



**COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA
November 14, 2022
5:30 p.m.
Council Chambers**

The Public is invited to view our meetings on the City of Crestview Live stream 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 p.m.) 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. Approval of Special meeting minutes of June 27, 2022
 - 6.2. Approval of Special meeting minutes of August 8, 2022
- 7. Action Items**
 - 7.1. 2022-2023 Main Street Agreement
- 8. CRA Director Report**
- 9. City Manager / CRA Administrator Report**
- 10. Comments from the Board**
- 11. Comments from the Audience**
- 12. Adjournment**

All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Schrader, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option2 within 48 hours of the scheduled meeting.



Staff Report

CRA MEETING DATE: November 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader, City Clerk
DATE: 7/6/2022
SUBJECT: Approval of Special meeting minutes of June 27, 2022

BACKGROUND:

Routine approval of past minutes.

DISCUSSION:

The draft minutes were distributed prior to the meeting.

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

n/a

RECOMMENDED ACTION

Motion to approve the minutes of June 27, 2022.

Attachments

1. 06272022 CRA Minutes - Draft

Community Redevelopment Agency Board Minutes - DRAFT
June 27, 2022
5:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview CRA was called to order at 5:01 p.m. by Chairman Nathan Boyles. Board Members present: Doug Capps, Andrew Rencich, Cynthia Brown, and Joe Blocker. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, CRA Director Elizabeth Roy, City Attorney Jonathan Holloway, and staff members. Board Members Shannon Hayes, Linda Parker, and Margareth Larose were excused.

2. Pledge of Allegiance

Chair N. Boyles led the Board in the Pledge of Allegiance.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Chair N. Boyles called for action.

Motion by Board member Andrew Rencich and seconded by Board member Joe Blocker to approve the agenda, as presented.

Roll Call: Joe Blocker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

5. Presentations and Reports

5.1. Grant Reimbursement - Class 101

CRA Director Elizabeth Roy asked Dr. Barnes and Dr. Shuford to come forward to present a check for Class 101 Blackwater grant reimbursement.

Dr. Shuford explained that the Class 101 program assists the students in college planning. Dr. Shuford thanked the CRA for their assistance in the school upgrades.

5.2. Grant Reimbursement - Enzor Management

CRA Director Elizabeth Roy noted Enzor Management will receive their reimbursement at a later date, as they were not able to attend the meeting.

6. Consent Agenda

Chair N. Boyles called for action.

Motion by Board member Doug Capps and seconded by Board member Joe Blocker to approve the Consent Agenda, as presented.

Roll Call: Joe Blocker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

7. Action Items

7.1. Budget Amendment Resolution

CRA Director Elizabeth Roy stated the cash forward is an estimated guess. She explained the county's contribution went down and the cash forward went up, so the money was moved into improvements.

City Clerk Maryanne Schrader read Resolution 2022-01 by title: A Resolution of the CRA Board of the City of Crestview, Florida, Amending the CRA Budget for Fiscal Year 2022 to better reflect Revenues and Expenditures, and Providing for Approval by the City Council of the City of Crestview, and providing for an Effective Date.

Motion by Board member Andrew Rencich and seconded by Board member Cynthia Brown to adopt CRA Resolution 2022-01.

Roll Call: Joe Blocker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

8. CRA Director Report

8.1. Archway Sign

CRA Director Elizabeth Roy reviewed the request from the Board to place something on the back side of the Archway Sign. She distributed an example of the city logo that would include recessed stickers on the backside of the sign, adding money is in the budget.

Discussion ensued on placing a cap on the backside to block light penetrations, provide a finished appearance, and provide an opportunity to utilize it to convey information.

City Manager Tim Bolduc said we would get a contractor to seal up the backside.

CRA Director Elizabeth Roy said she does not know the logistics of continually changing the backside, but she will research options for the banners.

Chair N. Boyles announced the Board had a consensus to move forward with the project.

