - Fencing (excluding chain link, barbed wire, and wood panels)
 - Demolition of structure and (re)sodding of vacant property
 - Exterior Security Features
6. All work **must** be done in compliance with applicable City of Crestview Building Codes and Land Development Regulations. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Permit division of Development Services department and pass all required inspections prior to reimbursement.
7. Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff. Any work completed prior to submission and approval must receive approval from the CRA board before any reimbursement is given. CRA staff will determine if previously preformed work is eligible. Work done more than 9 months prior to submission is not eligible for any CRA grants.
8. The Beautification Incentive Grant Program is only available one time in a six (6) month period for each commercial address.

APPLICATION PROCESS

1. An applicant seeking a project grant may secure an application from the Crestview Community Redevelopment Agency(CRA), 198 Wilson Street N, Crestview, Fl 32536 850-682-1560 or submit online or download the application from www.cityofcrestview.org.
2. The CRA will administer the Beautification Incentive Program and funding. In addition to the appropriate City of Crestview building inspections, the CRA will inspect the work to determine the satisfactory completion of the work.
3. Applicants may not have any outstanding City of Crestview liens, delinquent property taxes, delinquent utility bills, and must have an active Business Tax Receipt with the City.
4. Application to this Program is not a guarantee of funding. Funding is at the sole discretion of the CRA Staff. Applications will be scored, ranked and obtain CRA approval. The total available program funding is subject to change.

REIMBURSEMENT PROCESS

1. Grant Payments — Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within ninety days from the CRA receiving the following:
 - a) Invoices, copy of processed check and proof of payment for Eligible Reimbursable Costs
 - b) Building Department Inspection forms and completed final inspections.
2. Site Visits — CRA staff will conduct a site visit before grant payment is made in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement. Staff will complete a final inspection prior to issuing final payment.
3. As stipulated in the project agreement, the CRA will release funds to the client on a reimbursement basis at the completion of the entire project (upon examination of all required documents).

I have read, understand and accept the program overview and guidelines set forth above for the Beautification Incentive Program.

Property Address

Applicant Name

Applicant Signature

Date



Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

APPLICATION CHECKLIST

Every application package must include **ALL** of the following items before it will be processed and considered for approval.

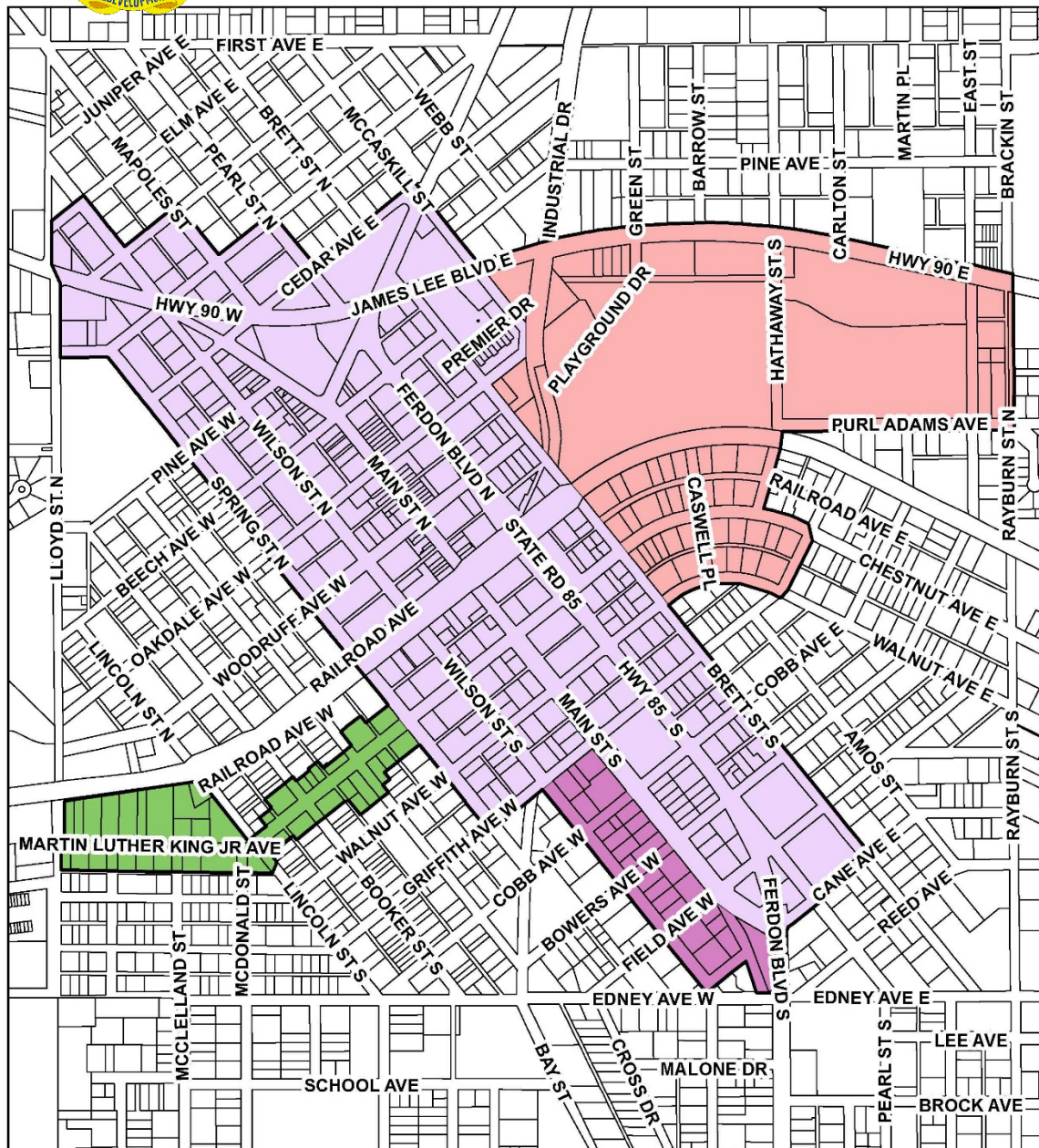
- ☐ Written detailed description of the improvements to be done to the property
- ☐ W9 Form (attached)
- ☐ Copy of Business Tax Receipt
- ☐ Proof of ownership, or letter from property owner authorizing work.
- ☐ Plans or sketches if applicable
- ☐ Rendering of completed project
- ☐ Site plan and plant list for landscape projects
- ☐ Third-party cost estimates from licensed contractors, (3 quotes for any items over \$7500) Owner purchased materials are not subject to quotes.
- ☐ Estimated timeline or project Schedule
- ☐ Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc)
- ☐ Completed Application
- ☐ Completed Checklist

