



CITY of CRESTVIEW
CITY COUNCIL

**CITY COUNCIL REGULAR MEETING AGENDA
JUNE 23, 2025
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**
 - 2.1. Senior Chaplain Tom Welch - Crestview Fire Department
- 3. Open Policy Making and Legislative Session**
- 4. Approve Agenda**
- 5. Presentations and Reports**
- 6. Consent Agenda**
 - 6.1. Utilities SR Bypass Roadway Project Bid Award Phase 1
 - 6.2. Interagency Agreement Office of State Attorney 1st Judicial Circuit
 - 6.3. Approval of City Council Regular Meeting Minutes of June 9, 2025
 - 6.4. Approval of Crestview Unlimited Special Meeting Minutes of June 9, 2025
- 7. Public Hearings / Ordinances on Second Reading**
- 8. Ordinances on First Reading**
- 9. Resolutions**
- 10. Action Items**
 - 10.1. CDBG-CV Amendment
 - 10.2 Proposed PIP - City Clerk
- 11. City Clerk Report**
- 12. City Manager Report**
 - 12.1. Financial Update - Finance Director

12.2. Development Report

12.3. City Manager Updates

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 titled 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 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@cityofforestview.org or 850-628-1560 option 2 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.



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 6/17/2025
SUBJECT: Senior Chaplain Tom Welch - Crestview Fire Department

BACKGROUND:

Clergy are invited on a volunteer basis to provide prayer before the meeting.

DISCUSSION:

Area clergy volunteer to provide an Invocation and lead the Council in the Pledge of Allegiance.

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



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Carlos Jones, Director
DATE: 6/18/2025
SUBJECT: Utilities SR85 Bypass Roadway Project Bid Award Phase 1

BACKGROUND:

The bids were received on Thursday, June 5th 2025 for lift station portion of the 85 Bypass Roadway Project. There were a total of three companies that bid on this project. The bid includes furnishing, delivering, and installing all materials, equipment, and services, including labor for the work described.

DISCUSSION:

This project consists of the construction of a new cast-in-place concrete lift station with two (2) wet wells, two (2) submersible sewer pumps, one (1) submersible mixer, one (1) cross connection slide gate, influent gravity mains and manholes, effluent force main piping, electrical and control equipment, and a diesel generator to be located on the Northeast corner of the new Okaloosa County School along the new State Road 85 Bypass Roadway.

Upon review of all submissions, Talcon Group was the low-bidder at \$5,148,191.50.

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

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Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

According to the accepted bid from Talcon Group, the amount is \$5,148,191.50 and is more than the \$3.5 million budgeted under the approved SRF funding. The existing State Revolving Fund loan (SRF) will be amended to accommodate a request for additional funding.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the award of the Bid to Talcon Group for the construction of a lift station for the 85 Bypass Roadway Project in the amount of \$5,148,191.50 and to authorize the Mayor and City Clerk to execute the contract.

Attachments

1. SR85BypassUtilities_Phase1_Recommendation of Award
2. Talcon Group 25-06-05-PS
3. 25-06-05-PS Bid Sheet
4. SR 85 Bypass Roadway Utilities Clean Water Facilities Plan
5. JACOBS CCNA Certification for SRF 10302024



25 W. Cedar Street
Suite 350
Pensacola, FL 32502-5911
O +1 (850) 438 2740
F +1 850 939 0035
www.jacobs.com

June 11, 2025

Mr. Carlos Jones
Public Services Director
City of Crestview, FL
715 N Ferdon Blvd
Crestview, FL 32536

Subject: ITB# 25-06-05-PS – Utilities for the State Road 85 Bypass Roadway Project – Phase 1 –
Recommendation of Award

Dear Mr. Jones:

We have completed our review of the bids received and publicly read on June 5, 2025, for the above-referenced project. Bids were received from three general contractors. The names of the submitting contractors and their corresponding bid amounts are summarized below:

	Firm	Base Bid
1	Talcon Group	\$5,148,191.50
2	Bear General Contractors	\$6,066,869.00
3	Constantine	\$6,305,350.00

The apparent low, responsive, responsible bidder is Talcon Group. The Talcon bid documents appear to be properly completed and without any apparent errors. We have contacted the references listed in the bid submittal and the respective references did not note any negative issues.

Pending final review by the City, Jacobs recommends award of the contract to Talcon Group for the base bid amount of \$5,148,191.50. Please give me a call if you have any questions or need additional information.

Sincerely,

Jacobs

Jase L. Brown, P.E.
Project Manager

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00300

BID FORM

SUBMITTED: 6/5/25
Date

PROJECT IDENTIFICATION: **CITY OF CRESTVIEW**
Utilities for the SR 85 Bypass Roadway Project – Phase 1

NAME OF BIDDER: TALCON GROUP, LLC

BUSINESS ADDRESS: 156 Dupont Dr. Havana, FL 32333

Phone No.: 850-574-4400

Fax No.: 850-574-0686

E-Mail Address: rnesius@talcongroup.com

CONTRACTOR'S FLORIDA LICENSE NO.: _____

CGC059172
CUC056724
CFC1428230
Fireline V 18697900012010

THIS BID IS SUBMITTED TO: City of Crestview, Florida (hereinafter called Owner) acting through its City Commission.

1. The undersigned Bidder offers and agrees to enter into an Agreement with Owner in the form included in the Bidding Documents, to complete all work for the Contract Price and within the Contract Time, all in accordance with the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Bidding Documents, including without limitation those dealing with the Owner's time for accepting for Bid and the disposition of Bid Bond.
3. In submitting this Bid, Bidder makes all representations required by the Instructions to Bidders and further warrants and represents that:

- (a) Bidder has examined copies of all the Bidding Documents and of the following addenda:

No. <u>1</u>	Dated <u>5/22/25</u> ;	No. _____	Dated _____
No. <u>2</u>	Dated <u>5/27/25</u> ;	No. _____	Dated _____
No. <u>3</u>	Dated <u>6/3/25</u> ;	No. _____	Dated _____
No. _____	Dated _____;	No. _____	Dated _____

(Receipt of all which is hereby acknowledged) and also copies of the Advertisement for Bids and the Instructions to Bidders.

- (b) Bidder has examined the site and locality where the Work is to be performed and the legal requirements (Federal, State and local laws, ordinances, rules and regulations) and conditions affecting cost, degree of difficulty, progress or performance of the Work and has made such independent investigations as Bidder deems necessary.

PW\JA\CITY OF CRESTVIEW FL\D3718100\ PH1
MARCH 20, 2025

BID FORM
00300-1

UTILITIES FOR THE SR 85 BYPASS ROADWAY

- (c) This Bid is genuine and not made in the interest or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or a corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner.
 - (d) Bidder hereby agrees if this Bid is accepted, to commence work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete all work of the Project within the Contract Time stipulated in the Agreement (Section 00500). Bidder further agrees to pay as liquidated damages the amount stated in the Agreement for each consecutive calendar day completion of the work is delayed.
- 4. Bidder submits the following unit prices to perform all the Work as required by the Drawings and Specifications for the City of Crestview. Bid shall be awarded based on Total Base Bid. Estimated quantities may exceed items listed. Payment based on installed quantities.
 - 5. All Bid Items shall include all materials, equipment, labor, permit fees, taxes, tests, miscellaneous costs of all types, overhead, and profit for the item to be complete, in place, and ready for operation in the manner contemplated by the Contract Documents.
 - 6. The following documents are attached to and made a condition of this Bid:
 - (a) **Bid Security (Section 00410 and surety bond or cashier's check).**
 - (b) **Power of Attorney (for surety bond only).**
 - (c) **Public Entities Crime Form (Section 00470).**
 - (d) **Noncollusion Affidavit (Section 00480).**
 - (e) **Trench Safety Affidavit (Section 00490).**
 - (f) **Corporate authority to execute Bid (for any corporate employee other than president or vice president).**
 - (g) **Questionnaire and Subcontractor Listing (Sections 00301 and 00301-A).**
 - (h) **Evidence of Bidder's Certification and License to perform the work.**
 - (i) **Experience and financial statement demonstrating the Bidder's ability to successfully complete the work.**
 - (j) **References (Section 00302).**
 - (k) **Similar Projects (Section 00303).**
 - (l) **Drug Free Workplace (Section 00310).**
 - 7. The terms used in this Bid, which are defined in Article 1 of the General Conditions shall have the meanings assigned to them in the General Conditions as amended by the Supplementary Conditions.

UTILITIES FOR THE SR 85 BYPASS ROADWAY

8. COMPLIANCE WITH FLORIDA TRENCH SAFETY ACT (90-96, LAWS OF FLORIDA)

Bidder hereby acknowledges that all costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) are included in the various items of the proposal and in the Total Bid Price. For informational purposes only, the Bidder is required to further identify these costs, to be summarized below:

	Trench Safety Measure Description	Units of Measure (LF, SY)	Unit (Quantity)	Unit Cost	Extended Cost
A	Sheet piling	LS	1	\$ 400,000.00	\$ 400,000.00
B				\$	\$
C				\$	\$
D				\$	\$
TOTAL:					\$ 400,000.00

THIS IS NOT A PAY ITEM. The purpose of this form is to disclose information on the costs associated with trench safety measures and to insure that the Bidder has considered these costs and included them in the Bid Price. Contractor will not receive additional payment if actual quantities differ from those estimated above or if the Contractor uses a safety measure different than those listed.

Failure to complete the above may result in the Bid being declared non-responsive.

BID SUMMARY

Item No.	Description	Estimated Quantity	Unit	Item Cost
1	Sanitary Sewer Lift Station	1	LS	\$ 5,048,191.50
36	Owner Allowance	1	LS	\$ 100,000.00
				\$ 5,148,191.50

TOTAL BASE BID

Five million, one hundred forty-eight thousand, one hundred
 (In words) ninety-one and 50/100

\$ 5,148,191.50
 (In numbers)

UTILITIES FOR THE SR 85 BYPASS ROADWAY

NAME OF BIDDER: TALCON Group, LLC

If Bidder is: (ALL SIGNATORIES MUST HAVE THEIR NAME PRINTED OR TYPED
BELOW THEIR SIGNATURE)

SOLE PROPRIETORSHIP

(Individual's Signature) (SEAL)

(Individual's Name) (SEAL)

Doing Business as: _____

Business Address: _____

Phone No.: _____

Fax No.: _____

E-Mail Address: _____

Florida License No.: _____

A PARTNERSHIP

(Partnership Name) (SEAL)

(General Partner's Signature) (SEAL)

(General Partner's Name) (SEAL)

Business Address: _____

Phone No.: _____

Fax No.: _____

E-Mail Address: _____

Florida License No.: _____

UTILITIES FOR THE SR 85 BYPASS ROADWAY

NAME OF BIDDER: TALCON GROUP, LLC

~~A CORPORATION~~ LLC

TALCON GROUP, LLC
(Corporation Name)

Florida
(State of Incorporation)

By Rick D Nesius
(Name of Person Authorized to Sign)

Manager
(Title)

[Signature]
(Authorized Signature)

(Corporate Seal)

Attest Kenessa Jordan, Project Manager
(Secretary)

Business Address: 156 Dupont Rd
Havana, FL 32333

Phone No.: 850-574-4400

Fax No.: 850-574-0686

E-Mail Address: rnesius@talcongroup.com

~~Corporation President:~~ LLC Manager: Rick D Nesius

Florida License No.: _____

CGC059172
CUC056724
CFC1428230
Fireline V 18697900012010

UTILITIES FOR THE SR 85 BYPASS ROADWAY

NAME OF BIDDER: _____

A JOINT VENTURE

By _____ (SEAL)
(Name)

(Address)

By _____ (SEAL)
(Name)

(Address)

Business Address: _____

Phone No.: _____

Fax No.: _____

E-Mail Address: _____

Florida License No.: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above).

8. List the following in connection with the Surety which is providing the Bid Bond.

Surety's Name: Fidelity + Deposit Company of Maryland

Surety's Address: 1299 Zurich Way
10th floor

Schaumburg, IL 60196-1056

Name and address of Surety's resident agent for service of process in Florida:

Waldorff Insurance + Bonding
45 Eglin Parkway NE, Suite 202
Fort Walton Beach, FL 32548

SCHEDULE OF MANUFACTURERS/SUPPLIERS

The Contract Documents are based upon the equipment or products available from the manufacturers/suppliers denoted as "A", "B", etc. However, the Bidder must indicate in his Bid which Base Bid manufacturer/supplier he intends to use for each item of equipment listed by circling one (1) of the listed manufacturers/suppliers. Should the Bidder fail to circle a named supplier, he hereby agrees to provide the item listed as "A". After receipt of bids, the Bidder may not substitute for any manufacturer or supplier circled.

If the Bidder desires to propose one (1) or more substitution or "or equal" manufacturers/suppliers, he may write in the name of such substitution or "or equal" in the spaces provided on the pages following the lists, but he must, nevertheless, also circle one of the listed manufacturers/suppliers. All substitutions or "or equal" items must be identified at the time of Bid (see Paragraph 6.05 of the General Conditions as amended by the Supplementary Conditions). Substitutions or "or equal" items will **not** be considered when determining the Apparent Low Bidder. Substitutions or "or equal" items will **not** be evaluated or considered until after the "Effective Date" of the Agreement. The Bidder shall base his Bid on providing one of the listed manufacturers and shall assume for bidding purposes that all substitutions or "or equal" items will not be accepted.

If the proposed substitution or "or equal" manufacturer/supplier is determined "not equivalent" by the Engineer, the Bidder must use the circled manufacturer/supplier. If the Bidder fails to indicate which listed manufacturer/supplier he intends to use or if a substitution or "or equal" is rejected, he must use the supplier listed as "A". Also, if the Bidder circles more than one listed manufacturer/supplier, he must use the first manufacturer/supplier circled (unless a substitution or "or equal" is approved).

Each proposed substitution or "or equal" will be evaluated in accordance with Paragraph 6.05 of the General Conditions following the Effective Date of the Agreement.

In addition to the reimbursement required under Paragraph 6.05 of the General Conditions, the Contractor shall also reimburse the Owner for any engineering costs directly attributable to the change in manufacturers/suppliers, caused by the acceptance of proposed substitutions or "or equal" items, such as; additional field trips for the Engineer, additional redesign costs, and additional review costs, etc. Other costs directly attributable to the change in manufacturers/suppliers caused by the acceptance of proposed substitutions or "or equal" items such as increased electrical requirements, larger buildings, modifications to structures, additional pumps, piping or tankage, etc., shall be borne by the Contractor and not by the Owner. Bidder further agrees that the use of substitute equipment offered will not affect the completion date.

The Owner may request, and the Bidder shall supply any additional information on proposed substitutes or "or equal" items prior to Notice of Award.

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SCHEDULE OF BASE BID MANUFACTURERS/SUPPLIERS

Item No.	Equipment Item	Base Bid Material
1.	Pumps	Barnes
2.	Tesco	Control Pans
3.	Danfoss	VFD/Soft start
4.	Omni site Crystal Ball	Telemetry Pans
5.	Tesco	PLC
6.	Dezurik	Plug Valves

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SUBSTITUTIONS AND "OR EQUAL"

The undersigned as Bidder agrees that substitutions, or "or equal" items will not be considered until after the "Effective Date of the Agreement" and will be evaluated in accordance with Paragraph 6.05, of the General Conditions as amended by the Supplementary Conditions. If Bidder intends to propose substitutions or "or equal" items after the "Effective Date of the Agreement", it is agreed that these items will be listed on the Substitution List that must be included with the Bid (form provided herein). Only the proposed substitutions or "or equal" items listed on the Substitution List and submitted at the time of Bid will be evaluated by the Engineer in accordance with the General Conditions.

SUBSTITUTION LIST OF MANUFACTURERS/SUPPLIERS

N/A

Bidder proposes the following substitutions and "or equal" items of alternate manufacturers/suppliers for the equipment of material categories so identified:

	<u>Equipment Item Material</u>	<u>Drawing No.</u>	<u>Spec. Section</u>	<u>Substitute/"or equal" Manufacturer/Supplier (List One Only)</u>	<u>Proposed Price Deduct</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

END OF SECTION

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00470

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Crestview
(print name of the public entity)
- by Rick D Nesius Manager
(print individual's name and title)
- for TALCON GROUP, LLC
(print name of entity submitting sworn statement)

whose business address is

156 Dupont Rd
Havana, FL 32333

and (if applicable) its Federal Employer Identification Number (FEIN) is 26-4128893

(If the entity has no FEIN, include the Social Security Number of the individual signing
this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an 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.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes** means a 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 record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

PW\JA\CITY OF CRESTVIEW FL\D3718100\PH1
MARCH 20, 2025

PUBLIC ENTITY
00470-1

UTILITIES FOR THE SR 85 BYPASS ROADWAY

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. 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. 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 person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. 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 any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts 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.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order.)

UTILITIES FOR THE SR 85 BYPASS ROADWAY

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, **FLORIDA STATUTES** FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


(signature)

Sworn to and subscribed before me this 5th day of June, 2025

Personally known ✓

Rick D Nesius, Manager

OR Produced identification _____

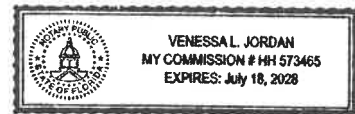
Notary Public - State of Florida

(type of identification)

My commission expires 7/18/28

Venessa Jordan
(printed, typed or stamped commissioned name of notary public.)