CRA Director Elizabeth Roy said the Bush House is almost done and will schedule a tour soon.

9. City Manager / CRA Administrator Report

City Manager Tim Bolduc said the RFP draft is in final stages for the downtown improvements. He said the budget is \$4 million to do the first two phases for the primary roads. The side streets will include the improvements. He hopes we will begin construction in the fall. The parking lot will be done in conjunction. He said the splashpad supplies are in and should be finished in the next couple of weeks. He reported the Bush House is due to open the first week in August.

10. Comments from the Board

Chair N. Boyles mentioned an update of local projects from the legislative allocation and will return with more information on how it will be allocated. City Manager T. Bolduc replied that the balance of the funding for projects is from the 1/2 cent sales tax, so he would welcome any other funding.

City Manager Tim Bolduc mentioned he is submitting a one-million-dollar allocation for the Affordable Housing project. He said the plan will include 17 2-bedroom apartments, however, the property is just outside the CRA borders, so we cannot use CRA funds. If we get more funding, we will add six one-bedroom apartments, as well.

Chair N. Boyles asked the Board if they had any comments.

Board member D. Capps asked when we will start selling more bricks, and CRA Director E. Roy replied we have had some interest. She added after we replace the bricks, we will sell them again.

In response to Board member J. Blocker on the status of the splashpad, City Manager T. Bolduc replied

we are two weeks away from completing the splashpad. We have been awaiting the Rotary logo to complete the project.

11. Comments from the Audience

Chair N. Boyles asked the public for comment, but no one came forward.

12. Adjournment

The meeting was adjourned by Chair Nathan Boyles at 5:21 p.m.

Minutes approve this __ day of __, 2022.

Nathan Boyles, Chair

Maryanne Schrader
City Clerk



Staff Report

CRA MEETING DATE: November 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader
DATE: 8/15/2022
SUBJECT: Approval of Special meeting minutes of August 8, 2022.

BACKGROUND:

Approval of past minutes is done routinely.

DISCUSSION:

Minutes were distributed prior to the meeting.

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

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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
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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

n/a

RECOMMENDED ACTION

Staff requests approval of the minutes of August 8, 2022.

Attachments

1. 08082022 CRA Minutes Draft

Community Redevelopment Agency Minutes - DRAFT
August 8, 2022
5:30 p.m.
Council Chambers

1. Call to Order

The Special Meeting of the Crestview CRA was called to order at 5:30 p.m. by Chair Nathan Boyles. Members present: Doug Capps, Andrew Rencich, Cynthia Brown, Joe Blocker, Shannon Hayes, and Linda Parker. Also present were City Manager Tim Bolduc, City Clerk Maryanne Schrader, CRA Director Elizabeth Roy, City Attorney Jonathan Holloway, and staff members. Board member Margareth Larose was excused.

2. Pledge of Allegiance

Chair Nathan Boyles led the Board in the Pledge of Allegiance.

3. Open Policy Making and Legislative Session

Chair Nathan Boyles went over the procedure.

4. Approve Agenda

Chair Nathan Boyles called for action.

Motion by Board member Cynthia Brown and seconded by Board member Shannon Hayes to approve the agenda, as presented.

Roll Call: Nathan Boyles, Joe Blocker, Shannon Hayes, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

5. Presentations and Reports

5.1. Grant Reimbursement - Enzor Management

CRA Director Elizabeth Roy presented the check to Ms. Phyllis Enzor for \$4,567.50 and mentioned it is for asbestos reimbursement. Ms. Enzor mentioned her plans for renovation are coming along and thanked the Board.

6. Consent Agenda

No items on consent.

7. Action Items

7.1. Change order for the Bush House Renovations

CRA Director E. Roy announced the Bush House Open House and ribbon cutting is September 8th at 4:00 p.m.

CRA Director E. Roy and went over the renovation needs and presented Change Order #1 from Triple R. Construction, Inc. in the amount of \$43,700 for the required improvements regarding the Bush House renovations.