All applications submitted Online or hard copy must be complete with all required information. Upon receiving, the CRA Director shall contact the applicant to arrange for an in person or phone meeting to discuss the application.

CRESTVIEW CRA BOUNDARY MAP



Crestview Community Redevelopment Agency





Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

BEAUTIFICATION INCENTIVE PROGRAM GRANT APPLICATION

1. APPLICANT

Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

E-mail: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: _____

Address: _____

_____ Zip Code: _____

Owner Type:

- | | | |
|--|--------------------------------------|-------------------------------------|
| ☐ Individual | ☐ Partnership | ☐ LLC |
| ☐ Sole Proprietorship | ☐ Corporation | ☐ Non-Profit |

3. OWNER OF PROPERTY (if not the applicant)

Name: _____

Address: _____

_____ Zip Code: _____

Phone Number: _____ E-mail: _____

4. PROJECT INFORMATION

Project Description

Select all applicable ambitioned improvements in the property.

IMPROVEMENT	COST	IMPROVEMENT	COST
☐ Painting		☐ Shutters	
☐ Roof Repair		☐ Awnings/canopies	
☐ Decorative exterior facade improvements		☐ Exterior doors/windows	
☐ Landscaping around the building		☐ Irrigation	
☐ Parking lot re-paving, re-sealing, re-striping		☐ Exterior lighting	
☐ Patio or decks connected to the building		☐ Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)	
☐ ADA improvements		☐ Signage	
☐ Fencing (excluding chain link, barbed wire, and wood panels)		☐ Demolition of structure and (re)sodding of vacant property	
☐ Exterior Security Features		☐ Exterior Security Features	

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email for General Contractor: _____

Estimated Total project Cost: \$_____

Grant Amount Requested: \$_____

(if more than one contractor, please supply all information for each, separate pages may be attached)

5. SOURCES OF FUNDING

6. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for a Beautification Incentive Program Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Crestview Community Redevelopment Agency (CRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The CRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Crestview and the Crestview CRA or its agents to take photos of myself and my business to be used to promote the program.

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date



Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

PROPERTY OWNER AUTHORIZATION FORM

•To be completed only if the applicant is a tenant•

The undersigned owner of the existing building located at:

Address _____

Certifies that:

Applicant _____

Operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Beautification Incentive Program Grant Application.

I understand and agree that neither the Crestview CRA nor the City of Crestview assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Beautification Incentive Program Grant to complete exterior property improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Crestview and the Crestview Community Redevelopment Agency (CRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the CRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the Beautification Incentive Program.

Property Owner Name _____

Property Owner Signature _____

Date _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (numeric date) day of _____ (month), _____ (year), by _____ (name of person acknowledging).
(Seal)

Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____



Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

PROPERTY OWNER AUTHORIZATION FORM

THIS AGREEMENT is entered into this _____ day of _____, 20____, by and between the Crestview Community Redevelopment Agency ("CRA") and _____ ("Applicant").

WHEREAS, Applicant has made application for a grant with the CRA under the CRA Beautification Incentive Program and

WHEREAS, CRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to CRA, which is attached to this Agreement and made a part hereof as Exhibit "A".
2. In consideration of Applicant satisfactorily completing the Project, CRA will reimburse Applicant 50 % of the total project costs or the approved amount of \$_____, (in no event shall CRA pay more than \$15,000.00).
3. In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney's fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT:

Crestview CRA

By: _____

Elizabeth M Roy
CRA Director

Print Name: _____

By: _____

Its: _____

"Applicant"



BUILDING CODE COMPLIANCE UPGRADE PROGRAM

PROGRAM DESCRIPTION

This program is specifically designed for potential investors who find it very difficult to finance older buildings and qualify for a loan when required inspections reveal building code violations. To bring buildings up to code can drastically increase the cost of the investment, disqualifying an investor. The purpose of this program is to address eliminating this form of blight, increasing redevelopment and public safety. These improvements are areas determined by the City or a licensed inspector as required to bring the building up to current code requirements, and do not include surface or non-essential improvements (i.e., paint, carpet, cosmetic changes.) Labor and materials may be contributed by the CRA in lieu of grant funds or a portion of the grant award. Maximum CRA grant awards cannot exceed \$25,000. The program allows the CRA to fund 50% of the cost to perform necessary upgrades up to a maximum amount of \$25,000. Property or business owners must submit a completed application accompanied by estimates from licensed contractors, if the grant request is part of a larger project, a total project budget must be provided to be considered. Any estimates over \$7500 must have 3 written quotes. Owner purchased materials will not be subject to quote requirements.