END OF SECTION



PW\JA\CITY OF CRESTVIEW FL\D3718100\PH1
MARCH 20, 2025

PUBLIC ENTITY
00470-3

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00480
NONCOLLUSION AFFIDAVIT

STATE OF Florida

COUNTY OF Escambia

Rick D Nesius, being first duly sworn deposes and says that:

1. He (it) is the manager, of TALCON GROUP, LLC, the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

UTILITIES FOR THE SR 85 BYPASS ROADWAY

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By

Rick D Nesius, Manager

Sworn and subscribed to before me this 5th day of June, 2025, in the State of FL, County of Escambia.

Venessa Jorda Notary Public

My Commission Expires: 7/18/28



END OF SECTION

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00490

TRENCH SAFETY COMPLIANCE

Trench excavations on this Project are expected to be in excess of 5 feet deep. The Occupational Safety and Health Administration excavation safety standards, 29 CFR 1926.650 Subpart P trench safety standards, will be in effect during the period of construction of the Project.

Bidder acknowledges that included in the Bid Price are costs for complying with the Florida Trench Safety Act (90-096, Laws of Florida) effective October 1, 1990, and hereby gives assurance that, if awarded the Contract, the Contractor or Subcontractor performing trench excavation work on the Project will comply with the applicable trench safety standards. The Bidder further identifies the costs as follows:

Trench Safety Item (Description) and Estimated Cost

Trench boxes, Shoring

(Cost in Words)

TOTAL \$ 420,000.00

FAILURE TO COMPLETE THE ABOVE MAY RESULT IN THE BID BEING DECLARED NON-RESPONSIVE.

Company Name: TALCON GROUP, LLC

Date: 10/5/25

By: [Signature]
Rick D Nesius, Manager

2025 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L08000114662

Entity Name: TALCON GROUP, LLC

Current Principal Place of Business:

156 DUPONT ROAD
HAVANA, FL 32333

Current Mailing Address:

613 SOUTH COUNTY HIGHWAY 393
SANTA ROSA BEACH, FL 32459 US

FEI Number: 26-4128893

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

KERRIGAN, JANE E.
111 NORTH COUNTY HIGHWAY 393
203
SANTA ROSA BEACH, FL 32459 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: JANE E. KERRIGAN

02/18/2025

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title	MGR	Title	MGR
Name	NESIUS, SHANNON K	Name	NESIUS, RICK D
Address	3893 INDIAN TRAIL	Address	3893 INDIAN TRAIL
City-State-Zip:	DESTIN FL 32541	City-State-Zip:	DESTIN FL 32541

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: RICK NESIUS

M

02/18/2025

Electronic Signature of Signing Authorized Person(s) Detail

Date

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00301

QUESTIONNAIRE

DATE: 6/5/25

PROJECT IDENTIFICATION: Utilities for the State Road 85 Bypass Roadway Project – Phase 1

NAME OF BIDDER: TALCON Group, LLC

BUSINESS ADDRESS: 156 Dupont Rd Havana, FL 32333

Phone No. 850-574-4400

CONTRACTOR'S FLORIDA LICENSE NO. _____

CGC059172
CUC056724
CFC1428230
Fireline V 18697900012010

The undersigned warrants the truth and accuracy of all statements and answers herein contained. Include additional sheets if necessary.

1. How many years has your organization been in business as a Florida Licensed Contractor?
17

2. Describe and give the date and owner of the last project that you have completed similar in type, size, and nature as the one proposed?

Refer to Section 00303 (Similar Projects)

3. Have you ever failed to complete work awarded to you? If so, where and why?

No

UTILITIES FOR THE SR 85 BYPASS ROADWAY

4. Name three (3) municipalities for which you have performed work and to which you refer:

Refer to Section 00302 (References)

5. Have you personally inspected the sites of the proposed work? Describe any anticipated problems with the site and your proposed solutions?

Yes, the need for a source of water

6. Will you subcontract any part of this work? If so, describe which portions:

Electrical will be subcontracted

7. What equipment do you own that is available for the work?

see attached list

8. What equipment will you purchase for the work?

None

9. What equipment will you rent for the work?

None

END OF SECTION

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00301-A

SUBCONTRACTOR LISTING

List all proposed subcontractors to be used for this project regardless of racial or gender grouping.

****THE BIDDER SHALL SELF-PERFORM AT LEAST 50% OF THE PROJECT****

<u>Firm Name, Address and Telephone Number</u>	<u>Trade</u>	<u>Estimated Dollar Amount</u>
* <u>Wise Electric</u> <u>Panama City, FL</u> <u>850-747-4427</u>	<u>Electric</u>	\$ <u>580,000.00</u>
* <u>SpectraShield</u> <u>Jacksonville, FL</u> <u>904-419-4889</u>	<u>Liner</u>	\$ <u>170,000.00</u>
* <u>GPU</u> <u>Mobil, AL</u> <u>251-725-0200</u>	<u>Liner</u>	\$ <u>170,000.00</u>
* _____ _____ _____	_____ _____ _____	\$ _____ \$ _____ \$ _____
* _____ _____ _____	_____ _____ _____	\$ _____ \$ _____ \$ _____
* _____ _____ _____	_____ _____ _____	\$ _____ \$ _____ \$ _____

] one
of
these

Use additional sheets if necessary.

END OF SECTION

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00303

SIMILAR PROJECTS

Project Name: Utilities for SR 85 Bypass Roadway

List at least five (5) similar projects completed in the last three years that indicate the experience and qualifications of the Bidder (relative to this project). Information should include Owner's name with contact person; description of work including Bidder's responsibilities; original contract price; final contract price; original contract time; actual time to complete the project; and any relevant circumstances or conditions about the project.

PROJECT NAME: PS 182
OWNER'S NAME: City of Tallahassee
CONTACT: Jarrod Whitaker **PHONE:** 850-891-6884
PROJECT DESCRIPTION: Master lift station, pour in place wet well (4, pumps) site work, etc
Force main + Gravity sewer installation
ORIGINAL CONTRACT AMOUNT: \$ 11,568,245.00
FINAL CONTRACT AMOUNT: \$ 11,811,584.76
NUMBER AND DOLLAR AMOUNT OF CHANGE ORDERS: 4 \$243,339.67
ORIGINAL CONTRACT TIME (Substantial Completion): 425 days
ACTUAL TIME TO COMPLETE (Substantial Completion): 803 day (time extended due to material delays + unforeseen conflicts that required redesign)
OTHER RELEVANT INFORMATION: _____

PROJECT NAME: Patton Dr. PS 120
OWNER'S NAME: E.C.U.A
CONTACT: Gerry Piscopo **PHONE:** 850-969-6690
PROJECT DESCRIPTION: Cast in place Lift station and Force main installation
ORIGINAL CONTRACT AMOUNT: \$ 2,976,485.00
FINAL CONTRACT AMOUNT: \$ 3,037,850.52
NUMBER AND DOLLAR AMOUNT OF CHANGE ORDERS: 2, \$61,365.52
ORIGINAL CONTRACT TIME (Substantial Completion): 360
ACTUAL TIME TO COMPLETE (Substantial Completion): 652
OTHER RELEVANT INFORMATION: this project was during COVID time delays were unforeseen due to the lack of availability

UTILITIES FOR THE SR 85 BYPASS ROADWAY

PROJECT NAME: Otter Creek Retrofit
OWNER'S NAME: Wakulla Co.
CONTACT: Tyler Lee **PHONE:** _____
PROJECT DESCRIPTION:
Sewer treatment plant retrofit, including
installation of new lift station
ORIGINAL CONTRACT AMOUNT: \$ 2,778,725.00
FINAL CONTRACT AMOUNT: \$ 3,027,450.35
NUMBER AND DOLLAR AMOUNT OF CHANGE ORDERS: 4, \$248,725.35
ORIGINAL CONTRACT TIME (Substantial Completion): 9 months
ACTUAL TIME TO COMPLETE (Substantial Completion): 9 months
OTHER RELEVANT INFORMATION:
Scope was added to this project to increase the
contract price.

PROJECT NAME: Magnolia Gardens Ph III
OWNER'S NAME: Wakulla Co.
CONTACT: Justin Ford **PHONE:** 850-354-5204
PROJECT DESCRIPTION: Septic to Sewer Conversion w/new
lift station
ORIGINAL CONTRACT AMOUNT: \$ 6,837,929.50
FINAL CONTRACT AMOUNT: \$ 6,783,416.68
NUMBER AND DOLLAR AMOUNT OF CHANGE ORDERS: 2 (\$-43,512.82)
ORIGINAL CONTRACT TIME (Substantial Completion): 360
ACTUAL TIME TO COMPLETE (Substantial Completion): 360
OTHER RELEVANT INFORMATION: _____

UTILITIES FOR THE SR 85 BYPASS ROADWAY

PROJECT NAME: PS 20
OWNER'S NAME: City of Tallahassee
CONTACT: Jerry Walden PHONE: retired
PROJECT DESCRIPTION: Changing out ~~piece~~ pumps

ORIGINAL CONTRACT AMOUNT: \$ 1,733,175.00
FINAL CONTRACT AMOUNT: \$ 1,897,470.03
NUMBER AND DOLLAR AMOUNT OF CHANGE ORDERS: 4 (\$1104,295.00)
ORIGINAL CONTRACT TIME (Substantial Completion): 240
ACTUAL TIME TO COMPLETE (Substantial Completion): 300
OTHER RELEVANT INFORMATION: _____

PROJECT NAME: _____
OWNER'S NAME: _____
CONTACT: _____ PHONE: _____
PROJECT DESCRIPTION: _____

ORIGINAL CONTRACT AMOUNT: \$ _____
FINAL CONTRACT AMOUNT: \$ _____
NUMBER AND DOLLAR AMOUNT OF CHANGE ORDERS: _____
ORIGINAL CONTRACT TIME (Substantial Completion): _____
ACTUAL TIME TO COMPLETE (Substantial Completion): _____
OTHER RELEVANT INFORMATION: _____

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00310

DRUG-FREE WORK PLACE

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that

TALCON GROUP, LLC does:
(Name of Business)

1. Publish a statement notifying employee 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 proposed 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 of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so 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 requirements.

X _____
Proposer's Signature
6/5/25

Date

(THIS FORM MUST BE COMPLETED IF APPLICABLE AND RETURNED WITH YOUR PROPOSAL)

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER: CGC059172

EXPIRATION DATE: AUGUST 31, 2026

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

WRIGHT, SABRINA RENEE
TALCON GROUP LLC
156 DUPONT ROAD
HAVANA FL 32333



ISSUED: 08/14/2024

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER: CUC056724

EXPIRATION DATE: AUGUST 31, 2026

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

WRIGHT, SABRINA RENEE
TALCON GROUP LLC
156 DUPONT ROAD
HAVANA FL 32333



ISSUED: 08/14/2024

Always verify licenses online at MyFloridaLicense.com

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER: CFC1428230

EXPIRATION DATE: AUGUST 31, 2026

THE PLUMBING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

WRIGHT, SABRINA RENEE
TALCON GROUP LLC
156 DUPONT ROAD
HAVANA FL 32333



Jimmy Patronis
CHIEF FINANCIAL OFFICER
JoAnne Rice
DIVISION DIRECTOR



Bruce Gillingham
BUREAU CHIEF
Ronald Dilworth
SAFETY PROGRAM MANAGER

FLORIDA DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF STATE FIRE MARSHAL
200 EAST GAINES STREET - Tallahassee, Florida 32399-0342
Tel. 850-413-3644

CERTIFICATE OF COMPETENCY
OFFICIAL COPY

THIS CERTIFIES THAT: Sabrina R Wright
156 Dupont Road
Havana FL 32333
BUSINESS ORGANIZATION: Talcon Group LLC

Contractor V means a contractor whose business is limited to the execution of contracts requiring the ability to fabricate, install, inspect, alter, repair and service the underground piping for a fire protection system using water as the extinguishing agent beginning at the point of service as defined in the act and ending no more than 1 foot above the finished floor.

Issue Date: 07/01/2024
Type: 09
Class: 14
County: Leon
License/Permit #: 186979-0001-2010
Expiration Date: 06/30/2026




Chief Financial Officer

UTILITIES FOR THE SR 85 BYPASS ROADWAY

SECTION 00410

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Talcon Group, LLC as Principal, and Fidelity & Deposit Company of Maryland as Surety, are hereby held and firmly bound unto the City of Crestview, Florida as Owner in the penal sum of, (five percent (5%) of the Contract Bid) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.
Signed, this 5 day of June, 2025.

The condition of the above obligation is such that whereas the Principal has submitted to City of Crestview, Florida, a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the Utilities for the State Road 85 Bypass Roadway - Phase 1.

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.
2. This obligation shall be null and void if:
 - 2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
 - 2.2 All bids are rejected by Owner, or
 - 2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

PW\JA\CITY OF CRESTVIEW FL\D3718100\PH1
MARCH 20, 2025

BID BOND
00410-1

UTILITIES FOR THE SR 85 BYPASS ROADWAY

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed ninety (90) days from Bid Due without Surety's written consent.
5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.
6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.
8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.
10. The term "bid" as used herein includes a bid, offer or proposal as applicable.

UTILITIES FOR THE SR 85 BYPASS ROADWAY

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name):

Talcon Group, LLC

By: _____ (L.S.)

Title: Rick Nesius, Managing Member

Attest: Vinessa Jordan, Project Manager
Signature and Title

Surety (Print Full Name):

Fidelity & Deposit Company of Maryland

Surety's Name and Corporate Seal

By: _____
Signature (attach power of attorney)

Title: L. Dale Waldorff, Attorney-in-Fact & FL Resident Agent

Attest: Michael Surety Account Executive
Signature and Title



IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

**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 L. Dale WALDORFF, Rebekah F. SHARP, Benjamin H. FRENCH, Joshua T. MORGAN, K. Wayne WALKER, Paul A. LOCASCIO, Trava RIDLON, Ronald J. HAYS of Fort Walton Beach, Florida, of 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 17th day of June, A.D. 2024.



ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: *Robert D. Murray*
Vice President

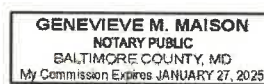
By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 17th day of June, A.D. 2024, 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, depose 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.

Genevieve M. Maison



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 or 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 5 day of June, 2025.



A handwritten signature in blue ink, appearing to read "Thomas O. McClellan".

Thomas O. McClellan
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

ALCOA Equipment List

BOOK

Tr

1

Asset#	Description	Date Acq'd
4	199 Great Dane Box	01-01-2010
74	2001 ANDERSON DUMP TRUCK	01-01-2010
20	2008 GMC Truck	01-01-2010
22	2010 Tom Utility Trailer	01-01-2010
5	2201 Anderson Flat Bed	01-01-2010
15	East Dump Truck	01-01-2010
11	GMC Truck	01-01-2010
10	Mac Dump Truck	01-01-2010
72	MAC DUMP TRUCK	01-01-2010
3	06 Wacker Trench Roll	02-01-2010
12	2005 Komatsu Dozler	02-01-2010
14	2006 Case H Loader	02-01-2010
13	2006 Case H Loader	02-01-2010
18	2007 Kamatsu 2001c-8	02-01-2010
16	Komatsu Excavator	02-01-2010
24	Office Furniture	07-05-2010
28	Ice Machine	08-05-2010
23	Blackstone Elevator	02-14-2011
47	2012 Wildcat 84 in Skid Steer Roor Rake	02-13-2012
50	8 x 12 Trench Box	02-13-2012
52	Blueprint Racks	02-13-2012
46	IR 84 in Skid Steer Angle Boom	02-13-2012
53	Joblock Comb Timeclock	02-13-2012
51	Plastic Drain Covers	02-13-2012
49	Sec CN60 Hydraulic Concrete Proc	02-13-2012
48	Versatech nHD 48 in Skid Steer Forks	02-13-2012
36	2 Ton A Frame Gantry	11-29-2012
45	2005 IR Light Tower	11-29-2012
30	2005 Komatsu Wheel Loader	11-29-2012
29	2006 Broce R1350 Broom	11-29-2012
31	20062 IR Light Tower	11-29-2012
33	4 x 20 Trench Box	11-29-2012
32	8 x 16 Trench Box	11-29-2012
42	Anthony Torch Cart	11-29-2012
38	Heavy Duty Rack	11-29-2012
44	Honeywell 20KW Generator	11-29-2012
35	JRB Wheel Loader Forks	11-29-2012
37	Metal Shelving Brackets	11-29-2012
40	Qty of Test Plugs	11-29-2012
43	Wacker G5.6 Generator	11-29-2012
58	Machinery and Equipment	07-01-2013

