



**CITY COUNCIL REGULAR MEETING AGENDA
AUGUST 25, 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. Elder Jeff Childers of The Shepherd's Church
- 3. Open Policy Making and Legislative Session**
- 4. Approve Agenda**
- 5. Presentations and Reports**
 - 5.1. Presentation of Certificates of Appreciation to the Juneteenth Volunteers from 7th Group
- 6. Consent Agenda**
 - 6.1. Benjamin Street Low-Pressure Sewer Force Main Improvements Notice of Award
 - 6.2. LEXIPOL Agreement
 - 6.3. Mutual Aid Agreement (Child Abduction Response Team)
 - 6.4. Barge TO 2022-2 Amendment #1
 - 6.5. RollKall Contractual Agreement Approval
 - 6.6. Approval of City Council Regular Meeting Minutes of August 11, 2025
 - 6.7. Approval of City Council Budget Workshop Minutes of August 11, 2025
 - 6.8. Approval of City Council Budget Special Meeting and Retreat Minutes of July 8, 2025
- 7. Public Hearings / Ordinances on Second Reading**
 - 7.1. Ordinance 2003 – Brock Avenue Annexation
 - 7.2. Ordinance 2004 - Brock Avenue Comprehensive Plan Amendment
 - 7.3. Ordinance 2005 - Brock Avenue Rezoning
 - 7.4. Ordinance 2007 - 2025 Code of Ordinances Adoption
 - 7.5. Ordinance 2008 - Adoption of the 2025 Land Development Code

- 8. Ordinances on First Reading**
 - 8.1. Ordinance 2006 - Amending Chapter 18 - Businesses
- 9. Resolutions**
 - 9.1. Resolution 25-15 Comprehensive Fee Schedule Amendment
- 10. Action Items**
 - 10.1. Crestview Sports Officials Contract 2025-2026
- 11. City Clerk Report**
- 12. City Manager Report**
 - 12.1. Financial Update - Finance Director
 - 12.2. 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 titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items are for staff and elected officials only and must be submitted for approval no later than Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Girard, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 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: August 25, 2025

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 8/8/2025
SUBJECT: Elder Jeff Childers of The Shepherd's Church

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: August 25, 2025

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 8/20/2025
SUBJECT: Presentation of Certificates of Appreciation to the Juneteenth Volunteers from 7th Group

BACKGROUND:

The recognition is for the 4th Annual Crestview Juneteenth Celebration

DISCUSSION:

Mrs. Victoria Hayden, Ms. Ann Sprague, and Mr. Manasseh Underwood, II are the guest speakers.

GOALS & OBJECTIVES

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

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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

n/a

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: August 25, 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: 8/21/2025
SUBJECT: Benjamin Street Low-Pressure Sewer Force Main Improvements Notice of Award

BACKGROUND:

The Benjamin Street Low Pressure Sewer project has been created to add municipal sewer to an area of town that is currently served by septic tanks. Benjamin Street is adjacent to Allen Park. This forcemain will allow nine residents and a church to be added to the City's sewer system.

DISCUSSION:

The Benjamin Street Low Pressure Sewer project consists of over 1200' of 2" sewer forcemain. The City received state appropriations for this project and to also install grinder pumps on the properties. Four companies submitted bids, and Pensacola Concrete was the lowest bidder at a cost of \$176,824.36.

GOALS & OBJECTIVES

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

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

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

Community Character- Promote desirable growth with a hometown atmosphere

FINANCIAL IMPACT

Pensacola Concrete's bid is \$176,824.36. Funding is available through state appropriations.

RECOMMENDED ACTION

Staff respectfully requests a motion approval of Pensacola Concrete as the contractor for the Benjamin St Low Pressure Sewer project.

Attachments

1. Bid Submittal Pensacola Concrete
2. LPA0502 Benjamin St Septic to Sewer FDEP (executed)
3. Rec of Award_signed



CITY OF CRESTVIEW FLORIDA

Benjamin Street Low Pressure Sewer Force Main Improvements

Prepared For:

Mayor JB Whitten

Councilor Precinct 1 – Dusty Allison

Councilor Precinct 2 – Ryan Bullard Councilor Precinct 3 – Douglas Capps

Councilor Group 1 - At Large – Shannon Hayes

Councilor Group 2 - At Large – Brandon Frost

Jessica Leavins, Interim City Manager

Kyle Lusk, City Engineer

June 2025

Prepared By:

SEASIDE ENGINEERING AND SURVEYING, LLC

6575 Hwy 189 N

Baker, FL 32531

(850) 650-9563



SEAS

Bid Set # 25-08-07-PS

Table of Contents

Bidding and Contract Requirements

C-111	Advertisement
C-200	Instructions to Bidders
C-410	Bid Form
C-430	Bid Bond
C-510	Notice of Award
C-520	Agreement Between Owner and Contractor
C-550	Notice to Proceed
C-610	Performance Bond
C-615	Payment Bond
C-620	Application for Payment
C-625	Certificate of Substantial Completion
C-641	Certificate of Final Completion
C-700	Standard General Conditions
C-800	Supplementary Conditions
C-940	Work Change Directive
C-941	Change Order Form

Supplemental Bidder Requirements

Exhibit 1 – Statement of No Proposal
Exhibit 2 – References
Exhibit 3 – Proposer Qualification Form
Exhibit 4 – Submission Checklist

Unless otherwise indicated or modified on the plans or specifications all work shall be in accordance with the City of Crestview Engineering Standards Manual and the Florida Department of Transportation FY2024-2025 Standard Specifications for Road and Bridge Construction, supplements, and special provisions thereto.

Bid Documents

COMPONENTS OF BID

**CONSTRUCTION PLANS INCLUDING:
UTILITY IMPROVEMENTS**

City of Crestview
Project No. 25-08-07-PS
Benjamin Street Low Pressure Sewer Force Main Improvements

ADVERTISEMENT FOR BIDS

Sealed Bids for the construction of the **Benjamin Street Low Pressure Sewer Force Main** will be received by the **Crestview City Council** at city hall located at **198 N. Wilson Street, Crestview, FL**, until **2:00 p.m.** local time on **August 7, 2025**, at which time the Bids received will be “publicly” opened and read. This project involves constructing a low-pressure sewer domestic wastewater collection/transmission sewer system for sewer service to approximately 9 single-family homes, a church, and is designed for future connections and expansion. The project will include the installation of approximately 1,210 linear feet of 2-inch low pressure sewer force main. The proposed 2-inch force main will discharge into an existing gravity sewer manhole on Benjamin Street.

Bids will be received for a single prime Contract. Bids shall be on a lump sum basis and awarded based on the lump sum of the unit prices.

The Issuing Office for the Bidding Documents is:

City of Crestview - City Hall
Attn: City Clerk – Maryanne Girard
PO Box 1209
198 N Wilson Street
Crestview, FL 32536
Ph. (850) 682-1560
Fax: (850) 682-8077
Email: cityclerk@cityofcrestview.org

Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Thursdays between the hours of **8 a.m. to 5 p.m.** or Fridays between the hours of **8 a.m. to 12 p.m.** and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Official Bid Documents are available online through Central Bidding at www.centralbidding.com. For assistance with the electronic bidding process, please contact Central Bidding at 225-810-4814.

Bidding Documents may also be obtained directly from the Engineer of Record's Office during regular business hours. Documents are available in PDF format and may be emailed free of charge upon request. Alternatively, printed copies may be obtained in person or by mail upon receipt of payment. The non-refundable cost for printed Bidding Documents is **\$150 per set**, payable to “**Seaside Engineering And Surveying, LLC**”, plus a non-refundable shipping charge. Shipping costs vary based on the delivery method selected by the prospective bidder.

The date that the Bidding Documents are transmitted by the Issuing Office will be considered the date of receipt for the bidder. Partial sets of Bidding Documents will not be provided by the Issuing Office. Neither the Owner nor the Engineer will be held responsible for full or partial sets of documents, including any Addenda, that are obtained from sources other than the Issuing Office.

Bid security shall be furnished in accordance with the Instructions to Bidders.

Owner: **City of Crestview**

By: **Maryanne Girard**

Title: **City Clerk**

Date: **TBD**

The City of Crestview reserves the right to accept or reject, in part or in total, any or all proposals and to waive any informalities as deemed in the best interest of the City. All proposals must be marked on the outside of the envelope with the proposer's name, the time and date of the opening. It shall be the bidders' responsibility to ensure that proposals are delivered to the above address at the appointed time.

The City of Crestview, Florida does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or provision of service.

+ + END OF ADVERTISEMENT FOR BIDS + +

SUGGESTED INSTRUCTIONS TO BIDDERS

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ARTICLE 1 – DEFINED TERMS

1.01 Terms used in these Instructions to Bidders have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below:

A. *Issuing Office* – The office from which the Bidding Documents are to be issued.

ARTICLE 2 – COPIES OF BIDDING DOCUMENTS

2.01 Complete sets of the Bidding Documents may be obtained from the Issuing Office in the number and format stated in the advertisement or invitation to bid.

2.02 Complete sets of Bidding Documents shall be used in preparing Bids; neither Owner nor Engineer assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

2.03 Owner and Engineer, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not authorize or confer a license for any other use.

ARTICLE 3 – QUALIFICATIONS OF BIDDERS

3.01 To demonstrate Bidder's qualifications to perform the Work, after submitting its Bid and within **5** days of Owner's request, Bidder shall submit (a) written evidence establishing its qualifications such as financial data, previous experience, and present commitments, and (b) the following additional information:

- A. Evidence of Bidder's authority to do business in the state where the Project is located.
- B. Bidder's state or other contractor license number, if applicable.
- C. Subcontractor and Supplier qualification information; coordinate with provisions of Article 12 of these Instructions, "Subcontractors, Suppliers, and Others."
- D. Bidder's underground utility and excavation contractor license number
- E. Other required information regarding qualifications

3.02 A Bidder's failure to submit required qualification information within the times indicated may disqualify Bidder from receiving an award of the Contract.

3.03 No requirement in this Article 3 to submit information will prejudice the right of Owner to seek additional pertinent information regarding Bidder's qualifications.

3.04 Bidder is advised to carefully review those portions of the Bid Form requiring Bidder's representations and certifications.

ARTICLE 4 – SITE AND OTHER AREAS; EXISTING SITE CONDITIONS; EXAMINATION OF SITE; OWNER'S SAFETY PROGRAM; OTHER WORK AT THE SITE

4.01 *Site and Other Areas*

- A. The Site is identified in the Bidding Documents. By definition, the Site includes rights-of-way, easements, and other lands furnished by Owner for the use of the Contractor. Any additional lands required for temporary construction facilities, construction equipment, or

storage of materials and equipment, and any access needed for such additional lands, are to be obtained and paid for by Contractor.

4.02 Existing Site Conditions

A. Subsurface and Physical Conditions; Hazardous Environmental Conditions

1. The Supplementary Conditions identify:
 - a. those reports known to Owner of explorations and tests of subsurface conditions at or adjacent to the Site.
 - b. those drawings known to Owner of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities).
 - c. reports and drawings known to Owner relating to Hazardous Environmental Conditions that have been identified at or adjacent to the Site.
 - d. Technical Data contained in such reports and drawings.
2. Owner will make copies of reports and drawings referenced above available to any Bidder on request. These reports and drawings are not part of the Contract Documents, but the Technical Data contained therein upon whose accuracy Bidder is entitled to rely, as provided in the General Conditions, has been identified and established in the Supplementary Conditions. Bidder is responsible for any interpretation or conclusion Bidder draws from any Technical Data or any other data, interpretations, opinions, or information contained in such reports or shown or indicated in such drawings.
3. If the Supplementary Conditions do not identify Technical Data, the default definition of Technical Data set forth in Article 1 of the General Conditions will apply.

B. Underground Facilities: Information and data shown or indicated in the Bidding Documents with respect to existing Underground Facilities at or contiguous to the Site are set forth in the Contract Documents and are based upon information and data furnished to Owner and Engineer by owners of such Underground Facilities, including Owner, or others.

C. Adequacy of Data: Provisions concerning responsibilities for the adequacy of data furnished to prospective Bidders with respect to subsurface conditions, other physical conditions, and Underground Facilities, and possible changes in the Bidding Documents due to differing or unanticipated subsurface or physical conditions appear in Paragraphs 5.03, 5.04, and 5.05 of the General Conditions. Provisions concerning responsibilities for the adequacy of data furnished to prospective Bidders with respect to a Hazardous Environmental Condition at the Site, if any, and possible changes in the Contract Documents due to any Hazardous Environmental Condition uncovered or revealed at the Site which was not shown or indicated in the Drawings or Specifications or identified in the Contract Documents to be within the scope of the Work, appear in Paragraph 5.06 of the General Conditions.

4.03 Site Visit and Testing by Bidders

- A. Bidder shall conduct the required Site visit during normal working hours, and shall not disturb any ongoing operations at the Site.
- B. Bidder is not required to conduct any subsurface testing, or exhaustive investigations of Site conditions.
- C. On request, and to the extent Owner has control over the Site, and schedule permitting, the Owner will provide Bidder access to the Site to conduct such additional examinations,

investigations, explorations, tests, and studies as Bidder deems necessary for preparing and submitting a successful Bid. Owner will not have any obligation to grant such access if doing so is not practical because of existing operations, security or safety concerns, or restraints on Owner's authority regarding the Site.