PROGRAM RULES

The following rules are intended to inform a potential grant applicant of the extent and scope of the program. The purpose of the program is to encourage commercial property owners to upgrade their properties by improving the external appearance of their business and to encourage businesses to invest in their operations. The result will halt deterioration, stabilize property values, improve and upgrade the appearance of the area, and facilitate and encourage redevelopment activity in the target area.

1. The program is available only for property located within the CRA District.

Note: See attached CRA Boundary Map or click the below link to check your address:

https://www.cityofcrestview.org/DocumentCenter/View/1373/PDF-Maps-Disclaimer_CRA?bidId=

2. All proposed code upgrades using CRA funds must be approved by the CRA Staff.
3. The program is for commercial properties and businesses only. Residentially zoned properties are NOT eligible (this includes multi-family units, apartment buildings and duplexes). The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.

5. Eligible improvements for this program can include (but are not limited to):
 - Wiring
 - ADA Compliance for:
 - restrooms
 - ingress and egress
 - Other Code upgrades as determined by the City of Crestview or licensed contractor. Written proof of Code compliance necessity must accompany this application.
6. All work **must** be done in compliance with applicable City of Crestview Building Codes and Land Development Regulations. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Permit division of Development Services department and pass all required inspections prior to reimbursement.
7. Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff. Any work completed prior to submission and approval must receive approval from the CRA board before any reimbursement is given. CRA staff will determine if previously performed work is eligible. Work done more than 9 months prior to submission is not eligible for any CRA grants.
8. The Building Code Compliance Upgrade Program is only available one time in a six (6) month period for each commercial address.

APPLICATION PROCESS

1. An applicant seeking a project grant may secure an application from the Crestview Community Redevelopment Agency(CRA), 198 Wilson Street N, Crestview, FL 32536, 850-682-1560 or submit online or download the application from www.cityofcrestview.org.
2. The CRA will administer the Building Code Compliance Upgrade Program and funding. In addition to the appropriate City of Crestview building inspections, the CRA may inspect the work to determine the satisfactory completion of the work.
3. Applicants may not have any outstanding City of Crestview liens, delinquent property taxes, delinquent utility bills, and must have an active Business Tax Receipt with the City.
4. Application to this Program is not a guarantee of funding. Funding is at the sole discretion of the CRA Staff and Board. Applications will be scored, ranked, and obtain CRA approval. The total available program funding is subject to change.

REIMBURSEMENT PROCESS

1. Grant Payments — Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within ninety days from the CRA receiving the following:
 - a) Invoices, copy of processed check and proof of payment for Eligible Reimbursable Costs
 - b) Building Department Inspection forms and completed final inspections.
2. Site Visits — CRA staff may conduct a site visit before grant payment is made in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement. Staff will complete a final inspection prior to issuing final payment.
3. As stipulated in the project agreement, the CRA will release funds to the client on a reimbursement basis at the completion of the entire project (upon examination of the site and required documents).

I have read, understand and accept the program overview and guidelines set forth above for the Building Code Compliance Upgrade Program.

Property Address

Applicant Name

Applicant Signature

Date



Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

APPLICATION CHECKLIST

Every application package must include **ALL** of the following items before it will be processed and considered for approval.