59	Komatsu PC138US 2	08-15-2013
95	PROPERTY	01-01-2014
60	2013 F150	01-10-2014
61	2008 F450	01-20-2014
67	Cat PC9 Skidder	02-24-2014
68	Office	02-24-2014
66	Wheel Loader	02-24-2014
65	Komatsu PC400J C-8	05-07-2014
69	2015 Pits Lowboy	06-13-2014
70	Equipment	07-10-2014
71	Hallway Cabinet	10-06-2014
63	2000 Ford Pickup	12-14-2014
64	2002 Ford Truck	12-15-2014
62	2008 GMC	12-15-2014
75	Property & Equipment	07-01-2015
89	40 TON SELFSTEERING BOOSTER	02-15-2016
88	LULL FORKLIFT	02-15-2016
90	PUMPS	02-15-2016
87	STOUGHTON TANDEM AXLE TRAILER	02-15-2016
76	KOMATSU WA270-7 WHEEL LOADER	05-17-2016
82	2006 PUMP	06-16-2016
84	PUMPS	06-23-2016
93	KOMATSU PC45MR-5 EXCAVATOR	06-27-2016
92	KOMATSU PC88MR-10 EXCAVATOR	06-27-2016
85	2016 FORD F550 SUPERDUTY	08-16-2016
79	VARIOUS PUMPS	08-16-2016
77	VARIOUS PUMPS	09-15-2016
86	HYSTER 2007 H60FT	10-20-2016
91	40" USED BUCKET	10-27-2016
78	2007 JOHN DEERE ENGINE	11-16-2016
80	TIGER UTILITY TRAILER 2017	12-06-2016
81	VARIOUS TOOLS	12-06-2016
83	COMPACTOR PLATE	12-15-2016
97	1999 MACK MANAGER	02-03-2017
101	WATER TRUCK 2010 INTERNATIONAL 4400	02-27-2017
98	HONDA VACUUM PUMP	05-17-2017
94	KITCHEN CABINETS	06-08-2017
96	REFRIGERATOR	06-08-2017
108	TRAILER 074951	01-11-2018
109	TRAILER 83242	01-11-2018
107	WACKER VIB PLATE 1503810	01-23-2018
105	WACKER VIB PLAT 2018 10785959	02-07-2018
106	WACKER VIB PLATE 10664892	03-12-2018
113	2018 RAM 4500	03-29-2018
114	2018 RAM3500	03-29-2018
111	BIG TOP COVER	05-09-2018

110	TRASH PUMP	06-22-2018
112	2018 GMC SIERRA	06-23-2018
104	AIR COMPRESSOR KEVINS TRUCK	09-11-2018
103	AIR COMPRESSOR MANUELS TRUCK	09-11-2018
116	KUBOTA SVL 95 39371	01-09-2019
118	INTERNATIONAL DUMP	01-15-2019
117	INTERNATIONAL DUMP	01-15-2019
120	KUBOTA UTILITY VEHICLE	02-18-2019
125	20' STEEL SHIPPING CONTAINER (2)	03-25-2019
122	GENERATOR	04-12-2019
124	CONCRETE PUMP	06-21-2019
119	CONCRETE VIBRATORS	07-03-2019
115	KOMATSU EXCAVATOR	08-16-2019
121	CURB MACHINE ATTACHMENT	10-07-2019
123	CONCRETE VIBRATOR	11-07-2019
127	4' PORTABLE PUMP	02-24-2020
126	DYNAPAC VIBRATORY ROLLER	02-24-2020
134	KOMATSU PC35MR-5	04-01-2020
131	2020 CHEVY SILVERADO	05-21-2020
132	2021 INTERNATIONAL SEMI	08-27-2020
133	2020 FONTAINE TRAILER	09-01-2020
128	KOMATSU HYDRAULIC EXCAVATOR	09-30-2020
130	KUBOTA LOADER BROOM	09-30-2020
129	WA270 KOMATSU LOADER	09-30-2020
149	2019 TELEHANDLER TALCON II	01-01-2021
148	ZACKS LOADER	01-01-2021
147	ZACKS TRUCK	01-01-2021
136	KOMATSU D51-PX DOZER	01-02-2021
146	RICKS GRAY TRUCK	01-09-2021
135	KOMATSU PC 138USLC -11	01-12-2021
143	LONG ARM BOOM	03-02-2021
137	KOMATSU PC360LC	04-12-2021
142	VAC TRUCK	04-22-2021
144	PC490 BUCKET	06-04-2021
138	KOMATSU WA 38U WHEEL LOADER	06-21-2021
141	WACKER PLATE	10-08-2021
139	KOMATSU D39PX DOZER	10-21-2021
140	VIBRATORY COMPACTOR	11-02-2021
145	84BUCKET	12-21-2021
152	Komatsu PC 88mr-11 Compact excavator	01-21-2022
151	Komatsu PC490LC-11 excavator	01-21-2022
150	John Deere Motor Grader 670 G	01-31-2022
153	Sullair Air Compressor	03-23-2022
163	Kubota SVL 97-2H1C Loader	03-25-2022
162	Kubota SVL 97-2H1C Loader	04-11-2022
160	Topcon GPS Equipment (Rubie Bros)	04-14-2022

154	Sweeper Broom	05-02-2022	
157	Caterpillar PC306 24 Cold Planer	05-23-2022	
164	Komatsu PC55MR5 Excavator	05-25-2022	
166	Trailer Falcon II	06-04-2022	
155	Topcon MC-R3 system	07-29-2022	
156	Xerox Copy Machine	08-20-2022	
159	2022 Chevy	09-07-2022	
158	2022 Chevy Silverado 32139	09-16-2022	
165	2022 GMC Sierra	09-22-2022	
161	Cat GS44 Compactor	12-07-2022	
	Expedition	02-07-2023	
227	Vib Plate Tamp	02-13-2023	
228	Kubota Loader 6	03-12-2023	
229	Kubota Loader 5	03-13-2023	
231	Cat Excavator	04-19-2023	
233	Komatsu WA270 25	06-21-2023	
234	Cat 4" Wheel Saw Trencher	07-18-2023	
204	Pump Test	08-01-2023	
215	W 2006 F250	08-01-2023	
216	W 2007 Duallv	08-01-2023	
217	W 2011 Silverado 2500hd	08-01-2023	
218	W 2015 Silverado	08-01-2023	
171	W 2018 F250 FX4	08-01-2023	
172	W 2018 F250 STX	08-01-2023	
167	W 2020Chevy Diesel	08-01-2023	
189	W Iec Machine	08-01-2023	
173	W 2021 F250 Twin	08-21-2023	
236	Liamn Roller	10-04-2023	
237	RC7350 Sweeper	10-11-2023	
	2024 GMC Sierra Crew Cab	01-23-2024	
	2018 Vector Guzzler 2115P-16 Vacuum	02-19-2024	
	Excava		
	Betterbilt Trailer	02-27-2024	
	2024 Norstar 83x16 Trailer	03-20-2024	
	2024 Komatsu 320-8 Loader 26	03-28-2024	
	Office Trailer-Otter Creek	05-09-2024	
	20' Storage Container	05-10-2024	
	20' Shipping Containers (x2)	05-16-2024	
	23 E- Transit Van	05-20-2024	
	40' Cube Shipping Container	05-20-2024	
	2021 W Star Water Trk	05-28-2024	
	Kubota 9 SVL97-2HFC	06-08-2024	
	2019 Ford F350 XL Mech/Trk	06-12-2024	
	2025 International Semi	06-21-2024	
	Container	06-24-2024	
	2024 Kubota Excavator-U17VR1	06-27-2024	

	2024 PST Stump-JM Trailer	06-27-2024	
	Kubota-RTV	06-27-2024	
	Pole Barn	07-09-2024	
	Ice Machine	07-16-2024	
	2024 International Dump Trk	07-24-2024	
	2021 1 Ton GMC	08-14-2024	
	2024 1/2 Ton GMC	08-14-2024	
	2024 CAT Loader	09-05-2024	
	Komatsu-2024 D61PX Dozer 27	09-23-2024	
	2024 Roscoe Broom	09-26-2024	
	2019 Grove Crane	10-01-2024	
	2024 Komatsu PC238 28	10-23-2024	
	Plotter Primer	12-04-2024	
	Micro Screen	12-19-2024	
221	Forklift	02-11-2023	
222	Komatsu Curb Machine	02-13-2023	
223	Komatsu D51PX Dozer 22	02-13-2023	
224	Komatsu PC238 Excavator 21	02-13-2023	
225	Komatsu WA270 Wheel Loader 19	02-13-2023	
226	Komatsu WA270 Wheel Loader 20	02-13-2023	
230	Kubota Loader 7	03-22-2023	
232	Komatsu WA200 24	06-16-2023	
	Goodwill	07-30-2023	
190	-----	08-01-2023	
175	W 2016 Volvo 70H1	08-01-2023	
174	W 2019 Linkbelt 210 and Bucket	08-01-2023	
168	W 2021 35G	08-01-2023	
169	W 2021 50G	08-01-2023	
176	W 2021 F250 Brik	08-01-2023	
177	W 2021 Skidsteer	08-01-2023	
170	W 2021 TR60 Trencher Rake	08-01-2023	
178	W 6" Diesel Pump	08-01-2023	
179	W Air Compressor	08-01-2023	
180	W Bluebird Sod Cutter	08-01-2023	
183	W Cannon Printer TM 305	08-01-2023	
188	W Fuel Tanks	08-01-2023	
191	W Ingersoll Rand Roller 2004	08-01-2023	
192	W John Deere GLC 130	08-01-2023	
196	W Linkbelt Plate Tamp	08-01-2023	
197	W Manhole Tester	08-01-2023	
198	W Metal Detector	08-01-2023	
199	W Mole 2.5"	08-01-2023	
200	W Pipe Locator	08-01-2023	
181	W Plate Tamp	08-01-2023	
182	W Plate Tamp	08-01-2023	

201	W Plate Tarp	08-01-2023	
202	W Pressure Washer Diesel	08-01-2023	
203	W Pump 3"	08-01-2023	
205	W Pump Test Rice	08-01-2023	
206	W Pump Trash 3"	08-01-2023	
193	W Pumping Jacks	08-01-2023	
207	W Quickie 16" Saw	08-01-2023	
208	W Quickie Saws	08-01-2023	
209	W Sniffer	08-01-2023	
210	W Tan Aqua Tap	08-01-2023	
211	W Tap Mate Tapping Machine	08-01-2023	
212	W Tap Mate too	08-01-2023	
213	W Trailers Utility Dump	08-01-2023	
219	W Water Wagon	08-01-2023	
220	W Welder	08-01-2023	
214	W Wrench Box 6x12	08-01-2023	
	Cat Card 3' Wheel Saw	01-16-2024	
	Caterpillar CS34 EQN189164 51400831	01-22-2024	
	Caterpillar CS44B	01-22-2024	
	Jet Vac Tpk-Camera	03-15-2024	
	2023 GMC Sierra 2500HD	03-21-2024	
	2023 GMC Sierra 3500HD	03-21-2024	
	Total		14

+ Property

NBA



PROJECT NO: 25-06-05-PS

BID DATE: June 5, 2025 2:00 p.m.

[illegible]

SR 85 Bypass Roadway Utilities Clean Water Facilities Plan

City of Crestview, FL

SR 85 Bypass Roadway Utilities
October 11, 2024



SR 85 Bypass Roadway Utilities Clean Water Facilities Plan

Client name: City of Crestview, FL

Project name: SR 85 Bypass Roadway Utilities

Client Reference: City

Project no: D3718100

Revision: 00

Project manager: Jase Brown

Date: October 11, 2024

Prepared by: Jacobs

File name: SR 85 Bypass Roadway Utilities
Clean Water Facilities Plan

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Executive summary

The City of Crestview, Florida (City) is seeing significant population growth and development throughout the City. Construction is currently ongoing for the installation of a new 4-lane highway on the west side of the City known as the State Road (SR) 85 Bypass Roadway. This new roadway will be a valuable asset to offload traffic from SR 85 by providing secondary access between Hwy 90 and Interstate-10 as well as a connection to PJ Adams south of the interstate. The City is preparing to annex the undeveloped land along the new roadway into the City limits and will therefore be responsible for providing sewer service to this area. The Okaloosa County School District has purchased 80-acres bordering this roadway and is preparing to construct a new elementary and middle school with plans to open the school for the 2026 school year.

Three design alternatives were evaluated for extending sewer service to the school and forthcoming developments, and it is recommended for the City to construct a new lift station near the new school. A new 16-inch C900 PVC force main is recommended to be installed along the new SR 85 Bypass Roadway to connect the new lift station to the Crestview Wastewater Treatment Plant (WWTP). Additionally, in the future, a new lift station is proposed along Hwy 90 to connect the forthcoming developments north of the school along with a C900 PVC force main to connect this lift station to the lift station proposed by the school.

The entire project is proposed to be split into two phases in order to expedite the construction schedule for providing utilities to the new school and to distribute the projects capital costs committed by the City over a multi-year improvements plan. Phase A is proposed to begin construction in 2025 and the future Phase B project is anticipated to begin following the completion of Phase A. Phase A is planned to be separated and bid under the following two projects:

- The State Road 85 Bypass Roadway Utilities Phase 1 Project:
 - Includes the construction of a new regional lift station with associated mechanical, electrical and telemetry equipment with an estimated cost of \$3,585,800.
- The State Road 85 Bypass Roadway Utilities Phase 2 Project:
 - Includes the installation of approximately 6,500 linear feet of 16-inch force main and 1,400 linear feet of 12-inch force main with an estimated cost of \$2,22,200.

To finance the construction of the new sewer utilities, the City is pursuing a Clean Water State Revolving Fund (CWSRF) loan through the Florida Department of Environmental Protection (FDEP) in the amount of \$5,808,000. The SR 85 Bypass Roadway Utilities Clean Water Facilities Plan (Facilities Plan) was prepared by Jacobs Engineering Group Inc. (Jacobs) to satisfy the requirements of the FDEP CWSRF loan program.

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Acronyms and abbreviations

AADF	Annual average daily flow
ADD	Average day demand
City	City of Crestview
CWSRF	Clean Water State Revolving Fund
ERU	Equivalent residential units
F.A.C.	Florida Administrative Code
FDEP	Florida Department of Environmental Protection
FHWA	Federal Highway Administration
FPS	Feet per second
GPD	Gallons per day
GPM	Gallons per minute
Hwy	Highway
MDD	Max day demand
MMADF	Max month average daily flow
MGD	Million gallons per day
OCSD	Okaloosa County School District
PHF	Peak hour flow
PSI	Pounds per square inch
PWF	Peak weekly flow
SR	State Road
SRF	State Revolving Fund
WWTF	Wastewater Treatment Facility
WWTP	Wastewater Treatment Plant

1. General

1.1 Introduction

The City of Crestview, Florida (City), is in north-central Okaloosa County and is seeing significant population growth and development. Construction is currently ongoing for the installation of a new 4-lane highway through the western portion of the City known as the State Road (SR) 85 Bypass Roadway. The City is preparing to extend sewer service along this new roadway. To finance the construction of the new sewer utilities, the City is pursuing a Clean Water State Revolving Fund (CWSRF) loan through the Florida Department of Environmental Protection (FDEP). The SR 85 Bypass Roadway Utilities Clean Water Facilities Plan (Facilities Plan) was prepared by Jacobs Engineering Group Inc. (Jacobs) as required by the FDEP CWSRF loan program.

1.2 Existing Sewer System

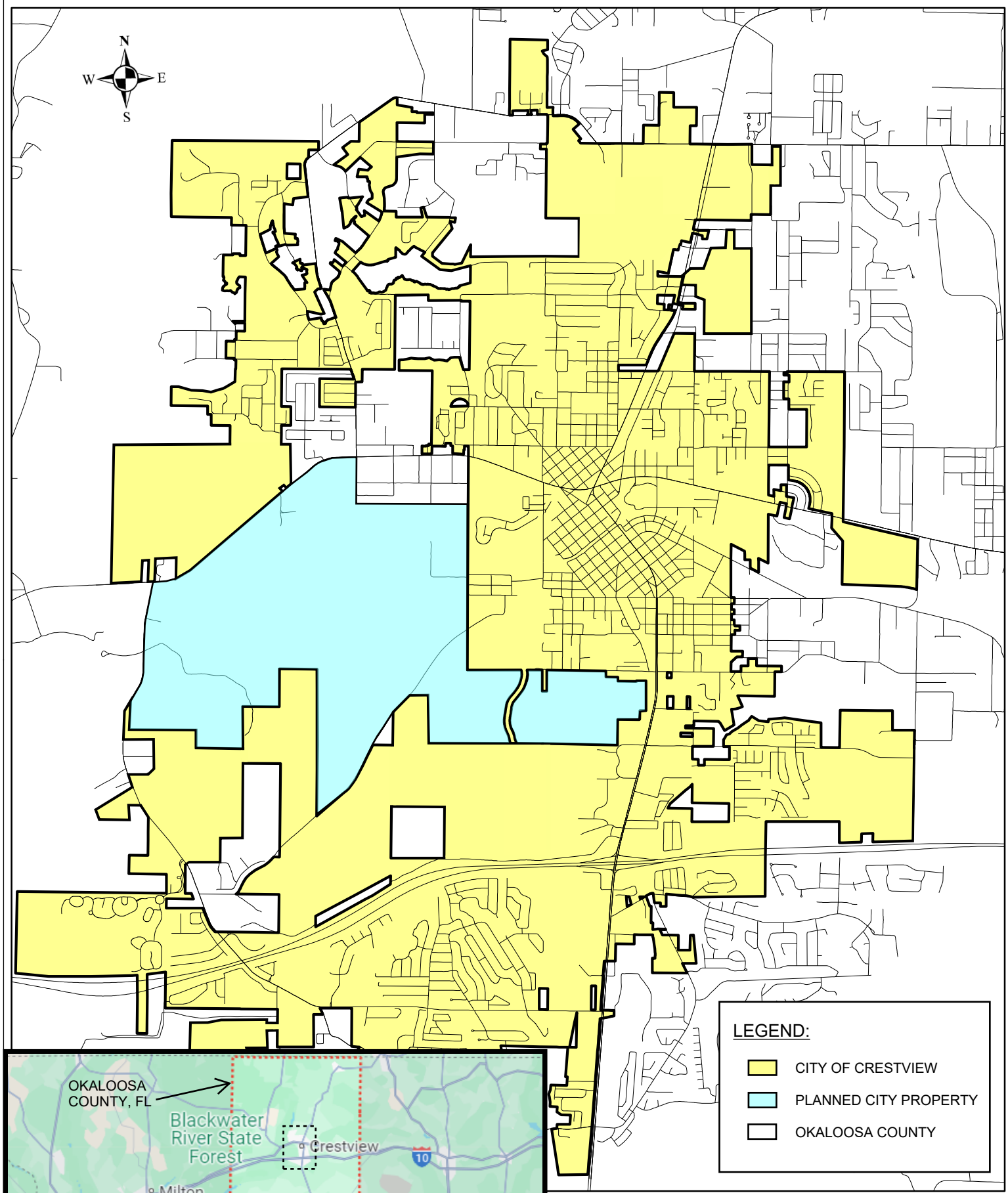
The City's sewer system serves approximately 34,800 customers within the city limits. Table 1-1 provides a breakdown of the existing sewer treatment and collection system infrastructure.