CRA Director E. Roy mentioned the original document was budgeted at \$350,000, but was increased an additional \$25,000, adding the money is in the budget to pay for the increase.

Chair Nathan Boyles called for action.

Motion by Board member Shannon Hayes and seconded by Board member Cynthia Brown to accept Change Order #1 from Triple R. Construction.

Roll Call: Nathan Boyles, Joe Blocker, Shannon Hayes, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

7.2. Budget Approval for CRA 2022-2023

CRA Director E. Roy presented Resolution CRA 2022-02, adopting the budget for Fiscal year 2023 in the amount of \$809,760.

City Clerk Maryanne Schrader read the resolution by title: A Resolution of the Community Redevelopment Agency of the City of Crestview, Florida, Adopting A Budget for the Fiscal Year 2023, Beginning on October 1, 2022, and Ending on September 30, 2023, and Providing For an Effective Date.

Chair Nathan Boyles called for action.

City Manager Tim Bolduc went over the signage that is located near the CVS Pharmacy parking lot stating he would like to match the sign on the other side of the street. He wants to partner with the school. He want to continue to add items, and the school would also use it to advertise their events.

Discussion ensued and the consensus from the Board was to move forward with an agreement as long as the numbers are good. City Manager Tim Bolduc mentioned there is \$100,000 in the budget, and he will also speak to the Tourist Development Council.

Motion by Board member Andrew Rencich and seconded by Board member Joe Blocker for approval of the resolution adopting the budget.

Roll Call: Joe Blocker, Shannon Hayes, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

8. CRA Director Report

CRA Director E. Roy replied to Board member S. Hayes, stating the Coney Island wall painting is scheduled but the project has been delayed because of rain.

9. City Manager / CRA Administrator Report

City Manager Tim Bolduc updated the Board on the improvement of the open green spaces. He mentioned he is working on the drainage issue behind Desi's, and we have been waiting for the design of the parking lot. Regarding the improvements in the downtown area, we expect it to go out for bid some time the end of September. He added this is a DOT project, however, it is not a DOT road. The DOT has different requirements, so we will also have to bring in a DOT certified engineer.

Discussion ensued on whether the landowner could build on the property after the improvements are made, and City Manager Tim Bolduc mentioned the landowner could build on the property adding our minimal requirement for this investment is to place greenspace near Coney Island.

10. Comments from the Board

Chair Nathan Boyles asked if the Board had any comments.

The Board mentioned they were pleased with the Bush House renovations, and the spoke on the need to speed up the downtown improvements.

11. Comments from the Audience

Chair Nathan Boyles asked the audience if they had any comments.

Tamara Graves asked about the percentage for the businesses for signage near the CVS location, and City Manager Tim Bolduc said 100% of the proceeds goes to the band.

12. Adjournment

Chair Nathan Boyles adjourned the meeting at 5:55 p.m.

Minutes approved this __ day of __, 2022.

Nathan Boyles, Chair

Attest:

Maryanne Schrader, City Clerk
Proper notice having been duly given



Staff Report

CRA MEETING DATE: November 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, CRA Director
DATE: 11/10/2022
SUBJECT: 2022-2023 Main Street Agreement

BACKGROUND:

The City of Crestview, Crestview CRA and the Main Street Crestview Association work together each year to promote events and businesses downtown

DISCUSSION:

Each year the City and CRA have a Memorandum of Understanding with the Main Street Crestview Association for events and downtown business promotions. The 2022-2023 agreement is attached.

GOALS & OBJECTIVES

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FINANCIAL IMPACT

The financial Impact to the CRA is included in the 2022-2023 Budget,

RECOMMENDED ACTION

Staff respectfully requests the CRA Board approve the attached agreement between the City/CRA and Main Street Crestview Association.