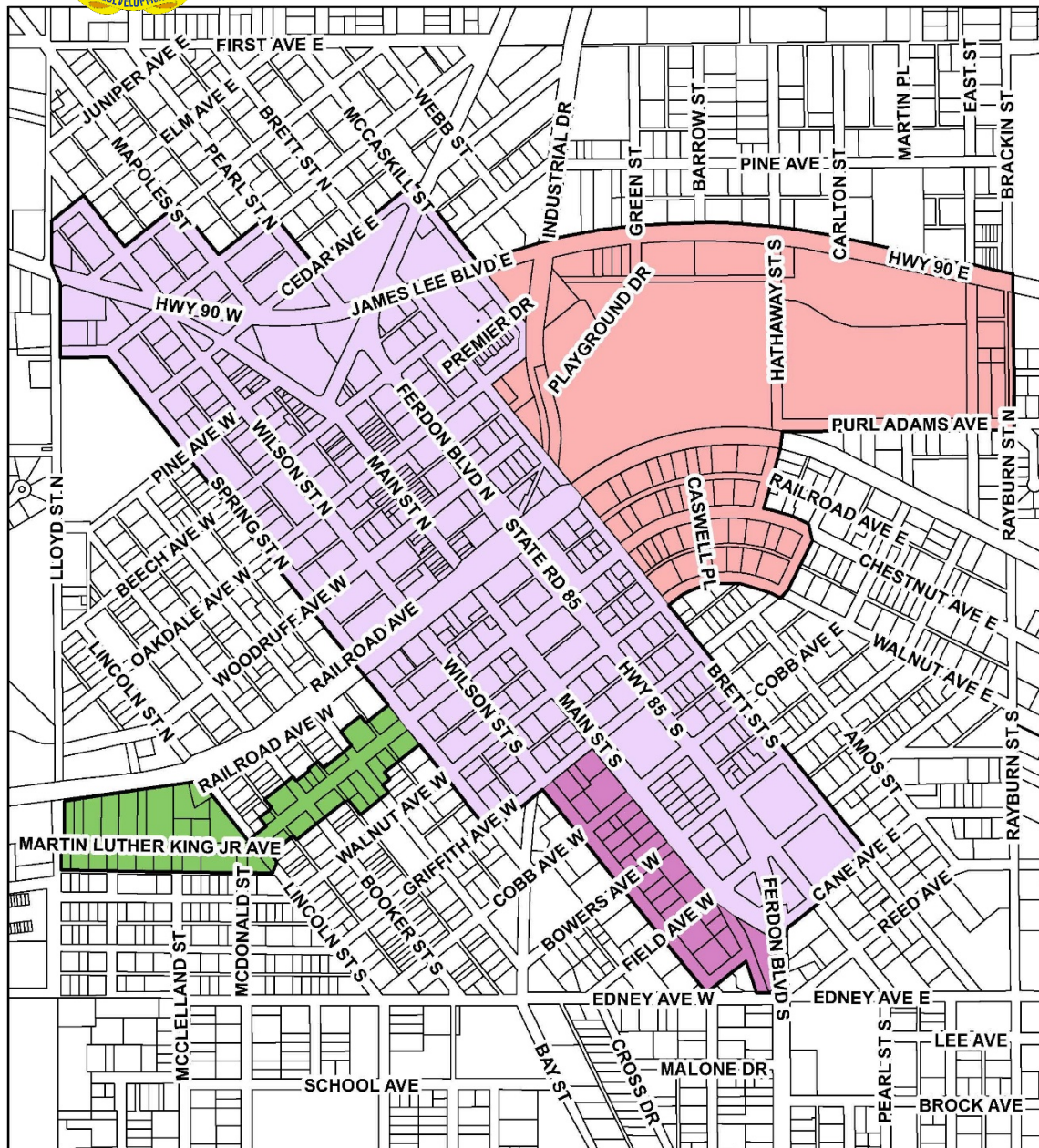
- ___ Written detailed description of the improvements to be done to the property
- ___ W9 Form (attached)
- ___ Copy of Business Tax Receipt
- ___ Proof of ownership, or letter from property owner
- ___ Plans or sketches if applicable
- ___ Rendering of completed project
- ___ Site plan and plant list for landscape projects
- ___ Third-party cost estimates from licensed contractors, (3 for any items over \$7500) Owner purchased materials are not subject to quote requirement.
- ___ Estimated timeline or project schedule
- ___ Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc)
- ___ Completed Application
- ___ Completed Checklist

All applications submitted Online or hard copy must be complete with all required information. Upon receiving, the CRA Director shall contact the applicant to arrange for an in person or phone meeting to discuss the application.

CRESTVIEW CRA BOUNDARY MAP



Crestview Community Redevelopment Agency





Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

BUILDING CODE COMPLIANCE UPGRADE PROGRAM GRANT APPLICATION

1. APPLICANT

Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

E-mail: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: _____

Address: _____

_____ Zip Code: _____

Owner Type:

☐ Individual

☐ Partnership

☐ LLC

☐ Sole Proprietorship

☐ Corporation

☐ Non-Profit

3. OWNER OF PROPERTY (if not the applicant)

Name: _____

Address: _____

_____ Zip Code: _____

Phone Number: _____ E-mail: _____

4. PROJECT INFORMATION

Project Description

Select all applicable ambitioned improvements in the property.

IMPROVEMENT	COST	IMPROVEMENT	COST

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email for General Contractor: _____

Estimated Total project Cost: \$_____

Grant Amount Requested: \$_____

(If more than one contractor, please list and attach all information)

5. SOURCES OF FUNDING

6. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for Building Code Compliance Upgrade Program Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Crestview Community Redevelopment Agency (CRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The CRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Crestview and the Crestview CRA or its agents to take photos of myself and my business to be used to promote the program.

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date



Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

PROPERTY OWNER AUTHORIZATION FORM

•To be completed only if the applicant is a tenant•

The undersigned owner of the existing building located at:

Address _____

Certifies that:

Applicant _____

Operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Building Code Compliance Upgrade Program Grant Application.

I understand and agree that neither the Crestview CRA nor the City of Crestview assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Building Code Compliance Upgrade Program Grant to complete required code improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Crestview and the Crestview Community Redevelopment Agency (CRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the CRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the Building Code Compliance Upgrade Program.

Property Owner Name _____

Property Owner Signature _____

Date _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (numeric date) day of _____ (month), _____ (year), by _____ (name of person acknowledging).
(Seal)

Signature of Notary Public _____

Print, Type/Stamp Name of Notary _____

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____



Crestview Community Redevelopment Agency
198 Wilson Street N.
Crestview, FL 32536
850-682-1560

PROPERTY OWNER AUTHORIZATION FORM

THIS AGREEMENT is entered into this _____ day of _____, 20____, by and between the Crestview Community Redevelopment Agency ("CRA") and _____ ("Applicant").

WHEREAS, Applicant has made application for a grant with the CRA under the CRA Building Code Compliance Upgrade Program and

WHEREAS, CRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to CRA, which is attached to this Agreement and made a part hereof as Exhibit "A".
2. In consideration of Applicant satisfactorily completing the Project, CRA will reimburse Applicant 50 % of the total project costs or the approved amount of \$_____, (in no event shall CRA pay more than \$25,000.00).
3. In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney's fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT:

Crestview CRA

By: _____

Elizabeth M Roy
CRA Director

Print Name: _____

By: _____

Its: _____

"Applicant"



Staff Report

CRA MEETING DATE: November 8, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE:
SUBJECT: Request for waiver of grant reimbursement policy

BACKGROUND:

In March of this year, the CRA began working with Blue Marlin Real Estate office on a possible after work completed reimbursement of a facade and code compliance grant.

