CITY of CRESTVIEW

CITY COUNCIL

CITY COUNCIL REGULAR MEETING AGENDA - AMENDED
JUNE 10, 2024
6:00 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

1. Call to Order

2. Invocation, Pledge of Allegiance

3. Open Policy Making and Legislative Session

4. Approve Agenda

5. Presentations and Reports

6. Consent Agenda

6.1. Approved MOU List

6.2. Approval of City Council Special Budget Meeting Minutes of May 1, 2024

6.3. Approval of City Council Regular Meeting Minutes of May 13, 2024

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1968 Price-Gregory Way Comprehensive Plan Amendment

7.2. Ordinance 1969, Price-Gregory Way Rezoning

8. Ordinances on First Reading

8.1. Ordinance 1970 - 1126 N. Ferdon Annexation

8.2. Ordinance 1971 - 1126 N. Ferdon Comprehensive Plan Amendment

8.3. Ordinance 1972 - 1126 N. Ferdon Rezoning

9. Resolutions

10. Action Items

10.1. Whitaker Tower Contract Renewal

10.2. Foxwood Low Pressure Sewer Additional Work

10.3. Long Drive Property Sale to Crestview Housing Development Corporation

10.4. Twin Hills Pickle Ball Court Upgrades

10.5 Selection of Construction WWTP Management Vendor

11. City Clerk Report

11.1. Monthly Update

12. City Manager Report

12.1. Building Code Enforcement Department Report (ISO BCEGS)

12.2. Department Update

13. Comments from the Mayor and Council

14. Comments from the Audience

15. Adjournment

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 Items 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. 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 Girard, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option2 within 48 hours of the scheduled meeting. Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.

CITY OF CRESTVIEW Item # 2.1.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Presentation

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Jerry Whitten, Mayor
DATE:	6/5/2024
SUBJECT:	Pastor Edward Parker of First Church of God in Christ

BACKGROUND:
Area churches are invited to provide the Invocation on a routine basis.

DISCUSSION:
The Clergy provide the Invocation on a volunteer basis.

GOALS & OBJECTIVES
This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT
n/a

RECOMMENDED ACTION
No action required.

Attachments

None

CITY OF CRESTVIEW Item # 6.1.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE:	6/6/2024
SUBJECT:	Approved MOU List

BACKGROUND:

This item lists the MOU's that have been administratively approved by staff within the last month.

DISCUSSION:

- All-In Credit Union Expansion - $56.94
- North Okaloosa Medical Center Emergency Department Expansion - $400.00

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

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FINANCIAL IMPACT

The amounts contained in the MOU's serve to outwiegh the proposed traffic impact for each project to the extent of the methodology that the City has typically used throughout past projects.

RECOMMENDED ACTION

Staff respectfully recommends Council acceptance of this item.

Attachments

1. All-In Credit Union MOU
2. NOMC ED MOU

MEMORANDUM OF UNDERSTANDING

05/23/2024

Subject: **All In warehouse (the Development)**
City of Crestview, Florida & All In Credit Union (the Developer)

Based upon the City of Crestview Engineering Standards Manual Chapter 5.1, this Memorandum of Understanding is in reference to the proposed All In warehouse (the Development) and has been provided with the following acknowledgements:

- The Development generates significant traffic capacity impacts to the surrounding roadway network and no offsite roadway improvements are proposed as part of the Development.
- The City of Crestview is constructing offsite roadway improvements to mitigate traffic impacts.
- The developer shall participate in cost not to exceed the total amount of $56.94 to be held in escrow by the City of Crestview for these proposed improvements. This cost was determined by an established per trip cost based on total average trips per day generated by the development. The obligation to deposit the money in escrow and participate shall occur before the Development Order is issued.

City of Crestview

Barry Henderson
Community Development Services Director

All In Credit Union

Richard T. Carnley
AVP of Facilities

MEMORANDUM OF UNDERSTANDING

May 8, 2024

Subject: **N. Okaloosa Medical Center ED Addition & Renovation (the Development)**
City of Crestview, Florida & CHSPSC, LLC (the Developer)

Based upon the City of Crestview Engineering Standards Manual Chapter 5.1, this Memorandum of Understanding is in reference to the proposed N. Okaloosa Medical Center ED Addition & Renovation (the Development) and has been provided with the following acknowledgements:

- The Development generates minor traffic capacity impacts to the surrounding roadway network and no offsite roadway improvements are proposed as part of the Development.
- The Development is providing access aisle interconnection to the existing commercial development to the SW by designing an access aisle to the common property line. This is being done to comply with the City of Crestview Land Development Code Section 8.06.03.5. The City of Crestview is constructing offsite roadway improvements to mitigate traffic impacts.
- The Developer shall participate in cost not to exceed the total amount of $400 to be held in escrow by the City of Crestview for these proposed improvements. This cost was determined by an established per trip cost based on total average trips per day generated by the development. The obligation to deposit the money in escrow and participate shall occur before the Development Order is issued.

City of Crestview

Barry Henderson
Community Development Services Director

CHSPSC, LLC

BY: Gordon Carlisle
VP, Facilities Management

CITY OF CRESTVIEW Item # 6.2.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Maryanne Girard, City Clerk
DATE:	6/4/2024
SUBJECT:	Approval of City Council Special Budget Meeting Minutes of May 1, 2024

BACKGROUND:
The City Council routinely approves minutes from prior meetings.

DISCUSSION:
The draft minutes were distributed to the Council prior to the meeting.

GOALS & OBJECTIVES
This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
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Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT
n/a

RECOMMENDED ACTION
Motion to approve the City Council Special Budget Meeting Minutes of May 1, 2024.

Attachments

1. 05012024 City Council Special Budget Meeting Minutes Draft

Special Budget Meeting Minutes - DRAFT
May 1, 2024
9:00 a.m.
Council Chambers

1. Call to Order

Mayor J.B. Whitten called the City Council Special Budget Meeting to order at 9:00 a.m. Present were Mayor Pro-Tem Doug Capps and Council members Andrew Rencich (Arrived late), Cynthia Brown, and Ryan Bullard. Also, present were City Manager Tim Bolduc, Deputy City Clerk Natasha Peacock, City Attorney Jonathan Holloway, and various staff members. Mr. Blocker was not in attendance.

2. Pledge of Allegiance

Mayor Whitten led the Pledge of Allegiance.

3. Approve Agenda

Mayor Whitten called for action.

Motion by Councilmember R. Bullard and seconded by Councilmember C. Brown to approve the Agenda as presented.
Roll Call: Ayes: Cynthia Brown, Ryan Bullard, Doug Capps. Excused: Councilmembers Andrew Rencich and Joe Blocker. All ayes. Motion carried.

4. Action Items

4.1. Budget Policy and Priorities

City Manager Tim Bolduc informed the Council that certain items would require a consensus vote. He then delved into the budget presentation, covering the topics of Total Project Management, Utility Projects, Organizational Structure, and the Proposed Millage Rate. City Manager Tim Bolduc stated that, throughout this meeting, certain items will require a consensus vote from the Council.

Total Project Management - City Manager, Mr. Bolduc, informed the Council that AJAX was the company selected to handle the city's total project management needs. Ajax will manage the bigger projects, such as the Public Safety Building, Public Works Building, Sports Complex, and Fire Station Four. He explained that the city will bring Ajax the projects, and they will do the work from bidding to building.

There was a lengthy discussion.

Utility Projects- City Manager T. Bolduc reviewed the upcoming utility projects with the Council, including the bypass water and sewer lines, complex wastewater improvement, sewer plant improvements, and the by-pass water tower. A lengthy discussion ensued.

Organizational Structure- City Manager T. Bolduc spoke about the changes for the upcoming fiscal year. He reviewed the changes affecting salaries, such as the increased exempt threshold and the compression minimum wage increase explaining

how the changes would affect the city, especially in the Public Safety department.

Due to the upcoming changes, staff requested a consensus to complete a Public Safety impact fee study to offset the initial costs of staffing.

Mayor Whitten asked for consensus from Council.

Council gave consensus for a Public Safety Impact Fee study.

City Manager T. Bolduc stated staff also requested the approval of adding two additional officers and to return with an Impact Fee Study. He also spoke on implementing staffing changes in the Police Department by adding two additional police officers, converting a Major position to two Lieutenant positions.

Mayor Whitten asked for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember R. Bullard to approve the additional two officers and conducting an Impact Fee Study and presenting the information to Council.
Roll Call: Ayes: Cynthia Brown, Ryan Bullard, Doug Capps, Andrew Rencich. All ayes. Motion carried. Excused: Councilmember Joe Blocker.

City Manager T. Bolduc spoke about additional changes with moving dispatch to the police department with Lindsay as the supervisor and moving Code enforcement and Animal services under her supervision.

Mayor Whitten asked for action.

Motion by Councilmember C. Brown and seconded by Mayor Pro-Tem Capps to approve moving Dispatch to the police department with Lindsay Garrett remaining as the supervisor and moving Code Enforcement and Animal services under her supervision.
Roll Call: Ayes: Cynthia Brown, Ryan Bullard, Doug Capps, and Andrew Rencich. All ayes. Motion carried. Excused: Councilmember Joe Blocker.

City Manager T. Bolduc then went over the Fire Department changes that will be taking place over the next four years in order to build staff to accommodate the additional call volume to include an additional Administration Officer and an additional EMT position.

Mayor Whitten asked for action.

Motion by Mayor Pro-Tem D. Capps and seconded by Councilmember R. Bullard to approve the additional Administration Officer and EMT position to the Fire Department.
Roll Call: Ayes: Cynthia Brown, Ryan Bullard, Doug Capps, and Andrew Rencich.

All ayes. Motion carried. Excused: Councilmember Joe Blocker.

City Manager T. Bolduc mentioned the Capital Infrastructure Projects and creating a team that would assist in those projects consisting of a Operations Manager and construction team. This team would assist with the infrastructure for capital improvement projects city-wide but with a focus on utility expansion projects. The team would consist of an Operations Manager and Supervisor who would oversee Right-of-Way construction projects, streets, and stormwater. The proposal was a foreman over the construction crew, two equipment operators and two utility service workers. He stated we have skilled individuals in-house who would fill these positions, we would then backfill their roles spread over the public services division.

Mayor Whitten asked for action.

Motion by Councilmember A. Rencich and seconded by Mayor Pro-Tem D. Capps to approve the creation of a construction crew with an Operations Manager.
Roll Call: Ayes: Cynthia Brown, Ryan Bullard, Doug Capps, and Andrew Rencich.
All ayes. Motion carried. Excused: Councilmember Joe Blocker.

City Manager T. Bolduc brought up the Personnel Budget and discussed the changes in COLA, incentivizing merit raises and receiving a substantial rebate of $273,197.00 from the health insurance carrier that will be given back to staff. The amount is $900.00 to fulltime employees and $450.00 to part-time employees with the remaining $20,000.00 to be designated for employee training and incentive programs.

Discussion ensued.

Mayor Whitten asked for action.

Motion by Councilmember A. Rencich and seconded by Councilmember C. Brown to approve the proposed changes in the Personnel Budget.
Roll Call: Ayes: Cynthia Brown, Ryan Bullard, Doug Capps, and Andrew Rencich.
All ayes. Motion carried. Excused: Councilmember Joe Blocker.

City Manager T. Bolduc stated the proposed millage rate would be lowered to 6.7466 for the upcoming fiscal year. A discussion ensued and Council agreed that they were all in favor of that lower rate.

5. Comments from the Mayor and Council

Councilmember A. Rencich informed the Council that he will be absent from the upcoming Council Meeting on May 13th.

Mayor Whitten announced that the activities for the National Day of Prayer would start at 6 p.m. at the Veteran's Memorial.

6. Comments from the Audience

Mayor Whitten called for comment from the public. No comments were made.

7. Adjournment

Mayor Whitten adjourned the meeting at 11:41 a.m.

Minutes approved this __ day of __, 2024.

_____

JB Whitten
Mayor

Prepared by Natasha Peacock, Deputy City Clerk
on behalf of Maryanne Girard, City Clerk
Proper Notice having been duly given

CITY OF CRESTVIEW

Item # 6.3.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Maryanne Girard, City Clerk
DATE:	5/20/2024
SUBJECT:	Approval of City Council Regular Meeting Minutes of May 13, 2024

BACKGROUND:

The City Council routinely approves minutes from prior meetings.

DISCUSSION:

The draft minutes were distributed to the Council prior to the meeting.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Motion to approve the City Council regular meeting minutes of May 13, 2024.

Attachments

1. 05132024 City Council Regular Meeting Minutes Draft

City Council Minutes - DRAFT
May 13, 2024
6:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:00 p.m. by Mayor JB Whitten. Board members present: Mayor Pro-Tem Doug Capps. Council members: Andrew Rencich, Cynthia Brown, Joe Blocker, and Ryan Bullard. Also present: City Manager Tim Bolduc, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Deacon Dan Dailey of Our Lady of Victory Catholic Church

The Invocation and Pledge of Allegiance was led by Deacon Dan Dailey of Our Lady of Victory Catholic Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten went over the procedures and declared a quorum was present.

4. Approve Agenda

Mayor JB Whitten stated the school presentation was removed, as the school was not able to attend and called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Andrew Rencich to approve the agenda, as amended.
Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

5. Presentations and Reports

5.1. Global Beacon School Presentation

Item was removed from the agenda.

5.2. EMT Graduates

Mayor JB Whitten asked Fire Chief Tony Holland to come forward with the EMT graduates.

Fire Chief Tony Holland explained the leadership program.

City Manager Tim Bolduc congratulated the firefighters, adding his appreciation to Northwest Florida College who provided scholarships.

5.3. Proclamation declaring the week of May 19 - May 25, 2024 as Public Services Week

Mayor JB Whitten asked Public Services Director Carlos Jones to come forward and congratulated him on the team effort that Public Services provided for the storm. He

added the damages are estimated to be over 1.3 million dollars. He then read a proclamation declaring the week of May 19 - 25, 2024 as Public Services Week.

5.4. Proclamation for National Police Week
Mayor JB Whitten announced that Councilmember A. Rencich will present a proclamation to the officer's present declaring National Police Week.

5.5. Proclamation for Mental Health Month
Councilmember R. Bullard read a proclamation declaring May National Mental Health Month.

Mayor JB Whitten mentioned he appreciated the teamwork of the staff during the storm.

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Ryan Bullard to approve the Consent Agenda, as presented.
Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

6.1. Approval of City Council Regular Meeting Minutes of April 22, 2024
6.2. Postage Replacement Agreement

7. Public Hearings / Ordinances on Second Reading – None brought forward.

8. Ordinances on First Reading

8.1. Ordinance 1968 Price-Gregory Way Comprehensive Plan Amendment
CDS Planning Administrator Nicholas Schwendt presented Ordinance 1968, Price-Gregory Way Comprehensive Plan Amendment to the City Council mentioning both ordinances regarding the rezoning. He mentioned the property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low-intensity commercial use. There is a wetlands map attached, as the property includes wetlands, so low intensity use is suitable. He asked the City Clerk to read the ordinance by title.

City Clerk Maryanne Girard read Ordinance 1968 aloud: An Ordinance of the City of Crestview, Florida, Amending Its Adopted Comprehensive Plan; Providing For Authority; Providing For Findings of Fact; Providing For Purpose; Providing For Changing the Future Land Use Designation From Commercial (C) to Mixed-Use (MU) on Approximately 41.1 Acres, More or Less, In Section 29, Township 3 North, Range 23 West; Providing For Future Land Use Map Amendment; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

Mayor JB Whitten called for comments from the Council and from the public. In hearing none, he called for action.

Motion by Councilmember Joe Blocker and seconded by Mayor Pro-Tem Doug Capps to approve Ordinance 1968 on 1st reading and move to second reading for final adoption.
Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

8.2. Ordinance 1969, Price-Gregory Way Rezoning

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1969, Price-Gregory Way Rezoning to the City Council. He then asked the City Clerk to read Ordinance 1969 by title.

City Clerk Maryanne Girard read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 41.1 Acres, More or Less, of Real Property, Located In Section 29, Township 3 North, Range 23 West, From the Commercial High-Intensity District (C-2) Zoning District To The Mixed-Use (MU) Zoning District; Providing For Authority; Providing For the Updating Of the Crestview Zoning Map; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes And Ordinances; and Providing For an Effective Date.

Mayor JB Whitten called for comment from the Council and the public. In hearing none, he called for action.

Motion was made by Mayor Pro-Tem Doug Capps and seconded by Councilmember Joe Blocker to approve Ordinance 1969 on 1st reading and move to second reading for final adoption.
Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

9. Resolutions – None brought forward.

10. Action Items

10.1. Traffic MOU Minimum Threshold

CDS Planning Administrator N. Schwendt updated the Council on the Mobility Study. He mentioned there are two elements regarding the time cost and the developer time frame. He said the Memorandum of Understanding provides for a minimum threshold for the requirement of a traffic study until the Mobility Fee is established. We propose the minimum threshold at $500.00.

City Manager T. Bolduc asked that a minimum threshold be set for those MOU's that would come to the City Council. This allows for a method of not slowing down

projects. He said we could pull them together and send a list to the Council until the study was done.

Discussion ensued on not causing any slowdown in service, and that the MOU is temporary until the Mobility Study is completed.

City Manager T. Bolduc recommended the staff continue to use the current process until we receive the study and to add the list to the Consent Agenda. He added the cooperation of the city when it impacts both the city and County is going to either agree or split the fund. Once the study is done, the money goes into the project.

Mayor JB Whitten called for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Joe Blocker to approve the staff recommendation to continue to use the current process until we receive the study and to add the list to the Consent Agenda.
Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.2. Health Insurance Presentation

Administrative Services Director Jessica Leavins introduced Travis Riker of Alero Group. He thanked the city for their progress stating we are expecting a 3.5% premium increase for the 2025 fiscal year, which is well below other cities. That equates to about $179,000. The city is also eligible for the Proshare rebate of $273,197, which is a $90,000 increase from last year. This is a benefit program which has a rate cap provision. He also mentioned we are 20% lower than the benchmarks.

Administrative Services Director Jessica Leavins announced we have seen a 10% increase in wellness exams.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Cynthia Brown to renew the agreement with BlueValue Health Solutions.
Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.3. Goodwill Crestview MOU

CDS Planning Administrator N. Schwendt came forward stating the MOU is for a Goodwill retail store. In this specific case, the MOU provides for the developer to participate in costs not to exceed the total amount of $46,100 to be held in escrow for the proposed offsite roadway improvements that the City may incur to mitigate traffic impacts.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Joe Blocker to approve the Memorandum of Understanding for Goodwill Crestview and forward to the mayor and city clerk for signatures.
Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan

Bullard All ayes. Motion carried.
In reply to Mayor JB Whitten, CDS Planning Administrator N. Schwendt, the project will add trips per day on Hwy 85. He explained Goodwill is building a new store on the south end.

11. City Clerk Report

11.1. Monthly Update
City Clerk Maryanne Girard mentioned the report has been added to the agenda.

She mentioned she needed a head count for participants for the May 25th May Day parade. The event starts at 10:00 a.m., but we ask that the Council meet for the golf carts at 9:30 a.m. in the same location on the south end of the parking lot.

The City Hall will be closed for Monday, May 27th. The city is hosting a ceremony in observance of Memorial Day. The ceremony will be held at the Veterans Memorial in front of the Courthouse at 10 a.m. with more information to follow.

12. City Manager Report
City Manager T. Bolduc mentioned the storm stating the Governor amended the Emergency Order to include Okaloosa County. He said the city had over $1.4 million in damages to the residential areas, which does not include the commercial or city property. Carlos has mobilized the debris contractor as well as Adams Sanitation. He explained the process and asked for patience. He mentioned how proud he is of the team including the new directors. The emergency alert was sent out at 4:00 a.m. Friday morning. We received 1400 calls that morning. There were 41 roads blocked. The City of Niceville assisted us, as well as the Niceville city manager assisting his public works department. We had a debrief this morning. We are hoping for a federal declaration to assist in the cleanup.

City Manager T. Bolduc added the marketing campaign has kicked off.

13. Comments from the Mayor and Council
Mayor JB Whitten called for comment from the Council.

Councilmember A. Rencich thanked the staff for taking care of the city so rapidly. This is a good test before entering the hurricane season. He thanked the business community for their assistance, as well.

Councilmember R. Bullard commended the officers at the PJ Adams intersection. He also was contacted by business owners on how they could help.

Councilmember C. Brown also thanked the staff. She mentioned that Casbah is closing on April 18th and will be sorely missed.

Councilmember Joe Blocker asked about damage to structures, and City Manager T. Bolduc replied that 40 to 50 houses had roof damage from fallen trees. He added that the damage assessment team went out to assess damage right after the storm. The damage was

all over but mostly in the main corridor of Hwy 85.
Mayor Pro-Tem D. Capps thanked the efforts for the International Festival, as well as kudos to the team for all the work on Friday.

Mayor JB Whitten added the storm impacted participation at the events on Saturday.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

Mr. Kenny Siler came forward and asked about the no parking on the right of the way signs that were placed in his neighborhood. He mentioned signs should be placed throughout the city.

Shannon Hayes came forward stating the International Fest was great. He asked if we could have a bilingual speaker to assist with applying for permits. He invited the Council to the May Day Fest commencing at Allen Park at 10 a.m. He also commended the city manager for the leadership he has given.

Shirley Coleman came forward thanking the Mayor regarding her mother's work with Concerned Citizens. Her group, Compassion in Action, organized a Food Truck on April 20th and the Mayor read a proclamation. Regarding the homeless on the second and third Wednesday, they are located at 408 Wilson Street, providing hot food to the community.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:10 p.m.

Minutes approved this __ day of __, 2024.

_____

JB Whitten
Mayor

_____

Maryanne Girard
City Clerk
Proper Notice having been duly given

DRAFT

CITY OF CRESTVIEW

Item # 7.1.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Second reading

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE:	6/4/2024
SUBJECT:	Ordinance 1968, Price-Gregory Way Comprehensive Plan Amendment

BACKGROUND:

On March 4, 2024, staff received an application to amend the comprehensive plan and zoning designations for property located on Price-Gregory Way.

The subject property is currently located inside the city limits of Crestview with a future land use and zoning designation of Commercial (C) and Commercial High-Intensity District (C-2), respectively.

The application requests the Mixed-Use (MU) future land use designation for the property.

The Planning and Development Board recommended approval of the request on May 6, 2024. The City Council approved Ordinance 1968 at first reading on May 13, 2024.

DISCUSSION:

The property description is as follows:

Property Owner:	Crestview Crossing Power Center LLC Ft. Walton Beach, FL 32548
Parcel ID:	A portion of 29-3N-23-0000-0025-0160
Site Size:	41.1 acres
Current FLU:	Commercial (C)
Current Zoning:	Commercial High-Intensity District (C-2)
Current Land Use:	Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial High-Intensity District (C-2)	Vacant
East	Commercial (C)	Commercial High-Intensity District (C-2)	Commercial
South	Commercial (C)	Commercial High-Intensity District (C-2) & Commercial Low-Intensity District (C-1)	Commercial

West	Commercial (C)	Commercial High-Intensity District (C-2)	Vacant

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low-intensity commercial use.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation is compatible with the surrounding area.
- The proposed future land use map designation is consistent with the city's comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on April 15, 2024. The property was posted on April 23, 2024. An advertisement ran in the Crestview News Bulletin on April 18, 2024.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows.

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment were $2,500.00. The cost of advertising was $231.00.

RECOMMENDED ACTION

Staff respectfully requests that the council adopt Ordinance 1968 on second reading.

Attachments

1. East Parcel Survey

2. Exhibit Packet

ORDINANCE: 1968

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM COMMERCIAL (C) TO MIXED-USE (MU) ON APPROXIMATELY 41.1 ACRES, MORE OR LESS, IN SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

A. This amendment will promote compact, orderly development and discourage urban sprawl; and

B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and

C. A public hearing has been conducted by the City Council after "due public notice"; and

D. This amendment involves changing the future land use designation from Commercial (C) to Mixed-Use (MU) on a parcel of land containing 41.1 acres, more or less, lying within the corporate limits of the City; and

E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 41.1 acres of land, more or less, from Commercial (C) to Mixed-Use (MU). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 41.1 acres, more or less, is known as a portion of Parcel 29-3N-23-0000-0025-0160 and commonly described as:

COMMENCING AT THE NORTHWEST CORNER OF SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; THENCE PROCEED SOUTH 01˚ 47' 20" WEST ALONG THE WEST LINE OF SAID SECTION 29, A DISTANCE OF 2612.83 FEET TO THE POINT OF BEGINNING, THENCE SOUTH 88˚11'01" EAST FOR A DISTANCE OF 495.17 FEET; THENCE NORTH 39˚28'24" EAST FOR A DISTANCE OF 70.56 FEET; THENCE SOUTH 89˚45'20" EAST FOR A DISTANCE OF 26.73 FEET; THENCE NORTH 72˚16'54" EAST FOR A DISTANCE OF 147.48 FEET; THENCE NORTH 27˚46'28" EAST FOR A DISTANCE OF 99.73 FEET; THENCE NORTH 59˚26'57" EAST FOR A DISTANCE OF 93.21 FEET; THENCE NORTH 89˚30'13" EAST FOR A DISTANCE OF 86.92 FEET; THENCE

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The Mixed-Use (MU) Future Land Use Category is hereby imposed on a portion of Parcel 29-3N-23-0000-0025-0160. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows a portion of Parcel 29-3N-23-0000-0025-0160 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 10th day of June, 2024.

ATTEST:

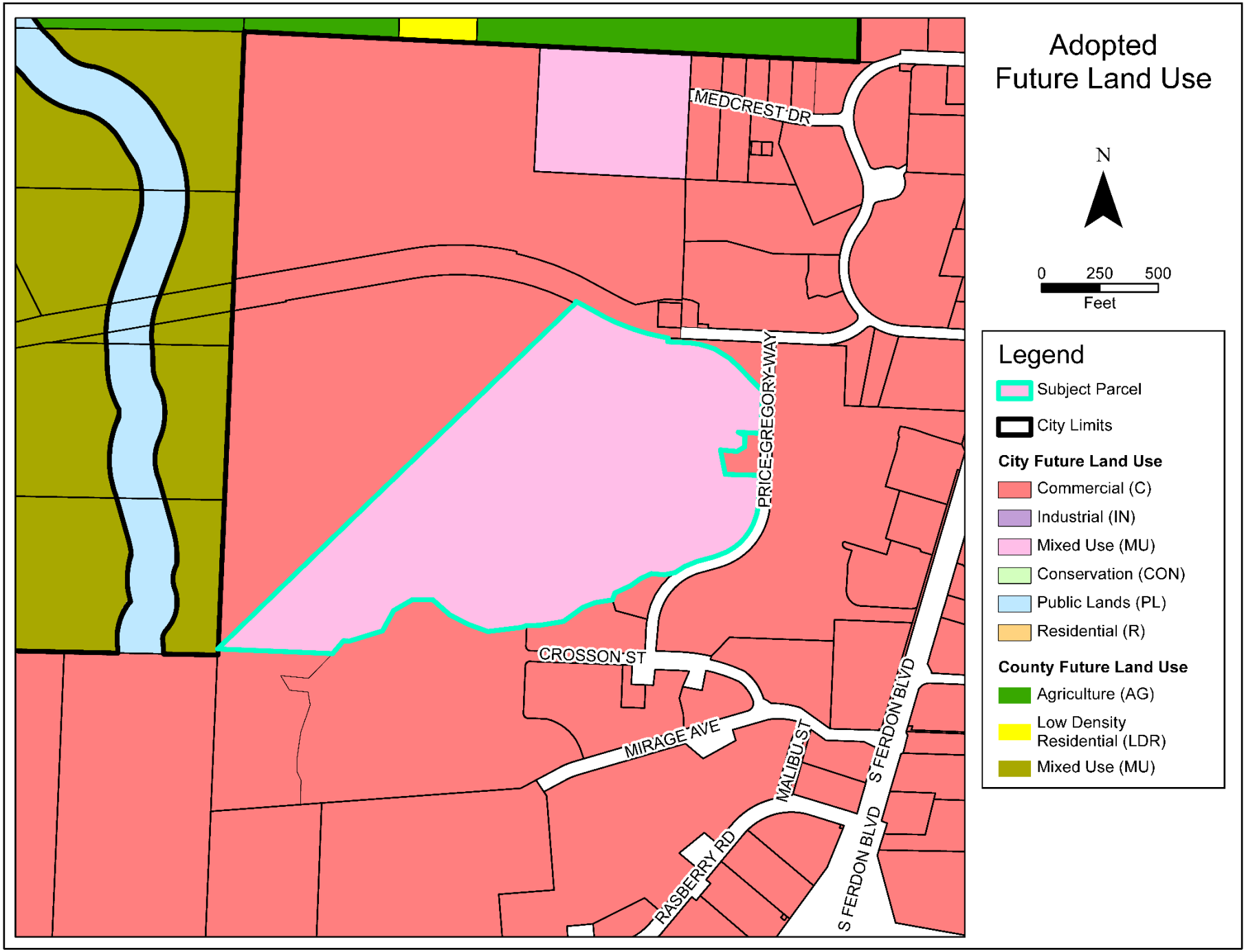
_____

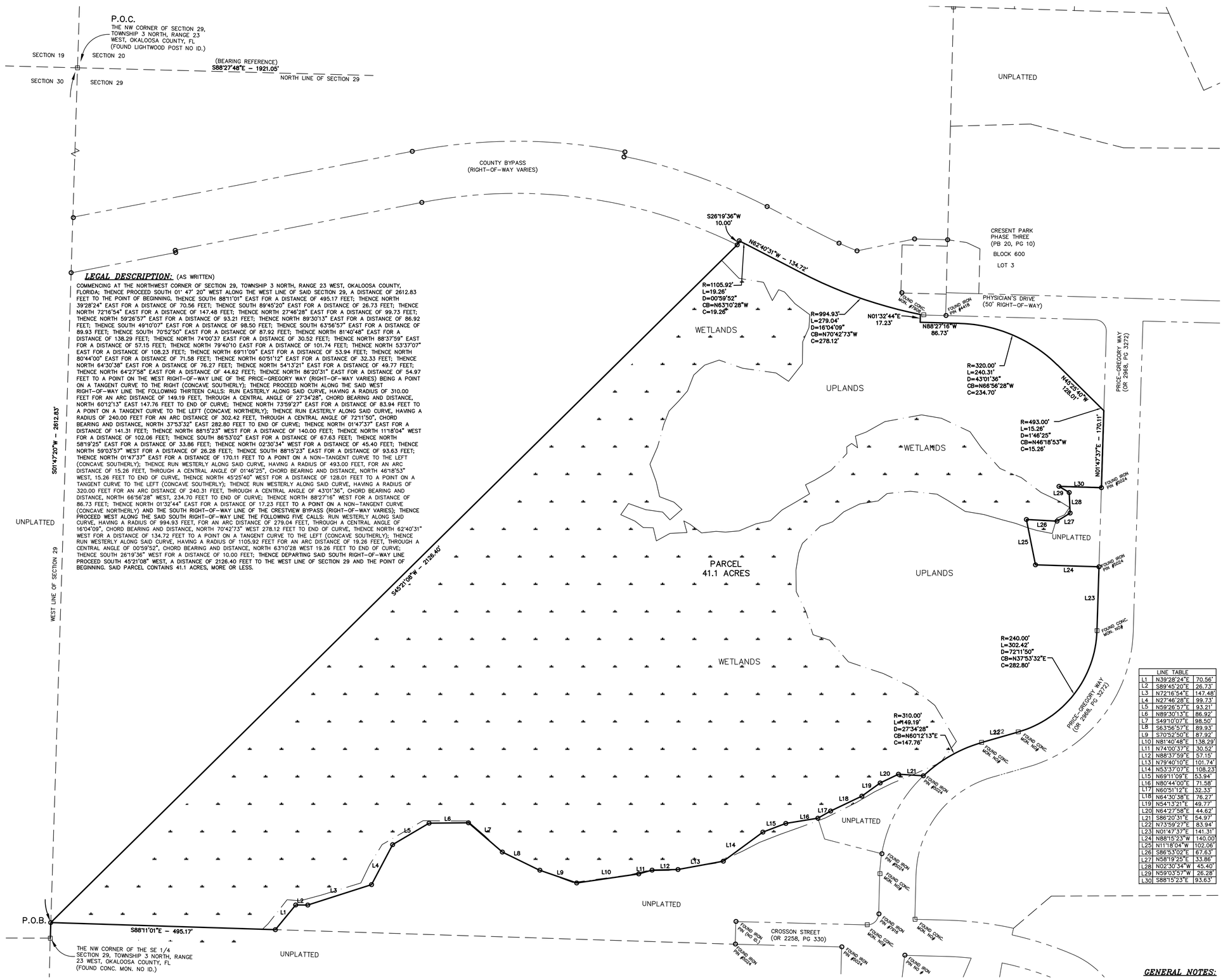
Maryanne Girard
City Clerk

Approved by me this 10th day of June, 2024.

_____

J. B. Whitten
Mayor


Adopted
Future Land Use
N
0 250 500
Feet
Legend
Subject Parcel
City Limits
City Future Land Use
Commercial (C)
Industrial (IN)
Mixed Use (MU)
Conservation (CON)
Public Lands (PL)
Residential (R)
County Future Land Use
Agriculture (AG)
Low Density Residential (LDR)
Mixed Use (MU)
MEDCREST DR
PRICE-GREGORY WAY
CROSSON ST
MIRAGE AVE
MALIBU ST
S FERDON BLVD
S FERDON BLVD
RASBERRY RD



LEGAL DESCRIPTION: (AS WRITTEN)

COMMENCING AT THE NORTHWEST CORNER OF SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; THENCE PROCEED SOUTH 01° 47' 20" WEST ALONG THE WEST LINE OF SAID SECTION 29, A DISTANCE OF 2612.83 FEET TO THE POINT OF BEGINNING, THENCE SOUTH 88°11'01" EAST FOR A DISTANCE OF 495.17 FEET; THENCE NORTH 39°28'24" EAST FOR A DISTANCE OF 70.56 FEET; THENCE SOUTH 89°45'20" EAST FOR A DISTANCE OF 26.73 FEET; THENCE NORTH 72°16'54" EAST FOR A DISTANCE OF 147.48 FEET; THENCE NORTH 27°46'28" EAST FOR A DISTANCE OF 99.73 FEET; THENCE NORTH 59°26'57" EAST FOR A DISTANCE OF 93.21 FEET; THENCE NORTH 89°30'13" EAST FOR A DISTANCE OF 86.92 FEET; THENCE SOUTH 49°10'07" EAST FOR A DISTANCE OF 98.50 FEET; THENCE SOUTH 63°56'57" EAST FOR A DISTANCE OF 89.93 FEET; THENCE SOUTH 70°52'50" EAST FOR A DISTANCE OF 87.92 FEET; THENCE NORTH 81°40'48" EAST FOR A DISTANCE OF 138.29 FEET; THENCE NORTH 74°00'37 EAST FOR A DISTANCE OF 30.52 FEET; THENCE NORTH 88°37'59" EAST FOR A DISTANCE OF 57.15 FEET; THENCE NORTH 79°40'10 EAST FOR A DISTANCE OF 101.74 FEET; THENCE NORTH 53°37'07" EAST FOR A DISTANCE OF 108.23 FEET; THENCE NORTH 69°11'09" EAST FOR A DISTANCE OF 53.94 FEET; THENCE NORTH 80°44'00" EAST FOR A DISTANCE OF 71.58 FEET; THENCE NORTH 60°51'12" EAST FOR A DISTANCE OF 32.33 FEET; THENCE NORTH 64°30'38" EAST FOR A DISTANCE OF 76.27 FEET; THENCE NORTH 54°13'21" EAST FOR A DISTANCE OF 49.77 FEET; THENCE NORTH 64°27'58" EAST FOR A DISTANCE OF 44.62 FEET; THENCE NORTH 86°20'31" EAST FOR A DISTANCE OF 54.97 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF THE PRICE-GREGORY WAY (RIGHT-OF-WAY VARIES) BEING A POINT ON A TANGENT CURVE TO THE RIGHT (CONCAVE SOUTHERLY); THENCE PROCEED NORTH ALONG THE SAID WEST RIGHT-OF-WAY LINE THE FOLLOWING THIRTEEN CALLS: RUN EASTERLY ALONG SAID CURVE, HAVING A RADIUS OF 310.00 FEET FOR AN ARC DISTANCE OF 149.19 FEET, THROUGH A CENTRAL ANGLE OF 27°34'28", CHORD BEARING AND DISTANCE, NORTH 60°12'13" EAST 147.76 FEET TO END OF CURVE; THENCE NORTH 73°59'27" EAST FOR A DISTANCE OF 83.94 FEET TO A POINT ON A TANGENT CURVE TO THE LEFT (CONCAVE NORTHERLY); THENCE RUN EASTERLY ALONG SAID CURVE, HAVING A RADIUS OF 240.00 FEET FOR AN ARC DISTANCE OF 302.42 FEET, THROUGH A CENTRAL ANGLE OF 72°11'50", CHORD BEARING AND DISTANCE, NORTH 37°53'32" EAST 282.80 FEET TO END OF CURVE; THENCE NORTH 01°47'37" EAST FOR A DISTANCE OF 141.31 FEET; THENCE NORTH 88°15'23" WEST FOR A DISTANCE OF 140.00 FEET; THENCE NORTH 11°18'04" WEST FOR A DISTANCE OF 102.06 FEET; THENCE SOUTH 86°53'02" EAST FOR A DISTANCE OF 67.63 FEET; THENCE NORTH 58°19'25" EAST FOR A DISTANCE OF 33.86 FEET; THENCE NORTH 02°30'34" WEST FOR A DISTANCE OF 45.40 FEET; THENCE NORTH 59°03'57" WEST FOR A DISTANCE OF 26.28 FEET; THENCE SOUTH 88°15'23" EAST FOR A DISTANCE OF 93.63 FEET; THENCE NORTH 01°47'37" EAST FOR A DISTANCE OF 170.11 FEET TO A POINT ON A NON-TANGENT CURVE TO THE LEFT (CONCAVE SOUTHERLY); THENCE RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 493.00 FEET, FOR AN ARC DISTANCE OF 15.26 FEET, THROUGH A CENTRAL ANGLE OF 01°46'25", CHORD BEARING AND DISTANCE, NORTH 46°18'53" WEST, 15.26 FEET TO END OF CURVE, THENCE NORTH 45°25'40" WEST FOR A DISTANCE OF 128.01 FEET TO A POINT ON A TANGENT CURVE TO THE LEFT (CONCAVE SOUTHERLY); THENCE RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 320.00 FEET FOR AN ARC DISTANCE OF 240.31 FEET, THROUGH A CENTRAL ANGLE OF 43°01'36", CHORD BEARING AND DISTANCE, NORTH 66°56'28" WEST, 234.70 FEET TO END OF CURVE; THENCE NORTH 88°27'16" WEST FOR A DISTANCE OF 86.73 FEET; THENCE NORTH 01°32'44" EAST FOR A DISTANCE OF 17.23 FEET TO A POINT ON A NON-TANGENT CURVE (CONCAVE NORTHERLY) AND THE SOUTH RIGHT-OF-WAY LINE OF THE CRESTVIEW BYPASS (RIGHT-OF-WAY VARIES); THENCE PROCEED WEST ALONG THE SAID SOUTH RIGHT-OF-WAY LINE THE FOLLOWING FIVE CALLS: RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 994.93 FEET, FOR AN ARC DISTANCE OF 279.04 FEET, THROUGH A CENTRAL ANGLE OF 16°04'09", CHORD BEARING AND DISTANCE, NORTH 70°42'73" WEST 278.12 FEET TO END OF CURVE, THENCE NORTH 62°40'31" WEST FOR A DISTANCE OF 134.72 FEET TO A POINT ON A TANGENT CURVE TO THE LEFT (CONCAVE SOUTHERLY); THENCE RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 1105.92 FEET FOR AN ARC DISTANCE OF 19.26 FEET, THROUGH A CENTRAL ANGLE OF 00°59'52", CHORD BEARING AND DISTANCE, NORTH 63°10'28 WEST 19.26 FEET TO END OF CURVE; THENCE SOUTH 26°19'36" WEST FOR A DISTANCE OF 10.00 FEET; THENCE DEPARTING SAID SOUTH RIGHT-OF-WAY LINE PROCEED SOUTH 45°21'08" WEST, A DISTANCE OF 2126.40 FEET TO THE WEST LINE OF SECTION 29 AND THE POINT OF BEGINNING. SAID PARCEL CONTAINS 41.1 ACRES, MORE OR LESS.

LINE TABLE		
L1	N39°28'24"E	70.56'
L2	S89°45'20"E	26.73'
L3	N72°16'54"E	147.48'
L4	N27°46'28"E	99.73'
L5	N59°26'57"E	93.21'
L6	N89°30'13"E	86.92'
L7	S49°10'07"E	98.50'
L8	S63°56'57"E	89.93'
L9	S70°52'50"E	87.92'
L10	N81°40'48"E	138.29'
L11	N74°00'37"E	30.52'
L12	N88°37'59"E	57.15'
L13	N79°40'10"E	101.74'
L14	N53°37'07"E	108.23'
L15	N69°11'09"E	53.94'
L16	N80°44'00"E	71.58'
L17	N60°51'12"E	32.33'
L18	N64°30'38"E	76.27'
L19	N54°13'21"E	49.77'
L20	N64°27'58"E	44.62'
L21	S86°20'31"E	54.97'
L22	N73°59'27"E	83.94'
L23	N01°47'37"E	141.31'
L24	N88°15'23"W	140.00
L25	N11°18'04"W	102.06'
L26	S86°53'02"E	67.63'
L27	N58°19'25"E	33.86'
L28	N02°30'34"W	45.40'
L29	N59°03'57"W	26.28'
L30	S88°15'23"E	93.63'

GENERAL NOTES:

1) NO TITLE SEARCH OR ABSTRACT HAS BEEN FURNISHED TO THE UNDERSIGNED. DEEDS, EASEMENTS, DESCRIPTIONS, OR OTHER INSTRUMENTS MAY EXIST THAT EFFECT THE SUBJECT PROPERTY.

2) BEARING REFERENCE: NORTH LINE OF OF SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA BEING S88°27'48"E.

NORTH

GRAPHIC SCALE

100 0 50 100 200

(IN FEET)
SCALE: 1" = 100'

LEGEND

R/W	RIGHT OF WAY
(P)	PLAT DATA
(F)	FIELD DATA
(D)	DESCRIPTION DATA
O.R.	OFFICIAL RECORDS
P.O.C.	POINT OF COMMENCEMENT
P.O.B.	POINT OF BEGINNING
D	DELTA ANGLE
R	RADIUS
L	ARC LENGTH
C	CHORD
CB	CHORD BEARING
EOP	EDGE OF PAVEMENT
℄	CENTERLINE
	BENCHMARK
	WATER VALVE
—W—	WATER MAIN
	BACKFLOW PREVENTER
	FIRE HYDRANT
	WATER METER
	STORM SEWER MAIN
Ⓢ	SANITARY SEWER MANHOLE
©	SANITARY SEWER CLEANOUT
Ⓓ	STORM DRAIN MANHOLE
	CATCH BASIN
	TYPE "3" CURB INLET
	TYPE "4" CURB INLET
	MITERED END SECTION
	POWER POLE
	GUY ANCHOR
	LIGHT POLE
—OHE—	OVERHEAD UTILITY LINE
E	ELECTRICAL BOX
TV	TELEVISION BOX
T	TELEPHONE BOX
—x—	FENCE
	SINGLE POLE SIGN

CHOCTAW ENGINEERING, INC.
ENGINEERING • ENVIRONMENTAL • SURVEYING
112 TRUXTON AVENUE
FORT WALTON BEACH, FLORIDA 32547
PHONE: 850-862-4611
FAX: 850-863-8059
EMAIL: cei@choctawengcom
CERTIFICATE OF AUTHORIZATION No. 1532

SKETCH OF DESCRIPTION

PREPARED FOR:
CRESTVIEW CROSSING POWER CENTER LLC

41.1 ACRE METES & BOUNDS PARCEL IN SECTION 29, TOWNSHIP 3 NORTH , RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

Revisions:

I hereby certify that this survey was made under my responsible charge and meets the Standards of Practice as set forth by the Florida Board of Professional Surveyors and Mappers in chapter 5J-17.050 5J-17.051 and 5J-17.052, pursuant to Section 472.027, Florida Statutes.

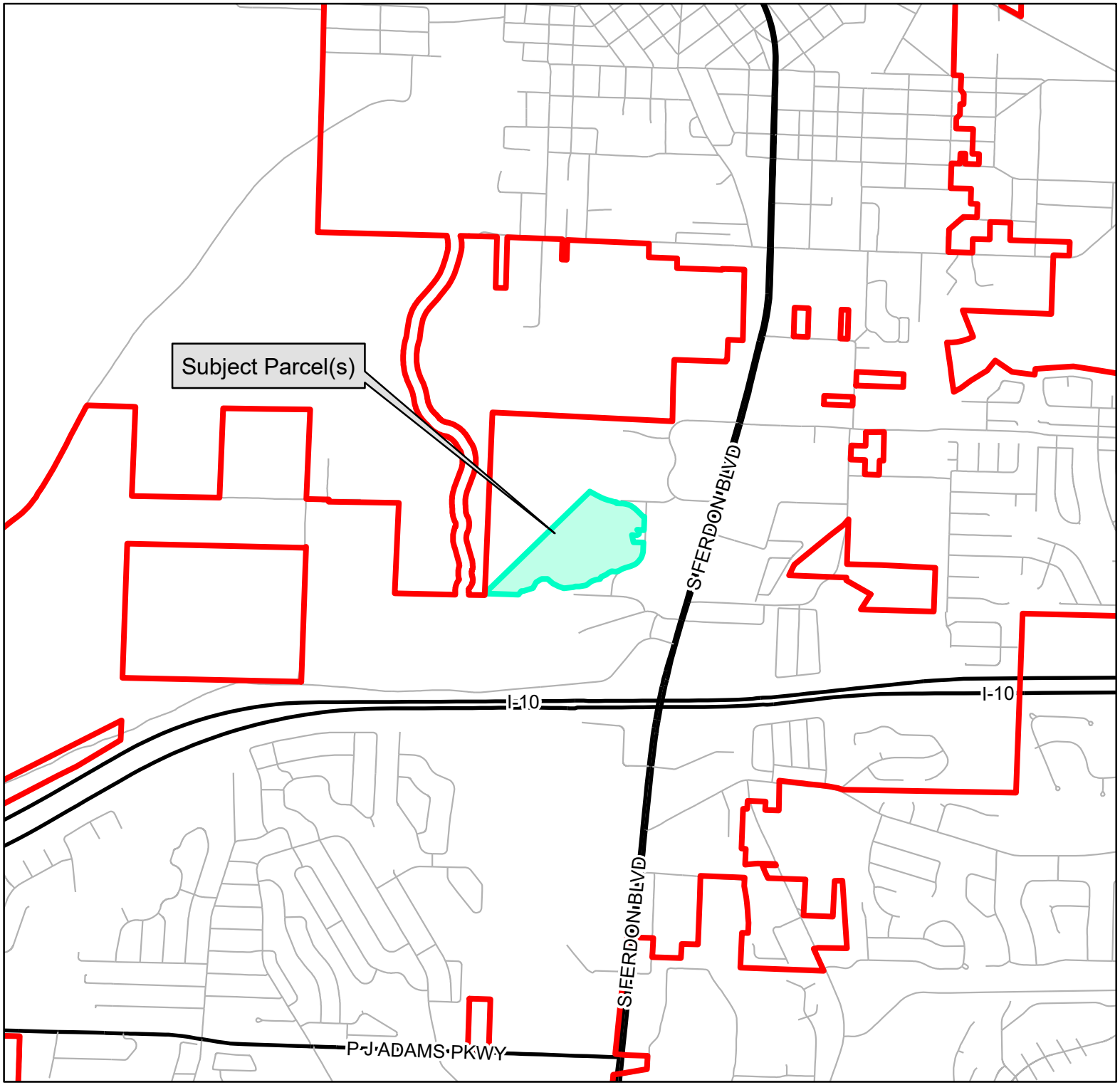
Not valid unless bearing Surveyor's embossed seal

BRIAN E. PASCOE, Professional Surveyor & Mapper
FL. Certificate No. 5930

Job No.:	2014-159-F
Date:	25 FEB 2024
Fld. Vol.:	N/A
Scale:	1" = 100'
Disk No.:	14159F-SUR
Designed:	N/A
Drawn:	MCS
Checked:	BEP
Sheet	1 of 1

THIS SHEET IS THE PROPERTY OF CEI & IS NOT TO BE REPRODUCED WITHOUT WRITTEN CONSENT FROM CEI.

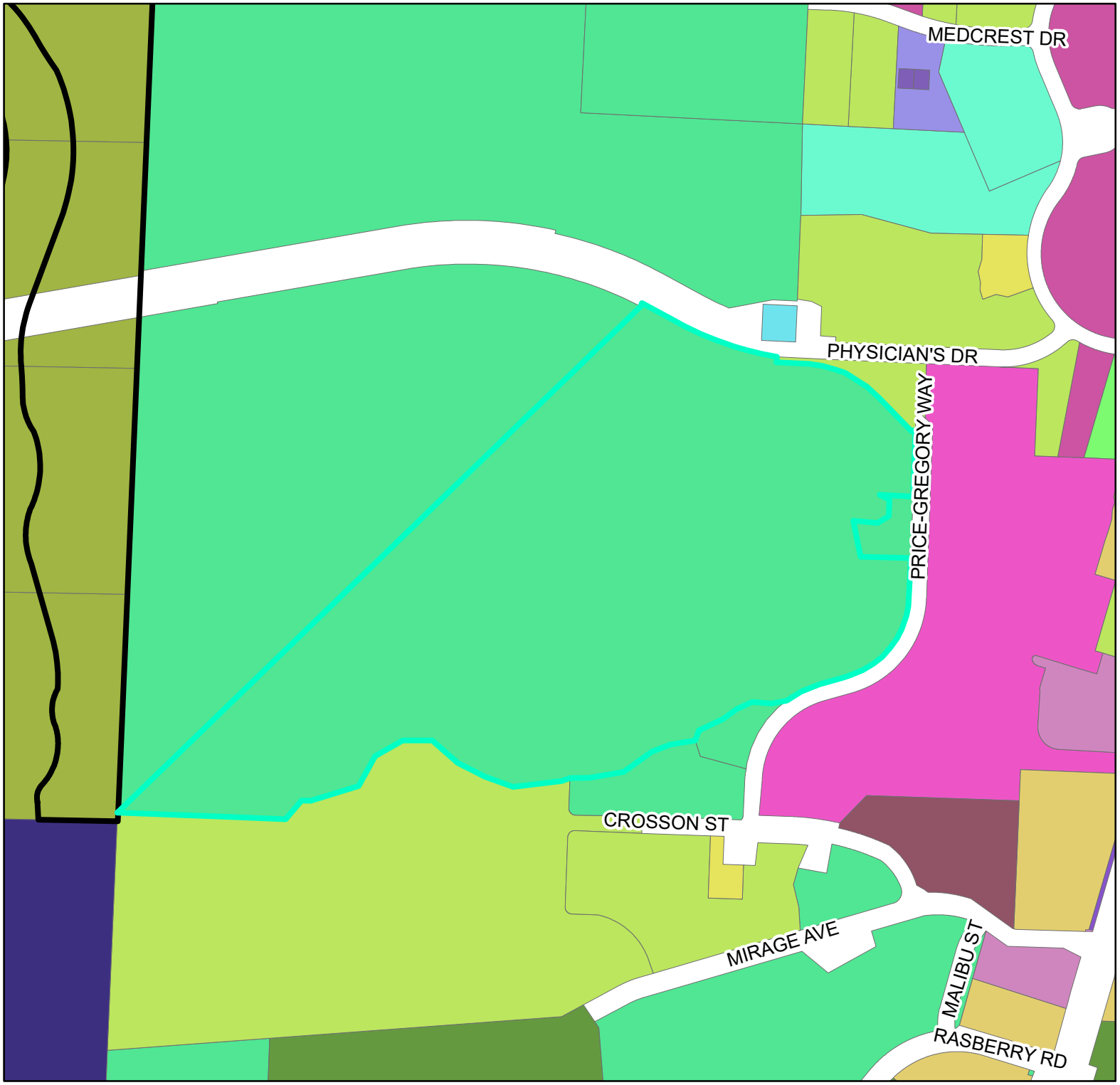
Vicinity Map



N

Not to Scale

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use

N

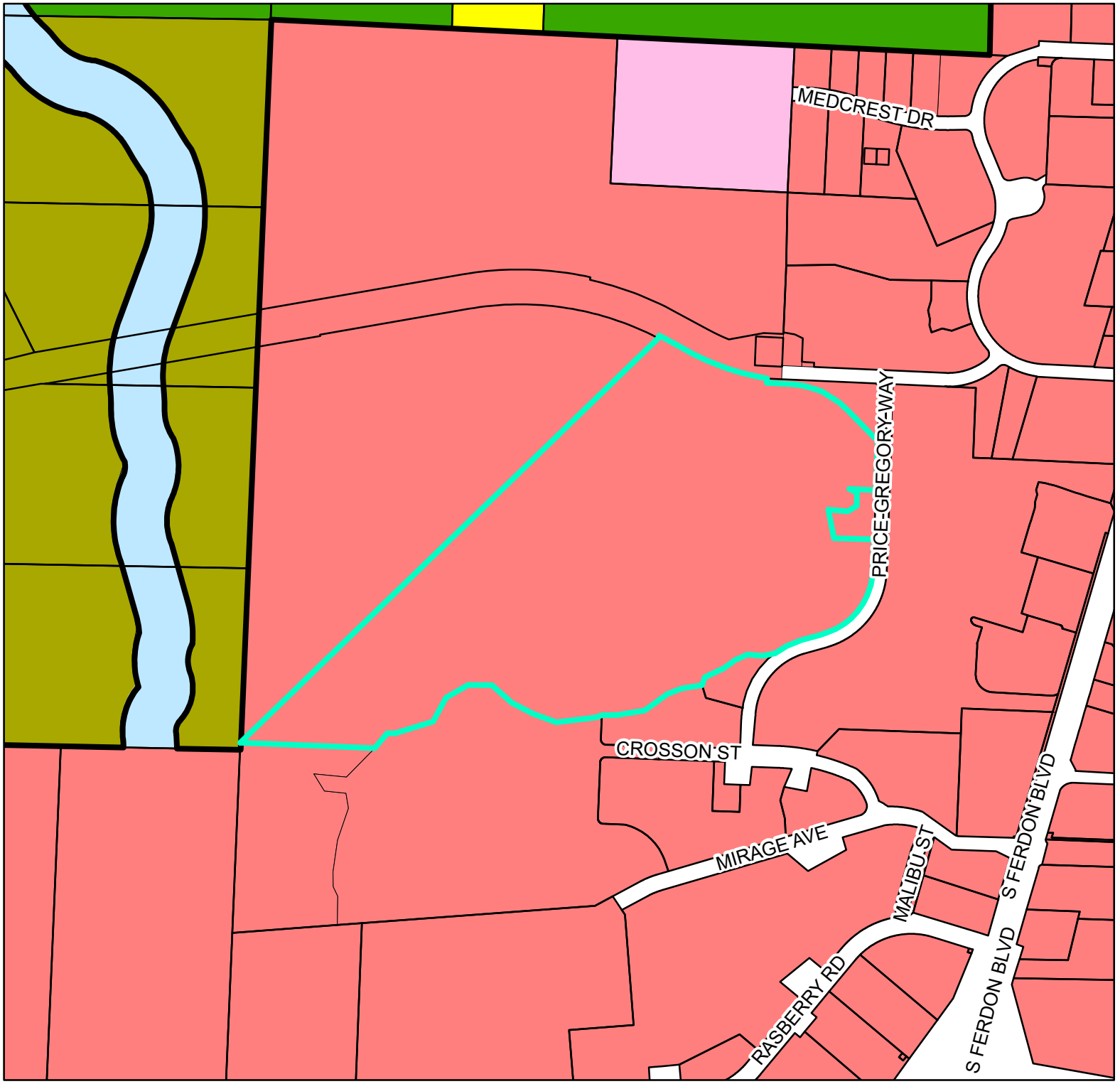
0 200 400
Feet

Legend

- Subject Parcel
- City Limits

Use Description

- COMMERCIAL CONDO
- COMMUNITY SHOPPING
- COUNTY
- DEPARTMENT STORES
- HEADER RECORD
- HOMES FOR THE
- HOTELS AND
- MUNICIPAL
- NO AG
- OFFICE BUILDINGS
- PROFESSIONAL BLDG
- RESTAURANT/CAFE
- STATE
- STORES, 1 STORY
- SUPERMARKET
- TIMBERLAND 3
- VACANT
- VACANT COMMERCIAL
- VACANT/COMM/XFOB



Current Future Land Use

N

0 250 500
Feet

Legend

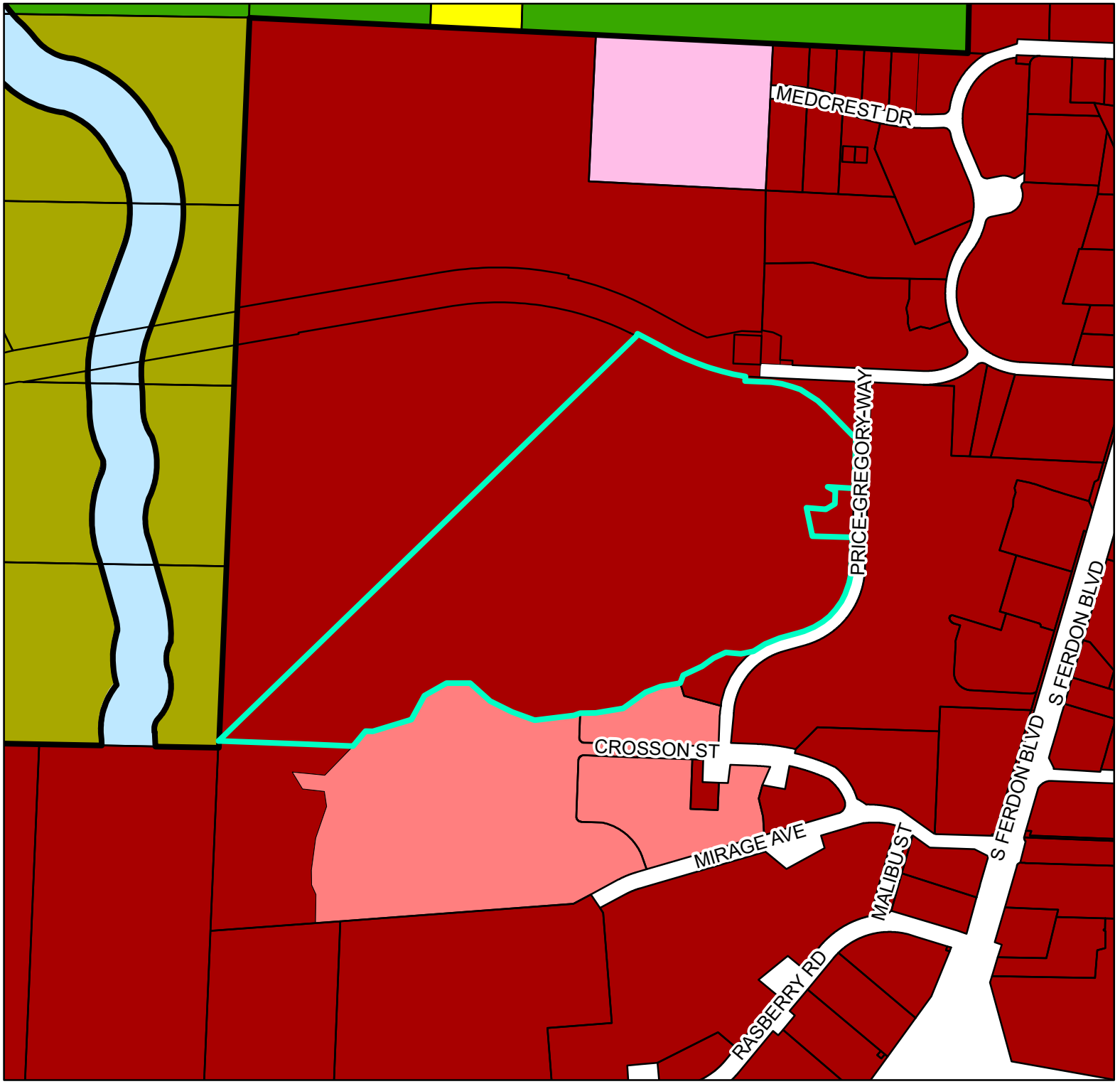
Subject Parcel
City Limits

City Future Land Use

Commercial (C)
Industrial (IN)
Mixed Use (MU)
Conservation (CON)
Public Lands (PL)
Residential (R)

County Future Land Use

Agriculture (AG)
Low Density Residential (LDR)
Mixed Use (MU)



Current Zoning

N

0 250 500
Feet

Legend

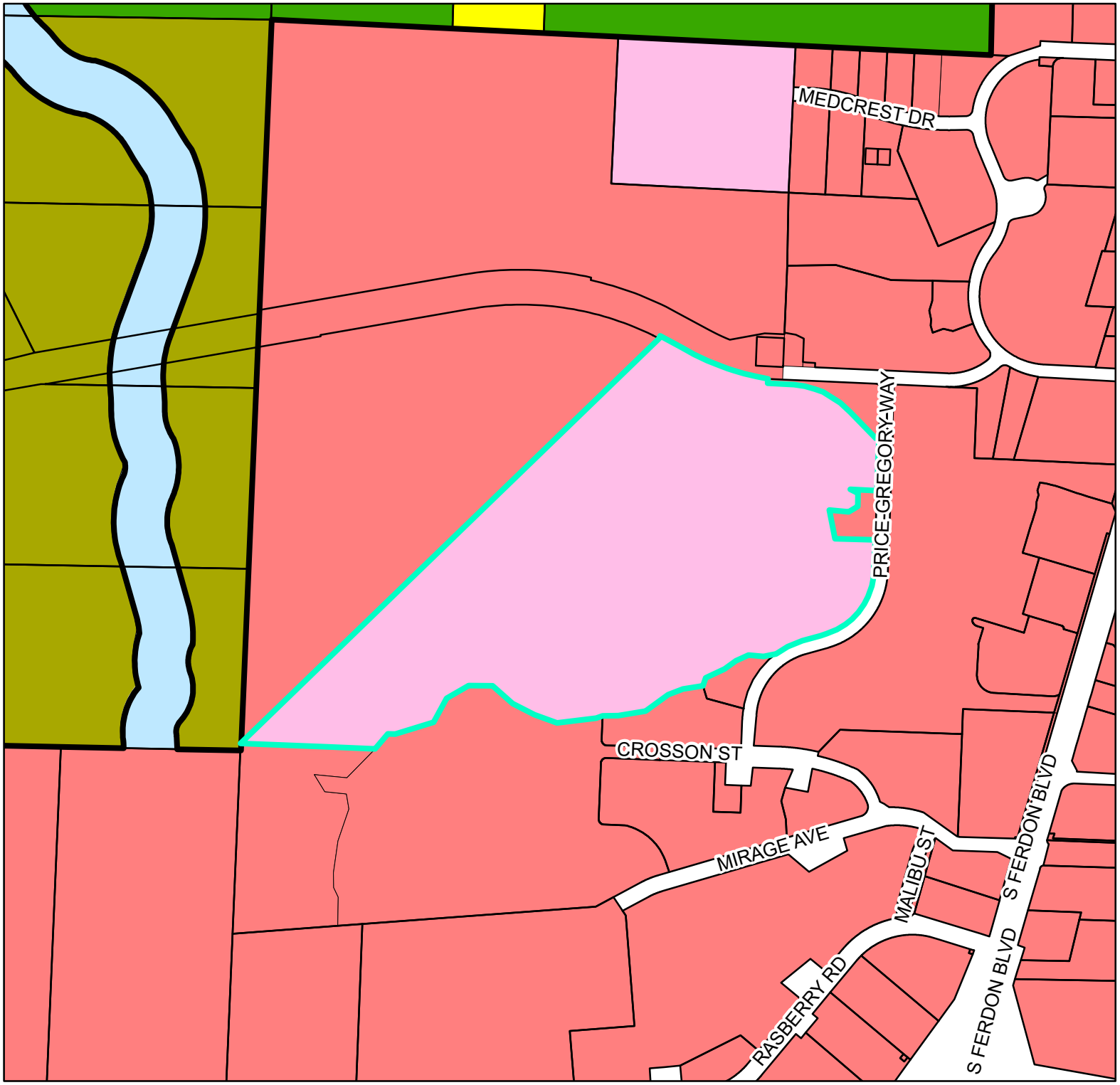
Subject Parcel
City Limits

City Zoning

Single Family Estate Dwelling District (R-1E)
Single Family Low Density District (R-1)
Single Family Medium Density District (R-2)
Single and Multi-Family Dwelling District (R-3)
Mixed Use (MU)
Commercial (C-1)
Commercial (C-2)
Industrial (IN)
Public Lands (P)
Conservation (E)

County Zoning

Agricultural (AA)
Residential - 1 (R-1)
Mixed Use (MU)



Proposed Future Land Use

N

0 250 500
Feet

Legend

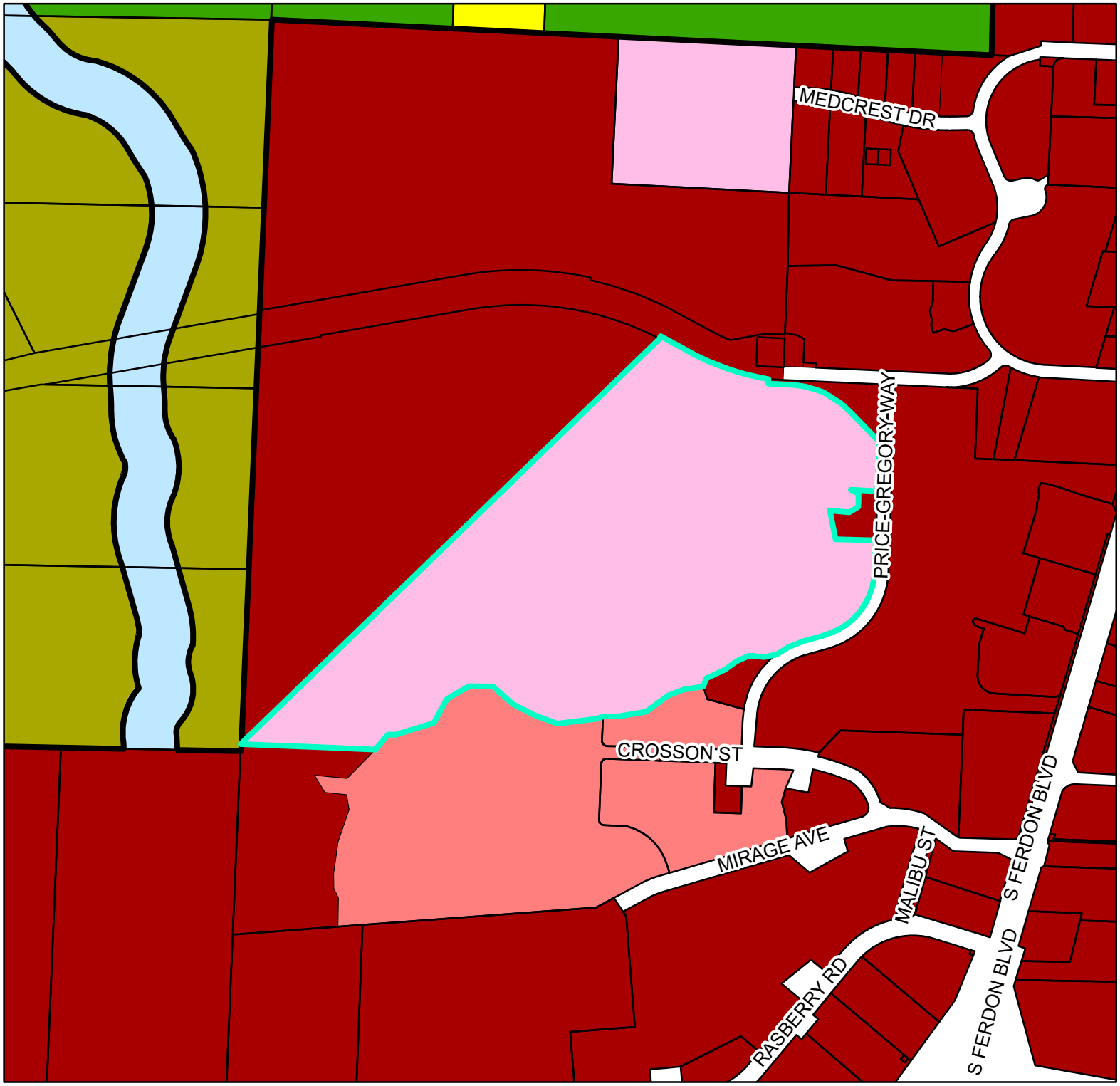
- Subject Parcel
- City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Agriculture (AG)
- Low Density Residential (LDR)
- Mixed Use (MU)



Proposed Zoning

N

0 250 500
Feet

Legend

- Subject Parcel
- City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)
- Planned Unit Development (PUD)

County Zoning

- Agricultural (AA)
- Residential - 1 (R-1)
- Mixed Use (MU)

CITY OF CRESTVIEW

Item # 7.2.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Second reading

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE:	6/4/2024
SUBJECT:	Ordinance 1969, Price-Gregory Way Rezoning

BACKGROUND:

On March 4, 2024, staff received an application to amend the comprehensive plan and zoning designations for property located on Price-Gregory Way.