- D. Bidder shall comply with all applicable Laws and Regulations regarding excavation and location of utilities, obtain all permits, and comply with all terms and conditions established by Owner or by property owners or other entities controlling the Site with respect to schedule, access, existing operations, security, liability insurance, and applicable safety programs.
- E. Bidder shall fill all holes and clean up and restore the Site to its former condition upon completion of such explorations, investigations, tests, and studies.

4.04 Owner's Safety Program

- A. Site visits and work at the Site may be governed by an Owner safety program. As the General Conditions indicate, if an Owner safety program exists, it will be noted in the Supplementary Conditions.

4.05 Other Work at the Site

- A. Reference is made to Article 8 of the Supplementary Conditions for the identification of the general nature of other work of which Owner is aware (if any) that is to be performed at the Site by Owner or others (such as utilities and other prime contractors) and relates to the Work contemplated by these Bidding Documents. If Owner is party to a written contract for such other work, then on request, Owner will provide to each Bidder access to examine such contracts (other than portions thereof related to price and other confidential matters), if any.

ARTICLE 5 – BIDDER'S REPRESENTATIONS

5.01 It is the responsibility of each Bidder before submitting a Bid to:

- A. examine and carefully study the Bidding Documents, and any data and reference items identified in the Bidding Documents;
- B. visit the Site, conduct a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfy itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
- C. become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work;
- D. consider the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs;
- E. agree, based on the information and observations referred to in the preceding paragraph, that at the time of submitting its Bid no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Bid for performance of the

Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents;

- F. become aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents;
- G. promptly give Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by Engineer is acceptable to Bidder;
- H. determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work; and
- I. agree that the submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 6 – INTERPRETATIONS AND ADDENDA

- 6.01 All questions about the meaning or intent of the Bidding Documents are to be submitted to Engineer in writing. Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda delivered to all parties recorded as having received the Bidding Documents. Questions received less than seven days prior to the date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 6.02 Addenda may be issued to clarify, correct, supplement, or change the Bidding Documents.

ARTICLE 7 – BID SECURITY

- 7.01 A Bid must be accompanied by Bid security made payable to Owner in an amount of 5% percent of Bidder's maximum Bid price (determined by adding the base bid and all alternates) and in the form of a certified check, bank money order, or a Bid bond (on the form included in the Bidding Documents) issued by a surety meeting the requirements of Paragraphs 6.01 and 6.02 of the General Conditions.
- 7.02 The Bid security of the apparent Successful Bidder will be retained until Owner awards the contract to such Bidder, and such Bidder has executed the Contract Documents, furnished the required contract security, and met the other conditions of the Notice of Award, whereupon the Bid security will be released. If the Successful Bidder fails to execute and deliver the Contract Documents and furnish the required contract security within 15 days after the Notice of Award, Owner may consider Bidder to be in default, annul the Notice of Award, and the Bid security of that Bidder will be forfeited. Such forfeiture shall be Owner's exclusive remedy if Bidder defaults.
- 7.03 The Bid security of other Bidders that Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of seven days after the Effective Date of the Contract or 61 days after the Bid opening, whereupon Bid security furnished by such Bidders will be released.
- 7.04 Bid security of other Bidders that Owner believes do not have a reasonable chance of receiving the award will be released within seven days after the Bid opening.

ARTICLE 8 – CONTRACT TIMES

- 8.01 The number of days within which, or the dates by which, the Work is to be substantially completed and ready for final payment are set forth in the Agreement.

ARTICLE 9 – LIQUIDATED DAMAGES

- 9.01 Provisions for liquidated damages, if any, for failure to timely attain a Milestone, Substantial Completion, or completion of the Work in readiness for final payment, are set forth in the Agreement.

ARTICLE 10 – SUBSTITUTE AND “OR-EQUAL” ITEMS

- 10.01 The Contract for the Work, as awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents, and those “or-equal” or substitute materials and equipment subsequently approved by Engineer prior to the submittal of Bids and identified by Addendum. No item of material or equipment will be considered by Engineer as an “or-equal” or substitute unless written request for approval has been submitted by Bidder and has been received by Engineer at least 15 days prior to the date for receipt of Bids. Each such request shall comply with the requirements of Paragraphs 7.04 and 7.05 of the General Conditions. The burden of proof of the merit of the proposed item is upon Bidder. Engineer’s decision of approval or disapproval of a proposed item will be final. If Engineer approves any such proposed item, such approval will be set forth in an Addendum issued to all prospective Bidders. Bidders shall not rely upon approvals made in any other manner.
- 10.02 All prices that Bidder sets forth in its Bid shall be based on the presumption that the Contractor will furnish the materials and equipment specified or described in the Bidding Documents, as supplemented by Addenda. Any assumptions regarding the possibility of post-Bid approvals of “or-equal” or substitution requests are made at Bidder’s sole risk.

ARTICLE 11 – SUBCONTRACTORS, SUPPLIERS, AND OTHERS

- 11.01 A Bidder shall be prepared to retain specific Subcontractors, Suppliers, or other individuals or entities for the performance of the Work if required by the Bidding Documents (most commonly in the Specifications) to do so. If a prospective Bidder objects to retaining any such Subcontractor, Supplier, or other individual or entity, and the concern is not relieved by an Addendum, then the prospective Bidder should refrain from submitting a Bid.
- 11.02 Subsequent to the submittal of the Bid, Owner may not require the Successful Bidder or Contractor to retain any Subcontractor, Supplier, or other individual or entity against which Contractor has reasonable objection.
- 11.03 The apparent Successful Bidder, and any other Bidder so requested, shall within five days after Bid opening, submit to Owner a list of the Subcontractors or Suppliers proposed for the following portions of the Work:

If requested by Owner, such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, or other individual or entity. If Owner or Engineer, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, individual, or entity, Owner may, before the Notice of Award is given, request apparent Successful Bidder to submit an acceptable substitute, in which case apparent Successful Bidder shall submit a substitute, Bidder’s Bid price will be increased (or decreased) by the difference in cost

occasioned by such substitution, and Owner may consider such price adjustment in evaluating Bids and making the Contract award.

- 11.04 If apparent Successful Bidder declines to make any such substitution, Owner may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors, Suppliers, or other individuals or entities. Declining to make requested substitutions will constitute grounds for forfeiture of the Bid security of any Bidder. Any Subcontractor, Supplier, individual, or entity so listed and against which Owner or Engineer makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to Owner and Engineer subject to subsequent revocation of such acceptance as provided in Paragraph 7.06 of the General Conditions.

ARTICLE 12 – PREPARATION OF BID

- 12.01 The Bid Form is included with the Bidding Documents.
- A. All blanks on the Bid Form shall be completed in ink and the Bid Form signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each section, Bid item, alternate, adjustment unit price item, and unit price item listed therein.
 - B. If the Bid Form expressly indicates that submitting pricing on a specific alternate item is optional, and Bidder elects to not furnish pricing for such optional alternate item, then Bidder may enter the words “No Bid” or “Not Applicable.”
- 12.02 A Bid by a corporation shall be executed in the corporate name by a corporate officer (whose title must appear under the signature), accompanied by evidence of authority to sign. The corporate address and state of incorporation shall be shown.
- 12.03 A Bid by a limited liability company shall be executed in the name of the firm by a member or other authorized person and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.
- 12.04 A Bid by an individual shall show the Bidder’s name and official address.
- 12.05 A Bid by a joint venture shall be executed by an authorized representative of each joint venturer in the manner indicated on the Bid Form. The official address of the joint venture shall be shown.
- 12.06 All names shall be printed in ink below the signatures.
- 12.07 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form.
- 12.08 Postal and e-mail addresses and telephone number for communications regarding the Bid shall be shown.
- 12.09 The Bid shall contain evidence of Bidder’s authority and qualification to do business in the state where the Project is located, or Bidder shall covenant in writing to obtain such authority and qualification prior to award of the Contract and attach such covenant to the Bid. Bidder’s state contractor license number, if any, shall also be shown on the Bid Form.

ARTICLE 13 – BASIS OF BID

13.01 *Lump Sum*

- A. Bidders shall submit a Bid on a lump sum basis as set forth in the Bid Form.

13.02 Unit Price

- A. Bidders shall submit a Bid on a unit price basis for each item of Work listed in the unit price section of the Bid Form.
- B. The "Bid Price" (sometimes referred to as the extended price) for each unit price Bid item will be the product of the "Estimated Quantity" (which Owner or its representative has set forth in the Bid Form) for the item and the corresponding "Bid Unit Price" offered by the Bidder. The total of all unit price Bid items will be the sum of these "Bid Prices"; such total will be used by Owner for Bid comparison purposes. The final quantities and Contract Price will be determined in accordance with Paragraph 13.03 of the General Conditions.
- C. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

13.03 Allowances

- A. For cash allowances the Bid price shall include such amounts as the Bidder deems proper for Contractor's overhead, costs, profit, and other expenses on account of cash allowances, if any, named in the Contract Documents, in accordance with Paragraph 13.02.B of the General Conditions.

ARTICLE 14 – SUBMITTAL OF BID

- 14.01 With each copy of the Bidding Documents, a Bidder is furnished one separate unbound copy of the Bid Form, and, if required, the Bid Bond Form. The unbound copy of the Bid Form is to be completed and submitted with the Bid security and the other documents required to be submitted under the terms of Article 7 of the Bid Form.
- 14.02 A Bid shall be received no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be enclosed in a plainly marked package with the Project title (and, if applicable, the designated portion of the Project for which the Bid is submitted), the name and address of Bidder, and shall be accompanied by the Bid security and other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED." A mailed Bid shall be addressed to Maryanne Girard, City Clerk, PO Box 1209, 198 N. Wilson Street, Crestview, FL 32536. **Notice that electronic submission of bids is accepted through Central Bidding.**
- 14.03 Bids received after the date and time prescribed for the opening of bids, or not submitted at the correct location or in the designated manner, will not be accepted and will be returned to the Bidder unopened.

DISCLOSURE OF PROPOSAL CONTENTS -- All Proposers are advised that under Chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

PROPRIETARY INFORMATION -- In accordance with Chapter 119 of the Florida Statutes (Public Records Law); and except as it may be provided by other applicable State and Federal Law, all Proposers should be aware the RFP document and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

ARTICLE 15 – MODIFICATION AND WITHDRAWAL OF BID

- 15.01 A Bid may be withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids. Upon receipt of such notice, the unopened Bid will be returned to the Bidder.
- 15.02 If a Bidder wishes to modify its Bid prior to Bid opening, Bidder must withdraw its initial Bid in the manner specified in Paragraph 15.01 and submit a new Bid prior to the date and time for the opening of Bids.
- 15.03 If within 24 hours after Bids are opened any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid, and the Bid security will be returned. Thereafter, if the Work is rebid, that Bidder will be disqualified from further bidding on the Work.

ARTICLE 16 – OPENING OF BIDS

- 16.01 Bids will be opened at the time and place indicated in the advertisement or invitation to bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.

ARTICLE 17 – BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- 17.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.

ARTICLE 18 – EVALUATION OF BIDS AND AWARD OF CONTRACT

- 18.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner will reject the Bid of any Bidder that Owner finds, after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Bidding Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, then the Owner will reject the Bid as nonresponsive; provided that Owner also reserves the right to waive all minor informalities not involving price, time, or changes in the Work.
- 18.02 If Owner awards the contract for the Work, such award shall be to the responsible Bidder submitting the lowest responsive Bid.
- 18.03 Evaluation of Bids
 - A. In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices, and other data, as may be requested in the Bid Form or prior to the Notice of Award.
 - B. For the determination of the apparent low Bidder when unit price bids are submitted, Bids will be compared on the basis of the total of the products of the estimated quantity of each item and unit price Bid for that item, together with any lump sum items.
- 18.04 In evaluating whether a Bidder is responsible, Owner will consider the qualifications of the Bidder and may consider the qualifications and experience of Subcontractors and Suppliers proposed for those portions of the Work for which the identity of Subcontractors and Suppliers

must be submitted as provided in the Bidding Documents.

- 18.05 Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders and any proposed Subcontractors or Suppliers.

ARTICLE 19 – BONDS AND INSURANCE

- 19.01 Article 6 of the General Conditions, as may be modified by the Supplementary Conditions, sets forth Owner's requirements as to performance and payment bonds and insurance. When the Successful Bidder delivers the Agreement (executed by Successful Bidder) to Owner, it shall be accompanied by required bonds and insurance documentation.

ARTICLE 20 – SIGNING OF AGREEMENT

- 20.01 When Owner issues a Notice of Award to the Successful Bidder, it shall be accompanied by the unexecuted counterparts of the Agreement along with the other Contract Documents as identified in the Agreement. Within 15 days thereafter, Successful Bidder shall execute and deliver the required number of counterparts of the Agreement (and any bonds and insurance documentation required to be delivered by the Contract Documents) to Owner. Within ten days thereafter, Owner shall deliver one fully executed counterpart of the Agreement to Successful Bidder, together with printed and electronic copies of the Contract Documents as stated in Paragraph 2.02 of the General Conditions.