DISCUSSION:

We have had several meetings and conversations over the last few months.

The applications that are attached are the results of those meetings and consultations.

Blue Marlin is requesting a 50% match for facade improvements and code compliance improvements.

Facade Reimbursement would be \$4,865.

Code compliance would be \$18012.

Approval by the Board would need 2 motions: One to waive the policy for 3 quotes for bids over \$7,500 (roof) and a second motion to approve the reimbursement amount for both grants after the work has been completed.

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

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

Build and develop an active marketing and branding program

Enhance Public and Private partnerships

Develop design guidelines for Facades, signage, landscaping , access and parking

1. Develop area around new courthouse/add public amenities
2. Eliminate informality of enforcement of regulations

FINANCIAL IMPACT

There are sufficient funds in the CRA grant budget for these reimbursements.

RECOMMENDED ACTION

There is no recommendation from staff. The decision to waive the quote policy and grant the reimbursements is entirely the Board's discretion.

Attachments

1. applications



Crestview Community Redevelopment Agency

Building Code Compliance Upgrade Incentive

Maximum Funds Available: \$ 25,000
Matching Grant



Introduction

In support of the Community Redevelopment Agency's mission to encourage redevelopment within the CRA district the CRA Board has established various incentive grants. These incentives/grants include the master plan's catalyst projects and recommendations. Incentive/grant policy, funding levels, dollar match or non-match requirements, completion timelines, application submissions, terms and conditions are all at the discretion of the CRA Board and can be changed without a modification to the CRA Plan.

Building Code Compliance Upgrade Incentive

This CRA incentive is specifically designed for potential investors who find it very difficult to finance older buildings and qualify for a loan when required inspections reveal building code violations. To bring buildings up to code can drastically increase the cost of the investment, disqualifying an investor. The purpose of this incentive is to address eliminating this form of blight, increasing redevelopment and public safety.

Program Guidelines

1. All applications are to be submitted to the CRA Director and will be reviewed on a first come first serve basis . Please submit one hard and one digital copy.
2. Only property owners or tenant with property owner approval for locations within the CRA District may apply for this grant. Government-owned properties are not eligible nor are tenants in government owned properties.
3. All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving grant funds
4. After the application has been approved by staff it will be present-ed to the CRA Board for final approval. All grant applications must receive this approval before any construction can commence. Applications received at least 3 weeks prior to CRA Board meeting will be presented at the next meeting.
5. Awarded funds will only be presented upon completion and final inspection by the city of approved project.





Crestview Community Redevelopment Agency

Building Code Compliance Upgrade Incentive



198 Wilson St N. Crestview, FL 32536

850-682-1560

I. Applicant/ Owner/ Property Information

Applicant Name: Blue Marlin Century 21

Primary Phone #: _____ Alternate Phone #: _____

Applicant Mailing Address: 104/102 Main Street

City: Crestview State: FL Zip Code: 32536

Business Name: Same Building Name (if applicable): _____

Building Street Address: _____

Building Owner Name (if different): _____

Tax I.D. Number of Property (if known): _____

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

II. Description of Building Code/Compliance Upgrade plan

Please provide a brief description of the planned addition or improvement: (attach sheets as necessary)

The business has already completed the work and are asking for an exception to the policy for
doing the work before the Grant has been approved.

- Attach a drawing or rendering of the planned improvements, as well as any additional descriptive material.
- Attach a photo of the building or location in its current condition

III. Cost of the Addition and/or Improvements Actual work, not estimates

Please provide cost estimates for the planned additions and/or improvements. If cost exceeds \$7,500, then provide three (3) bid estimates and list preferred bid amount below.

Improvement: <u>Deck replacement</u>	Cost: \$ <u>\$6490</u>
Improvement: <u>Electrical Panel</u>	Cost: \$ <u>\$854</u>
Improvement: <u>Roof</u>	Cost: \$ <u>28,679</u>
Improvement: _____	Cost: \$ _____
Improvement: _____	Cost: \$ _____
Total Projected Cost: \$ <u>36023/18012</u>	

IV. Applicant's Acknowledgments

Please read and initial all of the following:

_____ The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency.

_____ All approved applicants will be required to present proper permitting and/or zoning changes from the Community Development Services Department prior to receiving funds.

_____ All applicants that are awarded funds understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements—NO EXCEPTIONS.

_____ Only commercial properties located within the Community Redevelopment Area (CRA) are eligible for this grant.

_____ All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

V. Checklist

- ☐ List all of business owners including name, address and telephone number.
- ☐ Drawings or renderings of the planned improvements, as well as any additional descriptive material.
- ☐ Photographs of the area(s) in need of Building Code Compliance Upgrade in its current condition.
- ☐ Itemized list of costs or estimates from a licensed contractor.

Three bids for each item exceeding \$7,500 _____ (applicable) _____ (non-applicable)

VI. Applicant's Signature

Applicant's Name (Printed)

Applicant's Signature

Date of Signature

* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director or CRA Administrator/City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-3722.