The subject property is currently located inside the city limits of Crestview with a future land use and zoning designation of Commercial (C) and Commercial High-Intensity District (C-2), respectively.

The application requests the Mixed-Use (MU) zoning designation for the property.

The Planning and Development Board recommended approval of the request on May 6, 2024. The City Council approved Ordinance 1969 at first reading on May 13, 2024.

DISCUSSION:

The property description is as follows:

Property Owner:	Crestview Crossing Power Center LLC Ft. Walton Beach, FL 32548
Parcel ID:	A portion of 29-3N-23-0000-0025-0160
Site Size:	41.1 acres
Current FLU:	Commercial (C)
Current Zoning:	Commercial High-Intensity District (C-2)
Current Land Use:	Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial High-Intensity District (C-2)	Vacant
East	Commercial (C)	Commercial High-Intensity District (C-2)	Commercial
South	Commercial (C)	Commercial High-Intensity District (C-2) & Commercial Low-Intensity District (C-1)	Commercial

West	Commercial (C)	Commercial High-Intensity District (C-2)	Vacant

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low-intensity commercial use.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on April 15, 2024. The property was posted on April 23, 2024. An advertisement ran in the Crestview News Bulletin on April 18, 2024.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows.

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request were $750.00. There is no additional cost of advertising as the rezoning request was included in the advertisement for comprehensive plan amendment.

RECOMMENDED ACTION

Staff respectfully requests that the council adopt Ordinance 1969 on second reading.

Attachments

1. East Parcel Survey
2. Exhibit Packet

ORDINANCE: 1969

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 41.1 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE COMMERCIAL HIGH-INTENSITY DISTRICT (C-2) ZONING DISTRICT TO THE MIXED-USE (MU) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 41.1 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 41.1 acres, more or less, being formerly zoned Commercial High-Intensity District (C-2) with the Mixed-Use (MU) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1968, is hereby rezoned to Mixed-Use (MU) to wit:

PIN # A portion of 29-3N-23-0000-0025-0160

COMMENCING AT THE NORTHWEST CORNER OF SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; THENCE PROCEED SOUTH 01˚ 47' 20" WEST ALONG THE WEST LINE OF SAID SECTION 29, A DISTANCE OF 2612.83 FEET TO THE POINT OF BEGINNING, THENCE SOUTH 88˚11'01" EAST FOR A DISTANCE OF 495.17 FEET; THENCE NORTH 39˚28'24" EAST FOR A DISTANCE OF 70.56 FEET; THENCE SOUTH 89˚45'20" EAST FOR A DISTANCE OF 26.73 FEET; THENCE NORTH 72˚16'54" EAST FOR A DISTANCE OF 147.48 FEET; THENCE NORTH 27˚46'28" EAST FOR A DISTANCE OF 99.73 FEET; THENCE NORTH 59˚26'57" EAST FOR A DISTANCE OF 93.21 FEET; THENCE NORTH 89˚30'13" EAST FOR A DISTANCE OF 86.92 FEET; THENCE SOUTH 49˚10'07" EAST FOR A DISTANCE OF 98.50 FEET; THENCE SOUTH 63˚56'57" EAST FOR A DISTANCE OF 89.93 FEET; THENCE SOUTH 70˚52'50" EAST FOR A DISTANCE OF 87.92 FEET; THENCE NORTH 81˚40'48" EAST FOR A DISTANCE OF 138.29 FEET; THENCE NORTH 74˚00'37" EAST FOR A DISTANCE OF 30.52 FEET; THENCE NORTH 88˚37'59" EAST FOR A DISTANCE OF 57.15 FEET; THENCE NORTH 79˚40'10" EAST FOR A DISTANCE OF 101.74 FEET; THENCE NORTH 53˚37'07" EAST FOR A DISTANCE OF 108.23 FEET; THENCE NORTH 69˚11'09" EAST FOR A DISTANCE OF 53.94 FEET; THENCE NORTH 80˚44'00" EAST FOR A DISTANCE OF 71.58 FEET; THENCE NORTH 60˚51'12" EAST FOR A DISTANCE OF 32.33 FEET; THENCE NORTH 64˚30'38" EAST FOR A DISTANCE OF 76.27 FEET; THENCE NORTH 54˚13'21" EAST FOR A DISTANCE OF 49.77 FEET; THENCE NORTH 64˚27'58" EAST FOR A DISTANCE OF 44.62 FEET; THENCE NORTH 86˚20'31" EAST FOR A DISTANCE OF 54.97 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF THE PRICE-GREGORY WAY (RIGHT-OF-WAY VARIES) BEING A POINT ON A TANGENT CURVE TO THE RIGHT (CONCAVE SOUTHERLY); THENCE PROCEED NORTH ALONG THE SAID WEST RIGHT-OF-WAY

LINE THE FOLLOWING THIRTEEN CALLS: RUN EASTERLY ALONG SAID CURVE, HAVING A RADIUS OF 310.00 FEET FOR AN ARC DISTANCE OF 149.19 FEET, THROUGH A CENTRAL ANGLE OF 27˚34'28", CHORD BEARING AND DISTANCE, NORTH 60˚12'13" EAST 147.76 FEET TO END OF CURVE; THENCE NORTH 73˚59'27" EAST FOR A DISTANCE OF 83.94 FEET TO A POINT ON A TANGENT CURVE TO THE LEFT (CONCAVE NORTHERLY): THENCE RUN EASTERLY ALONG SAID CURVE. HAVING A RADIUS OF 240.00 FEET FOR AN ARC DISTANCE OF 302.42 FEET, THROUGH A CENTRAL ANGLE OF 72˚11'50", CHORD BEARING AND DISTANCE, NORTH 37˚53'32" EAST 282.80 FEET TO END OF CURVE; THENCE NORTH 01˚47'37" EAST FOR A DISTANCE OF 141.31 FEET; THENCE NORTH 88˚15'23" WEST FOR A DISTANCE OF 140.00 FEET; THENCE NORTH 11˚18'04" WEST FOR A DISTANCE OF 102.06 FEET; THENCE SOUTH 86˚53'02" EAST FOR A DISTANCE OF 67.63 FEET; THENCE NORTH 58˚19'25" EAST FOR A DISTANCE OF 33.86 FEET; THENCE NORTH 02˚30'34" WEST FOR A DISTANCE OF 45.40 FEET; THENCE NORTH 59˚03'57" WEST FOR A DISTANCE OF 26.28 FEET; THENCE SOUTH 88˚15'23" EAST FOR A DISTANCE OF 93.63 FEET; THENCE NORTH 01˚47'37" EAST FOR A DISTANCE OF 170.11 FEET TO A POINT ON A NON-TANGENT CURVE TO THE LEFT (CONCAVE SOUTHERLY); THENCE RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 493.0O FEET, FOR AN ARC DISTANCE OF 15.26 FEET, THROUGH A CENTRAL ANGLE OF 01˚46'25", CHORD BEARING AND DISTANCE, NORTH 46˚18'53" WEST, 15.26 FEET TO END OF CURVE, THENCE NORTH 45˚25'40" WEST FOR A DISTANCE OF 128.01 FEET TO A POINT ON A TANGENT CURVE TO THE LEFT (CONCAVE SOUTHERLY); THENCE RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 320.00 FEET FOR AN ARC DISTANCE OF 240.31 FEET, THROUGH A CENTRAL ANGLE OF 43˚01'36", CHORD BEARING AND DISTANCE, NORTH 66˚56'28" WEST, 234.70 FEET TO END OF CURVE; THENCE NORTH 88˚27'16" WEST FOR A DISTANCE OF 86.73 FEET; THENCE NORTH 01˚32'44" EAST FOR A DISTANCE OF 17.23 FEET TO A POINT ON A NON-TANGENT CURVE (CONCAVE NORTHERLY) AND THE SOUTH RIGHT-OF-WAY LINE OF THE CRESTVIEW BYPASS (RIGHT-OF-WAY VARIES); THENCE PROCEED WEST ALONG THE SAID SOUTH RIGHT-OF-WAY LINE THE FOLLOWING FIVE CALLS: RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 994.93 FEET, FOR AN ARC DISTANCE OF 279.04 FEET, THROUGH A CENTRAL ANGLE OF 16˚04'09", CHORD BEARING AND DISTANCE, NORTH 70˚42'73" WEST 278.12 FEET TO END OF CURVE, THENCE NORTH 62˚40'31" WEST FOR A DISTANCE OF 134.72 FEET TO A POINT ON A TANGENT CURVE TO THE LEFT (CONCAVE SOUTHERLY); THENCE RUN WESTERLY ALONG SAID CURVE, HAVING A RADIUS OF 1105.92 FEET FOR AN ARC DISTANCE OF 19.26 FEET, THROUGH A CENTRAL ANGLE OF 00˚59'52", CHORD BEARING AND DISTANCE, NORTH 63˚10'28" WEST 19.26 FEET TO END OF CURVE; THENCE SOUTH 26˚19'36" WEST FOR A DISTANCE OF 10.00 FEET; THENCE DEPARTING SAID SOUTH RIGHT-OF-WAY LINE PROCEED SOUTH 45˚21'08" WEST, A DISTANCE OF 2126.40 FEET TO THE WEST LINE OF SECTION 29 AND THE POINT OF BEGINNING. SAID PARCEL CONTAINS 41.1 ACRES, MORE OR LESS.

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1968 and becomes legally effective.

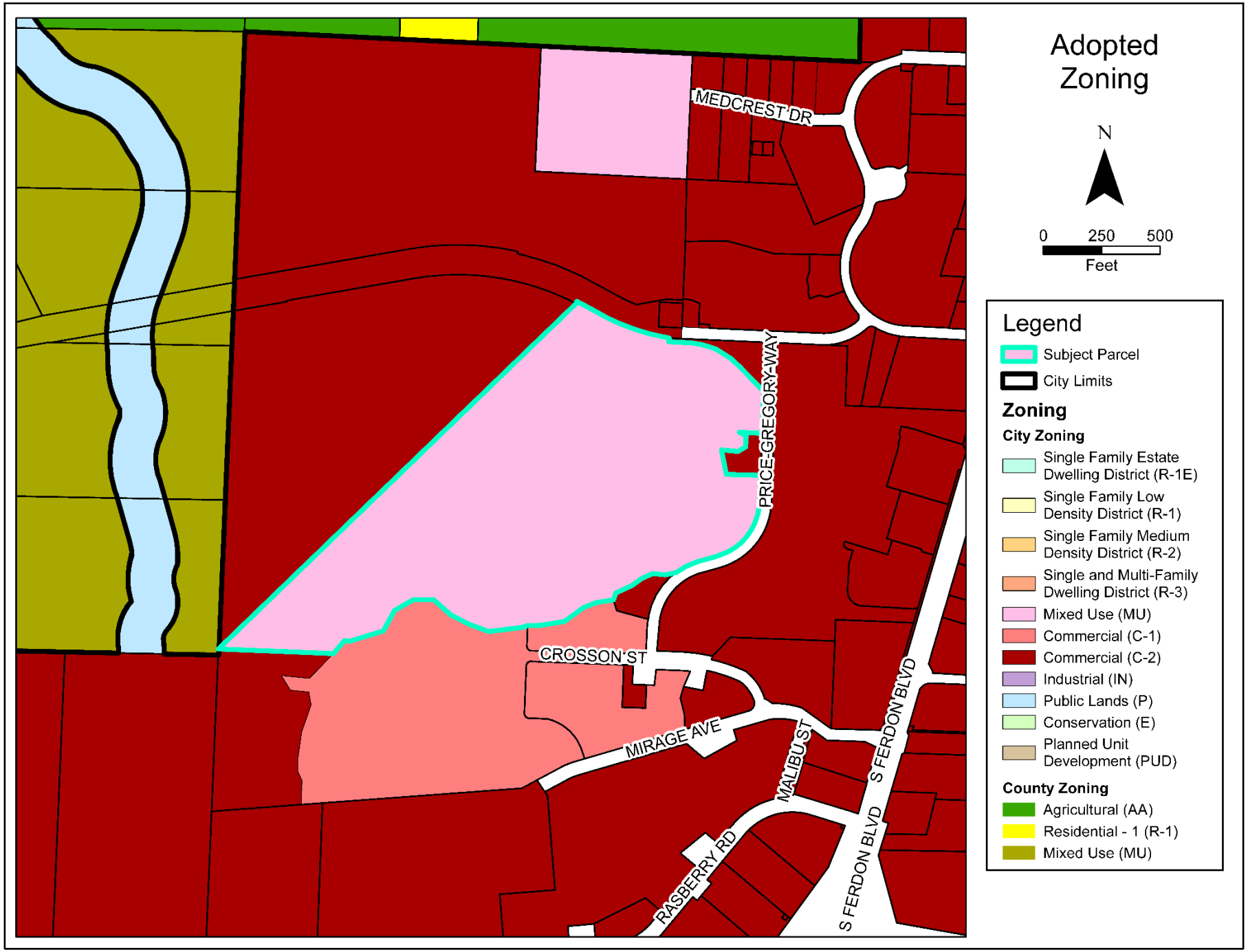
Passed and adopted on second reading by the City Council of Crestview, Florida on the 10th day of June, 2024.

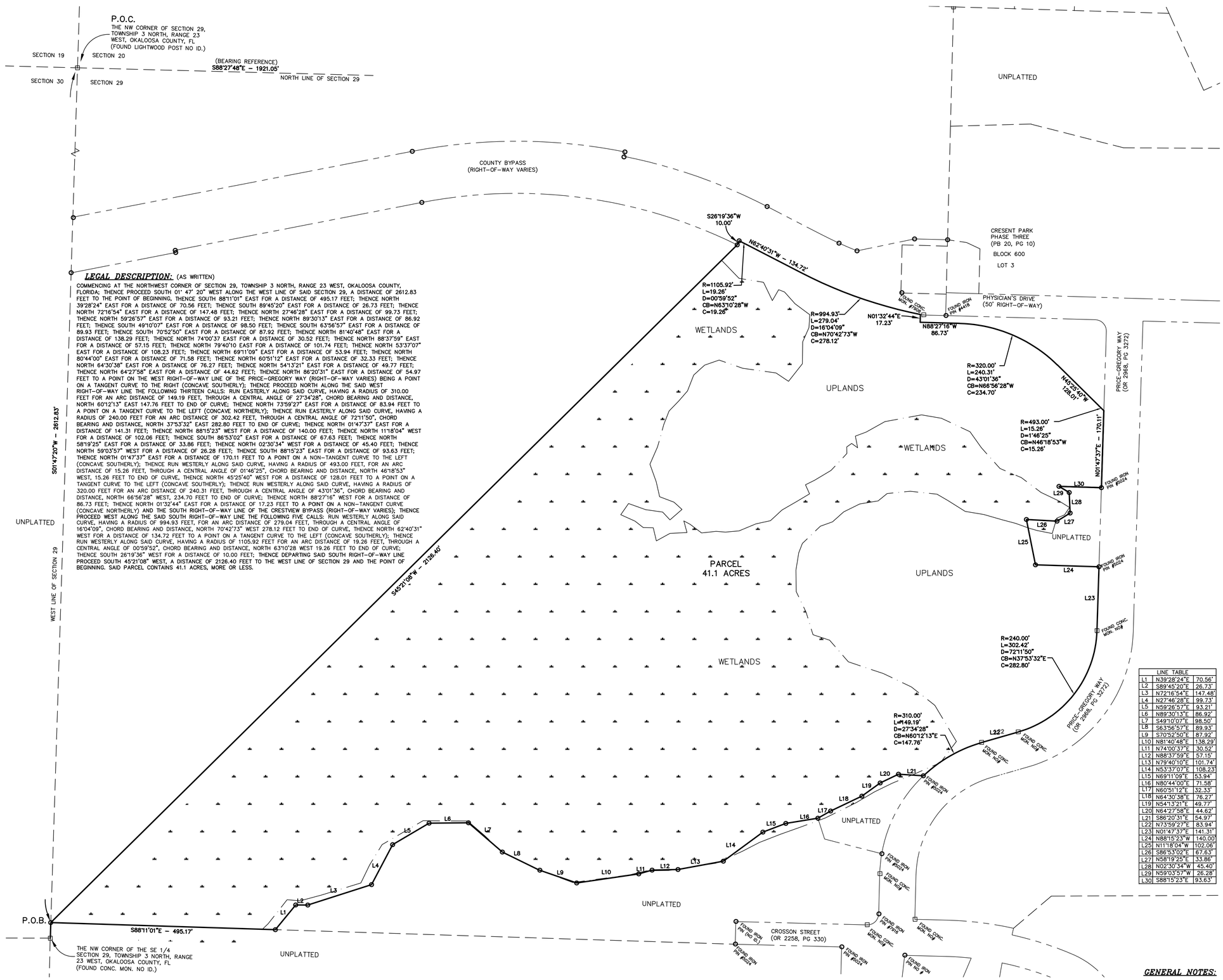
ATTEST:

_____
Maryanne Girard
City Clerk

Approved by me this 10th day of June, 2024.

_____
J. B. Whitten
Mayor


Adopted Zoning
N
0 250 500
Feet
Legend
Subject Parcel
City Limits
Zoning
City Zoning
Single Family Estate Dwelling District (R-1E)
Single Family Low Density District (R-1)
Single Family Medium Density District (R-2)
Single and Multi-Family Dwelling District (R-3)
Mixed Use (MU)
Commercial (C-1)
Commercial (C-2)
Industrial (IN)
Public Lands (P)
Conservation (E)
Planned Unit Development (PUD)
County Zoning
Agricultural (AA)
Residential - 1 (R-1)
Mixed Use (MU)
MEDCREST DR
PRICE-GREGORY-WAY
CROSSON ST
MIRAGE AVE
MALIBU ST
S FERDON BLVD
S FERDON BLVD
RASBERRY RD



LEGAL DESCRIPTION: (AS WRITTEN)

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LINE TABLE		
L1	N39°28'24"E	70.56'
L2	S89°45'20"E	26.73'
L3	N72°16'54"E	147.48'
L4	N27°46'28"E	99.73'
L5	N59°26'57"E	93.21'
L6	N89°30'13"E	86.92'
L7	S49°10'07"E	98.50'
L8	S63°56'57"E	89.93'
L9	S70°52'50"E	87.92'
L10	N81°40'48"E	138.29'
L11	N74°00'37"E	30.52'
L12	N88°37'59"E	57.15'
L13	N79°40'10"E	101.74'
L14	N53°37'07"E	108.23'
L15	N69°11'09"E	53.94'
L16	N80°44'00"E	71.58'
L17	N60°51'12"E	32.33'
L18	N64°30'38"E	76.27'
L19	N54°13'21"E	49.77'
L20	N64°27'58"E	44.62'
L21	S86°20'31"E	54.97'
L22	N73°59'27"E	83.94'
L23	N01°47'37"E	141.31'
L24	N88°15'23"W	140.00
L25	N11°18'04"W	102.06'
L26	S86°53'02"E	67.63'
L27	N58°19'25"E	33.86'
L28	N02°30'34"W	45.40'
L29	N59°03'57"W	26.28'
L30	S88°15'23"E	93.63'

GENERAL NOTES:

1) NO TITLE SEARCH OR ABSTRACT HAS BEEN FURNISHED TO THE UNDERSIGNED. DEEDS, EASEMENTS, DESCRIPTIONS, OR OTHER INSTRUMENTS MAY EXIST THAT EFFECT THE SUBJECT PROPERTY.

2) BEARING REFERENCE: NORTH LINE OF OF SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA BEING S88°27'48"E.

NORTH

GRAPHIC SCALE

100 0 50 100 200

(IN FEET)
SCALE: 1" = 100'

LEGEND

R/W	RIGHT OF WAY
(P)	PLAT DATA
(F)	FIELD DATA
(D)	DESCRIPTION DATA
O.R.	OFFICIAL RECORDS
P.O.C.	POINT OF COMMENCEMENT
P.O.B.	POINT OF BEGINNING
D	DELTA ANGLE
R	RADIUS
L	ARC LENGTH
C	CHORD
CB	CHORD BEARING
EOP	EDGE OF PAVEMENT
℄	CENTERLINE
	BENCHMARK
	WATER VALVE
—W—	WATER MAIN
	BACKFLOW PREVENTER
	FIRE HYDRANT
	WATER METER
	STORM SEWER MAIN
Ⓢ	SANITARY SEWER MANHOLE
©	SANITARY SEWER CLEANOUT
Ⓓ	STORM DRAIN MANHOLE
	CATCH BASIN
	TYPE "3" CURB INLET
	TYPE "4" CURB INLET
	MITERED END SECTION
	POWER POLE
	GUY ANCHOR
	LIGHT POLE
—OHE—	OVERHEAD UTILITY LINE
E	ELECTRICAL BOX
TV	TELEVISION BOX
T	TELEPHONE BOX
—x—	FENCE
	SINGLE POLE SIGN

CHOCTAW ENGINEERING, INC.
ENGINEERING • ENVIRONMENTAL • SURVEYING
112 TRUXTON AVENUE
FORT WALTON BEACH, FLORIDA 32547
PHONE: 850-862-4611
FAX: 850-863-8059
EMAIL: cei@choctawengcom
CERTIFICATE OF AUTHORIZATION No. 1532

PREPARED FOR:
CRESTVIEW CROSSING POWER CENTER LLC

41.1 ACRE METES & BOUNDS PARCEL IN SECTION 29, TOWNSHIP 3 NORTH , RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

Revisions:

SKETCH OF DESCRIPTION

I hereby certify that this survey was made under my responsible charge and meets the Standards of Practice as set forth by the Florida Board of Professional Surveyors and Mappers in chapter 5J-17.050 5J-17.051 and 5J-17.052, pursuant to Section 472.027, Florida Statutes.

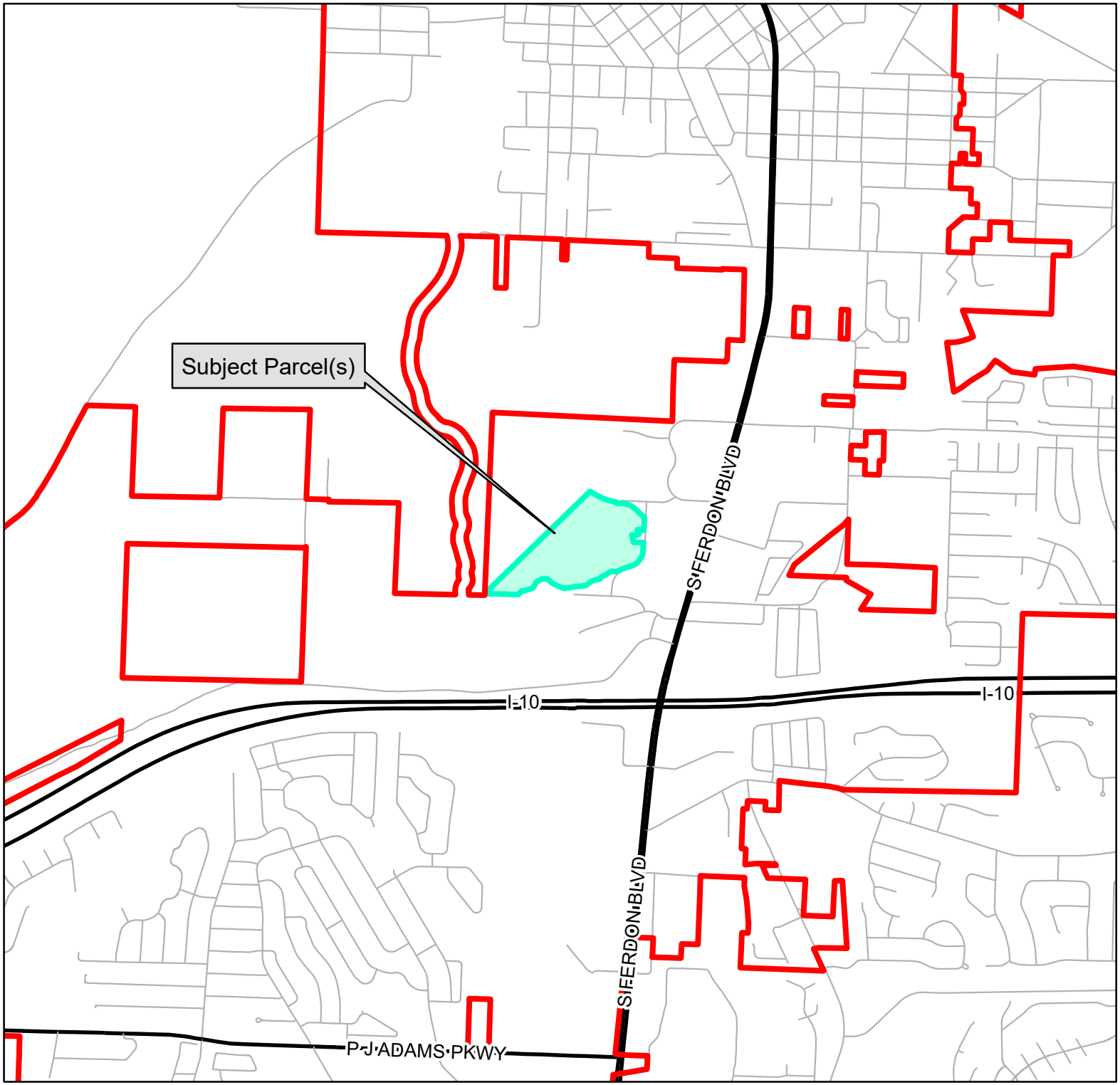
Not valid unless bearing Surveyor's embossed seal

BRIAN E. PASCOE, Professional Surveyor & Mapper
FL. Certificate No. 5930

Job No.:	2014-159-F
Date:	25 FEB 2024
Fld. Vol.:	N/A
Scale:	1" = 100'
Disk No.:	14159F-SUR
Designed:	N/A
Drawn:	MCS
Checked:	BEP
Sheet	1 of 1

THIS SHEET IS THE PROPERTY OF CEI & IS NOT TO BE REPRODUCED WITHOUT WRITTEN CONSENT FROM CEI.

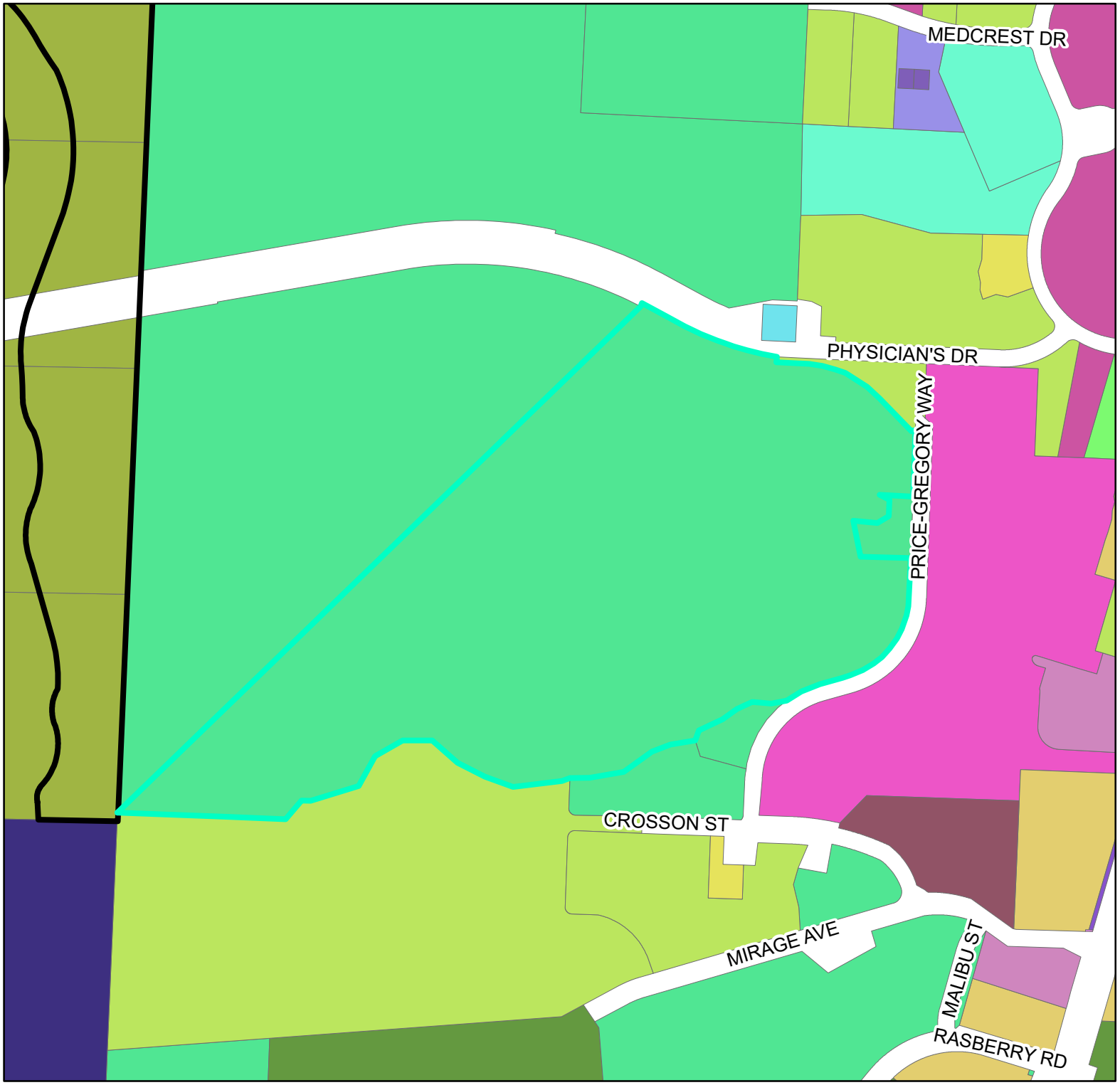
Vicinity Map



N

Not to Scale

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use

N

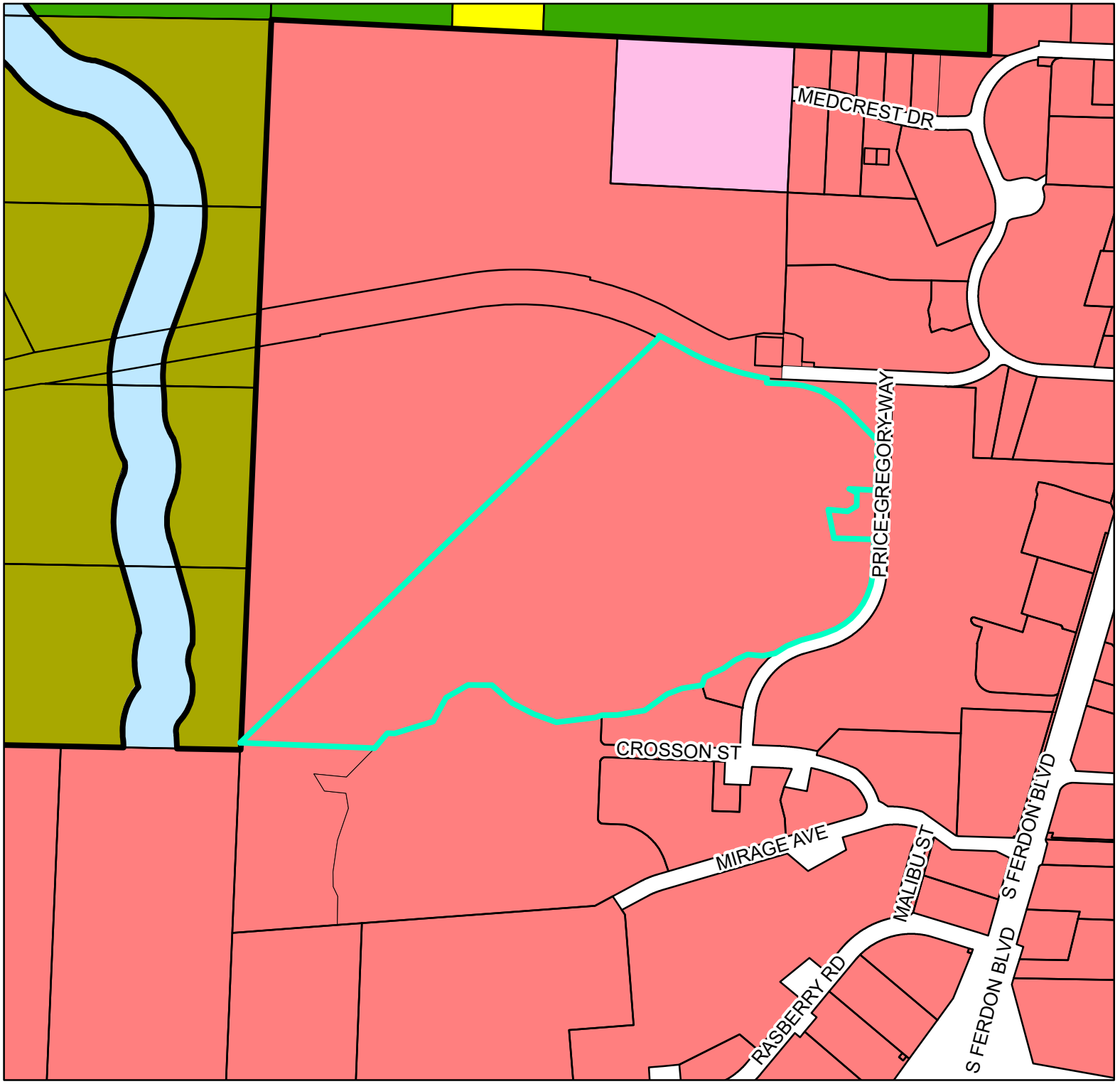
0 200 400
Feet

Legend

- Subject Parcel
- City Limits

Use Description

- COMMERCIAL CONDO
- COMMUNITY SHOPPING
- COUNTY
- DEPARTMENT STORES
- HEADER RECORD
- HOMES FOR THE
- HOTELS AND
- MUNICIPAL
- NO AG
- OFFICE BUILDINGS
- PROFESSIONAL BLDG
- RESTAURANT/CAFE
- STATE
- STORES, 1 STORY
- SUPERMARKET
- TIMBERLAND 3
- VACANT
- VACANT COMMERCIAL
- VACANT/COMM/XFOB



Current Future Land Use

N

0 250 500
Feet

Legend

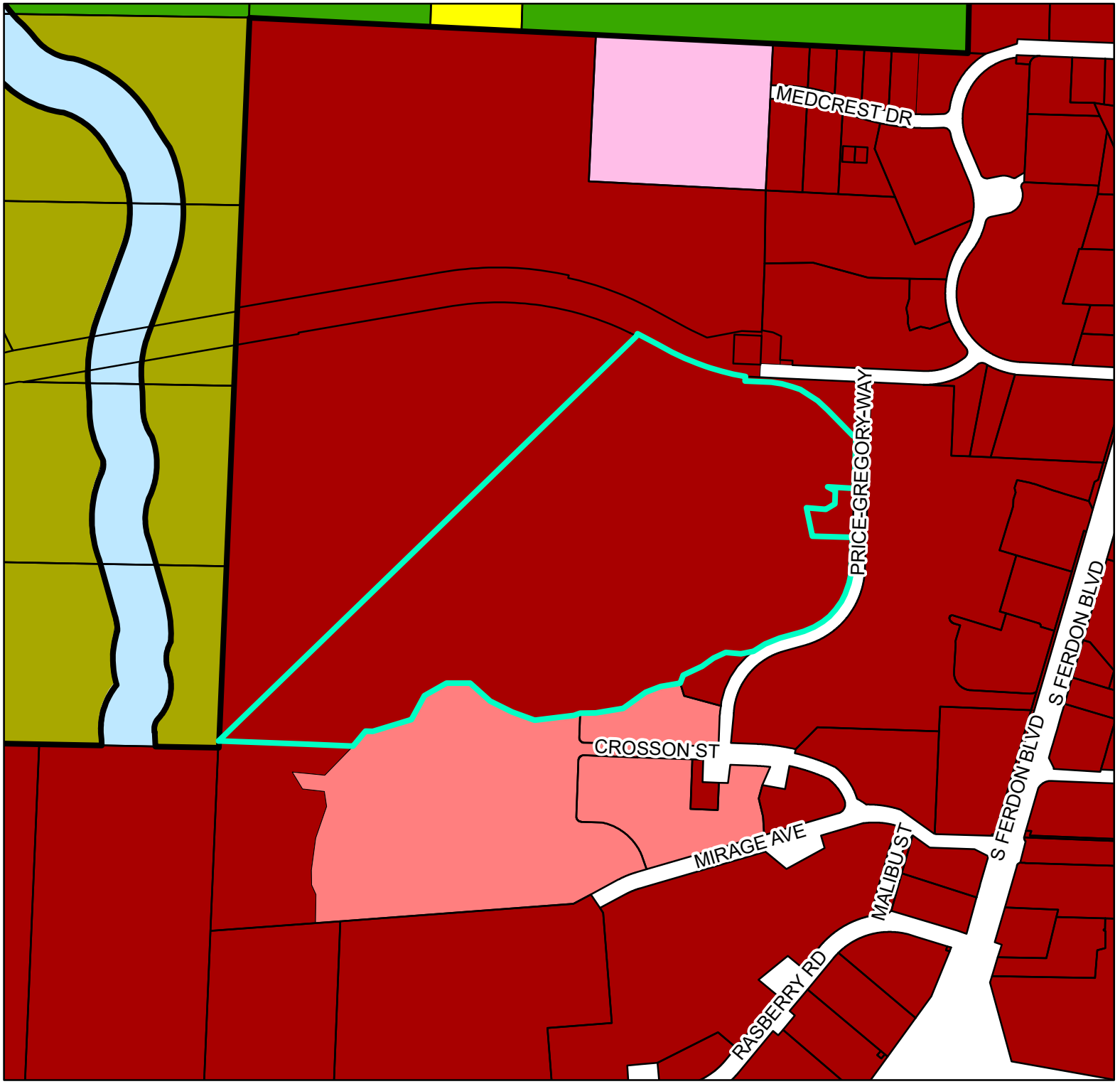
- Subject Parcel
- City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Agriculture (AG)
- Low Density Residential (LDR)
- Mixed Use (MU)



Current Zoning

N

0 250 500
Feet

Legend

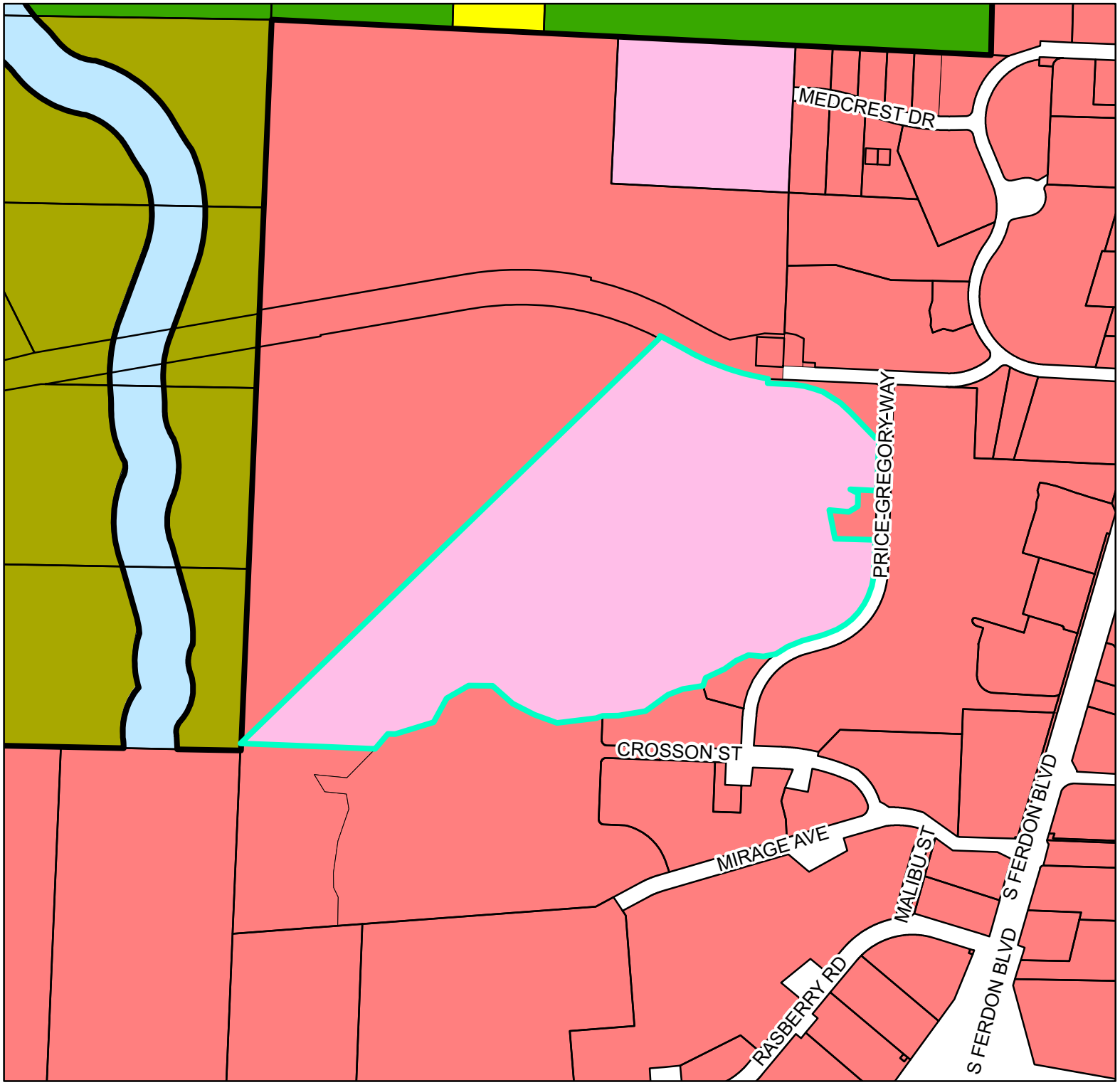
Subject Parcel
City Limits

City Zoning

Single Family Estate Dwelling District (R-1E)
Single Family Low Density District (R-1)
Single Family Medium Density District (R-2)
Single and Multi-Family Dwelling District (R-3)
Mixed Use (MU)
Commercial (C-1)
Commercial (C-2)
Industrial (IN)
Public Lands (P)
Conservation (E)

County Zoning

Agricultural (AA)
Residential - 1 (R-1)
Mixed Use (MU)



Proposed Future Land Use

N

0 250 500
Feet

Legend

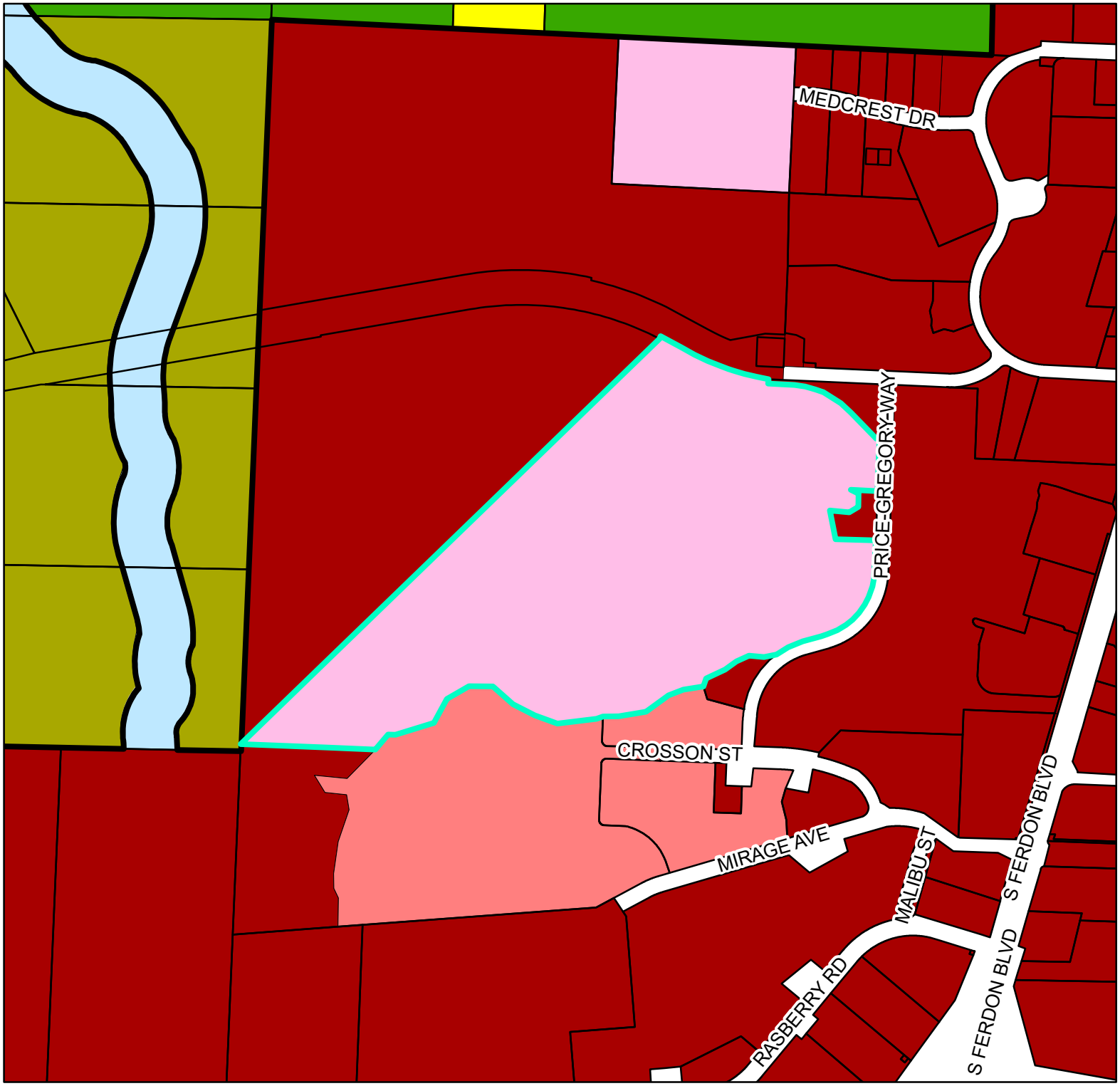
- Subject Parcel
- City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Agriculture (AG)
- Low Density Residential (LDR)
- Mixed Use (MU)



Proposed Zoning

N

0 250 500
Feet

Legend

- Subject Parcel
- City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)
- Planned Unit Development (PUD)

County Zoning

- Agricultural (AA)
- Residential - 1 (R-1)
- Mixed Use (MU)

CITY OF CRESTVIEW

Item # 8.1.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: 1st reading after PDB

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE:	6/4/2024
SUBJECT:	Ordinance 1970 - 1126 N. Ferdon Annexation

BACKGROUND:

On May 1, 2024 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1126 N Ferdon Blvd.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The Planning and Development Board recommended approval of the request on June 3, 2024.

DISCUSSION:

The property description is as follows:

Property Owner:	Okaloosa County Teachers Federal Credit Union Crestview, FL 32539
Parcel ID:	04-3N-23-1840-0004-0030
Site Size:	2.49 acres
Current FLU:	Okaloosa County Mixed Use
Current Zoning:	Okaloosa County Mixed Use
Current Land Use:	Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant
East	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
South	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
West	Mixed Use (MU)	Mixed Use (MU)	Residential & Commercial

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as commercial.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of one (1) lot in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on May 13, 2024. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on May 22, 2024. The property was posted on May 21, 2024. An advertisement ran in the Crestview News Bulletin on May 23 & 30, 2024.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows.

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising was $544.50.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff respectfully requests that the City Council move Ordinance 1970 to second reading for adoption.

Attachments

1. PZ-2024-3-Exhibit Packet

ORDINANCE: 1970

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 2.49 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

PIN # 04-3N-23-1840-0004-0030 (Deed recorded in Book 1694, page 1315, dated August 26, 1992)

Lots 3, 4, 17, 18 and a portion of Lot 19, Block 4, OAKDALE MINIATURE FARMS, according to plat thereof on file in Plat Book 1, Page 129, in the office of the Clerk of Circuit Court, Okaloosa County, Florida, better described as follows:

Begin at the Northwest corner of Lot 3, Block 4, OAKDALE MINIATURE FARMS, as recorded in Plat Book 1 Page 129 of the Public Records of Okaloosa County, Florida; thence proceed South 77 degrees 26' 35" East, along the North line of said Lot 3, a distance of 310.00 feet to the centerline of an alley; thence proceed South 12 degrees 33' 27" West, along said centerline of alley, a distance of 159.38 feet to a westerly projection of the North line of Lot 17, Block 4, of said Oakdale Miniature Farms; thence proceed South 77 degrees 26' 35" East, along said projection and along the North line of Lot 17, a distance of 154.05 feet to the Westerly right of way line of Highway #85; thence proceed South 12 degrees 33' 27" West along said right of way line a distance of 130.73 feet to an easterly projection of the South line of Lot 4, Block 4, of said Oakdale Miniature Farms, thence proceed North 77 degrees 26' 35" West along said projection and along the South line of said Lot 4, a distance of 464.05 feet to the Southwest corner of said Lot 4 and the Easterly right of way line of Garden Street; thence proceed North 12 degrees 33' 27" East, along the Easterly right of way line of Garden Street, a distance of 290.11 feet to the Point of Beginning of the parcel herein described, and containing 2.53 acres, more or less.

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel, with a zoning designation to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of June, 2024.

ATTEST:

_____

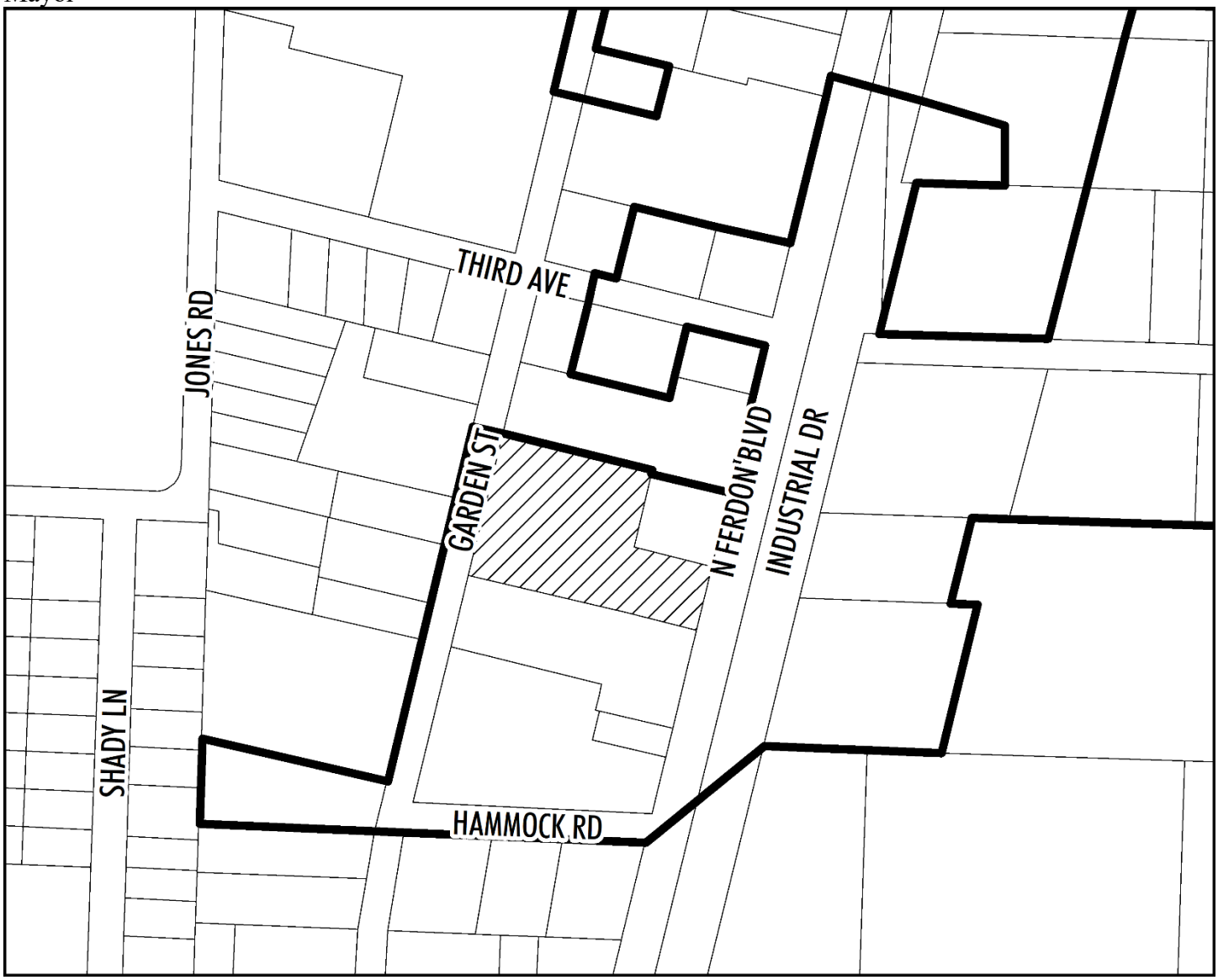
Maryanne Schrader
City Clerk

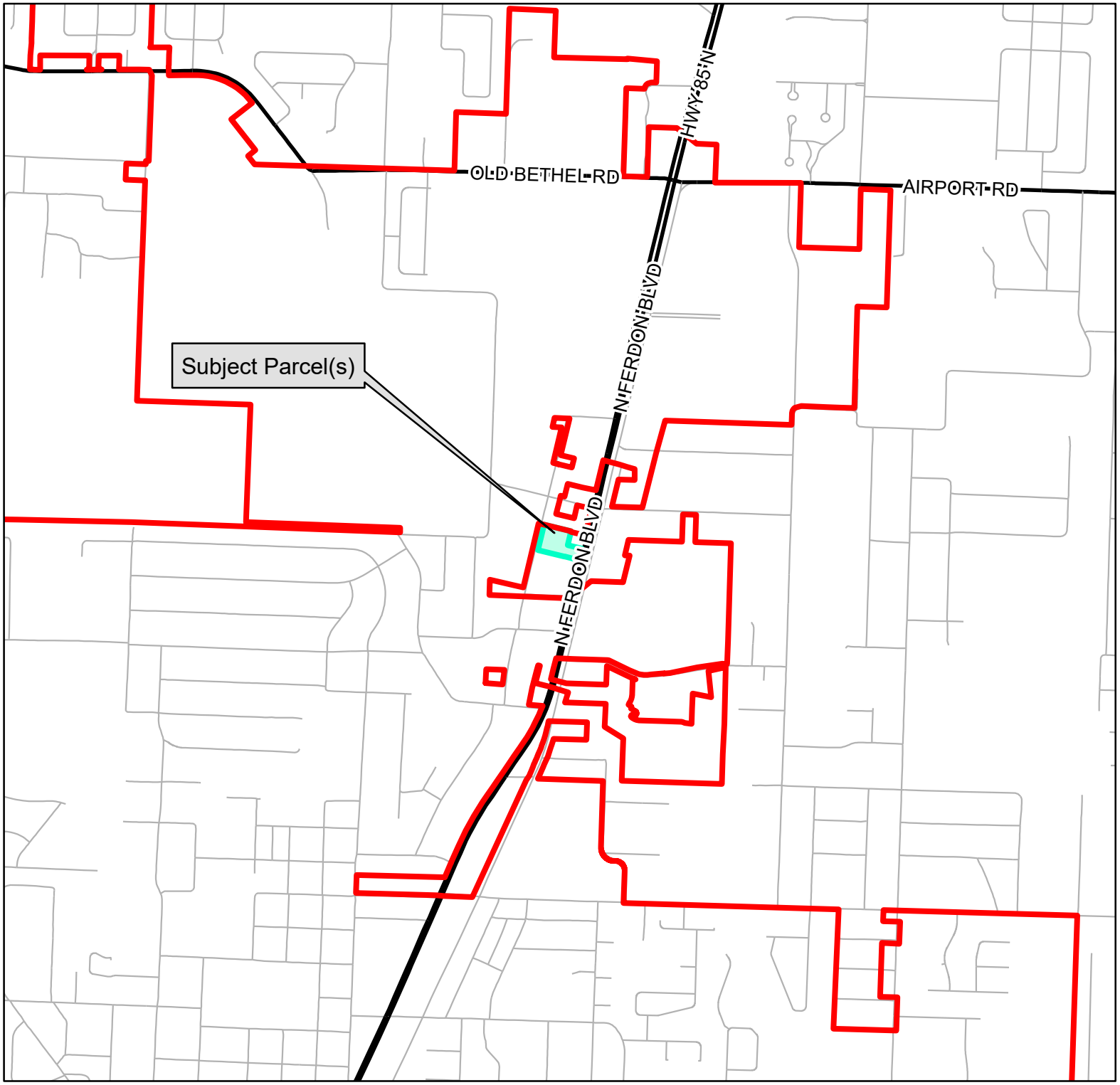
Approved by me this 24th day of June, 2024.