BID FORM

City of Crestview Benjamin Street Low Pressure Sewer Force Main Improvements

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

Maryanne Girard, City Clerk, City of Crestview

PO Box 1209, 198 North Wilson Street, Crestview, FL 32536

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
1	1
2	2
3	
4	

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

E. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid

and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

- F. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- G. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- H. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- I. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER’S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
 - 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - 4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

- 5.01 Bidder will complete the Work in accordance with the Contract Documents. for the following price(s):

Item	Description	Unit	Quantity	Unit Cost	Total
0101 1	Mobilization	LS	1	\$17,575.00	\$17,575.00
0102 1	Maintenance of Traffic	LS	1	\$3,500.00	\$3,500.00
0105 1	DIRECTIONAL BORING FOR 2" Forcemain	LF	200	\$44.66	\$8,932.00
0105 2	2" MJ PLUG	EA	2	\$1,156.76	\$2,313.52
0105 3	2" - 45 MJ DI FITTING	EA	16	\$1,173.69	\$18,779.04
0105 4	2" MJ DI GATE VALVE	EA	2	\$1,293.37	\$2,586.74
0105 5	2" FORCEMAIN PVC (open cut)	LF	1010	\$26.77	\$27,037.70
0105 6	CONNECTION TO MANHOLE	EA	1	\$10,386.43	\$10,386.43
0105 7	2" AIR RELEASE VALVE	EA	3	\$14,957.93	\$44,873.79
0105 8	2" CHECK VALVE	EA	1	\$1,371.12	\$1,371.12
0105 9	2" LOW PRESSURE SERVICE	EA	10	\$2,264.27	\$22,642.70
0105 10	2" TERMINOUS CLEANOUT	EA	2	\$2,479.80	\$4,959.60
11	2" x 2" x 2" TEE	EA	1	\$1,198.53	\$1,198.53
12	REMOVE & REPLACE ASPHALT MILLING	SY	26	\$63.35	\$1,647.10
13	REMOVE & REPLACE BRICK DRIVEWAY	SY	9	\$284.01	\$2,556.09
14	GRASSING	SY	1500	\$4.31	\$6,465.00

Utility Work Total \$176,824.36

Pay Item Notes:

0102 - 1 MAINTENANCE OF TRAFFIC: Includes payment for all work zone sign, temporary barricades, channelizing devices, portable changeable message signs, detour signs flagmen, temporary signalization and all other items needed to maintain a safe work zone and maintain traffic through the duration of the construction activities, according to the FDOT Standard Plans Series 102.

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and the bid award and final payment will be based on the lump sum bid amount. Once awarded, the owner reserves the right to add or deduct from the scope due to budgetary reasons. Those adds or deduction are to be based on the unit prices included in the bid schedule.

Total of Lump Sum = Total Bid Price

\$ 176,824.36

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
 - B. List of Proposed Subcontractors;
 - C. List of Proposed Suppliers;
 - D. List of Project References;
 - E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
 - F. Contractor's License No.: [or] Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
 - G. Required Bidder Qualification Statement with supporting data; and

ARTICLE 8 – DEFINED TERMS

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

Pensacola Concrete Construction Company, Inc.

By:

[Signature]

Ben F. Joyner, Jr.

[Printed name]

BEN F. JOYNER, JR.

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]

Paula Scott-Lieser

[Printed name]

Paula Scott-Lieser

Title:

Corporate Secretary

Submittal Date:

8-7-2025

Address for giving notices:

P.O. Box 2787

Pensacola, FL 32513

Telephone Number:

(850) 476-0026

Fax Number:

Contact Name and e-mail address:

benpcc@bellsouth.net

Bidder's License No.:

CUC1224436

(where applicable)

NOTE TO USER: *Use in those states or other jurisdictions where applicable or required.*

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER (Name and Address):

Pensacola Concrete Construction Company, Inc.
550 East Royce Street
Pensacola, FL 32503

SURETY (Name and Address of Principal Place of Business):

NGM Insurance Company
4601 Touchton Road East, Suite 3400
Jacksonville, FL 32246

OWNER (Name and Address):

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

BID

Bid Due Date: August 7, 2025
Benjamin Street Low Pressure Sewer Force Main Improvements

BOND

Bond Number: 08042025

Date (Not earlier than Bid due date): August 7, 2025

Penal sum _____ Five Percent of Amount Bid \$ _____ 5%
(Words) (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER

Pensacola Concrete Construction Company, Inc.

Bidder's Name and Corporate Seal

By:

Signature

BEN F. JOYNER, JR.

Print Name

Owner

Title

President

Attest:

Signature

PAULE SCOTTHUISER

Title

CORPORATE SECRETARY

SURETY

(Seal) NGM Insurance Company (Seal)

Surety's Name and Corporate Seal

By:

Signature (Attach Power of Attorney)

Mark W. Edwards, II

Print Name

Attorney-in-Fact

Title

Attest:

Signature

ALISA B. FERRIS, SENIOR VICE PRESIDENT - SURETY

Title

Note: Above addresses are to be used for giving any required notice. Provide execution by any additional parties, such as joint venturers, if necessary.



POWER OF ATTORNEY

KNOW ALL PARTIES BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint **Mark W Edwards II, Jeffrey M Wilson, Robert R Freeland, Alisa B Ferris, Richard H Mitchell, Anna Childress, William M. Smith, Kimberly Rochester, Gabriella Bozzano, Krista Shelnutt** ----

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

1. No one bond to exceed Twenty Five Million Dollars (\$25,000,000.00)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Assistant Secretary and its corporate seal to be hereto affixed this 24th day of August, 2023.

NGM INSURANCE COMPANY By:

Lauren K. Powell

Vice President, Corporate Secretary



State of Wisconsin,
County of Dane.

On this 24th day of August, 2023, before the subscriber a Notary Public of State of Wisconsin in and for the County of Dane duly commissioned and qualified, came Lauren K. Powell of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, depose and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Madison, Wisconsin this 24th day of August, 2023.

My Commission Expires May 21, 2027



I, Andrew Rose, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Madison, Wisconsin this

7th day of August, 2025.

Andrew Rose, Vice President



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

TO CONFIRM VALIDITY of the attached bond please call 1-603-354-5281.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431

Attn: Bond Claim Dept. or call our Bond Claim Dept. at 1-603-358-1437.

**25-08-07-PS BENJAMIN STREET LOW-PRESSURE
SEWER FORCE MAIN IMPROVEMENTS
FOR THE CITY OF CRESTVIEW, FLORIDA**

ADDENDUM NO. 1

The following questions were received and have been answered below:

- 1) The Bid tabs show 1210' of FPVC while the plans show PVC. Does this project contemplate boring for the entirety of the project? Is FPVC Required for all of the project?
FPVC or HDPE would be required for boring. PVC is acceptable for trenching. Boring is required under driveways and stormwater culverts. Boring or trenching is acceptable for the remainder of the ROW.
- 2) If the directional bore method is used on some, or all of the project, would HDPE be acceptable?
HDPE is an acceptable alternative to FPVC.
- 3) Does each service get a grinder station?
Not at this time. All properties require a stub out, as the intent is for all properties to connect, but only two will begin service immediately.
- 4) Who would be responsible for connecting the service line to the house/business?
The City will connect the grinder pumps to the stub-outs for the two properties that currently have agreements.

-END OF ADDENDUM-

**25-08-07-PS BENJAMIN STREET LOW-PRESSURE SEWER FORCE MAIN
IMPROVEMENTS FOR THE CITY OF CRESTVIEW, FLORIDA**

ADDENDUM NO. 2

The following questions were received and have been answered below:

- 1) The ARV detail shows a 2" ARV inside a concrete vault. Our material supplier is having trouble finding a 2" x 2" service saddle. Would a 2" x 1-1/2" saddle be acceptable? We could increase the piping to 2" after the tap.

A 2" x 1-1/2" saddle is an acceptable alternative.

- 2) The sewer services are shown with a 1-1/2" iron body gate valve with a wheel handle. Can a 1-1/2" corporation stop be used instead?

Either a gate valve or a corporation stop is acceptable.

- 3) Will casing be required on long services and road crossings?

Services crossing Benjamin Street are not required to be encased.

- 4) Does the existing manhole we connect to need to be epoxy coated?

At this time, the City of Crestview is unaware if the existing manhole is epoxy coated. If it is not, it will need to be epoxy coated, and the new force main connection will need to be grouted and sealed.

- 5) Is this project considered a Lump Sum project, and if so, why is there a Quantity Sheet listed?

The bid award will be based on a lump sum. The itemized quantity sheet is provided to facilitate any future change orders.

- 6) Is this an either/or project—Directional Drill or Direct Dig?

Both methods are acceptable alternatives; however, boring is required in some areas.

- 7) According to the Quantity Sheet, there are 16 each 45° fittings listed. I only see 6.

There are approximately 6 45° fittings within the force main. It was estimated that each of the 10 individual grinder station service lines would require a 45° fitting to connect to a Wye fitting on the force main.

- 8) There are no Asphalt Patch or Grassing Bid Items listed.

The “Manhole Connection” line item is intended to include saw cutting and asphalt removal, force main connection, road base replacement, soil compaction, and asphalt patch. If you prefer, this can be broken down into individual line items. Sod stabilization should be included in the bid pricing submittal.

9) If this is a Lump Sum Bid, why do we need the Bid Quantity Sheet?

The bid award will be based on a lump sum. The quantity sheet is intended to assist with potential future change orders.

10) Can I get a copy of any addenda released to date?

Copies of all addenda are available on the City of Crestview website and on the Central Bidding site.

11) What is the estimated construction budget?

The project is funded in part by a matching grant in the amount of \$300,000. The total project budget is anticipated to be approximately \$600,000, including both the grant and the City's matching contribution. Please note this figure is provided for informational purposes only and should not influence or limit your bid pricing.

12) Can I get a copy of the plan holders list, if available?

A list of plan holders is available on the City of Crestview website and on the Central Bidding site, as well as upon request from the City Clerk's Office.

13) Bid tabs show 1,210' of directional bore and 1,210' of Forcemain PVC. Should I price this as the full 1,210' of each, or based on how I plan to directional bore and open trench?

FPVC or HDPE is required for boring. PVC is acceptable for open trenching. Directional boring is required under driveways and existing stormwater culverts. For the remainder within the R.O.W., either boring or trenching is acceptable.

14) Just to be clear, I should only price labor and materials for installation of 2 grinder stations?

The contractor will not install any grinder stations as part of this project.

15) Is there an engineer's budget or cost estimate that can be shared?

An estimated budget cannot be provided at this time.

16) Who is responsible for power supply to the grinder pump panels?

The contractor will not install any grinder stations as part of this project.

17) Can you identify which two properties will be receiving the grinder pumps?

The contractor will not install any grinder stations as part of this project.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

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

SCOTT-LIESER, PAULA J.

PENSACOLA CONCRETE CONSTRUCTION COMPANY INC

5604 ROSEBAY STREET
MILTON FL 32583

LICENSE NUMBER: CUC1224436

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 06/10/2024

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.

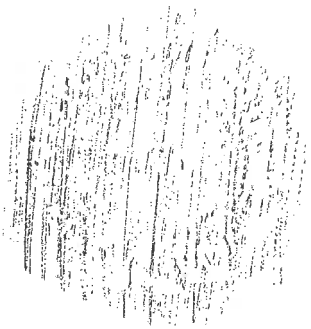


CORPORATE RESOLUTION
OF
PENSACOLA CONCRETE CONSTRUCTION CO., INC.

RESOLVED, that Benjamin Joyner, duly appointed President of Pensacola Concrete Construction Co., Inc., is authorized to carry out the ordinary business of this corporation; collect monies that are or will become due to the corporation; incur indebtedness necessary for the operation of the business; pay company debts; hire, supervise, promote, demote, and set compensation of employees; and, any other functions necessary for the proper operations of Pensacola Concrete Construction Co., Inc.

I, Paula Scott-Lieser, do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and the corporate seal of Pensacola Concrete Construction Co., Inc., a corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors thereof, convened and held in accordance with law and the bylaws of the Corporation on 12 February 2024, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have affixed my name as Secretary and have caused the corporate seal of the Corporation to be hereunto affixed on this day of 12 February 2024.