Table 1-1, Existing Sewer System Facilities

Facility Type	Facility Details
Treatment System	Name: City of Crestview Wastewater Treatment Facility FDEP Facility ID: FLA010193 Treatment Capacity: 2.75 MGD Reuse System: Land Application Reuse Capacity: 2.85 MGD
Collection System	No. of Lift Stations: 79 Length of Gravity Sewer: 60 miles No. of Manholes: 1,500 Length of Force Main: 35 miles

MGD = million gallons per day

Figure 1-1 shows a map of the county, city, and proposed city limits map. Figure 1-2 shows a map of the project planning area and existing sewer system.



LEGEND:

- CITY OF CRESTVIEW
- PLANNED CITY PROPERTY
- OKALOOSA COUNTY



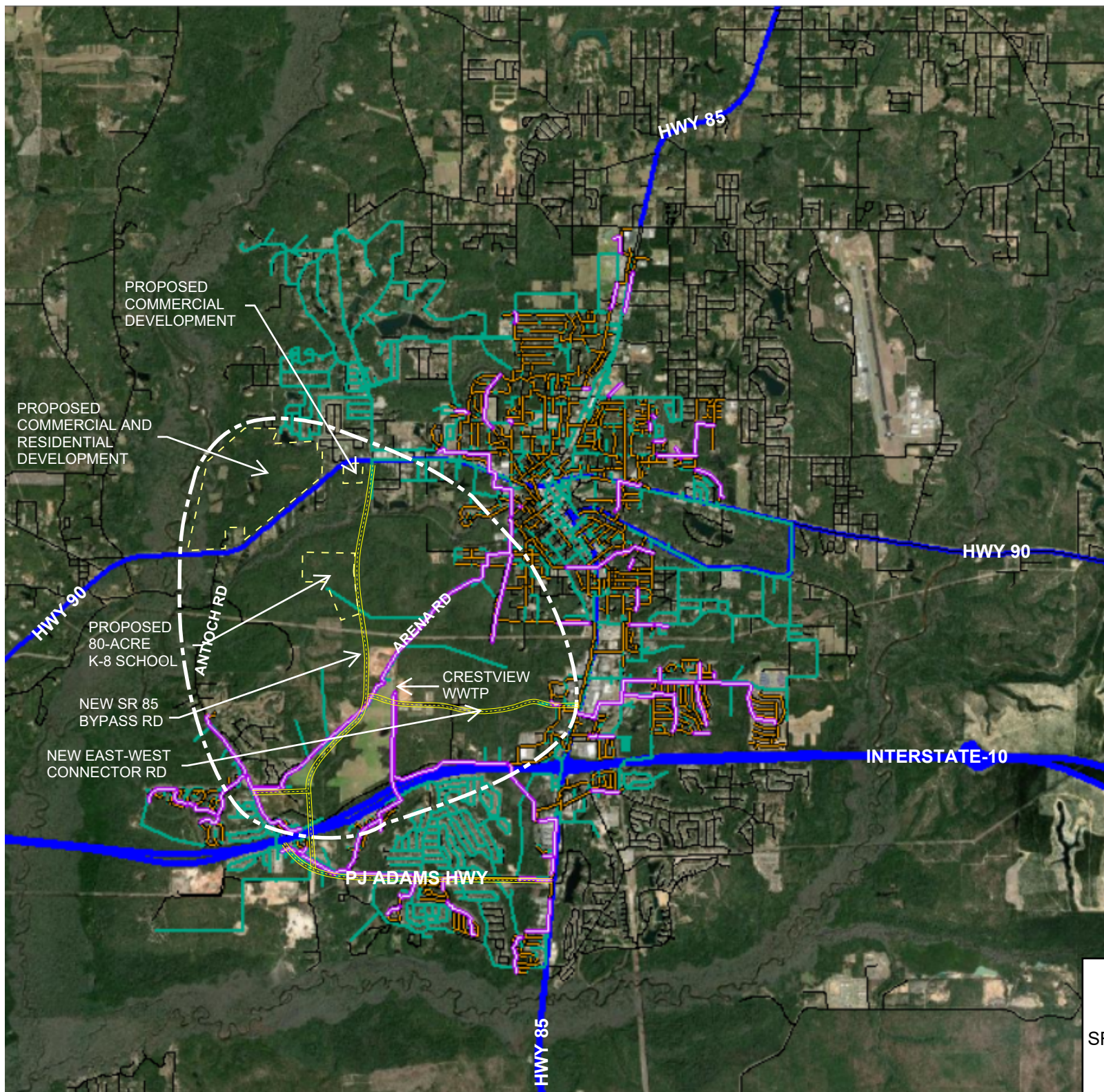
**CITY OF CRESTVIEW
CITY LOCATION AND
BOUNDARY MAP**





LEGEND:

- PLANNING AREA
- EXISTING WATER MAIN
- EXISTING FORCE MAIN
- EXISTING GRAVITY SEWER
- PROPOSED DEVELOPMENT PARCELS



CRESTVIEW UTILITY MAP

CITY OF CRESTVIEW
SR 85 BYPASS ROADWAY UTILITIES
CLEAN WATER FACILITIES PLAN
OCTOBER 2024

1.3 Sewer System Needs

The SR 85 Bypass Roadway is under construction to provide a new four-lane highway connecting Highway 90 (Hwy 90) to Interstate-10 and PJ Adams Parkway. The new roadway routes through mostly undeveloped land affording prime opportunity for new residential and commercial development opportunities. The Okaloosa County School District (OCSD) has acquired 80-acres bordering the new roadway and is in the process of constructing a new elementary and middle school. OCSD is scheduled for the new school to begin operation in August 2026 for the 2026-2027 school year. The City is responsible for providing sewer service to the school and other forthcoming developments. OCSD will not be able to open the school until the City constructs new sewer collection infrastructure along the new SR 85 Bypass Roadway.

1.4 Proposed Project

The project is proposed to be separated into two phases to meet the critical completion milestone of supplying sewer to the school. The Phase A project(s) is planned to be constructed in 2025 to extend sewer service to the school. The Phase B project(s) are planned to be designed and constructed in the future following Phase A to extend sewer service along the remaining length of the SR 85 Bypass Roadway north to Hwy 90.

Phase A (Currently proposed project):

- A new lift station located near the new school.
- A new 16-inch force main to connect the new lift station to the school Crestview WWTP.
- A new 12-inch force main and gravity sewer infrastructure to accommodate collection system connections to the new lift station.

Phase B (Future projects):

- A new lift station and force main to connect new Hwy 90 developments to the SR 85 Bypass Roadway collection system infrastructure.
- A new lift station and force main to connect new developments on the north end of the SR 85 Bypass Roadway to the new lift station near the school proposed in Phase A.

1.5 Operation and Maintenance Program

The City has 18 staff responsible for operating and maintaining the wastewater collection and treatment system and is sufficiently staffed to maintain the new lift station and force main being constructed in this project. The new lift station is being provided with variable frequency drive motors to reduce energy consumption and is being supplied with an onsite generator to protect the station from storms and loss of power. The City has an O&M program in place to monitor operations at each station, routinely inspect collection system infrastructure, track needed and resolved system repairs, and budget for collection system O&M. This program consists of but is not limited to the use of Crystal Ball monitoring, GIS mapping, and Cartegraph asset management systems. The City also has a Collection System Action Plan and a Power Outage Contingency Plan in place to proactively prepare for capital improvement needs and emergency situations.

1.6 SRF Loan Interest Rate Adjustments

The City is planning to fund the design and construction of the proposed projects through the FDEP DWSRF program. Design and Construction loans are administered with a fixed interest rate outlined in F.A.C. 62-552.300(6). The City is anticipated to qualify for the following interest rate adjustments for the DWSRF loan:

- 0.5% reduction for inclusion of the requirements for American Iron and Steel and Davis-Bacon wage rates.

2. Alternatives Comparison

2.1 Alternative 1

Alternative 1 includes the installation of new regional lift station to serve the new school and will be designed to accommodate forthcoming developments along the SR 85 Bypass Roadway. This alternative proposes to install C900 polyvinyl chloride (PVC) pipe for sewer force mains. C900 is a plastic pipe which is inherently corrosion resistant, can be fabricated to various pressure ratings specific to the anticipated application conditions, and is less expensive compared to some other alternative pipe materials. The weight of C900 is less than that of metallic pipe and is therefore easier to handle and install resulting in additional construction cost savings.

Alternative 1 also includes the extension of the sewer collection system to the north end of the SR 85 Bypass Roadway at Hwy 90 and then west along Hwy 90 to provide public sewer access to future developments. This is proposed to include two additional lift stations, one along Hwy 90 and the second at the north end of the SR 85 Bypass Roadway. The two lift stations will send collected flows to the new regional lift station by the school with a new 12-inch C900 PVC force main. Figure 2-1 shows the proposed improvements site plan.

The work associated with Alternative 1 generally includes the following:

Phase A (Currently proposed project):

- A new precast concrete lift station with associated piping, electrical, generator, and telemetry equipment.
- 6,500 linear feet (LF) of 16-inch C900 PVC force main from the new lift station to the Crestview WWTP
- 1,400 LF of 12-inch C900 PVC force main tie in future developments on the north side of the SR 85 Bypass Roadway to the new lift station.

Phase B (Future projects):

- A new lift station and approximately 5,000 LF of 12-inch C900 PVC force main to connect future Hwy 90 developments to the SR 85 Bypass Roadway collection system infrastructure.
- A new lift station and approximately 4,000 LF of 12-inch C900 PVC force main to connect future developments on the north of SR 85 Bypass Roadway to the new lift station near the school proposed in Phase A.

Table 2-1, Alternative 1 Cost Estimate (Phase A)

Item	Estimated Quantity	Units	Estimated Unit Price	Extended Bid Total
Regional Lift Station	1	LS	\$3,180,000	\$3,180,000
16-inch C900 FM	6,400	LF	\$260	\$1,665,000
16-inch C900 FM (Bore)	150	LF	\$600.0	\$90,000
12-inch C900 FM	1,400	LF	\$175	\$245,000
Subtotal				\$5,180,000

Contingency (10%)	\$518,000
Engineering	\$110,000
Total Capital Cost	\$5,808,000

FM = force main

Table 2-2, Alternative 1 Cost Estimate (Phase B)

Item	Estimated Quantity	Units	Estimated Unit Price	Extended Bid Total
Hwy 90 Lift Station	1	LS	\$1,250,000	\$1,250,000
12-inch C900 FM	5000	LF	\$175	\$875,000
SR 85 Bypass Lift Station	1	LS	\$1,250,000	\$1,250,000
12-inch C900 FM	4000	LF	\$175	\$700,000
Subtotal				\$4,075,000
Contingency (10%)				\$407,500
Engineering				\$285,250
Total Capital Cost				\$4,767,750

FM = force main

2.2 Alternative 2

Alternative 2 includes the installation of new regional lift station to serve the new school and will be designed to accommodate forthcoming developments along the SR 85 Bypass Roadway. This alternative proposes to install ceramic lined ductile iron (DI) pipe for the sewer force mains. DI is a metallic pipe which has a higher internal pressure and external load rating than C900 PVC and is therefore better protected from damage due to heavy vehicular traffic or pressure surge conditions. DI pipe is however more prone to corrosion especially in sanitary sewer applications where sewer gases accumulate and come in contact with the inside of the pipe. To protect the DI pipe a ceramic lining is recommended to be applied to the inside. The purchase price of DI with the liner is more expensive than plastic pipe. Both DI and C900 PVC pipes have an anticipated life expectancy of 50-years or more if properly installed and maintained.

Alternative 2 also includes the extension of the sewer collection system to the north end of the SR 85 Bypass Roadway at Hwy 90 and then west along Hwy 90 to provide public sewer access to future developments. This is proposed to include two additional lift stations, one along Hwy 90 and the second at the north end of the SR 85 Bypass Roadway. The two lift stations will send collected flows to the new regional lift station by the school with a new 12-inch DI force main. Figure 2-1 shows the proposed improvements site plan.

The work associated with Alternative 2 generally includes the following:

Phase A (Currently proposed project):

- A new precast concrete lift station with associated piping, electrical, generator, and telemetry equipment.
- 6,500 LF of 16-inch DI force main from the new lift station to the Crestview WWTP

SR 85 Bypass Roadway Utilities Clean Water Facilities Plan

- 1,400 LF of 12-inch DI force main tie in future developments on the north side of the SR 85 Bypass Roadway to the new lift station.

Phase B (Future projects):

- A new lift station and approximately 5,000 LF of 12-inch DI force main to connect future Hwy 90 developments to the SR 85 Bypass Roadway collection system infrastructure.
- A new lift station and approximately 4,000 LF of 12-inch DI force main to connect future developments on the north of SR 85 Bypass Roadway to the new lift station near the school proposed in Phase A.

Table 2-3, Alternative 2 Cost Estimate (Phase A)

Item	Estimated Quantity	Units	Estimated Unit Price	Extended Bid Total
Regional Lift Station	1	LS	\$3,180,000	\$3,180,000
16-inch DI FM	6,400	LF	\$325	\$2,081,250
16-inch DI FM (Bore)	150	LF	\$750	\$112,500
12-inch DI FM	1,400	LF	\$219	\$306,250
Subtotal				\$5,680,000
Contingency (10%)				\$568,000
Engineering				\$110,000
Total Capital Cost				\$6,358,000

FM = force main

Table 2-4, Alternative 2 Cost Estimate (Phase B)

Item	Estimated Quantity	Units	Estimated Unit Price	Extended Bid Total
Hwy 90 Lift Station	1	LS	\$1,250,000	\$1,250,000
12-inch DI FM	5000	LF	\$201	\$1,006,250
SR 85 Bypass Lift Station	1	LS	\$1,250,000	\$1,250,000
12-inch DI FM	4000	LF	\$201	\$805,000
Subtotal				\$4,311,250
Contingency (10%)				\$431,125
Engineering				\$301,788
Total Capital Cost				\$5,044,163

FM = force main

2.3 Alternative 3 – No Action

Alternative 3 proposes for the City to take no action and not extend sewer service along the new SR 85 Bypass Roadway nor to the new school. The school will not be able to operate without sewer and therefore OCSD would need to find a different property to build the school. Due to commitments the City has made to the school and Okaloosa County this alternative is not viable.

2.4 Critical Assets

Table 2-3 provides a list of the critical assets associated with the project along with their life expectancy.

Table 2-3, Critical Assets

Critical Asset	Life Expectancy
Utility Pipelines	30
Concrete Lift Station	50
Pumps and Equipment	30
Electrical Components	20

2.5 Present Worth Analysis

A present worth (PW) analysis was performed to compare Alternatives 1 and 2 described previously. This comparison is only being performed for Phase A since it specifically evaluates the current project costs and funding being pursued. A PW analysis of Phase B would provide similar results to the comparison of Phase A.

The assumptions used for the analysis and the estimated PW values are summarized in Table 2-4. The project is scheduled to start construction in 2025. The overall planning period was assumed to be 20 years with a discount rate of 1.64 percent used as provided by the Florida Department of Environmental Protection (FDEP). The annual operation and maintenance (O&M) costs were estimated based on the City's existing O&M costs. All costs are presented in 2024 dollars.