_____

J. B. Whitten

Mayor


INDUSTRIAL DR
N FERDON BLVD
GARDEN ST
THIRD AVE
HAMMOCK RD
JONES RD
SHADY LN



Vicinity Map

N

Not to Scale

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N

0 100 200
Feet

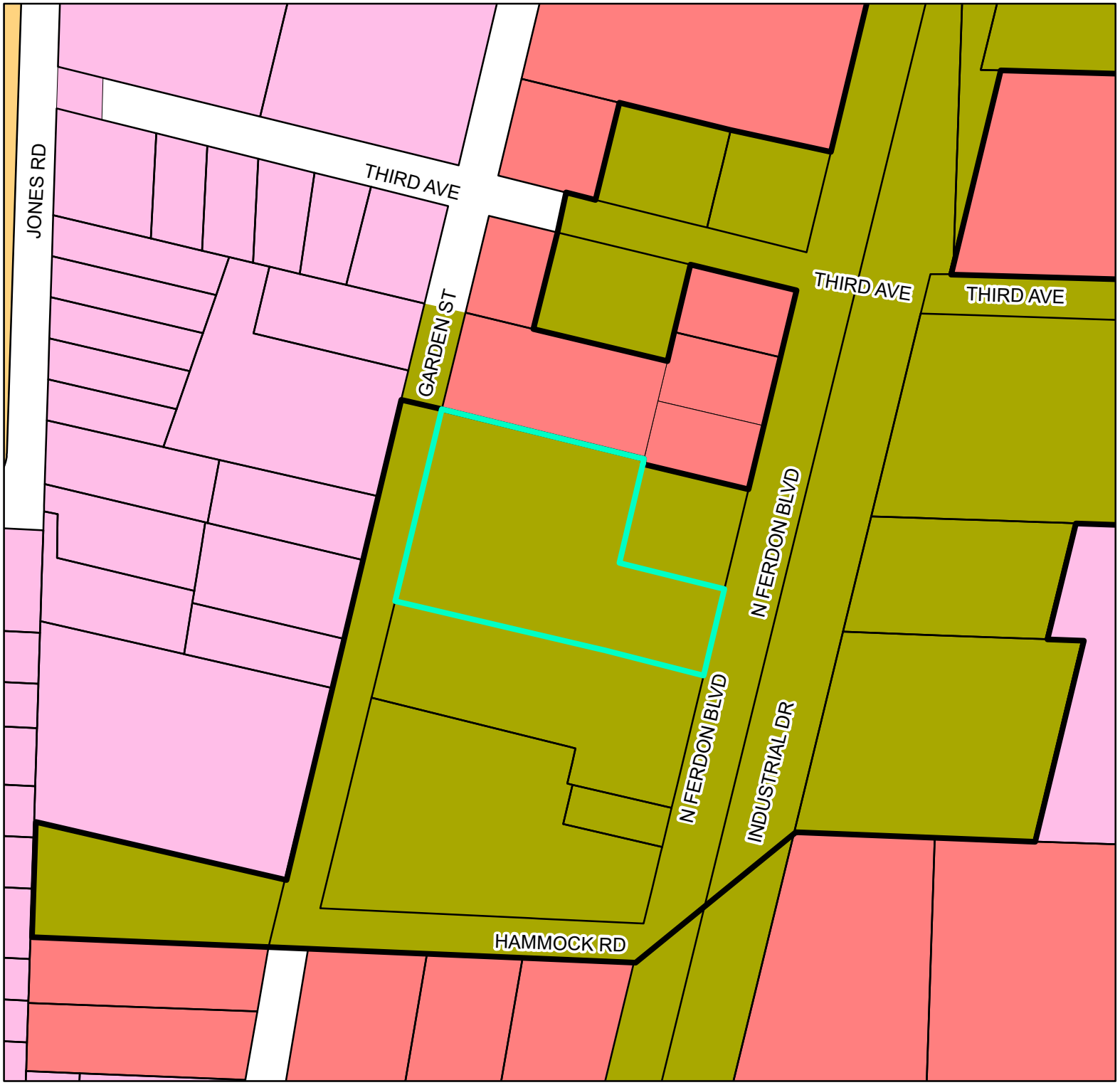
Legend

Subject Parcel

City Limits

Use Description

- CHURCHES
- CLUBS/LODGES/HALLS
- FINANCIAL BLDG
- GYM/FITNESS
- IMPROVED AG
- LIGHT MANUFACTURE
- MUNICIPAL
- NO AG
- OFFICE BUILDINGS
- PRVT SCHL/DAY CARE
- RESTAURANT/CAFE
- SERVICE SHOP
- SINGLE FAMILY
- STORES, 1 STORY
- VACANT
- VACANT COMMERCIAL
- VACANT/COMM/XFOB
- VEH SALE/REPAIR
- WAREHOUSE-STORAGE



Current Future Land Use

N

0 100 200
Feet

Legend

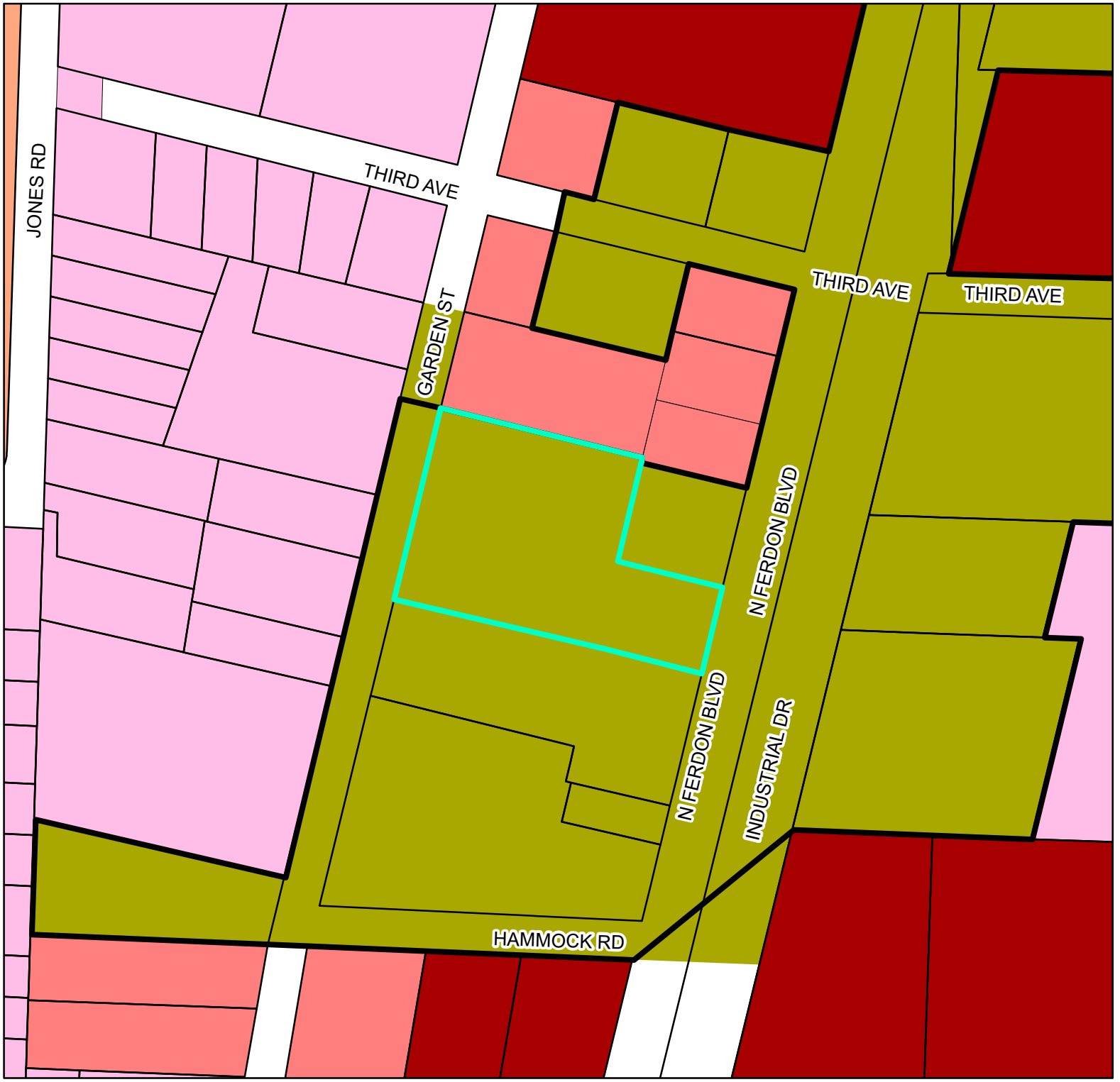
- Subject Parcel
- City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Mixed Use (MU)



Current Zoning

N

0 100 200
Feet

Legend

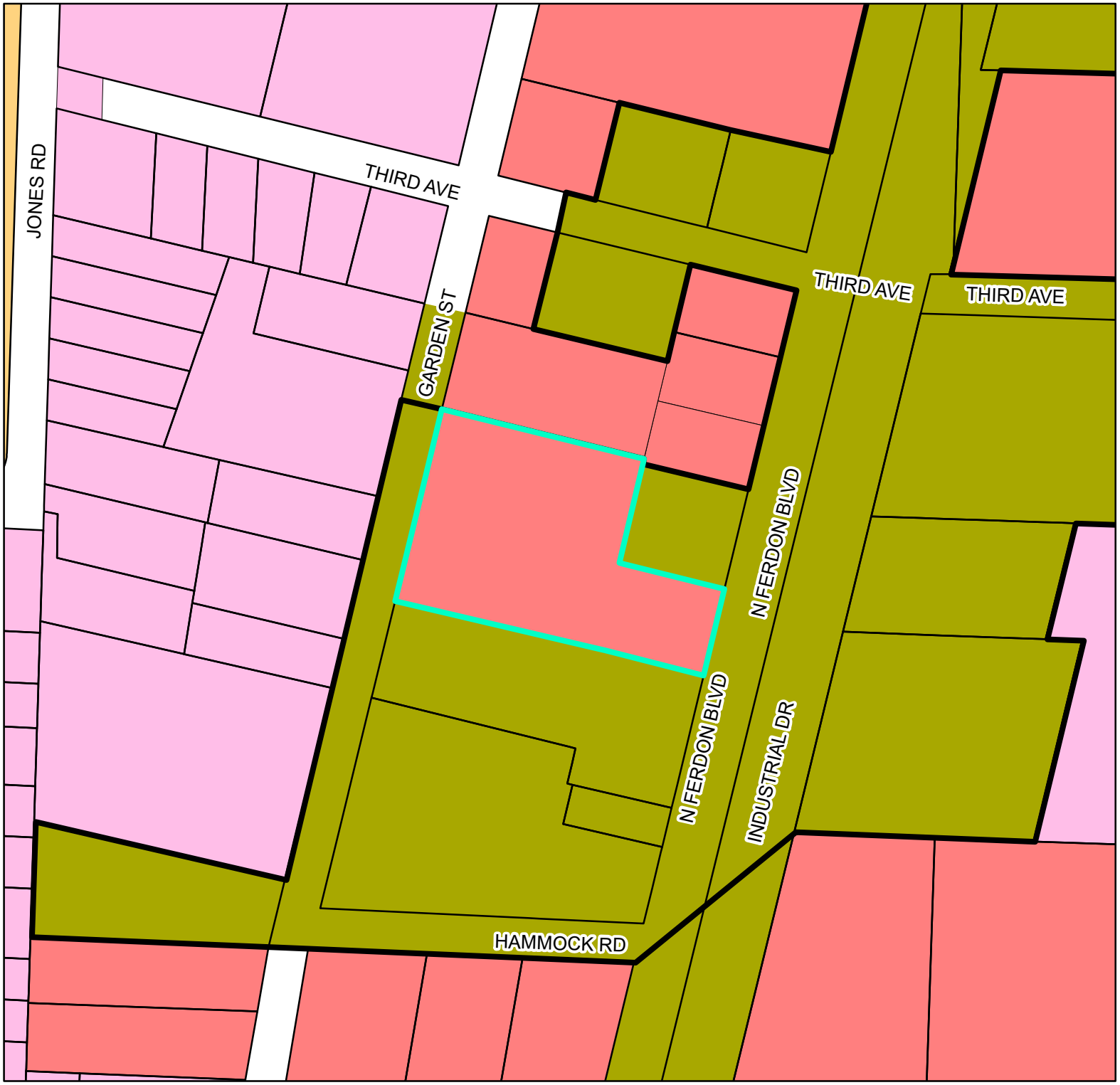
- Subject Parcel
- City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)



Proposed Future Land Use

N

0 100 200
Feet

Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

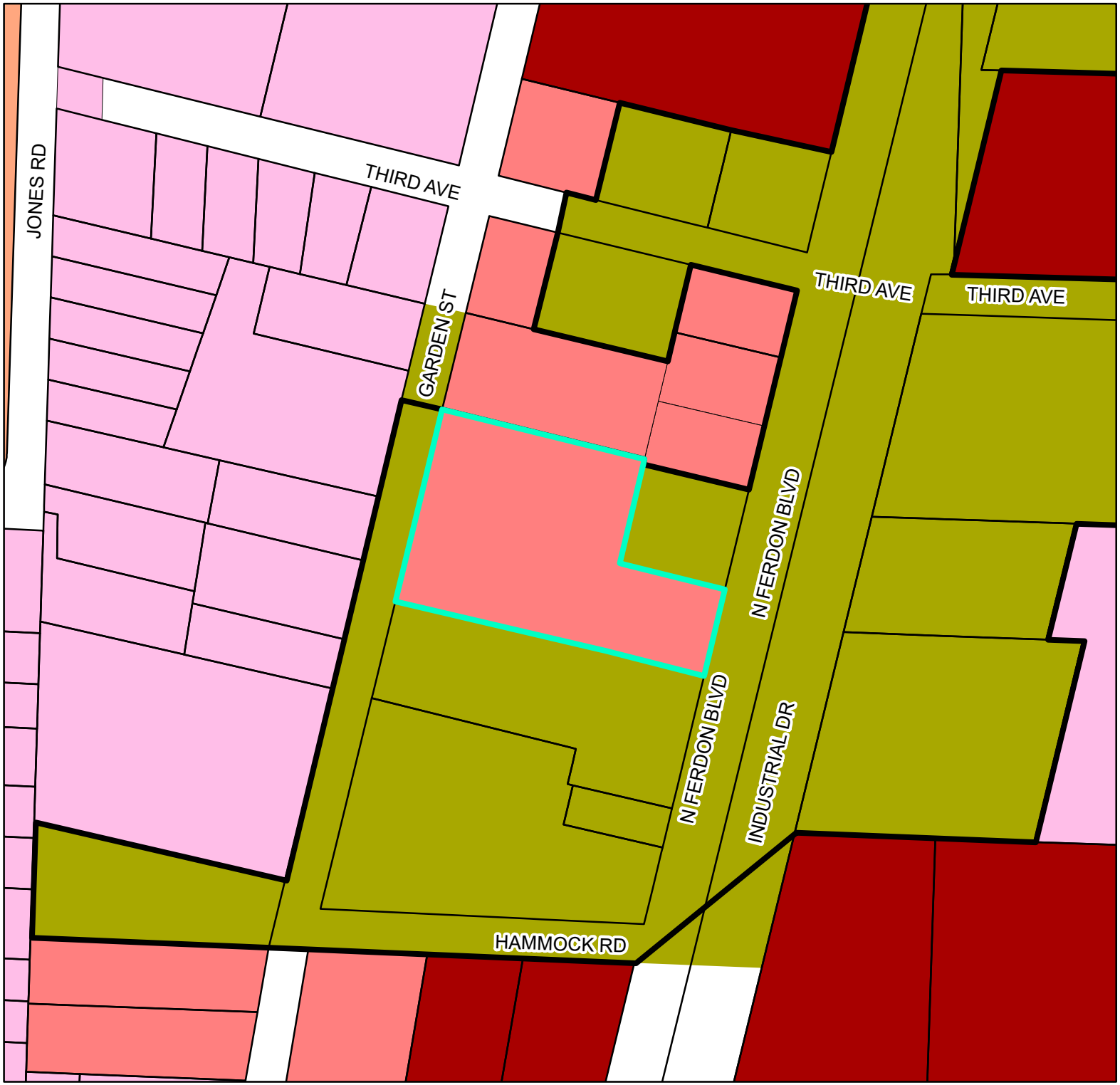
Conservation (CON)

Public Lands (PL)

Residential (R)

County Future Land Use

Mixed Use (MU)



Proposed Zoning

N

0 100 200
Feet

Legend

- Subject Parcel
- City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)
- Planned Unit Development (PUD)

County Zoning

- Mixed Use (MU)

CITY OF CRESTVIEW

Item # 8.2.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: 1st reading after PDB

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE:	6/4/2024
SUBJECT:	Ordinance 1971 - 1126 N. Ferdon Comprehensive Plan Amendment

BACKGROUND:

On May 1, 2024 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1126 N Ferdon Blvd.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The application requests the Commercial (C) future land use designation for the property.

The Planning and Development Board recommended approval of the request on June 3, 2024.

DISCUSSION:

The property description is as follows:

Property Owner:	Okaloosa County Teachers Federal Credit Union Crestview, FL 32539
Parcel ID:	04-3N-23-1840-0004-0030
Site Size:	2.49 acres
Current FLU:	Okaloosa County Mixed Use
Current Zoning:	Okaloosa County Mixed Use
Current Land Use:	Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant
East	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
South	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
West	Mixed Use (MU)	Mixed Use (MU)	Residential & Commercial

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as commercial.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation is compatible with the surrounding area.
- The proposed future land use map designation is consistent with the city's comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on May 13, 2024. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on May 22, 2024. The property was posted on May 21, 2024. An advertisement ran in the Crestview News Bulletin on May 23 & 30, 2024.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows.

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests that the City Council move Ordinance 1971 to second reading for adoption.

Attachments

1. PZ-2024-3-Exhibit Packet

ORDINANCE: 1971

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED USE TO COMMERCIAL (C) ON APPROXIMATELY 2.49 ACRES, MORE OR LESS, IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

A. This amendment will promote compact, orderly development and discourage urban sprawl; and

B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and

C. A public hearing has been conducted by the City Council after "due public notice"; and

D. This amendment involves changing the future land use designation from Okaloosa County Mixed Use to Commercial (C) on a parcel of land containing 2.49 acres, more or less, lying within the corporate limits of the City; and

E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 2.49 acres of land, more or less, from Okaloosa County Mixed Use to Commercial (C). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 2.49 acres, more or less, is known as Parcel 04-3N-23-1840-0004-0030 and commonly described as:

Lots 3, 4, 17, 18 and a portion of Lot 19, Block 4, OAKDALE MINIATURE FARMS, according to plat thereof on file in Plat Book 1, Page 129, in the office of the Clerk of Circuit Court, Okaloosa County, Florida, better described as follows:

Begin at the Northwest corner of Lot 3, Block 4, OAKDALE MINIATURE FARMS, as recorded in Plat Book 1 Page 129 of the Public Records of Okaloosa County, Florida; thence proceed South 77 degrees 26' 35" East, along the North line of said Lot 3, a distance of 310.00 feet to the centerline of an alley; thence proceed South 12 degrees 33' 27" West, along said centerline of alley, a distance

of 159.38 feet to a westerly projection of the North line of Lot 17, Block 4, of said Oakdale Miniature Farms; thence proceed South 77 degrees 26' 35" East, along said projection and along the North line of Lot 17, a distance of 154.05 feet to the Westerly right of way line of Highway #85; thence proceed South 12 degrees 33' 27" West along said right of way line a distance of 130.73 feet to an easterly projection of the South line of Lot 4, Block 4, of said Oakdale Miniature Farms, thence proceed North 77 degrees 26' 35" West along said projection and along the South line of said Lot 4, a distance of 464.05 feet to the Southwest corner of said Lot 4 and the Easterly right of way line of Garden Street; thence proceed North 12 degrees 33' 27" East, along the Easterly right of way line of Garden Street, a distance of 290.11 feet to the Point of Beginning of the parcel herein described, and containing 2.53 acres, more or less.

The Commercial (C) Future Land Use Category is hereby imposed on Parcel 04-3N-23-1840-0004-0030. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 04-3N-23-1840-0004-0030 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of June, 2024.

ATTEST:

_____

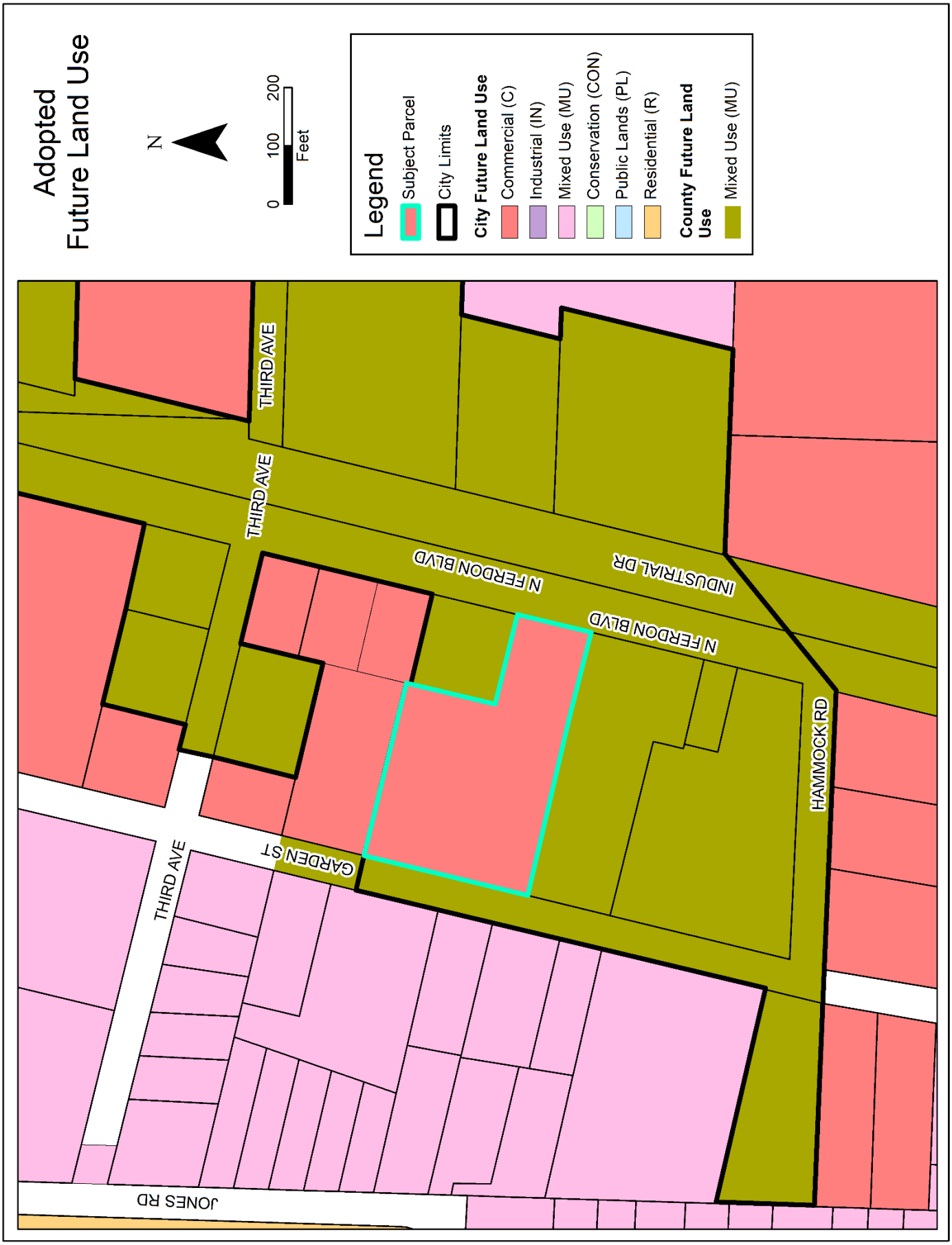
Maryanne Schrader
City Clerk

Approved by me this 24th day of June, 2024.

_____

J. B. Whitten

Mayor


Adopted
Future Land Use
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Feet
Legend
Subject Parcel
City Limits
City Future Land Use
Commercial (C)
Industrial (IN)
Mixed Use (MU)
Conservation (CON)
Public Lands (PL)
Residential (R)
County Future Land Use
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THIRD AVE
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HAMMOCK RD
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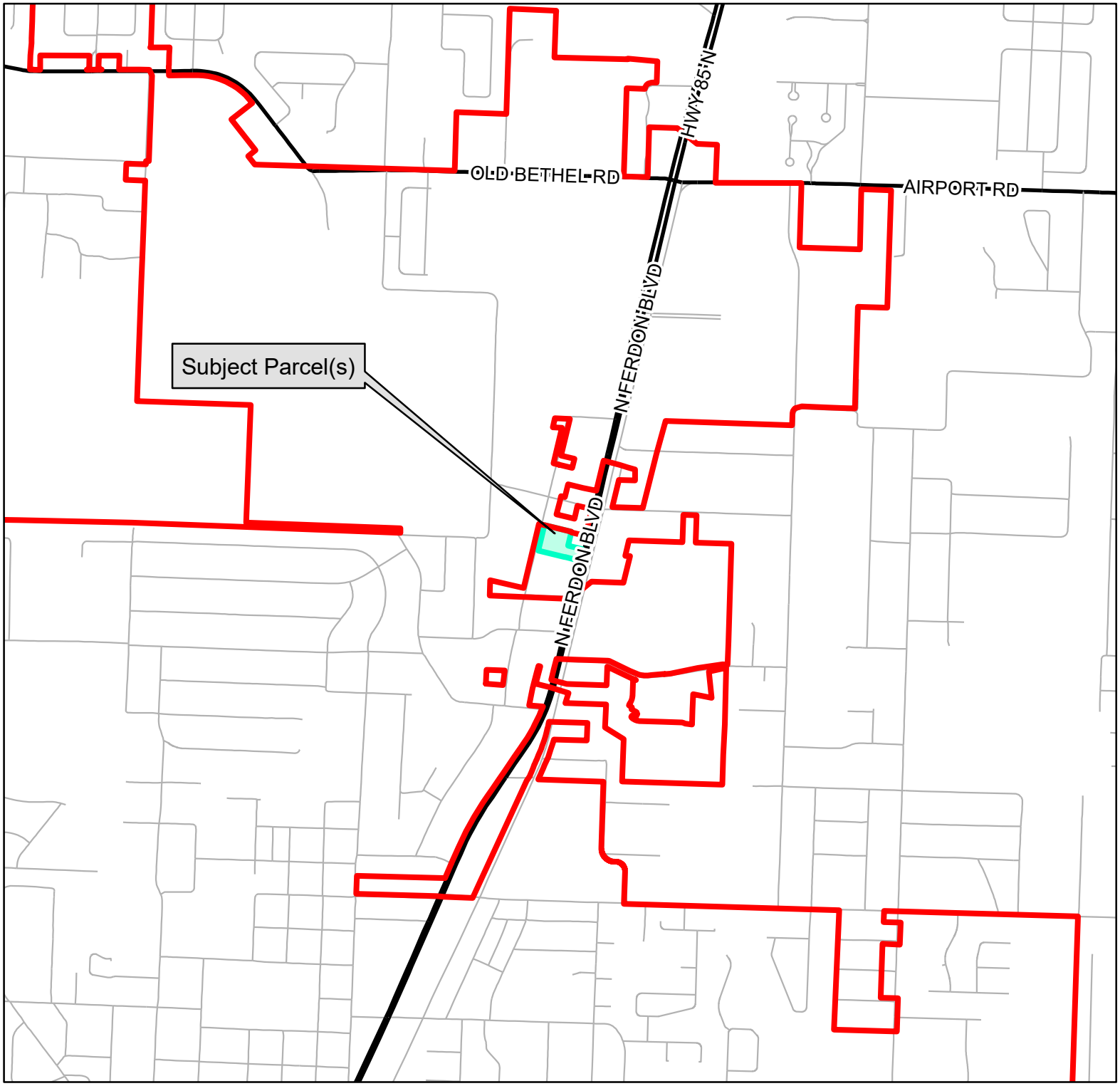


Vicinity Map

N

Not to Scale

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N

0 100 200
Feet

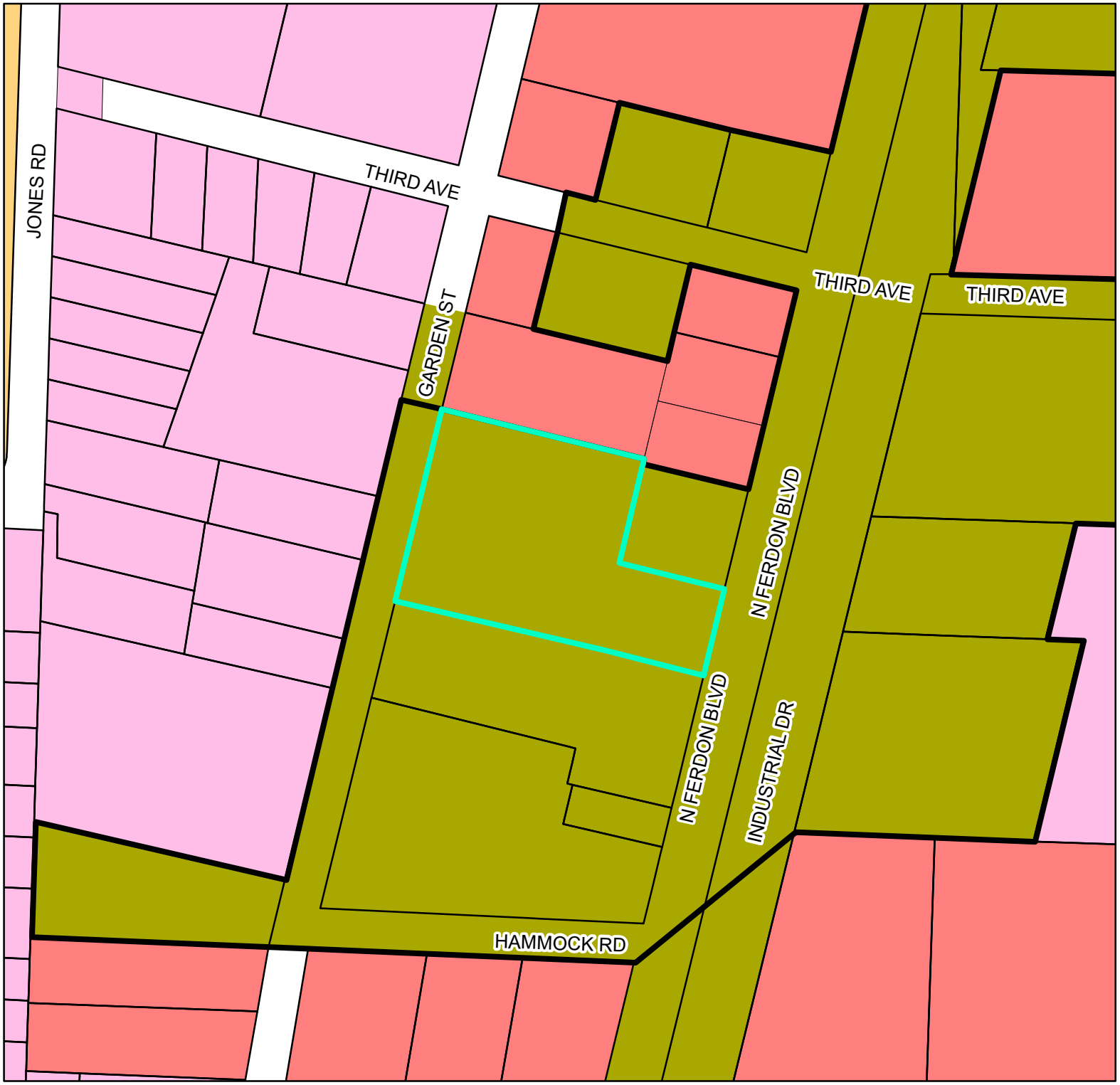
Legend

Subject Parcel

City Limits

Use Description

- CHURCHES
- CLUBS/LODGES/HALLS
- FINANCIAL BLDG
- GYM/FITNESS
- IMPROVED AG
- LIGHT MANUFACTURE
- MUNICIPAL
- NO AG
- OFFICE BUILDINGS
- PRVT SCHL/DAY CARE
- RESTAURANT/CAFE
- SERVICE SHOP
- SINGLE FAMILY
- STORES, 1 STORY
- VACANT
- VACANT COMMERCIAL
- VACANT/COMM/XFOB
- VEH SALE/REPAIR
- WAREHOUSE-STORAGE



Current Future Land Use

N

0 100 200
Feet

Legend

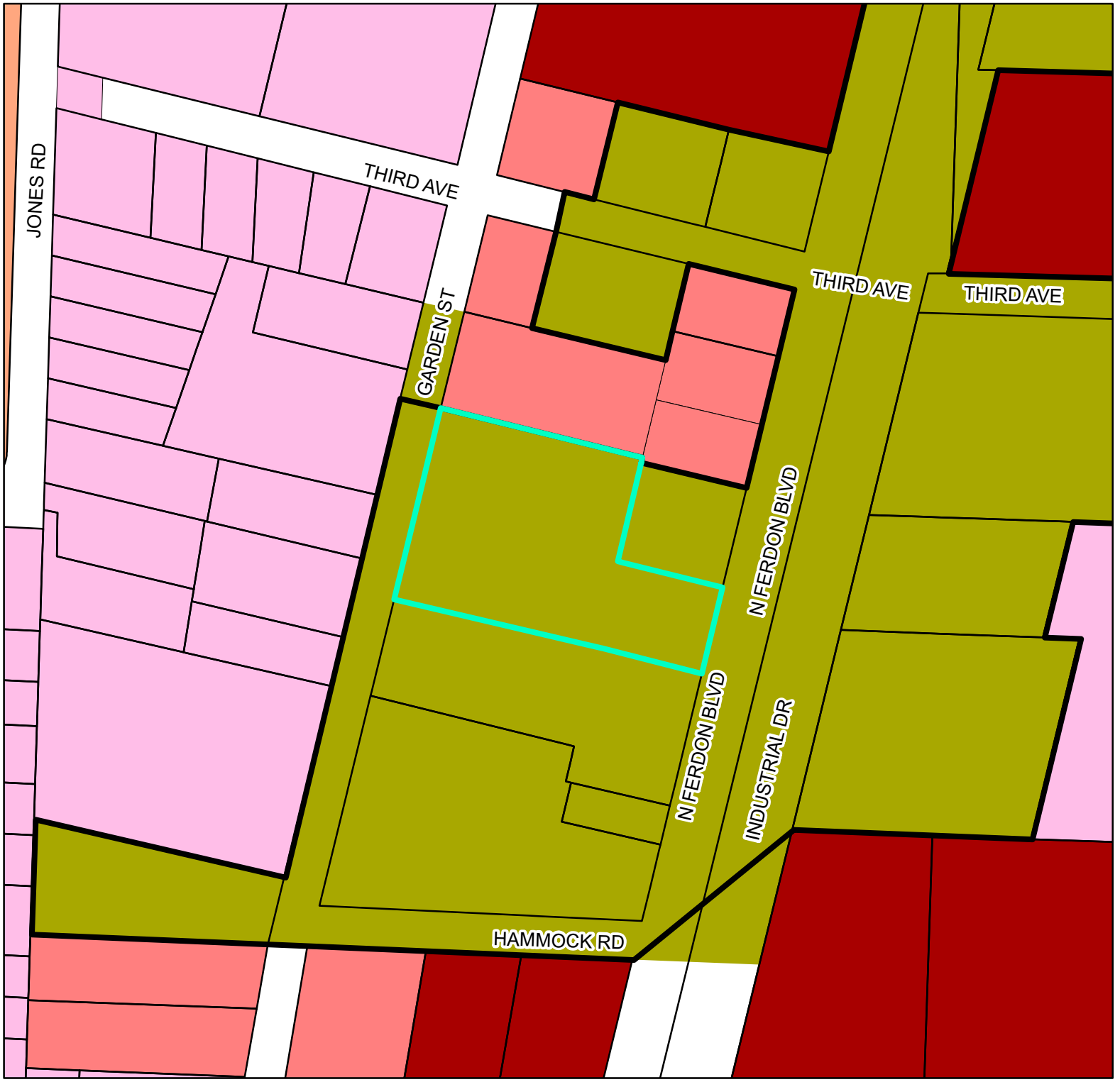
- Subject Parcel
- City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Mixed Use (MU)



Current Zoning

N

0 100 200
Feet

Legend

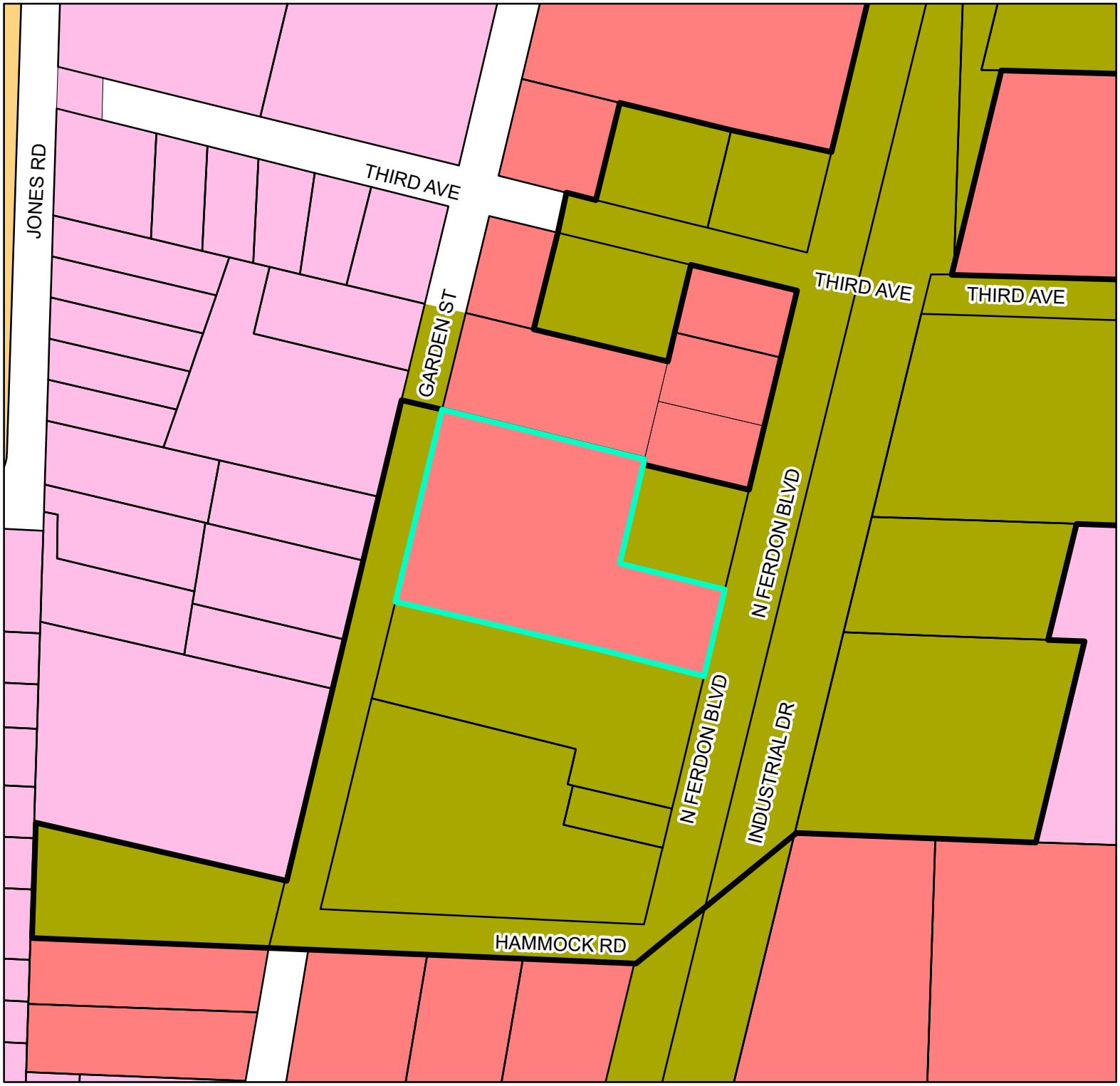
- Subject Parcel
- City Limits

City Zoning

- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)



Proposed Future Land Use

N

0 100 200
Feet

Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

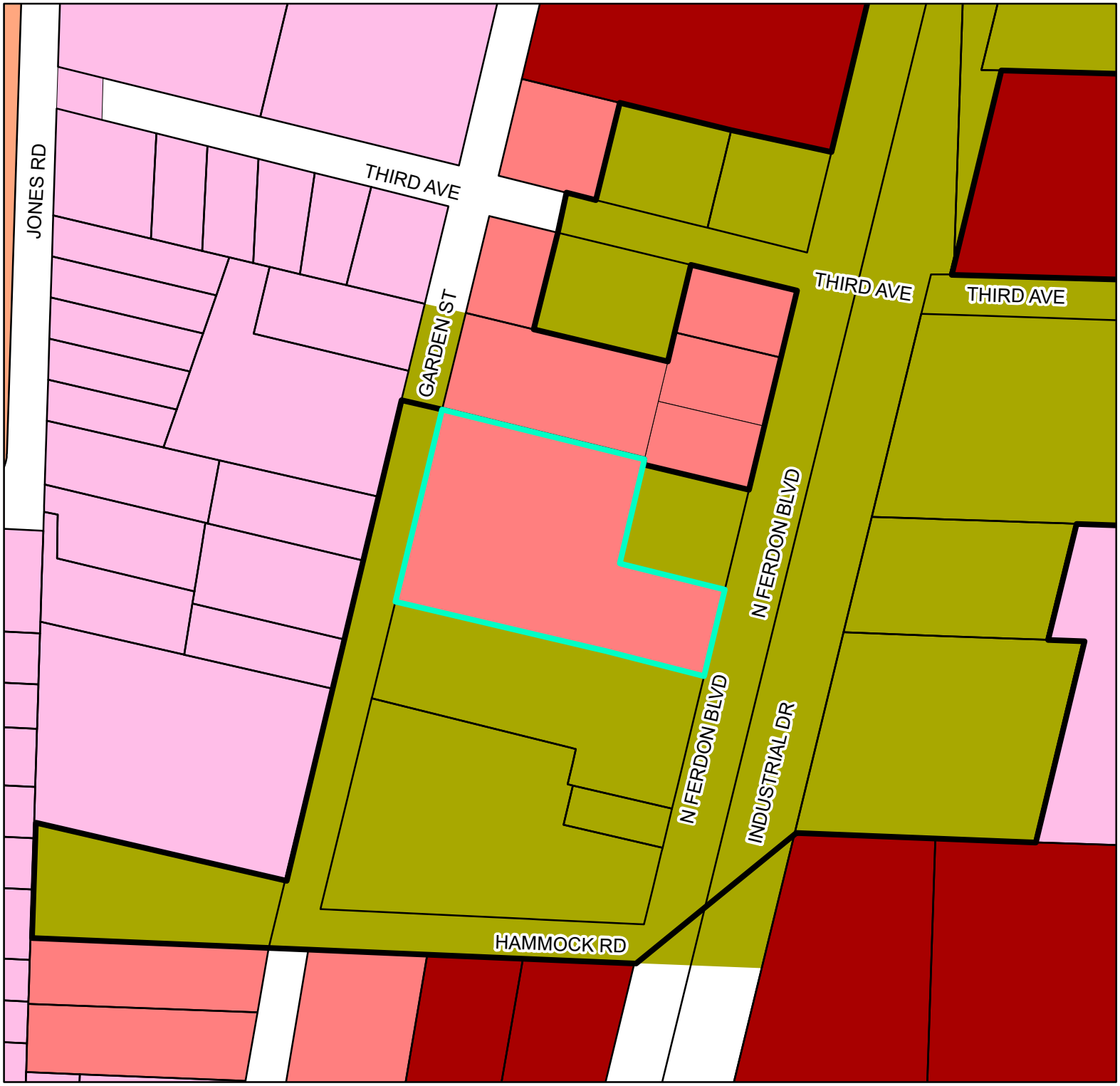
Conservation (CON)

Public Lands (PL)

Residential (R)

County Future Land Use

Mixed Use (MU)



Proposed Zoning

N

0 100 200
Feet

Legend

Subject Parcel

City Limits

City Zoning

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- Industrial (IN)
- Public Lands (P)
- Conservation (E)
- Planned Unit Development (PUD)

County Zoning

- Mixed Use (MU)

CITY OF CRESTVIEW

Item # 8.3.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: 1st reading after PDB

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE:	6/4/2024
SUBJECT:	Ordinance 1972 - 1126 N. Ferdon Rezoning

BACKGROUND:

On May 1, 2024 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1126 N Ferdon Blvd.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The application requests the Commercial Low-Intensity District (C-1) zoning designation for the property.

The Planning and Development Board recommended approval of the request on June 3, 2024.

DISCUSSION:

The property description is as follows:

Property Owner:	Okaloosa County Teachers Federal Credit Union Crestview, FL 32539
Parcel ID:	04-3N-23-1840-0004-0030
Site Size:	2.49 acres
Current FLU:	Okaloosa County Mixed Use
Current Zoning:	Okaloosa County Mixed Use
Current Land Use:	Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant
East	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
South	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Commercial
West	Mixed Use (MU)	Mixed Use (MU)	Residential & Commercial

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as commercial.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on May 13, 2024. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on May 22, 2024. The property was posted on May 21, 2024. An advertisement ran in the Crestview News Bulletin on May 23 & 30, 2024.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows.

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests that the City Council move Ordinance 1972 to second reading for adoption.

Attachments

1. PZ-2024-3-Exhibit Packet

ORDINANCE: 1972

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 2.49 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED USE ZONING DISTRICT TO THE COMMERCIAL LOW-INTENSITY DISTRICT (C-1) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 2.49 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 2.49 acres, more or less, being formerly zoned Okaloosa County Mixed Use with the Commercial (C) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1971, is hereby rezoned to Commercial Low-Intensity District (C-1) to wit:

PIN # 04-3N-23-1840-0004-0030

Lots 3, 4, 17, 18 and a portion of Lot 19, Block 4, OAKDALE MINIATURE FARMS, according to plat thereof on file in Plat Book 1, Page 129, in the office of the Clerk of Circuit Court, Okaloosa County, Florida, better described as follows:

Begin at the Northwest corner of Lot 3, Block 4, OAKDALE MINIATURE FARMS, as recorded in Plat Book 1 Page 129 of the Public Records of Okaloosa County, Florida; thence proceed South 77 degrees 26' 35" East, along the North line of said Lot 3, a distance of 310.00 feet to the centerline of an alley; thence proceed South 12 degrees 33' 27" West, along said centerline of alley, a distance of 159.38 feet to a westerly projection of the North line of Lot 17, Block 4, of said Oakdale Miniature Farms; thence proceed South 77 degrees 26' 35" East, along said projection and along the North line of Lot 17, a distance of 154.05 feet to the Westerly right of way line of Highway #85; thence proceed South 12 degrees 33' 27" West along said right of way line a distance of 130.73 feet to an easterly projection of the South line of Lot 4, Block 4, of said Oakdale Miniature Farms, thence proceed North 77 degrees 26' 35" West along said projection and along the South line of said Lot 4, a distance of 464.05 feet to the Southwest corner of said Lot 4 and the Easterly right of way line of Garden Street; thence proceed North 12 degrees 33' 27" East, along the Easterly right of way line of Garden Street, a distance of 290.11 feet to the Point of Beginning of the parcel herein described, and containing 2.53 acres, more or less.

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect

the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1971 and becomes legally effective.

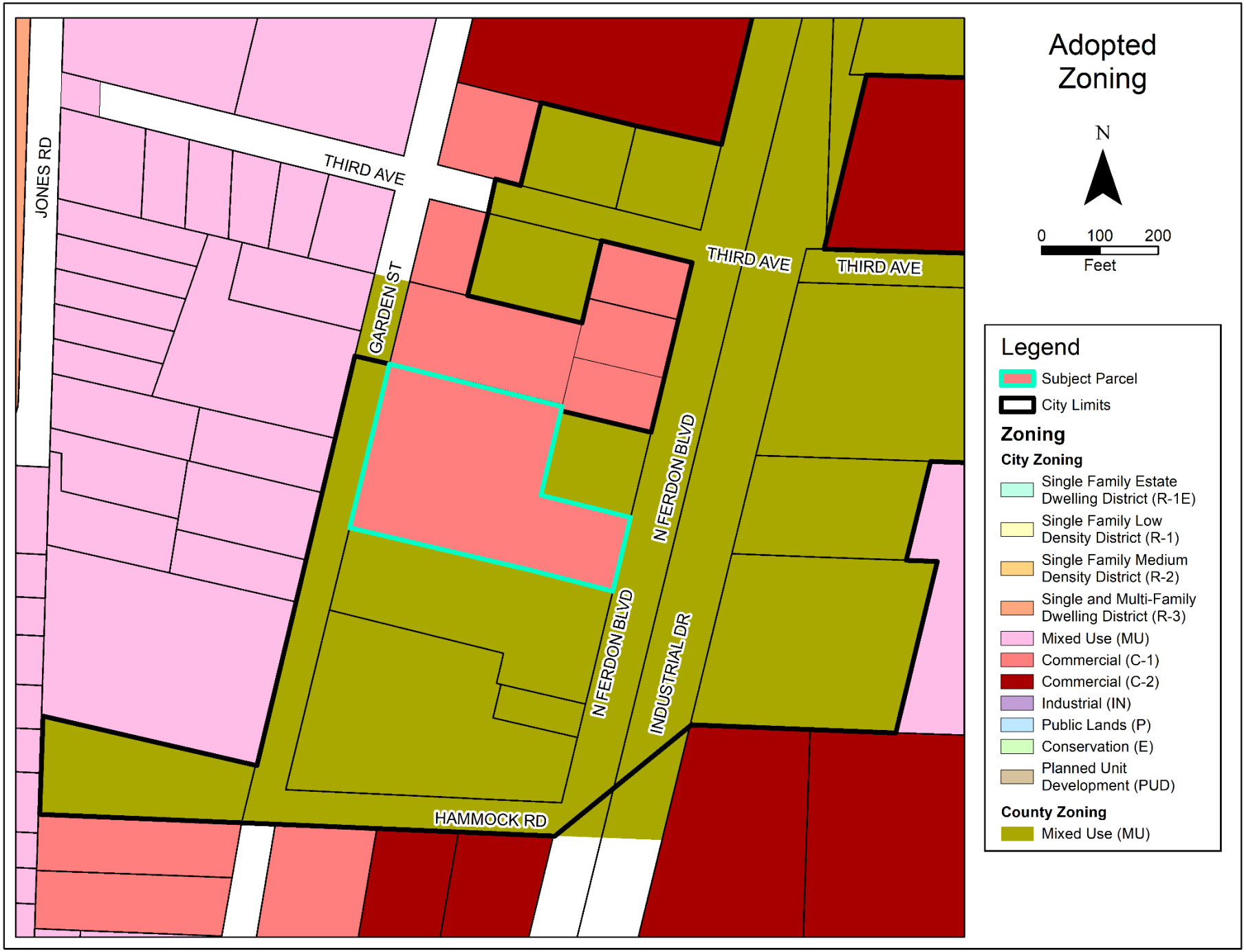
Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of June, 2024.

ATTEST:

_____
Maryanne Schrader
City Clerk

Approved by me this 24th day of June, 2024.