VII. Approval Status

- ☐ Application was approved Date of Approval: _____ Awarded Funds: \$ _____
- ☐ Application was not approved Reason: _____

- ☐ Application incomplete Items needed for incomplete application: _____

VIII. Final Inspection and Funding

Date of Final Inspection: _____ Inspected By: _____

___ Passed inspection

Date funds requested: _____ Date funds distributed: _____ Check #: _____

Signature of fund recipient: _____ Date: _____

___ Did not pass inspection Reason: _____

Superior Property Maintenance
 2104 Avensong Ln Unit 104
 Panama City Beach, FL 32408
 US
 8508320529
 superior@ronjones.com

Invoice



BILL TO
Century 21 Real Estate
Crestview Deck replacement

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1549	02/15/2021	\$6,490.00	02/15/2021	Due on receipt	

P.O. NUMBER
 Crestview Deck

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Labor and Material	Replace decking on 13x36' deck including 6x5' landing with 5/4 decking Replace all handrails along upper deck, down stairs and landing Replace all stair treads Replace/repair stair stringers prior to tread installation Remove existing decking including removing all rusted and damaged hardware Install 2x4 runners along bottom of all handrails to add extra support and proper connection for pickets Reattach all pickets Repair deck bands that had pulled from deck structure Install proper flashing under exterior door threshold leading behind decking band to repair water entry All materials including decking, handrails, lumber hardware and labor supplied by Superior Property Maintenance LLC	1	6,375.00	6,375.00
Labor and Material	Replace interior handrail leading to 2nd floor to extend completely to 2nd floor Install breaker blanks on 2nd floor sub panels	1	115.00	115.00

Crestview Deck

BALANCE DUE

\$6,490.00

Handwritten:
 Paid
 12/1/2021
 Thank you for your business
 [Signature]



Gulf Coast Electric / Panama City Electric



8 Commerce Drive
Destin, FL 32541

Phone: 850-837-8474

Lic. #EC13009649

Phone: 850-837-8475

Lic. #EC13009954

Invoice

Date	Invoice #
11/5/2020	64422

Bill To

Century 21 Blue Marlin
607 Harbor Blvd
Destin, FL 32541

Job Location

Crestview Location
102 Main St
Crestview, FL 32536

P.O. No.	Terms	Project	Tech
Stephanic	Due on receipt	main breaker	Jlm

Quantity	Description	Amount
	Replace main breaker in exterior panel	
1	Service call in Crestview	159.00
1.5	Service electrician hourly labor, 1 hr minimum	127.50
1.5	Service electrician hourly labor, 1 hr minimum - overtime rate	202.50
1	Materials (Sales tax paid - Rule 12A-1.051(3)(e), F.A.C.)	182.00
1	Permit fee sold to client - price varies per project	183.00
	Replaced main breaker & met Gulf Power to repair bad split bolts in trough	

BILLS ARE DUE UPON RECEIPT AND SHALL CARRY INTEREST AT THE RATE OF 18% PER ANNUM FROM THAT DATE. IF A PAST DUE INVOICE IS PAID ON OR BEFORE 14 DAYS FROM THE DUE DATE, THEN THE INTEREST ACCUMULATED SHALL BE FORGIVEN. THE WORK PERFORMED AS LISTED ABOVE FALLS UNDER 12a-1.051(3)(A)(C), F.A.C.; THEREFORE SALES TAX HAS BEEN PAID ON ALL MATERIALS AS PER 12a-1.051(3)(B), F.A.C. CUSTOMER WILL PAY ALL COST, CHARGES AND EXPENSES, INCLUDING REASONABLE ATTORNEY FEES, FOR THE COLLECTION OF ALL UNPAID BALANCES. FURNISHED MATERIALS REMAIN PROPERTY OF CONTRACTOR AND MAY BE REMOVED IF NOT PAID IN FULL.

Balance Due \$854.00

Thank You!



Holloway Roofing Unlimited Inc.

500 HWY 85 N, Niceville, FL 32578

Office 850-678-7663

Cory Beaird (Sales Rep) 850-598-2888

www.hollowayroofing.com

CCC1330845 * RR282811783

Paid in Full Receipt Submitted To: Century 21

Date: 12/11/2020

Job Address: 102 Main St. Crestview

Details of Roof Coating:

- Pressure wash roof with cleaning solution in preparation for coating
- Replace any loose screws with oversized metal to metal screws
- Roll on mastic coating on all screws, vertical panel laps, and roof penetrations
- Option to Furnish and install Tropical Roofing silicone roof coating over entire roof
(Additional \$24,000 included below)
- Price includes 10yr workmanship warranty and a 15 year manufacture product warranty

Amount Paid in Full via Credit Card: \$ 28,679.00

All work completed by **Holloway** Roofing Unlimited Incorporated includes a 10year workmanship warranty. All jobsites will be thoroughly cleaned and magnetically swept. All proposals are valid for thirty days after date of origin.



Holloway Roofing Unlimited Inc.

500 Hwy 85 N., Niceville, FL 32578

Office 850-678-7663

Fax 850-279-4929

Licensed & Insured

CCC1330845 * RR282811783

In 2020 and 2021 Holloway Roofing replaced or repaired the roofs of the properties at 102, 104 and 106 Main St. in Crestview. They all required code updates such as re-nailing decking and re-screwing metal panels.

The metal roofing had damaged over time, so it required coating while the rest of the roofing required complete replacement due to the fact that it was not repairable.



Thank you for your time.

Meghann Stevenson
Holloway Roofing
850.678.7663 Ext.4
meghann@hollowayroofing.com



Crestview Community Redevelopment Agency

Façade Improvement Grant

Max incentive: \$10,000
Matching Grant



Grant Incentive Program

In support of the Community Redevelopment Agency's (CRA) mission to encourage redevelopment within the CRA district the CRA Board has established various incentive grants. These incentives/grants include the master plan's catalyst projects and recommendations. Incentive/grant policy, funding levels, dollar match or non-match requirements, completion timelines, application submissions, terms and conditions are all at the discretion of the CRA Board and can be changed without a modification to the CRA Plan.