Paula Scott-Lieser, Secretary

Suppliers :

- 1) Core AND Main
- 2) Ferguson WW
- 3) Consolidated Pipe

Subcontractors :

1) EVANS Contracting

List of Project References :

Project Name	Owner	Amount of Project
Mackey Key Drive	ECUA	\$ 234,797.40
Baptist Aging	For Chavers	\$ 210,063.70
Heather's Place	Henry Homes	\$ 2,672,199.58
2 nd Street LS	ECUA	\$ 634,462.97
Milton FM Interconnect (Not Completed)	Race Water System	\$ 419,895.40

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to section 215.971, Florida Statutes:

1. Project Title (Project): **Crestview Benjamin St. Septic to Sewer** Agreement Number: **LPA0502**

2. Parties **State of Florida Department of Environmental Protection,
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000** (Department)

Grantee Name: **City of Crestview** Entity Type: **Local Government**

Grantee Address: **198 Wilson Street North, Crestview, FL 32356** FEID: **59-6000295** (Grantee)

3. Agreement Begin Date: **Upon Execution** Date of Expiration: **November 30, 2025**

4. Project Number: **(If different from Agreement Number)** Project Location(s): **Lat/Long: (30.7462, -86.5722)**

Project Description: **The Grantee will construct approximately 1,700 linear feet of a new sewer force main and sewer laterals extending from the central force main to 13 properties along Benjamin Street.**

5. Total Amount of Funding:	Funding Source?	Award #s or Line-Item Appropriations:	Amount per Source(s):
\$ 300,000.00	☒ State ☐ Federal	LP, GAA LI 1705A, FY 23-24, GR	\$ 300,000.00
	☐ State ☐ Federal		\$
	☐ Grantee Match		\$
Total Amount of Funding + Grantee Match, if any:			\$ 300,000.00

6. Department's Grant Manager	Grantee's Grant Manager
Name: Katie Lewis or successor	Name: Jayce Vanderford or successor
Address: Florida Dept. of Environmental Protection 3900 Commonwealth Blvd. Tallahassee, FL 32399-3000	Address: City of Crestview 198 Wilson Street North Crestview, FL 32536
Phone: 850-245-2829	Phone: 850-682-1560
Email: katie.lewis@FloridaDEP.gov	Email: jaycevanderford@cityofcrestview.org

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

- | |
|--|
| ☒ Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements |
| ☒ Attachment 2: Special Terms and Conditions |
| ☒ Attachment 3: Grant Work Plan |
| ☒ Attachment 4: Public Records Requirements |
| ☒ Attachment 5: Special Audit Requirements |
| ☐ Attachment 6: Program-Specific Requirements |
| ☐ Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fldfs.com , in accordance with section 215.985, F.S. |
| ☐ Attachment 8: Federal Regulations and Terms (Federal) |
| ☐ Additional Attachments (if necessary): |
| ☒ Exhibit A: Progress Report Form |
| ☐ Exhibit B: Property Reporting Form |
| ☒ Exhibit C: Payment Request Summary Form |
| ☐ Exhibit D: Quality Assurance Requirements |
| ☐ Exhibit E: Advance Payment Terms and Interest Earned Memo |
| ☐ Exhibit F: Common Carrier or Contracted Carrier Attestation Form PUR1808 (State) |
| ☐ Exhibit H: Non-Profit Organization Compensation Form (State) |

☐ Additional Exhibits (if necessary):	
8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331 (a) (1):	
Federal Award Identification Number(s) (FAIN):	
Federal Award Date to Department:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	☐ Yes ☐ N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date unless another date is specified in the grant documents.

City of Crestview	GRANTEE
Grantee Name	
By  (Authorized Signature)	12/18/23 Date Signed

J.B. Whitten, Mayor

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection	DEPARTMENT
By	
Secretary or Designee	Date Signed

Angela Knecht, Director, Division of Water Restoration Assistance

Print Name and Title of Person Signing

☒ Additional signatures attached on separate page.

DWRA Additional Signatures

Katie Lewis, DEP Grant Manager

Sandra Waters, DEP QC Reviewer

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD TERMS AND CONDITIONS
APPLICABLE TO GRANT AGREEMENTS**

ATTACHMENT 1

1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

2. Grant Administration.

- a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation of the Agreement is as follows:
 - i. Standard Grant Agreement
 - ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
 - iii. Attachment 1, Standard Terms and Conditions
 - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following:
 - (1) an increase or decrease in the Agreement funding amount;
 - (2) a change in Grantee's match requirements;
 - (3) a change in the expiration date of the Agreement; and/or
 - (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department.A change order to this Agreement may be used when:
 - (1) task timelines within the current authorized Agreement period change;
 - (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department;
 - (3) changing the current funding source as stated in the Standard Grant Agreement; and/or
 - (4) fund transfers between budget categories for the purposes of meeting match requirements.This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

4. Deliverables.

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

5. Performance Measures.

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not knowingly infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

6. Acceptance of Deliverables.

- i. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- ii. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

7. Financial Consequences for Nonperformance.

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.
- b. Invoice reduction
If Grantee does not meet a deadline for any deliverable, the Department will reduce the invoice by 1% for each day the deadline is missed, unless an extension is approved in writing by the Department.
- c. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department requests that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
 - i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to the Department's Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.
 - ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to

require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.

- iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

8. Payment.

- a. Payment Process. Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with section 215.422, Florida Statutes (F.S.).
- b. Taxes. The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. Maximum Amount of Agreement. The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
- d. Reimbursement for Costs. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>.
- e. Invoice Detail. All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
- f. State Funds Documentation. Pursuant to section 216.1366, F.S., if Contractor meets the definition of a non-profit organization under section 215.97(2)(m), F.S., Contractor must provide the Department with documentation that indicates the amount of state funds:
 - i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.
 - ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's the contract tracking system and maintained pursuant to section 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.
- g. Interim Payments. Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
- h. Final Payment Request. A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
- i. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
- j. Interest Rates. All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: www.myfloridacfo.com/Division/AA/Vendors/default.htm.

- k. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department. If this Agreement is funded with federal funds and the Department is required to refund the federal government, the Grantee shall refund the Department its share of those funds.

9. Documentation Required for Cost Reimbursement Grant Agreements and Match.

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$5,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.
- i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
- ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with section 112.061, F.S.
- e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$5,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
- f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the

Attachment 1

4 of 13

terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.

- h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.

11. Retainage.

The following provisions apply if Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. If Grantee fails to perform the requested work or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
- c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.
- d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

12. Insurance.

- a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
- b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.

- e. Insurance Trust. If the Grantee's insurance is provided through an insurance trust, the Grantee shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Agreement requires them to be added as an additional insured.

13. Termination.

- i. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Grantee must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
- ii. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- iii. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
- iv. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.
- v. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

14. Notice of Default.

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

15. Events of Default.

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;

- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement;
- i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
 - i. Entry of an order for relief under Title 11 of the United States Code;
 - ii. The making by Grantee of a general assignment for the benefit of creditors;
 - iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
 - iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

16. Suspension of Work.

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

17. Force Majeure.

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

18. Indemnification.

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
 - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
 - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.

- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

19. Limitation of Liability.

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

20. Remedies.

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

21. Waiver.

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.
- b. Pursuant to sections 287.133, 287.134, and 287.137 F.S., the following restrictions apply to persons placed on the convicted vendor list, discriminatory vendor list, or the antitrust violator vendor list:
 - i. Public Entity Crime. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
 - ii. Discriminatory Vendors. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
 - iii. Antitrust Violator Vendors. A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply on any contract to provide any good or services to a public entity;

may not submit a bid, proposal, or reply on any contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with a public entity; and may not transact new business with a public entity.

- iv. **Notification.** The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list, the discriminatory vendor list, or antitrust violator vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and the antitrust violator vendor list and posts the list on its website. Questions regarding the discriminatory vendor list or antitrust violator vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

23. Compliance with Federal, State and Local Laws.

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

24. Build America, Buy America Act (BABA) - Infrastructure Projects with Federal Funding.

This provision does not apply to Agreements that are wholly funded by Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act. Also, this provision does not apply where there is a valid waiver in place. However, the provision may apply to funds expended before the waiver or after expiration of the waiver.

If applicable, Recipients or Subrecipients of an award of Federal financial assistance from a program for infrastructure are required to comply with the Build America, Buy America Act (BABA), including the following provisions:

- a. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- b. All manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- c. All construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

25. Investing in America

Grantees of an award for construction projects in whole or in part by the Bipartisan Infrastructure Law or the Inflation Reduction Act, including the following provision:

- i. **Signage Requirements**
 - a. **Investing in America Emblem:** The recipient will ensure that a sign is placed at construction sites supported in whole or in part by this award displaying the official Investing in America emblem and must identify the project as a "project funded by President Biden's Bipartisan

Infrastructure Law” or “project funded by President Biden’s Inflation Reduction Act” as applicable. The sign must be placed at construction sites in an easily visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the construction period.

The recipient will ensure compliance with the guidelines and design specifications provided by EPA for using the official Investing in America emblem available at:

<https://www.epa.gov/invest/investing-america-signage>.

b. Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs. Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to translate the language on signs (excluding the official Investing in America emblem or EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable, provided the costs are reasonable.

26. Scrutinized Companies.

- i. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- ii. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in section 287.135, F.S. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
- iii. As provided in subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions, then they shall become inoperative.

27. Lobbying and Integrity.

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to section 216.347, F.S., except that pursuant to the requirements of section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with sections 11.062 and 216.347, F.S.

28. Record Keeping.

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department’s Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee’s integrity or responsibility. Such information may include, but shall not be limited to, Grantee’s business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at:

<http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

29. Audits.

- a. **Inspector General.** The Grantee understands its duty, pursuant to section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.

- b. **Physical Access and Inspection.** Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
 - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
 - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
 - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. **Special Audit Requirements.** The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.331 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.
- d. **Proof of Transactions.** In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines) and federal, if applicable. Allowable costs and uniform administrative requirements for federal programs can be found under 2 CFR 200. The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.
- e. **No Commingling of Funds.** The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
 - i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
 - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
 - iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

30. Conflict of Interest.

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

31. Independent Contractor.

The Grantee is an independent contractor and is not an employee or agent of Department.

32. Subcontracting.

Attachment 1

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- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

33. Guarantee of Parent Company.

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

34. Survival.

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

35. Third Parties.

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

36. Severability.

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

37. Grantee's Employees, Subcontractors and Agents.

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

38. Assignment.

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

39. Compensation Report.

If this Agreement is a sole-source, public-private agreement or if the Grantee, through this agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds, the

Grantee shall provide an annual report, including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Grantee must also inform the Department of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Grantee.

40. Execution in Counterparts and Authority to Sign.

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Terms and Conditions
AGREEMENT NO. LPA0502**

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. Scope of Work.

The Project funded under this Agreement is Crestview Benjamin St. Septic to Sewer. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. Duration.

- a. Reimbursement Period. The reimbursement period for this Agreement begins on July 1, 2023 and ends at the expiration of the Agreement.
- b. Extensions. There are extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

3. Payment Provisions.

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur as indicated in Attachment 3.
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
☐	☐	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
☐	☐	a. Fringe Benefits, N/A.
☐	☐	b. Indirect Costs, N/A.
☒	☐	Contractual (Subcontractors)
☐	☐	Travel, in accordance with Section 112, F.S.
☐	☐	Equipment
☐	☐	Rental/Lease of Equipment
☐	☐	Miscellaneous/Other Expenses
☐	☐	Land Acquisition

5. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements

There is no match required on the part of the Grantee under this Agreement.

8. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.

The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$250,000 for each occurrence and \$500,000 policy aggregate.

b. Commercial Automobile Insurance.

If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. Workers' Compensation and Employer's Liability Coverage.

The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S. and employer liability coverage with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Grant.

d. Other Insurance. None.

9. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

10. Retainage.

No retainage is required under this Agreement.

11. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

12. State-owned Land.

The work will not be performed on State-owned land.

13. Office of Policy and Budget Reporting.

The Grantee will identify the expected return on investment for this project and provide this information to the Governor's Office of Policy and Budget (OPB) within three months of execution of this Agreement. For each full calendar quarter thereafter, the Grantee will provide quarterly update reports directly to OPB, no later than 20 days after the end of each quarter, documenting the positive return on investment to the state that results from the Grantee's project and its use of funds provided under this Agreement. Quarterly reports will continue until the Grantee is instructed by OPB that no further reports are needed, or until the end of this Agreement, whichever occurs first. All reports shall be submitted electronically to OPB at env.roi@laspbs.state.fl.us, and a copy shall also be submitted to the Department at legislativeaffairs@floridaDEP.gov.

14. Common Carrier.

- a. Applicable to contracts with a common carrier – firm/person/corporation that as a regular business transports people or commodities from place to place. If applicable, Contractor must also fill out and return PUR 1808 before contract execution] If Contractor is a common carrier pursuant to section

908.111(1)(a), Florida Statutes, the Department will terminate this contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.

- b. Applicable to solicitations for a common carrier – Before contract execution, the winning Contractor(s) must fill out and return PUR 1808, and attest that it is not willfully providing any service in furtherance of transporting a person into this state knowing that the person unlawfully present in the United States according to the terms of the federal Immigration and Nationality Act, 8 U.S.C. ss. 1101 et seq. The Department will terminate a contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808

15. Additional Terms.

None

ATTACHMENT 3 GRANT WORK PLAN

PROJECT TITLE: Crestview Benjamin St. Septic to Sewer

PROJECT LOCATION: The Project will be located in the City of Crestview within Okaloosa County; Lat/Long (30.7462, -86.5722). See Figures 1 and 2 for a location map and site plan.

PROJECT BACKGROUND: Benjamin Street (St.) is in an historic low-income sector of the City of Crestview (Grantee) where approximately 12 homes and a church are currently serviced with septic tanks for sewer treatment. Sewer is available in the surrounding Project area and this Project will provide the necessary infrastructure to connect to the Grantee's sewer system. This Project will help to reduce the environmental impact associated with septic tanks.