_____
J. B. Whitten
Mayor


Adopted Zoning
N
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JONES RD
THIRD AVE
GARDEN ST
THIRD AVE
THIRD AVE
N FERDON BLVD
N FERDON BLVD
INDUSTRIAL DR
HAMMOCK RD
Legend
Subject Parcel
City Limits
Zoning
City Zoning
Single Family Estate Dwelling District (R-1E)
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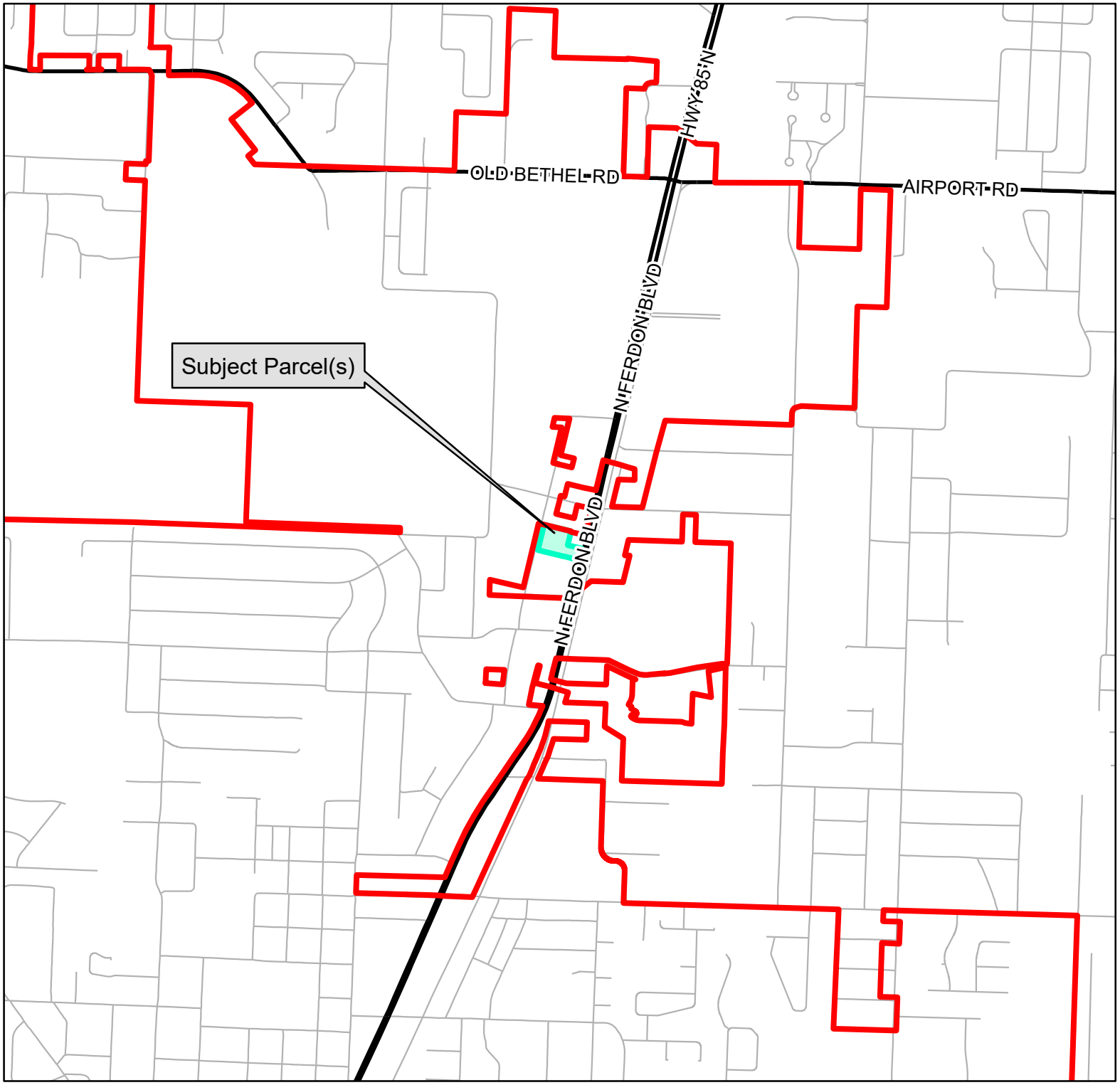
County Zoning
Mixed Use (MU)



Vicinity Map

N

Not to Scale

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N

0 100 200
Feet

Legend

Subject Parcel

City Limits

Use Description

- CHURCHES
- CLUBS/LODGES/HALLS
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- GYM/FITNESS
- IMPROVED AG
- LIGHT MANUFACTURE
- MUNICIPAL
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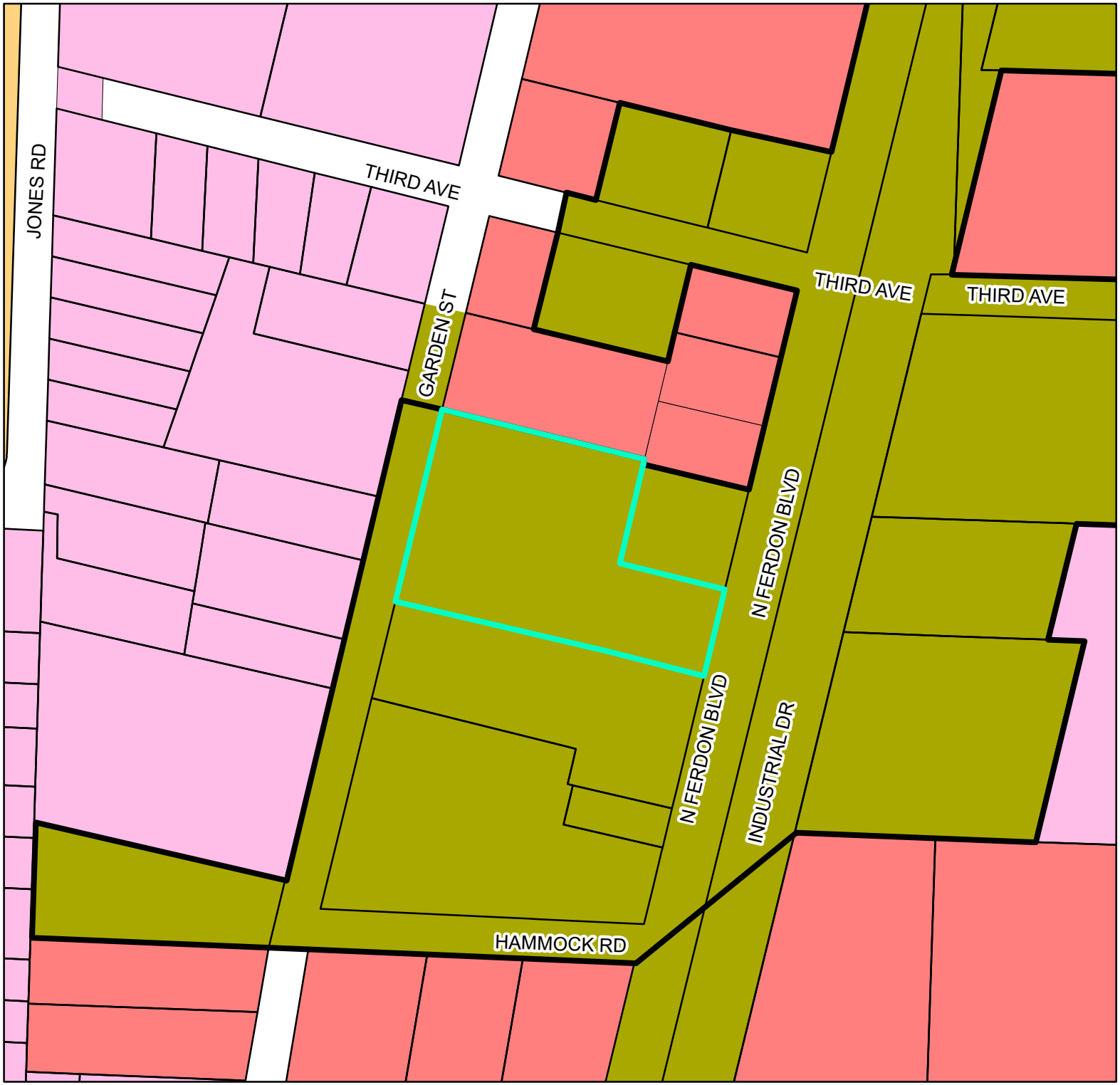
- VACANT COMMERCIAL
- VACANT/COMM/XFOB
- VEH SALE/REPAIR
- WAREHOUSE-STORAGE



Current Future Land Use

N

0 100 200
Feet

Legend

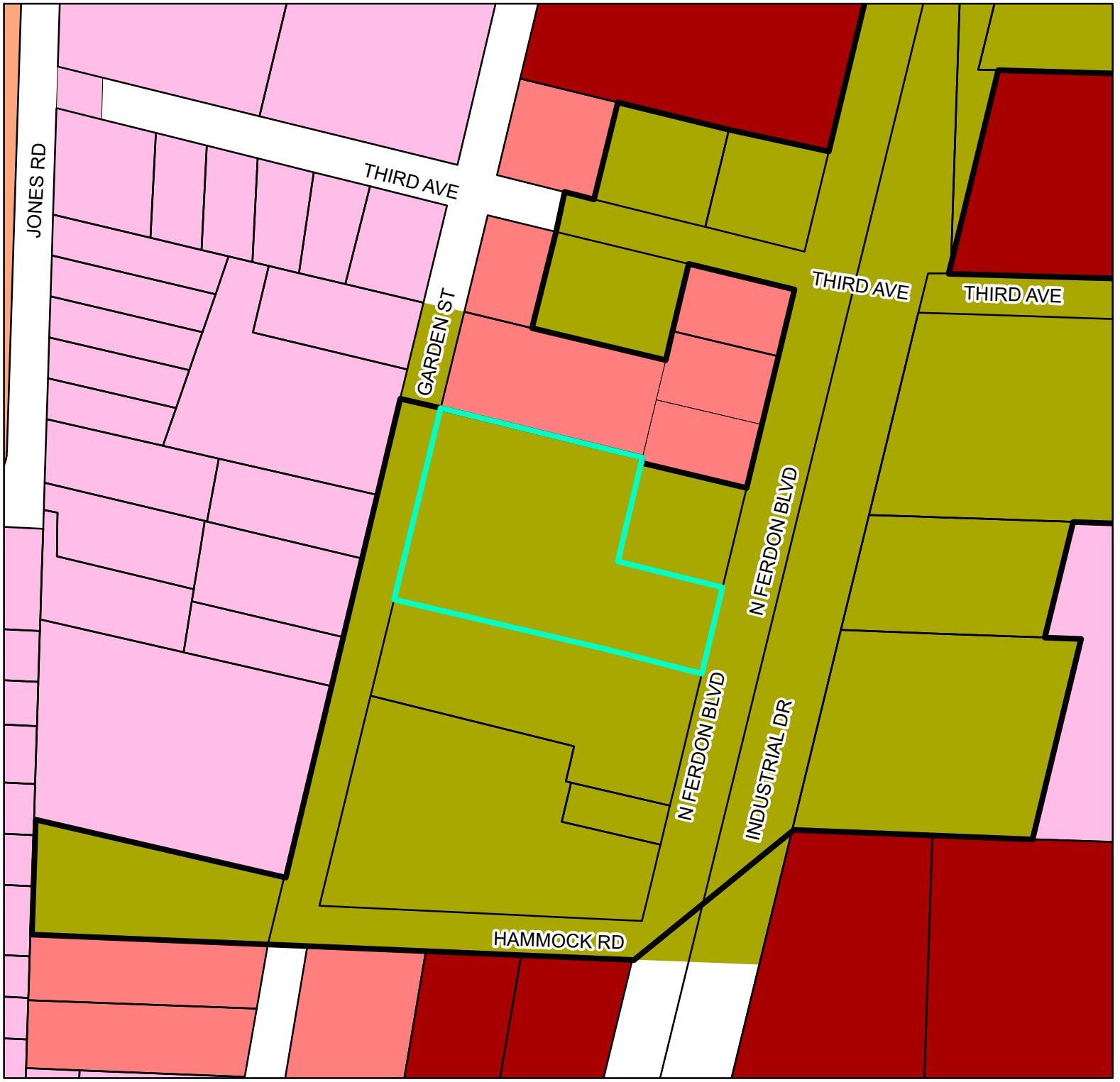
- Subject Parcel
- City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Mixed Use (MU)



Current Zoning

N

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Feet

Legend

Subject Parcel
City Limits

City Zoning

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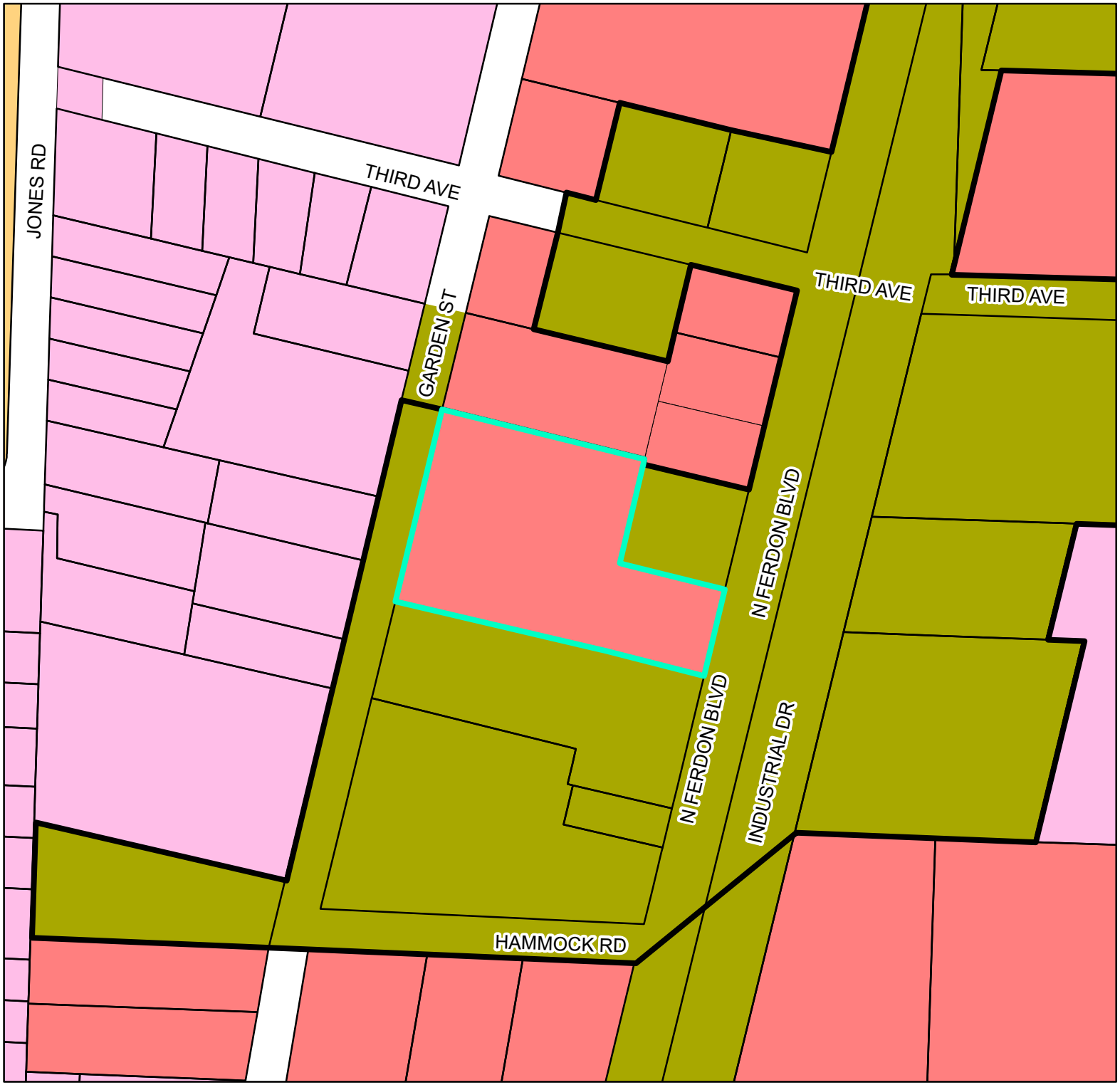
County Zoning

Mixed Use (MU)



Proposed Future Land Use

N

0 100 200
Feet

Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

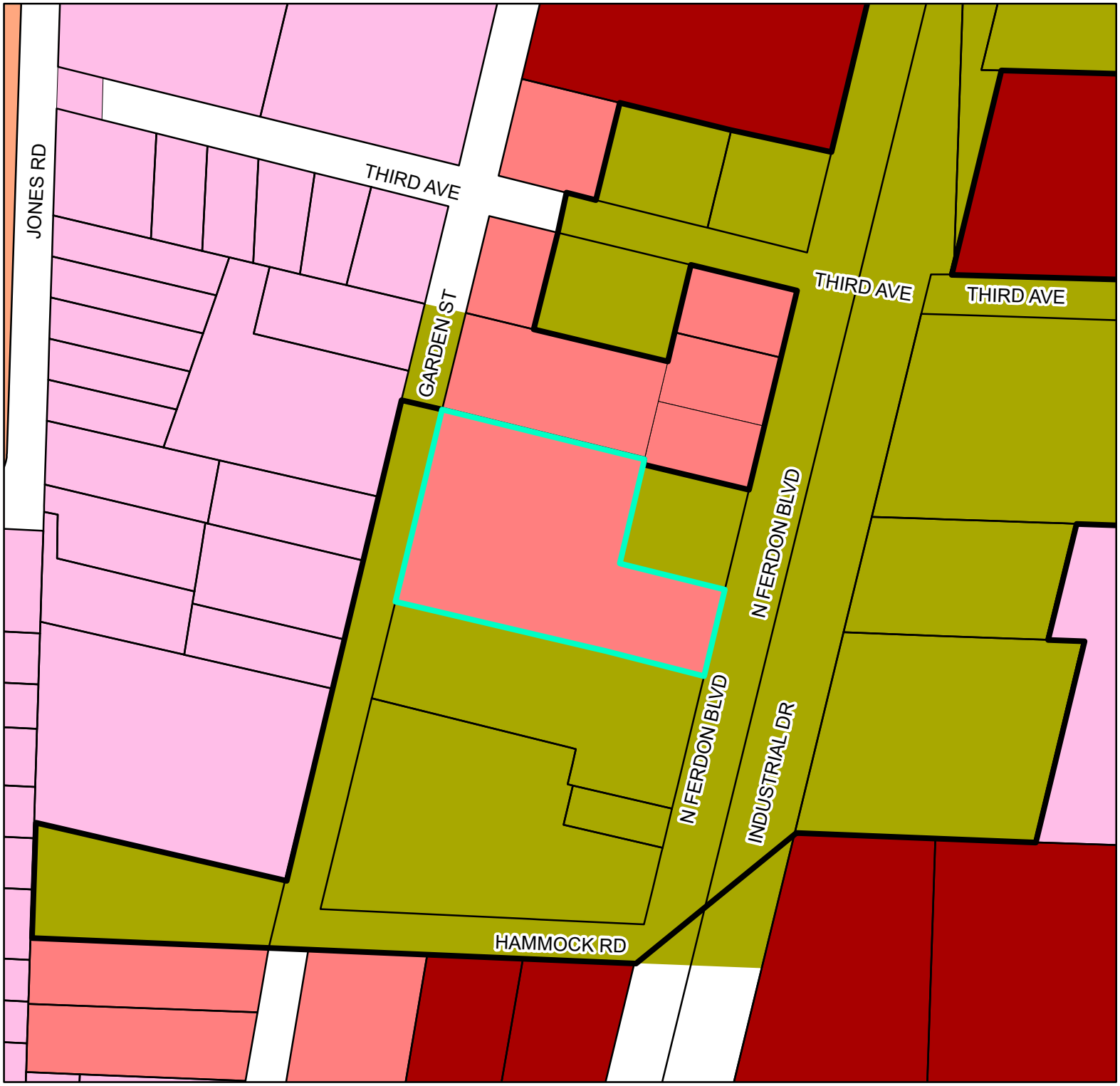
Conservation (CON)

Public Lands (PL)

Residential (R)

County Future Land Use

Mixed Use (MU)



Proposed Zoning

N

0 100 200
Feet

Legend

Subject Parcel

City Limits

City Zoning

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- Public Lands (P)
- Conservation (E)
- Planned Unit Development (PUD)

County Zoning

- Mixed Use (MU)

CITY OF CRESTVIEW Item # 10.1.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Gina Toussaint, Finance Director, Anthony Holland, Fire Chief
DATE:	6/6/2024
SUBJECT:	Whitaker Tower Contract Renewal

BACKGROUND:

This lease is for tower space for public safety communications radio system. The current lease has expired.

DISCUSSION:

The lease is retroactive to February 1, 2024 and expires on January 31, 2025. A month by month option to lease is offered for the period of February 1, 2025 through January 31, 2026. Although the City of Crestview Fire and Police communications will be moving to the county radio system starting in October, we will maintain the Whitaker site at least through January, 2025, as we transition.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The lessee shall pay $1,300 per month for the first five years of the lease. A 5% increase will be added at the end of the five year period.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the renewal of the Lease Agreement with Whitaker Communications Company.

Attachments

1. Whitaker Lease Agreement - Cell Tower

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made effective as of February 1, 2024, and between Lessor Whitaker Communications Company Inc, whose address is PO Box 267 Crestview, Florida 32536 (hereinafter "Lessor") and Lessee City of Crestview whose address is 198 North Wilson Street, Crestview, Florida 32536 (hereinafter "Lessee").

1. **PREMISES AND USE:** The Lessor does hereby grant, devise and let to the Lessee and the Lessee does hereby lease and take from the Lessor, for the term and upon the terms and conditions set forth in this Lease, tower space as described in Exhibit "B" and located on the property as described in Exhibit "A" attached hereto located at Crestview, Florida, collectively the Premises (the "Premises").
2. **TERM:** This Lease shall commence on the 1st day of February 2024 for a term of one year, expiring on January 31, 2025. Lessee shall have the option to lease on a month-to-month basis for the period of February 1, 2025, through January 31, 2026, on the same covenants, conditions, terms, and agreements in effect during the Lease term that is ending. Lessee shall give no less than 60 days' notice prior to its termination of the month-to-month tenancy.
3. **RENT:** Lessee shal pay Lessor $1300.00 per month for the first five (5) years of the lease. A 5% increase at the end of year five(5) shall be in effect and Lessee shall pay Lessor $1365.00 per month for the remainder of the Lease.
4. **SUBORDINATION:** This Lease and all rights of Lessee under it are and shall be subject to and subordinate to the rights of any mortgage holder now or hereafter having a security interest in the Leased premises or any other encumbrances Lessor desires to place on the property.

5. **INDEMNIFICATION:** To the extent not prohibited by law,(Section 768.28, Florida Statutes) each party ("Indemnified Party") shall indemnify against any loss, cost, claim, liability, damage, expense (including reasonable attorneys' fees), or demand asserted by or on behalf of any person, firm, corporation, or governmental authority to the extent the same arises out of the parties performing their rights and responsibilities under this Lease and was caused by the negligence or willful misconduct of the Indemnifying Party, its employees, agents, or contractors. The Indemnifying Party shall defend with counsel of its choosing any action or suit brought against the Indemnified Party for any loss, cost, claim, liability, damage expense, or demand asserted by or on behalf of any person, firm, corporation or governmental authority relating to or arising solely out of negligence or willful misconduct of the Indemnifying Party, its employees, agents, or contractors in the performance of this agreement. The Indemnified Party shall notify the Indemnifying Party within 20 days of receiving a claim in writing, of any claims, lawsuits, or demands for which the Indemnified Party alleges that the Indemnifying Party is responsible under this paragraph six (6.) The Indemnifying Party shall be relieved of liability hereunder to the extent it is prejudiced by the Indemnified Party's failure to give prompt notice.

6. **INSTALLATION, REPAIRS AND MAINTENANCE.**
   a. **LESSEE'S OBLIGATIONS:** Lessee, at its sole cost and expense, shall be responsible for installation of, repairs to and maintenance of its equipment or its improvements located on the Premises and for any damage it may cause to the Premises or other property of Lessor, reasonable wear and tear excepted. Lessee shall maintain the Premises in accordance with reasonable engineering standards and shall conform all improvements constructed upon Premises by the Lessee to federal, state or local regulations and standards.
   b. **CONCURRENT USE:** The Lessor shall have the right to continue its use and occupancy of the Premises for the operation of its business. The parties mutually agree to cooperate with each other and other tenants in their common use and occupancy of the Premises.

c. Lessor agrees that Lessee shall use Lessor's structure on site to house Lessee's equipment. Lessor agrees to provide emergency power and utilities to the site. Fees for that are included in the monthly rent rate. Lessor agrees that Lessee may mount necessary antennas and cabling to support the Motorola Turbo radio system at the cost of City of Crestview.

d. The Lessee agrees to notify the Lessor of any work to be done by the City or the City Contractor at the lease site as soon as possible. The Lessor grants the City access to the site and building housing City equipment for maintenance and emergency repair.

7. **COMPLIANCE WITH LAWS:** The parties agree to comply with all laws, regulations and enactments of any governmental authority relating to the Premises, and to hold the other harmless from all consequences for any failure to do so. It is expressly understood that Lessee is solely responsible for all approvals from any and all governmental authorities, whether they be Federal, State or Local for Lessee's use of equipment on Lessor's property.

8. **DAMAGE TO PREMISES:** In the event the Premises are totally destroyed by fire or other casualty during the term or any extension or renewal hereof, Lessee may, within forty-five (45) days of the casualty, cancel this Lease, effective as of the date of the casualty, by giving notice in writing to the Lessor. In the event that the Premises are partially destroyed by fire or other casualty and cannot be repaired and restored within thirty (30) days from the date of the casualty, then the Lessee may cancel or terminate this Lease, effective as of the date of casualty, by giving fifteen (15) days' notice in writing to the Lessor. In either event, there shall be no further obligation hereunder one to the other, except for the payment of the rental to the date of the casualty loss.

9. **INTERFERENCE:** Lessee shall use the Premises only for the operation of a communications site for the reception and origination of formally coordinated wireless radio signals. Even so, it is expressly understood that this tower site is first, and foremost, a wireless telephone base station and microwave radio site, and as such, that the rights and privileges of all parties at this tower site are secondary to those rights and privileges of the Lessor.

Accordingly, the parties hereto recognize the possibility that Lessee's use of the Premises, for the provision of communications service, may cause interference with the transmission of Lessor's service. It is expressly understood by the parties that absolutely no interference, no matter how minimal, is acceptable to the service provided by the Lessor. Therefore, if, after Lessee's communications system is operational, Lessor discovers any interference or difficulty with its service transmission or reception, Lessor shall promptly notify Lessee of the same. Upon Lessee's receipt of such notification, Lessee shall discontinue its transmission of communications service from the Premises until the interference is corrected. Lessee shall operate its equipment in such a manner, that it will not cause technical interference to Lessor or any other Lessee of the premises with a tenancy which predates the effective date of this lease.

10. **ENVIROMENTAL:** Lessee agrees that it will not use, generate, store or dispose of any hazardous materials on, under, about or within the Premises. Lessor represents, warrants and agrees (1) that neither Lessor nor, to Lessor's knowledge, any third party has used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of, any hazardous material on, under, about or within the Premises in violation of any law or regulation and (2) that Lessor will not, and will not permit any third party to use, generate, store or dispose of any hazardous material on, under, about or within the Premises in violation of any law or regulation. Lessor and Lessee each agree to defend, indemnify and hold harmless the others partners, affiliates, agent and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorney fees and costs) arising from any breach of any representation, warranty or agreement contained in this paragraph.

11. **ASSIGNMENT:** Lessee shall not assign or sublease its rights under this Lease to a non-affiliate of Lessee without prior written consent of Lessor, which consent shall not be unreasonably withheld. Lessee shall have the right to assign its rights under this Lease to an affiliate of Lessee without the prior written consent of Lessor but shall notify Lessor of any assignment to an affiliate promptly. For the purposes of this Lease, "Affiliate of Lessee" means

an entity in which Lessee owns fifty-one percent (51%) or more interest and over which Lessee has maintained control. All other parties to which Lessee's rights under this Lease may be assigned or subleased shall, for purposes of this Lease, deemed to be a non-affiliate of Lessee. As provided in paragraph 3 of this Lease, Lessor shall have the option to increase the rent if an assignment or sublease of Lessee's rights under this Lease is made to a non-affiliate of Lessee.

12. **DEFAULT IN PAYMENT OF RENT:** If any rent required by this Lease is not paid when due and continues for ten (10) days after written notice from Lessor, Lessor will have the option to:
    a. Terminate this Lease, resume possession of the Property, and recover immediately from Lessee the difference between the rent specified in the Lease and the fair rental value of the property, for the remainder of the term, reduced to present worth; or
    b. Resume possession and re-lease or rent the property for the remainder of the term for the account of Lessee and recover from Lessee at the end of the term or at the time each payment of rent comes due under this Lease, whichever Lessor may choose, the difference between the rent specified in the Lease and the rent received on the re-leasing or renting.
13. **DEFAULTS OTHER THAN RENT:** If either Lessor or Lessee fails to perform or breaches any agreement in this Lease other than the agreement of Lessee to pay rent, and this failure or breach continues for ten(10) days after a written notice specifying the required performance has been given to the party failing to perform, (a) the party giving notice may institute action in a court of competent jurisdiction to terminate this Lease or to complete performance of the agreement, and the losing party in that litigation shall pay the prevailing party all expenses of the litigation, including reasonable attorneys' fees; or (b) Lessor or Lessee may, after thirty (30) days' written notice to the other, comply with the agreement or correct any such breach, and that compliance shall be payable on demand by the party who breached the agreement.

14. **MEMORANDUM OF LEASE:** Upon request by Lessee, Lessor shall execute a memorandum or short form of Lease. Lessee, at its cost, may record this memorandum.

15. **ADDRESSES FOR PAYMENT AND NOTICES:** Rent payments and noticed to Lessor shall be mailed or delivered to the address set forth on the first page of this Lease, unless Lessor advised Lessee differently in writing. Notices to either party shall be sent by certified mail, return receipt requested.

16. **CAPTIONS:** The captions and paragraphs or letters appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe, or describe the scope or intent of the sections or articles of this lease in any way.

17. **ENTIRE AGREEMENT:** This Lease sets forth all the promises, agreements, conditions, and understandings between Lessor and Lessee relative to the leased premises. There are no other promises, agreements, conditions or understandings, either oral or written, between them. No subsequent alteration, amendment, change or addition to this Lease will be binding on Lessor or Lessee unless in writing and signed by them and made a part of this Lease by direct reference.

18. **FLORIDA LAW:** This Lease will be governed by the laws of the State of Florida, as to both interpretations and performance. Any litigation between the parties arising out of this Lease shall be brought, maintained and pursued only in appropriate state courts of the State of Florida; and the parties each hereby waive and release any and all rights and options which they, or either of them, have or might have to bring or maintain any such litigation or action in the federal court system of the United States or in any United States Federal District Court. Venue of any such litigation between the parties shall lie and be only in the appropriate state courts of the State of Florida's First Judicial Circuit in and for Okaloosa County, Florida. The parties consent and submit to the jurisdiction of any such court and agree to accept service of process outside the State of Florida in any matter to be submitted to any such court pursuant hereto.

19. **ATTORNEY FEES:** The prevailing party in any legal action or proceeding arising out of this contract shall be entitled to recover reasonable attorney fees from the other party.

20. **TERMS INCLUSIVE:** As used herein, the terms "Lessor" and "Lessee" include the plural whenever the context requires or admits.

21. **PUBLIC RECORDS ACCESS:** Lessee 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 that ordinarily and necessarily would be required by City of Crestview 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 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, 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 City of Crestview.

e. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor 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 City of Crestview must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the City of Crestview because Contractor failed to provide access to public records responsive to a public record request, the City of Crestview shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witnesses, fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

[*Signature Pages Follow*]

Executed by LESSOR in the

Presence of: _____

Joseph W. Dunn

Michael C. Wing

Signature of Witnesses:

Printed Name:

Printed Name: Joseph W Dunn

Michael C. Wing

Lessor

Whitaker Communications, Inc.

By: James T. Whitaker

James T. Whitaker - President

STATE OF FLORIDA,

COUNTY OF OKALOOSA,

The foregoing Lease Agreement was acknowledged before me this 01 Day of February, 2024, by JAMES T. WHITAKER, who is personally known to me or has produced _____ as identification.

SIGNATURE OF NOTARY PUBLIC – STATE OF FLORIDA

Christopher L Henderson

Printed Name of Notary: Christopher L. Henderson

My Commition Expires: 10/19/2024

Christopher L. Henderson
Notary Public
State of Florida
Comm# HH054916
Expires 10/19/2024

APPROVED IN OPEN SESSION BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW,

Executed by LESSEE in the presence of:

_____

_____

SIGNATURE OR WINESSES

Printed Name:

_____

Printed Name:

_____

LESSEE

CITY OF CRESTVIEW FLORIDA

By: _____

The Honorable J. B. Whitten, Mayor

ATTEST:

_____

MARYANNE SCHRADER - CLERK

STATE OF FLORIDA,

COUNTY OF OKALOOSA

The foregoing Lease Agreement was acknowledged before me this _____ day of _____, 2024, by J.B. WHITTEN, MAYOR of the CITY OF CRESTVIEW, FLORIDA, who is personally known to me or has produced _____ as Identification.

SIGNATURE OF NOTORY PUBLIC-STAKE OF FL

_____

Printed Name of Notary:

_____

My Commission Expires: _____

CITY OF CRESTVIEW Item # 10.2.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Carlos Jones, Director
DATE:	6/6/2024
SUBJECT:	Foxwood Low Pressure Sewer Additional Work

BACKGROUND:

Residents of the Foxwood subdivision have the option to change from septic service to sewer service as we are constructing a new low-pressure sewer system that will service the subdivision.

DISCUSSION:

This change order is to address the actual connection of residences to the sewer, once it is installed.
There are 85 existing homes within the subdivision, while there are 105 lots. There are about a dozen homes that the health department has mandated must connect to the sewer due to the failure of their septic tanks.
We are anticipating approximately 55 homes will opt in to allow our contractor to install grinder pumps during this project.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The financial impact is from capital expenses at a cost estimated to be less than $20,000 per home. This will create a do not exceed amount of $1,100,000 and is funded by Water and Sewer Revenue Bonds 2021 Series.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve this change order for the connection of residents that register for septic to sewer conversion.

Attachments

1. Foxwood CO for Grinder Stations_rev 2 .03 14 2024
2. Customer Agreement Foxwood LPSewer
3. Septic Abandonment Application

City of Cresview
Foxwood Estates Grinder Pump Station
Foxwood CO for Grinder Stations_rev 2 .03 14 2024 per Residence
Summary < 100ft

DESCRIPTION	QTY	Unit	Unit Price	Base Bid Totals	$/Gal	% OF TOTAL
2-Inch Low Pressure Sewer < 100'						
Mobilize equipment to the property	1	LS	$ 299	$ 299		
2-Inch Low Pressure Sewer - trench and install pvc	1	LS	$ 1,516	$ 1,516		
2-Inch PVC Sched 40 pipe	1	LS	$ 200	$ 200		
2-Inch PVC Sched 40 45 ells	1	LS	$ 20	$ 20		
Set grinder pump station and control panel	1	LS	$ 1,195	$ 1,195		
Restoration - Sod	1	LS	$ 250	$ 250		
TOTAL DIRECT COSTS				**$ 3,479**		**76%**
GENERAL CONDITIONS				$ -		
SUBTOTAL				**$ 3,479**		
P/P BONDS		2.00%		$ 91		
GENERAL LIABILITY		0.00%		$ -		
BUSINESS LICENSE RENEWAL				$ -		
SUBTOTAL				$ 3,571		**78%**
SALES TAX		7.00%		$ 33		
SUBTOTAL				**$ 3,603**		**79%**
CONTRACTORS CONTINGENCY		10.00%		$ 360		
SUBTOTAL				**$ 3,964**		**87%**
CONTRACTORS FEE		15.00%		$ 595		
TOTAL BASE BID				**$ 4,558.32**		**100%**
ITEM				**PROPOSED**	**ACCEPTED**	**REJECTED**
Electrical				$ 2,415.00	$ 2,415.00	
Plumbing				$ 1,415.65	$ 1,415.65	
Abate Septic Tank (pump out by others)				$ 3,465.34	$ 3,465.34	
Grinder Pump Station Keen (by others)- 36" x 48" wet well				$ 4,140.00	$ -	$ -
Barnes Grinder Pump Station (minimum order of 10) (by others)				$ 6,504.40	$ -	$ -
TOTAL COST					**$**	**11,854.31**

City of Crestview
Foxwood Estates Grinder Pump Station
Foxwood CO for Grinder Stations_rev 2 .03 14 2024 Per Residence
Summary > 100ft

DESCRIPTION	QTY	Unit	Unit Price	Base Bid Totals	$/Gal	% OF TOTAL
2-Inch Low Pressure Sewer > 100'						
Mobilize equipment to the property	1	LS	$ 299	$ 299		
2-Inch Low Pressure Sewer - trench and install pvc	1	LS	$ 3,032	$ 3,032		
2-Inch PVC Sched 40 pipe	1	LS	$ 200	$ 200		
2-Inch PVC Sched 40 45 ells	1	LS	$ 20	$ 20		
Set grinder pump station and control panel	1	LS	$ 1,195	$ 1,195		
Restoration - Sod	1	LS	$ 250	$ 250		
TOTAL DIRECT COSTS				**$ 4,995**		**77%**
GENERAL CONDITIONS				$ -		
SUBTOTAL				**$ 4,995**		
P/P BONDS		2.00%		$ 130		
GENERAL LIABILITY		0.00%		$ -		
BUSINESS LICENSE RENEWAL				$ -		
SUBTOTAL				**$ 5,125**		**79%**
SALES TAX		7.00%		$ 33		
SUBTOTAL				**$ 5,158**		**79%**
CONTRACTORS CONTINGENCY		10.00%		$ 516		
SUBTOTAL				**$ 5,674**		**87%**
CONTRACTORS FEE		15.00%		$ 851		
TOTAL BASE BID				**$ 6,507.00**		**100%**
ITEM				**PROPOSED**	**ACCEPTED**	**REJECTED**
Electrical				$ 2,415.00	$ 2,415.00	
Plumbing				$ 1,415.65	$ 1,415.65	
Abate Septic Tank (pump out by others)				$ 3,465.34	$ 3,465.34	
Grinder Pump Station Keen (by others)- 36" x 48" wet well				$ 4,140.00	$ -	
Barnes Grinder Pump Station (minimum order of 10) (by others)				$ 6,504.40	$ -	
TOTAL COST					**$ 13,802.99**	

CITY OF CRESTVIEW SEWER SIMPLEX GRINDER PUMP INSTALLATION AND MAINTENANCE AGREEMENT WITH FOXWOOD ESTATES

This Agreement entered into by and between the City of Crestview, (herein "provider") and _____, (herein "owner"), each in consideration of the terms contained herein and both of whom hereby acknowledge, do agree as follows:

1. The provider agrees to make a grinder pump available to the existing homes where there is a new installed sewer service for the terms and conditions stated herein. Simultaneously with the execution of this agreement, the owner shall pay the following charges:

a.	Tap Fee -	$ 1,884.00 (waived)
b.	Impact Fee -	$ 4,140.00
c.	Grinder Pump -	$ 4,205.82 (waived)
d.	Installation Cost -	$ 13,802.99 (waived)
e.	Grant Fund -	$ 1,000.00
	Total Due -	**$ 3,140.00**

2. The parties agree that any litigation resulting from default or other breach of this agreement venue shall lie in Okaloosa County, Florida.

3. This agreement shall be binding upon the heirs, successors and assigns of the parties hereto and the owner agrees that this agreement shall be disclosed to any prospective purchaser or successor in interest to the owner.

4. The owner represents that the property description and parcel number provided herein coincide with the property where the grinder pump is installed.

5. The provider will furnish the sewage pump or grinder pump required for the owner's connection to the force main. The provider will be responsible for the connection of the dwelling unit to the sewage pump, all required or related electrical work, the sewer pump to the force main and pumping, crushing and backfilling the existing septic tank (if applicable, unless covered by an early initiative sewer connection program). The owner further agrees that the rate increases or decreases are subject to change as determined by the City of Crestview Council through approved rate study initiatives.

Customer Initials _____

6. The provider will clean and service the grinder station annually. All additional cleaning for removing grease buildup from the lift station due to negligence or misuse by the owner will be charged to the owner. In the event of such grease buildup, the Provider agrees to remove said buildup and there will be a separate additional charge for such service, billed on the next statement to the owner. Should the pumps need to be replaced due to negligence or misuse of the owner (such as the introduction of prohibited materials or substances) the cost of the new pump and installation costs are the responsibility of the owner. Whether the pump needs to be replaced or can be economically repaired is within the sole discretion of the Director of Public Works, City of Crestview, FL.

7. The provider shall not be responsible for emergency power due to power outages or for any damages to party of the second part caused as a result of power outages or other events beyond the control of the Provider.

8. The provider will provide maintenance at the time of this agreement which will cover the parts and labor for maintenance of the pump at a monthly cost of $7 per month that will be included in the monthly sewer service rate.

9. The owner understands and agrees that the current rates and billing cycles included herein are as of the date of this agreement and may be subject to change up or down based on updates to the City of Crestview's Impact and Rate Study approved by the City Council and agrees to be bound by the terms of any such rate change.

10. The parties understand and agree that the provider shall not be responsible for the repair or replacement of any landscaping, driveways, fencing or sidewalks, damaged or removed, during any repairs or replacements made by the City and all such costs shall be the responsibility of the owner.

11. In furtherance of this provision, the owner grants a right-of-entry for the purpose of providing the service identified herein and agrees that the provider shall be held harmless from any and all liability as a result from the performance of this agreement.

12. The property, which is the subject of this installation agreement, is identified in Exhibit "A" attached hereto.

Customer Initials _____

13. Disconnection from City sewer services hereunder shall result in discontinuance of City water services to the premises if furnished by the City. In such cases where the City does not provide water services to subject property the City shall notify the County Health Department of disconnection of sanitary sewer service. The failure of the property owner to keep his/her sewer account current with the City shall result in a lien being placed against the property and the City may take such other legal action as is appropriate.

14. As part of the installation process the homeowner, unless covered by an early initiative sewer connection program, at the homeowners expense, must supply 120/240 volt, 30 amp, 4 wire, 10 gauge, electrical service with a disconnect at the grinder station control panel, (see attached diagram). A separate form is attached that the owner must complete for the purpose of installation and inspection, construction specifications are also included for the contractor.

15. The homeowner/occupant will provide, at the homeowner's/occupant's expense, the electricity to operate the grinder pump station.

16. In the event of sewage line stoppage, the homeowner/occupant must first determine that the stoppage doesn't exist in the homeowners/occupant portion of the line. Upon determination the stoppage exists in the City of Crestview's' portion of the line, the homeowner/occupant should contact the Public Services Department at (850) 682-6132 Monday thru Thursday 6:30 am to 5:00 pm, or (850) 682-2256 for after hours service calls. The City reserves the right to charge for services.

17. The homeowner/occupant MUST NOT introduce any foreign objects into the wastewater collection system through the sinks, drains, or toilets such as glass, metal, plastics such as toys and utensils, sanitary napkins or tampons, seafood shells, fish scales, diapers, rags, clothing of any kind. In addition, you must NEVER introduce explosives, flammable material, oil or grease, strong chemicals to include household chemicals, or gasoline. Introduction of foreign objects or prohibited substances specified above and in Exhibit B, constitutes misuse or abuse of the system.

18. If the grinder pump fails due to misuse or abuse, then the homeowner/occupant will be liable for any damages including the cost of materials, labor and equipment caused by his/her negligence. The determination of whether the grinder pump failed due to misuse or abuse is within the sole discretion of the Director of Public Services, City of Crestview, FL.

19. Storm and/or surface water must not be drained into the wastewater collection system.

Customer Initials _____

20. The homeowner/occupant shall not construct or allow to be constructed any type of structure (i.e. bushes, shrubs, flower beds, trees, sheds, fences, etc…), which would hamper or prevent the City of Crestview from accessing the grinder pump station or control panel for routine or emergency maintenance.

21. In no event shall the City of Crestview be liable for any damages, incidental or consequential damages as a result of the installation, operations, and/or maintenance of the wastewater collection system.

22. Wastewater will not be accepted by the City of Crestview until the terms of this agreement are met, the homeowner/occupant signs this document, and returns the original to the City of Crestview where it will be maintained.

I have read, understand and agree to the terms and conditions of this agreement.
AGREED to this _____day of _____, 2024

_____	_____
Witness	Provider – City of Crestview, FL
_____	
Witness	
_____	_____
Witness	Owner – Printed Name
_____	_____
Witness	Owner – Signature

OKALOOSA COUNTY HEALTH DEPARTMENT

810 E JAMES LEE BLVD
CRESTVIEW, FL 32539
850-689-7859

221 HOSPITAL DRIVE
FT. WALTON BEACH, FL 32548
850-833-9247

SEPTIC TANK ABANDONMENT PERMIT REQUIREMENTS
EFFECTIVE 7/01/2023

1) **COMPLETED APPLICATION PAGE.**

2) **COPY OF PLOT PLAN OR SURVEY (DOES NOT HAVE TO BE DRAWN TO SCALE). THE LOCATION OF YOUR EXISTING HOUSE AND SEPTIC SYSTEM MUST BE SHOWN ON THE PLOT PLAN. THE DIMENSIONS OF THE PROPERTY MUST BE NOTED. PLEASE SIGN AND DATE EACH PAGE.**

3) **LEGAL DESCRIPTION (property ID number).**

4) **ONCE YOUR SEPTIC TANK IS ABANDONED (INSPECTION REQUIRED), A PUMP OUT CERTIFICATE MUST BE PROVIDED TO OUR OFFICE TO RECEIVE FINAL APPROVAL.**

Permit fee: $86.00

WARNING!!!!!!!!

Before adding fill to a lot, contact the Florida Department of Environmental Protection at 850-595-8300 and the Army Corp of Engineers at 850-595-3510. By Florida Law, the Health Department must issue permits, which meet our codes, even though the areas may be considered jurisdictional wetlands by the other agencies. Their laws may prohibit any type of construction/fill on your lot. Please be sure to obtain clearance/permits from these agencies before any fill is added to your lot.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM (OSTDS)

PERMIT NO. _____
DATE PAID: _____
FEE PAID: _____
RECEIPT #: _____

APPLICATION FOR CONSTRUCTION PERMIT

APPLICATION FOR:

[ ] New System [ ] Existing System [ ] Holding Tank [ ] Innovative
[ ] Repair [X] Abandonment [ ] Temporary [ ] _____

APPLICANT: _____ EMAIL: _____

AGENT: _____ TELEPHONE: _____

MAILING ADDRESS: _____

==========

TO BE COMPLETED BY APPLICANT OR APPLICANT'S AUTHORIZED AGENT. SYSTEMS MUST BE CONSTRUCTED BY A PERSON LICENSED PURSUANT TO 489.105(3)(m) OR 489.552, FLORIDA STATUTES. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE DOCUMENTATION OF THE DATE THE LOT WAS CREATED OR PLATTED (MM/DD/YY) IF REQUESTING CONSIDERATION OF STATUTORY GRANDFATHER PROVISIONS.

==========

PROPERTY INFORMATION OSTDS REMEDIATION PLAN? [Y / N]

LOT: _____ BLOCK: _____ SUBDIVISION: _____ PLATTED: _____

PROPERTY ID #: _____ ZONING: _____ I/M OR EQUIVALENT: [Y / N]

PROPERTY SIZE: _____ ACRES WATER SUPPLY: [ ] PRIVATE PUBLIC [ ]<=2000GPD [ ]>2000GPD

IS SEWER AVAILABLE AS PER 381.0065, FS? [Y / N] DISTANCE TO SEWER: _____ FT

PROPERTY ADDRESS: _____

DIRECTIONS TO PROPERTY: _____

_____

_____

BUILDING INFORMATION [ ] RESIDENTIAL [ ] COMMERCIAL

Unit No	Type of Establishment	No. of Bedrooms	Building Area Sqft	Commercial/Institutional System Design Table I, Chapter 62-6, FAC
1				
2				
3				
4				

[ ] Floor/Equipment Drains [ ] Other (Specify) _____

SIGNATURE: _____ DATE: _____

DEP 4015, 06-21-2022 (Obsoletes previous editions which may not be used)

Incorporated 62-6.004, FAC

CITY OF CRESTVIEW Item # 10.3.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Nicholas Schwendt, CDS Planning Administrator
DATE:	6/6/2024
SUBJECT:	Long Drive Property Sale to Crestview Housing Development Corporation

BACKGROUND:

On May 29th, 2024, staff received a letter from the Crestview Housing Development Corporation expressing interest in purchasing the +/-4.79 acre property owned by the City at 535 Long Drive.

DISCUSSION:

The Crestview Housing Development Corporation is a non-profit organization that seeks to build housing for low to moderate income families within the City of Crestview Florida. Per the attached letter, the corporation intends to purchase this property for future construction of apartments for low to moderate income families.

The City previously purchased the property for $150,431.66 in 2019, with the intent of constructing a Public Services facility on the property. Staff has since determined it to be more suitable for a new Public Services facility to be located near the new bypass, and therefore, has determined there is no projected need for this property. For this reason, the property was included in the Affordable Housing Land Inventory list adopted by Resolution 2023-17. The Crestview Housing Development is offering $200,000.00 for this property, which will result in a profit for the City.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
Financial Sustainability- Achieve long term financial sustainability

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

C*ommunity Culture*- Develop a specific identity for Crestview

FINANCIAL IMPACT

This item will result in a positive financial impact on the City, as we would be selling the land for a $49,568.34 profit. The proceeds of this sale will be reserved for future city facility improvements.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the sale of the property located at 535 Long Drive to the Crestview Housing Development Corporation and direct staff to execute the sale.

Attachments

1. Request Letter

CRESTVIEW HOUSING DEVELOPMENT CORPORATION

Cecil Williams – CEO

May 29, 2024

City of Crestview
198 N. Wilson Street
Crestview, FL 32536

Attn: City Manager

The Crestview Housing Development is a Non-Profit Organization that seeks to build housing for low to moderate income families in the City of Crestview, Florida. We would love to partner with the City of Crestview moving forward in similar ventures.

It has come to our attention that the City has approximately 5.0 acres of land at 535 Long Street that may be available for purchase. We are seeking to purchase that property for future building of apartments for those in the low to moderate income salary categories.

We have the financing ready and we are willing to move with haste on this procurement. We are willing to offer $200,000.00 for this property.

If there are questions or concerns, please feel free to contact us at 850-682-2413.

Humbly Submitted,

Cecil B. Williams
CEO, Crestview Housing Development

(850) 682-2413 ~ 371 W. Hickory Avenue, Crestview, FL 32536 ~ Fax (850) 689-4559

CITY OF CRESTVIEW

Item # 10.4.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Brady Peters, Parks and Recreation Director
DATE:	6/6/2024
SUBJECT:	Twin Hills Pickle Ball Court Upgrades

BACKGROUND:

The Twin Hills pickleball courts began showing significant cracks on each of the courts, starting back in November 2023. Parks and Recreation has received multiple calls about improving the courts, citing concern for injury while playing.

DISCUSSION:

This project will include removing the old asphalt, patching the lime rock base, and installing 1 1/2" of hot mix asphalt. There will be an additional 2 pickleball courts with new nets and increased space between the courts, along with 2 new basketball goals with glass backboards. The basketball court will be full sized, where the old court was previously 10 feet short. There will be a new 10' divider fence between the 8 pickleball courts and the basketball court along with a new 4' fence to divide the pickleball courts down the middle.

Parks and Recreation staff had been working with a company out of Jacksonville for 4 months on this issue. They recommended that the asphalt needed to be replaced and the lime rock base needed to be patched or the problems would occur in two years. They quoted the job at $200,000 for six pickleball courts and said to double the price to get all the courts completed for a total of $400,000. Once staff was notified of the $400,000 price tag on April 3, 2024, more research led staff to Coastal Courts, which had a more reasonable quote of $159,750 to have eight pickleball courts and one basketball court. Due to the delay and to advance this project, we would request the Council to waive the purchasing policy and forego the bid process.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The quote from Coastal Courts to reconstruct the pickleball and basketball courts came in at $159,750. The basketball goals from Pro Dunk Hoops cost $4,998. PDQ Assembly Services provided me a quote of $1,905 to install the basketball goals and Two Guys Fencing will replace the fencing for $5,885. For this project, the total cost comes out to $172,538. The Gym Remodel budget has $152,016.20 left, which we would like to push back that project to the next fiscal year with the quotes being higher than expected. The Building and Facilities Maintenance budget has $25,400 set out for repairing the Twin Hills pickleball courts fencing. With these two accounts, there is $177,416 that can be used to fund the project.

RECOMMENDED ACTION

Staff respectfully requests a motion to waive the purchasing policy and direct staff to contract for the reconstruction of the pickleball courts at Twin Hills Park.

Attachments

1. Resurfacing Quote
2. Fencing Quote
3. Basketball Goals Installation Quote

COASTAL COURTS
COURT SURFACES + CONSTRUCTION

PO Box 16224 Altamonte Springs, FL 32714 | 407-822-9955
www.coastalcourts.com | estimating@coastalcourts.com

Date: April 30, 2024 **Project Cost: $159,750.00** **Price valid for 30 days.**

Twin Hills Park	**Brady Peters**
100 Hathaway St	850-974-2994
Crestview, FL 32539	petersb@cityofcrestview.org

Product/Service	Description
Coastal Courts to supply labor and materials to reconstruct eight pickleball, and one basketball court (24,600 sq ft).	*Fence to be removed by others.* Patch lime rock base as needed. Install 1 ½" of hot mix asphalt, rolled and compacted. Furnish and install 8ea sets of pickleball sleeves post in 2'x2'x2' concrete footing. Net posts are 2 7/8" diameter, 12-guage powder coated galvanized steel, external winder. New nets included. Flood the court(s) and patch all areas holding water to 1/8" tolerance after one hour of draining. Squeegee two coats of sand filled acrylic resurfacer over the entire surface inside the fence. Squeegee two coats of sand filled acrylic color over the entire surface. Two colors included. Stripe for 8ea pickleball courts and 1ea basketball court using two coats of white textured line paint according to ASBA

Project Cost: $159,750.00 *Deposit of 35% required to start, 35% after fence and asphalt, balance due upon completion.*

COASTAL COURTS
COURT SURFACES + CONSTRUCTION

PO Box 16224 Altamonte Springs, FL 32714 | 407-822-9955
www.coastalcourts.com | estimating@coastalcourts.com

Conditions of Sale

- Permits are not included**.**
- All labor is open shop, court must be accessible with heavy equipment, customer must provide a water source to flood court(s) and mix materials.
- Work can only be completed under acceptable weather conditions. Customer must turn off all sprinklers systems that may cause water to fall upon court(s).
- Coastal Courts is not responsible for damage to vegetation, driveways, sidewalks, curbs, or irrigation systems.
- Coastal Courts guarantees workmanship and material for one year after completion date. This guarantee excludes normal wear and tear, physical abuse or neglect, and any other condition beyond our control such as subbase settling, structural cracks, hydrostatic pressure, water vapor pressure bubbles, and intrusion of weeds or insects. As asphalt ages and weathers, it oxidizes, shrinks, and hardens, making it less flexible and more prone for cracks to reappear.
- This signed proposal is considered a contract between the customer and Coastal Courts to all options, terms, and conditions.

Signature: _____	Signature:
Print: _____	Print: Nick Knarr
Title: _____	Title: President
Date: _____	Date: April 30, 2024

2 Guys Fence and Deck Repair Estimate/Contract

2 Guys Fence and Deck Repair

850-305-7957

City of Crestview - Brady | 974-2994 | 8 May 24

Customer Name | Phone Number | Date

Twin Hills Tennis Court

Street Address | City | State | Zip

Select fence type:

Privacy	Custom Scallop	Shadowbox/ Board on Board	Chain Link	Vinyl	Aluminum
6' 8'	4' 6' 8'	6' 8'	(4') 5' 6'		3' 4' 5' 6'

Gate(s):

Single Gate < 5' $150 fee*	Double Gate < 8' $250 fee*	Double Gate 8 - 10' $350 fee*	Double Gate > 10' (metal frame gates) $500 fee*

* Includes all hardware and 4"x 6" or 6"x 6" posts – dependent on gate size

(To be completed by 2 Guys Fence and Deck Repair)

136' — Approximate Total Footage

N/A — Approximate Gate(s) Cost(s)

$5885 — Estimated** Total Cost

BRIAN HILL — Prepared by

The above named customer agrees to these terms: _____

(Signature/Date)

Payment in full is due upon completion of work.
We accept personal checks, cashier's checks, cash, credit cards, PayPal and Venmo.
A 3 % service fee is added to credit card transactions.

* There will be a $35 fee assessed to any returned checks and payment in full, to include all fees, will be due within 7 calendar days or legal action will be pursued.
** Estimates are valid for 90 days from above date.

Special Notes: Remove 68' 4' chain link, open 20' section of tennis court for resurface. Remove ~220' of 10' chain link / posts. Install 136' of 4' chain link (pickleball x2) Install ~110' 10' chain link (basketball court extension), secure 20' section after resurface

PB

Paul Bryant<pdqasmblyserv@yahoo.com>

To: Brady Peters

Tue 4/30/2024 6:59 AM

Good Morning,

Here is the quote for installation of your Pro Dunk Hercules 72" BB Goals.

2 / Pro Dunk BB Goals Installation @ $550.00 each /$1,100.00

40 / 80lb bags of concrete @ $8.00 / bag / $320.00

2 / plyboards @ $30.00 each / $60.00

Lift Rental / $125.00

Travel Fee / $300.00

Total : $1905.00

Let me know if you have any further questions regarding quote or installations of the goals. I look forward to working with you on this project.

Sincerely,

Paul Bryant
PDQ Assembly Services
1-800-699-2053 Office
1-205-873-6190 Cell

CITY OF CRESTVIEW Item # 10.5.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Tim Bolduc, City Manager, Gina Toussaint, Finance Director
DATE:	6/7/2024
SUBJECT:	Selection of Construction WWTP Management Vendor

BACKGROUND:

On April 16, 2024, the City of Crestview held a bid opening for a Request for Proposal (RFP) for the operations and maintenance of the Waste Water Treatment Plant. (WWTP)

DISCUSSION:

Two proposals were received from Jacobs and US Water Services Corporation. The bid evaluation committee held presentations on June 5, 2024 and Jacobs received a final overall score of 22.65 and US Water Services Corporation received a final overall score of 19.1.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

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Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

FINANCIAL IMPACT

There is no financial impact to accepting the selection. The planning and design costs for the priority facilities are included in the FY24 budget. Additional expenditures will be included in future years' budgets.

RECOMMENDED ACTION

Staff respectfully requests a motion to award the WWTP Project Management contract to Jacobs.

Attachments

1. WWTP Final scores rfp
2. Jacobs_Technical Proposal_Crestview-WWTP_RFP_24-04-16

SUMMARY OF TECHNICAL SCORES			Instructions to Evaluator (complete Green Boxes)
	Vendor Name	Final Technical Score	
Vendor 1	US Water Services Corp	19.1	
Vendor 2	Jacobs	22.65	
Vendor 3			
Vendor 4			
Vendor 5			
Vendor 6			
I certify that I have performed this evaluation independently and without input from any other source.			
Signature	Heather Sutton		*Remember to Sign, Print Name, and Date on this Tab when Evaluation completed.*
Printed Name	Heather Sutton		
Date	June 05 2024		

Nick

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
	US Water Services Corp								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
Cover Letter	P					Pass/Fail			Use the Pulldown Menu to select a score of Pass or Fail for each Criterion based on Rating Scale.
Completed Forms/Exhibits	P					Pass/Fail			
Company Overview	5					0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed
Specific Experience and Past Performance	5					0.2	0		
Project Approach	5					0.25	0		
Certified Minority Business Enterprise	1					0.05	0		Score 1 for non-minority owned business Score 5 for minority owned business.
Cost Proposal	4					0.2	0		
Formal Presentations/Informal Interviews	5					0.15	0		
Final Technical Score							0		

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
	US Water Services Corp								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
Cover Letter		P				Pass/Fail			Use the Pulldown Menu to select a score of Pass or Fail for each Criterion based on Rating Scale.
Completed Forms/Exhibits		P				Pass/Fail			
Company Overview		4				0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed
Specific Experience and Past Performance		3				0.2	0		
Project Approach		3				0.25	0		
Certified Minority Business Enterprise		1				0.05	0		Score 1 for non-minority owned business Score 5 for minority owned business.
Cost Proposal		~~5~~ 4				0.2	0		
Formal Presentations/Informal Interviews		4				0.15	0		
Final Technical Score							0		

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
	US Water Services Corp								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
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Completed Forms/Exhibits			Pass			Pass/Fail			
Company Overview			4			0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed.
Specific Experience and Past Performance			4			0.2	0		
Project Approach			4			0.25	0		
Certified Minority Business Enterprise			1			0.05	0		Score 1 for non-minority owned business. Score 5 for minority owned business.
Cost Proposal			3			0.2	0		
Formal Presentations/Informal Interviews			4			0.15	0		
Final Technical Score							0		

Jayce Vanderford

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
	US Water Services Corp								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
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Completed Forms/Exhibits				Pass		Pass/Fail			
Company Overview				5		0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed.
Specific Experience and Past Performance				4		0.2	0		
Project Approach				5		0.25	0		
Certified Minority Business Enterprise				1		0.05	0		Score 1 for non-minority owned business Score 5 for minority owned business.
Cost Proposal				4		0.2	0		
Formal Presentations/Informal Interviews				5		0.15	0		
Final Technical Score							0		

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Specific Experience and Past Performance					3	0.2	0		
Project Approach					4	0.25	0		
Certified Minority Business Enterprise					1	0.05	0		Score 1 for non-minority owned business. Score 5 for minority owned business.
Cost Proposal					1	0.2	0		
Formal Presentations/Informal Interviews					4	0.15	0		
Final Technical Score							0		

1 – 5

Worst Best

Nick

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
	Jacobs								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
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Company Overview	5					0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1) Enter Comments as needed.
Specific Experience and Past Performance	5					0.2	0		
Project Approach	4					~~0.35~~ 0.25	0		
Certified Minority Business Enterprise	1					0.05	0		Score 1 for non-minority owned business. Score 5 for minority owned business.
Cost Proposal	5					0.2	0		
Formal Presentations/Informal Interviews	4					~~0.2~~ 0.15	0		
Final Technical Score							0		Remember to Sign, Print Name, and Date on Summary Tab (Tab 2)

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
	Jacobs								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
Cover Letter PF		P				Pass/Fail			Use the Pulldown Menu to select a score of Pass or Fail for each Criterion based on Rating Scale.
Completed Forms/Exhibits PF		P				Pass/Fail			
Company Overview		5				0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed
Specific Experience and Past Performance		5				0.25	0		
Project Approach		4				0.15	0		
Certified Minority Business Enterprise		1				0.05	0		Score 1 for non-minority owned business. Score 5 for minority owned business.
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Final Technical Score							0		Remember to Sign, Print Name, and Date on Summary Tab (Tab 2)

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	Jacobs								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
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Company Overview			4			0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed
Specific Experience and Past Performance			5			0.25	0		
Project Approach			5			0.35	0		
Certified Minority Business Enterprise			1			0.05	0		Score 1 for non-minority owned business. Score 5 for minority owned business.
Cost Proposal			5			0.2	0		
Formal Presentations/Informal Interviews			4			0.2	0		
Final Technical Score							0		Remember to Sign, Print Name, and Date on Summary Tab (Tab 2)

Jayce Vanderford

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
	Jacobs								
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	J.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
Cover Letter				Pass		Pass/Fail			Use the Pulldown Menu to select a score of Pass or Fail for each Criterion based on Rating Scale.
Completed Forms/Exhibits				Pass		Pass/Fail			
Company Overview				5		0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed
Specific Experience and Past Performance				5		0.25	0		
Project Approach				4		0.35	0		
Certified Minority Business Enterprise				1		0.05	0		Score 1 for non-minority owned business. Score 5 for minority owned business
Cost Proposal				5		0.2	0		
Formal Presentations/Informal Interviews				5		0.2	0		
Final Technical Score							0		Remember to Sign, Print Name, and Date on Summary Tab (Tab 2)

Individual Score Worksheet									Instructions to Evaluator (complete Green Boxes)
Evalution Criteria (See Section V, Part N in RFQ)	N.S. Score awarded based on Rating Scale	W.T. Score awarded based on Rating Scale	B.B. Score awarded based on Rating Scale	Jacobs L.V. Score awarded based on Rating Scale	K.L. Score awarded based on Rating Scale	Weight	Weighted Score	Comments Can be used for recording reasons for assigning a score.	
Cover Letter					P	Pass/Fail			Use the Pulldown Menu to select a score of Pass or Fail for each Criterion based on Rating Scale.
Completed Forms/Exhibits					P	Pass/Fail			
Company Overview					5	0.15	0		Use the Pulldown Menu to select a score from 1 to 5 for each Criterion based on Rating Scale (see Tab 1). Enter Comments as needed.
Specific Experience and Past Performance					5	0.25	0		
Project Approach					5	~~0.35~~ 25	0		
Certified Minority Business Enterprise					1	0.05	0		Score 1 for non-minority owned business. Score 5 for minority owned business.
Cost Proposal					5	0.2	0		
Formal Presentations/Informal Interviews					5	~~0.2~~ 15	0		
Final Technical Score							0		Remember to Sign, Print Name, and Date on Summary Tab (Tab 2)

1- 5

worst Best

PROPOSAL FOR:

OPERATIONS, MAINTENANCE AND MANAGEMENT OF WASTEWATER TREATMENT SYSTEM

CITY OF CRESTVIEW | RFP: 24-04-16 | APRIL 2024

Jacobs

Challenging today.
Reinventing tomorrow.

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Proposer Minimum Qualifications

PROPOSER MINIMUM QUALIFICATIONS	COMPLIANCE	LOCATION
The selected firm must demonstrate a minimum of 10 years of hands-on experience in managing wastewater treatment plants of comparable size and complexity. This experience should encompass the full spectrum of plant operations, including treatment processes, maintenance protocols, and regulatory compliance.	✓	**Tab A, page 3-7** **Tab B, page 15** **Tab D, page 49** **Tab E, page xii-xvi**
The proposed management team should include individuals with relevant academic qualifications, such as degrees in Environmental Engineering, Civil Engineering, or related fields. Additionally, certifications from recognized wastewater treatment organizations (e.g., WEF, AWWA) are highly desirable.	✓	**Tab A, page 8-12** **Tab E, page vii -xi**
The firm must have a proven track record of ensuring strict adherence to all applicable environmental regulations, permits, and reporting requirements. This includes but is not limited to EPA standards, NPDES permits, and state/local regulations governing wastewater discharge.	✓	**Tab A, page 7** **Tab C, page 21- 22, 25, and 28** **Tab E, page xxiii-xxiv**
Demonstrated expertise in the operation and maintenance of diverse wastewater treatment processes, including activated sludge systems, biological nutrient removal, disinfection, and solids handling. Proficiency in troubleshooting complex operational issues and implementing innovative solutions is essential.	✓	**Tab A, page 5-6** **Tab B, page 15** **Tab C, page 18-21** **Tab E, page xii-xvii, and xxi**
A strong commitment to safety must be evident in the firm's approach to plant management. This includes comprehensive safety protocols, regular training programs, and a proactive stance towards risk mitigation and emergency preparedness.	✓	**Tab C, page 25-27** **Tab E, page xxv-xxvii**
The firm should possess sound financial management capabilities, including experience in budget development, cost tracking, and procurement. Demonstrated success in optimizing operational efficiency while containing costs is a key consideration. Efforts are essential to building trust and fostering positive relationships.	✓	**Tab A, page 7 and 13-14** **Tab C, page 18, 23-25** **Tab E, page xviii**
Provide detailed references from previous clients or projects, highlighting successful outcomes, innovative approaches, and client satisfaction. Evidence of long-term partnerships and repeat business is indicative of a firm's reliability and performance.	✓	**Tab A, page 6** **Tab B, page 15** **Tab D, page 49** **Tab E, page xii-xiv**

Proposer Preferred Qualifications

PROPOSER PREFERRED QUALIFICATIONS	COMPLIANCE	LOCATION
Commitment to environmental sustainability and resource conservation should be embedded in the firm's operational philosophy. Experience in implementing energy-saving initiatives, resource recovery programs, and green technology solutions is advantageous.	✓	**Tab C, page 28-30**
The firm should have a proven ability to engage with local communities, regulatory agencies, and other stakeholders in a transparent and collaborative manner. Effective communication strategies and proactive outreach.	✓	**Tab C, page 18, 21-22, 25, 28-29** **Tab E, page xxiv**
A robust quality assurance program is imperative to ensure consistent compliance with effluent standards and operational benchmarks. The firm must have established procedures for real-time monitoring, data analysis, and performance optimization.	✓	**Tab C, Page 21-22, 25, 28** **Tab E, page xxi-xxiv and xxviii**

A.

FIRM QUALIFICATIONS AND EXPERIENCE

Jacobs

Challenging today.
Reinventing tomorrow.

Jacobs Project Office
5101 Arena Road
Crestview, FL
32536
T: 225.828.8222
www.jacobs.com

April 16, 2024

City of Crestview
Attn: Maryanne Schrader, City Clerk
198 N. Wilson Street
Crestview, Florida 32536

Subject: Proposal for Operations, Maintenance and Management of Wastewater Treatment System, RFP 24-04-16

Dear Ms. Schrader and the Selection Committee:

The City of Crestview (City) seeks a professional firm to deliver full-service operations, maintenance, and management for the wastewater treatment system. As your operations and maintenance (O&M) partner for the last 30 years, we have consistently delivered safe, reliable, and compliant wastewater services, while continuously looking for opportunities to improve service and support your community. By selecting Jacobs, the City will retain a steward who is a proven O&M provider that understands your wastewater treatment system and will continue to work alongside you as a collaborative partner supporting the City's rapid growth and economic development objectives.

Why Jacobs?

Our successful 30-year history with the City means you know what to expect and will continue receiving the benefits and additional service capabilities with our project delivery approach, including:

- Continued commitment to regulatory compliance and stewardship of the City's assets.
- Continued access to regional technical support and Subject Matter Experts (SMEs) including more than 900 man-hours annually, at no additional costs to the City.
- Continued savings in specialty contractor costs with our uniquely skilled project team self-performing major repairs and construction projects. Examples include replacing the digester motor, pulling the master lift station pump for major repairs, and installing a new influent sewer manhole.
- Performing a condition assessment on the most critical lift stations in the collection system to provide the City with key data for capital improvement planning, at no additional cost to the City (valued at $60,000).
- Providing a construction crew to assist the City with out-of-scope projects for small pipe installation and leak repairs to keep pace with infrastructure growth and expansion requirements.
- Continued avoidance of costly scheduling and operability delays thanks to direct real-time collaboration between Jacobs' operators and Jacobs' engineering staff during wastewater treatment system upgrades and data migration to Cartegraph.
- Continued commitment to giving back to the community, supporting City-sponsored events such as the Triple B BBQ to help clean up and maintain local rivers and streams.