Façade Improvement Grant

The purpose of this façade grant is to encourage businesses, organizations, and/or building owners in the furtherance of preservation and restoration by refurbishing, replacing, improving, and altering their CRA district building exteriors in a historically sensitive manner.

Maximum funds to be awarded: \$10,000
Matching Grant

Program Guidelines

1. All applications are to be submitted to the CRA Director and will be reviewed on a first come first serve basis. Please submit 1 hard and 1 digital copy.
2. Only property owners or tenant with property owner approval for locations within the CRA district may apply for this grant. Government-owned properties are not eligible nor are tenants in government owned properties.
3. All approved applicants will be required to present proper permitting and/or zoning changes from the Community Development Services Department pri-or to receiving grant funds
4. After the application has been approved by staff it will be present-ed to the CRA Board for final approval. **All grant applications must receive this approval before any construction can commence. Applications received at least 3 weeks prior to CRA Board meeting will be presented at the next meeting.**
5. Awarded funds will only be presented upon completion and final inspection by the city of approved project.





Crestview Community Redevelopment Agency

Façade Improvement Grant Application

198 Wilson St N. Crestview, FL 32536

850-682-1560



I. Applicant/ Owner/ Property Information

Applicant Name: _____

Primary Phone #: _____ Alternate Phone #: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Name: _____ Building Name (if applicable): _____

Building Street Address: _____

Building Owner Name (if different): _____

Tax I.D. Number of Property (if known): _____

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

II. Description of Façade Improvement

Please provide a brief description of the planned façade improvement: (attach sheets as necessary)

This is the second request for after the fact repairs/Facade Grant

- Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.
- Attach a photo of the building façade in its current condition

III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements. If any improvement cost exceeds \$7,500 then provide three (3) bid estimates and list preferred bid amount below. Please attached any Quotes received.

Improvement:	<u>New Windows</u>	Cost: \$	<u>\$3871</u>
Improvement:	<u>Sign installation</u>	Cost: \$	<u>\$285</u>
Improvement:	<u>Sign work</u>	Cost: \$	<u>\$998</u>
Improvement:	<u>Paint</u>	Cost: \$	<u>\$1500</u>
Improvement:	<u>Sign Electrical work</u>	Cost: \$	<u>\$3076.5</u>
Total Projected Cost: \$			<u>9730.5/4865.25</u>

IV. Applicant's Acknowledgements

Please read and initial all of the following:

- _____ The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency.
- _____ All Grant applications must receive approval by the CRA Board before any construction can commence. No grants will be awarded on an application if work has been started or completed.
- _____ All grant applications for historical buildings/properties within the CRA District must receive approval from the Historic Preservation Board (HPB) before any construction can commence. No applications will receive this approval if work has been started or completed.
- _____ All approved applicants will be required to present proper permitting and/or zoning changes from the Community Development Services Department prior to receiving grant funds.
- _____ All applicants that are awarded a grant understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements—NO EXCEPTIONS.
- _____ Only commercial properties located within the Community Redevelopment Area (CRA) are eligible for this grant.

V. Checklist

- ☐ List all of business owners including name, address and telephone number.
- ☐ Drawings or renderings of the planned improvements, as well as any additional descriptive material.
- ☐ Photographs of the façade in its current condition.
- ☐ Itemized list of costs or estimates from a licensed contractor.
Three bids for each item exceeding \$7,500 _____ (applicable) _____ (non-applicable)

VI. Applicant's Signature

Applicant's Name (Printed)

Applicant's Signature

Date of Signature

* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director /City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-1560.

VII. Approval Status

☐ Application was approved

Date of Approval: _____ Awarded Funds: \$ _____

☐ Application was not approved

Reason: _____

☐ Application incomplete

Items needed for incomplete application: _____

VIII. Final Inspection and Funding

Date of Final Inspection: _____

Inspected By: _____

____ Passed inspection

Date funds requested: _____ Date funds distributed: _____ Check #: _____

Signature of fund recipient: _____ Date: _____

____ Did not pass inspection Reason: _____

Sent page 7128



Gulf Coast Electric / Panama City Electric



8 Commerce Drive
Destin, FL 32541

Phone: 850-837-8474
Lic. #EC13009649

Phone: 850-837-8475
Lic. #EC13009954

Invoice

Date	Invoice #
9/15/2020	63757

Bill To

Century 21 Blue Marlin
607 Harbor Blvd
Destin, FL 32541

Job Location

Crestview Location
102 Main St
Crestview, FL 32536

P.O. No.	Terms	Project	Tech
Leslie	Due on receipt	power to sign	Jim / Greg

Quantity	Description	Amount
	run power to sign out front and inside building 1st trip is to look at the job - have back on the schedule for 8/21 to do the work	
1	Service call in Crestview	159.00
33.5	Service electrician hourly labor, 1 hr minimum	2,847.50
1	Materials (Sales tax paid - Rule 12A-1.051(3)(e), F.A.C.)	70.00
	Replaced lights & installed power to sign	



BILLS ARE DUE UPON RECEIPT AND SHALL GARNER INTEREST AT THE RATE OF 18% PER ANNUM FROM THAT DATE. IF A PAST DUE INVOICE IS PAID ON OR BEFORE 14 DAYS FROM THE DUE DATE, THEN THE INTEREST ACCUMULATED SHALL BE FORGIVEN. THE WORK PERFORMED AS LISTED ABOVE FALLS UNDER 12a-1.051(3)(A)(G)(C), F.A.C.; THEREFORE SALES TAX HAS BEEN PAID ON ALL MATERIALS AS PER 12a-1.051(3)(E), F.A.C. CUSTOMER WILL PAY ALL COST, CHARGES AND EXPENSES, INCLUDING REASONABLE ATTORNEY FEES, FOR THE COLLECTION OF ALL UNPAID BALANCES. FURNISHED MATERIALS REMAIN PROPERTY OF CONTRACTOR AND MAY BE REMOVED IF NOT PAID IN FULL.