PROJECT DESCRIPTION: The Grantee will construct and install approximately 1,700 linear feet of new sewer forcemain and sewer laterals. The sewer laterals will extend from the central forcemain to each of the 13 properties along Benjamin Street and Bess Avenue. The sewer laterals will be installed on the same side of the existing buildings as the septic tanks for ease of future connections.

TASKS: All documentation should be submitted electronically unless otherwise indicated.

Task #1: Construction

Deliverables: The Grantee will construct the Crestview Benjamin St. Septic to Sewer forcemain in accordance with the construction contract documents. The Grantee will submit through the Department's GIS web-interface data collection tool, parcel-level data identifying collection system extensions, lift stations, any parcels connected to sewer, and the parcels where sewer has been made available for connection but not yet connected along with associated grant information.

Documentation: The Grantee will submit: 1) a copy of the final design; 2) a signed acceptance of the completed work to date, as provided in the Grantee's Certification of Payment Request; and 3) a signed Engineer's Certification of Payment Request. For the final documentation, the Grantee will also submit: 4) An email from the Department's GIS web-interface data collection tool, confirming that data for the project has been submitted.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Construction	Contractual Services	\$300,000	07/01/2023	05/31/2025
Total:			\$300,000		

Figure 1. Location Map



**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Public Records Requirements**

Attachment 4

1. Public Records.

- a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.

For the purposes of this paragraph, the term “contract” means the “Agreement.” If Grantee is a “contractor” as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

- a. Keep and maintain Public Records required by Department to perform the service.
- b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the Public Records to Department.
- e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department’s custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.
- f. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT’S CUSTODIAN OF PUBLIC RECORDS AT:**

Telephone: (850) 245-2118

Email: public.services@floridadep.gov

Mailing Address: Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Audit Requirements
(State and Federal Financial Assistance)**

Attachment 5

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends \$750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <https://sam.gov/content/assistance-listings>.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512
 - A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

By Mail:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director
Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<http://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director
Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

Attachment 5

3 of 6

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:				
Federal Program	Federal Agency	CFDA Number	CFDA Title	Funding Amount \$
Federal Program A				
Federal Program B				

Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:

Federal Program	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
Federal Program A	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
Federal Program B	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:				
Federal Program	Federal Agency	CFDA	CFDA Title	Funding Amount
A				State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount
				State Appropriation Category

Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:				
State Program	State Awarding Agency	State Fiscal Year ¹	CSFA Title or Funding Source Description	Funding Amount
A	Department of Environmental Protection	2023-2024	Statewide Water Quality Restoration Projects - LI 1705A	\$300,000
State Program B	State Awarding Agency	State Fiscal Year ²	CSFA Title or Funding Source Description	Funding Amount
				State Appropriation Category

Total Award	\$300,000
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Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<https://sam.gov/content/assistance-listings>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state_project_compliance.aspx]). The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

¹ Subject to change by Change Order.

² Subject to change by Change Order.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit A
Progress Report Form**

DEP Agreement No.:	LPA0502
Project Title:	Crestview Benjamin Street Septic to Sewer
Grantee Name:	City of Crestview
Grantee's Grant Manager:	Katie Lewis
Reporting Period:	Select Quarter - Select Year

Provide the following information for all tasks identified in the Grant Work Plan:

Summarize the work completed within each task for the reporting period, provide an update on the estimated completion date for each task, and identify any anticipated delays or problems encountered. Use the format provided below and use as many pages as necessary to cover all tasks. Each quarterly progress report is due no later than twenty (20) days following the completion of the quarterly reporting period.

Task 1: Construction

- **Progress for this reporting period:**
- **Identify delays or problems encountered:**

Completion Status for Tasks:

Indicate the completion status for the following tasks, if included in the Grant Work Plan. For construction, the estimated completion percentage should represent the work being funded under this Agreement.

Construction (Estimated): _____ %

This report is submitted in accordance with the reporting requirements of the above DEP Agreement number and accurately reflects the activities associated with the project.

Signature of Grantee's Grant Manager
(Original Ink or Digital Timestamp)

Date

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit C
Payment Request Summary Form**

The **Payment Request Summary Form** for this grant can be found on our website at this link:

<https://floridadep.gov/wra/wra/documents/payment-request-summary-form>

Please use the most current form found on the website, linked above, for each payment request.



CITY OF CRESTVIEW
Department of Public Services
715 Ferdon Boulevard North
Crestview, Florida 32536

Director
Carlos Jones
E-Mail: carlosjones@cityofcrestview.org

Telephone No. (850) 682-6132
Fax No. (850) 682-7359

ITB#25-08-07-PS Benjamin St Low Pressure Sewer – Recommendation of Award

To whom it may concern:

We have completed our review of the bids received and publicly read on Aug 7, 2025 for the above referenced project. Bids were received from four general contractors. The names of the submitting contractors and their corresponding bid amounts are summarized below:

	Company	Bid Amount
1	ECSC, LLC	\$ 259,494.14
2	Evans Contracting Inc.	\$ 200,767.09
3	GE Contracting	\$ 250,000.00
4	Pensacola Concrete Construction	\$ 176,824.36

The apparent lowest, responsive, responsible bidder is Pensacola Concrete Construction. Their bid was within the previously approved budget.

Pending approval by City Council, we recommend awarding the contract to Pensacola Concrete Construction.

Sincerely,

Kyle Lusk, PE
Assistant Engineer



Staff Report

CITY COUNCIL MEETING DATE: August 25, 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: 8/21/2025
SUBJECT: LEXIPOL Agreement

BACKGROUND:

During the current fiscal year, several employees participated in critical incident training funded through the department's budget. This training is eligible for reimbursement under the State of Florida Sheriffs Association. The City received the reimbursement in August 2025.

DISCUSSION:

The police department requests to allocate this reimbursement towards a program called LEXIPOL.

LEXIPOL is a program that is used as a training platform that allows law enforcement officers to participate in accredited online training that is specific to law enforcement. The program allows officers to obtain educational updates, mandatory re-training requirements, legal updates and continued education in both mandatory and advanced training techniques.

Additionally, the program provides a training platform for civilian law enforcement professionals, which allows those employees to receive education and training in specific skill-sets that relate to their specific job functions.

The Master Service Agreement is required before the program can be activated for officer distribution and use. This agenda was generated to coordinate the signing of the Master Service Agreement for this program.

GOALS & OBJECTIVES

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

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

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

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The total program cost is \$5,586 and will be covered through the reimbursement program.

Law Enforcement Program rate is: \$4,674

Civillian Program: \$912

Total: \$5,586

RECOMMENDED ACTION

Staff respectfully seeks a motion to approve the purchase and authorize the signing of the Master Service Agreement with LEXIPOL.

Attachments

1. LEXIPOL Agreement



MASTER SERVICE AGREEMENT

Initial Term Start Date: 10/01/2025

Initial Term End Date: 09/30/2026

Account Executive Information

Dennis Ryan
Director of Sales
dryan@lexipol.com

Lexipol LLC
2611 Internet Blvd., Ste. 120
Frisco, Texas 75034

Agency Information

Joshua Burgess
Sergeant
burgessj@crestviewpd.org
850.306.3740

Crestview Police Department
201 Stillwell Blvd
Crestview, Florida 32539

This Master Service Agreement (the "Agreement") is entered into by and between Lexipol, LLC, a Delaware limited liability company ("Lexipol"), and the department, entity, or organization referenced above ("Agency").

This Agreement consists of:

- (a) this **Cover Sheet**
- (b) **Exhibit A** - Selected Services and Associated Fees
- (c) **Exhibit B** - Description of Services
- (d) **Exhibit C** - Terms and Conditions of Service

Each individual signing below represents and warrants that they have full and complete authority to bind the party on whose behalf they are signing to all terms and conditions contained in this Agreement.

Crestview Police Department

Lexipol, LLC

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Date Signed:

Date Signed:

Exhibit A

SELECTED SERVICES AND ASSOCIATED FEES

Agency is purchasing the following:

Order Summary

Qty	Description	Unit Price	Disc (%)	Disc Amount	Tax Amount	Extended
60	PoliceOne Academy Annual Rate With OLL Services	\$82.00	5%	\$246.00	\$0.00	\$4,674.00
30	PoliceOne Academy Annual Civilian-User	\$32.00	5%	\$48.00	\$0.00	\$912.00
Discount:				\$294.00	Subtotal:	\$5,586.00

Discount:	\$294.00
Subtotal:	\$5,586.00
Tax:	
Total Due:	\$5,586.00

Exhibit B
Description of Services

PoliceOne Academy

Training is key to improving safety and effectiveness in law enforcement agency operations. PoliceOne Academy's online training platform combines high-quality content with time-saving features to help your training resources go further.

- 24/7 access to online learning, allowing your officers to train when it's convenient
- Hundreds of full-length courses and thousands of videos built for micro-learning
- Reports to help you monitor and track training completion, compliance and license renewal
- Acceptance as a Certified Training Provider and for continuing education in many states
- Ability to upload and build your own content and create personalized learning plans
- 360-degree customer support, including a personalized onboarding implementation plan, recurring services to help you maximize your training program, and a dedicated Customer Success Manager

Exhibit C

Terms and Conditions of Service

These Terms and Conditions of Service (the “Terms”) govern the rights and obligations of Lexipol, LLC (“Lexipol”) and Agency under this Agreement. Lexipol and Agency may each be referred to herein as a “Party” and collectively as the “Parties.”

1. **Definitions.** Each of the following capitalized terms will have the meaning included in this Section. Other capitalized terms are defined within their respective sections, below.

1.1 **“Agency”** means the department, agency, office, organization, company, or other entity purchasing and/or subscribing to Lexipol Services, as may be further denoted on the cover sheet to which these Terms are attached.

1.2 **“Agency Data”** means all data, information, and content owned by Agency for purposes of identifying authorized users, confirming departmental information, or which are ancillary to receipt of Lexipol Services.

1.3 **“Agreement”** means the combination of the cover sheet; Exhibit A (“Selected Services and Associated Fees”); Exhibit B (Description of Services); this Exhibit C (“Terms and Conditions of Service”); and any other documents attached hereto and expressly incorporated herein by reference.

1.4 **“Custom Agreement Terms”** refers to an optional section within Exhibit A which allows the Parties to modify this Agreement and/or incorporate additional exhibits or addenda by reference.

1.5 **“Initial Term”** means the initial period of time in which Agency has elected to receive Lexipol Services.

1.6 **“Initial Term Start Date”** is specified on the cover sheet and represents the first day of the Initial Term.

1.7 **“Initial Term End Date”** is specified on the cover sheet and represents the last day of the Initial Term.

1.8 **“Lexipol Content”** means all content in any format including but not limited to written content, images, videos, data, information, and software multimedia provided by Lexipol and/or its licensors via the Services.

1.9 **“Services”** means all products and services, including but not limited to all online services, software subscriptions, content licensing, professional services, and ancillary support services as may be offered by Lexipol and/or its affiliates.

2. **Term; Renewal.** This Agreement becomes enforceable upon signature by Agency’s authorized representative, and effective as of the Initial Term Start Date. Following the Initial Term, this Agreement shall automatically renew in successive one-year periods (each, a “Renewal Term”) unless terminated as set forth herein. The Initial Term and all Renewal Terms collectively comprise the “Term” of this Agreement.

3. **Termination.**

3.1 **For Convenience; Non-Appropriation.** During the Initial Term, this Agreement may only be terminated through mutual written approval from an authorized representative of each Party. Following the Initial Term, this Agreement may be terminated by either party for convenience (including due to lack of appropriation of funds for Agency) by providing sixty (60) days written notice to the other Party. NOTE: Fees paid for Online Services are not eligible for refund, proration, or offset in the event of termination for convenience by Agency. Fees pre-paid for Professional Services may be eligible for refund, proration or offset to the extent such Services have not been delivered.

3.2 **For Cause.** This Agreement may be terminated by either party, effective immediately, (a) in the event the other party fails to discharge any material obligation, including payment obligations, or remedy any material default hereunder for a period of more than thirty (30) calendar days after it has been provided written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

3.3 **Effect of Expiration or Termination.** Upon the expiration or termination of this Agreement for any reason, Agency’s access to the Services herein shall cease unless Lexipol has, in its sole discretion, provided for their limited continuation. Termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration, including payment obligations.

4. **Fees; Invoicing.** Lexipol will invoice Agency at the commencement of the Initial Term and thirty (30) days prior to the commencement of each Renewal Term, if applicable. Agency agrees to remit payment within thirty (30) calendar days of receipt

of Lexipol's invoice. Payments may be made electronically through Lexipol's online customer portal or by mailing a check to Lexipol, LLC at PO Box 676232 Dallas, TX 75267-6232 (Attn: Accounts Receivable). Agency is responsible for all third-party fees (e.g., wire fees, bank fees, credit card processing fees) incurred when paying electronically, and such fees are in addition to those listed on Exhibit A. Lexipol reserves the right to increase fees for Renewal Terms following notice to Agency. All fee amounts stated in Exhibit A are exclusive of taxes. Unless otherwise exempt, Agency is responsible for and will pay in full all taxes related to receipt of Lexipol's Services. If Agency is exempt, it must send its exemption certificate(s) to taxes@lexipol.com.