We have **unmatched Florida panhandle experience with a local and qualified team.** Our six-person onsite team has a combined 75 years of experience, certifications, and capabilities necessary to continue operating your system safely and efficiently. Our project team is led by the following key personnel:

Onsite Project Manager Ernie Nolan has a heavy construction management background and 12 years managing the City's system. Ernie holds dual Florida Class A Wastewater and Water Operator certifications and oversees all project and maintenance activities.

Pam Kennedy has 21 years of experience at the City's system supporting Ernie Nolan with all administrative, regulatory, and reporting responsibilities that help maintain solid relations with the regulatory community. Pam also volunteers as our site safety and sustainability champion providing team training and leadership.

Onsite Lead Operator Max Jurkovic has 30 years of experience at your system and holds a Florida Class B Wastewater Operator certification. Max is responsible for staff scheduling, operator training, process control, and data collection for regulatory reporting.

Current Crestview projects requiring O&M team coordination:

- Implementation of Cartegraph software
- Major road project routed through the City's spray fields
- Aerobic digester and rapid infiltration basin upgrades, installation of belt filter press for effective solids dewatering

Our unique "One Jacobs" integrated, multi-disciplinary approach provides a diverse group of industry experts, resulting in expanded service capabilities and reduced procurement costs. Our engineering and consulting team led by Scott Jernigan, PE from our nearby Pensacola office is currently supporting the City with the wastewater treatment upgrades required to keep pace with community growth and expansion. To support this effort, our project team works seamlessly coordinating O&M tasks with planning, design, and construction activities.

Continuing our partnership delivers quality service and technology while lowering cost. The City faces zero risks from transitioning or "tooling up" a new O&M provider and continues to benefit from a tailored delivery approach, built on 30 years of institutional knowledge and experience. We have already made the necessary investments in people, equipment, rolling stock, and tools required to effectively operate and maintain the City's wastewater treatment system.

We take pride in our longstanding service to the City and its community. As you evaluate our proposal, we trust you will find Jacobs remains the optimal choice for operating and maintaining the City's wastewater treatment system, offering exceptional value and a lasting partnership.

We invite you to contact Jill Achee at 225.828.8222, jill.achee@jacobs.com with questions. On behalf of all of us at Jacobs, we thank you for the opportunity to participate in this exciting contract.

Sincerely,

Elliott R. Wheeler
Vice President (authorized officer)
6312 S. Fiddler's Green Circle, Suite 300N
Greenwood Village, CO 80111
elliott.wheeler@jacobs.com
303.588.6749

Jill Achee
Client Service (Key Point of Contact)
100 North Street, Suite 901
Baton Rouge, LA 70802
jill.achee@jacobs.com
225.828.8222

2

CORPORATE BACKGROUND INFORMATION

e. JACOBS: AN INDUSTRY – LEADING O&M PROVIDER

Established in 1947 and based in the US, Jacobs is a Fortune 500 company that earned $16B in revenue in 2023, including $1.6B from our O&M services. With over 30,000 staff in the U.S. and 62,000 worldwide, Jacobs is one of the largest and most diverse companies in our industry. Our financial capacity and strong capitalization, combined with our expertise in O&M, design, engineering, consulting, project development and finance, program management, and construction management enable us to successfully deliver all aspects of the City's desired scope of work.

Our award-winning operations, management, and facilities services business provides critical full-service offerings, including O&M services for 170 water and wastewater treatment facilities, and a total of 300+ O&M projects in North America. With a focus on environmental compliance, transparency, and ethics, we lead the industry in advanced wastewater treatment and cost-effectively address our clients' treatment needs. What sets us apart is the immediate access our O&M teams have to in-house subject matter experts (SMEs) who are able to quickly respond to complex O&M challenges and apply state-of-the-art thinking based on experience with what works, resulting in added value for the City.

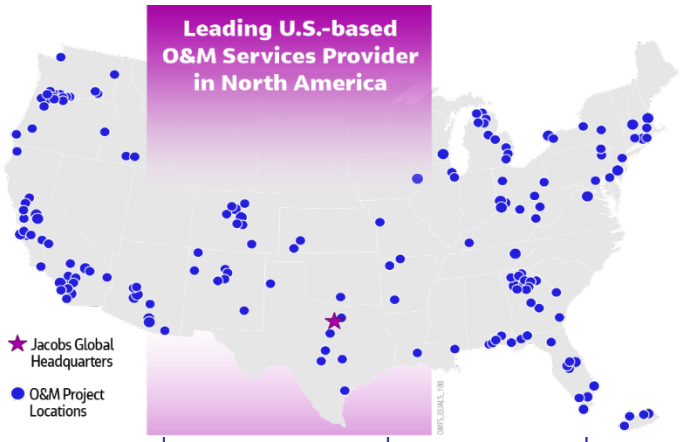
Company Facts

a. **Legal Name**: Operations Management International, Inc.
Principal Office Address (national HQ):
1999 Bryan St. #3500
Dallas, TX 75201
Phone: 214.638.0145
Project Office: 5101 Arena Road, Crestview, FL 32536
Local/Regional Office:
25 West Cedar Street, Suite 350, Pensacola, FL 32502

b. **Year Established**: 1980

c. **Type of Organization**: Corporation

d. **Correspondence**
Name, title: Jill Achee, Vice President, Client Service
Email: jill.achee@jacobs.com
Phone: 225.828.8222



4,600
O&M Staff in the US

$1.6B+
in Business Revenue for O&M Annually

99.98%
Jacobs' environmental compliance record, one of the best in the industry

#1 2023 ENR RANKINGS
in Sewer & Waste Wastewater Treatment Sanitary & Storm Sewers

98%
Contract renewal rate since 2013 from service excellence

12.5M+
Customers served every day

MOST LOVED WORKPLACES
Among *Newsweek's* top companies for employee satisfaction

f. EXPERIENCE IN FLORIDA DURING THE LAST THREE YEARS

Jacobs has been providing services in Florida in the areas of O&M, consulting, engineering and design, construction management, and program management for decades. In the past three years alone, we have completed hundreds of projects related to water, transportation, power/energy, buildings, and other public works and infrastructure services at the federal, state, and local level. We serve both the private and public sectors, including Florida's space and technology innovators. We currently provide O&M services for 16 municipal water and wastewater systems of various size and complexity throughout Florida, with a strong presence in the panhandle.

Our extensive Florida experience gives our expert staff a deep understanding of the local and state regulations that affect the City's facility. Our local team is backed by our extensive firmwide staff resources, including 4,200+ staff in Florida and 19 offices positioned across the state, including major centers in Pensacola, Tallahassee, Jacksonville, Fort Lauderdale, Orlando, Tampa, and Miami. These professionals remain "on the ready" to support our Crestview team in the event of uncontrollable or adverse weather events.

PROVEN PARTNER WITH CRESTVIEW

The Jacobs team has proudly serviced Crestview's WWTP O&M needs for 30 years. Our staff know and care for your facility as if it were our own, with a deep commitment to compliance, reliability, quality, and value.

3 ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE

a. JACOBS' TECHNICAL CAPABILITIES FOR A HIGH LEVEL OF SERVICE

Jacobs has provided O&M services, as well as engineering and consulting support, to the City for 30 years. Our team understands the methods and procedures necessary to effectively operate and maintain your wastewater treatment system, ensuring the level of compliance, reliability, and responsiveness the City's customers deserve.

Our longevity at the City has provided our team with the institutional knowledge and capabilities necessary to meet any challenge that may arise—such as hurricane events, excessive flows, or aging equipment. Nothing can replace the insights our team has honed after 30 years of daily operations. This value cannot be overstated, **because retaining our team and proven performance eliminates the risks associated with transitioning to a new and unproven operator. Continuing with Jacobs provides the City the best technical capabilities available.** These capabilities and their benefits include:

EXPERT PERSONNEL RESOURCES

Jacobs' onsite O&M team includes six full-time personnel with a combined 75 years of experience at the City's wastewater treatment system along with the licenses, certifications, training, and skillsets necessary to ensure safe, reliable, and compliant operations.

Our onsite team is backed by regional specialists in maintenance and computerized maintenance management system (CMMS), process control and operations, and health and safety, as well as national subject matter experts (SMEs) in biosolids, regulatory compliance and sampling/laboratory QA/QC, and more – **our fee annual fee includes more than 900 man-hours of regional technical support annually.**

Additionally, Jacobs' regional maintenance team routinely supports more complex maintenance needs in lieu of the City hiring specialty contractors.

TECHNICAL CAPABILITIES DEMONSTRATED AT THE CRESTVIEW WWTP

We have delivered value-added services to enhance the system, ensuring its ability to meet rapid growth in influent, regulatory loads, and biosolids.

Jacobs staff installed a new sludge pump, providing cost savings—just one of many similar examples.

EXTENSIVE EQUIPMENT, MATERIALS, AND METHODS CAPABILITIES

- Jacobs has made the necessary investments in equipment, materials, rolling stock, and tools required for the effective O&M of your wastewater treatment system.
- We leverage our national scale buying power to cost-effectively procure items such as chemicals and maintenance materials.
- We have assisted the City with equipment upgrades over the past several years using our OneJacobs approach that allows staff to self-perform key repairs that help the City avoid additional costs associated with retaining and managing specialty contractors.
- Examples of recent value-added efforts include removal and service of the master lift station pump, installing piping around the headworks, siding on the office and belt press building, and supporting ongoing solids handling improvements associated with the wastewater treatment upgrades.
- We have in-house, industry-leading scientists, engineers, and technologists working at the forefront of treatment methods and improvements focused on optimizing systems, reducing costs, and preparing for expected regulatory changes.

b. JACOBS' CAPABILITIES TO PROVIDE FULL O&M SERVICES

Jacobs has been in the business of providing full-service contracts for O&M of water and wastewater systems since 1980—more than four decades. Our portfolio of O&M services includes more than 170 water and wastewater treatment facilities, collection and distribution systems, 100 water quality laboratories, meter reading, stormwater management, fleet maintenance, groundwater remediation systems, and facility management services. We can also leverage our deep bench of technical experts to deliver much more than the typical O&M contractor, including:

- Operations and maintenance
- Consulting engineering and design
- Construction and equipment installation for efficient delivery of capital improvements
- Cost-effective national-scale purchase and procurement
- Asset management and CMMS, including support for a range of CMMS platforms such as Cartegraph
- Regulatory compliance expertise and data management for superior sampling and reporting QA/QC
- Ongoing process and operations optimization
- Industry-leading technical innovation and problem solving
- Capital planning expertise

Our full menu of services (**Exhibit 1**) allows us to quickly resolve any challenge our onsite O&M team encounters and is available to support the City with out-of-scope needs, including **engineering services to perform lift station and odor control assessments** as well as **migrating existing CMMS data to Cartegraph** and **providing a dedicated construction crew to perform pipe installation and repair to support the City's rapid growth and expansion**. Jacobs may deliver certain professional services through a properly licensed affiliate.

EXHIBIT 1. Breadth and Depth of Jacobs' Full-Service O&M Capabilities, and Much More

O&M	Consulting	Engineering	Procurement	Construction
• Asset Mgmt & CMMS • Biosolids • Planning/Scheduling • Regional & Major Maintenance Support • Chemical Optimization • QA/QC & Project Audits • Safety Excellence • Subcontract Management • Technical O&M Services • Training & Certifications • Community Engagement • Project Sustainability	• Cyber Security • Technology & Innovation • Regulatory Compliance • Site Security • Energy Mgmt & Efficiency • Carbon Strategy & Mgmt • Next Level, Data-driven Decisionmaking with AI & Machine Learning • Lifecycle Water Mgmt • Licensing/Permitting • Technology Selection • Master Planning	• Project Management • Owner's Engineer • Full Engineering Services • Value Engineering • Operations & Safety in Design • Process Engineering & Optimization (including IFAS & Bardenpho) • Process Safety Mgmt • Laser Scanning/LiDAR • SCADA	• Planning & Strategy Development • Global Sourcing & Prequalifications • Materials & Equipment Procurement • Expediting • Transportation/Logistics • Field Material Control & Inventory Management • Vendor/Subcontractor Administration	• Commissioning & Startup Assistance • Design-Build (DB) & DB-Operate (DBO) • Ongoing Operations during Construction • Modular Fabrication & Installation • Mechanical Piping & Electrical Construction • General Contracting • Union & Open Shop Direct Hire

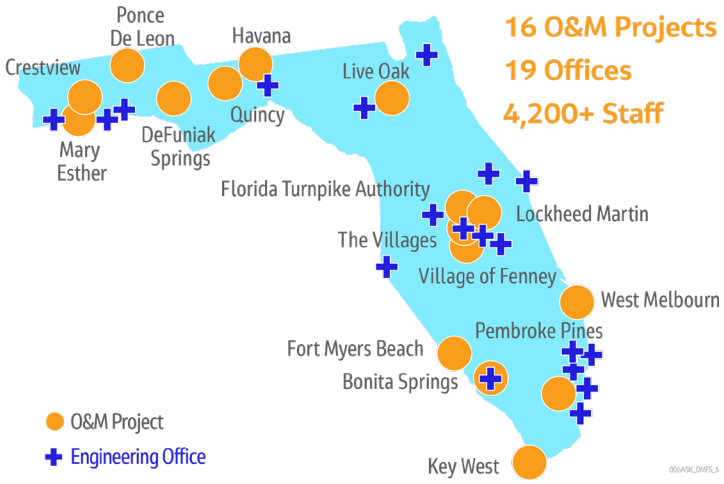
c. JACOBS' SUCCESS DELIVERING INNOVATIVE APPROACHES AND PROBLEM SOLVING

As the No. 1 wastewater design firm according to 2023 *Engineering News-Record* (ENR), Jacobs is constantly driving innovation and testing new technology to meet the needs of our clients and for our own use as operators. We provide a representative selection below from hundreds of past successes. These efforts save our clients costs, improve efficiency, and help reduce and prevent pollution. We provide additional innovation samples on page xvi in Tab E.

d. HISTORY AND EXPERTISE WITH RELEVANT FLORIDA REQUIREMENTS

Because we have been providing O&M services in Florida for decades, we bring a deep understanding of the local and state regulations that affect your system. As shown in **Exhibit 2,** we have extensive experience with 19 offices across the state, including nearby in Pensacola, Ft. Walton Beach, and Shalimar. Our current Florida O&M projects provide assurance of both our highly relevant O&M experience and a reserve of staff resources to support the City's team during unexpected staff absences or emergency situations.

EXHIBIT 2. Jacobs' Robust Florida Resources and Relevant Experience and Expertise



Our transparent and collaborative approach developed over 30 years provides unmatched knowledge of Florida requirements related to the scope of services, including:

- Longstanding working relationships with regulatory agencies in Florida result in streamlined resolution of compliance issues. Jacobs has been vigilant in meeting state and federal regulations achieving a near perfect 99.9% compliance rate over the last 30 years.
- Unparalleled information sharing among our Florida project teams and engineering/ consulting staff in the state to make sure our team has the latest understanding of changes and best practices garnered from lessons learned across the state.
- Our project and regional teams also advocate on behalf of the City with regulatory officials and organizations, including the Northwest and Florida League of Cities, Florida Department of Environmental Protection (FDEP), and the Environmental Protection Agency (EPA).
- Deep knowledge of and relationships with local and regional material and equipment vendors, allowing our team to solve problems and identify the most cost-effective options.
- Readily available, Florida-certified operators within 45 minutes of Crestview to provide backup resources if needed.

BUILDING EXPERTISE IN FLORIDA WASTEWATER TREATMENT

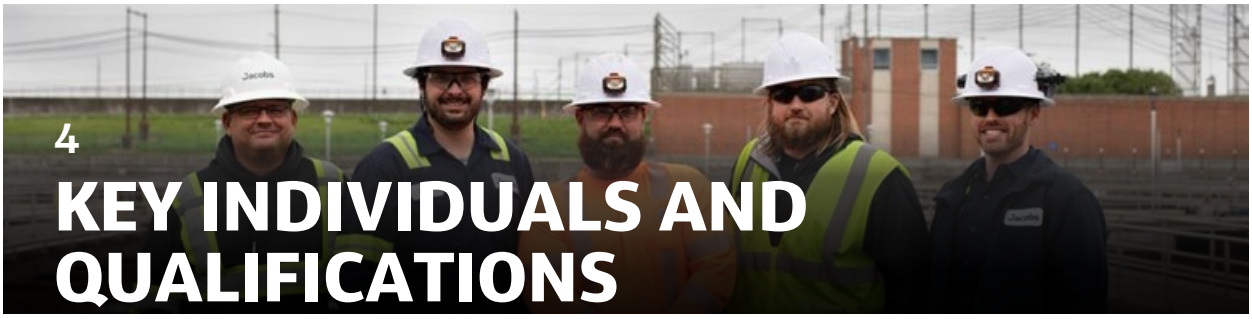
The Jacobs team is working hard to build a pipeline of talent to run our water, wastewater, and other municipal services.

Our Deputy Project Director at The Villages, Josh Rushing, worked with Lake Sumter State College to adopt curriculum teaching students about this field. Josh and his fellow adjunct instructors, including The Villages Wastewater Manager David Fennell, are teaching the curriculum for Florida Wastewater C licensure three hours per evening, three days per week in-person. Students will be eligible to sit for the license test immediately upon class completion.

e. DEMONSTRATED CAPABILITIES AND EXPERIENCE COMPLETING PROJECTS ON SCHEDULE AND IN BUDGET

Jacobs brings expertise in project delivery to all our efforts. By selecting Jacobs, the City will not need to schedule a transition to another operator, ensuring ongoing, uninterrupted delivery. With regards to budget, Jacobs typically contracts O&M services under a fixed fee approach. During the 30 years we've worked with the City, we've never had to file a change for additional compensation on the base O&M scope of services.

Additionally, we have cost effectively executed numerous out of scope projects for the City. Examples include the Lloyd Street Lift station repairs completed in 2023, which included rehabilitating three wet wells and pipe replacement and the current Influent Manhole Emergency Repair which includes design and structural improvements. Due to our project team's specific skill set, we can complete these projects without specialty contractors, resulting in substantial savings for the City. We provide additional examples on page xvi in Tab E.



4 KEY INDIVIDUALS AND QUALIFICATIONS

Our team's extensive experience at the City's wastewater treatment plant spans 30 years. Our stable staff demonstrates commitment and expertise, while our operators continually enhance their knowledge of the City's wastewater system. Regional leadership actively supports the project, providing strategic guidance and fostering collaboration. Our in-house resources efficiently handle out-of-scope additions, reducing costs and showcasing adaptability and innovation.

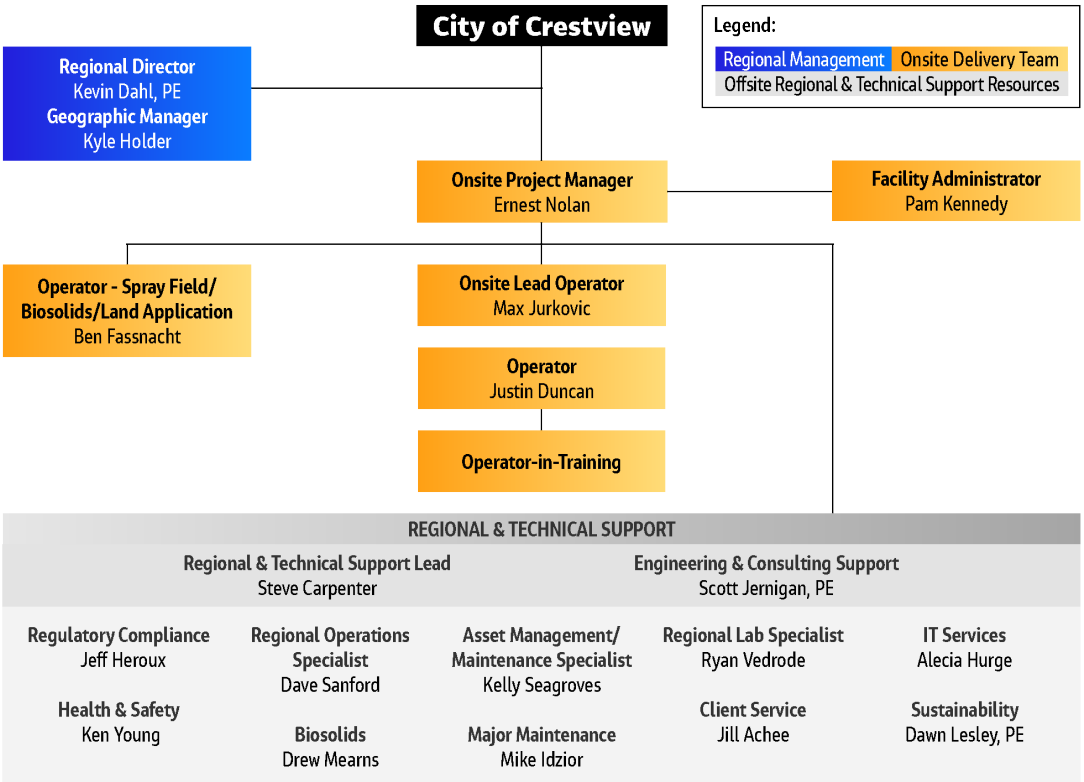
a. PROJECT TEAM RESUMES

We provide full resumes for key project team members in **Tab E**.

b. JACOBS' TEAM ORGANIZATION REFLECTS OUR CURRENT SUCCESSFUL DELIVERY OF O&M FOR CRESTVIEW

The onsite O&M staff are fully integrated with and supported by our regional management team and technical support resources as illustrated in our team organization chart (**Exhibit 3**).

EXHIBIT 3. Jacobs Team Organization



c + d. JACOBS' CONTINUED COMMITMENT OF HIGHLY QUALIFIED PERSONNEL

REGIONAL MANAGEMENT AND ONSITE O&M TEAM

In this section, we discuss our regional leadership and onsite O&M team at the City, followed by a summary of offsite engineering, regional, and technical resources that will support the project team.

Ernie Nolan, Onsite Project Manager

Ernie's 12-year affiliation with the City's wastewater facilities includes managing construction of key upgrades to operating and controlling treatment systems. He guides daily operations, staffing, and reporting. His working relationship and level of trust with City officials promotes efficient operations and cost management. Because Ernie holds Florida Class A licenses in both wastewater and water, he is a versatile resource to help the City achieve its utility operations objectives.

Percent Available: Full-time | **Specific Tasks:** Staffing, general administration and financial management, data interpretation, compliance reporting and recordkeeping, treatment process monitoring and control

Pam Kennedy, Facility Administrator

Pam manages our documentation for regulatory reporting and handles office management and administrative tasks. Pam also acts as our site safety and sustainability representative. She has served our team and the City for 21 years. Pam's organizational skills, consistency and professional focus help us maintain solid relations with the regulatory community.

Percent Available: Full-time | **Specific Tasks:** Records system maintenance and management, report preparation, training, and safety program recordkeeping

Ben Fassnacht, Operator – Spray field/Biosolids/Land Application

Ben has been working on the City's project for just over seven years. Ben supports maintenance activities and oversees the spray field operations and compliance, working with contract farmers to grow livestock-grade hay. Ben is dual certified with a Class C Water and Wastewater certification and is preparing to test for the Florida Class B Wastewater Operator license this year.

Percent Available: Full-time | **Specific Tasks:** Biosolids management, land application operations, crop management and harvesting, equipment maintenance and repair

Max Jurkovic, Onsite Lead Operator

Max has served the City for 30 years, has 34 years of experience in wastewater treatment, and is a Florida Class B Wastewater Operator. Max continues to advance and promote our operator-in-training program, which has enhanced our ability to staff the plant and increased our team's capacity to assist the City with other projects as needed.

Percent Available: Full-time | **Specific Tasks:** Staff scheduling, task management, operator training, wastewater treatment process control, data collection and reporting for operations planning and regulatory reporting

Justin Duncan, Operator

Justin has been on our team for five years and holds a Florida Class C Wastewater Operator's license. Justin's certification is especially important, as the plant must have an appropriately licensed operator onsite 16 hours a day, seven days a week. Justin can help our staff comply with regulations, while enabling greater staff mobility and availability to assist the City.

Percent Available: Full-time | **Specific Tasks:** Wastewater treatment system operation, preventive and predictive maintenance, process control and process data management

Operator-in-Training

There is a full-time Operator-in-Training position currently being recruited. We expect to fill the position in the next 30 days. Roles and responsibilities will include working on daily activities associated with operating and maintaining the system with a focus on inventory maintenance, ground maintenance and housekeeping.

Percent Available: Full-time | **Specific Tasks:** Wastewater treatment system operation, lift station maintenance and grounds keeping

Ninja, Rodent Control Specialist

Ninja has seven years of experience, contributes to rodent population reduction and staff stress management, and holds a Florida Grade A (awesome) Cat Certification.

Percent Available: Full-time | **Specific Tasks:** Pest control, staff stress management

Kyle Holder, Geographic Manager

Kyle has 39 years of experience in water treatment, wastewater treatment including land application systems, public works, bio-solids management, and agriculture practices for land application systems, rehabilitation of wastewater collection systems, water distribution systems, lift-station, and stormwater drainage systems.

Percent Available: As needed | **Specific Tasks:** Support and oversight with aspects of Project delivery, including personnel, safety, compliance, client communications, client relations, performance regional support resources and contract retention

Scott Jernigan, PE, Engineering and Consulting Support

Scott has worked with the City since 2016 and has managed multiple projects, including dewatering upgrades and effluent disposal work at the wastewater treatment system, design of the Antioch elevated storage tank, and initial phases of the Sewer Master Plan. His in-depth knowledge of wastewater operations and strong technical background will provide innovative solutions for meeting systemwide needs.

Percent Available: As needed | **Specific Tasks:** Engineering, consulting and design support, client communications, capital improvement planning

Kevin Dahl, PE, Regional Director

Kevin has 22 years of experience in O&M and engineering of wastewater treatment systems. His experience includes conducting operability reviews during planning and design to maximize opportunities for O&M and energy savings, and reduce risks during construction, commissioning, and startup.

Percent Available: As needed | **Specific Tasks:** Project administration, delivery and performance oversight, support for national and regional technical resources, executive leadership for client communications and accountability.

Steve Carpenter, Regional and Technical Support Lead

Steve brings more than 26 years of experience in water utility facility and project management, treatment optimization, and regulatory compliance. He is a skilled utility professional who offers operations and management expertise. His experience includes 19 years of utility management and supervision, working with large facilities and complex treatment processes.
Percent Available: As needed | **Specific Tasks:** Allocation of regional technical support resources

DEEP BENCH OF AVAILABLE TECHNICAL RESOURCES

Jacobs stands out due to our extensive network of technical resources supporting O&M projects. For our partnership with the City, ongoing access to these resources is part of our fee. Our unmatched expertise covers all aspects of successful operations, today and in the future. The qualifications of our technical support team are briefly summarized below, representing just a fraction of Jacobs' capabilities.

Jeff Heroux, Regulatory Compliance

Jeff has more than 30 years of regulatory oversite experience with wastewater and industrial pretreatment programs, including considerable compliance, laboratory, and operations expertise.
Percent Available: As needed | **Specific Tasks:** Permit and regulatory support, compliance audits, and regulatory training programs for treatment facility managers and staff

Ken Young, Health & Safety

Ken has 20 years of experience as a Safety Manager for contract companies performing maintenance, project, and turnaround operations. He has five years of experience as a supervisor, managing a team with two foremen and 50 direct reports.
Percent Available: As needed | **Specific Tasks:** Safety training, routine inspections and audits, safety metrics

Jill Achee, Client Service

Jill has 30 years of experience and a proven track record managing multi-million-dollar water and wastewater treatment projects. Her expertise allows her to troubleshoot and turnaround poorly performing projects.
Percent Available: As needed | **Specific Tasks:** Client relations, strategic planning, performance management, business development, and contract negotiations

Mike Idzior, Major Maintenance

Mike has over 20 years of experience in water/wastewater maintenance including hands-on to management. Mike has completed several condition assessments of water/wastewater utilities.
Percent Available: As needed | **Specific Tasks:** Mechanical, I&C, electrical, process equipment, chemical feed systems troubleshooting, maintenance, repair, planning/scheduling, and management

Dawn Lesley, PE, Sustainability

Dawn is a values-driven leader with more than 25 years of varied experience as an engineer, sustainability leader, trainer, and community leader. She has led operations teams to save millions of kWh (and hundreds of thousands of dollars) eliminating energy waste while improving the treatment process and effluent quality.

Percent Available: As needed | **Specific Tasks:** Process control and optimization

Kelly Seagroves, Asset Management/Maintenance Specialist

Kelly is the Predictive Maintenance Manager for all the Operations and Maintenance Facility Services at Jacobs. He has over 12 years of Predictive Maintenance experience in industrial operations and holds multiple certifications in PdM Technologies.

Percent Available: As needed | **Specific Tasks:** Maintenance planning, training and condition assessments

Dave Sanford, Regional Operations Specialist

Dave is an experienced Project Manager and Operations Specialist in the municipal and industrial water and wastewater fields. He is a skilled trainer, working in the field with operators to develop process control strategies, process control testing for laboratory operations, data interpretation procedures, and process change implementation techniques.

Percent Available: As needed | **Specific Tasks:** Wastewater operations and process control

Ryan Vedrode, Regional Lab Specialist

Ryan has over 20 years of experience in the drinking water and wastewater treatment industry, specializing in laboratory work and plant operations. He reviews federal and state regulations and often engages with regulators to ensure strict compliance with permits. Ryan currently provides laboratory support and training to maintain compliance at his drinking water and wastewater treatment projects.

Percent Available: As needed | **Specific Tasks:** Laboratory and compliance

Alecia Hurge, IT Services

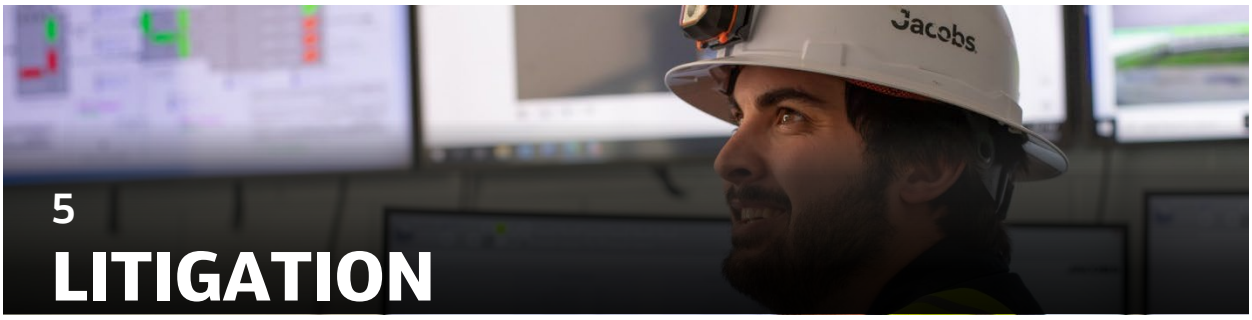
Alecia has four years of experience in network system administration and analysis, technical training, technical documentation/support (network and PC), and system administration. She also has experience in project management and help desk management and supervision in the government and private sectors.

Percent Available: As needed | **Specific Tasks:** Hardware, software and communications

Drew Mearns, Biosolids

Drew has over 20 years of experience with residuals management across different regions of the country having worked at one time or another for several large nationwide firms handling biosolids and industrial sludges. He is well-versed in biosolids from dewatering to disposal with an operational approach for providing best management practices as well as lowest cost alternatives.

Percent Available: As needed | **Specific Tasks:** Biosolids and dewatering operations



5 LITIGATION

a. CASES

Jacobs has over 300 global operating entities, with approximately 100 operating entities in the U.S. and Canada, and a combined global talent force of more than 62,000 and approximately $16B in revenue. Given Jacobs' size, disputes, claims, arbitrations, or lawsuits may arise from time to time and in the ordinary course of its business. However, the number of such instances is minimal, especially considering the nature of work and size of the company. Jacobs seeks to avoid litigation and aims to resolve any such disputes in an amicable manner, whenever possible.

The company considers its claims to be confidential to the company and its clients. While the outcome of pending disputes is often difficult to predict, senior management and General Counsel believe that no pending dispute, claim, arbitration, or lawsuit will result in a materially adverse impact on the company's consolidated financial statements or its ability to perform its obligations under any contract. Any litigation that is considered to have the potential for a material impact on the company's operations is disclosed in Jacobs SEC filings, which can be found online at https://invest.jacobs.com/overview/.

b., c., d., e., f. REGIONAL OFFICE, SANCTIONS, LOST ACCOUNTS, CANCELED ACCOUNTS, CONTRACT DENIAL

Jacobs' applicable regional/district office is located at 25 West Cedar Street, Suite 350, Pensacola, Florida 32502 and covers the Florida panhandle area. In this region/district, we have no cases pertaining to "Sanctions," "Lost Accounts," "Cancelled Accounts", or "Contract Denials" as outlined in the RFQ.

6 FINANCIAL PLAN

We have provided the City's preferred documentation, a Surety Bond commitment letter as defined in the RFQ and in the required amount in **Tab E**. This documentation demonstrates that Jacobs is fiscally and operationally sound, with sufficient human and financial resources necessary to: (1) fulfill the implicit and explicit contractual obligations identified in this solicitation and (2) provide the level of services required by the specifications that result from the solicitation process.

Financial stability and strength are critical in public-private partnerships as it reassures the owner of service continuity to its residents. While smaller firms can have strong financial performance, by virtue of their size, they remain at risk of being affected by a single troubled project, which then exposes the City to the risk of potential service interruption. Jacobs financial strength is built on a strong foundation of sound business practices and continued, sustainable growth.

Consistent client satisfaction has fueled our growth over the last 74 years and over 40+ years in our O&M business unit. Our historical growth, industry excellence, and solid financial history have provided us the strength to meet financial requirements of the largest and most complex programs in the world.

Our growth strategy is based on long-term relationships with clients, quality service, and innovation in areas that meet our clients' evolving needs. This philosophy has proven effective in our industry and has propelled us to a position as one of the largest public works and utility O&M, environmental engineering, and construction firms in the world. More importantly, this business philosophy has provided our clients a stable service provider. We have the depth of financial resources and strength to ensure cost-effective contract work performance with continuity and consistency.

B.

SIMILAR PROJECTS, PAST PERFORMANCE

1

SIMILAR PROJECTS, PAST PERFORMANCE

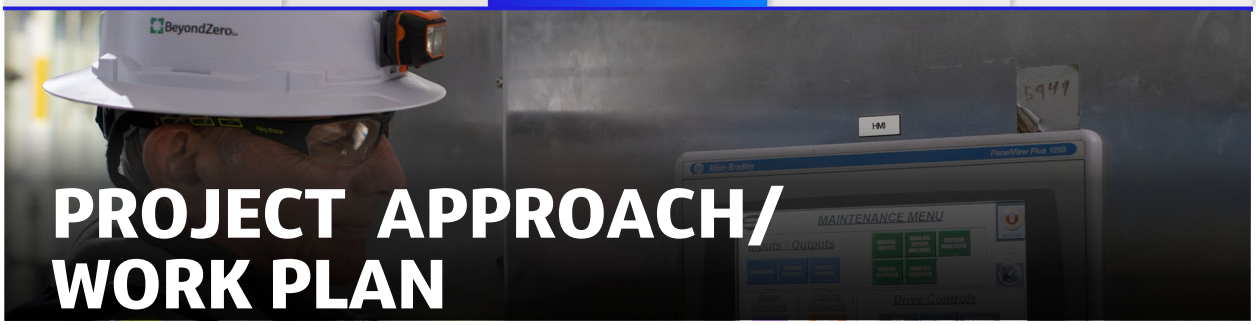
Client references speak volumes about the true quality of a firm's service and its commitment to excellent customer service. Jacobs has a successful 40-year history of water and wastewater contract operations that includes hundreds of active U.S. locations and a contract renewal rate of 98 percent since 2013. The City has benefited from this broad base of lessons learned, having had first-hand experience with our capabilities over the last 30 years. Even though we bring the resources of a global company, we are first and foremost a local firm, dedicated to providing the City with exceptional client service. That includes our regional support and leadership team, who make it their business to support and ensure the success of Crestview O&M staff. In Tab E, Additional Information, we provide projects that demonstrate our team's relevant project experience from the last three years. We also included the same client references on Attachment 9 under Tab D, Required Forms. These Jacobs clients can vouch for the positive change our services have brought to their utility operations.

PROJECT NAME, CLIENT	DATES	COST	SIZE (MGD)	ROLE	TEAM MEMBER
DeFuniak Springs WWTP, City of DeFuniak Springs, FL	2003 – Ongoing	$884k	1.5	Wastewater Utility O&M Services	Jacobs provides 100% onsite O&M staff
Live Oak WTP & WTTP, City of Live Oak, FL	1997 – Ongoing	$1.09M	2.0 (WTP) 1.0 (WWTP)	Wastewater Utility O&M Services	Jacobs provides 100% onsite O&M staff
Mary Esther WWTP, City of Mary Esther, FL	2003 – Ongoing	$1.69M	1.0	Wastewater Utility O&M Services	Jacobs provides 100% onsite O&M staff

C.

PROJECT APPROACH/ WORK PLAN

C.
PROJECT APPROACH/
WORK PLAN



PROJECT APPROACH/ WORK PLAN

JACOBS IS YOUR BEST CHOICE FOR THE FUTURE

LOCALLY BASED DELIVERY TEAM WITH UNMATCHED FLORIDA PRESENCE AND EXPERIENCE

With more than 30 years of experience providing O&M services to the City, Jacobs takes pride in our partnership with the City and the exceptional professionals on our team. Many of these experts, boasting a combined 75 years of experience, have dedicated the majority of their careers to serving the City. Our team's expertise has led to key system improvements such as the successful wastewater treatment upgrade in 2015, resulting in enhanced effluent quality and regulatory compliance.

Value for money. Our proposal includes a condition assessment on the most critical lift stations in the collection system to provide the City with key data for capital improvement planning, at no additional cost to the City (valued at $60,000). This, together with **over 900 man-hours of regional support** and our Florida-based resource pool, serves as the platform for delivering operational value at no additional cost to the City. In fact, for the **last five years, our regional support team has averaged 860 hours annually in support of your project at no additional cost to the City.** This translates to reduced costs and quicker responses to any situation the City may face.

No added risk or costs from transitioning. We understand your system and more importantly its challenges; by selecting Jacobs, you will eliminate the need for transitional planning, along with the associated operational risks, and costs. Additional benefits of selecting Jacobs include:

- No start-up time or associated expenses.
- No inefficiencies and interruptions or reductions in service.
- No loss of staff and institutional knowledge due to change of companies.
- Continuity in health insurance, paid time off accruals, and other employee benefits.

Work plan to carry out the objectives of the project. Drawing upon our collaboration with the City, we have developed and executed comprehensive work plans, as shown in **Exhibit 2** under **Tab E, Additional Information**. These thoughtful strategies lay the groundwork and set clear performance expectations. By working in close partnership, we consistently achieve optimal results, ensuring successful project outcomes. During the recent contract term, we have **invested and implemented the Maintenance Connect (CMMS) and Hach WIMS** process control software platforms at no additional cost to the City.

a + b. STAFFING PLAN

Our proposed staffing plan reflects the current staffing approach with a total of six full-time personnel dedicated to the City, as shown in **Exhibit 3** under **Tab A, section 4. Key Individuals and Qualifications**. We also provide brief summaries of the technical capabilities and experience of our Onsite Project Manager, Onsite Lead Operator, and other dedicated staff who currently manage and operate the wastewater treatment system. Detailed resumes for these staff are provided under **Tab E**.

We will maintain the current shift schedule, which provides 24/7 on-call operations across two 8-hour shifts. This guarantees an operator with a Class C or higher certification will be on-site from 7:00 AM to 11:00 PM, providing coverage 16 hours a day, seven days a week. The wastewater treatment system is equipped with an alarm system that automatically notifies Panhandle Alarm. This setup guarantees a 30-minute response time, although our team typically responds within 10 minutes. Our immediate response to callouts minimizes equipment damage and potential spills, resulting in annual maintenance and repair savings, and reduced regulatory violations for the City.

Our staffing plan is based on our 30-year history of successful operations, which reflects the City's expectations and is consistent with the FDEP operator staffing requirements. Based on our extensive industry experience, this level of staffing continues to optimize compliance and reliable operations for the City's wastewater treatment system.

e + k. STAFF TRAINING AND CERTIFICATION PROGRAMS

Jacobs has implemented an employee electronic learning center (e-Learning) allowing each employee access to many free web-based training courses. The e-Learning center provides a place to document and track all training. The system includes notification of upcoming mandated training.

All employees benefit from training and development programs specifically tailored for the City. These include the Operator-In-Training program, certification incentive program, regulatory compliance training, OSHA and site safety training, and operations and maintenance continuing education training programs.

Justin Duncan and Ben Fassnacht recently completed our Operator-In-Training program. The Jacobs certification incentive program encourages employees to pursue further education by providing paid education and covering expenses for successful certification exams. Upon obtaining each level of certification, employees are rewarded with a one-time bonus and a salary increase. Therefore, staff members are motivated to continue their education and attain higher levels of certification.

f. STAFF BENEFIT PROGRAM

We understand the importance of identifying and retaining key talent with the necessary state certification requirements for your system. Our leadership team regularly analyzes market wage rates to make sure our compensation rates remain competitive with the ever-changing market. We offer a robust benefits package that includes medical/dental, paid time off and paid holidays, retirement options, and reimbursement for tuition and costs related to certification study and testing, as well as a selection of additional voluntary benefits choices. Jacobs will continue to provide the quality benefit package we are currently offering to the City's project team.

g. SUCCESSION PLANNING AND RECRUITMENT

We highly value the institutional knowledge of our current staff. Each member brings unique skills and specialized services, contributing to the efficient operation and maintenance of the wastewater treatment system. This combination of expertise, dedication, and ongoing education fosters staff development while minimizing turnover.

In the event of advancement or unexpected employee turnover, the project manager consults our Jacobs recruitment team for job posting and hiring advice. Jacobs collaborates with HKA Enterprises for recruiting, advertising, sourcing the right candidates, and managing probationary employment. On several occasions, the City has benefitted from successful Operator-In-Training (OIT) recruitment from staff engaging with the local community.

c. OPERATIONS, MAINTENANCE, AND MANAGEMENT PLAN

Since 1994, we have worked with the City to bring many positive changes to the wastewater treatment system, such as implementation of a comprehensive asset management program, resulting in improved reliability and extended life of facility assets. Our goal every year continues to focus on improving operations, developing and implementing new innovations, and making investments to create long-term value. We look forward to continuing our partnership with the City for the next five years and beyond.

Developing and implementing comprehensive and thoughtful O&M management plans establishes the foundation and expectations for performance, and plans work best with an integrated team approach. Our management philosophy leverages the full breadth of our resources to cost-effectively deliver performance excellence.

Our Management Plans, summarized in **Exhibit 4**, are customized to fit the needs of the City's wastewater treatment system.

EXHIBIT 4. Management Plans Prepared by Jacobs

- Asset Management – (using CMMS)
- Biosolids Management – Beneficial Reuse
- Communications Plan
- Compliance Management
- Continuity of Operations Plan
- Critical Emergency Equipment Plan
- Emergency Response Plan
- Financial Reporting and Management
- Groundwater Monitoring and Reporting
- Hazardous Materials Business Plan
- Information Technology
- Laboratory Management Plan
- Monitoring and Sampling Plan
- Quality Assurance and Quality Control Plan (QA/QC)
- Maintenance Management Strategy
- Operating Protocols – Standard Operating Procedures (SOPs)
- Operations Strategy Plan
- Project Quality Management Plan
- Records Retention Plan
- Reuse Water Management
- Risk Management Plan
- Safety Program
- Spill Prevention Control and Counter Measures Plan (SPCC)
- Spray Field Hay Harvest Management
- Staff Succession Plan
- Staff Training Plan
- Subcontractor/Vendor Management
- Sustainability Plan
- Unit Process Control Plans (UPCPs)

DESCRIPTION OF CITY'S WASTEWATER TREATMENT SYSTEM

As your current O&M partner, we have a deep understanding of your wastewater treatment system designed for 3.0 MGD, which consists of the Lloyd Street master lift station, headworks with three static screens, a bar rack, and a vortex grit remover. Two activated sludge treatment trains each include an anoxic basin, an oxidation ditch, and a secondary clarifier. Effluent from the clarifiers is disinfected by a dual chamber chlorine contact basin, then gravity flows to a 1.53 MGD permitted annual average daily flow (AADF) Spray Irrigation System, 1.12 MGD for RIBS, and 0.02 MGD for beneficial reuse in the system. The spray irrigation system includes a 10-million-gallon storage pond. The biosolids treatment process includes two aerobic digesters, and a belt filter press. Biosolids are transported to Alabama by Green South Solutions for beneficial land application in the counties of Covington and Geneva.

j. WASTEWATER TREAMENT METHODOLOGIES

OPERATIONS STRATEGY

Our comprehensive operations strategy includes a thorough understanding of permit operating requirements to produce exceptional effluent and biosolids quality. A key component of our operational strategy includes the Unit Process Control Plan (UPCP) which includes focus points and key performance indicators. The Jacobs team designed our UPCPs to meet or exceed permit limitations, avoid process upsets, maintain steady-state operations. With assistance from our regional technical specialist, operating strategies are audited and updated annually. The wastewater treatment system is automated using Supervisory Control And Data Acquisition (SCADA) to monitor and control operations. **As an industry leader in the application of digital tools in the wastewater industry, we will continue to work extensively with the City to plan short- and long-term SCADA system upgrades and improvements to further optimize the wastewater treatment system.** Our strategy is summarized below:

Lloyd Street Master Lift Station

The Lloyd Street lift station is a critical component of the wastewater treatment system. We continuously monitor the influent flow rate to verify pumps are operating at peak performance and address any issues as soon as they arise. Future improvements we would like to discuss with the City include SCADA upgrades and additional sensors to improve predictive maintenance and analytics.

Headworks

The headworks requires flow rate and operational monitoring of the screening and grit removal systems to ensure heavy solids and debris are removed from the treatment process ahead of the activated sludge treatment process. Solids and debris are collected in dumpsters and transported to the landfill for disposal on a weekly basis. By optimizing the screening and grit removal processes, Jacobs has reduced the frequency of downstream equipment failures and improved overall plant efficiency.

Activated Sludge Treatment

There are two activated sludge process trains, each consisting of an anoxic basin, oxidation ditch (aeration basin), and a secondary clarifier. The oxidation ditch is constantly monitored for nitrate and dissolved oxygen. Additional process control parameters include routine testing for mixed liquor suspended solids, volatile solids, nutrient removal (nitrogen and phosphorus), solids retention time, and settleable solids.

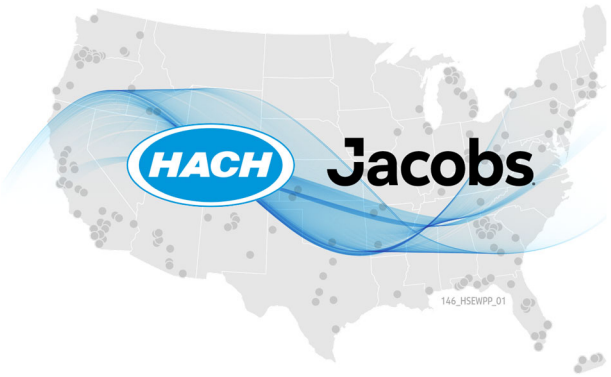
The secondary clarifiers are operated continuously, and optimal efficiency is obtained by routine analysis and monitoring the surface overflow rate, turbidity, solids loading rate, sludge blanket, and the return and waste activated sludge rates.

Reuse Water

The chlorine contact basins provide disinfection of the treated wastewater by controlling the chlorine dosage and the time water is in contact with chlorine. The final effluent flow rate is continuously monitored and tested for compliance with permit requirements prior to discharge.

Currently, the primary method for effluent disposal is rapid infiltration basins, spray field irrigation, and reuse for plant operations. The recently upgraded rapid infiltration basins are designed to provide additional storage and treatment during heavy flow events. We understand the City's desire to increase reuse water consumption to alleviate potable water consumption. The upcoming recreational complex provides us with an excellent opportunity for reuse water use and we have already started developing a reuse water plan.

The spray field irrigation provides water for the hay crops. The team has developed a plan for the hay production and hay harvest. The monitoring parameters include irrigation rate, fertilization application, herbicide treatment, and hay harvest timing. The monitoring wells associated with the spray field irrigation system are compliance tested quarterly. Through careful management of the spray field irrigation system, we have consistently produced high-quality hay while maintaining compliance with reuse water regulations.



Jacobs partnered with HACH to develop the largest companywide process control system in the United States, covering over 170 treatment systems.

I. BIOSOLIDS PROCESSING

Biosolids management consists of operational control and monitoring of sludge stabilization, dewatering, biosolids production, and land application processes.

The aerobic digester operating strategy requires monitoring the sludge digestion rate, quality of the decant water, odors, and digested sludge. Our process control parameters include routine testing for dissolved oxygen, pH, organic loading, feed rate, feed solids, decant rate, oxygen uptake rate, volatile solids reduction, appearance, and odor.

The belt filter press is a 3-step sludge dewatering process: gravity drainage, low-pressure filtration, and high-pressure filtration. The team has developed specific operating targets for the sludge feed rate, belt speed, belt tension, polymer dosage, jar testing, and cake solids. The cake solids are compliance tested prior to land application.

Biosolids are transported to Alabama beneficial land application. The City's Biosolids Management Plan maintains protocols for maintaining the Alabama Department of Environmental Management (ADEM) beneficial reuse regulations. The plan includes maintaining biosolids documentation, hauling records, operator certification levels, and analytical reports. The records are maintained on site with a copy provided to ADEM and available to the City. The biosolids reporting is further detailed in the documentation and reporting section.

Odor Control

We understand that a municipal sports complex will be constructed adjacent to the WWTP and that will create an increased sensitivity to possible odors from the wastewater treatment process. Currently, the wastewater treatment system does not include odor control equipment. Our current operating strategy to minimize odors includes decanting the digester during the night shift and increasing the removal frequency of headworks screening and grit disposal. Our regional support team is available to provide an odor assessment of the system and provide recommendations for effective odor control equipment prior to completion of the sports complex.

Grounds and Housekeeping

Jacobs is committed to maintaining high standards of appearance for the City's wastewater treatment system. We have established a Facilities Appearance Standard (FAST) where routine tasks are scheduled in CMMS as weekly/monthly housekeeping needs such as office and restroom cleaning, sweeping/mopping floors, removing spider webs, cleaning control panels and windows, and landscape maintenance.

COMPANYWIDE PROCESS CONTROL SYSTEM

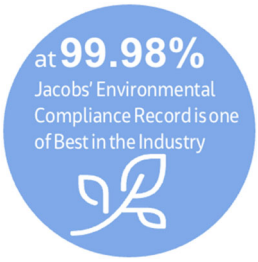
Innovation: the Jacobs Companywide Process Control System (CPCS)

Jacobs' CPCS is an innovative tool that automatically reviews process and compliance data from water and wastewater projects across our entire O&M portfolio. This proprietary tool analyzes data to measure how closely each team is achieving its plant-specific process performance targets. The objective is to make sure that our O&M staff have the right tools to efficiently evaluate and operate each treatment plant. The CPCS report scores each project every week, measuring how close each team is to achieving their controllable process targets using the process and compliance data recorded in Hach WIMS. An example is provided in Exhibit 10 in **Tab E**. Reports are automatically sent to project staff, regional process and management teams, and senior leadership. Examples of monthly and annual reports are provided in **Tab E**.

CPCS reports for the City's wastewater treatment system are reviewed by Regional Operations Specialist **Dave Sanford** and Regional Manager **Kyle Holder** who engage with the onsite project team during weekly meetings. They work as a team to determine root cause for deficiencies on performance metrics and develop a corrective action plan to address any concerns. The CPCS allows efficient management of abnormal situations such as high-strength influent loadings and seasonal flow variations and assists staff with effectively managing biosolids production and reuse water quality.

h. SAMPLING PLAN AND DATA MANAGEMENT SYSTEM INCLUDING LABORATORY MANAGEMENT

Our team brings extensive experience with National Pollution Discharge Elimination System (NPDES) land applicable and reuse monitoring requirements and proactively responds to changes in regulations. We carefully coordinate with the City on our communications with the FDEP and other regulatory agencies.



SAMPLING AND TESTING PLAN

The sampling and testing plan includes schedules and procedures to comply with applicable regulatory requirements and key performance indicators (KPIs) identified in the CPCS described above. The sampling and testing plan incorporates detailed procedures for QA/QC, regular evaluation of results for regulatory compliance, and sample collection protocols for all constituents.

A key component of the sampling and testing plan is the Sample Tracking Tool (STT) customized for the City's system. The STT is modified anytime the project permit is modified or if there are changes in regulatory requirements. The STT ensures compliance samples are collected on time and documented with a written record for internal review. **The key feature of the STT is the verification step performed daily by the sample collector and an additional person (typically a supervisor).**

The STT is used with a thorough review of the City's compliance and regulatory requirements to produce a comprehensive list and schedule of compliance and regulatory sampling requirements. An example of the Crestview STT is presented in Exhibit 11 in **Tab E**.

LABORATORY MANAGEMENT AND QUALITY CONTROL

Jacobs' commitment to ethics and underlying support systems supports accurate and complete environmental compliance performance and reporting setting us apart from some of the reporting issues and fines that have impacted our industry.

Over the past 30 years, Jacobs has consistently maintained a rigorous and compliant laboratory management program for the City, verifying accurate and reliable data for regulatory reporting and operational decision-making. A strong quality assurance/quality control (QA/QC) program is the backbone of laboratory operations. Our program uses proper instrumentation and calibration techniques, equipment maintenance, reagent standardization, and clear documentation that fully comply with state and federal regulations. Part of the QA involves the lead operator submitting the monthly laboratory QC stats to their regional laboratory coordinator for review and guidance as required.

Our certified operator conducts the process control testing and performs routine analyses and procedures for FDEP compliance reporting, such as pH, dissolved oxygen, and temperature. All other compliance parameters are analyzed by an approved third-party laboratory certified by the Department of Health Environmental Laboratory Certification Program (DOH ELCP), NELAC-certified contract laboratory. Staff personally transport samples to a courier service to ensure compliance with sample hold time requirements.

Additionally, a certified operator records all onsite process control and third-party laboratory data in Jacobs' Hach WIMS database for the CPCS weekly review meetings.

i. PERMIT REQUIREMENTS

EXCELLENCE IN ENVIRONMENTAL PERFORMANCE & COMPLIANCE

Over the past 30 years, Jacobs has consistently maintained an exemplary record of regulatory compliance and reporting for the City, demonstrating our commitment to environmental stewardship and operational excellence. Our goal for the City continues to be near perfect regulatory compliance and reporting, and protection of the environment. We have achieved those goals by tailoring our environmental compliance program to the City's needs with integrity and transparency. Our environmental compliance program is a proven blueprint for maintaining compliance with environmental, legal, and business requirements that will continue to:

- Generate consistent compliance with all applicable environmental laws, regulations, and standards
- Alert project staff to situations that require special attention
- Provide expertise from Jacobs' environmental compliance regional support team
- Generate legally defensible data and reports

As the industry's leading integrated O&M provider with operations, planning, design, construction services and program management under one roof, our team will continue to provide you with efficient service to meet permit regulations. Our commitment to ethics and underlying support systems reinforces accurate and complete environmental compliance performance and reporting setting us apart from some of the reporting issues and fines that have impacted our industry. In 2019, our team successfully collaborated with the FDEP to secure a favorable permit renewal for the City's wastewater treatment system, advocating for the City's interests while maintaining full compliance with all applicable regulations. We are now actively collaborating with the City on the permit renewal application set for May 2025.

Jacobs performs annual operations, maintenance, safety, and compliance inspections. We help City and Regulatory Agency inspectors with detailed onsite inspections that includes a tour of the system, review of onsite O&M records and documentation, and provide copies of documents and regulatory reports.

In summary, our technical grasp of the City's wastewater permit regulations enables effective project planning, compliance, and sustainable wastewater management.

m. MAINTENANCE AND ASSET MANAGEMENT

As your current O&M partner, we have a thorough understanding of your system assets, thanks to our implementation of industry-leading asset management systems, tools, and practices. This foundation allows us to continuously enhance asset reliability, effectively reduce the risk of failure, ensure precise cost tracking and trend analysis, proactively manage obsolescence, and keep the City well-informed about future capital needs. Our established approach not only enhances asset reliability but also strengthens our commitment to the strategic advancement of the City's infrastructure.

Our team understands that reliability of plant assets and thoughtful approach to asset repair and replacement are one of the City's highest priorities. Our onsite team is supported by dedicated resources focused on asset management and maintenance. These individuals continuously support onsite maintenance personnel, monitor KPIs, provide QA/QC to confirm training goals are met, and deploy regional and national maintenance resources as needed.

Regional Maintenance Manager Mike Idzior oversees maintenance and asset management for our Southeast Regional projects. Duane Davis, Regional Maintenance Supervisor, works directly with our project team on a routine basis to set expectations and establish KPIs in the Maintenance Connection CMMS system. Maintenance KPIs include:

- 100% critical assets preventive maintenance (PM) plans, with 100% PM work orders completed within 30 days
- 100% asset failure events have a corrective maintenance work order, with 30-day work order completion
- 100% asset failure resolution expenditures and event details are documented

Our regional specialist team assists the onsite staff with improvement of specific equipment maintenance strategies, reviews of ongoing condition assessments, and generally leads the implementation of Jacobs' high standards for maintenance and asset management.

CMMS

Jacobs has successfully implemented the Maintenance Connection CMMS software, which is designed to store, track, and document information, data, and activities related to the wastewater treatment system assets. It provides historical records and life-cycle cost data that are vital to the repair, rehabilitation, or replacement decision process.

We use the CMMS program to provide reports and metrics to summarize, track, and trend maintenance performance, such as the dashboard as shown in **Tab E,** Exhibit 12. The maintenance reports include transparent reporting for the City and regulatory requirements. The site has developed a KPI report which is reviewed weekly to plan, prioritize, and schedule upcoming maintenance activities.

As part of the city-wide Cartegraph software upgrade, we will work with the City to develop an implementation strategy to include a seamless transfer of the asset registry, maintenance scheduling, documentation, tracking, inventory control, purchasing, and equipment condition history from our current Maintenance Connection software to the Cartegraph program.

KEY BUILDING BLOCKS OF JACOBS' ASSET MANAGEMENT APPROACH

Our asset management program includes the following key building blocks:

Asset Condition and Risk Assessment. We have developed an accurate asset registry, detailing the baseline condition and location of assets and risk of failure. We routinely perform a condition assessment and review the baseline condition assessment of assets that do not meet the operating performance rating. For example, we identified a critical pump nearing the end of its useful life and proactively planned for its replacement, avoiding potential failure and process disruption.

Asset Management Plan. Annually, we review the existing PM schedule and provide input based on our expertise, best practice, and the manufacturers' recommendations for specialized equipment and equipment under warranty. We identify critical equipment and prepare a maintenance and spare parts strategy for critical assets.

Robust Preventive and Predictive Maintenance Program. All preventative and predictive maintenance best practices and manufacturer recommendations are managed through a work order system generated by the CMMS software. We perform full structural, mechanical, electrical, and instrumentation equipment according to manufacture recommendations and industry best practices. The predictive maintenance (PdM) plan provides annual motor control center inspections, checks of line voltages, electrical panel inspections, and infrared thermography scans of the electrical panels and motors. The PdM provides real-time insights to detect anomalies and performance patterns before catastrophic equipment failure. Our PM/PdM program is designed to minimize costs by protecting warranties and reducing expensive, unplanned corrective maintenance (i.e., emergency repairs).

Maintenance, Repair, and Capital Improvement Plans. Staff uses the life cycle and asset replacement modeling to develop plans. Using historical corrective maintenance expenditures, asset age, and risk of failure, we generate a score for each asset for capital improvement planning. Our assessment tools have helped forecast and prioritize capital improvements for the City, such as identifying the need for a major upgrade to the aeration system, which resulted in increased energy efficiency and cost savings. Our assessment tools allow us to forecast and provide a useful annual and five-year capital improvement recommendation list.

Maintenance Skills Training. Our regional maintenance team provides hands-on instructions for operations and maintenance technicians on topics including vibration analysis, shaft laser alignment, oil analysis, CMMS best practices, and electrical troubleshooting. Thorough documentation of maintenance activities in the CMMS and maintaining standard operating procedures (SOPs) provide reference for staff training and advanced troubleshooting.

Spare Part Requirements and Inventory Control. We review and validate the inventory of spare parts, equipment, supplies, tools, and other materials and certify an initial inventory. Our team attaches spares to work orders to track costs and maintain accurate inventory levels. We make regular cycle counts to verify stock levels and up-to-date locations for spare parts. For instance, through effective inventory management in CMMS, we are able to quickly locate and replace a critical spare part, minimizing downtime during an equipment failure.

Critical Equipment Management. Prioritizing performance with equipment criticality assessment matrix is a fundamental component of CMMS. This prioritization assists in strategic planning and decision-making, allowing the maintenance team to allocate resources and schedule activities based on the criticality of the equipment.

Warranty Enforcement. As part of the equipment installation process, we enter and manage warranty information for each applicable asset through the CMMS, allowing us to effectively enforce warranties and provide protection in the event of defective products and services. This information includes established rules for notifying our maintenance team and flagging assets under warranty when corrective maintenance is requested as well as tracking PM to maintain the warranty, including work performed by a vendor.

n. COMMUNICATIONS AND REPORTING

Our project team generates a variety of reports and forms for internal and external communications. We also conduct in-person daily communications and client-focused meetings between the City and Jacobs staff at all levels, making sure you receive immediate attention and response. This approach allows us to prioritize your needs effectively. In addition to frequent informal daily communications, our program includes formal weekly, monthly, and quarterly meetings to review plant performance, maintenance activities, and service schedules for major unit processes. All records and reporting meet the city, state, and regulatory reporting requirements.

ion by Jacobs

In 2020, we launched Jacobs ION, a real-time data viewing platform to provide meaningful system information to keep the City up to speed should an issue arise. This enables us to quickly resolve issues with no service interruptions.

Examples of project records maintained for the City and annual and monthly regulatory reports, such as the Annual ADEM, FDEP, and EPA Biosolids Report and the FDEP Monthly Discharge Monitoring Report, are presented in **Tab E** as requested.