Table 2-4; Present Worth Estimate

Parameter	Value
Year of Present Worth Dollars	2024
Planning Period	20
Discount Rate	1.64%
Year of Construction	2024
Construction Cost	
Alternative 1	\$5,808,000
Alternative 2	\$6,358,000
O&M Cost	
Alternative 1	\$70,000

Alternative 2	\$75,000
<i>Present Worth</i>	
Alternative 1	\$6,993,381
Alternative 2	\$7,628,052

For Alternative 1, the PW of the O&M costs were estimated assuming a constant annual O&M expense of \$70,000 per year over the 20-year planning period. Using a PW factor of 16.9 (P/A, 1.64 percent, 20 years), the resulting PW of the O&M costs is \$1,185,381. The total PW for Alternative 1 is \$6,993,381, which is the sum of the capital costs and the PW of the O&M calculated as follows:

$$\$5,808,000 \text{ (capital cost)} + \$1,185,381 \text{ (O\&M PW)} = \$6,993,381 \text{ (total PW)}$$

For Alternative 2, the PW of the O&M costs were calculated assuming a constant annual O&M expense of \$75,000 per year over the 20-year planning period. The resulting PW of the total O&M costs over the 20-year period is \$1,270,051. The total PW for Alternative 2 is \$7,628,052, which is the sum of the capital costs and the PW of the O&M calculated as follows:

$$\$6,358,000 \text{ (capital cost)} + \$1,270,051 \text{ (O\&M PW)} = \$7,628,052 \text{ (total PW)}$$

3. Selected Alternative

3.1 Alternatives Comparison

Table 3-1 provides a condensed pros and cons comparison between the three alternatives.

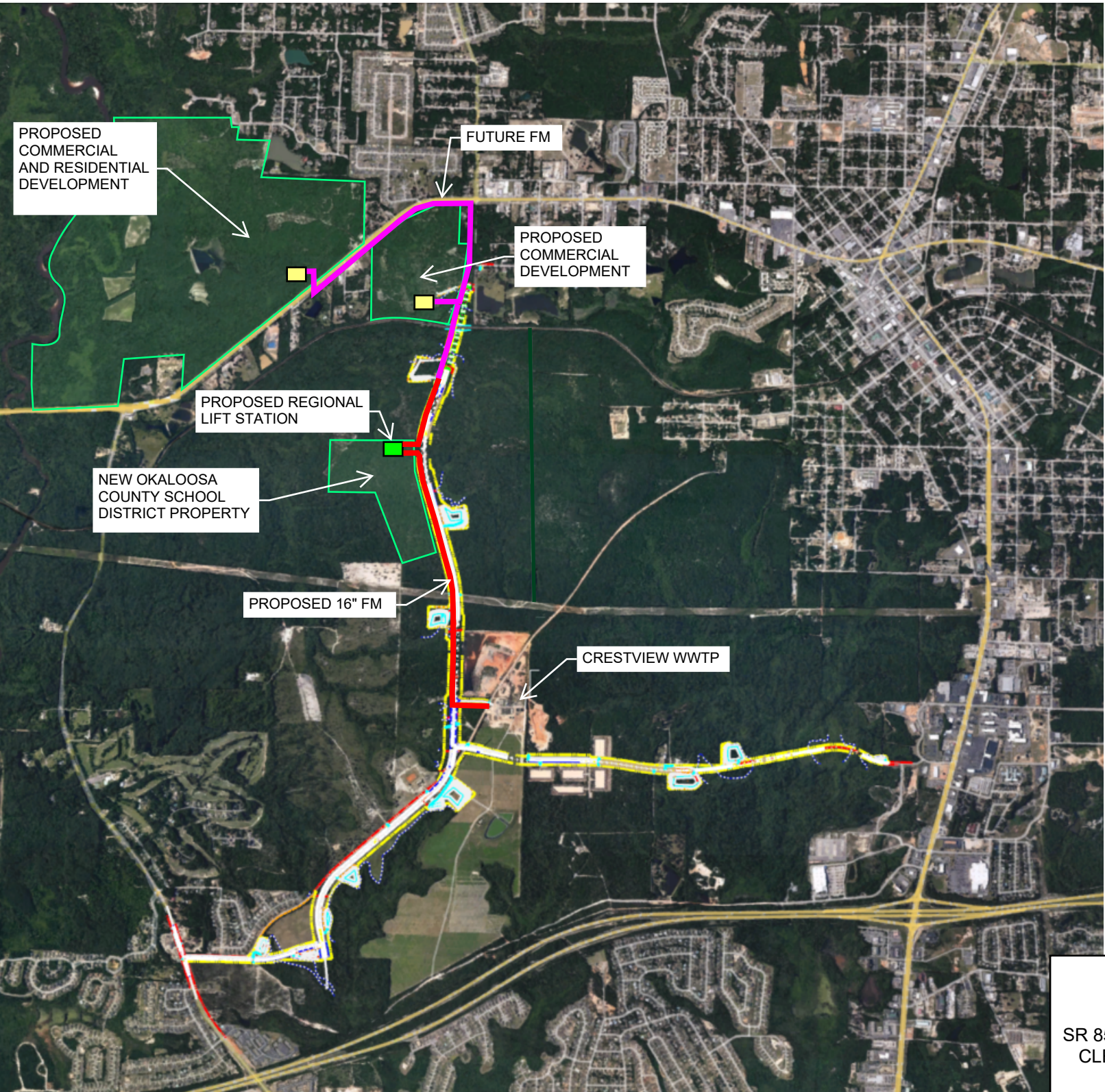
Table 3-1, Alternatives Comparison

Alternative	Pros	Cons
1	- Meets the project need to provide sewer to the school and forthcoming developments. - C900 is a commonly used pipe material suitable for this application. - This alternative is a more-cost effective solution compared to alternative 2.	C900 has less external load strength compared to DI but is acceptable for this application.
2	- Meets the project need to provide sewer to the school and forthcoming developments. - DI is a commonly used pipe material suitable for this application.	This alternative is a less cost-effective solution compared to alternative 1
3	The City would not be responsible for the financial cost to construct, operate and maintain sewer facilities in this area.	The area along the new SR 85 Bypass Roadway will not be able to be developed and the new school will not be able to be built or provided with sewer services.

3.2 Alternative Selection

Based on the detailed alternatives evaluation, Alternative 1 is the recommended selection for extending sewer service to the new school and developments along the SR 85 Bypass Roadway. The proposed project will provide the City with the infrastructure needed to provide effective public sewer service to the community.

Figure 3-1 shows the overall site plan drawings for the proposed Phase A sewer project.



LEGEND:

-  PROPOSED LIFT STATION (PHASE A)
-  PROPOSED FORCE MAIN (PHASE A)
-  FUTURE LIFT STATION (PHASE B)
-  FUTURE FORCE MAIN (PHASE B)

SEWER SITE PLAN

CITY OF CRESTVIEW
SR 85 BYPASS ROADWAY UTILITIES
CLEAN WATER FACILITIES PLAN
OCTOBER 2024

4. Environmental Effects / Benefits

The recommended project has been evaluated for potential significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed natural areas. The project has also been evaluated for potential significant adverse human health or environmental effects on minority or low-income communities.

4.1 Threatened and Endangered Species

The U.S. Fish and Wildlife Service Information for Planning and Consultation (IPaC) online search tool was used to identify protected species and critical habitats which may be present. According to the IPaC online search tool there are no critical habitats in the proposed project sites. Table 4-1 provides the threatened and endangered species that may be encountered. The complete resource list gathered through IPaC for the project vicinity is attached in Appendix B.

Table 4-1, Potential Threatened and Endangered Species

Category	Species
Endangered	Choctaw Bean Clam
Proposed Endangered	Tricolored Bat
Threatened	Eastern Black Rail Eastern Indigo Snake Gulf Sturgeon Fuzzy Pigtoe Clam Narrow Pigtoe Clam Southern Sandshell Clam
Proposed Threatened	Alligator Snapping Turtle
Candidate	Monarch Butterfly
Critical Habitat	None

4.2 Wetlands and 500-Year Flood Plain

The project sites were investigated for the presence of wetlands via the U.S. Fish and Wildlife Service National Wetlands Inventory (NWI) database. Secondly, the Federal Emergency Management Agency (FEMA) national flood map service center database was used to evaluate the project sites risk to flooding. Based upon this desktop investigation, the majority of the recommended project site is outside of the published 500-year flood plain and therefore is at no significant risk of flooding. A copy of the FEMA Flood Insurance Rate Map (FIRM) are included in Appendix C.

The utility mains will be installed predominantly within uplands outside of the 500-yr flood plain and wetlands. Where the pipelines do cross wetlands, they will be installed using alternative construction methods such as horizontal directional drilling. This is a self-mitigating measure to minimize environmental impacts and protect the infrastructure from any risk of flooding by placing the pipelines underneath the waterbody. One example is where the pipelines cross Juniper Creek south of Hwy-90 and north of the lift station site. Appropriate permits will be obtained, and construction activities followed in

accordance with FDEP, the Northwest Florida Water Management District, and or the Army Corps of Engineers regulations.

4.3 Project Site Impacts

Utility Mains

The construction of the utilities will primarily occur within the SR 85 Bypass Roadway right-of-way. The U.S. Department of Transportation Federal Highway Administration (FHWA) and Florida Department of Transportation in cooperation with Okaloosa County, Florida, prepared a comprehensive Environmental Assessment (EA) to evaluate the project area for adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, undisturbed natural areas, or low-income communities. The FHWA determined that the roadway project will not have any significant impact on the human environment and published a Finding of No Significant Impact (FONSI) based upon the EA. A copy of the FONSI is provided in Appendix C.

The SR 85 Bypass Roadway is currently under construction and the project limits have already been cleared. The construction work associated with the proposed City utility mains will be performed within the cleared right-of-way of the SR 85 Bypass Roadway and Hwy 90 and therefore no significant impacts to the human environment are anticipated.

Lift Stations

The proposed regional lift station is planned for construction within the new school property. This property is currently undisturbed but will be cleared and developed by the OCSD. NOVA Engineering and Environmental, LLC (NOVA) completed a Phase 1 EA for the 80-acre school property. The assessment revealed no evidence of Recognized Environmental Conditions and recommended no further assessment of the environmental conditions. A copy of the OCSD property Phase 1 EA is attached in Appendix D.

The property sites for the future lift stations along Hwy 90 have not been identified at this time. The City will work with property owners to identify a suitable site and will conduct necessary site-specific environmental assessments during the detailed design process. All required permits and environmental mitigation measures will be enforced to minimize impacts and maintain critical infrastructure outside of wetlands and flood plains.

Based upon the assessments conducted of the project area, no significant adverse effects are expected upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, undisturbed natural areas, or low-income communities.

5. Public Participation

A public meeting is being held on October 28, 2024, at the City of Crestview City Hall. A public notice will be advertised in advance of the meeting and copy of the meeting advertisement, agenda, and minutes is provided in Appendix E at the end of this report.

6. Financial Feasibility

The sewer projects recommended in this Facilities Plan are budgeted in the City's wastewater fiscal budgets and will be paid for with sewer and water usage and impact fee revenues. The projects will be constructed in a phased approach to make the project more economical. CWSRF construction loans will be the primary avenue for funding the projects.

A detailed capital finance plan has been prepared and is provided in Appendix F. The current water usage rate schedule is provided in Appendix G.

7. Implementation Schedule

The preliminary schedule of key project milestones is summarized in Table 7-1.

Table 7-1; Implementation Schedule

Milestone	Completion Date
Phase A (Current Project)	
FDEP Water Permit	July 2024
Contract Documents Complete and Ready for Bid	August 2024
Bid Phase	November - December 2024
Construction Phase	January 2025 – March 2026
Phase B (Future Project)	
Design Phase	January – December 2026
Bid Phase	January – March 2027
Construction Phase	April 2027 – July 2028

8. City Authorization

The City will vote to adopt this Clean Water Facilities Plan to address the sewer system needs as recommended herein during the October 28, 2024, board meeting. A copy of the resolution is provided in Appendix H.

Appendix A. IPaC Resource List

Appendix B. FEMA FIRM Maps

Appendix C. SR 85 Bypass Roadway Environmental Assessment

Appendix D. OCSD Environmental Assessment

Appendix E. Public Meeting Notice and Minutes

Appendix F. SRF Capital Finance Plan

Appendix G. Crestview Water and Sewer Rates Schedule

Appendix H. Resolution for Facilities Plan Adoption



**Florida Department of Environmental Protection
State Revolving Fund (SRF) Program**

**PROJECT SPONSOR'S PROFESSIONAL SERVICES
PROCUREMENT CERTIFICATION**

The purpose of this procurement certification form is to confirm that the professional services procured by the project sponsor comply with the Consultants' Competitive Negotiation Act (CCNA), Florida Statute 287.055. This form must be submitted prior to placement of the sponsor's project on SRF's Priority List for funding.

Project Sponsor's Name: _____
SRF Project Name: _____
SRF Project Number: _____

Type of Professional Services (select all that apply):

Planning ☐	Design ☐	Services During Construction ☐
Not Procured ☐	Design-Build ☐	Construction Manager at Risk ☐

Name of organization to deliver professional services, if procured.

Description of work to be performed.

Engineering services to design and provide services during construction of the new water main, reclaimed water main, sewer force main, and lift station along the SR85 Bypass Roadway.

Date Procurement Solicited:	Date Service Contract Executed:
Minority Business Enterprise (MBE): ☐	Woman Business Enterprise (WBE): ☐

Based upon information and belief, I hereby certify that the professional services to be delivered and performed, as described above, have been procured or will be procured in compliance with CCNA requirements. For federally funded projects, if applicable, based upon information and belief, affirmative steps have been or will be taken to encourage Minority Business Enterprise/Woman Business Enterprise participation.

Signature of Authorized Representative or Sponsor's Legal Counsel

Typed Name and Title of Authorized Representative or Sponsor's Legal Counsel

Date of Signature

Check box if additional information is attached.



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 6/18/2025
SUBJECT: Interagency Agreement Office of State Attorney 1st Judicial Circuit

BACKGROUND:

The Crestview Police Department (CPD) and the Office of the State Attorney for the 1st Judicial Circuit (OSA1) seek to formalize their ongoing collaboration regarding the access and handling of Criminal Justice Information (CJI). This agreement establishes a framework for secure data sharing, mutual accountability, and adherence to federal and state regulations.

DISCUSSION:

The agreement authorizes OSA1 to access CPD's CJI systems for the purpose of managing and supporting criminal justice activities. Access will be restricted to encrypted, secure systems and used solely for authorized functions. Security protocols cover data transmission, storage, antivirus protection, and device management, while accountability policies address misuse or unauthorized access. Either party may terminate the agreement with 30 days' notice.

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

No direct financial impact is anticipated. All participating agencies will utilize existing resources and infrastructure for implementation and compliance.

RECOMMENDED ACTION

Staff respectfully recommends approval of the Interagency Agreement with the Office of State Attorney, 1st Judicial Circuit, and authorizes the Chief of Police to execute the agreement.

Attachments

1. 12 - CPD Draft Agreement

**INTERAGENCY AGREEMENT BETWEEN CRESTVIEW POLICE DEPARTMENT AND
THE OFFICE OF STATE ATTORNEY, 1ST JUDICIAL CIRCUIT FOR CRIMINAL
JUSTICE INFORMATION EXCHANGE AND COMPUTER USEAGE**

WITNESSETH

WHEREAS, The CRESTVIEW POLICE DEPARTMENT hereafter referred to as CPD, and the **OFFICE OF STATE ATTORNEY, 1ST JUDICIAL CIRCUIT**, hereafter referred to as OSA1, are criminal justice agencies, formally recognized by the Federal Bureau of Investigations (FBI) and the Florida Department of Law Enforcement (FDLE); and

WHEREAS, The CPD maintains electronic data bases and applications (System) for the creation and storage of offense reports, hereafter referred to as Criminal Justice Information (CJI); and

WHEREAS, The CPD and OSA1 wish to routinely share CJI for the administration of criminal justice;

NOW THEREFORE, The parties agree as follows,

1. The CPD will provide OSA1 access to CJI systems for search capabilities, information storage, and case management. Access to these systems will be provided through a FIPS 140-2 certified encrypted path.
2. The CPD and OSA1 may also exchange CJI, as needed, via voice and/or physical paper dissemination.
3. Both CPD and OSA1 will utilize the records for criminal justice purposes.
4. The CPD and the OSA1 agree to abide by all applicable local, state, and federal laws, rules and regulations, with regards to the use of said electronic systems.
5. Both parties agree to abide by all the terms and conditions of the Criminal Justice User Agreement executed between the FDLE and each party, to include but not be limited to the FBI CJIS Security Policy.
6. Both CPD and OSA1 agree that they shall make use of the records for authorized criminal justice purposes only.
7. Both parties will disseminate CJI related information obtained from one another only for criminal justice purposes.
8. Both parties agree to maintain any information obtained from one another in a secure place, and will destroy records containing such information in compliance with all applicable federal and state laws.
9. All CJIS data transmitted over any public network segment must be encrypted as required by the FBI CJIS Security Policy.
10. To the extent provided by the laws of Florida, the parties agree to be responsible for the violations, negligent acts or omissions of their agency's personnel arising out of or involving any information contained in, received from, entered into or through the receipt of the records.