Attachments

1. 2022-2023 MOU

MEMORANDUM OF UNDERSTANDING

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

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

Roles and Responsibilities

The CRA agrees to:

1. Fund the MSCA with \$50,000 paid in two \$25,000 installments in the months of November and March, for MSCA to use as listed below, except that 15% (\$7,500) be earmarked for marketing to include promotions of CRA district businesses/events.
2. Provide, as determined by the City of Crestview, reasonable support from Public Services/Public Information/Police/Fire for events.
3. Aid in the promotion of MSCA events.
4. Work with MSCA to provide logistics, personnel, and/or equipment needed for MSCA events. If additional events require permitting or equipment from the City of Crestview/CRA, these fees will be waived. If additional personnel support is required for events outside of the five (5) primary events listed in this MOU, the CRA/City of Crestview agrees to negotiate fees based on the Special Events Fee Schedule.
5. Provide MSCA with an itemized invoice for use of port-a-potties at MSCA specific events, either post each event or in the month of September to cover the fiscal year prior to closing of finances; time will be agreed upon in writing by both parties (MSCA and City of Crestview/CRA.)

The MSCA agrees to:

1. Provide an annual budget for MSCA to include how CRA spending will be used, prior to the CRA's fiscal year.
2. Provide a copy of the monthly budget report to the CRA director.
3. Market and promote MSCA partners and/or businesses within the CRA district.
4. Promote CRA grant programs to eligible businesses.
5. Conduct five (5) primary events in the Main Street area to include:
 - a. Crestview Fall Festival.
 - b. Crestview Christmas Parade.
 - c. Crestview New Year's Eve Celebration.
 - d. Crestview July 4th Celebration.
 - e. Veterans Day Parade.

6. The four primary events must include “Crestview” in the event title, and all marketing and promotional material for these events must have the CRA and City of Crestview logos.
7. Conduct additional events as determined by the MSCA board.
8. Assist the City of Crestview and/or CRA with events as requested; additional events outside the five (5) primary events listed in this MOU must be submitted with a minimum four (4) week notice and not coincide with any already sanctioned MSCA events. Additional events may require additional payment to cover unbudgeted expenses. Any additional payments shall be negotiated prior to the event.
9. Maintain not less than weekly contact with the CRA director except in cases of unforeseen circumstances or if the MSCA executive director is unavailable due to requested time off.
10. Provide event insurance and/or licenses/certifications for all MSCA and/or City/CRA-sponsored events that MSCA has been asked to partake in within the CRA district.
11. Maintain not less than monthly meetings with the CRA director and City Public Information Manager on the status of all events, etc. This meeting will include a discussion of upcoming events, a review of promotional materials, and any other items for discussion as determined by attendees.
12. Coordinate a pre-event meeting to include the MSCA executive director, CRA director, Crestview Public Information Officer, and a Crestview Parks and Recreation representative no less than 48 hours prior to the five (5) primary events listed in the MOU or other planned MSCA events that require assistance from the City of Crestview or CRA.

Cancellation Policy: If it is determined at the pre-event meeting that a cancellation is possible, then another meeting will be called no later than two (2) hours prior to the event with the MSCA, CRA director, and Crestview Public Information Manager to make the final decision on event cancellation/postponement and public messaging.

Timeframe: This MOU applies to the budget period beginning on October 1, 2022 and ending on September 30, 2023.

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

Integration: This MOU is the complete agreement between the CRA and MSCA and may be amended only by a written agreement signed by each of the parties.

Effective Date: The effective date of this MOU is November 14, 2022.

CITY OF CRESTVIEW, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

By: _____
Tim Bolduc, City Manager

Date: _____

By: _____
Elizabeth Roy, CRA Director

Date: _____

MAIN STREET CRESTVIEW ASSOCIATION, INC,

By: Rachel H. Conort
Rachel Conort, Executive Director

Date: 9 Nov. 2022

By: Traci Medlock
Traci Medlock, Board President

Date: 9 Nov. 2022

**CITY OF CRESTVIEW, FLORIDA
PUBLIC ACCESS FORM**

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:**
Maryanne Schrader, 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.

Signature