Monthly operations, maintenance, and asset management report. Ernie Nolan, Project Manager, provides our Operating and Maintenance (O&M) Monthly Report (MR) to the Public Works Director detailing project related events and includes the following information:

- O&M activities
- Process control regulatory activities and issues
- Staffing and resources (including personnel changes)
- Health and safety (including accident records)
- Maintenance and asset management plans and activities
- Summary of open work orders (**Tab E,** Exhibit 14)
- Significant events
- Equipment status
- Community engagement
- A copy of the previous month's regulatory reports

Monthly Costs and Other Reports. Additional reports are prepared by the Project Manager and provided to the City upon request. These include a detailed repairs expenditures report, a monthly financial summary report, and a cost summary report.

Annual Report. Our project and regional communications team prepare and present an annual report to the City, reviewing the activities of the past year and outlining planned activities for the upcoming year. This report, typically provided by the end of the first quarter following the year-end, includes information such as staffing and training, compliance performance and safety metrics, value-add projects that demonstrate savings to the city, recommended capital repairs, replacements, and improvements; and community engagement activities.

Please see **Tab E** for copies of previous annual and monthly reports submitted from the City's O&M team.

o. HEALTH AND SAFETY PROGRAM

Jacobs has a long history of keeping our employees and partners safe. We consistently outperform the industry average for safety due to our focus on training and accountability as demonstrated by our industry-low incident rates.

Over the past 30 years, Jacobs has maintained an exemplary safety record, consistently outperforming industry averages and ensuring the well-being of our employees and the broader community. Our commitment to safety and worker well-being, known as BeyondZero™, empowers our employees to create and sustain a positive, safe, and healthy work environment. This commitment extends beyond the workplace to the broader community and is reflected in our sustainable business practices.

Our team promotes the BeyondZero culture of caring, starting each day with a safety briefing and supplementing this with monthly safety training and periodic safety audits. This comprehensive approach to safety not only ensures the well-being of our employees but also leads to significant annual savings. This program emphasizes a "culture of caring" that inspires our employees to look out for fellow employees and provide or accept feedback when observing unsafe behaviors or conditions. Jacobs' health and safety (H&S) program is based on the premise that all incidents are preventable and typically a result of unsafe behaviors as opposed to unsafe conditions.

We have developed Accident Prevention Plans (APP's) detailing our company safety policies. Our program is modeled after behavior-based safety that focuses on correcting unsafe behaviors, which includes performing real-time observations of work activities, referred to as BeyondZero Observations (BZO). BZOs are required of all supervisors and managers to ensure every employee understands their role and plays their part.

The Ion platform, Jacobs' propriety software, is used for safety documentation and information sharing. With this technology, we keep employees safe by planning daily activities and identifying hazards prior to each job task. The technology also allows us to conduct electronic pre-task plans, weekly safety inspections, facility and vehicle inspections and near-miss reporting.

Each of our Southeast projects has a Safety Representative who supports the projects with their safety needs, such as training and job safety evaluation. **The Safety Representative for Crestview is Ken Young, a Florida Area Safety Professional. He brings 20 years of experience in the construction industry, with expertise in operations and maintenance projects, wastewater facilities, and water treatment plant facilities.**

Recently, our regional safety support staff visited Crestview to provide safety training, conduct a site-wide safety audit, and held an interactive Ion training course. The team also initiated the use of handheld tablets for task planning, hazard observation, and safety protocol submissions. We provide knowledge sharing across projects and regions to achieve a robust approach that fully leverages lessons learned, the breadth of our safety capabilities, and focuses on continuous improvement.

One of the important evaluation tools that Jacobs uses to monitor health and safety performance is the Health & Safety (H&S) Scorecard. The safety scorecard assesses performance in relation to eight leading (future-focused) indicators and two lagging (corrective) indicators. Our H&S team will share this scorecard with project and regional leadership quarterly, verifying our teams address deficiencies in a timely manner. While lagging indicators, such as incident rates (TRIR) or lost time rates (DART), are often a primary focus, leading indicators provide insight into the effectiveness of the site's H&S program implementation. Analyzing leading indicators helps identify and address trends before incidents occur, allowing leaders to provide timely feedback that corrects unsafe behaviors.

SAFETY STATISTICS FOR JACOBS' OPERATIONS AND MAINTENANCE ORGANIZATION

Our team places a strong emphasis on safety performance. **The team has not experienced a recordable incident in over three years, amounting to more than 48,500 incident-free working hours.** Our Experience Modification Rate (EMR) for Workers' Compensation for the past three years, as measured by the NCCI, is in **Exhibit 5**, and our Total Recordable Incident Rate (TRIR, also known as TIR) is presented in **Exhibit 6.**

EXHIBIT 5. Jacobs Experience Modification Rate for Worker Compensation (from NCCI)

YEAR	EMR
2023	0.52
2022	0.51
2021	0.47

EXHIBIT 6. Jacobs Total Recordable Incident Rate (TRIR or TIR)

YEAR	JACOBS' TRIR (TIR)
2023	1.72
2022	1.30
2021	1.35

SUMMARY OF OSHA AUDITS FROM THE PAST 5 YEARS

Over the past five years, Jacobs' water/wastewater O&M organization received one citation from OSHA. This citation was challenged, and as of March 2022, OSHA agreed to retract it. However, the citation has not yet been formally removed. We can provide documentation of this agreement upon request.

KEY ELEMENTS OF JACOBS' SAFETY PROGRAM AND PLANNING

Our comprehensive safety program and plan is outlined in Exhibit 15 in **Tab E**.

Emergency Response Plan

Jacobs takes the responsibility of emergency preparedness seriously, and our team brings the City experience in successfully managing a wide range of emergency situations. Our Emergency Response Plan (ERP) includes staff training in procedures and appropriate use of emergency equipment, as well as critical coordination procedures with the City and other regional and state agencies.

Jacobs will continue to operate and maintain the City's wastewater system during emergency operating conditions. Our comprehensive ERP and Continuity of Operations (COO) incorporates reliability and communication features that enhance safety, response, and communications during emergency situations like hurricanes, wildfires, and flooding. Our ERP lays out the immediate response to threats with a focus on protecting lives and assets (key topics included in **Tab E**). It also addresses recovery protocols so that when the danger has passed, no time will be lost.

Local and regional resources for diversified emergency response. In a major emergency, it's wise not to have "all your eggs in one basket." A major event such as a hurricane or flooding can result in fierce competition for operators, maintenance personnel, contractors, and even materials. We bring the City diversified support, with regional and national resources that we routinely deploy to support our projects across the country. For example, during Hurricane Irma in 2017, Jacobs deployed personnel and equipment from neighboring states to support our Florida projects, ensuring continuous operation and rapid recovery.

Jacobs' Certified FEMA contractor status offers greater support and resiliency for the City. Jacobs is an approved Technical Assistance Contractor for FEMA. To date, our $500M contract has included task orders to support recovery after Hurricanes Katrina and Rita, and wildfires in Texas and Oklahoma. We support FEMA in Washington, DC, including strike team site identification and assessments, hauling, and installing of temporary housing, emergency site design and construction and maintenance, and housing strategy support services. This experience has directly benefited our work with the City, allowing us to leverage best practices and resources to enhance the city's emergency preparedness and response capabilities.

p. APPROACH AND AUDIT METHOD TO ACHIEVE EXCELLENCE IN ENVIRONMENTAL PERFORMANCE

Jacobs will continue meeting permit requirements for Discharge Permit Number FLA010193 and ADEM Biosolids Issuance BUG0000-055394. As your O&M provider, we have demonstrated our comprehension of these permit requirements by implementing the protocols and plans necessary for compliance sampling, analysis testing, document retention, and reporting for all applicable regulatory regulations.

At Jacobs, we recognize a thorough understanding of permit requirements, tracking, documentation, and records organization are keys to maintaining a record of perfect compliance and reporting. To facilitate our record of near-perfect compliance and reporting, we have developed a variety of plans and protocols to effectively access data and communicate information.

We have built and deployed our Companywide Process Control Strategy (CPCS) for the City. The CPCS innovative tool automatically reviews compliance data, and at a click of a button produces regulatory data reports. Additional CPCS information is provided in the Plant Operations and Process Control Section.

Our team receives training in regulatory compliance topics and has immediate access to our Regional Compliance and Reporting (C&R) team. In addition to their in-depth understanding of regulations, their strong working relationships with regulators at the federal, state, and local levels translate into effective advocacy for the City.

q. QUALITY MANAGEMENT SYSTEMS

Jacobs' O&M projects are regularly audited through a well-defined process that we have developed and refined over our O&M group's 40-year history. Our audit process is quantifiable, repeatable, and leads to actionable results. Through a rigorous QA/QC process, new projects are audited 6 months after startup, then the frequency of follow-up audits is determined by the project's score across O&M and management areas. A dedicated QA/QC team investigates 70 specific topics, including training, project documentation, succession planning, communication plans, inventory, CMMS maintenance, work order schedule status, sampling plan status, process control plans, data management, and business and budget management. An example of a project audit process is shown in **Tab E.**

Our quality review audits identify and prioritize actions to improve performance across the hundreds of tasks that take place at a treatment facility. The process makes sure that audit results are compared to historical performance and against all Jacobs O&M projects across the country. Audits are designed to be measurable so that trending performance can be easily accomplished and any dips in performance caught early and corrected. Unlike other contract operators, our audits are performed regularly, and by a small group of trained professionals to provide consistency. That process allows us to share best practices, bring specific expertise to the projects, and provide review by multiple levels of management. Findings are documented, tracked, and implemented by our onsite teams for quality delivery.

r. COMMUNITY OUTREACH

We are part of the community; our employees live in the City and the surrounding community – this is our home. We support our community through volunteering service and donations, sponsoring community events and networking with community leaders to help promote the growth of our City.

The Jacobs approach to maintaining a "good neighbor" relationship begins with our delivery team in the City. Having been a part of the community for 30 years, the Jacobs team lives, works, and plays in the City and understands the importance of community engagement and support, especially in ways that help our neighbors get to know us and understand

who we are and what we do. We do this through membership, outreach, and support of local community organizations, initiatives, and special events. **Exhibit 7** includes examples of Jacobs ongoing engagement and support of the community.

EXHIBIT 7. Examples of Jacobs' Ongoing Commitment to Community Involvement

Our staff are always excited about the Annual Triple B event. Several staff members volunteer their time in support and Jacobs is a proud sponsor of this annual event.

Our Crestview team are members of the Northwest Florida League of Cities and Jacobs proudly sponsors various events throughout the year.

Our project team routinely conduct plant tours and support our partnership with the Crestview Waterways Alliance to clean up and maintain local rivers and streams.

We also proactively engage through educational outreach programs as well as joining and supporting such local organizations and charitable interests. We will continue to explore opportunities for the following:

STEM education programs include outreach out to local elementary, middle, and high schools to establish relationships and curriculums to teach students about the role of and science behind treatment plants. Educating the community is another component of our STEM education focus. For example, at community events and local Earth Day events, we often set up our wastewater treatment booth, which educates the community on the value of wastewater treatment and how it works. Both kids and adults love to learn about the "bugs" that make it all possible!

Community plant tours and events offer a simple way to engage the community such as hosting an open house at the plant. These efforts provide STEM educational opportunities to schools in the community while also raising awareness about the importance of sanitation and public health. These can include online virtual tours for schools that cannot travel to field trips.

Volunteering, support, and donations for community organizations is something our project team regularly participates in. These have included a host of organizations such as:

- Sponsoring the administration's annual Christmas event. Our staff volunteer time for holiday decorations and donate toys for distribution to the community.
- Coordinating with the Crestview Police Canine Department to prepare the spray field for K9 Field Training.
- Jacobs has a Global Giving and Volunteering program and coordinates local community and charitable initiatives via Community Connect and Jacobs Employee Networks in all regions.

SUSTAINABILITY AND RESILIENCE

Jacobs is committed to sustainable business practices as evidenced by our PlanBeyond 2.0 strategy.

As part of our firmwide O&M Sustainability Program, this project's Sustainability Champion Max Jurkovic, Onsite Lead Operator, coordinates local sustainability and community engagement efforts. This volunteer position enables our employees to make a meaningful impact on project performance and the community.

Key aspects of Jacobs' sustainability practices include:

Safety and Worker Well-being: Jacobs' BeyondZero™ culture promotes a safe, healthy, and inclusive work environment.

Water Resource Management: Jacobs' goal is to expand water equity in water-stressed regions through existing and new partnerships.

Biosolids Management: Jacobs produces Class B biosolids at the City's WWTP and manages the material hauling and sampling protocols for beneficial land application use.

Sustainable Workplace: We continue to search for ways to optimize and improve operations and maintenance methods through the City's wastewater treatment system, such as the recent replacement of the system's fluorescent and metal halide lighting with LED lights and the identification of a more efficient spray field herbicide treatment. In addition, the team has implemented recycling programs for all aluminum-based products.

These practices contribute to a more sustainable future and lead to significant annual savings. Jacobs' focus on sustainability is a testament to our commitment to creating a more connected, sustainable world.

d. TRANSITION PLAN

By selecting Jacobs, you eliminate the need for transition and avoid the associated costs and operational risks associated with a change in provider.

We are an established utility O&M provider with locally based staff and resources including the necessary investments in equipment, rolling stock, and tools required to effectively support the City's wastewater system.

Retaining Jacobs as your O&M partner means there is no need for transition.

Upon contract award, Jacobs will confirm alignment and long-term delivery success under updated terms.

There is no substitute for the rough and tumble process of learning by doing. Jacobs has been learning by doing what works—and what doesn't—for you for more than three decades now!

Key benefits to the City by selecting Jacobs are:

- No transition to a new provider.
- No transition ramp-up time or cost.
- No loss of staff and the retention of 75 years of institutional knowledge.
- No need for "sequence of hiring" because all staff are already hired.
- Staff will not have workforce concerns (new supervisors or managers) or benefit changes (health insurance, vacation, and sick time accruals).
- Staff remains focused and the City can avoid disruptions or interruptions in service.
- Staff have been involved throughout planning, design, and implementation of the wastewater treatment upgrade. Their involvement will continue providing continuity for continuous operation during construction and future operation.
- Jacobs' community investment and involvement will continue.
- Key relationships and advocacy with local and regional regulatory agencies, service providers and organizations, such as Northwest Florida League of Cities.
- Resources such as technical support. equipment, vehicles, and tools will remain in continuous service to the City.

D.

RFP REQUIRED FORMS

D.
RFP REQUIRED FORMS

RFP REQUIRED FORMS

PROOF OF LICENSES/CERTIFICATION

State of Florida
Department of State

I certify from the records of this office that OPERATIONS MANAGEMENT INTERNATIONAL, INC. is a California corporation authorized to transact business in the State of Florida, qualified on January 29, 1985.

The document number of this corporation is P04830.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on March 22, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Third day of April, 2024

Secretary of State

Tracking Number: 5970494868CU

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

INSURANCE CERTIFICATE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/03/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIC #0437153 1-212-948-1306
Marsh Risk & Insurance Services
CIRTS_Support@jacobs.com
633 W. Fifth Street
Los Angeles, CA 90071

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No): 1-212-948-1306
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : ACE AMER INS CO	22667
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
OPERATIONS MANAGEMENT INTERNATIONAL, INC.
C/O Global Risk Management
555 South Flower Street, Suite 3200
Los Angeles, CA 90071 USA

COVERAGES **CERTIFICATE NUMBER:** 750447782 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			HDO G47339273	07/01/23	07/01/24	EACH OCCURRENCE	$ 9,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X CONTRACTUAL LIABILITY						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 9,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 9,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 9,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			ISA H10736262	07/01/23	07/01/24	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WLR C50711481 (AOS)	07/01/23	07/01/24	X PER STATUTE / OTH-ER	
A	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N	N / A		WCU C50711559 (OH)*	07/01/23	07/01/24	E.L. EACH ACCIDENT	$ 1,000,000
A	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			SCF C5071164A (WI)	07/01/23	07/01/24	E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 5,000,000
A	CONTRACTORS POLLUTION			CPM G21743793 021	07/01/23	07/01/24	PER CLAIM/ PER AGG	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROJECT MGR: Ernest Nolan. CONTRACT MGR: Kristin Jones. RE: Operations & Maintenance for Wastewater Treatment Plant. CONTRACT END DATE: 06-30-2035. SECTOR: Public. City of Crestview Florida is added as an additional insured for general liability & auto liability as respects the negligence of the insured in the performance of insured's services to cert holder under contract for captioned work. *THIS IS A SAMPLE CERTIFICATE ONLY*. THE ACTUAL CERTIFICATE FOR THE PROPOSED PROJECT WILL COMPLY WITH THE TERMS AND CONDITIONS NEGOTIATED IN THE FINAL CONTRACT, CONSISTENT WITH POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER

City of Crestview Florida
198 N. Wilson Street
Crestview, FL 32536 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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nyumdo_newgalexy
750447782

LOCAL BUSINESS TAX RECEIPT

BEN ANDERSON
TAX COLLECTOR
OKALOOSA COUNTY, FLORIDA

Search > Account Summary > Bill Details

Business Tax Account #108119
OPERATION MANAGEMENT INTERNATIONAL INC
Request a change to your Business Tax Account

Current owner:
OPERATION MANAGEMENT INTERNATIONAL INC

Current business address:
5101 ARENA RD
CRESTVIEW, FL 32536
More Details

2024 Details

Account number:	108119
Business start date:	07/11/2006
Physical business location:	CRESTVIEW
Business address:	OPERATION MANAGEMENT INTERNATIONAL INC 5101 ARENA RD CRESTVIEW, FL 32536
Mailing address:	OPERATION MANAGEMENT INTERNATIONAL INC ATTN TAX DEPARTMENT 6312 S FIDDLERS GREEN CIR #200N GREENWOOD VILLAGE, CO 80111
Owner(s):	OPERATION MANAGEMENT INTERNATIONAL INC ATTN TAX DEPARTMENT PO BOX 22508 DENVER, CO 80222

RECEIPTS AND OCCUPATIONS

RECEIPT 90051012348	Print this receipt (PDF)
Business Tax Receipt Non-Regulated	$0.00

Print this bill (PDF)

TAX IDENTIFICATION NUMBER

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Operations Management International, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) E

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
6312 South Fiddlers Green Circle, Suite 300 North

Requester's name and address (optional)

6 City, state, and ZIP code
Greenwood Village, CO 80111

7 List account number(s) here (optional)
LE 0621

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number
93-0784940

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Denise Amato-Spuoglio Date ▶ March 13, 2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

ISA Form **W-9** (Rev. 10-2018)

IX. ATTACHMENT #1 – PUBLIC ENTITY CRIMES

IX. ATTACHMENT #1 – PUBLIC ENTITY CRIMES

CITY OF CRESTVIEW, FLORIDA
REQUEST FOR PROPOSAL (RFP)#24-04-16

OPERATIONS, MAINTENANCE AND MANAGEMENT
OF WASTEWATER TREATMENT SYSTEM

SWORN STATEMENT UNDER SECTION 287.133 (3) (A) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract Operations, Maintenance and Management of WWT Systems, RFP #24-04-16 **[number/title]**
2. This sworn statement is submitted by Operations Management International, Inc. **[name of company/firm]** whose business address is 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111 and (if applicable) Federal Employer Identification Number (FEIN) is 93-0784940 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:_____

3. My name is Elliott R. Wheeler and my relationship to the entity named above is Vice President

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
   a. A predecessor or successor of a person convicted of a public entity crime; or

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(Page 2 of 3 ATTACHMENT #1)

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

c. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power
to enter into a binding contract for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies)**

__X__Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

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(Page 3 of 3 ATTACHMENT #1)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature) Date: 12 MAR 2024

STATE OF ~~FLORIDA~~ Colorado
COUNTY OF Arapahoe

The foregoing instrument was sworn to (or affirmed), subscribed, and acknowledged before me by means of [ ] physical appearance or [ ] online notarization, this 12th day of March 2024 by Elliot Wheeler who is personally known to me or has produced Personally known as identification.

My Commission Expires: February 19, 2028 Notary Public

Holli Elizabeth Kinkel
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID# 20204006962
MY COMMISSION EXPIRES FEBRUARY 19, 2028

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X. ATTACHMENT #2 – DRUG FREE WORKPLACE

X. ATTACHMENT #2 – DRUG FREE WORKPLACE

CITY OF CRESTVIEW, FLORIDA
REQUEST FOR PROPOSAL (RFP) 24-04-16
DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. To have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

Proposer/Contractor Name: Operations Management International, Inc.
Mailing Address: 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111
Telephone Number: 303.588.6749 Fax Number: N/A
E-mail Address: elliott.wheeler@jacos.com FEIN: 93-0784940

Authorized Signature | Elliott R. Wheeler/Vice President (Printed Name/Title) | 12 MAR 2024 (Date)

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XI. ATTACHMENT #3 – CONFLICT OF INTEREST STATEMENT

XI. ATTACHMENT #3- CONFLICT OF INTEREST STATEMENT

CITY OF CRESTVIEW, FLORIDA
REQUEST FOR PROPOSAL (RFP) 24-04-16
CONFLICT OF INTEREST STATEMENT

9. THIS SWORN STATEMENT IS SUBMITTED
BY Operations Management International, Inc.
[Name of entity submitting sworn statement]

whose business address
is 6312 S. Fiddler's Green Circle, Suite 300N, Greenwood Village CO 80111
and (if applicable) its Federal Employer Identification Number
(FEIN) is _____ 93-0784940 _____.

My name is Elliott R. Wheeler and my relationship to the above entity is Vice President.
[Please print name of individual signing]

B. CONFLICT OF INTEREST

1. The entity hereby submits a proposal/offer to RFP # 24-04-16 for Operations and Maintenance Services.
2. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
3. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
4. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restraints the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended, or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
6. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
7. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any City Division/Department/Office.
8. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within the City of Crestview government.

(Page 1 of 2 ATTACHMENT #3)

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9. In the event that a conflict of interest is identified in the provision of services, I, the undersigned, will immediately notify the City in writing.

C. NON-COLLUSION PROVISION CERTIFICATION

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid nonresponsive and not eligible for award consideration.

D. LOBBYING CERTIFICATION

The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

1. No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Council Member of Congress in connection with the awarding of any City Contract.
2. If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Council or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying," in accordance with its instructions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in this Conflict of Interest and Non-Collusion Statement, is truthful and correct at the time of submission.

Proposer/Contractor Name: Operations Management International, Inc.
Mailing Address: 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111
Telephone Number: 303.588.6749 Fax Number: N/A
E-mail Address: elliott.wheeler@jacobs.com FEIN: 93-0784940

Authorized Signature	Printed Name/Title	Date
	ELLIOTT R WHEELER VICE PRESIDENT	12 MAR 2024

(Page 2 of 2 ATTACHMENT #3)

XII. ATTACHMENT #4 – LIABILITY & IDEMNIFICATION

XII. ATTACHMENT #4 – LIABILITY & INDEMNIFICATION

CITY OF CRESTVIEW, FLORIDA
REQUEST FOR PROPOSAL (RFP) 24-04-16
LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

Proposer/Contractor Name: Operations Management International, Inc.
Mailing Address: 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111
Telephone Number: 303.588.6749 Fax Number: N/A
E-mail Address: elliott.wheeler@jacobs.com FEIN: 93-0784940

Authorized Signature	Printed Name/Title	Date
	Elliott R. Wheeler, Vice President	12 MAR 2024

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XIII. ATTACHMENT #5 ADDENDUM RECEIPT ACKNOWLEDGEMENT

XIII. ATTACHMENT #5 ADDENDUM RECEIPT ACKNOWLEDGEMENT

CITY OF CRESTVIEW, FLORIDA
REQUEST FOR PROPOSAL (RFP) 24-04-16

The undersigned acknowledges receipt of the following addenda to the solicitation document(s) (Give number and date of each):

Addendum No. 1 Dated: March 6, 2024

Addendum No. 2 Dated: April 2, 2024

Addendum No. 3 Dated: April 5, 2024

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

By the signature(s) below, I/we, the undersigned, as authorized signature to commit the firm, certify that the information as provided in the Addendum Receipt Acknowledgement Certification, is truthful and correct at the time of submission.

Proposer/Contractor Name: Operations Management International, Inc.
Mailing Address: 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111
Telephone Number: 303.588.6749 Fax Number: N/A
E-mail Address: elliott.wheeler@jacobs.com FEIN: 93-0784940

Authorized Signature	Printed Name/Title	Date
	Elliott R. Wheeler/Vice President	April 5, 2024

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XIV. ATTACHMENT #6 – PUBLIC ACCESS FORM

XIV. ATTACHMENT #6 – PUBLIC ACCESS FORM

CITY OF CRESTVIEW, FLORIDA
REQUEST FOR PROPOSAL (RFP) 24-04-16
PROPOSAL FOR WASTEWATER TREATMENT PLANT MANAGEMENT SERVICES
PUBLIC ACCESS FORM

Operations Management International, Inc, as Proposer, 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 the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

e. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS, ATTN: Maryanne Schrader, City Clerk, (850) 682-1560 Extension 250, cityclerk@cityofcrestview.org, 198 North Wilson Street, P.O. Box 1209, Crestview, Florida 32536**

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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.

Proposer/Contractor Name: Operations Management International, Inc.
Mailing Address: 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111
Telephone Number: 303.588.6749 Fax Number: N/A
E-mail Address: elliott.wheeler@jacobs.com FEIN: 93-0784940

Authorized Signature	Printed Name/Title	Date
	Elliott R. Wheeler/Vice President	12 MAR 2024

(Page 2 of 2 ATTACHMENT #6)

XV. ATTACHMENT #7 CERTIFICATION RE: SCRUTINIZED COMPANIES

XV. ATTACHMENT #7 CERTIFICATION RE: SCRUTINIZED COMPANIES

"Company" means Contractor throughout this exhibit. Section 287.135, Florida Statutes, prohibits companies from bidding, submitting proposals, entering into, or renewing contracts with a local government for goods or services over one million dollars if that company is on the Scrutinized Companies with Activities in Sudan List, on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or that is engaged in business operations in Syria. Both lists are created pursuant to Section 215.473, Florida Statutes.

In addition, regardless of contract value, the companies may not be listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or be engaged in a boycott of Israel, if bidding, submitting proposals, entering into, or renewing contacts with a local government for goods and services.

As the person authorized to sign on behalf of the company, I hereby certify that the company identified below is not listed on the Scrutinized Companies with Activities in Sudan List, is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and is not engaged in business operations in Syria. In addition, the company is not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, and is not participating in a boycott of Israel.

I further understand that pursuant to the Florida Statutes, any contract with the City for goods or services of any amount may be terminated at the option of the City if the company (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars ($1,000,000) or more, the contract may be terminated at the option of the City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Syria.

This Certification is deemed amended by any amendments to Fla. Stat. 287.135 binding on the City.

(page 1 of 2, Attachment #7)

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By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the company, certify that the information as provided in this Contractor Certification Regarding Scrutinized Companies, is truthful and correct at the time of submission.

Proposer/Contractor Name: Operations Management International, Inc.
Mailing Address: 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111
Telephone Number: 303.588.6749 Fax Number: N/A
E-mail Address: elliott.wheeler@jacobs.com FEIN: 93-0784940

Authorized Signature | Elliott R. Wheeler/Vice President (Printed Name/Title) | 12 MAR 2024 (Date)

(page 2 of 2, Attachment #7)

XVI. ATTACHMENT #8 SUBCONTRACTOR PARTICIPATION

XVI. ATTACHMENT #8 SUBCONTRACTOR PARTICIPATION

☒ No Subcontracting (of any kind) will be utilized on this project.		Solicitation Number: [**24-04-16**	
Title: WASTEWATER TREATMENT PLANT MANAGEMENT SERVICES		Total Project Amount: $	
Subcontractor Minority Code (if applicable)	Company Name Address Phone, Fax, Email	Trade, Services or Materials portion to be subcontracted	Percent (%) of Scope/Contract
Federal ID			Dollar Value
PERCENTAGE TOTALS FOR SUBCONTRACTOR PARTICIPATION			
PERCENTAGE TOTALS FOR MINORITY SUBCONTRACTOR PARTICIPATION			

Minority Code	Code Description	Minority Code	Code Description
(MBE) AA	African American	(MBE) NA	Native American
(MBE) A	Asian/Pacific Islander	WBE	Woman-Owned Business Enterprise
(MBE) H	Hispanic	VBE	Veteran-Owned Business Enterprise

(page 1 of 2, Attachment #8)

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When applicable, the Proposer will enter into a formal agreement with the subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City. By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in the **Proposed Schedule of Subcontractor Participation**, is truthful and correct at the time of submission.

Proposer/Contractor Name: Operations Management International, Inc.
Mailing Address: 6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village CO 80111
Telephone Number: 303.588.6749 Fax Number: N/A
E-mail Address: elliott.wheeler@jacobs.com FEIN: 93-0784940

Elliott R. Wheeler/Vice President 12 MAR 2024
Authorized Signature Printed Name/Title Date

(page 2 of 2, Attachment #8)

XVII. ATTACHMENT #9 REFERENCES

XVII. ATTACHMENT #9 REFERENCES

Reference 1:	
Project Name:Mary Esther WWTP	
Type of Project/Service: Wastewater utility O&M services	
Address:City of Mary Esther, 195 Christobal Road N, Mary Esther, FL 32569	
Contracting Agency/Client:City of Mary Esther	
Contact Name and Phone #:Jared Cobb, (850) 243-3566	
Contact Email Address and Fax #:cmgr@cityofmaryesther.com, (850) 243-0736	
Contract Amount:$1.69M	Date Work Performed: 2003 - Ongoing
Reference 2:	
Project Name:DeFuniak Springs WWTP	
Type of Project/Service:Wastewater utility O&M services	
Address:209 N 4th St, Defuniak Springs, FL 32433	
Contracting Agency/Client: DeFuniak Springs	
Contact Name and Phone #:Bob Campbell, (850) 892-8500	
Contact Email Address and Fax #:dfsmayor@defuniaksprings.net, (850) 892-8415	
Contract Amount:$884k	Date Work Performed:2003 - Ongoing
Reference 3:	
Project Name:Live Oak WTP & WTTP	
Type of Project/Service:Wastewater utility O&M services	
Address:101 White Ave SE, Live Oak, FL 32064	
Contracting Agency/Client:City of Live Oak	
Contact Name and Phone #: Larry Sessions, (386) 362-2276	
Contact Email Address and Fax #: lsessions@cityofliveoak.org, (386) 362-4305	
Contract Amount:$1.09M	Date Work Performed:1997 - Ongoing

The Proposer shall complete and submit this Reference Form as a part of their response. The contact person provided shall be a person who has personal knowledge of the Proposer's performance for the specific requirements listed and is aware the City may be contacting them.

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E.

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

The following is additional support information, including, but not limited to key personnel resumes, examples of monthly and annual reports, and promotional material and supporting documentation.

PREFERRED DOCUMENTATION: SURETY BOND COMMITMENT LETTER

ZURICH AMERICAN INSURANCE COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
FEDERAL INSURANCE COMPANY
BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY

April 5, 2024

City of Crestview
Attn: Maryanne Schrader
City Clerk
198 N. Wilson Street
Crestview, FL 32536

RE: Operations Management International, Inc.
RFP 24-04-03 – Operations, Maintenance and Management of Wastewater Treatment System

Dear Maryanne:

We understand that Operations Management International, Inc. ("Jacobs") is submitting a Proposal in response to the Request for Proposals ("RFP") for the Operations, Maintenance and Management Services, and this letter is provided in support of Jacobs' Proposal. Zurich American Insurance Company, Fidelity and Deposit Company of Maryland, Federal Insurance Company and Berkshire Hathaway Specialty Insurance Company (hereinafter "the Co-Sureties') are privileged to act as Co-Sureties for Jacobs, and have the pleasure of extending surety credit to Jacobs whom we hold in the highest regard. Capitalized terms not defined in this letter shall have the meaning set forth in the RFP.

This letter is written pursuant to the RFP, and will confirm that the Co-Sureties have reviewed the RFP, understand the requirements of the RFP and meet all of the criteria set forth in the RFP. The Co-Sureties confirm that Jacobs is in good standing with its Co-Sureties, and has a surety facility providing support on individual projects up to $500 million (and higher as part of a joint venture), with an aggregate surety facility which totals in excess of $3 Billion dollars. The Co-Sureties have complete confidence in the abilities and qualifications of Jacobs. The Co-Sureties will provide Performance and Payment Bonds as requested by Jacobs in accordance with the terms of conditions of the final contract.

This letter will confirm that each of the sureties is licensed to conduct surety business in all 50 states; and furthermore, each surety company is rated "A+" or better by A.M. Best Company, and has the highest Class "XV" Financial Size Category ratings. Each surety company is listed on the July 1, 2023 U.S. Department of the Treasury Department Circular 570 list of U.S. Treasury authorized and acceptable surety companies.

Sincerely,

Salena Wood

Salena Wood, Attorney-in-Fact

Zurich American Insurance Company – A.M. Best Rating A+ XV
Fidelity and Deposity Company of Maryland -A.M. Best A+ XV
Berkshire Hathaway Specialty Insurance Company – A.M. Best Rating A++ XV
Federal Insurance Company – A.M. Best Rating A++ XV

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Salena WOOD, Thomas U. KRIPPENE, Catherine L. GEIMER, Eric D. SAUER, Christina BARATTI, Jennifer WILLIAMS and Barbara PANNIER **all of St. Louis, Missouri,** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings,** and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 19th day of July, A.D. 2023.

ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: Robert D. Murray
Vice President

By: Dawn E. Brown
Secretary

State of Maryland
County of Baltimore

On this 19th day of July, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Iva Bethea
Notary Public
My Commission Expires September 30, 2023

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 5th day of April, 2024

By: Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Christina L. Baratti, Catherine L. Geimer, Thomas U. Krippene, Barbara Pannier, Eric D. Sauer, Susan R. Schwartz, Jennifer Williams and Salena Wood of St. Louis, Missouri ----------

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this **14th** day of **January, 2020.**

Dawn M. Chloros
Dawn M. Chloros, Assistant Secretary

Stephen M. Haney, Vice President

STATE OF NEW JERSEY
County of Hunterdon ss.

On this **14th** day of **January, 2020** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal

KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316685
Commission Expires July 16, 2024

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

(1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.

(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.

(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

(i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this 4/5/24

Dawn M. Chloros
Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

Combined: FED-VIG-PI-WFIC-AAIC (rev. 11-19)

40102

Berkshire Hathaway Specialty Insurance

Power Of Attorney

BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY
NATIONAL INDEMNITY COMPANY / NATIONAL LIABILITY & FIRE INSURANCE COMPANY

Know all men by these presents, that **BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY**, a corporation existing under and by virtue of the laws of the State of Nebraska and having an office at One Lincoln Street, 23rd Floor, Boston, Massachusetts 02111, **NATIONAL INDEMNITY COMPANY**, a corporation existing under and by virtue of the laws of the State of Nebraska and having an office at 3024 Harney Street, Omaha, Nebraska 68131 and **NATIONAL LIABILITY & FIRE INSURANCE COMPANY**, a corporation existing under and by virtue of the laws of the State of Connecticut and having an office at 100 First Stamford Place, Stamford, Connecticut 06902 (hereinafter collectively the "Companies"), pursuant to and by the authority granted as set forth herein, do hereby name, constitute and appoint: **Salena Wood, Jennifer Williams, Barbara Pannier, 4220 Duncan Ave.,Suite401 of the city of St. Louis, State of Missouri,** their true and lawful attorney(s)-in-fact to make, execute, seal, acknowledge, and deliver, for and on their behalf as surety and as their act and deed, any and all undertakings, bonds, or other such writings obligatory in the nature thereof, in pursuance of these presents, the execution of which shall be as binding upon the Companies as if it has been duly signed and executed by their regularly elected officers in their own proper persons. **This authority for the Attorney-in-Fact shall be limited to the execution of the attached bond(s) or other such writings obligatory in the nature thereof.**

In witness whereof, this Power of Attorney has been subscribed by an authorized officer of the Companies, and the corporate seals of the Companies have been affixed hereto this date of August 24, 2023. This Power of Attorney is made and executed pursuant to and by authority of the Bylaws, Resolutions of the Board of Directors, and other Authorizations of **BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY, NATIONAL INDEMNITY COMPANY** and **NATIONAL LIABILITY & FIRE INSURANCE COMPANY**, which are in full force and effect, each reading as appears on the back page of this Power of Attorney, respectively. **The following seals of the Companies and signatures by an authorized officer of the Company may be affixed by facsimile or digital format, which shall be deemed the equivalent of and constitute the written signature of such officer of the Companies and original seals of the Companies for all purposes regarding this Power of Attorney, including satisfaction of any signature and seal requirements on any and all undertakings, bonds, or other such writings obligatory in the nature thereof, to which this Power of Attorney applies.**

BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY,

By: _____
David Fields, Executive Vice President

NATIONAL INDEMNITY COMPANY, NATIONAL LIABILITY & FIRE INSURANCE COMPANY,

By: _____
David Fields, Vice President

NOTARY
State of Massachusetts, County of Suffolk, ss:
On this 24th day of August, 2023, before me appeared David Fields, Executive Vice President of BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY and Vice President of NATIONAL INDEMNITY COMPANY and NATIONAL LIABILITY & FIRE INSURANCE COMPANY, who being duly sworn, says that his capacity is as designated above for such Companies; that he knows the corporate seals of the Companies; that the seals affixed to the foregoing instrument are such corporate seals; that they were affixed by order of the board of directors or other governing body of said Companies pursuant to its Bylaws, Resolutions and other Authorizations, and that he signed said instrument in that capacity of said Companies.
[Notary Seal]

JOHN C. SKINNER
Notary Public, Commonwealth of Massachusetts
My Commission Expires January 22, 2027

_____
Notary Public

I, Ralph Tortorella, the undersigned, Officer of **BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY, NATIONAL INDEMNITY COMPANY** and **NATIONAL LIABILITY & FIRE INSURANCE COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies which is in full force and effect and has not been revoked. IN TESTIMONY WHEREOF, see hereunto affixed the seals of said Companies this April 5, 2024.

_____
Ralph Tortorella, Officer

BHSIC, NICO & NLF POA (2023)

To verify the authenticity of this Power of Attorney please contact us at: BHSI Surety Department, Berkshire Hathaway Specialty Insurance Company, One Lincoln Street, 23rd Floor Boston, MA 02111 | (770) 625-2516 or by email at Jennifer.Porter@bhspecialty.com *THIS POWER OF ATTORNEY IS VOID IF ALTERED*

To notify us of a claim please contact us on our 24-hour toll free number at (855) 453-9675, via email at claimsnotice@bhspecialty.com, via fax to (617) 507-8259, or via mail.

SUBSTITUTE DOCUMENTATION: AUDITED FINANCIAL STATEMENTS

Jacobs supplied the preferred documentation in the form of our Surety Bond commitment letter. Audited financial statements are available in Jacobs' annual SEC filings (form 10-K) which can be found online at https://invest.jacobs.com/overview/.

RESUMES

Ernie Nolan

ONSITE PROJECT MANAGER

EXPERIENCE
Total: 22 years
With Jacobs: 22 years

LICENSES/REGISTRATION
Class A Water Operator – Florida
Class A Wastewater Operator - Florida

Ernie's affiliation with the Crestview wastewater treatment plant dates to 2006 and includes construction of key upgrades to operating and controlling treatment systems. Ernie guides daily operations, staffing, and reporting. His working relationship and level of trust with City officials promotes efficient operations and cost management. Because Ernie holds Florida Class A licenses in both wastewater and water, he is a versatile resource to help the City achieve its utility operations objectives.

RELEVANT EXPERIENCE

Project Manager, Jacobs. Responsible for the management and leadership, project delivery including profit and loss, state and federal regulatory permit compliance, ensuring safety procedures were followed, quality, labor relations, and client relationship management. Ernie manages a team of six O&M professionals and coordinated regional and technical support resources as-needed. He also monitors local, state, and federal regulatory compliance, including delivering monthly operational reports and oversaw the daily operations of the wastewater treatment plant, lift stations, and capital improvements. Ernie developed operational guides and provided training and performance evaluations for team members and performed scheduling and staffing duties as required. He acted as a liaison with contractors, client, and with public stakeholders in response to system issues. Inspected facility, analyzed, and evaluated O&M functions, and initiates or recommends new or improved O&M methods or practices and managed construction projects while maintaining operations.

Operations Supervisor, Mary Esther Water and Wastewater Treatment System O&M, Mary Esther, FL. Responsible for operating and maintaining the City's water and wastewater treatment facilities including the distribution and collections system and associated facilities. Ernie oversaw compliance reporting, operation and maintenance of equipment, and all process control testing. Supervised the operation, repair, and maintenance of water/wastewater treatment plant facilities and coordinated activities of plant operators. Ernie was responsible for maintaining the operation process control, including compliance with regulatory agencies and prepared required reports, and maintained complete record-keeping procedures. Provided leadership and management for all personnel functions, including safety, staffing, compensation, training and development, progressive discipline, rewards and recognition, and termination in accordance with standard company policy. He also diagnosed operating problems and directs effective correction procedures and supervised and trained employees.

Kevin Dahl, PE

REGIONAL DIRECTOR

EXPERIENCE
Total: 22 years
With Jacobs: 19 years

EDUCATION
MS, Environmental Engineering, University of Connecticut
BS, Civil Engineering, University of Connecticut

LICENSES/ REGISTRATION
Professional Engineer: Connecticut
Connecticut Class IV Wastewater Treatment Operator
Rhode Island Class IV Wastewater Treatment Operator
NEWEA Class IV Wastewater Collection Systems Operator
Certified Maintenance Reliability Technician (CMRT)
Certified Reliability Leader (CRL)

MEMBERSHIP/ AFFILIATIONS
American Society of Civil Engineers
Water Environment Federation
National Association of Sewer Service Companies

Kevin has over 22 years of experience in operations, management, and engineering of wastewater treatment systems for public agencies and industries. He has been involved in project administration, process control analysis, personnel training, budgeting and cost control. He is familiar with plant evaluations, personnel training and development, and emergency response procedures. His experience includes conducting operability reviews during planning and design to maximize opportunities for O&M and energy savings, and reduce risks during construction, commissioning, and startup. He also brings experience managing Industrial Pretreatment Programs.

RELEVANT EXPERIENCE

Regional Director, Jacobs. As the Regional Director of Operations, Kevin is responsible for all municipal operations business in the region. His responsibilities include oversight of existing contracts including performance in Safety, Compliance, Financial and Maintenance. Responsible for all business pursuits of new municipal operations contracts in the region. His responsibilities include supervision nearly a 1,000 staff in the region; oversees and coordinates capital planning and repair and replacement at several facilities; provides safety leadership; performs root cause analysis on compliance issues and implements corrective measures; and develops existing and new client relationships for new work.

Onsite Project Manager, Woonsocket DBO; City of Woonsocket, RI. Kevin started up the Woonsocket DBO project and transitioned the staff. Supervising a staff of 11 for a 20-year design-build-operate (DBO) contract. Woonsocket is a 16 MGD BNR facility including discharge from a 100 DT/d regional sludge incinerator with 3-4 MGD recycle flow operated by Synagro. The Woonsocket facility includes six pumping stations, three motorized siphons, and a low-level TP and TN capital upgrade. Operations started in 2012, construction started in 2014 and was completed in early 2017. The facility is meeting all new permit requirements.

Transition and Regional Manager, Wastewater O&M, City of Waterbury, CT. A 10-year agreement to manage, improve and optimize the 27 MGD activated sludge facility, 310-mile sewer collection system and 20 pump stations that experience flows greater than 70 MGD during wet weather. Also assisting with the $25M phosphorous upgrade that includes tertiary filtration and permanent chemical addition.

Steve Carpenter

REGIONAL & TECHNICAL SUPPORT LEAD

EXPERIENCE
Total: 26 years
With Jacobs: 10 years

EDUCATION
BS, Biology, University of Science and Arts of Oklahoma

LICENSES/ REGISTRATION
Class A Water Operator – Oklahoma, Texas

MEMBERSHIP/ AFFILIATIONS
American Waterworks Association

With more than 26 years of experience in water utility facility and project management, treatment optimization, and regulatory compliance, Steve is a skilled utility professional who offers operations and management expertise. His experience includes 19 years of utility management and supervision, working with large facilities and complex treatment processes. His expertise includes ensuring compliance with regulatory requirements, providing customer service, and maintaining client satisfaction, and managing multi-faceted budgets to meet performance goals.

RELEVANT EXPERIENCE

Director of Regional Technical Specialists, Jacobs. Currently leads the company's team of Regional Technical Specialists that provide support to all O&M delivery projects. The team provides oversight, QA/QC and guidance on process control for all water and wastewater treatment plant as well as staff augmentation and support on an as needed basis.

Operations Specialist, WTP Operations, Denver Water, Denver, CO. Performed an audit of the chlorination facilities, procedures, and training at DW's four WTPs. Provided recommendations for capital improvement projects, development of standard operating procedures, and asset maintenance practices to improve safety and operational reliability of the facilities.

Plant Manager II, Lake Hefner WTP, City of Oklahoma City, Oklahoma City, OK. Supervised personnel and operation of the 75-mgd Lake Hefner WTP. Assured compliance with all Federal, state, and local drinking water, air quality, and safety regulations. Operated the facility in a base load capacity at approximately 96% capacity for two continuous years with no significant interruptions to service.

Water Plant Manager, O.N. Stevens WTP, City of Corpus Christi, Corpus Christi, TX. Responsible for overall supervision and operation of the plant, four booster pump stations, five elevated storage tanks, and 40 employees. Assured compliance with all federal, state, and local regulations concerning drinking water, air quality, and safety. Maintained reliable operations without exceeding the annual budget, while implementing improvements to pumping capacity, electrical reliability, and SCADA upgrades.

Kyle Holder

GEOGRAPHIC MANAGER

EXPERIENCE
Total: 39 years
With Jacobs: 33 years

EDUCATION
Wastewater, Water, Distribution and Collection Systems O&M, California State University, Sacramento, California
OMI University I and II Management Training

LICENSES/ REGISTRATION
Georgia Class I Wastewater Operator
Georgia Class III Water Operator
Georgia Soil and Water Erosion Level 1A

MEMBERSHIP/ AFFILIATIONS
Georgia Class III Water Operator
Georgia Soil and Water Erosion Level 1A
Water Environment Foundation
Georgia Association of Water Professionals
Georgia Rural Water Association

Kyle has 39 years of extensive knowledge in water treatment, wastewater treatment including land application systems, public works, bio-solids management, and agriculture practices for land application systems, rehabilitation of wastewater collection systems, water distribution systems, lift-station, and stormwater drainage systems. Experienced in management of municipal ordinances and Federal and State regulations, as well as public works utility code of construction specifications.

RELEVANT EXPERIENCE

Geographic Manager, Jacobs. As Geographic Manager, Kyle leads O&M teams at Jacobs projects in northern Florida and Georgia, providing support and guidance on operations, safety, client service, and regulatory compliance. He monitors project financial, quality, and permit compliance, prepares annual budgets and works with project managers on staffing and resource needs.

Project Manager II, Jacobs. Kyle served as Project Manager II for the Americus and Vienna, Georgia projects. His duties included planning, organizing, and directing operations, maintenance, and management of Vienna's 1.5 MGD wastewater treatment plant and Americus's 2 and 5 MGD water treatment plants, and 4.4 MGD wastewater treatment plant. He analyzed process procedures, prepared reports, and maintained a positive relationship with employees and the client. He oversaw the budget, making decisions on purchases and expenditures. Kyle also was responsible for O&M of two potable water wells and one lift station, and the Americus industrial pretreatment program.

Operations Supervisor, Warner Robins Georgia, City of Warner Robins, GA. The facilities consisted of two wastewater treatment plants; extended air and trickling filter. The extended air was designed for 9 MGD and the trickling filter was designed for 3 MGD. In his role, Kyle was responsible for 24/7 weekly operations, which consisted of managing a team of 15 associates to ensure efficient delivery of services and to consistently maintain environmental compliance. During this era, the 503 regulations for biosolids disposal were introduced via EPA, which created a challenge fort going with disposal. Through working with local farmers, he was successful in obtaining beneficial reuse of biosolids application which limited the disposal to local landfills and benefited agriculture practices with the reduction of commercial fertilizers needed for crop production.

Max Jurkovic

ONSITE LEAD OPERATOR

EXPERIENCE
Total: 34 years
With Jacobs: 30 years

LICENSES/ REGISTRATION
Class B Wastewater Operator

Max brings over 30 years of experience in wastewater treatment facilities and specializes in operations. He has also served Crestview for three decades and has Class B Wastewater operator license.

RELEVANT EXPERIENCE

Onsite Operator, Wastewater Treatment Plant, City of Crestview, FL. Responsible for the daily operation of the 1.5 MGD water treatment plant. Ensures 100 percent compliance and 100 percent reporting of non-compliance. Responsible for staff scheduling to ensure a licensed operator was on duty as required. Submitted operational reports to project manager and the State as required. Evaluates chemicals and optimizes treatment process. Implements and updates monitoring plan and standard operating procedures as needed. Oversees laboratory procedures, analysis, and QA/QC. Performs daily operational checks and inspections.

PROMOTIONAL MATERIAL AND SUPPORTING DOCUMENTATION

CONTRACT PERIOD
2003 – Ongoing

ANNUAL CONTRACT VALUE
$884K

CAPACITY MGD
1.5

OUR ROLE
Wastewater Utility O&M Services

TEAM MEMBERS
100% Self-Performed by Jacobs

DeFuniak Springs WWTP

DEFUNIAK SPRINGS, FL

Jacobs has served this northwest Florida community since 2003. We operate DeFuniak Springs' six water wells, its 1.5 MGD WWTP and 40 lift stations in the City's collection system. We also manage biosolids, spray field irrigation and maintain the backflow protection program.

DESCRIPTION OF SERVICES

Our efforts toward predictive maintenance, improved sampling and reporting and upgraded security have helped extend equipment life, save costs, and sustained compliant operations. Jacobs has helped DeFuniak Springs install and configure computer systems for process control, data management, and maintenance tracking. We've also installed bypass pumps and upgraded electrical systems at several lift stations, rebuilt one lift station entirely, and replaced pumps on sludge-handling equipment.

Jacobs renewed and extended our partnership in 2023.

RELEVANCE TO CRESTVIEW

- Treatment Processes
- Lift Stations
- Spray Field Irrigation
- Biosolids Management/Stabilization
- Sludge Hauling
- Land Application
- Compliance Reporting

AWARDS

- 2011 First Associate Member of the Year
- 2009 Florida Water Environment Association (FWEA) First Place Safety Award - Wastewater Plant Category
- 2009 Florida Department of Environmental Protection (FDEP) Wastewater Excellence Award
- 2008 FDEP Operations Excellence Award (wastewater)

REFERENCE

Bob Campbell, Mayor
209 N. 4th St., DeFuniak Springs, FL 32433
E: dfsmayor@defuniaksprings.net | P: (850) 892-8415

CONTRACT PERIOD
1997 – Ongoing

ANNUAL CONTRACT VALUE
$1.09M

CAPACITY MGD
2.0 (WTP) | 1.0 (WWTP)

OUR ROLE
Wastewater Utility O&M Services

TEAM MEMBERS
100% Self-Performed by Jacobs

Live Oak WTP & WTTP

CITY OF LIVE OAK, FL

Jacobs has served this Florida panhandle community since 1997. We operate and maintain Live Oak's 3.0 MGD WWTP including biosolids management and spray field irrigation compliance.

DESCRIPTION OF SERVICES

The 3.0 MGD wastewater treatment plant (WWTTP) incorporates influent screening and grit removal, biological treatment, followed by clarification, filtration, and chlorine injection for disinfection. The facility is permitted to discharge 1.98 MGD of treated effluent for land-application on 144 acres of grass pasture, sent to Camp Weed for rapid infiltration basin discharge or utilized for irrigation at the Suwannee Country Club. The sludge management system consists of sludge digestion followed by de-watering using screw press technology. The dried sludge is transported off site for reuse via land application.

RELEVANCE TO CRESTVIEW

- Treatment Processes
- Lift Stations
- Spray Field Irrigation
- Biosolids Management/Stabilization
- Sludge Hauling
- Land Application
- Valve Maintenance
- Compliance Reporting

AWARDS

- 2011 Domestic Wastewater Plant Operations Excellence Award
- 2005 National Council for Public-Private Partnerships (NCPPP), Public-Private Partnership Award Service Category
- 2003 NCPPP Public-Private Partnership Award Service Category
- 2000 Florida Department of Environmental Protection Excellence in Water Treatment Plant O&M Award
- 2010 Florida Department of Environmental Protection Excellence in Wastewater Treatment Plant O&M Award

REFERENCE

Larry Sessions, City Manager
101 White Ave SE, Live Oak, FL 32064
E: lsessions@cityofliveoak.org | P: (386) 362-2276

CONTRACT PERIOD
2003 – Ongoing

ANNUAL CONTRACT VALUE
$1.69M

CAPACITY MGD
1.0

OUR ROLE
Wastewater Utility O&M Services

TEAM MEMBERS:
100% Self-Performed by Jacobs

Mary Esther WWTP

CITY OF MARY ESTHER, FL

Jacobs operates and maintains Mary Esther's 1.1 MGD wastewater treatment facility (WWTP). The WWTP features aerobic digestion, oxidation-ditch reactors and sludge drying beds. Our scope of work was expanded to include operations of the City's groundwater wells, 14 lift stations collection and distribution system, meter reading, and spray field operations. The City of Mary Esther sought to improve reliability, maintain regulatory compliance, and manage emergencies and contingencies effectively.

DESCRIPTION OF SERVICES

By implementing management and quality systems, and revising the O&M plan, Jacobs' project team established and sustained compliance with the National Pollutant Discharge Elimination System. Project staff also implemented onsite emergency preparedness and response protocols that have been applied during storm events since 2004. Most recently, emergency-preparedness and response protocol helped operators return to regular operation quickly after an active 2017 hurricane season.

RELEVANCE TO CRESTVIEW

- Treatment Processes
- Lift Stations
- Biosolids Management/Stabilization
- Disinfection Chlorination
- Spray Field Irrigation
- Valve Maintenance
- Sludge Hauling
- Land Application
- Compliance Reporting

AWARDS

- 2006 Florida Water & Pollution Control Operators Association Safety Award, wastewater "B" category
- 2006 Florida Water & Pollution Control Operators Association Safety Award combined safety award for collections and distribution system operations

REFERENCE

Jared Cobb, City Manager
195 N. Christobal Rd., Mary Esther, FL 32569
E: cmgr@cityofmaryesther.com | P: (850) 243-3566

ADDITIONAL INNOVATIVE APPROACHES AND PROBLEM SOLVING

The following projects are just a few examples where the Jacobs' team has implemented innovative solutions on similar previous projects.

Energy and cost saving measures

Pollution prevention or source reduction

Capital or cost savings/ efficiency improvement

TRAVERSE CITY REGIONAL WWTP/GRAND TRAVERSE COUNTY FACILITY, MICHIGAN

- 32% reduction in electrical consumption over four years at Regional Plant (approx. $120,000 annually)
- 40% reduction in electrical consumption over three years at Grand Traverse County Facility (approx. $65,000 annually)
- Able to reduce fee to client over five years for both plants by optimizing the contract structure

PUERTO RICO AQUEDUCT AND SEWER AUTHORITY (PRASA) WATER PLANT, PUERTO RICO

- Continual focus on optimization and improvement in the system resulted in $2.4 million in savings on chemicals since 2013 by minimizing alum and polymer consumption with our Operations and Chemical Usage Plan

CITY OF ONTARIO PUBLIC WORKS & WTP/WWTP, OREGON

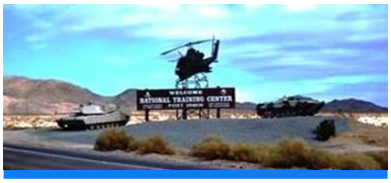
- Route optimization and other efforts saved $25,000 annually in fuel costs
- 235 million gallons of effluent reused on City land to benefit local farming and community recreation site
- Technology upgrades that reduced required staffing by 1,272 hours per year
- Reduced electrical consumption by more than 19,170 kWh annually
- Reduced CO2 emissions by a total of 109 metric tons

The following additional examples from other projects further demonstrate our commitment to not just meeting schedule and budget expectations, but continually striving to save costs and expedite delivery.

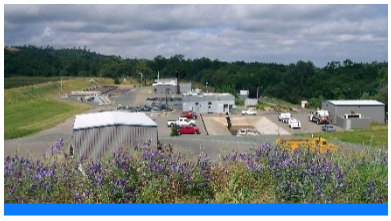
ADDITIONAL EXPERIENCE MEETING SCHEDULES AND BUDGETS

USACE FT. IRWIN W/WW TREATMENT SYSTEM, CALIFORNIA

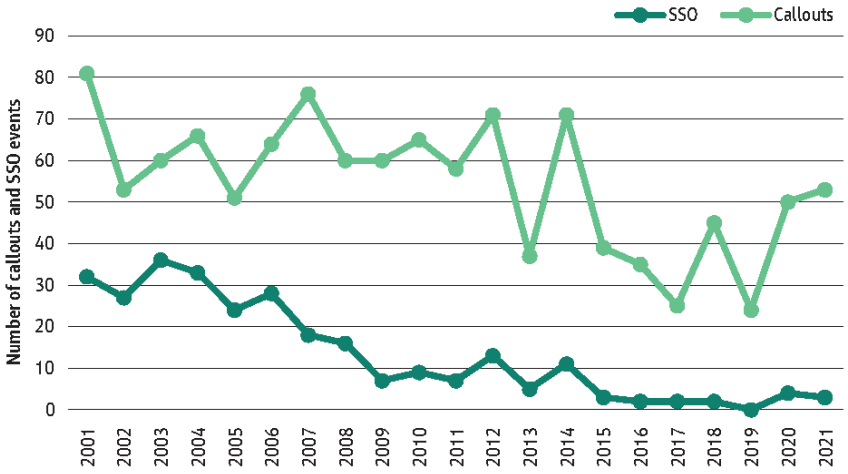
- Partnered with the USACE on a water-use benchmarking and conservation effort that reduced water consumption by approximately 20% and saved more than 200,000 gallons of water a day by replacing approximately one third of the installation's well-source irrigation water with WWTP-treated effluent, primarily used for landscaping
- Implemented a turnkey process to meet stringent California wastewater and drinking water regulatory compliance requirements and the unique challenges of providing drinking water in the Mojave Desert—including permitting, studies, design, construction, and O&M of wastewater and drinking water treatment systems—providing innovative, cost-effective solutions to meet and exceed the client's mission and needs



CITY OF AUBURN WWTP, CALIFORNIA



- $25,000 annual savings from energy efficiency, including rapid mix improvements, replaced lighting with LEDs, and taking pond and clarifier offline in summer
- Reduced cost of lime with a new magnesium hydroxide system
- Cost savings from reduced chemical use and sludge hauling
- Optimization of Auburn plant, resulting in more efficient operations and eliminating all violations, an effort spearheaded by our project manager
- Reduced use of pesticides and installation of bluebird houses to support local wildlife habitat
- Reduced overall frequency of sanitary sewer overflows (SSOs) and emergency service callouts (shown to the right)



Jacobs brings a suite of advanced tools to *PROACTIVELY* anticipate and address issues BEFORE they become problems.

Our Crestview team can bring cutting edge approaches to the City for the life of our partnership. These tools bring the benefits of ***improving performance while reducing your risk and lowering long-term operating costs.*** *We look forward to discussing your interest in these advanced solutions.*

Replica 'Digital Twin' Simulation and Analytics

REPLICA

We developed Replica software in 2001, and have used it for hundreds of design, construction, and O&M projects.

Replica integrates instrumentation and controls, physical plant features (pumps, pipes, valves, and storage), and operations to provide a detailed picture of the plant under a range of flow conditions.

Innovative uses of Replica to improve operations:

- Identify and address plant hydraulic bottlenecks to increase wet weather capacity
- Refine wet weather Standard Operating Procedures
- Train staff and test automation improvements in a risk-free environment

Replica is an advanced operator training tool, used like a 'flight simulator'. We can use it to train operators on how to respond to challenges like power outages, major equipment failures and storms.

Palantir

A world-renowned company specializing in Big Data analytics, Machine Learning, and Artificial Intelligence

In 2022, Jacobs and Palantir formed a global strategic partnership targeting data and technology solutions for the infrastructure and national security markets.

In O&M, we're leveraging Palantir's talented software teams to integrate the many streams of data generated in treatment plants to help us make decisions that drive efficiency and quality.

- **Energy use**
- **Chemical use**
- **Labor effectiveness**
- **Maintenance scheduling**

At Pima County AZ's advanced wastewater treatment facility, the Palantir partnership is helping us ***save $300,000 per year*** *in energy costs by optimizing blower operations.*

APEX by Jacobs

Our in-house data collection and viewing dashboard lets our regional and national subject matter experts "get in the arena virtually" with local project staff to stay ahead of issues, and help our projects achieve their performance goals. A few examples include:

Maintenance specialists remotely monitor preventive maintenance work orders, check asset performance data, review the CMMS database, and support the Project Manager by deploying additional maintenance help if needed.

Safety specialists check up on required Key Performance Indicators and make sure that any outstanding issues are addressed.

Process specialists monitor water quality data in real-time, work with staff to make operational adjustments, and ensure that samples are collected and processed according to the Sampling Plan.

Geospatial

Geospatial intelligence technologies are advancing at a rapid clip.

At Jacobs, we're integrating our project CMMS databases with GIS. We've found that our approach **reduces the time it takes to process work orders by 20 percent.** Crews input data in the field on tablets, and the system creates, completes, and closes the work order automatically. We also provide our clients with real-time geospatial maps showing equipment color coded based on asset condition.

We're using drone technology to easily show progress during construction and provide project overviews for stakeholders. Equipped with Infrared cameras, drones are effective for identifying leaks and hot spots. Equipped with sonar, we can measure the depth of water in ponds, and even the depth of sludge in basins.

LIDAR (Laser Imaging) can inspect structures, manholes and pipes to centimeter accuracy. LIDAR recently saved one of our clients **$400K by avoiding confined space entry and inspection of a digester.**

Artificial Intelligence for Collection Systems

Jacobs harnesses the power of AI to be better and faster at managing field data sets, prioritizing asset condition, and developing rehab and maintenance plans.

Dragonfly by Jacobs — **Dragonfly** uses AI to efficiently review CCTV and accurately find pipe defects, freeing staff time to focus on maintenance.