11. Both parties must ensure all devices with connectivity to CJI systems and/or data employ virus protection software and such software shall be maintained in accordance with the software vendor's published updates; and will promptly and fully patch Windows and other software present on all such devices, after any necessary testing, upon such patches becoming available.
12. CJI may only be accessed via computers or interface devices owned by the criminal justice agencies or contracted entities. Personally owned devices shall not be authorized to access, process, store, or transmit CJI. Vendors under contract with the hosting agency may be allowed access provided all requirements of the FBI CJIS Security Addendum are complied with and member security training is current as required by the FBI CJIS Security Policy.
13. All policies, procedures and operating instructions contained in the FBI CJIS Security Policy are hereby incorporated into and made a part of this agreement, except to the extent that they are inconsistent herewith or legally superseded by higher authority.
14. Both CPD and OSA1 will have a written policy for discipline of personnel who access CJI for purposes that are not authorized, disclose information to unauthorized individuals or in an unauthorized manner, or violate CJIS rules, regulations or operating procedures.
15. The OSA1 shall submit instances of violations to the proper point of contact within the CPD for follow-up.
16. The CPD and OSA1 have an obligation to report instances of misuse to the FDLE for follow up of applicable investigation and applicable discipline in compliance with the FBI CJIS Security Policy.
17. The CPD reserves the right to deny CJI or related records to any individual based on valid, articulable concerns for the security and integrity of CJIS and related programs/systems information.
18. Either party may terminate this agreement upon thirty (30) days written notice.

This agreement constitutes the entire agreement of the parties and may not be modified as amended without written agreement executed by both parties.

IN WITNESS HEREOF, the parties hereto have caused this agreement to be executed by the proper officers and officials.

CRESTVIEW POLICE DEPARTMENT

Agency Head (Title)	Date
---------------------	------

OFFICE OF STATE ATTORNEY, 1ST JUDICIAL CIRCUIT

Agency Head (Title)	Date
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Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

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: 6/17/2025
SUBJECT: Approval of City Council Regular Meeting Minutes of June 9, 2025

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-

Communication- To engage, inform and educate public and staff.

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

A motion to approve the City Council regular meeting minutes of June 9, 2025.

Attachments

1. 06092025 City Council Regular Meeting Minutes Draft.1

City Council Minutes - DRAFT
June 9, 2025
6:00 PM
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: Ryan Bullard, Brandon Frost, and Shannon Hayes. Also present: Interim City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members. Councilmember Dusty Allison was excused.

2. Invocation, Pledge of Allegiance

2.1. Elder Sylvester Echols of First Church of God in Christ Church

The Invocation and Pledge of Allegiance was led by Elder Sylvester Echols of First Church of God in Christ Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten announced a quorum was present.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to approve the agenda, as presented.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

5. Presentations and Reports

5.1. Friends of the Library Update

Mayor JB Whitten announced that Paul Farnsworth of Friends of the Library was present to provide an update.

Paul Farnsworth, President of Friends of the Library, came forward to highlight their accomplishments. Some of the notable accomplishments are: Assisted in activities, purchased benches and tables, a display case, and a popcorn and sno-cone machine. The Star Wars theme Lego assembly contest has been a hit. They have underwritten a scholarship for adult learners who can achieve a high school diploma. He also announced that the next book sale is August 22nd and 23rd at the Community Center.

Mayor JB Whitten thanked them and mentioned the importance of the High School diploma program.

Councilmember S. Hayes stated he is a "Friends of the Library" member and thanked them for all they do.

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve the Consent Agenda, as presented

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. Nays: None
All ayes. Motion carried.

- 6.1. Authorization to Proceed – Phase 3 Design and Preconstruction Services for Fire Station No. 3 Renovations
- 6.2. Memorandum of Understanding for Special Weapons and Tactics Services - 96th Security Forces
- 6.3. Equipment Lease Agreement
- 6.4. Participation Agreement
- 6.5. Approval of City Council Regular Meeting Minutes of May 12, 2025
- 6.6. Approval of City Council Special Meeting Minutes of May 27, 2025

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 2000 - Main Street Development Standards

CDS Planning Administrator Nicholas Schwendt presented Ordinance 2000, Main Street Development Standards, to the City Council. He mentioned the addition of front setbacks maximums and establishing standards for expanding the new development on the south end of Main Street. He then asked the City Clerk to read Ordinance 2000 by title.

City Clerk Maryanne Girard read Ordinance 2000 aloud: An Ordinance Amending Section 6.04.01 of the City of Crestview Land Development Code; Providing For Authority; 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 from the public.

A citizen, Robert Washington, Jr., asked for clarification on the ordinance. City Manager J. Leavins clarified that the standards applied to the north end will be the same on the south end. This includes garbage collection areas, buildings must face Main Street, as well as utilizing the alleyways for deliveries.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Brandon Frost to approve Ordinance 2000 on 2nd reading for final adoption.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

7.2. Ordinance 2001 - 1-10/Fallen Heroes Corridor

CDS Planning Administrator N. Schwendt presented Ordinance 2001- Signs in I-10/Fallen Heroes Corridor to the City Council. He stated this ordinance regards tall

signs and where they are permissible. He spoke about the height of accessory signs, specifically regarding sign visibility, relating to the completion of the east-west connector. He said this ordinance will expand the area and spacing requirements to control the density and add a maximum cap on the signs. There is limited residential development in the area, as commercial development is expected in the future. He then asked the City Clerk to read Ordinance 2001 by title.

City Clerk Maryanne Girard read Ordinance 2001 aloud: An Ordinance Amending Section 7.02.05 of the City of Crestview Land Development Code; Providing For Authority; 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.

Councilmember Shannon Hayes asked for clarification for the public on where Fallen Heroes Way is located, and CDS Planning Administrator N. Schwendt replied the location is near the bypass.

Mayor JB Whitten called for comment from the public.

David Wheeler asked about the environmental impacts, and City Manager J. Leavins replied once a development order is submitted, it will be part of the developmental review process.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve Ordinance 2001 on 2nd reading for final adoption. Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

7.3. Ordinance 2002 - Main Street Truck Traffic/Sidewalk Dining

CDS Planning Administrator N. Schwendt presented Ordinance 2002 - Main Street Truck Traffic/Sidewalk Dining, to the City Council. He stated this ordinance amends the Code of Ordinances regarding truck delivery traffic and damage incurred by trucks. This will prohibit truck traffic on Main Street. Deliveries will be mainly on side streets and alleyways. He added that there will be more flexible operations to include sidewalk dining. He then asked the City Clerk to read Ordinance 2002 by title.

City Clerk Maryanne Girard read Ordinance 2002 aloud: An Ordinance Amending the City of Crestview Code of Ordinances, Amending Section 74-6 - Traffic on Main Street and Creating Section 74-6.1 - Sidewalk Dining on Main Street; Providing For Authority; 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.

Councilmember B. Frost asked if businesses will be held accountable for keeping the sidewalks cleaned, and CDS Planning Administrator N. Schwendt said other sections of our ordinance will apply. Interim City Manager J. Leavins added that if the business is outside of the standard, it would be addressed at that time. She said we also have a new CSA walking downtown, which helps keep the area clean.

Councilmember R. Bullard asked if signage would be put up, and CDS Planning Administrator N. Schwendt replied that staff will research whether additional signs are needed. Interim City Manager J. Leavins added we will communicate with the business owners to contact their suppliers.

Mayor JB Whitten called for comment from the public.

Resident, Fred Butts, came forward and voiced concern that the trucks are not able to turn around, as well as concerns for ADA compliance. He said local owners were not consulted about their truck's deliveries.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve Ordinance 2002 on 2nd reading for final adoption. Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

8. Ordinances on First Reading

9. Resolutions

9.1. Resolution 25-13 - Comprehensive Fee Schedule Amendment

CDS Planning Administrator N. Schwendt presented Resolution 25-13, Comprehensive Fee Schedule Amendment to the City Council. He said a summer camp fee was added and our annexation moratorium was extended to the bypass and enclave areas according to the growth strategy. He then asked the City Clerk to read Resolution 25-13 by title.

City Clerk Maryanne Girard read Resolution 25-13 aloud: A Resolution of the City of Crestview, Florida, Providing For An Update to the Comprehensive Fee Schedule; Providing For Authority; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Resolutions; and Providing For An Effective Date.

Mayor JB Whitten called for comment from the Council.

In response to Mayor Pro-Tem D. Capps regarding the bypass area and the criteria for the enclaves, CDS Planning Administrator N. Schwendt said it is generally an area where the city provides services, but they are not in the city limits, so we do not receive any tax benefit.

In response to Councilmember S. Hayes for a brief explanation for those who do not know, CDS Planning Administrator N. Schwendt said this is a document that

includes all fees and or fines.

Councilmember Ryan Bullard asked about the \$30 summer camp fee, and Interim City Manager J. Leavins replied that the fee has been used for 30 years, but it was not codified. She added the fee is a fraction of the cost to pay for the instructors.

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

Motion by Councilmember Ryan Bullard and seconded by Mayor Pro Tem Doug Capps to adopt Resolution 25-13.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

10. Action Items

10.1. Dorcas Fire Department Interlocal Agreement Second Amendment

Fire Chief Josh Vargason addressed the City Council to request approval to extend the local agreement that will cover the interstate area before Dorcas Fire was dissolved. They are requesting a month-to-month extension until they can open again.

Discussion ensued on response time and the impact on the city with the loss of Station 3.

Fire Chief Josh Vargason replied that the inclusion of Dorcas is not a major impact for the department. He mentioned the County is reimbursing us, and we can terminate with a thirty-day notice.

Interim City Manager J. Leavins mentioned their next commission meeting will determine an indication of where they are going adding they have gone out for bids.

City Attorney J. Holloway said only one bid was received. He explained that Dorcas does not have access to I-10, so the city is covering the I-10 corridor. He mentioned it may extend longer than month to month. He added that this is a fee agreement where the county is paying for the coverage.

Motion by Mayor Pro-tem Doug Capps and seconded by Councilmember Shannon Hayes to approve the Mayor's signature on the Dorcas Fire Department Interlocal Agreement, Second Amendment.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

10.2. Performance Plan Review - City Clerk

Interim City Manager J. Leavins asked for discussion regarding what the Council wanted included in a PIP plan.

Mayor Pro-Tem D. Capps, Councilmember B. Frost, and Councilmember R. Bullard voiced concerns regarding the handling of the release of records without payment,

additional training, and communication methods, and meeting with the clerk individually.

Councilmember S. Hayes said he asked for evidence but did not receive it. He wants to see facts from other members. He said he spoke to the clerk, and she provided information that she is taking corrective action. He does not see a PIP should be issued. He mentioned some of the items mentioned are not under the city clerk. The City Clerk reports to the City Council. There is no evidence backing up the complaints. This is something that could have been resolved by talking to the clerk. The Council can go to the City Clerk at any time.

Mayor JB Whitten asked whether the Council wants to proceed with a PIP.

Mayor Pro-tem D. Capps stated he supports the PIP for 90 days.

Motion by Mayor Pro-Tem Capps and seconded by Councilmember R. Bullard to proceed with a PIP.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Brandon Frost. Nays: Shannon Hayes. Motion carried.

Interim City Manager J. Leavins suggested refining what the Council wants the PIP to include. Some points mentioned were organization and leadership training. She said leadership training is offered through the City Clerk organization. She added we need specific examples and a timeframe.

City Attorney J. Holloway suggested the Council provide what corrective measures should be included in the PIP. He added that the clerk provided a revised public records policy, and he is reviewing it. He added the city's obligation is to acknowledge receipt of a request, however, we cannot put a timeline on a request. We cannot always tell a customer the exact cost. He mentioned one request containing 50 gigabytes of data.

Discussion ensued on communicating to the customer what the potential cost could be for each record request, and City Attorney J. Holloway stated we will have a guideline on how each will be handled.

Motion by Councilmember R. Bullard to approve the PIP for the city clerk to include a 90-day PIP with public records training and implementation of a new records system and a temporary person for oversight of records.

Interim City Manager J. Leavins said a separation of duties should be clear.

Motion by Councilmember B. Frost and seconded by Councilmember R. Bullard to have the clerk get public records agency training, and Sunshine class training.

City Attorney J. Holloway said the clerk has professional development training and the annual Sunshine training. Councilmember B. Frost said he would like a refresher.

Discussion ensued on whether the clerk needed refresher training.

Motion was amended by Councilmember B. Frost and seconded by Councilmember R. Bullard to include refresher leadership and Sunshine Law training to include public records training.

Motion was amended by Councilmember B. Frost and seconded by Councilmember R. Bullard to include leadership training.

City Attorney J. Holloway suggested changing the evaluation forms to evaluate the clerk, as the current form does not address specifics.

City Clerk M. Girard explained the process she has initiated in updating the Public Records policy and ensuring processes are in place to ensure a record is not released without payment.

Councilmember S. Hayes called for the question.

Motion was amended by Councilmember Ryan Bullard and seconded by Mayor Pro-tem Doug Capps for HR to bring back a plan to include additional public records and leadership training to be completed before the next review.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Brandon Frost. Nays: Shannon Hayes. Motion carried.

Mayor Pro-Tem D. Capps excused himself.

11. City Clerk Report

11.1. Monthly Update

City Clerk M. Girard announced the statistics for public records and Laserfiche records management are included in the staff report.

She mentioned that the historical preservation, including the treatment and binding of the first two ordinance and minute books from 1916 - 1948, is almost completed. This was accomplished to ensure we preserve our history, as the first two books suffered damage from fire and water.

She also stated that the city exercised the right, at its sole discretion, to reject any and all bids and cancel the Real Estate and Property Management Services Request for Proposals in its entirety.

12. City Manager Report

12.1. Monthly Council Report - Public Services

Public Services Director Carlos Jones asked to defer his report to the next meeting in the interest of time.

12.2. City Manager Updates

Interim City Manager J. Leavins said the two priorities to upgrade the Garden Street stoplight and sidewalks on Redstone have moved forward. We are awaiting the State Appropriations to approve the budget.

She added there are no regular City Council meetings in July, however, we have a budget workshop on July 8th.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember S. Hayes suggested that everyone be aware of the 180 laws recently signed by the governor. He asked for an update on the speakers on Main Street, and Interim City Manager J. Leavins replied that the speakers will be placed in planters. He also asked if the language on the speakers' cards could include that the Council will listen but may not respond. City Attorney J. Holloway stated he will bring something back to the City Council.

Councilmember B. Frost said that he will work on getting Davidson Middle School to open up for the kids to offer the same ceremony as what we did at Crestview High School for Opening Day.

Mayor JB Whitten said Chief Financial Officer Jimmy Patronis came to visit, and he spoke to him about the roads. He added Food Truck Vendor Friday was successful and continues to grow. He visited Red Empire Week, and it was well done. He also announced that the Women's Veterans' Day Ceremony is this Thursday at the Convention Center. He also reminded everyone that June 14th is Flag Day.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

Several people in the audience came forward to support the city clerk.

Fred Butts said he had spoken to Patt Maney about response time for a house fire. He suggested a rotating basis with Dorcas.

Dave Wheeler, president of the Carver Hill Historical Museum, said the May Day celebration has been held since 1975. He suggested that the day could include Phase 1 at Allen Park and Phase 2 at MLK. He requested that a group including the city be formed to plan the event for next year. Interim City Manager J. Leavins said the city wants to form a committee and is awaiting Councilmember Allison to return, as she is excited to get involved, as that is in her district. We will coordinate our schedule to meet in the next few weeks.

Robert Washington asked about responding to the meeting online, and Mayor Whitten

replied that he would need to set up an appointment to talk, as we cannot respond to online questions. In response to the procedure to get an item on the agenda, City Attorney J. Holloway said the process was passed by the Council by resolution.

Niyoka Williamson said the proclamations are not updated on the website, and the web page is difficult to navigate. She said that the noise ordinance does not include dates and times, but there are dates and times for construction areas. She stated that May Day activities are being harassed, as the times are not on the noise ordinance.

Interim City Manager J. Leavins announced we have talked to a vendor about addressing the issues with our website.

Ed Mitchell said his group will provide a medical clinic in November, including vision and dental. The clinic will be held at Crestview High School and is free. He said they need some volunteers and asked for support for the program. He added that this is a nationwide organization and also specializes in kids' vision.

Jillian Harker mentioned that she is upset about the cost of public records, requested the status of the complaints for May Day, and expressed concerns about the homeless shelter losing funding from the County.

Mayor JB Whitten stated the May Day investigations are being looked at by the city manager.

Sabu Williams, president of the Okaloosa NAACP, said he came tonight regarding the policing on May Day in our communities.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 8:21 p.m.

Minutes approved this __ day of __, 2025.

JB Whitten
Mayor

Maryanne Girard
City Clerk
Proper Notice having been duly given



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

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: 6/17/2025
SUBJECT: Approval of Crestview Unlimited Special Meeting Minutes of June 9, 2025

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-

Communication- To engage, inform and educate public and staff.