5. Terms of Service. The following provisions govern access to and use of specific Lexipol's Services:

5.1 Online Services. Lexipol's Online Services include all online services offered by Lexipol and its partners, affiliates, and licensors. Online Services include, without limitation, Lexipol's Policy Knowledge Management System ("KMS"), Learning Management System ("LMS"), Cordico wellness application(s), GrantFinder, Virtual Instructor-Led Training, and the LEFTA Systems suite of solutions (collectively, the "Online Services"). Note: LMS Services include, but are not limited to: PoliceOne Academy, FireRescue1 Academy, EMS1 Academy, Corrections1 Academy, and LocalGovU.

5.2 Professional Services. Lexipol's Professional Services include those Services that are not part of Lexipol's Online Services and which require the direct, hands-on professional expertise of Lexipol personnel and/or contractors, including implementation support for policy manuals and software, technical support for online learning, accreditation consulting, grant writing, and projects requiring regular input from Lexipol's subject matter experts (collectively, "Professional Services"). Professional Services may also be referred to as "One-Time" Services on Exhibit A and may also include the provision of supplemental documentation from Lexipol's Professional Services team, either with this Agreement or during the provision of Service. NOTE: Agency is responsible for submitting all information reasonably required by Lexipol's grant writing team in a timely manner and always at least five (5) days prior to each grant application submission date. Agency is responsible for submissions of final grant applications by grant deadlines. Failure to timely submit required materials to Lexipol's grant writing team will result in rollover of project fees to next grant application cycle, not a refund of fees. Requests for cancellation of grant writing services which have already begun will result in a 50% fee of the total value of the service.

5.3 Account Security. Access to Lexipol's Services is personal and unique to Agency. Agency shall not assign, transfer, or provide access to Lexipol Services to any third party without Lexipol's prior written consent. Agency is responsible for maintaining the security and confidentiality of Agency's usernames and passwords and the security of Agency's accounts. Agency will immediately notify Lexipol if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's account or Agency's usernames and/or passwords.

5.4 Agency Data. Lexipol's use of Agency Data is limited to providing and improving the Services, retaining records in the regular course of business, and complying with applicable legal obligations. Lexipol will use commercially reasonable efforts to ensure the security of all Agency Data, including technical and organizational measures to protect Agency Data against unauthorized or unlawful processing and against accidental loss, destruction, damage, theft, alteration or disclosure, including through measures specified by the National Institute of Standards and Technology (NIST). Lexipol's Services use the Secure Socket Layer (SSL) protocol, which encrypts information as it travels between Lexipol and Agency. However, data transmission on the internet is not always 100% secure and Lexipol cannot and does not warrant that information Agency transmits is 100% secure.

5.5 Intellectual Property. Lexipol's Services, and all Lexipol Content underlying such Services, are proprietary and, where applicable, protected under U.S. copyright, trademark, patent, and/or other applicable laws. When subscribing to Lexipol's Online Services, Agency and its authorized personnel receive a personal, limited, non-sublicensable and non-assignable license to access and use the Services in conformity with these Terms. Nothing contained in this Agreement, and no course of dealing, shall be construed as conferring any right of ownership to Lexipol's Services or Lexipol Content. Lexipol Content may be incorporated into Agency's final policy manuals, including beyond the Term of this Agreement, but Agency may not otherwise share Lexipol Content with private, for-profit, or commercial third parties, or commercialize Lexipol Content in any way. Agency acknowledges and agrees that Lexipol shall have no responsibility to update the Lexipol Content used by Agency beyond the Term of this Agreement and that Lexipol hereby disclaims and shall have no liability whatsoever for Agency's reliance on or use of modified or derivative forms of Lexipol Content including, without limitation, any revision, abridgement, condensation, expansion, compilation, or any other form in which Lexipol Content, or any portion thereof, is recast, transformed, adapted, or modified from its original form. NOTE: AGENCY ACKNOWLEDGES AND AGREES THAT, PRIOR TO USE AND FINAL PUBLICATION, ALL AGENCY POLICIES AND DAILY TRAINING BULLETINS (DTBs) HAVE BEEN INDIVIDUALLY REVIEWED AND ADOPTED BY AGENCY. AGENCY ACKNOWLEDGES AND AGREES THAT IT, AND NOT LEXIPOL, IS CONSIDERED THE "POLICY MAKER" WITH REGARD TO EACH AND EVERY SUCH POLICY AND DTB.

6. Confidentiality. Each Party may disclose information to the other Party that would be reasonably considered confidential,

including Agency Data (collectively, "Confidential Information"). Upon receiving such Confidential Information, each Party will: (a) limit disclosure of such Confidential Information to authorized representatives only; (b) advise its personnel and agents of the confidential nature of such Confidential Information and of the obligations set forth in this Agreement; and (c) not disclose any Confidential Information to any third party unless expressly authorized by the disclosing Party. Notwithstanding the foregoing, this section shall not operate to limit Agency's disclosure authority pursuant to a valid governmental, judicial, or administrative order, subpoena, regulatory request, Freedom of Information Act request, Public Records Act request, or equivalent, provided that Agency notifies Lexipol of such disclosure, to the extent practicable, such that Lexipol may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of Lexipol's Confidential Information and trade secrets.

7. **Warranty.** LEXIPOL WARRANTS THAT IT SHALL NOT KNOWINGLY INFRINGE THE INTELLECTUAL PROPERTY RIGHTS OF OTHERS; THAT ITS SERVICES ARE PROVIDED IN A PROFESSIONAL AND WORKMANLIKE MANNER IN ACCORDANCE WITH PREVAILING INDUSTRY STANDARDS; AND THAT THEY SHALL BE FIT FOR THE SPECIFIC PURPOSES SET FORTH HEREIN. BEYOND THE FOREGOING, LEXIPOL'S SERVICES ARE PROVIDED "AS-IS" AND LEXIPOL DISCLAIMS ALL OTHER WARRANTIES, EXPRESS, IMPLIED, OR OTHERWISE.

8. **Indemnification; Limitation of Liability.** Lexipol will indemnify, defend, and hold harmless Agency from and against any and all loss, liability, damage, claim, cost, charge, demand, fine, penalty, or expense arising directly and solely out of Lexipol's acts or omissions in providing the Services. Each Party's cumulative liability resulting from any claims, demands, or actions arising out of or relating to this Agreement shall not exceed the aggregate amount of fees paid by Agency to Lexipol during the twelve-month period immediately prior to the assertion of such claim, demand, or action. In no event shall either Party be liable for indirect, incidental, consequential, special, exemplary damages, or lost profits.

9. **General Terms.**

9.1 **Entire Agreement.** This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements with respect to the subject matter hereof. No representation, promise, or statement of intention has been made by either party that is not embodied herein. Terms and conditions set forth in any purchase order or other document that are inconsistent with or in addition to the terms and conditions set forth in this Agreement are rejected in their entirety and void, regardless of when received, without further action. No amendment, modification, or supplement to this Agreement shall be binding unless it is made in writing and signed by both parties.

9.2 **General Interpretation.** The terms of this Agreement have been chosen by the parties hereto to express their mutual intent. This Agreement shall be construed equally against each party without regard to any presumption or rule requiring construction against the party who drafted this Agreement or any portion thereof.

9.3 **Invalidity of Provisions.** Each provision contained in this Agreement is distinct and severable. A declaration of invalidity or unenforceability of any provision or portion thereof shall not affect the validity or enforceability of any other provision. Should any provision or portion thereof be held to be invalid or unenforceable, the parties agree that the reviewing authority should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

9.4 **Governing Law.** Each party shall maintain compliance with all applicable laws, rules, regulations, and orders relating to its obligations pursuant to this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the state in which Agency is located, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

9.5 **Assignment.** This Agreement may not be assigned by either party without the prior written consent of the other. Notwithstanding the foregoing, this Agreement may be assumed by a party's successor in interest through merger, acquisition, or consolidation without additional notice or consent.

9.6 **Waiver.** Either party's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

9.7 **Notices.** Any notice required hereunder shall be in writing and shall be made by certified mail (postage prepaid) to known, authorized recipients at such address as each party may indicate from time to time. In addition, electronic mail (email) to established and authorized recipients is acceptable when acknowledged by the receiving party.



Staff Report

CITY COUNCIL MEETING DATE: August 25, 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: 8/21/2025
SUBJECT: Mutual Aid Agreement (Child Abduction Response Team)

BACKGROUND:

The Crestview Police Department, is currently a member of the Northwest Florida Child Abduction Response Team. There are periodic changes to the Mutual Agreement, which requires the signatures of participating department heads. We are seeking approval to complete the signing of the agreement.

DISCUSSION:

The Crestview Police Department participates in an multi-agency task force that specializes in law enforcement's response to Child Abduction events. As a member of this multi-agency organization, each department is required to participate in, adhere to, and comply with certain requirements that allow agencies to benefit from the multi-agency workforce, which is commonly needed in Child Abduction cases and events.

The Mutual Aid Agreement from the Florida Department of Law Enforcement (FLDE) is similar to those from previous years, but is regularly renewed to remain current and provide adequate contact information for supporting agencies.

The Crestview Police Department is seeking approval to maintain the multi-agency agreement and seeks permission to the execution of the Mutual Aid Agreement.

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

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

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There are no financial impacts associated with this agreement.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the approval an execution of the Mutual Aid Agreement between the Florida Department of Law Enforcement and the Crestview Police Department.

Attachments

1. FDLE CART MOU



Florida Department of
Law Enforcement

J. Mark Glass
Commissioner

Ron DeSantis, Governor
James Uthmeier, Attorney General
Blaise Ingoglia, Chief Financial Officer
Wilton Simpson, Commissioner of Agriculture

July 23, 2025

Mr. Stephen McCosker
Chief of Police
Crestview Police Department
201 Stillwell Boulevard
Crestview, FL 32539-2221

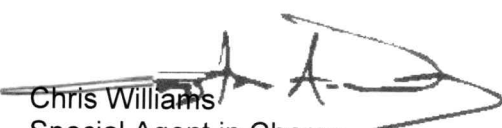
Dear Chief McCosker,

Please find enclosed the Voluntary Cooperation Mutual Aid Agreement (MAA) between the Participating Agencies and the Florida Department of Law Enforcement to form a Northwest Florida Child Abduction Response Team (CART) signed by Commissioner J. Mark Glass on 02/25/2025 for your review and signature.

The original agreement and all signature pages shall be maintained by the FDLE Office of General Counsel and a copy to our files. Once signed, please forward the **original signed form** back to Lyndora Steward, FDLE/Pensacola Regional Operations Center in the enclosed, self-addressed stamped envelope. Two copies have been provided for your convenience, should you want to retain an original copy for your files.

Should you have any questions or need additional information regarding this MAA, please do not hesitate to contact Special Agent Brannan Riley at (850) 595-2100.

Sincerely,


Chris Williams
Special Agent in Charge

CW/ls

**PARTY'S ACCEPTANCE OF THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT,
VOLUNTARY COOPERATION MUTUAL AID AGREEMENT BETWEEN THE MEMBER
AGENCIES OF THE PENSACOLA REGIONAL OPERATIONS CENTER CHILD ABDUCTION
RESPONSE TEAM.**

Pursuant to Section 23.1225(3), F.S., this agreement may be entered into by a chief executive officer of the agency who is authorized to contractually bind the agency. By signing below, an indication of such authorization is being made. Any signatory may add or attach to this signature page any further evidence of authorization you wish to remain on file at FDLE along with this signature page.

For the Crestview Police Department

Stephen McCosker
Chief of Police

Date of Execution

**VOLUNTARY COOPERATION MUTUAL AID AGREEMENT BETWEEN THE
PARTICIPATING AGENCIES AND THE FLORIDA DEPARTMENT OF LAW
ENFORCEMENT TO FORM A PENSACOLA REGIONAL OPERATIONS CENTER
CHILD ABDUCTION RESPONSE TEAM**

WHEREAS, the below subscribed law enforcement agencies have joined together in a multi-jurisdictional effort to rescue abducted children and under appropriate circumstances allocate their resources to missing/endangered children cases; and

WHEREAS, the undersigned agencies are all participants in a multi-agency effort known collectively as the **Child Abduction Response Team (CART)**; and

WHEREAS, the undersigned agencies agree to utilize applicable state and federal laws to prosecute criminal, civil, and forfeiture actions against identified violators, as appropriate; and

WHEREAS, the undersigned agencies have the authority under Part 1, Chapter 23, Florida Statutes, "the Florida Mutual Aid Act," to enter into a voluntary agreement for cooperation and assistance of a routine law enforcement nature that crosses jurisdictional lines; and

WHEREAS, the subscribing law enforcement agencies are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to continuing, multi-jurisdictional criminal activity, so as to protect the public peace and safety, and preserve the lives and property of the citizens; and

WHEREAS, this agreement does not supersede or take the place of any other agreement entered into by the various members of the Child Abduction Response Team. Those agreements shall remain in full effect.