Argon by Jacobs — Utilities across the country use Jacobs' state of-the-art, EPA-highlighted, **ARGON** tool to quickly calculate condition scores, estimate remaining useful life, schedule work orders, and calculate repair vs. replacement costs.

Aqua DNA by Jacobs — This tool uses predictive analytics to catch SSOs before they happen, from wet wipes, fats and flushable material impeding pump station operation. Dynamic torque waveform sensors provide real-time monitoring and reporting. Jacobs has used this technology for over 10 years at 2400 sites, resulting in a **25% decrease in reactive maintenance and overall 15% cost savings.**

Our vision of the future is exciting. Jacobs strategy 2022-2025 is focused on developing and delivering innovative, next-generation cloud, cyber, data and digital technologies. "We recognize the importance of embracing disruption and innovation, driving data-enabled solutions horizontally across our enterprise." Jacobs President & COO Bob Pragada.

101_006A5K_01

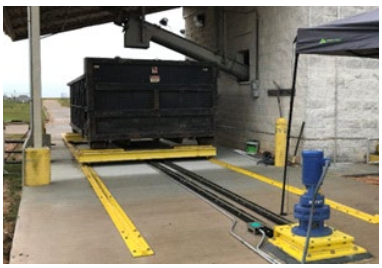
CAPITAL IMPROVEMENTS, ENGINEERING, AND CONSTRUCTION MANAGEMENT

Jacobs is an industry-leading company when it comes to utility optimization and value creation combining expert technical, engineering, construction, and operations talent under one roof. Our clients have access to technical experts who share information, resources, and best practices, ultimately creating savings and efficiency.

Coordination and Funding Support –We provide the City requested information to support development of grant, loan, and bonds applications and reporting. We have worked side-by-side with the City in the development of capital projects and project scopes of works including support and assistance for the City's design consultants and subcontractors.

We have a proven track record of helping clients find state and federal funding. Our knowledge of regional, state and federal agencies allows us to assist cities to bring in grants and awards that fund additional or expanded services and projects and improve the return on investment. Recently, Scott Jernigan, a member of our consulting team, assisted the City of Crestview in obtaining a $1M WIFIA loan to complete several key wastewater projects.

Capital Improvements and Annual Budgeting – We incorporate the results of our comprehensive Asset Management, which provides content for the annual report providing required information for informed decisions, in developing the annual and five-year capital improvement plan. Toby Mosser, Regional Business Administrator, understands the City's annual budgeting process and coordinates with the site team to develop and submit a compliant annual operating budget. We look forward to continuing our enhancement and capital improvement collaboration with the City. Recent collaboration projects are summarized below.



Dumpster Conveyor. The dumpster conveyance system installation and enhancement improvements was a collaboration between Jacobs and City staff.

Weather Protection Coverage for the Plant Reuse System. The reuse water system is the primary water supply for essential plant operating equipment. Prior to the reuse system coverage, the system would be removed from service during freezing weather and the secondary water (portable water) supply system was utilized. The weather protection provided continuous reuse system operations; monthly savings of 200,000 gallons of potable water. The Jacobs staff provided the labor and the city purchased the materials.

Belt Press Sludge Pump Replacement. The sludge pump moves solids from the final stage of the treatment process to the belt press for solids dewatering. During the last seven years, the solids loading entering the plant has doubled, and the 20-year-old sludge pump was unable to maintain pumping efficiency. The staff recommended the new sludge pump during the annual capital improvement recommendations. The city purchased the pump, and the site staff completed the installation.

Value-Add Projects. The project team self-permed the following projects, saving the City costs associated with hiring specialty contractors: 1) Headworks pipe replacement, 2) administration and belt press building repairs, and 3) replacement of the chloring injection pumps.

The value-added upgrades represent major milestones and accomplishments for the site staff, further strengthening our service delivery. As Crestview continues developing infrastructure in response to growth, our team is ready to assist. We're looking forward to planning and completing additional improvement projects such as:

- Influent Manhole Replacement
- WWTP Effluent Disposal Expansion
- Rapid infiltration basin No. 6 upgrades

We look forward to continuing our service and finding more ways to foster our partnership.

Below in **Exhibits 8 and 9** are summary tables of key operations activities and benefits and wastewater process control parameters are monitored daily.

EXHIBIT 8. Operations Plan Summary: WWTP

ACTIVITY	BENEFIT
24/7 Monitoring of the System	Quicker response to WWTP and lift station power and equipment failures, high levels, and intrusion alarms to minimize emergency situations.
Process Control Testing	Efficient process control to make sure all processes are optimized to meet permit compliance, while minimizing chemical cost and odors.
Biosolids Management	Make sure we are meeting all federal and state requirements for sludge hauling and land application.
PM/PdM Maintenance	Proactively maintaining all equipment at the WWTP and lift station for reliable operation.
Corrective Maintenance	Respond to emergency equipment failures promptly to keep the WWTP in compliance and Lift Station from overflowing.
Capital Improvement Plan	Provide City information for planning cost-effective and timely replacement of equipment or upgrades.
Discharge Permit Compliance	Effective process control, monitoring, and reporting with regulatory agencies.
Landscape/Grounds	Maintain the system grounds and buildings.
Spray Irrigation/Reuse	Produce water for hay crop irrigation in compliance with regulations. Effectively using treated reclaim water for reuse at the treatment plant.

EXHIBIT 9. Wastewater Process Control Parameters

PARAMETER	TARGET
Sludge Volume Index (ml/g)	<200
Mixed Liquor (mg/l)	2,900 – 3,300
Activated Sludge D.O. (mg/l)	1.5 – 2.0
Anoxic Zone D.O. (mg/l)	0.19
Clarifier Blanket (ft)	2.0 -3.0
Dewatering Cake (% TS)	15

Our Companywide Process Control System (CPCS) is an unmatched process monitoring system. An example of the Crestview Weekly CPCS Report is presented in **Exhibit 10**.

EXHIBIT 10. Hach WIMS-based Weekly CPCS Report

Crestview WWTP CPCS Report through: **03/08/24** Produced: 03/26/24

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Attending	Pam, Ernnie. Max, Ben, Justin

Permit Parameters	Most Recent	Mo to Date	Limit	Margin	Out of range	Risk	Comment
Flow to Sprayfield {MGD} Annual Avg	8.00	0.76	1.53	0.77	no	Low	
R-002 Flow {MGD} Annual Avg	0.87	0.78	0.63	-0.15	YES	HIGH	
pH Min {SU}	7.49	7.35	6.0	1.4	no	Low	
pH Max {SU}	7.67	7.78	8.5	0.7	no	Medium	
CBOD {mg/L} Daily Max			60	60			
CBOD Weekly Avg {mg/L}			45	45			
CBOD {mg/L} Monthly Avg			30	30			
CBOD {mg/L} Annual Avg		6.1	20	14	no	Low	
TSS {mg/L} Daily Max			60	60			
TSS Weekly Avg {mg/L}			45	45			
TSS {mg/L} Monthly Avg			30	30			
TSS {mg/L} Annual Avg		3.0	20	17	no	Low	
Fecal {CFU/100 mL} Daily Max			800	800			
Fecal GeoMean {CFU/100 mL} Monthly			200	200			
Fecal Annual Avg {CFU/100 mL}		10	200	190	no	Low	
Total CL2 {mg/L}	1.0	0.7	0.5	0.2	no	Low	
NO3 (Nitrate) {mg/L}			12.0	12.0			

Companywide Process Control System (CPCS)

Weekly Plant permit, process and Key Performance data

-Review results
-Celebrate successes
-Investigate causes of low grades
-Discuss and set targets
-Discuss with Regional Technical Specialist as needed

This document is part of the Jacob's "CPCS" Proprietary system and may not be copied, reproduced or distributed without written permission from the Jacobs Legal Dept.

Compliance Comments		Is CPCS Complete?	Yes

Controllable Parameters	Target Value	Averages for the past 10 days: Actual Value	Accuracy % Raw	Accuracy % Adjusted	Precision %	Overall %	Overall Grade	KPI Sample Tracking: Sampling Completed	% of required	Sampling Grade
Activated sludge MLSS {mg/L}	3300	2987	91	91	91	100	A	8 of 1	110	A
Comments										
Activated Sludge DO {mg/L}	0.19	0.20	96	96	97	100	A	8 of 3	110	A
Comments										
Activated Sludge SVI {}	200	189	94	94	93	84	B	8 of 1	110	A
Comments										
Activated Sludge Nitrate {mg/l}	7.30	5.75	79	79	79	85	B	8 of 3	110	A
Comments										
Clarification Blanket {ft}	1.60	1.43	89	89	84	81	B	8 of 7	110	A
Comments										
Disinfection Chemical {mg/L}	1.00	1.14	86	86	65	93	A	8 of 5	110	A
Comments										
Dewatering Cake {%TS}	12.7	12.5	98	98	96	94	A	5 of 1	110	A
Comments										

The STT is used with a thorough review of the City's compliance and regulatory requirements to produce a comprehensive list and schedule of compliance and regulatory sampling requirements. An example of the City's STT is presented in **Exhibit 11**.

EXHIBIT 11. Crestview Sample Tracking Tool

Sample Tracking Tool

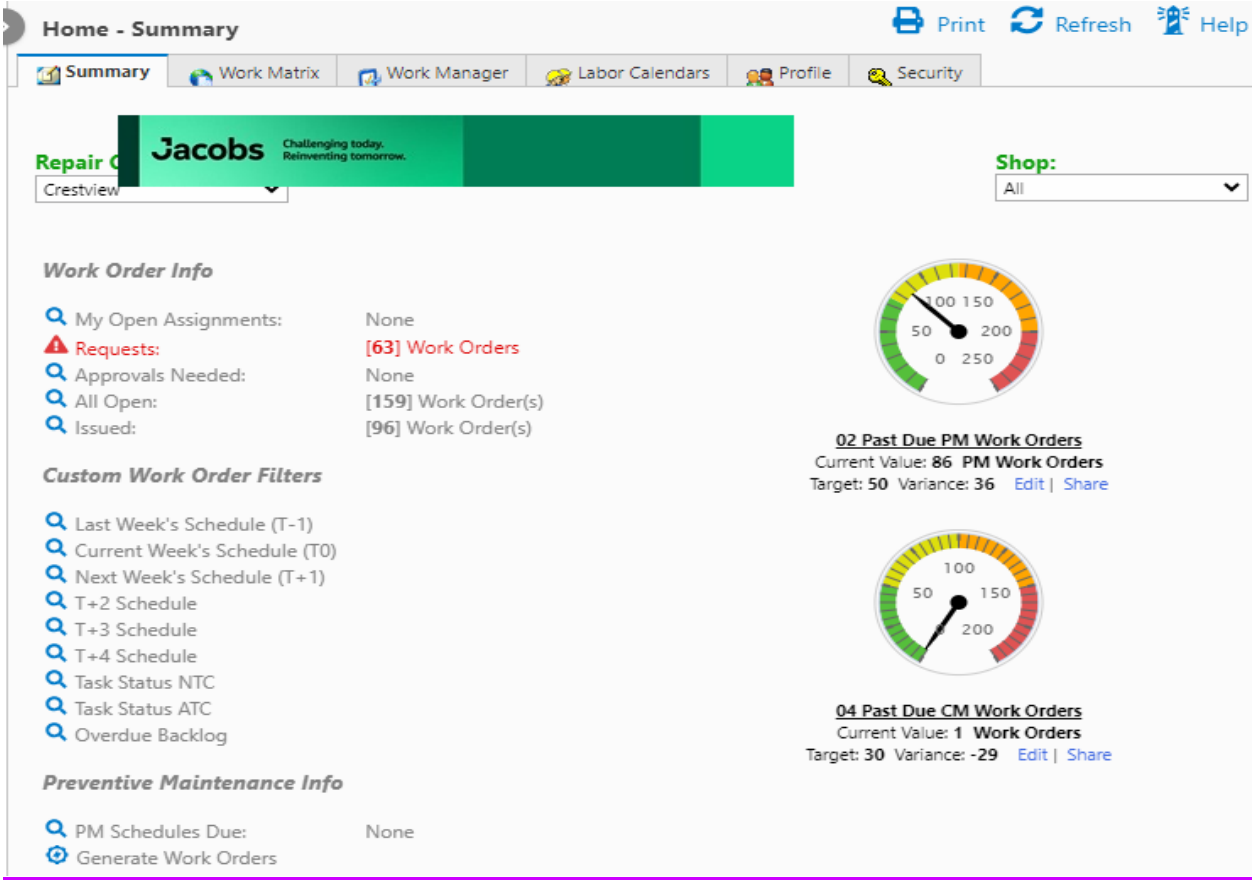
Project Name: Crestview
Set up by: Rebekka Maier
Month: Jan 2024

NOTES: Permit #FLA010193 Expires: 5/25/2025
Chlorine must be retained for a minimum contact time of 15 minutes based on peak hourly flow. * EFF-01 is Effluent sample after Basic-Level Chlorine Contact basin. * EFA-01 is chlorine residual sample after Basic-Level Chlorine Contact Basin. * 16 Hr FPC is required in the permit for $CBOD_5$ and TSS. * FLW-01 - Influent flow meter before headworks * INF-01 - Influent sampler before headworks * Land application R-001 - Flow to Part II slow-rate restricted public access system (sprayfield & within WWTP) * Land application R-002 - Flow to Part IV rapid infiltratin basin (RIB) system SE of WWTP * Land application R-003 - Flow to new Part III slow-rate public access system to General Service Area. * FLW-02 - Flow meter measuring flow to RIB System R-002 * (Not currently online)--> FLW-03 - Flow meter prior to the proposed tertiary filters * EFF-03 - Part III Reclaimed Water after High-Level Chlorine Contact Basins * EFB-03 - Part III Turbidity and TSS sampling point after Tertiary Treatment Filtration * EFA-03 - TRC sampling point after High-Level Chlorine Contact Basins. * FLW-WWTP - Flow meter to WWTP Reuse System

Parameter & Description	Facility Location	Frequency	Sample Type	Sample Point	Tue 1/16/24	Wed 1/17/24	Thu 1/18/24	Fri 1/19/24	Sat 1/20/24	Sun 1/21/24	Mon 1/22/24	Tue 1/23/24	Wed 1/24/24	Thu 1/25/24	Fri 1/26/24	Sat 1/27/24	Sun 1/28/24	Mon 1/29/24	Tue 1/30/24	Wed 1/31/24
Verified by:					JD	BF	BF	BF	BF	JD	JD	JD	JD	BF	BF	BF	JD	JD	JD	
$CBOD_5$ - 18 through 22 may be duplicate (PM requirement)	R-001 R-002	Weekly	16 Hr. FPC	EFF-01							Failed							Failed		
Nitrate, Nitrogen (as N)	R-002 only	Weekly	16 Hr. FPC	EFF-01	BF						Failed	BF							BF	
Total Nitrogen (as N)	R-002 only	Weekly	16 Hr. FPC	EFF-01	BF						Chk'd	BF						Chk'd	BF	
Total Phosphorus (as P)	R-002 only	Weekly	16 Hr. FPC	EFF-01	BF						Chk'd	BF							BF	
Influent Monitoring Requirements																				
Flow (Influent)	Influent	Cont	Recording Flow Meter with Totalizer	FLW-01	BF	BF	my	my	my	my	my	BF	BF	JD	my	my	my	my	BF	BF
Flow (WWTP reuse)	Influent	Cont	Recording Flow Meter with Totalizer	FLW-WWTP	BF	BF	my	my	my	my	my	BF	BF	JD	my	my	my	my	BF	BF
$CBOD_5$	Influent	Weekly	16 Hr. FPC	INF-01	BF						Chk'd	BF						Chk'd	BF	
TSS	Influent	Weekly	16 Hr. FPC	INF-01	BF						Chk'd	BF							BF	

We use the CMMS program to provide reports and metrics to summarize, track, and trend maintenance performance, such as the dashboard as shown in **Exhibit 12**.

EXHIBIT 12. Crestview Maintenance Connection Dashboard



The records maintained for the City are stored on the project's SharePoint site, with a summary provided in **Exhibit 13**.

EXHIBIT 13. Summary of Crestview Documentation and Reporting

FREQUENCY	REPORT DESCRIPTION	PURPOSE
Day-to-Day	▪ Shift Exchange Report ▪ Daily Inspection ▪ Pretask Plan ▪ Sample Tracking Tool ▪ Ion City Dashboard Monitoring	▪ Open exchange of information to ensure operational efficiency, personnel safety, and regulatory compliance
Weekly	▪ CMMS Routine & Corrective Maintenance Report ▪ CPCS Meeting & Report	▪ Review progress updates ▪ Review department performance ▪ Collaborate solution strategies ▪ Plan new assignments as needed

FREQUENCY	REPORT DESCRIPTION	PURPOSE
Monthly	▪ Biosolids Volume and Quantity Report ▪ Staff Training Report ▪ Repairs Expenditure Report ▪ CIP Report ▪ Influent Flow & Loading Report ▪ WW Discharge Monitoring Reports ▪ Biosolids Testing Report (DMR) ▪ O&M Client Report ▪ Financial Report ▪ System Analysis for Planned Repairs ▪ Open Work Order Report ▪ Maintenance KPI Report ▪ Process KPI Report ▪ Compliance Sample Tracking Report ▪ Laboratory QC Analysis Report ▪ Chemical Consumption Report	▪ Review operational progress updates and KPI metrics ▪ Compliance review and reporting ▪ Staff training evaluation and planning ▪ Procurement and inventory controls
Quarterly	▪ Ground Water Monitoring Report ▪ Reclaimed Water Service Inspections ▪ Air Relief Valves Condition Assessment ▪ Biosolids Report ▪ Asset Management Status Report ▪ Material Inventory Report ▪ Sustainability Report ▪ Community Involvement Planning ▪ SOP Review and Revision ▪ Site Safety Report	▪ Review facility and operational status ▪ Compliance review and reporting ▪ Special projects review and reporting
Annual	▪ Biosolids ADEM Report ▪ Biosolids EPA Report ▪ Biosolids FDEP Report ▪ Ground Water Monitoring Report ▪ Reclaimed Water and Hay Harvest Report ▪ CIP List ▪ O&M Report ▪ Budgeting Report ▪ Material Inventory Report ▪ WW Discharge Monitoring Report ▪ Jacobs Compliance Audit	▪ Review facility and operational status ▪ Compliance review and reporting ▪ Financial review and reporting
3-year	▪ ADEM - Biosolids Beneficial Use Permit Renewal	▪ Biosolids beneficial use application
5-year	▪ Discharge Permit Renewal ▪ Operating Protocols Revision ▪ Capacity Analysis Report Data ▪ O&M Performance Report Data	▪ Compliance review and reporting

A summary of open work orders is presented in **Exhibit 14**.

EXHIBIT 14. Crestview Open Work Order List

2/25/24, 7:20 AM Open Work Order List

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Open Work Order List
Printed: 2/25/2024 8:20 AM

Report Criteria
Repair Center is Crestview
Status is Issued or Requested

Work Order #	Asset ID	Asset Name	Parent Location	PM Name	Target Date
CRV-3792357	CRV-03101	Influent Sampler	Headworks	Auto Sampler Inspection and Maintenance	2/28/2024
CRV-3792356	CRV-03102	Effluent Sampler	Equipment Removed from Site	Auto Sampler Inspection and Maintenance	2/28/2024
CRV-3799160	CRV-14103	Main Plant Generator	Generators	Emergency Generator Inspections and Maintenance	3/11/2024
CRV-3795038	CRV-14103	Main Plant Generator	Generators	Emergency Generator Inspections and Maintenance	3/4/2024

Our comprehensive safety program and plan is outlined below. These elements, along with our leadership's continuous advocacy, help establish a culture of safety at the City's project.

Exhibit 15. Comprehensive Safety Program Elements

SAFETY ELEMENT	PURPOSE
H&S Work Control Plan	Used to direct, conduct, and document work relative to H&S requirements. With a focus on accident prevention, the plan directs how to classify the type of work and uses activity hazard analysis and pre-task planning, daily safety meetings, and stop-work authority for unsafe activity afforded every associate without fear of reprisal
Activity Hazard Analyses	In addition to preparing SOPs for operating system equipment, the team is required to perform an activity hazard analyses for all high-hazard tasks.
Pre-Task Plans (PTP)	Used to discuss the work to be performed and comply with the OSHA regulation, PTPs make sure hazards are identified and the controls (work practices, personal protective equipment, training, etc.) involved with the safe performance of work are applied.
Inspections/BZOs	Managers' and supervisors' observations, coaching, and positive reinforcement allow employees to identify and correct site physical and health hazards. This program provides a real-time opportunity for leaders to engage with associates and provide feedback on safety program implementation.
Personal Protection Equipment (PPE)	PPE is assessed, identified, and provided to Jacobs employees and others as required by each task.
Subcontractor Management	Manages risks associated with subcontractors' H&S using a systematic method that includes contract language plus prequalification based on safety performance. Requires most subcontractors to submit safety documents.

SAFETY ELEMENT	PURPOSE
H&S Improvement Planning	Uses our safety audit scoring checklist and customized safety scorecard to look at parameters such as total recordable rate (TRR), at-fault motor vehicle incidents, training completion, BeyondZero observations, and other performance data.
Comprehensive Ongoing Safety Training and Certification	**Assessment of safety training needs for each worker** and project site, starting at transition and then annually. **Real-time data to track and verify** that each employee has received the required training using our corporate employee learning and tracking program. **100+ online safety courses and classroom or practical hands-on safety training programs**, some of which are designed to meet specific OSHA regulations (example training topics: hazard communication, permit required confined space entry, bloodborne pathogens, lead, benzene, lockout/tagout, working from heights, PPE, and electrical safety). **Prior to performing high-risk tasks**, our safety team conducts classroom/practical training (NFPA 70E, permit required confined space, excavations, fall protection, hot works, scaffolding, etc.).

Drawing on our extensive experience with uncontrollable events and severe weather like hurricanes, wildfires, and flooding, our ERP lays out the immediate response to threats with a focus on protecting lives and assets (**Exhibit 16**). It also addresses recovery protocols so that when the danger has passed, no time will be lost.

EXHIBIT 16. Key Topics in the ERP

EVENT	APPROACH
Chemical spill response	Staff identify the chemicals used on site and precautions are developed to prevent and handle a spill. Individual safety data sheets (SDS) are used to guide proper cleanup and control measures.
Asset and equipment failure response	Critical equipment spares are identified and placed in inventory so emergency replacements can be made.
Fire response	Plant staff are trained on fire prevention and fire suppression. Local and regional maintenance staff are available for equipment/facility recovery operations.
Hurricane response	Proper maintenance of plant systems so that control equipment and measures at the plant are in top condition. Regional staff, properly certified and qualified, are available to fill in for staff shortages that may result from a site emergency condition. Jacobs' regional technical support staff are available immediately to optimize plant chemical dosing and operations should an emergency affect incoming raw water quality.
Pandemic/health emergency response	A comprehensive employee health program, including mental/emotional health. Regional staff are available to assist with operations and maintenance during extreme events, and an emergency staffing plan will help maintain safe operation under reduced staffing if required.
Process failure response	Continuous monitoring and evaluation of trends to proactively identify potential upsets. Response will include immediate additional testing to identify atypical contaminants, jar testing, and process optimization which may be required based on changed water quality conditions. Conduct comprehensive source water quality testing to detect possible contamination. Procurement resources are available to remedy chemical shortages. Leverage Jacobs technical resources to identify the issue and assist in the development of the recovery plan.
Power failure response	Coordinate outage duration with the City and Gulf Power. Response team will assure emergency generators have started and are running properly. Jacobs staff will monitor operations until normal operations resume.
Emergency telephone numbers	An emergency contact list with site numbers is posted at each worksite and include project contacts, including Crestview WWTP project/plant manager, safety manager, Public Emergency Response, police, fire, and ambulance for surrounding communities—emergency (911) and non-emergency numbers, area hospitals, and serious incident reporting and crisis management.
Emergency equipment inventory	If emergency equipment is a rental item or provided as a specialty service by a vendor, agreements for 24/7 service will be put in place in advance.
Continuity of Operations (COO) Plan	An effective COO makes sure of uninterrupted operations during immediate needs, such as a pandemic, and plans for longer range needs such as retirement, promotions, etc. The COO focuses on roles and responsibilities, notification requirements, subcontractor guidelines, quarantine guidelines, exposure reporting, and travel requirements, and identifies resources, both internal and external, to respond to staffing augmentation needs.

An example of a project audit process is shown in **Exhibit 17.**

EXHIBIT 17. Jacobs' Project Audit Process by Regional Leadership Ensures Projects Meet Client Expectations Including Schedules and Budget

EXHIBIT 18. New Contract Start-up Milestone Schedule

TIMING	MILESTONE	DETAILS	JACOBS LEAD
Not applicable	Implement transition plan	The Jacobs delivery team is already in-place and ready to deliver the updated scope of work	Kyle Holder
Upon Award	Contract negotiations/ ratification	Review of the new contract and scope to include any negotiations.	Kyle Holder Jill Achee
Post contract ratification	Review of new agreement/ SOW with the City	Walk through new agreement and SOW to confirm understanding and alignment of approach and expectations	Kyle Holder Kevin Dahl

EXAMPLES OF MONTHLY AND ANNUAL REPORTS

Jacobs/CH2M HILL OMI
5101 Arena Rd
P.O. Box 1647
Crestview, Florida
Tel 850.682.0829
Fax 850.682.1577

June 26, 2023

Mr. Michael Criddle
Public Works Director
City of Crestview
715 N. Ferdon Blvd
Crestview, Florida 32436

RE: Client Report for the City of Crestview, Florida
For the month of April 2023.

Dear Mr. Criddle,

I have compiled the activities for the Jacobs Crestview, Florida project for the month of May 2023:

MONTHLY SUMMARY

- The monthly DMR for May was submitted with no exceedances.
- Chlorine use for the month was 1403 gals or an average of 45 gals a day.
- Quotes are being gathered for the Stream Condition Index. So far only one has been submitted. Two more are being sought.
- The belt press filled 22 dumpsters for a total of 48.64 tons of biosolids.
- Both the RIB 6 and Biosolids upgrades are moving forward.

MAINTENANCE / REPAIRS

- The valve and check valve on Pump 2 at Llyod St. have been replaced.
- Prep work to change the valve and check valve on Pump 1 has begun.
- The 3.4 hp KSB mixer for the master lift station has been pulled and picked up by Pump and Process to be repaired / replaced.
- The annual thermal / vibration testing for all electric motors has been completed and the regional maintenance group is working on the report.

Equipment not in use

- Roto Drum thickener and pump (last used 1 / 98).
- Old WAS pumps (last used 5 / 08).

The following table lists each permit parameter and summarizes overall plant performance for April 2023.

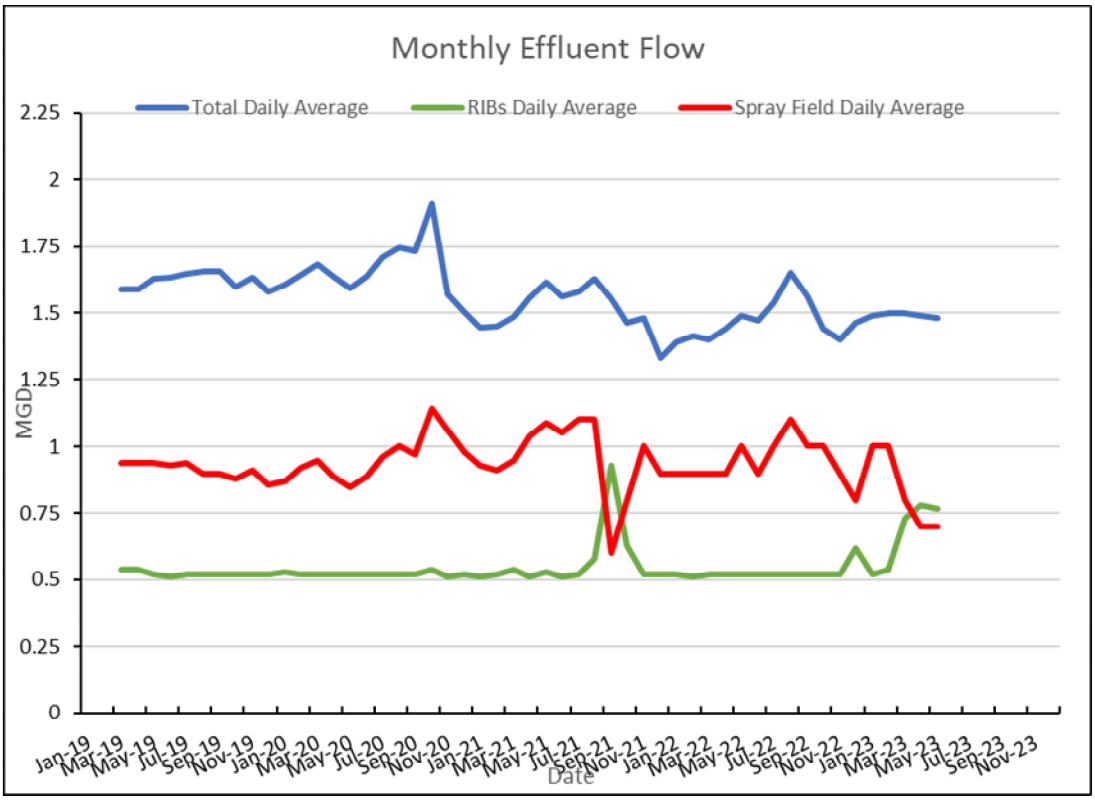
Parameter	Permitted Frequency	Reported	Permitted
Flow to Spray Field	Daily average	0.7	1.53 mgd max.
Flow to RIBS	Daily average	0.77	1.12 Ann. Avg
Total Effluent Flow	Daily average	1.48	2.67 MGD
Biochemical Oxygen Demand (5-day)	Monthly average	6.64	30.0 mg/L
Total Suspended Solids	Monthly average	2.64	30.0 mg/L
Nitrate Nitrogen	Maximum	0.26	12.0
Nitrogen, total	Maximum	8.50	Report
Phosphorus, total	Maximum	0.97	Report
Fecal Coliform	Monthly average	7	200 /100ml
	Monthly maximum	13.4	800 /100ml
PH	Monthly minimum	7.3	6.0 s.u.
	Monthly maximum	7.7	8.5 s.u.
Chlorine	Monthly Average	.85	0.50 mg/L
Rainfall	Total Inches	6.14	N/A
Biosolids transported	24/7	48.64	Report D.T.
INFLUENT BOD	Monthly average	387	Report
INFLUENT TSS	Monthly avg/max	238/284	Report

The process efficiency averaged 98.28% removal of CBOD, and 98.89% of TSS for the month. Monthly percent capacity for the Crestview facility is 55.43%.

REBATABLES:

Project to Date	Limits	Percentage Rebatable:	Percentage Invoiceable:	Expenses	(Rebate)/ Invoice
Electricity	217,000.00	50%	50%	150,157.00	(33,421.50)
Chemicals	50,000.00	100%	100%	42,527.00	(7,473.00)
Solids Handling	110,000.00	100%	100%	83,400.00	(26,600.00)
Repairs	20,000.00	100%	100%	21,293.00	1,293.00
	397,000.00			297,377.00	(66,201.50)

The rebatables for April were 30k over budget. Electricity: -5,490 (50%= 2,745), Solids Handling: -10,067, Chemicals: -9,193 Repairs: -7,959.



The spike in flows during September 2020 was from Hurricane Sally. The spikes in the RIBs and Spray Field during September 2021 were from the RIB rerate testing. The spray field pond holds 10 million gallons which acts as a buffer for the effluent disposal. We have begun to increase flow to the RIBs which has decreased flow to the Spray Field. The plan is to slowly increase flow until they are at 75% capacity.

Sincerely,

Ernie Nolan
Project Manager

Operations Management and Facilities Services
2021 Annual Report

Crestview, Florida

Jacobs

Challenging today.
Reinventing tomorrow.

Jacobs

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To our clients, community and partners

We all wanted 2021 to be the year we got back to normal operations.

Though we had some challenges, pandemic-related and otherwise, we moved forward together, made upgrades to the City's wastewater facilities and sustained compliance and efficiency throughout the year.

Our repairs and upgrades to the plant and collection system this year include new pumping equipment, a distribution valve and a new digester motor. We also assisted the City to remove and service the pump at the master lift station, and we repaired some of the tools and equipment we use to do our jobs each day. Jacobs' support and assistance self-performing key repairs helped Crestview avoid additional costs associated with retaining and managing contractors. Our focus on preventive and predictive maintenance—more than 88 percent of total maintenance activity—helped keep key equipment running and extend its useful life.

The team has worked hard to ensure that the Crestview Wastewater Treatment Plant (WWTP) continues to grow with the city and stands out in Northwest Florida as a modern wastewater treatment facility. We're working with our colleagues on the engineering and consulting side to assure the plant operates effectively while additional improvements are designed and developed. Crestview's six-member operating staff has remained stable and consistent for more than two years. To serve you better, we continue improving our skills and increasing our certification levels.

The Jacobs Crestview team and I are happy to share our accomplishments in partnership with the City of Crestview. We're grateful for another year of assisting the City and making progress together.

All the best,

Ernest Nolan

Ernest Nolan, Project Manager and the Crestview team

Crestview wastewater operations and maintenance overview

Owner:	City of Crestview, Florida
Owner contact:	Michael Criddle Public Works Director 715 N. Ferdon Blvd Crestview, Fl 32536 850.682.6132
Operator:	Jacobs
Operations contact:	Ernie Nolan Project Manager POB 1647 Crestview, Fl 32536 850.682.0829
Facilities:	**City of Crestview WWTP** 5101 Arena Road Crestview, Fl 32536 The Crestview WWTP has a permitted treatment capacity of 2.18 million gallons per day (mgd). The processes include; influent fine screens, grit removal, anoxic basins, oxidation ditches, secondary clarification and chlorine gas disinfection. The treated effluent discharges to holding ponds, and is pumped out to the 180 acre sprayfield irrigation site. Additionally, there are five rapid infiltration basins (RIBs), providing an additional 0.63 million gallons per day of effluent disposal capacity. The plant produces Class B biosolids.
Lloyd Street lift station –LS28	Jacobs operates and maintains the Lloyd Street Lift station. The station consists of two manual screens, three Gorman Rupp T10 pumps and a standby generator.
Staff size:	Six full-time associates and one cat
Hours of operation:	The Crestview WWTP is staffed 16 hours per day, 7 days per week.
Alarm dialer support:	The WWTP and the Lloyd Street lift station are on alarm dialers to PanHandle Alarm Company. Response time is typically 10 minutes.
Original contract date:	January 1994
Renewal date(s):	February 1999, February 2004, February 2009, October 1, 2014

Plant improvements support uninterrupted wastewater service

Our team completed repairs and upgrades that kept services consistent in 2021.

New digester motor.
The operations team changed the motor without the need to bring in a specialty contractor, thereby saving time and cost.
Estimated savings, $10,000.00

Master lift station pump service. Pumping systems at the master lift station needed attention, as pump impellers had been in service for nearly 15 years. The operations team pulled the pump to have it serviced, saving costs over hiring a contractor.
Estimated savings, $1,500.00

Coordinating operations with facility growth and expansion.
Crestview is working with Jacobs consultants on upgrades to wastewater treatment and water supply infrastructure to enable utility systems to keep pace with community growth and expansion. Our team works with Jacobs engineers and the City to assure operations are planned and carried out effectively during construction.

Our team

Our six-member team operates and maintains Crestview's 2.18-mgd wastewater treatment plant, a 180-acre sprayfield and key components of the City's wastewater collection system. Our staff has experienced minimal to no turnover, and our operators have expanded their knowledge of the City's wastewater system and its needs. We understand Crestview's desire to move toward more advanced water operations. As such, our operators either hold or are obtaining advanced operator licenses. We look forward to supporting the City with broader

Ben Fassnacht, Operator

Ben has been working at the plant just over five years. Ben oversees most of the sprayfield operations and maintenance, working with contract farmers to grow livestock-grade hay. Ben has been performing and overseeing more maintenance activities throughout 2021, and he is preparing to test for a Florida Class C Water Operator license.

Hans Pakusch, Operator

Hans has been with us for 4 1/2 years, and he remains our primary evening shift operator. Like Ben, Hans has been learning more about predictive and preventive maintenance in the past year. He's taken on maintenance tasks and gained substantial hands-on experience while still handling treatment processes, data gathering and reporting. Hans now holds a Florida Class C Water Operator license in addition to his Florida Class B Wastewater license.

Justin Duncan, Operator

Justin has been on our team for almost 3 years, and he now has his Florida Class C Wastewater Operator's license. Justin's certification is especially important, as the plant must have an appropriately licensed operator onsite 16 hours a day, 7 days a week. Justin now can help our staff comply with regulations, while enabling greater staff mobility and availability to assist the City.

Max Jurovic, Lead Operator

Max continues to advance and promote our operator-in-training program, which has enhanced our ability to staff the plant and increased our team's capacity to assist the City with other projects as needed. Max has served Crestview for more than 29 years.

Pam Cox, Administrative Assistant

Pam manages our documentation for regulatory reporting, and handles office-management and administrative tasks. Pam also acts as our site safety and sustainability representative. She has served our team and the City for 19 years. Pam's organization skills, consistency and professional focus help us maintain solid relations with the regulatory community.

Ernie Nolan, Project Manager

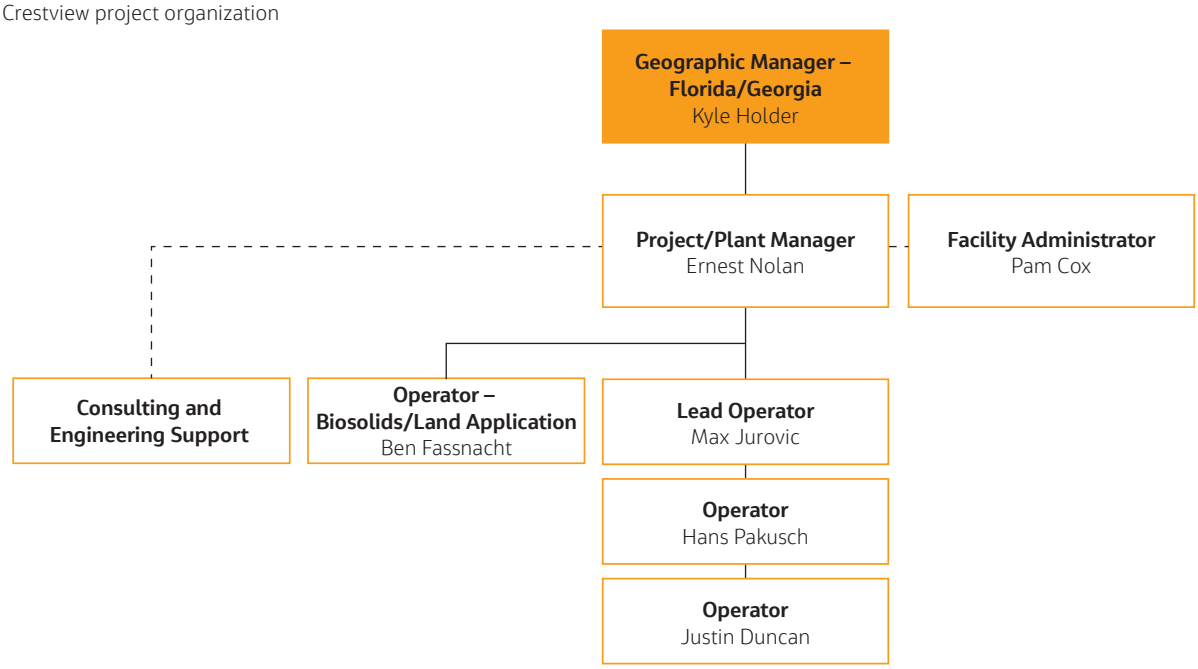
Ernie's 10-year affiliation with the Crestview wastewater facilities includes managing construction of key upgrades to operating and controlling treatment systems. Ernie guides daily operations, staffing and reporting. His working relationship and level of trust with City officials promotes efficient operations and cost management. Because he holds Florida Class A licenses in both wastewater and water, Ernie is a versatile resource to help the City achieve its utility operations objectives.

Ninja, Rodent Control Specialist

This is Ninja's seventh year on staff. She continues to prove her value in pest control, given our proximity to the local landfill. Ninja's also a great companion and stress reliever for our team members, and she doesn't mind working the night shift anytime.

Exhibit 1 shows our team organization, and Exhibit 2 summarizes team member experience, certifications and roles.

Exhibit 1
Crestview project organization



Our team

Exhibit 2
Our experienced and knowledgeable team

Name and title	Years of experience onsite	Licenses/Certifications	Skills
Ben Fassnacht Operator	5	Florida Class C Wastewater Operator Florida Class C Water Operator (pending)	Biosolids management, land application operations, crop management and harvesting, equipment maintenance and repair.
Hans Pakusch Operator	4 1/2	Florida Class B Wastewater Operator Florida Class C. Water Operator	Wastewater treatment system operation, preventive and predictive maintenance, process control and process data management.
Justin Duncan Operator	3	Florida Class C Wastewater Operator	Wastewater treatment system operation, control systems, process control, sample collection and tracking, data collection and reporting.
Max Jurkovic Lead Operator	29	Florida Class B Wastewater Operator	Staff scheduling, task management, operator training, wastewater treatment process control. Data collection and reporting for operations planning and regulatory reporting.
Ernest Nolan Project Manager	10	Florida Class A Wastewater Operator Florida Class A Water Operator	Staffing, general administration and financial management, data interpretation, compliance reporting and recordkeeping, treatment process monitoring and control.
Pam Cox Administrative Assistant	19		Records system maintenance and management, report preparation, training and safety program recordkeeping.
Ninja	7	Feline Pest Control – Grade A	Rodent population reduction, staff stress management, milk sipping, purring.

Certifications and training broaden our team's versatility and value

The Jacobs Crestview staff took advantage of a variety of practical, safety and operations training throughout 2021. Continuing professional training enables our team members to broaden their skills and awareness, and contributes to better and more compliant operations. Examples of training include the following:

Proprietary software. Jacobs' project-management software, known as ion City, supports efficient management and tracking of task plans, equipment and safety resources. Jacobs technicians conducted 24 hours of ion City training over three days for five staff members at Crestview.

Safety observation and review. Beyond Zero, Jacobs' safety support program, promotes positive reinforcement of safety principles and safe behavior. Jacobs safety staff members completed four Beyond Zero safety observations onsite at Crestview. Crestview staff also took a 2-hour activity hazard-analysis training course, and our regional Safety staff uploaded activity-hazard analysis (AHA) data to the site's ion City database.

In addition to these training modules, Crestview staff received training on annual performance reviews and goal setting, tablet-computer-based task planning and equipment tracking.

Access to regional and nationwide support resources

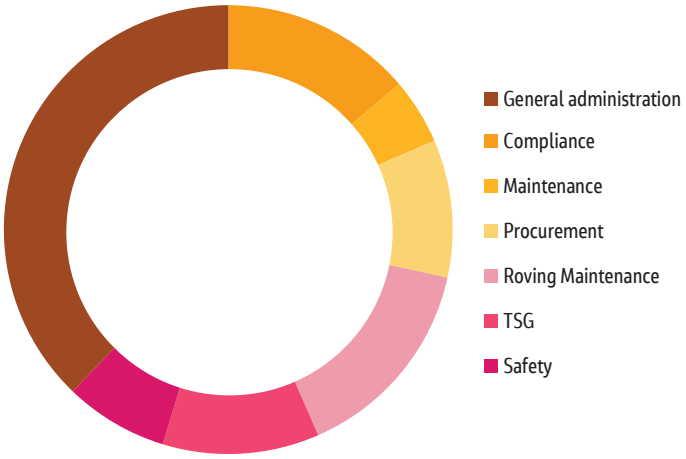
Jacobs brings Crestview knowledge and support from a network of facility operations and technical professionals throughout our company. These additional resources facilitate training, conduct condition assessments, develop asset-management plans, maintain supply chains and help manage administration and business systems. This additional support helps maximize return on investment and performance of your facilities, while managing operating costs.

In 2021, our specialists contributed nearly 980 hours of added-value support to Crestview. Specialists, trainers and technicians assisted with compliance, safety, training, technical services, procurement and maintenance at Crestview. These services are part of our pledge of partnership for operating success.

Exhibit 3 shows regional support hours by category.

Exhibit 3

Jacobs regional support enhances service and quality without additional cost



Regional experts help guide vital operations activities

Jacobs technical, operations and business:

- **Operations assessment and consulting.** Process troubleshooting, repairs, performance testing, quality management and system improvement.
- **Maintenance and asset management.** Condition assessment and baseline analysis to establish and track facility asset operating longevity, life-cycle cost and risk; and estimating repair and replacement costs and capital replacement costs.
- **Optimization.** Process analysis and adjustment with the goal of reducing costs, moderating the use of chemicals and supplies, gathering and tracking data and comparing facility performance against industry standards and similar facilities.
- **Financial, management and business systems.** Analysts, project-controls personnel and financial specialists help maintain cost stability, support financial data management and reporting and create and manage operating budgets.
- **Compliance.** Regulatory compliance specialists assess permits and help with permit renewal, assist with compliance plans and address compliance and regulatory challenges.

Jacobs assists Crestview with more than operations

Jacobs engineers and project managers from nearby Pensacola are helping Crestview improve its water utility assets. We're working with our engineering and technical services colleagues, coordinating operations and maintenance (O&M) with planning, design and construction of facility upgrades. Current Jacobs engineering and consulting projects onsite include:

- Coordinating a major road project, routed through the City's sprayfields.
- Design and construction of a digester to support and improve wastewater treatment operations
- Installation of a new belt filter press for effective solids handling.

Operations and maintenance highlights

Crestview facility overview

The City's wastewater treatment system is an extended aeration activated sludge facility designed for an average daily flow of 2.18 mgd and a peak flow capacity of 6.6 mgd. Effluent is disposed through a spray irrigation system over a 180-acre tract, as well as 7.65 acres of Rapid Infiltration Basins. The facility, located at 5101 Arena Road, is staffed 7 days per week, 16 hours per day. In 2021, the plant treated and disposed of 550.5 million gallons of effluent. (In 2013 the plant treated 379 million gallons, an increase of 171.5 million over eight years.)

Major components of the facility include two land application facilities; a 220 acre sprayfield (180 permitted) and 7.6 acre facility, a three-pump master lift station, three static bar screens, a PISTA™ grit removal system, two anoxic basins and two aeration basins—each holding approximately 1,065,342 gallons of wastewater. The wastewater in the basins is mixed and aerated by two mechanical vertical aerators on each basin. The facility also has two secondary circular clarifiers, two aerobic digesters with floating aerators, two two-chambered chlorine contact trains and a tertiary disk filter.

Compliance

The Crestview WWTP and collection infrastructure achieved 100 percent compliance with regulatory parameters throughout 2021. This is true despite the significant challenges posed by the high pollutant loadings in the wastewater entering the plant. Influent biochemical oxygen demand (BOD) averages 404 milligrams per liter (mg/L)—almost two times the normal municipal-waste loading of 200 to 300 mg/L. BOD removal is a key measure of plant performance, and despite challenging influent conditions, and the plant's design to handle a maximum loading of 400 mg/L, we maintain about 98 percent removal of BOD and total suspended solids (TSS).

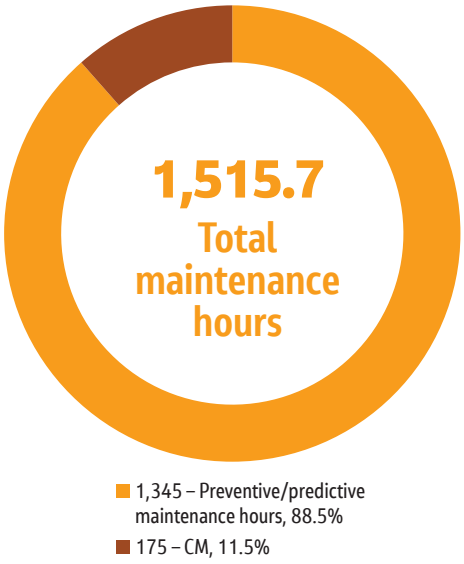
In addition to high-strength influent, the Crestview operations team manages high seasonal influent flow. The 2021 hurricane season was somewhat less active than 2020. Nevertheless, to remain prepared, we followed our high-flow operating protocol, and planned for additional staff coverage and appropriate handling of higher influent flow rates.

Proactive maintenance extends equipment life and avoids interruptions

Jacobs is committed to protecting Crestview's equipment by practicing routine preventive maintenance (PM) and addressing wear, parts replacement and other issues before they develop into major problems. By performing and tracking daily, weekly, monthly and annual PM on all equipment, we have kept major equipment failures to a minimum. In 2021, our team completed 1,520 maintenance records, documenting them in our computerized maintenance management system (CMMS). Of these maintenance tasks, 88.5 percent were predictive or preventive. The high percentage of PM to corrective maintenance (CM) outperforms the industry-standard 80/20 ratio preventive to corrective, as shown in Exhibit 5. We also can supply a more detailed account of maintenance hours and tasks—inspections, cleanings, parts replacements and related events—upon request.

Exhibit 4

Focusing on preventive and predictive maintenance prolongs equipment life and saves costs over the long term



Value-added improvements

As noted earlier, Jacobs and Crestview worked together on enhancements and capital improvements to facilities and grounds throughout 2021. Exhibit 5 summarizes improvements and repairs.

Exhibit 5
Major milestones and accomplishments with value-added upgrades

Upgrade or enhancement	Result, benefit
Pump impeller rebuild on master lift station	Extended equipment service and reliability. Replaced pump component that had been in service for more than 16 years.
Development and programming of operations software system (HACH/WIMS)	Consistent operations control, performance tracking and reporting. Ability to share operations data with the City for monitoring and facility planning.
Tablet computers for work planning and process control	Central storage of data for task planning and job safety management. Enables trending and optimization of safety programs; supports hazard mitigation.
Security camera system	Enhanced security and site surveillance and loss prevention.

Replaced the 100-horesepower (hp) motor for pump 3 at the Lloyd Street lift station.

Replaced 12 inch distribution valve at the RIBs.

Installed reuse hose spigot for Digester 2.

Repaired the plant Bushhog by welding new structural supports for the gear box and surface plates.

Biosolids and effluent management

Continued high TSS loadings generate higher volumes of biosolids. We produce and land-apply Class B biosolids on pastureland in Alabama, amending the soil for agriculture. We have worked with the Alabama Department of Environmental Management (ADEM) to ensure our ability to continue sending biosolids there. The Crestview WWTP is a registered producer with ADEM.

Safety

Focusing on safety performance has driven the Jacobs team to a current total recordable injury rate (TRIR) of 0.0. Crestview has not experienced a recordable incident in more than three years – **more than 48,500 incident-free working hours**.

In 2021, our regional safety support staff helped train Crestview's operators. We conducted four complete safety audits and observations and held two training classes for our proprietary software that tracks pre-task planning and incident prevention. We also trained staff to incorporate safety performance into annual reviews, and initiated the use of handheld tablets for task planning, hazard observation and safety protocol tracking.

Jacobs' focus on safety and worker well-being—known as BeyondZero™—empowers our employees to create and sustain a positive, safe, and healthy work environment for themselves and colleagues, and that extends to the Waynesboro community. It also mirrors our respect for the environment in the tools and solutions we employ to contribute to sustainable business practices. Our culture and our people go beyond following rules, procedures and processes. Our goal goes beyond driving statistics to zero. We believe our culture will make our people and communities safer and healthier. We look for ways to recognize and mitigate risks, on and off the job and we have created a culture of caring where genuine concern for each other makes it impossible to tolerate unsafe conditions or behaviors.

Our Crestview team focuses on safety by promoting the BeyondZero culture of caring that empowers our staff to look out for one another. We start each day with a safety briefing where we address items of concern that can take place at work and at home. We want our employees to be safe while performing on the job, and we want them to enjoy their home life in the safest way possible.

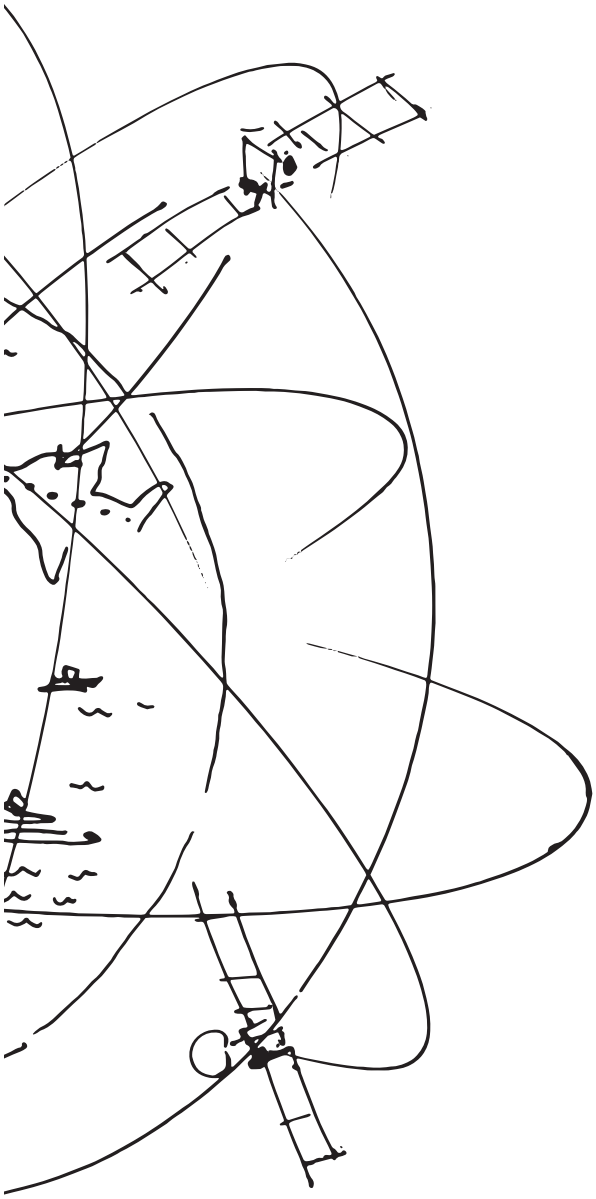
Our regular safety briefings are supplemented with monthly safety training and periodic safety audits conducted by our regional safety team. The regional safety team reviews onsite safety protocols and procedures; conducts safety audits and performs safety training as needed.

Planning, precaution minimize COVID-19 impact

Maintaining staff safety and preventing the spread of COVID-19 are integral to our safety program. None of our staff members became ill with COVID-19 during 2021. The fact that we avoided service interruptions and other impacts is a testament to our team's caution and vigilance on and off the job. We developed a continuity of operations plan (COO) at the onset of the pandemic. We followed the plan such that, while onsite, our staff maintained physical distance and used proper personal protective equipment. Nine of our 14 shifts are single-operator, so the potential for spreading the virus, even if someone was infected, was low. We will continue following our COVID-19 COO plan, and adjust our protocol as conditions change.

Community involvement

The COVID-19 pandemic has continued to preclude us from pursuing our usual high level of community engagement throughout 2021. We enjoy connecting with the Crestview community with special events and public-education activities, and we look forward to returning to active community outreach as soon as it is safe and prudent to do so.



Looking ahead

As Crestview continues developing infrastructure in response to growth, our team is ready to assist. We're looking forward to planning and completing additional improvements to the wastewater facilities in 2022. These include the following:

New digesters and belt press – Design and planning are complete on these key upgrades, and construction will begin in early to mid-2022. The O&M team will coordinate operations with construction, and perform other tasks as needed to facilitate the project.

Rapid infiltration basin No. 6 upgrades – Improvements to the RIB will facilitate effective handling of higher flows and compliant discharge of treated effluent.

We are proud to serve as Crestview's wastewater utility O&M partner, and we are ready and able to help the City address growth and development into the future. We thank you for another successful year!

www.jacobs.com

Jacobs

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

PERMITTEE NAME:	City of Crestview	PERMIT NUMBER:	FLA010193
ADDRESS:	198 N Wilson Ave Crestview, FL 32536	LIMIT:	FINAL REPORT: Monthly
		FACILITY TYPE:	DW GROUP: Domestic
		MONITORING GROUP:	R-001
FACILITY:	Crestview WWTP		
LOCATION:	5101 Arena Rd Crestview, FL 32536	DESCRIPTION:	Part II spray irrigation 270 acres
COUNTY:	OKALOOSA	MONITORING PERIOD:	From: 01/01/2024 To: 01/31/2024

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Flow	**Sample Measurement**		**0.7**						**0**	**1 Continuous**	**Recording Flow Meter with Totalizer**
PARM Code 50050 Y Add. Desc: Part II Sprayfield Mon. Site: CAL-02	**Permit Requirement**		**1.53 (Annl Avg)**	**MGD**						**(1 Continuous)**	**(Recording Flow Meter with Totalizer)**
Flow	**Sample Measurement**		**0.7**						**0**	**1 Continuous**	**Recording Flow Meter with Totalizer**
PARM Code 50050 P Add. Desc: Part II Sprayfield Mon. Site: CAL-02	**Permit Requirement**		**Report (Mo Avg)**	**MGD**						**(1 Continuous)**	**(Recording Flow Meter with Totalizer)**
Flow	**Sample Measurement**		**0.75**						**0**	**1 Continuous**	**Recording Flow Meter with Totalizer**
PARM Code 50050 1 Add. Desc: Part IV RIBs Mon. Site: FLW-02	**Permit Requirement**		**1.12 (Annl Avg)**	**MGD**						**(1 Continuous)**	**(Recording Flow Meter with Totalizer)**
Flow	**Sample Measurement**		**0.78**						**0**	**1 Continuous**	**Recording Flow Meter with Totalizer**
PARM Code 50050 Q Add. Desc: Part IV RIBs Mon. Site: FLW-02	**Permit Requirement**		**Report (Mo Avg)**	**MGD**						**(1 Continuous)**	**(Recording Flow Meter with Totalizer)**

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
BOD, Carbonaceous 5 day, 20C	**Sample Measurement**					**6.1**			**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 80082 Y Mon. Site: EFF-01	**Permit Requirement**					**20.0 (Annl Avg)**		**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**
BOD, Carbonaceous 5 day, 20C	**Sample Measurement**				**14.0**	**14.0**	**6.6**		**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 80082 1 Mon. Site: EFF-01	**Permit Requirement**				**60.0 (Maximum)**	**45.0 (Wkly Avg)**	**30.0 (Mo Avg)**	**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**
Solids, Total Suspended	**Sample Measurement**					**2.8**			**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 00530 Y Mon. Site: EFF-01	**Permit Requirement**					**20.0 (Annl Avg)**		**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**
Solids, Total Suspended	**Sample Measurement**				**14.0**	**14.0**	**5.5**		**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 00530 1 Mon. Site: EFF-01	**Permit Requirement**				**60.0 (Maximum)**	**45.0 (Wkly Avg)**	**30.0 (Mo Avg)**	**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**
Coliform, Fecal	**Sample Measurement**					**7**			**0**	**1 Weekly**	**Grab**
PARM Code 74055 Y Add. Desc: Basic Disinfection Mon. Site: EFF-01	**Permit Requirement**					**200.0 (Annl Avg)**		**#/100mL**		**(1 Weekly)**	**(Grab)**

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	**Sample Measurement**					**141**	**5**		**0**	**1 Weekly**	**Grab**
PARM Code 74055 1 Add. Desc: Basic Disinfection Mon. Site: EFF-01	**Permit Requirement**					**800.0 (Maximum)**	**200.0 (Mo Geomn)**	**#/100mL**		**(1 Weekly)**	**(Grab)**
pH	**Sample Measurement**				**6.5**		**8.0**		**0**	**1 Continuous**	**16-hr Flow Proportioned Composite**
PARM Code 00400 1 Mon. Site: EFF-01	**Permit Requirement**				**6.0 (Minimum)**		**8.5 (Maximum)**	**s.u.**		**(1 Continuous)**	**(16-hr Flow Proportioned Composite)**
Chlorine, Total Residual	**Sample Measurement**				**0.7**				**0**	**1 Continuous**	**16-hr Flow Proportioned Composite**
PARM Code 50060 A Add. Desc: Basic Disinfection Mon. Site: EFA-01	**Permit Requirement**				**0.5 (Minimum)**			**mg/L**		**(1 Continuous)**	**(16-hr Flow Proportioned Composite)**
Nitrogen, Nitrate, Total (as N)	**Sample Measurement**						**0.4**		**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 00620 1 Mon. Site: EFF-01	**Permit Requirement**						**12.0 (Maximum)**	**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**
Nitrogen, Total	**Sample Measurement**						**22.80**		**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 00600 1 Mon. Site: EFF-01	**Permit Requirement**						**Report (Maximum)**	**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Phosphorus, Total (as P)	**Sample Measurement**						**6.60**		**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 00665 1 Mon. Site: EFF-01	**Permit Requirement**						**Report (Maximum)**	**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**
Flow	**Sample Measurement**	**1.46**	**1.44**						**0**	**1 Continuous**	**Recording Flow Meter with Totalizer**
PARM Code 50050 R Add. Desc: Influent Mon. Site: FLW-01	**Permit Requirement**	**2.75 (Mo Avg)**	**Report (3MonAvg)**	**MGD**						**(1 Continuous)**	**(Recording Flow Meter with Totalizer)**
Flow	**Sample Measurement**		**MNR**						**0**	**1 Monthly**	**Recording Flow Meter with Totalizer**
PARM Code 50050 S Add. Desc: WWTP Reuse Mon. Site: FLW-WWTP	**Permit Requirement**		**Report (Mo Avg)**	**MGD**						**(1 Monthly)**	**(Recording Flow Meter with Totalizer)**
Percent Capacity, (TMADF /Permitted Capacity) x 100	**Sample Measurement**						**52.5**		**0**	**1 Monthly**	**Calculated**
PARM Code 00180 P Mon. Site: CAL-01	**Permit Requirement**						**Report (Mo Avg)**	**percent**		**(1 Monthly)**	**(Calculated)**
BOD, Carbonaceous 5 day, 20C	**Sample Measurement**						**282**		**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 80082 G Add. Desc: Influent Mon. Site: INF-01	**Permit Requirement**						**Report (Mo Avg)**	**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Solids, Total Suspended	**Sample Measurement**						**230**		**0**	**1 Weekly**	**16-hr Flow Proportioned Composite**
PARM Code 00530 G Add. Desc: Influent Mon. Site: INF-01	**Permit Requirement**						**Report (Mo Avg)**	**mg/L**		**(1 Weekly)**	**(16-hr Flow Proportioned Composite)**

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE	SUBMITTED ON
Ernest Nolan	I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.	Electronically Signed	(850) 305-4638	02/24/2024

Parameter	Monitoring Site	Comments for Monitoring Group - R-001
50050 R	FLW-01	Influent numbers are based on effluent flowmeter and historical data. An outside contractor is working on the influent flowmeter.