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

A motion to approve the Crestview Unlimited Special Meeting minutes of June 9, 2025.

Attachments

1. 06092025 Crestview Unlimited Special Meeting Minutes Draft

Crestview Unlimited Special Meeting Minutes - DRAFT
June 9, 2025
5:30 p.m.
Council Chambers

1. Call to Order

The Special Meeting of the Crestview Unlimited was called to order at 5:30 p.m. by Mayor JB Whitten. Board members present: Mayor Pro Tem Doug Capps. Board members: Ryan Bullard, Brandon Frost, and Shannon Hayes. Also present: Interim City Manager Jessica Leavins, City Clerk Maryanne Girard, and various staff members. Board member Dusty Allison and City Attorney Jonathan Holloway were excused.

2. Approve Agenda

Mayor JB Whitten called for action.

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

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

3. Presentations and Reports

4. Action Items

4.1. Charitable Donation Agreement

Interim City Manager Jessica Leavins announced the donation of \$100,000 for the Animal Shelter. She stated the donation is from the estate of Rita Chimsiak. The funds will go to the shelter, and the naming rights are Rita Chimiak and Joan Sikes Animal Shelter for twenty years.

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

Motion by Board member Ryan Bullard and seconded by Board member Shannon Hayes to approve the charitable donation agreement and allow for the mayor to sign the documents.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried

4.2. Equipment Lease Agreement

Finance Director Gina Toussaint requested approval to enter into a 60-month lease agreement for golf carts for \$1,004.41 monthly.

Mayor JB Whitten called for comment from the Board.

In response to Board member R. Bullard on who will make the payment, Interim City Manager J. Leavins replied that Great Golf Life will pay the lease. The line

item is included in the Crestview Unlimited budget as an expense.

In response to Board member S. Hayes on whether the carts will be ours, Interim City Manager J. Leavins replied the lease is under Crestview Unlimited, so at the end of the lease, we can decide whether to buy them.

Motion by Board member Shannon Hayes and seconded by Board member Brandon Frost to approve the lease agreement with First Citizens Bank for golf course equipment and authorization to execute all related documents.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

5. Comments from the Mayor and Board

Mayor JB Whitten called for comment.

In response to Board member D. Capps regarding the status of the bids, Interim City Manager J. Leavins said the parking lot is currently out for bid. The nets are in an engineering stage, as we are extending the nets. He also asked about the mats, and Interim City Manager J. Leavins said they have spoken to PJ, and they are going to purchase new mats this fiscal year.

Mayor JB Whitten asked about the furniture, as it is discolored. Interim City Manager J. Leavins said she will reach out to PJ about the furniture at the Top Racer Range.

6. Comments from the Audience

Mayor JB Whitten called for comment.

7. Adjournment

Mayor JB Whitten adjourned the meeting at 5:37 p.m.

Minutes approved this ___ day of ___ 2025.

JB Whitten, Mayor

Maryanne Girard, City Clerk
Proper Notice having been duly given



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

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
DATE: 6/18/2025
SUBJECT: 2020 CDBG Annual Action Plan Amendment - CDBG-CV

BACKGROUND:

In response to the COVID-19 pandemic, The Department of Housing and Urban Development (HUD) issued specific funds to prevent, prepare for, and respond to Coronavirus. The City received \$96,835.00. The use of these funds were incorporated in the 2020 Annual Action Plan, which was included in the 2020-2024 Consolidated Plan. The money received from the CDBG program is also typically intended to tie back to benefiting Low- to Moderate-Income (LMI) areas, persons and families.

DISCUSSION:

Initially, the City opted to use the CDBG-CV funds to support small businesses through a Small Business grant program. This program served as a direct response to COVID-19, allowing one-time business grants of up-to \$5,000.00, intending to avoid job loss caused by business closures related to social distancing.

At this time, the applicability funds for the above-mentioned purposes has diminished, since the social distancing and other protocols required during the COVID-19 pandemic are no longer in effect. Consequently, the City has seen a steep decline in eligibility for, and usage of these funds. Overall, the City used \$40,000.00 of CDBG-CV funds toward this program.

To ensure that the remainder of the funding is used, staff began to consider how the 2020 Annual Action Plan could be amended to provide for a new eligible project that could utilize the remainder of funds to prevent, prepare for, or respond to COVID-19. As we become further removed from the pandemic, fewer and fewer eligible CDBG activities are able to connect back to preventing, preparing for, or responding to COVID-19. Upon further consideration and discussion, staff were able to determine a method that the funds may be used to the above effect.

Though there are not many immediate effects of COVID-19 that are still apparent, the pandemic has had longer-lasting impacts in certain cases, not only in our community, but nationwide. The negative impact of COVID-19 on K-12 students continues to show in delays and deficiencies in educational and academic performance. This has also shown to have a positive correlation with truancy and drop-out rates, as well as a lower interest in and application to secondary education institutions.

As we've discussed previously, the City has leased a facility on Main Street, within our LMI core, to develop an Arts and Learning Center, primarily for students within the LMI area, but that can be used for adult educational activities as well. These activities will support a culture of educational curiosity and provide hands-on opportunities for STEM and Arts learning, tutoring, and literacy/library programs. These activities will work to respond against detrimental effects and ongoing impacts to student education resulting from COVID-19.

It is expected that families with school age children will benefit from the proposed activity. In the LMI areas

within the immediate vicinity of the Arts and Learning Center site, approximately 35% of households are families with children. Being in such close proximity to areas with limited transportation opportunities, we anticipate that many families that do not have reliable forms of transportation will much more easily be able to access the activities provided at the center, compared to other similar facilities, such as the library, which is located approximately 2.5 miles from the LMI core. Due to proximity and the anticipated free/subsidized activities that will take place on the site, and with approximately 3,500 families with children existing in the surrounding LMI areas, it is expected that the project will have a substantial positive impact on the surrounding LMI areas.

The amendment to the 2020 Annual Action Plan within the 2020-2024 Consolidated Plan proposes utilization of the remaining CDBG-CV funds to bring the building into a code-compliant state, including necessary electrical, plumbing and mechanical work.

This amendment was discussed with, and supported by the CDBG Citizen's Advisory Council. And, at the time of drafting this report, no public comments have been received. The amendment was noticed, and public comment was solicited in consistency with the requirements of our Citizen Participation Plan.

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

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 item will have a positive financial impact, as it will make available \$56,835.00 of previously underutilized funds toward the work necessary at the Arts and Learning Center.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the proposed amendment to the 2020 CDBG Annual Action Plan.

Attachments

1. 2020 Annual Action Plan - Amended

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City's first year allocation amount is was originally \$164,610.00. On November 9, 2020, while the Consolidated Plan was in review by HUD it was determined that there was a \$25.00 error in HUD's initial formula allocation for FY 2020. The 2020 allocation was subsequently revised to the new award amount of \$164,585.00 An additional CDBG-CV allocation in the amount of is available for a total of \$96,835.00. Total funding for 2020-2021 is \$261,142.00.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	164,585.00	0.00	0.00	164,585.00	0.00	The city's CDBG allocation will be used to address identified needs in the community

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Economic Development	96,835.00	0.00	0.00	96,835.00	0.00	CDBG-CV funds will be used to respond to COVID-19 through small business grants for LMI business owners and/or employers that were/are negatively affected by COVID-19 closures and/or restrictions

Table 1 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funding will be leveraged against private funding through subrecipients, and local funds through city projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/A

Discussion

Due to being a brand new entitlement community, the City of Crestview had no prior plan to amend for the addition of CV funding. Instead, CV funding was incorporated into the 2020-2021 Annual Action Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Provide a Suitable Living Environment	2020	2025	Affordable Housing	CRESTVIEW	Economic Opportunity	CDBG: \$44,000.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted
3	Expand Economic Opportunity	2020	2025	COVID-19 CDBG-CV Funding	CRESTVIEW	Economic Opportunity	CDBG-CV: \$40,000.00	Businesses assisted: 19 Businesses Assisted
4	Public Services	2020	2025	Non-Housing Community Development	CRESTVIEW	Public Services	CDBG: \$12,000.00	Homelessness Prevention: 60 Persons Assisted
5	Blight Removal	2020	2025	Non-Housing Community Development	CRESTVIEW	Blight Removal	CDBG: \$75,688.00	Buildings Demolished: 10 Buildings
6	Planning and Administration	2020	2025	Planning & Administration	CRESTVIEW	Administration/Planning	CDBG: \$32,922.00	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<u>7</u>	<u>Public Facility Improvements</u>	<u>2021</u>	<u>2024</u>	<u>Non-Housing Community Development</u>	<u>CRESTVIEW</u>	<u>Public Facility Improvements</u>	<u>CDBG-CV: \$56,835.00</u>	<u>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted</u>

Table 2 – Goals Summary

Goal Descriptions

2	Goal Name	Provide a Suitable Living Environment
	Goal Description	
3	Goal Name	Expand Economic Opportunity
	Goal Description	Projects will prepare for, respond to, and/or prevent COVID-19. As of 2025, use of CDBG-CV funds to address economic opportunity needs as it pertains to preparing for, preventing or responding to COVID-19 is no longer feasible. It is now being proposed to redirect the remainder of CDBG-CV funds to a different project and goal.
4	Goal Name	Public Services
	Goal Description	Public service activities for the 2020 Annual Action Plan will focus on services for persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview. These services will include, housing navigation, case management, and financial support. 100% of funding for this program will benefit low- and moderate-income persons and/or persons experiencing homelessness.

5	Goal Name	Blight Removal
	Goal Description	Projects will assist in the elimination of blight and deterioration of properties through the removal of unsafe conditions and by enhancing the appearance and conditions of structures.
6	Goal Name	Planning and Administration
	Goal Description	The City of Crestview Community Development Services department administers the CDBG program and is responsible for conducting all public hearings and meetings, advertising the report, advertising for and accepting applications, reviewing applications, administering funds to sub-grantees, preparing the Annual Action Plan each year, preparing the CAPER each year, and for preparing the Five Year Consolidated Plan every five years, among other administrative duties.
7	Goal Name	<u>Public Facility Improvements</u>
	Goal Description	<u>Though the immediate effects of the COVID-19 pandemic are no longer being experienced, there are lasting impacts being felt across the nation, and specifically within the LMI areas of the City of Crestview. The negative impact of COVID-19 on K-12 students continues to show in delays and deficiencies in educational and academic performance. This has also shown to have a positive correlation with truancy and drop out rates, as well as a lower interest and application to secondary education institutions. To respond to, and diminish these ongoing impacts, the City has leased a facility on Main Street, within our LMI core, to develop an Arts and Learning Center, primarily for students within the LMI area, but that can be used for adult educational activities as well. These activities will support a culture of educational curiosity and provide hands-on opportunities for STEM and Arts learning, tutoring, and literacy/library programs. The remaining CDBG-CV funds will be utilized to bring the building into a code compliant state, including necessary electrical, plumbing and mechanical work.</u>

Projects

AP-35 Projects – 91.220(d)

Introduction

This City of Crestview's first year activities were developed fully utilizing the citizen participation process. The program was advertised and applications for funding were received. City staff reviewed the applications and met with the Citizen's Advisory Committee (CAC). The projects 1-5 below were selected for FY 2020-2021. In June of 2025, a technical amendment was proposed, after having been discussed and approved by the Citizen's Advisory Committee, to add project 6 to utilize the remainder of CDBG-CV funds to best respond to the effects of COVID-19. the CV-Small Business Grant Program was subsequently amended to receive only the allocation that has been utilized prior to the amendment.

Projects

#	Project Name
1	Planning & Administration
2	HHA Housing Stabilization
3	City of Crestview Nuisance Abatement
4	City of Crestview Benjamin St Sewer
5	CV-Small Business Grant Program
<u>6</u>	<u>CDBG-CV Arts and Learning Center Improvements</u>

Table 3 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocations are based on CAC recommendations to provide the greatest impact in the target areas.

AP-38 Project Summary
Project Summary Information

1	Project Name	Planning & Administration
	Target Area	CRESTVIEW
	Goals Supported	Planning and Administration
	Needs Addressed	Administration/Planning
	Funding	CDBG: \$32,922.00
	Description	The City of Crestview Community Development Services department administers the CDBG program and is responsible for conducting all public hearings and meetings, advertising the report, advertising for and accepting applications, reviewing applications, administering funds to sub-grantees, preparing the Annual Action Plan each year, preparing the CAPER each year, and for preparing the Five Year Consolidated Plan every five years, among other administrative duties.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
2	Planned Activities	Administration of the CDBG program, including conducting all public hearings and meetings, advertising, advertising for and accepting applications, reviewing applications, administering funds to sub-grantees, preparing the Annual Action Plan each year, preparing the CAPER each year, and for preparing the Five Year Consolidated Plan every five years, among other administrative duties.
	Project Name	HHA Housing Stabilization
	Target Area	CRESTVIEW
	Goals Supported	Public Services
	Needs Addressed	Homeless Services
	Funding	CDBG: \$12,000.00

	Description	Under this program, funding will be used for a Housing Stability Specialist that will provide housing stabilization services to persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview. These services include, housing navigation, case management, and financial support for persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview. 100% of funding for this program will benefit low- and moderate-income persons and/or persons experiencing homelessness.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The program expects to serve approximately 60 homeless, or at imminent risk of becoming homeless clients this year.
	Location Description	HHA will be working out of the United Way building until a permanent location can be leased.
	Planned Activities	Planned services include, housing navigation, case management, and financial support for persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview.
3	Project Name	City of Crestview Nuisance Abatement
	Target Area	CRESTVIEW
	Goals Supported	Blight Removal
	Needs Addressed	Blight Removal
	Funding	CDBG: \$75,663.00
	Description	The City of Crestview's low-and moderate-income target areas include many slum and blighted properties. Under this program, funding will be used to assist in the elimination of blight and deterioration of properties through the removal of unsafe conditions and by enhancing the appearance and conditions of structures. For the first year Annual Action Plan, 100% of funding for this program is anticipated to be used within the LMI target areas.
	Target Date	9/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Census Tract: 020600 - Census Block Group: 1 - Low/Mod Percentage: 62.22% Census Tract: 020700 - Census Block Group: 1 - Low/Mod Percentage: 74.29% Census Tract: 020400 - Census Block Group: 2 - Low/Mod Percentage: 59.09% Census Tract: 020500 - Census Block Group: 3 - Low/Mod Percentage: 53.96% Census Tract: 020500 - Census Block Group: 4 - Low/Mod Percentage: 96.32%
	Planned Activities	Demolition and/or rehabilitation of slum and blighted properties
	4	
	Project Name	City of Crestview Benjamin St Sewer
	Target Area	CRESTVIEW
	Goals Supported	Provide a Suitable Living Environment
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$44,000.00
	Description	Benjamin Street is located inside the LMI area, and has limited sewer availability. Under this program, funding will be used to construct sewer connections at no cost to the property owners. Additional funding will be provided by City of Crestview sewer utility revenue funds.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Up to ten LMI properties will benefit from this project.
	Location Description	Benjamin Street is located within: Census Tract: 020600 - Census Block Group: 1 - Low/Mod Percentage: 62.22% 100% of funding for this program will benefit LMI residents within a target area.

	Planned Activities	Planning and construction of sewer lines, and sewer connections for property owners.
5	Project Name	CV-Small Business Grant Program
	Target Area	CRESTVIEW
	Goals Supported	Expand Economic Opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG-CV: \$40,000.00
	Description	The Small Business Grant Program was created as a direct response to the COVID-19 pandemic. Under this program, funding will be used to provide one-time business grants of up to \$5,000.00. The purpose of this program is to avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons. Business owners and/or affected employees must meet HUD LMI income eligibility. Eligibility will be determined through an application process, and must meet project guidelines.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	At least 19 businesses will benefit from this program.
	Location Description	Businesses must be located within the city limits. Priority will be given to businesses located within LMI areas.
	Planned Activities	One-time small businesses grants of up to \$5,000.00 for businesses that can demonstrate an economic impact related to COVID-19 closures and/or limited opening capacities.
6	Project Name	<u>CDBG-CV Arts and Learning Center Improvements</u>
	Target Area	
	Goals Supported	<u>Public Facility Improvements</u>
	Needs Addressed	<u>Public Facility Improvements</u>
	Funding	<u>CDBG-CV: \$56,835.00</u>

<u>Description</u>	<u>Though the immediate effects of the COVID-19 pandemic are no longer being experienced, there are lasting impacts being felt across the nation, and specifically within the LMI areas of the City of Crestview. The negative impact of COVID-19 on K-12 students continues to show in delays and deficiencies in educational and academic performance. This has also shown to have a positive correlation with truancy and drop out rates, as well as a lower interest and application to secondary education institutions. To respond to, and diminish these ongoing impacts, the City has leased a facility on Main Street, within our LMI core, to develop an Arts and Learning Center, primarily for students within the LMI area, but that can also be used for adult educational activities as well. These activities will support a culture of educational curiosity and provide hands-on opportunities for STEM and Arts learning. The remaining CDBG-CV funds will be utilized to bring the building into a code compliant state, including necessary electrical, plumbing and mechanical work.</u>
<u>Target Date</u>	<u>9/30/2026</u>
<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>It is expected that families with school age children will benefit from the proposed activity. In the LMI areas within the immediate vicinity of the Arts and Learning Center site, approximately 35% of households are families with children. Being in such close proximity to areas with limited transportation opportunities, we anticipate that many families that do not have reliable forms of transportation will much more easily be able to access the activities provided at the center, compared to other similar facilities, such as the library, which is located approximately 2.5 miles from the LMI core. Due to proximity and the anticipated free/subsidized sniactivities that will take place on the site, and with approximately 3,500 families with children existing in the surrounding LMI areas, we estimate that a minimum of 15% (or approximately 500 families) will make use of the facility.</u>
<u>Location Description</u>	<u>189 N Main Street Crestview, FL 32536</u>
<u>Planned Activities</u>	<u>Planned activities that funding will be utilized for include bringing necessary elements of the building up to code to provide for its use. These may include electrical, plumbing and mechanical work/upgrades.</u>

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

ALI CDBG funding will be used to benefit eligible activities within the city limits of Crestview. The designated LMI areas are:

Census Tract: 020600, Census Block Group: 1, Low/Mod Percentage: 62.22%

Census Tract: 020700, Census Block Group: 1, Low/Mod Percentage: 74.29%

Census Tract: 020500, Census Block Group: 3, Low/Mod Percentage: 53.96%

Census Tract: 020500, Census Block Group: 4, Low/Mod Percentage: 96.32%

Geographic Distribution

Target Area	Percentage of Funds
CRESTVIEW	100

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

All or most funding will be allocated within LMI areas to maximize impact.