NOW THEREFORE, the Parties agree as follows:

As acknowledged by their execution of this Agreement, each of the undersigned law enforcement agencies approve, authorize and enter into this Agreement at the request of the member agencies of the Child Abduction Response Team (CART) and the Florida Department of Law Enforcement (FDLE), subject to the terms and conditions noted herein, for the purposes and goals indicated.

Additional Parties may, at the request and with the approval of FDLE and the other CART members, enter into this Agreement at a later date as evidenced by their signing of this Agreement. Any Party may cancel its participation in this Agreement upon delivery of written notice of cancellation to FDLE.

CART GOALS AND COOPERATION TO BE RENDERED:

The goal of the CART is to provide a pool of specialized investigators to focus dedicated and intensive investigative, preventative, and general law enforcement efforts primarily with regard to abducted children. To provide for voluntary cooperation, each of the CART agencies hereby approve and enter into this agreement whereby each of the agencies may request and render law

enforcement assistance to the other in dealing with any violations of Florida Statutes including, but not limited to, the arrest and criminal prosecution of those involved in child kidnapping, abduction, false imprisonment and similar or related crimes (utilizing state and federal prosecutions, as appropriate); the rescue of the abducted child or children and the seizure and forfeiture of assets of those engaged in child abduction or otherwise supporting such activity (utilizing state and federal forfeiture options, as appropriate).

Nothing herein shall otherwise limit the ability of participating CART members to provide, as provided by or allowed by law, such assistance in any enforcement action as may be lawfully requested by a law enforcement officer having jurisdiction over an incident, crime or matter under consideration.

The Parties to this Agreement are contributing personnel and resources in support of the CART efforts, with the operations of the CART being coordinated with FDLE and other agency members.

JURISDICTION, PROCEDURES FOR REQUESTING ASSISTANCE, COMMAND AND SUPERVISORY RESPONSIBILITY:

The principal sites of CART activity shall be the following counties: Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, and Gulf.

When engaged in CART operations that have been approved by FDLE, as contemplated by this Agreement, CART members that do not otherwise have jurisdictional authority shall enjoy full jurisdictional authority anywhere in the State of Florida, although principally focused within the principal sites of CART activity listed herein, with full power to enforce Florida laws and avail themselves of the provisions of this Agreement. Officers assigned to CART operations pursuant to this agreement shall be empowered to render enforcement assistance and take law enforcement action in accordance with the law and the terms of this Agreement. Execution of this agreement and continued participation by FDLE and one or more CART member agencies shall constitute a general reciprocal, continuing request for and granting of assistance between the members of the Team that shall be considered authorized in accordance with the provisions of this Agreement. No additional or specific formal request for assistance is required. CART members operating outside the jurisdiction of their respective Agencies shall not enjoy extra-jurisdictional authority as law enforcement officers unless engaged in approved CART activities as stated herein. Pursuant to Section 23.127(1), Florida Statutes, employees and agents of the undersigned Agencies participating in the CART, when engaging in authorized mutual cooperation and assistance pursuant to this Agreement, have the same powers, duties, rights, privileges and immunities as if the employees were performing duties inside the political subdivision in which the employee is normally employed.

Activities shall be considered authorized only when approved and directed as provided herein by an FDLE supervisor or command designee. The CART will normally function as a force multiplier for the requesting agency, and the requesting agency will remain as the lead agency in overall control of the investigation, unless the requesting agency has formally asked that the CART, under FDLE supervision or other FDLE approved supervision, assume control of the investigation. The Parties stipulate that in the event that a significant investigative or jurisdictional dispute should arise, the issue will immediately be forwarded to the relevant agency chief executives for resolution. If at any time an FDLE supervisor or FDLE Special Agent designee(s) determines that an extra-territorial CART operation pursuant to this agreement should be terminated, said

operation is to be promptly terminated in a manner assuring the safety of all involved law enforcement officers.

No CART employee or agent shall engage in activities outside the jurisdictional territory of the CART pursuant to the authority of this Agreement that are not approved, are unreported or otherwise unknown to the FDLE supervisor and which are not documented as provided herein. FDLE supervisor(s) shall maintain documentation that will demonstrate the daily involvement of specific employees or agents provided by the Parties to this Agreement, including each operation's supervisor or designated leader. Such documentation will assist in memorializing which individuals had mutual aid authority pursuant to this Agreement for particular time periods.

After consultation with other participating CART agencies, FDLE may request that a particular employee or agent of the CART no longer be allowed to participate in furtherance of this Agreement. Upon receiving the request, the employing Agency shall promptly terminate said person's participation in the activities contemplated by this provision of the Agreement. Upon the request of a participating agency that a sworn or support member of FDLE no longer participate in the CART, FDLE shall, if otherwise in FDLE's best interest to do so, terminate said member's participation in the CART. With the approval of FDLE, a Party to this Agreement may otherwise add, substitute, reinstate, or replace any of its sworn or support employees participating in the CART.

Whenever an operation occurs outside the territorial limits of the principal sites of CART activity as set forth herein, the Chief of Investigations for the FDLE office in the region affected shall be notified about the presence of CART personnel in his or her region. Local law enforcement in the area of operation will be notified, as appropriate.

Nothing herein shall otherwise limit the jurisdiction and powers normally possessed by an employee as a member of the employee's Agency.

FORFEITURE ACTIONS ARISING FROM THIS AGREEMENT:

Forfeiture actions based upon seizures made by the CART may be pursued in either state or federal court. Actions shall be based upon current statutory and case law. Distribution of the proceeds shall be shared equally among the participating agencies, or as otherwise specified by written agreement.

PROPERTY AND EVIDENCE:

All property and evidence, including currency, seized within Florida but outside the primary jurisdictional area for CART operations, in connection with state violations and pursuant to this Agreement, shall be taken into custody, processed and documented by an FDLE Special Agent in accordance with FDLE policy relating to the handling of property, evidence and currency.

When such items are seized within the primary jurisdictional area for CART operations, in connection with state violations and pursuant to this Agreement, the items may be taken into custody, processed, documented and maintained by the lead agency, the agency with primary jurisdiction or as otherwise agreed upon.

In the event an investigation becomes a federal case or inquiry, any such property and evidence will be transferred into the custody of the Federal Bureau of Investigation or handled in accordance with their direction.

LIABILITY AND COST-RELATED ISSUES:

Each Party engaging in any mutual cooperation and assistance pursuant to this Agreement agrees to assume its own liability and responsibility for the acts, omissions, or conduct of such Party's own employees while such employees are engaged in rendering such aid, cooperation and assistance pursuant to this Agreement. Nothing herein shall be deemed to constitute a waiver of any sovereign immunity to which any Party is entitled statutorily under Section 768.28, Florida Statutes, or based on common law or case law. Each Party shall remain responsible for the compensation, retirement, workers compensation and other benefits accruing to the benefit of their participating employees.

Each Party to this Agreement agrees to furnish necessary personnel, property, police equipment, vehicles, resources and facilities to render services to each other Party to this Agreement in order to effect the purposes of the CART and agrees to bear the cost of loss or damage to such equipment, vehicles, or property. Parties understand and agree that they will be responsible for their own liability and bear their own costs with regard to their property and resources, or personnel expenses incurred by reason of death, injury or incidents giving rise to liability. This provision shall not preclude necessary property or resources being purchased, funded, or provided by a participating Party via the Party's legally vested forfeiture funds, if otherwise authorized by law.

Each Agency furnishing aid pursuant to this Agreement shall compensate its own employees during the time such aid is rendered and shall defray the actual expenses of its employees while they are rendering such aid, including any amounts, if legally applicable, that may be determined to be payable for compensation due to personal injury or death while such employees are engaged in rendering such aid. The privileges and immunities from liability, exemption from laws, ordinances, and rules, and all pension, insurance, relief, disability, workers' compensation, salary (including overtime compensation or compensatory time), death and other benefits that apply to the activity of an employee of an Agency when performing the employee's duties within the territorial limits of the employee's Agency shall apply to the employee to the same degree, manner, and extent while such employee acts under this Agreement. This provision shall not preclude payment of compensation, including overtime compensation, for its personnel utilizing its legally vested forfeiture funds to the extent allowed by law.

Each Party agrees to maintain its own comprehensive general liability insurance, professional liability insurance, and automotive liability insurance or maintain a self-insuring fund for the term of this Agreement in the amounts determined by each Party to adequately insure such Party's liability assumed herein. But, for Florida law enforcement officers, in no event shall such coverage be less than the statutory waiver of sovereign immunity limits. Each Party agrees to provide the other Parties with a copy of the respective insurance or self-insurance required hereunder, including the endorsements thereto and renewals thereto. In the event a Party maintains a self-insurance fund, such Party agrees to provide the other Parties with documentation to substantiate the existence and maintenance of such self-insurance fund. The Parties agree that federal participants will be governed by applicable federal laws concerning the above liability issues.

COMPLAINTS AGAINST CHILD ABDUCTION RESPONSE TEAM MEMBERS:

Whenever a complaint has been lodged as a result of CART efforts outside their jurisdictional boundaries pursuant to this Agreement, a designee of FDLE shall ascertain at a minimum:

The identity(ies) of the complainant(s) and an address where the complainant(s) may be contacted, the nature of the complaint, any supporting evidence or facts as may be available, including the names and addresses of witnesses to that which has been complained about, the identity(ies) of the CART participant(s) accused and the employing Agency(ies) of the participant(s) accused.

FDLE will promptly provide to each affected employing Agency the above information for administrative review and appropriate handling or disposition. Each affected employing Agency shall, upon completion of said review, notify FDLE of its findings and any actions taken.

The Parties agree that federal agency participants will handle any complaints against their personnel while such federal personnel are involved in CART operations.

OBLIGATION TO COORDINATE WITH PROSECUTOR'S OFFICE:

The principal goal of the Child Abduction Response Team is the rescue of abducted children and the arrest of criminal perpetrators. An equally important goal is the successful prosecution of perpetrators. The latter requires close coordination with prosecuting authorities, both in the state and federal courts. Members of the CART are obligated to coordinate their efforts in such a way as to support the efficient prosecution of cases, including, but not limited to, prompt responses to requests from prosecutors for information or assistance in handling CART generated cases and reasonable availability for pretrial conferences with prosecutors, discovery depositions, pretrial hearings and trials. Civil or administrative actions derived from CART operations are likewise to receive coordinated support efforts from CART members. CART supervisors shall monitor the efforts of CART members in support of criminal prosecutions, civil actions, administrative actions and forfeiture cases. Such monitoring shall include regular contact with assigned prosecutors or attorneys pursuing actions on behalf of the CART to assure the expected level of support from CART members is occurring. Failure by a member of the CART to support such efforts on a routine and regular basis in the manner set forth herein shall constitute grounds for removal of the member from this Agreement.

COPY TO EACH PARTICIPATING CART MEMBER AGENCY:

When this Agreement is fully executed, a copy shall be provided to each CART member so that each member may be fully aware of the powers, limitations, and expectations applicable to CART members and operations.

TERM OF AGREEMENT:

This Agreement shall be effective as to the executing Parties upon execution by the member agencies of the CART and FDLE. As each additional Party executes this Agreement, it shall be effective as to the newly executing Party.

This Agreement may be duplicated for dissemination to all Parties, and such duplicates shall be of the same force and effect as the original.

Execution of this Agreement may be signified by properly **signing** and **dating** a separate signature page.

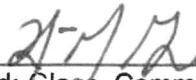
The original agreement and all signature pages shall be maintained by the FDLE Office of General Counsel. A copy of this agreement will also be maintained by the Special Agent in Charge for the CART region of operation.

This Agreement shall remain in full force as to all participating Parties until December 31, 2028, unless terminated in writing by FDLE as to all or separate Parties. This agreement may be renewed, amended, or extended only in writing. Any Party may withdraw from this Agreement upon providing written notice to FDLE and all other participating Parties. Any written cancellation or extension shall be maintained with the original agreement and a copy forwarded to FDLE Mutual Aid office.

**PARTY'S ACCEPTANCE OF THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT,
VOLUNTARY COOPERATION MUTUAL AID AGREEMENT BETWEEN THE MEMBER
AGENCIES OF THE PENSACOLA REGIONAL OPERATIONS CENTER ABDUCTION
RESPONSE TEAM.**

Pursuant to Section 23.1225(3), F.S., this agreement may be entered into by a chief executive officer of the agency who is authorized to contractually bind the agency. By signing below, an indication of such authorization is being made. Any signatory may attach to this signature page any further evidence of authorization you wish to remain on file at FDLE along with this signature page.

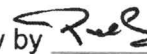
For the Florida Department of Law Enforcement (FDLE):



J. Mark Glass, Commissioner
Florida Department of Law Enforcement



Date

Legal Review by  (attorney initials)



Staff Report

CITY COUNCIL MEETING DATE: August 25, 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: 8/21/2025
SUBJECT: Barge TO 2022-2 Amendment #1

BACKGROUND:

Water Tower #7 is the new tower being constructed along the bypass. This water tower will connect to the new pipelines currently being laid by ECSC. Once online, it will supply water to Foxwood Estates and Pineview K-8 school. Landmark is the contractor and Barge is the engineer of record for the project.