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

PERMITTEE NAME:	City of Crestview	PERMIT NUMBER:	FLA010193
ADDRESS:	198 N Wilson Ave Crestview, FL 32536	LIMIT:	FINAL REPORT: Monthly
		FACILITY TYPE:	DW GROUP: Domestic
		MONITORING GROUP:	R-003
FACILITY:	Crestview WWTP		
LOCATION:	5101 Arena Rd Crestview, FL 32536	DESCRIPTION:	Part III Reuse to General Reuse Area
COUNTY:	OKALOOSA	MONITORING PERIOD:	From: 01/01/2024 To: 01/31/2024

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Flow	Sample Measurement		MNR						0	MNR	MNR
PARM Code 50050 Y Add. Desc: Part III Reuse Mon. Site: FLW-03	Permit Requirement		0.2 (Annl Avg)	MGD						(1 Continuous)	(Recording Flow Meter with Totalizer)
Flow	Sample Measurement		MNR						0	MNR	MNR
PARM Code 50050 1 Add. Desc: Part III Reuse Mon. Site: FLW-03	Permit Requirement		Report (Mo Avg)	MGD						(1 Continuous)	(Recording Flow Meter with Totalizer)
BOD, Carbonaceous 5 day, 20C	Sample Measurement					MNR			0	MNR	MNR
PARM Code 80082 Y Mon. Site: EFF-03	Permit Requirement					20.0 (Annl Avg)		mg/L		(1 Weekly)	(16-hr Flow Proportioned Composite)
BOD, Carbonaceous 5 day, 20C	Sample Measurement				MNR	MNR	MNR		0	MNR	MNR
PARM Code 80082 1 Mon. Site: EFF-03	Permit Requirement				60.0 (Maximum)	45.0 (Wkly Avg)	30.0 (Mo Avg)	mg/L		(1 Weekly)	(16-hr Flow Proportioned Composite)

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Solids, Total Suspended	**Sample Measurement**						**MNR**		**0**	**MNR**	**MNR**
PARM Code 00530 B Add. Desc: High-Level Disinfection Mon. Site: EFB-03	**Permit Requirement**						**5.0 (Maximum)**	**mg/L**		**(1 Daily; 24 hours)**	**(Grab)**
Coliform, Fecal	**Sample Measurement**						**MNR**		**0**	**MNR**	**MNR**
PARM Code 74055 1 Add. Desc: High-Level Disinfection Mon. Site: EFF-03	**Permit Requirement**						**25.0 (Maximum)**	**#/100mL**		**(1 Daily; 24 hours)**	**(Grab)**
Coliform, Fecal, % less than detection	**Sample Measurement**				**MNR**				**0**	**MNR**	**MNR**
PARM Code 51005 1 Mon. Site: EFF-03	**Permit Requirement**				**75.0 (MinTotMo)**			**percent**		**(1 Daily; 24 hours)**	**(Calculated)**
pH	**Sample Measurement**				**MNR**		**MNR**		**0**	**MNR**	**MNR**
PARM Code 00400 1 Mon. Site: EFF-03	**Permit Requirement**				**6.0 (Minimum)**		**8.5 (Maximum)**	**s.u.**		**(1 Continuous)**	**(Meter)**
Chlorine, Total Residual	**Sample Measurement**				**MNR**				**0**	**MNR**	**MNR**
PARM Code 50060 A Add. Desc: High-Level Disinfection Mon. Site: EFA-03	**Permit Requirement**				**1.0 (Minimum)**			**mg/L**		**(1 Continuous)**	**(Meter)**

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Turbidity	**Sample Measurement**						**MNR**		**0**	**MNR**	**MNR**
PARM Code 00070 B Mon. Site: EFB-03	**Permit Requirement**						**Report (Maximum)**	**NTU**		**(1 Continuous)**	**(Meter)**

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE	SUBMITTED ON
Ernest Nolan		Electronically Signed	(850) 305-4638	02/24/2024

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

PERMITTEE NAME:	City of Crestview	PERMIT NUMBER:	FLA010193
ADDRESS:	198 N Wilson Ave Crestview, FL 32536	LIMIT:	FINAL REPORT: Monthly
		FACILITY TYPE:	DW GROUP: Domestic
		MONITORING GROUP:	RMP-Q
FACILITY:	Crestview WWTP		
LOCATION:	5101 Arena Rd Crestview, FL 32536	DESCRIPTION:	Biosolids Quantity
COUNTY:	OKALOOSA	MONITORING PERIOD:	From: 01/01/2024 To: 01/31/2024

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Biosolids Quantity (Land-Applied)	**Sample Measurement**		**44.21**						**0**	**1 Monthly**	**Calculated**
PARM Code B0006 + Mon. Site: RMP-2	**Permit Requirement**		**Report (Mo Total)**	**dry tons**						**(1 Monthly)**	**(Calculated)**
Biosolids Quantity (Transferred)	**Sample Measurement**		**0**						**0**	**1 Monthly**	**Calculated**
PARM Code B0007 + Mon. Site: RMP-3	**Permit Requirement**		**Report (Mo Total)**	**dry tons**						**(1 Monthly)**	**(Calculated)**
Biosolids Quantity (Landfilled)	**Sample Measurement**		**0**						**0**	**1 Monthly**	**Calculated**
PARM Code B0008 + Mon. Site: RMP-4	**Permit Requirement**		**Report (Mo Total)**	**dry tons**						**(1 Monthly)**	**(Calculated)**

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE	SUBMITTED ON
Ernest Nolan		Electronically Signed	(850) 305-4638	02/24/2024

ADEM

Alabama Department of Environmental Management
Beneficial Use Annual Reporting Form 570

ADEM Only – Date Received

SECTION 4: COMPLIANCE CERTIFICATIONS

Generator Certification: *NOTE- Must be unique to each generator. Please attach documentation of any inconsistencies, if applicable.*

City of Crestview W.W.T.P. (Generator Name) certifies that the physical and chemical characteristics of the by-product materials applied were consistent with the information submitted in the approved application together with documentation of any inconsistencies.

Signature	Title: Project Manager
Print or Type Name: Ernest A. Nolan	Date: 12, Feb, 2024

Generator Compliance Checklist:

Please attach documentation of any inconsistencies, if applicable.

Compliance Item (In ADEM Admin. Code ch. 335-13-16)	Continuous Compliance	Intermittent Compliance	Not Applicable
.03(1)(a)	☑	☐	☐
.03(1)(b)1.	☑	☐	☐
.03(1)(b)2.	☑	☐	☐
.03(1)(b)3.	☑	☐	☐
.03(3)	☑	☐	☐
.03(4)(a)	☑	☐	☐
.03(4)(b)	☑	☐	☐
.03(4)(e)	☑	☐	☐
.03(5)	☑	☐	☐
.03(6)(a)	☑	☐	☐
.03(6)(b)	☑	☐	☐
.03(6)(c)	☑	☐	☐
.04(1)(a)	☑	☐	☐
.04(1)(b)	☑	☐	☐
.04(1)(c)	☑	☐	☐
.04(5)(a)	☑	☐	☐
.04(7)	☑	☐	☐
.04(8)(a)	☑	☐	☐
.04(8)(b)	☑	☐	☐
.04(8)(c)	☑	☐	☐
.04(8)(d)	☑	☐	☐
.04(8)(e)	☑	☐	☐
.09(1)	☑	☐	☐
.09(2)	☑	☐	☐
.09(3)(a)	☑	☐	☐
.09(3)(b)	☑	☐	☐

Alabama Department of Environmental Management
Beneficial Use Annual Reporting Form 570

ADEM Only – Date Received

.09(3)(e)	☑	☐	☐
.09(3)(f)1.	☑	☐	☐
.09(3)(f)2.	☑	☐	☐
.09(3)(f)3.	☑	☐	☐
.09(4)(a)	☑	☐	☐

Generator Signature

Ernest A. Nolan Signature	Project Manager Title
Ernest A. Nolan Print or Type Name	12, Feb. 2024 Date

Distributor or *FPRTF Compliance Checklist:

Please attach documentation of any inconsistencies, if applicable.

Compliance Item (In ADEM Admin. Code ch. 335-13-16)	Continuous Compliance	Intermittent Compliance	N/A
.03(1)(a)	☑	☐	☐
.03(1)(b)1.	☑	☐	☐
.03(1)(b)2.	☑	☐	☐
.03(1)(b)3.	☑	☐	☐
.03(3)	☑	☐	☐
.03(4)(a)	☑	☐	☐
.03(4)(b)	☑	☐	☐
.03(4)(e)	☑	☐	☐
.03(5)	☑	☐	☐
.03(6)(a)	☑	☐	☐
.03(6)(b)	☑	☐	☐
.03(6)(c)	☑	☐	☐
.04(2)(a)	☑	☐	☐
.04(2)(b)	☑	☐	☐
.04(2)(c)	☑	☐	☐
.04(2)(d)	☑	☐	☐
.04(3)	☑	☐	☐
.04(4)	☑	☐	☐
.04(5)	☑	☐	☐
.04(7)	☑	☐	☐
.04(8)(c)	☑	☐	☐
.04(8)(d)	☑	☐	☐
.04(8)(e)	☑	☐	☐
.05(1)	☑	☐	☐
.05(2)	☑	☐	☐

ADEM BENEFICIAL USE REPORT

REPORT PERIOD:	January 1, 2023 thru December 31, 2023
FACILITY NAME:	City of Crestview WWTP 5101 Arena Rd. Crestview, FL. 32536
FACILITY ID:	FLA010193
RESPONSIBLE OFFICIAL:	Ernest Nolan
CONTACT INFORMATION:	850-305-4638
DRY U.S. TONS GENERATED:	454.84
LAND APPLIERS INFORMATION:	GreenSouth Solutions, LLC 30043 Edwards Road Florala, Alabama 36442
ADEM BENEFICIAL USE REGISTRATION:	BUD0000-038386
CONTACT INFORMATION:	334-858-2622
SITE AUTHORIZED REPRESENTATIVE:	Cole E. Dunn
APPLICATION SITES:	Alabama Counties: Covington, Geneva
VECTOR ATTRACTION REDUCTION:	Option 10 (Incorporation)

CERTIFICATIONS:

" I certify that the physical and chemical characteristics of the by-product materials, in this case, Class B Municipal Biosolids, are consistent with the informaton submitted in the approved application. No inconsistencies were discovered in the by-product materials."

SIGNED: _____ DATE: 1/26/24
(Generator) Ernest Nolan

"I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. I understand that the information provided will be used to determine compliance with ADEM Admin. Code div. 335-13-16 Requirements for Beneficial Use of By-Product Materials for the Purpose of Land Application. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submittting false information, including the possibility of fine and imprisonment for knowing violations."

SIGNED: _____ DATE: January 23, 2024
(Applier) Cole E. Dunn, Vice President
GreenSouth Solutions, LLC

NPDES FORM 6100-035	EPA	UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, DC 20460 BIOSOLIDS ANNUAL REPORT	Form Approved. OMB No. 2040-0004. Exp. 07/31/2026

EPA's sewage sludge regulations require certain publicly owned treatment works (POTWs) and Class I sewage sludge management facilities to submit to a Sewage Sludge (Biosolids) Annual Report (see 40 CFR 503.18 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_118), 503.28 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_128), 503.48 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_148)). Facilities that must submit a Sewage Sludge (Biosolids) Annual Report include POTWs with a design flow rate equal to or greater than one million gallons per day, POTWs that serve 10,000 people or more, Class I Sludge Management Facilities (as defined by 40 CFR 503.9 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_19)), and facilities otherwise required to file this report (e.g., permit condition, enforcement action, state law). This is the electronic form for Sewage Sludge (Biosolids) Annual Report filers to use if they are located in one of the states, tribes, or territories (https://www.epa.gov/npdes/npdes-state-program-information) where EPA administers the Federal biosolids program.

For the purposes of this form, the term 'sewage sludge (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_19)' also refers to the material that is commonly referred to as 'biosolids'. EPA does not have a regulatory definition for biosolids but this material is commonly referred to as sewage sludge that is placed on, or applied to the land to use the beneficial properties of the material as a soil amendment, conditioner, or fertilizer. EPA's use of the term 'biosolids' in this form is to confirm that information about beneficially used sewage sludge (a.k.a. biosolids) should be reported on this form.

Public Availability of Information Submitted on and with this Program Report

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business cell phone number or non-business email address), confidential business information (CBI), or if you intend to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(a), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information because efforts to protect the information are not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to contact the NPDES eReporting Help Desk (NPDESeReporting@epa.gov (mailto:NPDESereporting@epa.gov)) for further guidance.

Please note that EPA may contact you after you submit this report for more information regarding your sewage sludge management program.

Burden Statement

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2040-0004). Responses to this collection of information are mandatory in accordance with EPA NPDES regulations (40 CFR 503.18, 503.28, and 503.48). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information are estimated to average one to five hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Facility Information

Facility Name: CRESTVIEW WWTP

NPDES ID: FLL010193

Program Information

Please select all of the following that apply to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with 40 CFR part 503. The facility is:

- a Class I Sludge Management Facility as defined in 40 CFR 503.9
- a POTW with a design flow rate equal to or greater than one million gallons per day
- a POTW that serves 10,000 people or more

In the reporting period, did you manage your sewage sludge or biosolids using any of the following management practices: land application, surface disposal, or incineration?

☑ YES ☐ NO

If your facility is a POTW, please provide the estimated total amount of sewage sludge produced at your facility for the reporting period (in dry metric tons). If your facility is not a POTW, please provide the estimated total amount of biosolids produced at your facility for the reporting period (in dry metric tons).

412.62

Reporting Period Start Date: 01/01/2023 **Reporting Period End Date:** 12/31/2023

Treatment Processes

Processes to Significantly Reduce Pathogens (PSRP):
Aerobic Digestion

Processes to Further Reduce Pathogens (PFRP):

Physical Treatment Options:
Thickening (e.g., Gravity and/or Flotation Thickening, Centrifugation, Belt Filter Press, Vacuum Filter, Screw Press)

Other Processes to Manage Sewage Sludge:

Analytical Methods

Did you or your facility collect sewage sludge or biosolids samples for laboratory analysis? ☑ YES ☐ NO

Analytical Methods

- EPA Method 6010 - Arsenic (ICP-OES)
- EPA Method 6010 - Cadmium (ICP-OES)
- EPA Method 6010 - Chromium (ICP-OES)
- EPA Method 6010 - Copper (ICP-OES)
- EPA Method 6020 - Lead (ICP-MS)
- EPA Method 7471 - Mercury (CVAA)
- EPA Method 6010 - Molybdenum (ICP-OES)
- EPA Method 6010 - Nickel (ICP-OES)
- EPA Method 6010 - Selenium (ICP-OES)
- EPA Method 6010 - Zinc (ICP-OES)
- EPA Method 351.2 - Total Kjeldahl Nitrogen
- Standard Method 2540 - Total Solids
- EPA Method 9045 - pH (> 7% solids)
- Standard Method 9222 - Fecal coliform

Sludge Management - Land Application

ID: 001

Amount: 412.62

Handler, Preparer, or Applier Type: On-Site Owner or Operator

Management Practice Detail: Agricultural Land Application

Bulk or Bag/Container: Bulk

Pathogen Class: Class B

Sewage Sludge or Biosolids Pathogen Reduction Options:

- Class B-Alternative 1: Fecal Coliform Geometric Mean
- Class B-Alternative 2 PSRP 1: Aerobic Digestion

Sewage Sludge or Biosolids Vector Attraction Reduction Options:

- Option 10 - Sewage Sludge Timely Incorporation into Land

Did the facility land apply bulk sewage sludge when one or more pollutants in the sewage sludge exceeded 90 percent or more of any of the cumulative pollutant loading rates in Table 2 of 40 CFR 503.13?

☐ YES ☑ NO ☐ UNKNOWN

Monitoring Data

INSTRUCTIONS: Pollutants, pathogen densities, and vector attraction reduction must be monitored when sewage sludge or biosolids are applied to the land. Please use the following section to report monitoring data for the land application conducted by you or your facility in the reporting period for this SSUID. These monitoring data should be representative of the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID (40 CFR 503.8(a) (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_18)). All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis. EPA will be using these data to demonstrate compliance with EPA's land application requirements (40 CFR 503, Subpart B).

Compliance Monitoring Periods

INSTRUCTIONS: Please use the table below to identify the start date and end date for each compliance monitoring period. You can adjust the start and end dates as needed. Please note that the compliance monitoring periods cannot overlap and that each compliance monitoring period must have a start date that is equal to or less than the end date. The number of compliance monitoring periods is based on the number of metric tons (dry weight basis) of sewage sludge or biosolids land applied in the reporting period (summed across all

land application SSUIDs). For example, you will need to provide monitoring data for 12 compliance monitoring periods for each land application SSUID when you land apply 15,000 or more metric tons (dry weight basis) of sewage sludge or biosolids (summed across all land application SSUIDs) in the reporting period (see 40 CFR 503.16 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_116)).

Compliance Monitoring Event No. 1 **Compliance Monitoring Period Start Date:** 01/01/2023 **Compliance Monitoring Period End Date:** 03/31/2023

Do you have analytical results to report for this monitoring period? ☑ YES ☐ NO

Are you reporting maximum pollutant concentrations that are equivalent to the monthly average pollutant concentrations for this compliance monitoring event? [For example, this will be the case if you only collected and analyzed one sample of sewage sludge or biosolids for this compliance monitoring period.]

☑ YES ☐ NO

Maximum Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the maximum pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. In accordance with 40 CFR 503.13(a) (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113), EPA's regulations prohibit land application of bulk sewage sludge or sewage sludge sold or gave away sewage sludge in a bag or other container when one or more sewage sludge pollutant concentrations in the sewage sludge exceed a land application ceiling pollutant limit (Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113)). EPA will compare the pollutant concentrations in this section against the ceiling concentration limits in Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113) to identify noncompliance events. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	4.6	
Cadmium	=	0.6	
Copper	=	158	
Lead	=	4.4	
Mercury	=	0.23	
Molybdenum	=	7	
Nickel	=	7.1	
Selenium	=	2.9	
Zinc	=	417	

Pathogen And Vector Attraction Reduction

Report the pathogen densities in the sewage sludge or biosolids that was applied to land during the reporting year for this SSUID. Please report the maximum pathogen density for Class A sewage sludge or biosolids. When using the Class B – Alternative 1 management option, please report the geometric mean of the density of fecal coliform in Class B sewage sludge or biosolids [see 40 CFR 503.32(b)(2)].

Sewage Sludge or Biosolids Parameter	Pathogen Reduction Selected Alternatives	Value Qualifier	Value	If No Data, Select One Of The Following
Fecal Coliform	Class B-Alternative 1: Fecal Coliform Geometric Mean	=	353427	

Note: Pathogenic organisms are disease-causing organisms. These include, but are not limited to, certain bacteria, protozoa, viruses, and viable helminth ova [see 40 CFR 503.31(f) (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.31#p-503.31(f))]. The following units should be used for pathogen data (see 40 CFR 503.32 (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.32)):

- Density of fecal coliform in the sewage sludge shall be reported as Most Probable Number per gram of total solids (dry weight basis).
  - When using the Class B - Alternative 1 management option, the density of fecal coliform in the sewage sludge shall be reported as Most Probable Number or Colony Forming Units per gram of total solids (dry weight basis) expressed as the geometric mean of the results of seven individual samples of sewage sludge.
- Density of Salmonella sp. bacteria in the sewage sludge shall be reported as Most Probable Number per four grams of total solids (dry weight basis).
- Density of enteric viruses shall be reported as plaque-forming unit per four grams of total solids (dry weight basis).
- Density of Helminth Ova. shall be reported as viable helminth ovum per four grams of total solids (dry weight basis).

Monthly Average Pollutant Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the monthly average pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	4.6	
Cadmium	=	0.6	
Copper	=	158	
Lead	=	4.4	
Mercury	=	0.23	
Nickel	=	7.1	
Selenium	=	2.9	
Zinc	=	417	

Report the average concentration (mg/kg, dry weight basis) of Total Nitrogen (TKN plus Nitrate-Nitrite, as N) in the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)	If No Data, Select One Of The Following
Total Nitrogen (TKN plus Nitrate-Nitrite)	=	66900	

Compliance Monitoring Event No. 2

Compliance Monitoring Period Start Date: 04/01/2023

Compliance Monitoring Period End Date: 06/30/2023

Do you have analytical results to report for this monitoring period? ☑ YES ☐ NO

Are you reporting maximum pollutant concentrations that are equivalent to the monthly average pollutant concentrations for this compliance monitoring event? [For example, this will be the case if you only collected and analyzed one sample of sewage sludge or biosolids for this compliance monitoring period.]

☑ YES ☐ NO

Maximum Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the maximum pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. In accordance with 40 CFR 503.13(a) (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113), EPA's regulations prohibit land application of bulk sewage sludge or sewage sludge sold or gave away sewage sludge in a bag or other container when one or more sewage sludge pollutant concentrations in the sewage sludge exceed a land application ceiling pollutant limit (Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113)). EPA will compare the pollutant concentrations in this section against the ceiling concentration limits in Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113) to identify noncompliance events. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	5.4	
Cadmium	=	0.72	
Copper	=	181	
Lead	=	7.2	
Mercury	=	0.2	
Molybdenum	=	7.5	
Nickel	=	10	
Selenium	=	4.6	
Zinc	=	432	

Pathogen And Vector Attraction Reduction

Report the pathogen densities in the sewage sludge or biosolids that was applied to land during the reporting year for this SSUID. Please report the maximum pathogen density for Class A sewage sludge or biosolids. When using the Class B – Alternative 1 management option, please report the geometric mean of the density of fecal coliform in Class B sewage sludge or biosolids [see 40 CFR 503.32(b)(2)].

Sewage Sludge or Biosolids Parameter	Pathogen Reduction Selected Alternatives	Value Qualifier	Value	If No Data, Select One Of The Following
Fecal Coliform	Class B-Alternative 1: Fecal Coliform Geometric Mean	=	136805	

Note: Pathogenic organisms are disease-causing organisms. These include, but are not limited to, certain bacteria, protozoa, viruses, and viable helminth ova [see 40 CFR 503.31(f) (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.31#p-503.31(f))]. The following units should be used for pathogen data (see 40 CFR 503.32 (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.32)):

- Density of fecal coliform in the sewage sludge shall be reported as Most Probable Number per gram of total solids (dry weight basis).
  - When using the Class B - Alternative 1 management option, the density of fecal coliform in the sewage sludge shall be reported as Most Probable Number or Colony Forming Units per gram of total solids (dry weight basis) expressed as the geometric mean of the results of seven individual samples of sewage sludge.
- Density of Salmonella sp. bacteria in the sewage sludge shall be reported as Most Probable Number per four grams of total solids (dry weight basis).
- Density of enteric viruses shall be reported as plaque-forming unit per four grams of total solids (dry weight basis).
- Density of Helminth Ova. shall be reported as viable helminth ovum per four grams of total solids (dry weight basis).

Monthly Average Pollutant Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the monthly average pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	5.4	
Cadmium	=	0.72	
Copper	=	181	
Lead	=	7.2	
Mercury	=	0.2	
Nickel	=	10	
Selenium	=	4.6	
Zinc	=	432	

Report the average concentration (mg/kg, dry weight basis) of Total Nitrogen (TKN plus Nitrate-Nitrite, as N) in the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)	If No Data, Select One Of The Following
Total Nitrogen (TKN plus Nitrate-Nitrite)	=	65400	

Compliance Monitoring Event No. 3

Compliance Monitoring Period Start Date: 07/01/2023

Compliance Monitoring Period End Date: 09/30/2023

Do you have analytical results to report for this monitoring period? ☑ YES ☐ NO

Are you reporting maximum pollutant concentrations that are equivalent to the monthly average pollutant concentrations for this compliance monitoring event? [For example, this will be the case if you only collected and analyzed one sample of sewage sludge or biosolids for this compliance monitoring period.]

☑ YES ☐ NO

Maximum Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the maximum pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. In accordance with 40 CFR 503.13(a) (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113), EPA's regulations prohibit land application of bulk sewage sludge or sewage sludge sold or gave away sewage sludge in a bag or other container when one or more sewage sludge pollutant concentrations in the sewage sludge exceed a land application ceiling pollutant limit (Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113)). EPA will compare the pollutant concentrations in this section against the ceiling concentration limits in Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113) to identify noncompliance events. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	5.2	
Cadmium	=	1	
Copper	=	215	
Lead	=	7.1	
Mercury	=	0.21	
Molybdenum	=	10.7	
Nickel	=	12.3	
Selenium	=	3.3	
Zinc	=	658	

Pathogen And Vector Attraction Reduction

Report the pathogen densities in the sewage sludge or biosolids that was applied to land during the reporting year for this SSUID. Please report the maximum pathogen density for Class A sewage sludge or biosolids. When using the Class B – Alternative 1 management option, please report the geometric mean of the density of fecal coliform in Class B sewage sludge or biosolids [see 40 CFR 503.32(b)(2)].

Sewage Sludge or Biosolids Parameter	Pathogen Reduction Selected Alternatives	Value Qualifier	Value	If No Data, Select One Of The Following
Fecal Coliform	Class B-Alternative 1: Fecal Coliform Geometric Mean	=	86793	

Note: Pathogenic organisms are disease-causing organisms. These include, but are not limited to, certain bacteria, protozoa, viruses, and viable helminth ova [see 40 CFR 503.31(f) (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.31#p-503.31(f))]. The following units should be used for pathogen data (see 40 CFR 503.32 (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.32)):

- Density of fecal coliform in the sewage sludge shall be reported as Most Probable Number per gram of total solids (dry weight basis).
  - When using the Class B - Alternative 1 management option, the density of fecal coliform in the sewage sludge shall be reported as Most Probable Number or Colony Forming Units per gram of total solids (dry weight basis) expressed as the geometric mean of the results of seven individual samples of sewage sludge.
- Density of Salmonella sp. bacteria in the sewage sludge shall be reported as Most Probable Number per four grams of total solids (dry weight basis).
- Density of enteric viruses shall be reported as plaque-forming unit per four grams of total solids (dry weight basis).
- Density of Helminth Ova. shall be reported as viable helminth ovum per four grams of total solids (dry weight basis).

Monthly Average Pollutant Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the monthly average pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	5.2	
Cadmium	=	1	
Copper	=	215	
Lead	=	7.1	
Mercury	=	0.21	

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Nickel	=	12.3	
Selenium	=	3.3	
Zinc	=	658	

Report the average concentration (mg/kg, dry weight basis) of Total Nitrogen (TKN plus Nitrate-Nitrite, as N) in the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)	If No Data, Select One Of The Following
Total Nitrogen (TKN plus Nitrate-Nitrite)	=	55000	

Compliance Monitoring Event No. 4

Compliance Monitoring Period Start Date: 10/01/2023

Compliance Monitoring Period End Date: 12/31/2023

Do you have analytical results to report for this monitoring period? ☑ YES ☐ NO

Are you reporting maximum pollutant concentrations that are equivalent to the monthly average pollutant concentrations for this compliance monitoring event? [For example, this will be the case if you only collected and analyzed one sample of sewage sludge or biosolids for this compliance monitoring period.]

☑ YES ☐ NO

Maximum Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the maximum pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. In accordance with 40 CFR 503.13(a) (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113), EPA's regulations prohibit land application of bulk sewage sludge or sewage sludge sold or gave away sewage sludge in a bag or other container when one or more sewage sludge pollutant concentrations in the sewage sludge exceed a land application ceiling pollutant limit (Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113)). EPA will compare the pollutant concentrations in this section against the ceiling concentration limits in Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_113) to identify noncompliance events. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	5.7	
Cadmium	=	0.89	
Copper	=	215	
Lead	=	8.6	
Mercury	=	0.21	
Molybdenum	=	10	
Nickel	=	11.8	
Selenium	=	4.7	
Zinc	=	513	

Pathogen And Vector Attraction Reduction

Report the pathogen densities in the sewage sludge or biosolids that was applied to land during the reporting year for this SSUID. Please report the maximum pathogen density for Class A sewage sludge or biosolids. When using the Class B – Alternative 1 management option, please report the geometric mean of the density of fecal coliform in Class B sewage sludge or biosolids [see 40 CFR 503.32(b)(2)].

Sewage Sludge or Biosolids Parameter	Pathogen Reduction Selected Alternatives	Value Qualifier	Value	If No Data, Select One Of The Following
Fecal Coliform	Class B-Alternative 1: Fecal Coliform Geometric Mean	=	241378	

Note: Pathogenic organisms are disease-causing organisms. These include, but are not limited to, certain bacteria, protozoa, viruses, and viable helminth ova [see 40 CFR 503.31(f) (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.31#p-503.31(f))]. The following units should be used for pathogen data (see 40 CFR 503.32 (https://www.ecfr.gov/current/title-40/chapter-I/subchapter-O/part-503/subpart-D/section-503.32)):

- Density of fecal coliform in the sewage sludge shall be reported as Most Probable Number per gram of total solids (dry weight basis).
  - When using the Class B - Alternative 1 management option, the density of fecal coliform in the sewage sludge shall be reported as Most Probable Number or Colony Forming Units per gram of total solids (dry weight basis) expressed as the geometric mean of the results of seven individual samples of sewage sludge.
- Density of Salmonella sp. bacteria in the sewage sludge shall be reported as Most Probable Number per four grams of total solids (dry weight basis).
- Density of enteric viruses shall be reported as plaque-forming unit per four grams of total solids (dry weight basis).
- Density of Helminth Ova. shall be reported as viable helminth ovum per four grams of total solids (dry weight basis).

Monthly Average Pollutant Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the monthly average pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	=	5.7	
Cadmium	=	0.89	
Copper	=	215	
Lead	=	8.6	
Mercury	=	0.21	
Nickel	=	11.8	
Selenium	=	4.7	
Zinc	=	513	

Report the average concentration (mg/kg, dry weight basis) of Total Nitrogen (TKN plus Nitrate-Nitrite, as N) in the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)	If No Data, Select One Of The Following
Total Nitrogen (TKN plus Nitrate-Nitrite)	=	70500	

Sludge Management - Surface Disposal

Sludge Management - Incineration

Sludge Management - Other Management Practice

Additional Information

Please enter any additional information that you would like to provide in the comment box below.

Additional Attachments

Name	Created Date	Size

Certification Information

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to

the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Certified By: ernest nolan (ENOLAN1.)

Certified On: 01/28/2024 3:09 PM ET

Florida Department of Environmental Protection

Division of Water Resource Management

Treatment Facility Biosolids Annual Summary

Part I - Facility Information

Facility Name: City of Crestview WWTP **Facility ID:** FLA010193

Address: 5101 Arena Rd., Crestview, FL 32536

Monitoring Period From: Jan 1 – Dec 31, 2023 **Email (optional):**

Total Quantity of Biosolids Land Applied During Reporting Period (dry tons): 454.84

Total Number of Biosolids Sites Used During Reporting Period: 1

Part II. Summary of Biosolids Sent to Biosolids Application Sites (include Florida and out-of-state sites - attach additional sheets if needed)

Site Name	**Site ID** (if applicable)	**Quantity of Biosolids Sent to Site** (Dry Tons)	**Comments**
GreenSouth Solutions - Alabama Farms	BUD0000-038386	454.84	All to Alabama

Total Quantity of Biosolids Sent to Site (Dry Tons): 454.84

Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name/Title of Principal Executive Officer or Authorized Agent (Type or Print):

Ernie Nolan Project Manager

Telephone No.: 850 305-4638

Signature of Principal Executive Officer or Authorized Agent:

Date (mm/dd/yy): 01/26/24

Jacobs

FOR INFORMATION, CONTACT:

Jill Achee
Vice President Client Service

5101 Arena Road
Crestview, FL 32536
225.828.8222
jill.achee@jacobs.com

CITY OF CRESTVIEW Item # 11.1.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Presentation

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Maryanne Girard, City Clerk
DATE:	6/3/2024
SUBJECT:	Monthly Update

BACKGROUND:

The monthly update is provided.

DISCUSSION:

Codification – The codification is in the Civic Plus legal review.

Public Records –Public Records – For the May 2024 period, we received 82 new requests, with 34 open, 1 day on average to fulfill all requests, 79 requests were closed, and 8 requests were fulfilled outside the average response time by the end of the period. The average number of hours to fulfill a request was 4 hours at a cost of $78.30 for staff. We have received $16.00 in payments for the May 2024 reporting period. Community Development (41) and the Police department (33) received the most requests per department, with the remaining dispersed between the remaining departments.

Laserfiche – The public records portal located on the City Clerk page at: https://city-of-crestview-fl.nextrequest.com/. The portal is utilized to enhance the historical integrity and preservation of our records and ensure records are accessible on a routine basis, as well as in the event of a disaster. The total number of additional pages for May 2024 was 33,040.

Training Update – City Clerk Maryanne Girard participated in a virtual user workshop for a leadership course regarding the Athenian Dialogue. This is the last of a series to be inducted into the Athenian Leadership Society sponsored by the International Municipal Clerks.

Records Management – We are working with the Sourcewell state contract and Mcci Innovations who have viewed the backlog of records that will need to be scanned and indexed to free up much-needed storage space. Unfortunately, the estimate was much more than we could budget, so we are reviewing alternative solutions.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

n/a

Attachments

None

CITY OF CRESTVIEW Item # 12.1.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Presentation

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Services Director
DATE:	6/6/2024
SUBJECT:	Building Code Enforcement Department Report (ISO BCEGS)

BACKGROUND:

The Building Code Effectiveness Grading Schedule (BCEGS) is used to review aspects of a building code enforcement department and to develop a Building Code Effectiveness Classification for insurance underwriting information and rating purposes. A better rating here has the potential to contribute to lower insurance rates for individual properties, under consideration among other elements.

DISCUSSION:

The City of Crestview was last surveyed in 2021. This year's survey saw a score increase of 6.63 for one and two-family dwelling residential construction, and a score increase of 14.55 for commercial construction. These increases resulted in the City's BCEGS commercial lines classification changing from 4 to 3, with residential remaining at 4.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

This item has no immediate financial impacts to the City itself, but provides a potential positive impact to the community in providing for the potential improvement of insurance rates for certain types of construction.

RECOMMENDED ACTION

Attachments

1. 62597 Crestview, FL Final Letter 12
2. 62597 Crestview, FL Final DSR

1000 Bishops Gate Blvd., Suite 300
Mt. Laurel, NJ 08054

tel. 1 800 444-4554

April 12, 2024

Mr. Ronnie Raybon, Building Official
Crestview
198 North Wilson Street
Crestview, FL 32536

RE: Building Code Effectiveness Grading Schedule Results
Crestview, Okaloosa County, FL

Dear Mr. Raybon:

We wish to thank you for the cooperation given to our representative, Brian Dew, during our recent survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 04 for 1 and 2 family residential property and 03 for commercial and industrial property.

ISO primary mission is providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within Crestview that has been issued a Certificate of Occupancy in the year of publication and forward.

BCEGS classifications range from 1-10 with a Class 1 representing exemplary commitment to building- code enforcement. A classification of 99 indicates that a particular aspect of a community's building code enforcement program does not meet the minimum requirements of the BCEGS Schedule to receive a classification of 1-10. The BCEGS Schedule requires that a jurisdiction adopts building codes, conducts plan review, conducts inspections, and provides for staff training.

If you have any questions about the Classification that was developed, please let us know. Additionally, if you are planning on any future changes in your building codes or their enforcement, please advise us as these changes may affect our analysis and your community's grading classification.

Sincerely,

BCEGS Notification Team
Insurance Services Office
Phone: +1.800.444.4554
Email: BCEGSNotifications@iso.com
Website: www.isomitigation.com

cc: Honorable JB Whitten, Mayor
Crestview
198 North Wilson Street
Crestview, FL 32536

ISO® - Building Code Effectiveness Grading Schedule (BCEGS®)

Building Code Enforcement Department Report

Prepared For:

Crestview, FL

January 23, 2024

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Introduction

Verisk is a leading source of information about property/casualty insurance risk. For a broad spectrum of commercial and personal lines of insurance, we provide statistical, actuarial, underwriting, and claims data; policy language; information about specific locations; fraud-identification tools; consulting services; and information for marketing, loss control, and premium audit. We perform the evaluations as a service to the insurance industry and the information we collect and products we produce are utilized in many aspects of insurance underwriting.

Verisk collects building code adoption and enforcement information from communities in the United States. Using our filed Building Code Effectiveness Grading Schedule (BCEGS), we analyze the data and assign BCEGS Classifications to the community – one Classification applying to 1 & 2 family residential properties and the other to commercial and industrial properties. These Classifications, which range from 1 to 10, measure a jurisdiction's commitment to the adoption and enforcement of building codes (with a Class 1 indicating the highest level of commitment). Since the creation of the BCEGS program in 1996, Verisk has evaluated over 35,000 building code enforcement departments servicing over 48,000 communities across the United States.

We are committed to working with each building code enforcement department to perform BCEGS surveys on a regular basis. Periodic surveying helps determine if a department has made any significant changes since its last evaluation. This ongoing effort is designed to re-evaluate each community at approximate 4-year intervals or sooner if changes indicate a potential revision to the classification. The purpose of this report is to provide the leaders of building code enforcement departments with insights into the most recent evaluation of the department and provide a comparison to outcomes from the prior evaluation of the department, if applicable. The information necessary to determine the BCEGS classification was collected from the building code enforcement department staff through a combination of on-site interviews, BCEGS questionnaire, and submitted documentation.

The Building Code Effectiveness Grading Schedule (BCEGS)

The purpose of the Building Code Effectiveness Grading Schedule is to review aspects of a building code enforcement department and to develop a Building Code Effectiveness Classification for insurance underwriting information and rating purposes, where approved. BCEGS is designed to measures resources and support made available to the enforcement of building codes and the utilization of those resources at the community level.

The Schedule is an insurance underwriting information and rating tool. It is not intended to analyze all aspects of a comprehensive building code enforcement program. It is not for purposes of determining compliance with any state or local law or regulation, nor is it for making property/casualty loss prevention or life safety recommendations. The classifications developed by this schedule are only one of several elements used to develop insurance rates for individual properties. Other features specifically relating to individual properties such as construction, occupancy, and exposures have similar importance in the development of these rates.

Determining a BCEGS Classification

Communities are evaluated based on state or local building code policies and practices in 27 different areas of focus. The values are calculated based on the terms of the BCEGS schedule to determine a score on a 0-to-100-point scale. Each community's score is then converted to a 1-to-10 classification. The table below shows the relationship between points and classifications.

BCEGS Classification	Scored Points Range
1	93.00 - 100.00
1	93.00 - 100.00
2	85.00 - 92.99
3	77.00 - 84.99
4	65.00 - 76.99
5	56.00 - 64.99
6	48.00 - 55.99
7	39.00 - 47.99
8	25.00 - 38.99
9	10.00 - 24.99
10	0.01 - 9.99

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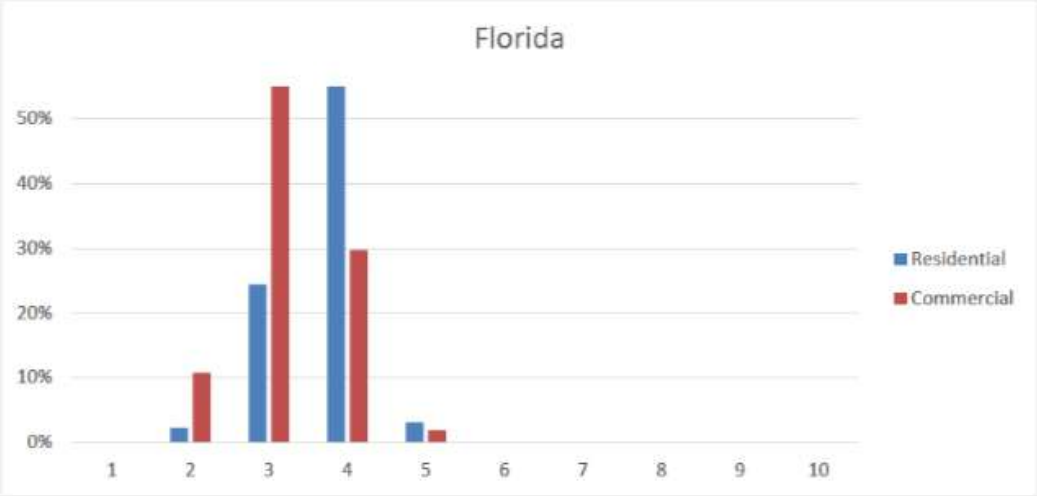
Distribution of State BCEGS Classifications

The table below illustrates the distribution of BCEGS classifications across the state by percentage of graded communities in each class for both commercial and residential construction.



State Average	Score	Class
Commercial	78.18	3
Residential	72.47	4

Note: Average State classifications and scores are calculated using the latest available BCEGS results from graded communities in each state. Verisk evaluates communities on a 4-to-5 year recurring cycle, data used in the averages may not be from the same period in time. Averages are not weighted and no community data is counted more than once in the calculation of a state's average.

Current BCEGS Survey Results

Crestview, FL		
	Score	Class
Commercial	82.35	3
Residential	72.87	4

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User's Guide to the BCEGS Scoring Chart

Details concerning the scoring of the buildiung code enforcement department is found on the following pages. In order to assist in the understanding of this information, this user's guide is provided. Points earned in each section of the BCEGS Schedule are detailed and are seperated into sections based on the area of focus. In addition, and where applicable, the points earned in the prior survey are also provided for informational purposes.

Sample Chart:

Section 108 - Additional Code Adoptions (A)	BCEGS Schedule	2016 Current Cycle Outcomes		2013 Prior Cycle Outcomes		Cycle over Cycle Change	
	Maximum Points Possible in the Section (B)	Personal Lines (PL) applicable to One and Two Family Residential Construction (C)	Commercial Lines (CL) applicable to Commercial and Industrial Construction (D)	Personal Lines (PL) applicable to One and Two Family Residential Construction (E)	Commercial Lines (CL) applicable to Commercial and Industrial Construction (F)	PL (G)	CL
	4.00	3.35	3.35	3.01	3.01	↑ 0.34	↑ 0.34
	Points in this section are earned based on the age of the electrical, mechanical, plumbing, fuel-gas, energy and wildland-urban interface codes adopted and enforced within the jurisdiction - in the same manner as Section 105. To receive full credit, the most current edition of a model code, for each discipline, produced by a nationally recognized building code development and publication organization must be adopted. This section is fully proratable and partial credit can be earned. (I)					(H)	

Key

LABEL	DESCRIPTION
A	Section number of the filed BCEGS schedule and description of the section heading
B	The maximum possible points per section as set out in the filed BCEGS Schedule
C	Values in this field indicate the current earned points in this section of the filed BCEGS Schedule applicable to the one and two family residential enforcement program.
D	Values in this field indicate the current earned points in this section of the filed BCEGS Schedule applicable to the commercial and industrial enforcement program.
E	Values in this field indicate the prior earned points in this section of the filed BCEGS Schedule applicable to the one and two family residential enforcement program. A blank entry in this field indicates an initial survey or that comparison information is not available.
F	Values in this field indicate the prior earned points in this section of the filed BCEGS Schedule applicable to the commercial and industrial enforcement program. A blank entry in this field indicates an initial survey or that comparison information is not available.
G	The indicators in this field illustrate if the department gained, lost or maintained points in this section of the filed BCEGS Schedule as compared to the prior survey. This is intended to be helpful in at-a-glance review of the document.
H	The icon in this field indicates if the section is more directly related to code adoption policy or code enforcement activity.
I	This field provides a general description of the focus area being scored and the elements necessary for credit to be earned.

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Detail of Points Scored by Section of the BCEGS Schedule and Comparison with Prior Score

Section I: Code Administration

Section 105 - Adopted Codes

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
8	7.60	8.00	7.60	8.00	0.00	0.00

Points in this section are earned based on the age of the building and residential codes adopted and enforced within the jurisdiction. To receive full credit, the most current edition of a model code produced by a nationally recognized building code development and publication organization must be adopted. The table below shows the breakdown of point allocation in this section. Please note that point allocations less than those indicated in the table below are reflective of prorations being applied due to weakening of the code. This section is fully proratable and partial credit can be earned.

Building and Residential Code	Point allocation based on age of adopted code. If model code edition adopted is within ____ years of the survey date:			
	5 Years	6 Years	10 Years	>10 Years
Points:	8.00	6.88	2.21	.85

Section 108 - Additional Code Adoptions

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
4	3.35	3.35	3.35	3.35	0.00	0.00

Points in this section are earned based on the age of the electrical, mechanical, plumbing, fuel-gas, energy and wildland-urban interface codes adopted and enforced within the jurisdiction - in the same manner as Section 105. To receive full credit, the most current edition of a model code, for each discipline,produced by a nationally recognized building code development and publication organization must be adopted. This section is fully proratable and partial credit can be earned.

Section 110 - Modification to Adopted Codes

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
4	3.80	4.00	3.80	4.00	0.00	0.00

To earn full credit in this section, the jurisdiction must adopt a model code without modifications that weaken the structural provisions of the base model code. Maximum credit in this section is determined by the age of the model code being utilized. This section is fully proratable and partial credit can be earned.

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Section 112 - Method of Adoption

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	0.00	0.00	0.00	0.00	0.00	0.00

Full credit in this section is earned when the jurisdiction adopts a unified set of model codes within 1 year of the publication date of those codes. Additionally, full credit must be earned in sections 105 and 108 to receive credit in this section.

Section 115(a)- Training Expenditures

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
3	3.00	3.00	1.00	1.00	↑ 2.00	↑ 2.00

Maximum credit in this section is earned when the jurisdiction is devoting a minimum of 2% of departmental operating expenditures to training activities. This section is fully proratable and partial credit can be earned.

Section 115(b)- Hours of Staff Training in Code Administration

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.25	0.14	0.14	0.21	0.21	↓ -0.07	↓ -0.07

Credit for staff training in the administration of codes is earned based on the actual hours of training received by the building official, plans examiners and inspectors during the review period. To receive full credit in this section the building official, all plans examiners and all inspectors must each receive a minimum of 12 hours of training in the administration of codes. This section is fully proratable and partial credit can be earned.

Section 115(b)- Hours of Staff Training in Legal Aspects of Code Administration

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.25	0.14	0.14	0.21	0.21	↓ -0.07	↓ -0.07

Credit for staff training in the legal aspects of code administration is earned based on the actual hours of training received by the building official, plans examiners and inspectors during the review period. To receive full credit in this section the building official, all plans examiners and all inspectors must each receive a minimum of 12 hours of training in legal aspects. This section is fully proratable and partial credit can be earned.

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Section 115(b)- Hours of Staff Training Obtained by Mentoring

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.25	0.83	0.83	0.83	0.83	0.00	0.00

Credit for staff training obtained through mentoring is earned based on the actual hours of mentoring received by the plans examiners and inspectors during the review period. To receive full credit in this section all plans examiners and all inspectors must each receive a minimum of 12 hours of mentoring. This section is fully proratable and partial credit can be earned.

Section 115(b)- Hours of Staff Training in Technical Aspects of the Building Code

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
4.25	0.68	0.68	0.71	0.71	↓ -0.03	↓ -0.03

Credit for staff training in the technical aspects of the building code is earned based on the actual hours of training received by the building official, plans examiners and inspectors during the review period. To receive full credit in this section the building official, all plans examiners and all inspectors must each receive a minimum of 60 hours of training in any technical aspects of any adopted model building or subcode. This section is fully proratable and partial credit can be earned.

Section 115(c)- Incentives Related to Exam Fees

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.50	0.50	0.50	0.50	0.00	0.00

Credit in this section is earned when jurisdiction policy and practice mandates that certification examination fees are paid for all employees in the department.

Section 115(c)- Incentives Related to Training and Certification

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.50	0.50	0.50	0.50	0.00	0.00

Credit in this section is earned when jurisdiction policy and practice provides incentives for employees to obtain outside training and/or certification.

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Section 115(c)- Incentives Related to Payment for Continuing Education

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.50	0.50	0.50	0.50	0.00	0.00

Credit in this section is earned when jurisdiction policy and practice mandates that all fees for continuing education are paid by the department.

Section 115(d)- Education of the Appeals Body

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.50	0.50	0.50	0.50	0.00	0.00

Maximum credit in this section is earned when the jurisdiction provides each member of the governing appeals body with a minimum of at least 3 hours of continuing education in building codes, building code enforcement or legal aspects of code administration on a yearly basis. This section is fully proratable and partial credit can be earned.

Section 120(a)- Staff Certification

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
8	8.00	8.00	5.33	5.33	↑ 2.67	↑ 2.67

Maximum credit in this section is earned based on the certification level of all plans examiners and inspectors. This section is fully proratable and partial credit can be earned.

Section 120(b)- Mandates for Staff Certification

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.50	0.50	0.50	0.50	0.00	0.00

Maximum credit in this section is earned when the jurisdiction has in place a certification mandate for all plans examiners and inspectors. This section is fully proratable and partial credit can be earned.

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Section 120(c)- Mandates for Staff Certification Maintenance

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.5	1.50	1.50	1.50	1.50	0.00	0.00

Maximum credit in this section is earned when the jurisdiction has in place a program of certification maintenance through continuing education once every 3 years. This section is fully proratable and partial credit can be earned.

Section 120(d)- Mandates for Staff Certification Pre or Post Employment

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	0.25	0.25	0.25	0.25	0.00	0.00

Maximum credit in this section is earned when the jurisdiction has in place a mandate that the building official, all plans examiners and all inspectors are certified in the fields in which they are to work at the time of hire. This section is fully proratable and partial credit can be earned.

Section 120(e)- Mandates for Staff Certification Pre or Post Employment

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	1.00	1.00	1.00	1.00	0.00	0.00

Maximum credit in this section is earned when the jurisdiction has in place a program of employee certification where specific code related education and experience are required prerequisites to examination requirements. Certification examination program must have prerequisite education and experience requirements applicable to the employee sitting for the examination. This section is fully proratable and partial credit can be earned.

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Section 125-Qualifications, Education and Experience of the Building Official

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
4	2.10	2.10	2.10	2.10	0.00	0.00

Credit earned in this section is based on the cumulative qualifications, education and experience of the building code official. Maximum credit is broken down into six categories with each category having a maximum amount of credit which, when totalled, become the points in this section. This section is fully proratable and partial credit can be earned

Maximum Cumulative Points	
Certification as a Building Official (ICC CBO designation or equal)	.60 points
Professional License as an Engineer or Architect	.60 points
Highest Level of Academic Degree Held	1.0 point
Years of Construction Related Experience	.60 points
Years of Code Enforcement Experience	.60 points
Years of Experience as a Building Official	.60 points
Total Maximun Points	**4.00 points**

Section 130 - Selection Procedures for the Building Official

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.25	0.25	0.25	0.25	0.00	0.00

Credit in this section is earned based on the particular process and criteria employed by the jurisdiction in the selection of the building official. Points are earned when the selection process mandates either certain prerequisite examination or review by a peer group.

Section 135(a) - Design Professionals - Supervision of Plans Examiners

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	0.00	0.00	0.00	0.00	0.00	0.00

Maximum credit in this section is calculated based on the percentage of hours worked by all employees that are graduate or registered design professionals, in the supervision of plans examiners. To earn the maximum credit, all employees that supervise plans examiners must be graduate or registered design professionals. Maximum credit in this section would indicate that 100 percent of yearly hours worked in the supervision of plans examiners is done so by graduate or registered design professionals. This section is fully proratable and partial credit can be earned.

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Section 135(b) - Design Professionals as Plans Examiners

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.00	0.00	0.00	0.00	0.00	0.00

Maximum credit in this section is calculated based on the percentage of hours worked by all employees that are graduate or registered design professionals as plans examiners. To earn the maximum credit, all employees that conduct plan examination must be graduate or registered design professionals. Maximum credit in this section would indicate that 100 percent of yearly hours worked in plans examination is done so by graduate or registered design professionals. This section is fully proratable and partial credit can be earned.

Section 135(c) - Design Professionals - Supervision of Field Inspectors

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.00	0.00	0.00	0.00	0.00	0.00

Maximum credit in this section is calculated based on the percentage of hours worked by all employees that are graduate or registered design professionals in the supervision of field inspectors. To earn the maximum credit, all employees that supervise field inspectors must be graduate or registered design professionals. Maximum credit in this section would indicate that 100 percent of yearly hours worked in supervision of field inspection is done so by graduate or registered design professionals. This section is fully proratable and partial credit can be earned.

Section 140 - Zoning Provisions - Natural Hazard Mitigation

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	1.00	1.00	0.00	0.00	↑ 1.00	↑ 1.00

Credit in this section is earned when the jurisdiction has implemented special zoning or land-use regulations that address natural hazard mitigation measures applicable to the construction of buildings. Floodplain management regulations are not included for credit in this section.

Section 145 - Contractor / Builder Licensing & Bonding

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	0.90	0.90	0.90	0.90	0.00	0.00

Maximum credit is earned in this section when the jurisdiction mandates all contractors, builders and trades people to be licensed in all applicable areas of work and when that licensing program requires examination and experience prior to licensure. In addition, the jurisdiction shall require all contractors, builders and trades people to submit performance and surety bonds for the completion of all work under permit. This section is fully proratable and partial credit can be earned.

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Section 155(a) - Expenditures for Public Awareness Programs

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.25	1.25	1.25	0.20	0.20	↑ 1.05	↑ 1.05

Maximum credit is earned in this section when a jurisdiction has a program for public awareness and the expenditures for such programs are equal to a minimum of .5% of operating expenditures. This section is fully proratable and partial credit can be earned.

Section 155(b) - Staff Effort Toward Public Awareness Programs

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.25	1.25	1.25	1.25	1.25	0.00	0.00

Maximum credit is earned in this section when a jurisdiction has a program for public awareness and the work hours devoted to the administration and conduct of such program equal a minimum of 3 hours per employee. The total required hours are calculated based on the total number of code enforcement personnel in the department, but efforts toward public awareness need not be undertaken be every employee. This section is fully proratable and partial credit can be earned.

Section 160 - Participation in Code Development Activities

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.5	0.50	0.50	0.50	0.50	0.00	0.00

Maximum credit is earned in this section when a jurisdiction participates at a local, state or national level in the code development process.

Section 165(a) - Formal Appeals Process

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.3	0.30	0.30	0.30	0.30	0.00	0.00

Maximum credit in this section is earned when the jurisdiction has an established and functional appeals process consisting of at least 5 appointed members. This section is fully proratable and partial credit can be earned.

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Section 165(b) - Administrative Policies and Procedures

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.1	0.10	0.10	0.10	0.10	0.00	0.00

Credit in this section is earned when the jurisdiction has in place an administrative policies and procedures guide applicable to all employees.

Section 165(c) - Technical Policies and Procedures

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
0.1	0.10	0.10	0.10	0.10	0.00	0.00

Credit in this section is earned when the jurisdiction has in place policies and procedures guides covering technical code requirements, approval steps, departmental procedures and technical submittal requirements and makes those guides available to the public.

Section 2: Plan Review

Section 205 - Plan Review Staffing

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
9	4.01	9.00	5.06	7.43	↓ -1.05	↑ 1.57

Credit in this section is earned when staffing levels are sufficient to assure a comprehensive review of all construction documents for compliance with the adopted building codes. The maximum allowable credit in this section is determined by the points earned in Section 215(a - e). The degree of detail in the plan examination program impacts the credit earned for staffing. This section is fully proratable and partial credit can be earned.

Section 210 - Experience of Plans Examination Personnel

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.5	1.10	1.10	1.50	1.50	↓ -0.40	↓ -0.40

Maximum credit in this section is earned when every plans examiner employed in the jurisdiction has a minimum of 5 years of experience in conducting plans examinations. This section is fully proratable and partial credit can be earned.

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Section 215(a) - Detail of Plan Examinations - Comprehensive Review

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
3.25	3.25	3.25	3.25	3.25	0.00	0.00

Credit in this section is earned when the jurisdiction performs a comprehensive plans examination on all applicable projects, even when the construction documents are prepared by a registered design professional.

Section 215(b) - Detail of Plan Examination- Review of Design Factors

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
3.25	3.25	3.25	3.25	3.25	0.00	0.00

Credit in this section is earned when the jurisdiction performs a comprehensive plans examination on all applicable projects, which include a review of structural design criteria.

Section 215(c) - Detail of Plan Examination- Product Evaluation

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
2	2.00	2.00	2.00	2.00	0.00	0.00

Credit in this section is earned when the jurisdiction has in place a means to evaluate or reference evaluation service reports for substitute products and/or materials for conformance with the intent of the structural design portions of the adopted building code.

Section 215(d) - Detail of Plan Examination- Checklists

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
2	2.00	2.00	0.00	0.00	↑ 2.00	↑ 2.00

When a detailed building code plan examination checklist is utilized, credit is earned in this section based on the detail of the checklist. Checklists shall be maintained in the permanent records of the jurisdiction. This section is fully proratable and partial credit can be earned.

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Section 215(e) - Detail of Plan Examination- Record Keeping

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	1.00	1.00	1.00	1.00	0.00	0.00

Maximum credit in this section is earned when the jurisdiction's record keeping practices are sufficient to ensure an accurate accounting of the number of plans examined during the reporting period of this survey.

Section 220 - Performance Evaluation for Quality Assurance

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	0.75	0.75	0.50	0.50	↑ 0.25	↑ 0.25

Jurisdictional practices related to quality assurance are credited in this section. To earn credit in this section the jurisdiction would need to conduct employee performance evaluations on at least a yearly basis and conduct follow-up plan examination at least semi-annually. This section is fully proratable and partial credit can be earned.

Section 3: Field Inspection

Section 305 - Inspection Staffing

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
9	5.31	5.76	7.02	2.52	↓ -1.71	↑ 3.24

Credit in this section is earned when staffing levels are sufficient to assure a comprehensive review of all building construction for compliance with the adopted building codes. This section is fully proratable and partial credit can be earned.

Section 310(a) - Experience of Inspection Personnel

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.5	0.95	0.95	1.50	1.50	↓ -0.55	↓ -0.55

Maximum credit in this section is earned when every inspector employed in the jurisdiction has a minimum of 5 years of experience in conducting field inspections. This section is fully proratable and partial credit can be earned.

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Section 310(b) - Construction Experience of Inspection Personnel

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.5	1.50	1.50	0.85	0.85	↑ 0.65	↑ 0.65

Maximum credit in this section is earned when every inspector employed in the jurisdiction has a minimum of 2 years of experience in construction or construction trades. This section is fully proratable and partial credit can be earned.

Section 315 - Managing Inspection and Re-inspection Activity

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	1.00	1.00	0.00	0.00	↑ 1.00	↑ 1.00

Maximum credit in this section is earned when the jurisdiction's record keeping practices are sufficient to ensure an accurate accounting of the number of inspections conducted during the reporting period of this survey.

Section 320 - Inspection Checklist

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
2	2.00	2.00	1.50	1.50	↑ 0.50	↑ 0.50

When a detailed building code inspection checklist is utilized, credit is earned in this section based on the detail of the checklist. Checklists shall be maintained in the permanent records of the jurisdiction. This section is fully proratable and partial credit can be earned.

Section 325 - Special Inspections

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	0.90	0.90	0.90	0.90	0.00	0.00

To earn maximum credit in this section a jurisdiction will have a program for the inspection of specific structural elements conducted by professional inspectors, certified for such work, to assure structural integrity. This section is fully proratable and partial credit can be earned.

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Section 330 - Inspection for Elements Related to Natural Hazard Mitigation

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1.5	1.50	1.50	1.50	1.50	0.00	0.00

To earn maximum credit in this section a jurisdiction will have inspection requirements specific to the natural hazards peculiar to the jurisdiction.

Section 335 - Final Inspections

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
2.5	2.50	2.50	2.50	2.50	0.00	0.00

To earn credit in this section a jurisdiction must perform final inspections on all buildings after construction is complete and before the building is occupied.

Section 340 - Certificate of Occupancy

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
2	2.00	2.00	2.00	2.00	0.00	0.00

To earn credit in this section a jurisdiction must issue a Certificate of Occupancy after construction is complete and before the building is occupied.

Section 345 - Performance Evaluation for Quality Assurance

BCEGS Schedule	2024 Current Survey Outcomes		2021 Prior Survey Outcomes		Cycle over Cycle Change	
Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
1	0.75	0.75	1.00	1.00	↓ -0.25	↓ -0.25

Jurisdictional practices related to quality assurance are credited in this section. To earn credit in this section the jurisdiction would need to conduct employee performance evaluations on at least a yearly basis and conduct follow-up field inspections at least semi-annually. This section is fully proratable and partial credit can be earned.

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BCEGS SCORING

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SUMMARY

At-A-Glance Summary of Points Scored by Section of the BCEGS Schedule and Comparison with Prior Score							
Focus Area Based on BCEGS Schedule Organization	BCEGS Schedule	2024		2021		Current Survey Outcomes	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
Section I: Code Administration	54	40.54	41.14	34.00	34.60	↑ 6.54	↑ 6.54
Section II: Plan Review	23	17.36	22.35	16.56	18.93	↑ 0.80	↑ 3.42
Section III: Field Inspection	23	18.41	18.86	18.77	14.27	↓ -0.36	↑ 4.59
Subtotal	100	76.31	82.35	69.33	67.80	↑ 6.98	↑ 14.55
Proration Factor Applied: Final score is determined by the relationship of performance in Section 105 (adopted codes) and the rest of the schedule.		95.00%	100.00%	95.00%	100.00%	0	0
Final Score:		72.87	82.35	66.24	67.80	↑ 6.63	14.55
Resulting BCEGS Classification:		4	3	4	4		

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CITY OF CRESTVIEW Item # 12.2.

Staff Report

CITY COUNCIL MEETING DATE: June 10, 2024
TYPE OF AGENDA ITEM: Presentation

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Carlos Jones, Director
DATE:	6/6/2024
SUBJECT:	Department Update

BACKGROUND:
Each month, one of the city council will receive a brief from a department head.

DISCUSSION:
The Director of Public Services is presenting an update of the Public Services Department and all divisions housed within the department.

GOALS & OBJECTIVES
This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT
This will require no monetary expenditures

RECOMMENDED ACTION
N/A

Attachments

None