Discussion

The City of Crestview's designated LMI areas accurately represent the community needs. Funding will be targeted in those areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing will not be addressed during this annual action plan.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 6 - One Year Goals for Affordable Housing by Support Type

Discussion

The city will continue to attempt to identify affordable housing needs.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Crestview will not address public housing needs directly with CDBG funding in FY20-21.

Actions planned during the next year to address the needs to public housing

The City of Crestview will not address public housing needs directly with CDBG funding in FY20-21, but will instead support CHA in future projects if requested.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

There are no planned activities to encourage public housing residents to become more involved in management and participate in homeownership in FY 2020-21

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The city does not provide direct homeless services but collaborates with HHA and the Advisory Committee to ensure the provision of services is comprehensive and adequate for the jurisdiction.

The Crestview Area Homeless Advisory Council (CAHAC) is comprised of several community leaders that represent all sectors of the city. The City implemented the Crestview Area Homeless Advisory Council in 2019. The council consists of representatives from city council, Board of County Commissioners, HHA, Crestview Area Shelter for the Homeless, Crestview Chamber of Commerce, and Crestview Police Department. The goals of the council are to identify the number of persons experiencing homelessness in the city, inventory all available resources, create gaps analysis, develop strategic plan, and implement strategies. The council meets monthly.

The City of Crestview's action plan outlines goals and strategies to be implemented in accordance with requirements of the broader Consolidated Plan. The city coordinated with HHA and the CAHAC to develop needs and establish strategies to address those needs. This collaboration has developed an effective systemic approach to homelessness that will fill jurisdictional gaps in services. The City continues to assist in the development of strategic solutions to homelessness that reduce costs to the community and reduces homelessness. Although the City does not directly provide services to homeless households the City works with the local Continuum of Care (CoC) and other service providers that cover our jurisdiction for the provision of services. Under this category, the City will not undertake these activities but will support several operating agencies that are providing valuable services to prevent homelessness and to assist those who are already homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

1. To increase housing placements for chronically homeless by using outreach, engagement, and coordinated entry. *To identify and engage each person experiencing homelessness in order to quantify the unmet needs in the area and begin the process of connecting homeless households to services and housing .*

2. To reduce the number of persons experiencing homelessness by increasing cost-effective, long-term solutions. *To utilize the data collected from outreach, shelters, and coordinated entry system to determine if Crestview has sufficient resources to address the needs of those experiencing homelessness*

in the jurisdiction.

3. Strengthen the capacity of rural to maximize outreach efforts *tailored to the unique challenges posed by geography and population distribution. The CoC has developed guidance and tools to support and build partnerships and efficient systems to identify and engage households experiencing homelessness.*

5. Enhance partnerships with law enforcement that reduce criminalization of homelessness. *The city, the city's police department, and the CoC serve on the Crestview Area Homeless Advisory Council.*

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC Annual Action Plan has an objective of providing immediate access to low-barrier emergency shelter or other temporary accommodations to all who need it. The goals include:

1. Increase access to stable and affordable housing. The city is aware of the affordable housing shortage and shortage of property owners willing to accept HUD housing vouchers and tenants with a history of homelessness. The CoC has multiple committees working on addressing the issue. The CoC uses Housing First and other evidence-based best practices to expedite housing for persons experiencing homelessness. The city's goal is to support the effort to increase housing availability for special needs populations and extremely low-income households. This goal also includes increasing the number of shelter beds available in the area and the amount of funding for supportive housing programs. The CoC was able to expedite housing for persons that were staying in shelters much more quickly versus the lengthy process of housing persons that are unsheltered.
2. Provide access to low-barrier emergency shelter. The objective is to be able to provide high-quality, housing-focused shelter or temporary accommodations for those living in unsafe situations, including those fleeing domestic violence and human trafficking, and those living in unsheltered locations.
3. Improve access to emergency assistance, housing, and supports for historically underserved and overrepresented groups, such as youth who have been involved in the juvenile justice system or child welfare system, people who have been sexually exploited or labor-trafficked, people who identify as LGBTQ, people with HIV/AIDS, youth that are pregnant or parenting, people with mental health needs, and racial and minority groups.
4. Utilize transitional housing vouchers for motel stays and other temporary accommodations available through the Managing Entity and other area providers to transition participants that have a housing stability plan and an exit to housing date, when appropriate.
5. Increase the availability of medical respite beds to allow hospitals to discharge participants experiencing homelessness to discharge people with complex health needs to medical respite beds that can help stabilize their health conditions and assist them to access or return to safe

housing. The CoC has not found a facility to meet this need and currently utilizes hotel/motel vouchers to meet this need.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The CoC Annual Action Plan includes an objective to implement coordinated entry to standardize assessment and prioritization processes and streamline connections to housing and services. The goals include:

To reduce the length of time a household experiences homelessness using coordinated entry, street outreach teams, support services, and housing navigation.

Support the implementation of strong coordinated entry processes that provide effective, low-barrier, comprehensive, and coordinated access to housing and services programs.

Develop and strengthen best practices in population-specific coordinated entry strategies and processes

Support rural and suburban areas to implement effective, regionally specific coordinated entry processes.

Expand access to new and existing affordable housing for people experiencing homelessness.

Connect people to rapid re-housing.

Connect people with the most intense needs to permanent supportive housing.

Link people experiencing unsheltered homelessness to housing and services solutions.

Expand the supply and increase access to rental housing subsidies and other affordable housing options

Encourage increased use of health, behavioral health, TANF, workforce, early childhood education, K-

12 and higher education supports, and child welfare programs

Encourage a wide range of programs to develop or strengthen partnerships with coordinated entry processes and to implement effective practices for referrals between systems

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

To ensure that individuals and families do not return to homelessness, it will be necessary to strengthen partnerships with, and connections to, a larger array of federal, state, local, and private programs that serve low-income households, including programs that: advance education and employment opportunities and support upward economic mobility; provide connections to health and behavioral health care services; and link people to a range of other programs and systems that support strong and thriving communities, such as quality child care, schools, family support networks, and other resources.

Encourage state and local efforts to implement a flexible array of behavioral health services that impact housing stability

Encourage partnerships between housing providers and health and behavioral health care providers

Encourage programs that are not specifically dedicated to ending homelessness to fund interventions that promote and support housing stability or to prioritize or serve individuals and families experiencing homelessness.

Support increasing on-the-job training and apprenticeship opportunities, supported employment

Strengthen coordination between early childhood, education, housing, employment, and homelessness services providers

Strengthen the focus on income and employment within coordinated entry systems to effectively

target and connect individuals and families to opportunities

Improve discharge planning from healthcare, mental health facilities, and Department of Corrections by using coordinated entry, in-reach, and housing navigation.

Discussion

The city will continue to work with HHA, and also reach out to other organizations in an effort to address homelessness.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City's Community Redevelopment Agency (CRA) encourages the private sector in their effort to secure additional public and private funds for affordable housing, community and economic development. No CDBG funds are allocated to provide homeless with affordable housing; however, Applicants for these programs are also advised of the rehabilitation services of the Okaloosa County Development Corporation, which also provides housing and rehabilitation services through the State Housing Initiative Partnership (SHIP) program and the HOME Investment Partnership Program.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The city is currently revising the Land Development Code, and has been working diligently to streamline processes and procedures for community development. These actions are not funded through the CDBG program, but address barriers to affordable housing.

Discussion:

The LDC revisions, along with policy and procedure changes will greatly impact barriers to affordable housing by streamlining processes to assist developers in these projects.

AP-85 Other Actions – 91.220(k)

Introduction:

The primary target of activities funded by the CDBG program is improvement of living conditions for low- to moderate-income persons. The activities are focused on assisting persons in the community to obtain and maintain suitable housing and adequate living standards in stable or improving neighborhoods. The activities included in the Consolidated Plan are designed to overcome obstacles and meet the underserved needs of low- and moderate-income persons. Housing program activities for improvement of occupied housing, expansion of decent and attractive affordable housing stocks, and assistance to persons to enable them to live in decent and sustainable housing are direct methods to improve living conditions. Activities that improve infrastructure, improve the quality of life and raise the standard of living for all of the people in the neighborhood served by the infrastructure. Public services and facilities that meet community needs, particularly for the young and the elderly, provide a means by which persons may receive needed services and benefits that will enable them to live decently; and, in the case of children, develop the future capability to provide for themselves.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved housing and community development needs of the City is available funding, which is shrinking each year. Demand for assistance exceeds the supply of available resources. The number of lower income individuals, families, and neighborhoods in need, coupled with the complexity of issues they face is steadily increasing in both scale and cost. The combination of these factors places substantial new burdens on an already strained housing and community development delivery system.

The City plans to undertake activities to address obstacles to meeting underserved needs by funding the non-profit sub-recipient organizations previously identified.

Actions planned to foster and maintain affordable housing

The City will continue to work with establishing public/private partnerships intended to increase the opportunity for the development of affordable housing.

Actions planned to reduce lead-based paint hazards

The City tests proposed rehabilitation projects for lead-based paint, provides the required remedial action, and provides information to homeowner.

The City's programs continue to include lead-based paint hazard education. The City provides copies of the booklet "Protect Your Family from Lead in Your Home". Each unit that will undergo painting and/or re-roofing will be evaluated for the presence of lead-based paint. If such hazards are determined to

exist, the City will hire a certified consultant to remove the paint to the extent possible and repair the surface.

Actions planned to reduce the number of poverty-level families

The City does not plan to undertake activities which will reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social services agencies.

Actions planned to develop institutional structure

The City funds services to extremely low, low-, and moderate-income families through non-profit organizations who provide services to these families. Funding may be sought by these organizations through an application process during the formation of the annual program. Funding for Public Service programs is highly competitive due to limited funds and an abundance of need. Therefore, the City has not solicited projects which target specific needs.

Actions planned to enhance coordination between public and private housing and social service agencies

The City does not plan to undertake activities which will reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social services agencies.

Discussion:

The City plans to undertake activities to address obstacles to meeting underserved needs by funding the non-profit sub-recipient organizations previously identified.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

20% of the annual CDBG allocation will be used for planning and administration of the CDBG grant. Remaining funds will be used for activities that eliminate slum and blight, and benefit LMI residents.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Housing Trust Fund (HTF)
Reference 24 CFR 91.220(I)(5)

1. Distribution of Funds

- a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

- b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.

- c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.

- d. Describe the jurisdiction's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority concentration) in which it will direct assistance during the ensuing program year.

- e. Describe the jurisdiction's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

f. Describe the jurisdiction's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.

g. Describe the jurisdiction's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

h. Describe the jurisdiction's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

i. Describe the jurisdiction's required priority for funding based on the location of existing affordable housing.

j. Describe the jurisdiction's required priority for funding based on the extent to which the application makes use of non-federal funding sources.

2. Does the jurisdiction's application require the applicant to include a description of the eligible activities to be conducted with HTF funds?

3. Does the jurisdiction's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?

4. Performance Goals and Benchmarks. The jurisdiction has met the requirement to provide for performance goals, consistent with the jurisdiction's goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

5. Rehabilitation Standards. The jurisdiction must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The jurisdiction's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable

codes or they may establish requirements that exceed the minimum requirements of the codes. The jurisdiction must attach its rehabilitation standards below. If the jurisdiction will not use HTF funds for the rehabilitation of housing, enter “N/A”.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; Capital Needs Assessments (if applicable); and broadband infrastructure (if applicable).

6. Resale or Recapture Guidelines. Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter “N/A”.

7. HTF Affordable Homeownership Limits. If the jurisdiction intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter “N/A”.

8. Limited Beneficiaries or Preferences. Describe how the jurisdiction will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the jurisdiction will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter “N/A.”

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the jurisdiction must not limit or give preferences to students. The jurisdiction may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

9. Refinancing of Existing Debt. Enter or attach the jurisdiction’s refinancing guidelines below. The guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The jurisdiction’s refinancing guidelines must, at minimum, demonstrate that

rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the jurisdiction will not refinance existing debt, enter "N/A."

<TYPE=[section 9 end]>

Discussion:

As a first year entitlement community, the city has no program income or surplus funds from prior years.



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Interim City Manager
DATE: 6/18/2025
SUBJECT: Proposed PIP - City Clerk

BACKGROUND:

IN 2018, the City of Crestview enacted a change to the city charter, which included transitioning the position of City Clerk from an elected position to an appointed position. In November 2021, the city council appointed Maryanne Girard as the City Clerk.

In May 2025, the city council received complaints regarding the public records process, and a special meeting was called to address the performance of the City Clerk. Mayor Whitten recommended that the City Council address their concerns through a performance improvement plan.

During the June 9, 2025 the City Council voted to issue a performance improvement plan for the City Clerk.

DISCUSSION:

Discussion during the June 9th City Council meeting directed staff to complete a plan and present to council for a formal vote. Please see the attached performance improvement plan based on this discussion.

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

FINANCIAL IMPACT

The cost for training is included in the City Clerk's budget.

RECOMMENDED ACTION

Staff respectfully requests a motion council discuss and vote to accept or amend the attached document.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director
DATE: 6/18/2025
SUBJECT: Financial Update - Finance Director

BACKGROUND:

This is a presentation of the monthly financial information as required by the City Charter.

DISCUSSION:

Below you will find the links to the April and May payment registers as well as the March and April Monthly Financial Statements and Pooled Cash Carryforward for the quarter ending March 31, 2025.

Follow this link by clicking on the icon with the arrow for the [March](#) and [April](#) Financial Statements.

Follow this link by clicking on the icon with the arrow for the March 31, 2025, [Pooled Cash Carryforward](#)

Follow this link by clicking on the icon with the arrow for the [April](#) & [May](#) Check Registers

Follow this link by clicking on the icon with the arrow for the [April](#) & [May](#) Amazon Registers.

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

For informational purposes.

RECOMMENDED ACTION

No action required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, CDS Planning Administrator, Barry Henderson, Development Services Director
DATE: 6/18/2025
SUBJECT: Development Report

BACKGROUND:

This is a presentation of development activities that have occurred since the last report.

DISCUSSION:

Development Orders Issued:	6/9/2025 - Candlewood Suites - 84-room hotel located on approximately 2.68 acres south of Cracker Barrel Dr. 6/9/2025 - Gold Crown Townhomes - 9-unit townhouse subdivision located on approximately 0.5 acres
Final Plats:	The final plat for Garden Villas Phase I was approved and picked up to be recorded on June 17th.
New Development Applications:	Longview Estates Subdivision - 15 lot subdivision located on approximately 3.25 acres at 669 Long Drive, north of E First Ave. Freedom Walk Subdivision - 474 lot subdivision development located on 156 acres located on Old Bethel Road. Walmart Neighborhood Market - 43,603 square foot grocery store, 18,800 square feet of retail space, a fueling station and 2 outparcels located north-east of the intersection of Industrial Dr. and Richburg Ln. Okaloosa County Tax Collector's Office - 20,209 square foot tax collector's office building and associated improvements located at 1448 Commerce Drive, west of the Chamber of Commerce and north of the Library. Spring Creek Court - 19-unit multifamily apartment development on approximately 1 acre, located west of the intersection of Bay Street and W Cobb Avenue. Sycamore Court - 38 apartment units on 1.91 acres, located northeast of the intersection

	of W Bowers Avenue and Bay Street. This project is northwest of Vineyard Village, the City's affordable housing development project.
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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.
Communication- To engage, inform and educate public and staff

FINANCIAL IMPACT

This item is informational in nature.

RECOMMENDED ACTION

No action required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: June 23, 2025

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Interim City Manager
DATE: 6/18/2025
SUBJECT: City Manager Updates

BACKGROUND:

The city manager provides updates to current projects and or events.

DISCUSSION:

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