Balance Due \$3,076.50

Thank You!

INVOICE

Leslie
102 Main Street
Crestview, FL

JD Professional Painting Inc.

150 Bent Arrow Dr. Destin FL 32541
Destin, FL 32541
Phone: (850) 496-4674
Email: ramirez.destin@gmail.com

Payment Terms Due upon receipt
Invoice # 000055
Date 09/14/2020

Description	Total
Paint Doors	\$2,400.00
24 Doors	
Paint Windows	\$210.00
2 Windows	
Crown Molding	\$300.00
2nd Floor	
Baseboard Molding	\$300.00
2nd Floor	
Paint Walls	\$2,500.00
Left Office 1st Floor	
Exterior Front Wall — Facade improvement	\$1,500.00

Commercial investor property
Development incentive

102 main st. 210 300 300 4 Doors = \$2000 = 2810	104 main St. \$2500 4 Doors = \$400 = 2900
---	---

Subtotal	\$7,210.00
Total	\$7,210.00

Leslie

**Signs Galore, Inc.**

111 Hammock Rd.
Crestview, FL 32536
Ph: (850) 683-8010
FAX: (850) 689-0225
Email: billing@signsgaloreinc.com
Web: <http://www.signsgaloreinc.com>

Invoice #: 6488**Customer #: 5389**

Order Created: 10/27/2020 11:24:00AM

Sale Date: 11/23/2020 1:54:00PM

Page 1 of 1

Sale Date: 11/23/2020 1:54:00PM

Account No.: 5389

Billed To: Century 21 Blue Marlin Pelican
Contact: Leslie Sullivan, Realtor
Address: ,FL

Email: leslie21bmp@gmail.com
Cell Phone: (850) 687-5253

Created Date: 10/27/2020 11:24:00AM
Salesperson: House Account
Email: N/A
Not Specified: N/A
Not Specified:

Description: Permitting, Engineering Drawings, Permit Acquisition [Crestview]

		Quantity	Unit Price	Subtotal
1	Product: Misc Description: Cost of Permit is yet to be determined, but will be reflected once approved. This for the Marquis Display on building. • 1 Ea., Permits	1.00	\$110.00	\$110.00
2	Product: Misc Description: Permit Acquisition • 1 Ea., Permit Acquisition	1.00	\$75.00	\$75.00
3	Product: Misc Description: Misc • 1 Ea., Engineering	1.00	\$100.00	\$100.00

Order Subtotal: \$285.00
Total Taxes: \$0.00
Total: \$285.00
Order Balance: \$285.00

Payment Terms: Balance due upon receipt.

Print Date: 11/23/2020

Tax ID: 593656539

Custom Sign Specialist

Page 66 of 67

Dee Sign

16250 Stagg St.
Van Nuys, CA 91406
1-(800)-732-7446

Order: 904615

Date Received 7/07/20
Order Taken By MONICA G.
Target Date 7/07/20

Sent Via
LESLIE21BMP@GMAIL.COM

Order Confirmation

B I L L T O	Customer # C30343 CENTURY 21 BLUE MARLIN 543 HARBOR BLVD. DESTIN FL 32541 Phone 850-837-7800 Fax EM	S H I P T O	Customer # C30343 CENTURY 21 BLUE MARLIN 543 HARBOR BLVD. DESTIN FL 32541 Phone 850-837-7800

Sold to PO	Ship to PO	Carrier	Freight Terms
LESLIE SULLIVAN	LESLIE SULLIVAN	UPSGC	PRE-PAID ADD
Payment Terms		Shipping Instructions	
CC			

Item	Qty	Um	Product	Description	Unit Price	Extended Price
1	1	EA	PUB	PUB PRODUCTS BACKLIT 21 CIRCULAR PUB SIGN *** CENTURY 21 LOGO *** 21" DIAMETER CIRCULAR PUB SIGN FABRICATED DOUBLE SIDED ALUMINUM CABINET WITH 12V LOW VOTAGE LED INTERNAL ILLUMINATED MODULES. INTERNALLY MOUNTED POWER SUPPLY (TRANFORMER). (2) INDIVIDAL ACRYLIC SIGN FACES. FULL COLOR DIGITAL PRINTED LOGO GRAPHICS ON FIRST SURFACE. UV CLEAR PROTECTIVE ROLLER COATING OVER PRINTED GRAPHICS. CUSTOM WELDED ALUMINUM MOUNTING ARM AND PLATE. 18" WIRE WHIP FOR HARDWIRE INSTALLATION. CABINET AND MOUNTIN BRACKET COLOR: SEMI-GLOSS WHITE. EXTERNAL ON/OFF SWITCH FOR MANUAL POWER OVERRIDE.	875.00	875.00
ORDER TOTALS						875.00
FREIGHT CHARGES						66.43
FREIGHT CHARGES 2						.00
TAX						56.88
GRAND TOTAL						998.31
ORDER TAKEN BY MONICA G.						