DISCUSSION:

Barge's task order for the Design, Permitting, and Construction services for Water Tower #7 was signed in 2023. This is the first amendment to the original task order, and its purpose is to increase the amount of Task #7 due to the additional time necessary to oversee construction.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The original task order was for \$393,300, and this amendment is for an additional \$121,200. This brings the total cost to \$514,500. This increase will be covered from the PWA - Engineering Fees - General Fund account.

RECOMMENDED ACTION

Staff respectfully requests a motion for approval of the Barge task order amendment #1.

Attachments

1. TO2 Arena Road Water Tank TO_Amendment1
2. TO 2022-2 Arena Road Water Tank - Signed



Amendment 1 – Task Order No. 2022-2
Arena Road Water Tank
City of Crestview, Florida
August 1, 2025

Amendment 1 for Task Order 2022-2 is made as of the date last signed below by and between City of Crestview, Florida (**City**) and Barge Design Solutions, Inc. (**Barge**) for the **Arena Road Water Tank** (Project) in accordance with the terms and conditions of the Continuing Services Contract (Agreement) dated August 12, 2022, all of which terms and conditions are incorporated herein by reference.

Task 8 in Exhibit A of Task Order 2022-2, will be modified from a 6-month on-site construction period to a 12-month on-site construction period. Additional compensation for this amendment will be \$121,200 (\$120/hour as invoiced rate).

Initial estimates for on-site work of 6-months for tank erection are extended to 12-months due to scheduling of on-going concrete work, rework, and addition of specialty inspections.

For performance of the Project authorized under the Task Order with addition of this Amendment, **Client** agrees to pay **Barge** for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with **Exhibit B – Schedule of Standard Charges** under the Third Amendment of the Continuing Services Contract. The Not to Exceed budget to perform the scope of work as will hereby be modified to be \$514,500.00. The budget status will be summarized monthly in our progress report and invoice submittal.

City of Crestview, Florida	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Address:	Address:
Date Signed:	Date Signed:



This Task Order is made as of the date last signed below by and between City of Crestview, Florida (**City**) and Barge Design Solutions, Inc. (**Barge**) for the **Arena Road Water Tank** (Project) in accordance with the terms and conditions of the Continuing Services Contract (Agreement) dated August 12, 2022, all of which terms and conditions are incorporated herein by reference.

The Project is described in **Exhibit A – Scope of Services**, attached.

For performance of the Project authorized under this Task Order, **Client** agrees to pay **Barge** for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with **Exhibit B – Schedule of Standard Charges**. The Not to Exceed budget to perform the scope of work as defined in **Exhibit A** is estimated to be \$393,300.00. The budget status will be summarized monthly in our progress report and invoice submittal.

City of Crestview, Florida	Barge Design Solutions, Inc.
By: 	By: 
Printed Name: <i>J.B. Whitten</i>	Printed Name: Kevin W. Kennoy
Title: <i>Mayor</i>	Title: Vice President
Address: <i>198 N. Wilson St. Crestview, FL 32536</i>	Address: 495 Grand Boulevard, Suite 206 Miramar Beach, FL 32550
Date Signed: <i>1-10-2023</i>	Date Signed: 12-28-2022

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for City of Crestview, Florida (Client) for the Arena Road Water Tank, in accordance with the Continuing Services Contract (Agreement) dated August 12, 2022. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Additional Services

I. Project Description

The Client needs to design and construct a new elevated water tank in the Arena Road area within the Crestview service area. The Client has identified three potential sites for construction of the tank (as indicated with gold stars on Figure 1). The area has experienced great interest for development, where additional storage capacity is desired to accommodate this growth in water consumption.

II. Scope of Services

The scope of services is summarized into the following major tasks:

- Task 1 – Project Management
- Task 2 – Facility Siting Evaluation
- Task 3 – Preliminary Engineering
- Task 4 – Design
- Task 5 – Permitting and Funding Assistance
- Task 6 – Bid Phase Services
- Task 7 – Construction Phase Services
- Task 8 – Resident Project Representative

The following sections provide a description of the purpose, activities, and deliverables anticipated for each of the tasks.

Task 1 – Project Management

Barge will plan, manage, and execute the work in accordance with the schedule and budget established herein. The project management task will generally include the following activities:

- Facilitate project initiation meeting with Client to identify key project stakeholders for distribution of project information, discuss pertinent data, project staffing, and organization, and present project work plan and initial schedule.
- Perform general project management duties including supervising and coordinating the project team and monitoring of project progress, costs, schedule, and work to complete.
- Coordinate regular status meetings with Client staff, prepare meeting agenda, and prepare meeting summaries with action items and decisions. These meetings will occur as part of each project task.
- Prepare and submit monthly invoices and project status reports. Communicate potential scope changes, schedule impacts, and cost risks to allow for timely guidance from client staff to manage change.

Deliverables:

The following deliverables will be provided as part of this task:

- Project Initiation Meeting Agenda and Summary
- Meeting Agenda and Summaries
- Monthly Progress Reports and Invoices

Assumptions:

The following assumptions are applicable to the above scope of services:

- The project is assumed to include a 6-month design and permitting period, a 3-month bidding/award period, and a 12-month construction period.

Task 2 – Facility Siting Evaluation

Under this task Barge will evaluate the three sites identified by the Client (Figure 1) to aid the Client in determining the most suitable site for the tank placement, as well as identifying necessary connections to the existing water system. Under this task Barge will also identify potential sites for further investigation for a future well placement in the Arena Road area, based on surface and land use parameters. Activities included in this task are as follows:

- Barge will perform limited hydraulic modeling of the potential tank sites from the recovered Cybernet model for pipe routing and sizing, and to confirm the tank size (currently assumed to be 500,000 gallons) based on known planned developments.

- Barge will prepare a brief outline of features of the three most commonly used tank styles for the Client to select the preferred style. Relative construction and maintenance costs will be compared.
- Barge will review the Arena Road area for suitable (if any) sites for construction of a future well site in the general vicinity of the tank locations. The Arena Road area is buffer delimited for well locations due to area septic tanks and wastewater spray fields.

Tank Siting Study

Barge will evaluate up to three sites to determine suitability for placement of the tank.

- Screening and evaluation criteria include but are not limited to zoning, potential other uses, comparable property values per tax assessor's office, accessibility including piping tie-in to the existing 10-inch water main loop, acceptability to permitting agencies (e.g. FAA), ground elevation, needed tank overflow elevation and tank height, availability of electrical and telecommunications service, public visibility and community aesthetics, and corridor context sensitivities. Screening criteria will be developed in concert with the City of Crestview's input and requirements.
- For each of the three sites, Barge will develop a preliminary site layout sketch depicting overall parcel size, buffers, setbacks, tank location, site piping and utilities, and access.
- A planning level Opinion of Probable Construction Cost (OPCC) will be developed to reflect the relative cost difference between the sites using information from previous projects of similar scope, equipment suppliers, Barge's records, and other similar sources.
- Information related to the above evaluation criteria will be documented, the three sites will be compared, and a recommendation will be developed.
- Barge will prepare a technical memorandum (TM) describing the results of the site evaluation for client review and final tank site selection.

Deliverables:

The following deliverables will be provided as part of this task:

- Tank Siting TM

Assumptions:

The following assumptions are applicable to the above scope of services:

- Client will provide planned development information.
- Client will assist in providing land use information (septic tanks, spray fields, etc.) for the well siting review, as well as relative land values for the tank siting comparison.
- Client understands that Barge has no control over the cost or availability of labor, equipment materials, over-market conditions, or the Contractor's method of pricing, and that Barge's OPCC is made on the basis of Barge's professional judgment and experience. Barge makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from Barge's OPCC.

Task 2 – Preliminary Engineering Report

This task will include preparation of the Preliminary Engineering Report (PER) for submittal to Florida Department of Environmental Protection (FDEP) for approval. The PER will include a description of the project, basis of design information, and alternatives considered. Activities included in this task are as follows.

- Perform a site survey of the selected tank site. The survey will include the location of existing structures (if any), underground piping as marked on ground by the Client or other utilities, property corners, and topography.
- Once a route for connecting piping has been confirmed by the Client, Barge will conduct land surveying along the proposed route to locate marked utilities, topographic features, the edge of pavement, tree lines, and other above-ground features. For the proposed pipeline alignment, the survey will extend to the edges of the right-of-way and within the boundaries of proposed easements. At a minimum, the items located will include those necessary for design and land disturbance permitting. Barge will contact **Florida Sunshine 811** and other marked utilities to request additional information about the utility within the project area. The topographic survey will be prepared relative to NAVD 88 elevations consistent with Federal Emergency Management Agency (FEMA) mapping.
- Perform a geotechnical investigation, including subsurface exploratory work (drilling), laboratory and field testing, and engineering recommendations. Up to four borings at the new tank site are included.
- Update preliminary OPCC
- Prepare the PER including the following minimum requirements:
 - Explanation of need for the project

- Design criteria, sustainability considerations, OPCC, and operations and anticipated maintenance (O&M) costs,
- Submit draft PER to Client staff for review and comment
- Review Client comments and discuss responses in a draft PER review workshop
- Incorporate comments and submit final PER

Deliverables:

The following deliverables will be provided as part of this task:

- Draft PER (PDF)
- PER review meeting summary, comments, and responses
- Final PER (PDF)

Assumptions:

The following assumptions are applicable to the above scope of services:

- The selected alternative from the TM is included in the PER.
- Boundary surveys suitable for property or right of way acquisition are assumed to be by others and are not included.
- Subsurface Utility Engineering (SUE) is not included.

Task 4 – Design

The detailed design task will include development of 30%, 60%, and 90% design deliverables based on the design decisions made during the preliminary design task. Following is a list of activities anticipated during this task.

30% Design

The following tasks will be completed during the 30% design phase:

- Prepare equipment list for new process equipment and major instruments, including size, quantity, basis of design manufacturer, and other pertinent information.
- Prepare conceptual layout drawings including site access.
- Prepare preliminary one-line diagram for the new facility and power feed from the existing distribution system.

- Facilitate informal workshop with the Client to review conceptual layout drawings as well as receive and discuss comments and resolution for incorporation into detailed design.
- Prepare meeting summary and comment responses.

60% Design

The 60% design deliverables are based on the details established during the PER and 30% tasks. Following is a list of activities anticipated during this task:

- Address and incorporate Client's prior review comments into the final design and proceed with detailed design drawings.
- Prepare first draft of technical specifications.
- Perform constructability review.
- Update preliminary OPCC based on the 60% design documents.
- Review work products and obtain quality control reviewer approvals.
- Submit 60% design package for Client review and comment.
- Facilitate a design review workshop to receive Client comments. Prepare meeting summary and comment responses.

90% Design

- Address and incorporate Client's 60% review comments from the workshop.
- Finalize design drawings to include standard details and notes.
- Prepare final technical specifications.
- Complete final checking and coordination review.
- Finalize construction drawings, specifications, and preliminary schedules for bidding.
- Finalize specification front-end documents, including General Conditions, Supplemental Conditions, bid form, and instructions to bidders.
- Update preliminary OPCC based on the 90% design documents.
- Submit 90% design package for Client's review and comment.
- Facilitate a design review meeting to receive Client's comments.

- Prepare meeting summary and comment responses. Finalize documents for bid advertisement.

Final Bid Documents:

- Address and incorporate 90% review comments.
- Deliver Professional Engineer stamped bid-ready contract documents to Client.
- Coordinate with Client on bidding process and schedule.

Deliverables:

The following deliverables will be provided as part of this task:

- 30% design review meeting summary and comment responses
- 60% and 90% submittal packages including OPCC (two half-sized sets and PDF version)
- 60% and 90% design review meeting summaries, responses to Client's comments, and revisions to final design documents.
- Bid-ready contract documents package (two full-sized, two half-sized, and PDF version), including:
 - Design drawings (estimated 27 drawings)
 - Project technical specifications, bid form, and Client standard front-end documents

Assumptions:

The following assumptions are applicable to the above scope of services:

- The Client standard front-end documents (Division 0) will be used; Divisions 01 through 49 will be Barge standards.
- Barge standard design procedures, drafting standards, and typical drawing details will be used in the development of the construction documents. The drawings will be 22x34 sheet size or half size, per the Client's preference.
- Barge standard master specifications will be utilized to prepare the project technical specifications. The masters generally conform to 49 Division CSI Master Format.
- Design will be based upon federal, state, and local codes in effect on the date of the Notice to Proceed.

- Bid-ready contract documents are prepared for a single bid and single construction contract with fixed price.
- Equipment pre-purchase or pre-negotiation is not required.

Task 5 - Permitting and Funding Assistance

In this task, Barge will provide assistance to the Client in obtaining permits and funding by providing supporting documentation and filling out permit application forms. The following permits are anticipated:

- FDEP Water Permit
- Water Management District Review Permit

Deliverables:

The following deliverables will be provided as part of this task:

- Applications with supporting documentation.

Assumptions:

The following assumptions are applicable to the above scope of services:

- All permit application fees will be paid by the Client.

Task 6 – Bid Phase Services

The bid phase services anticipated include providing bid documents for advertisement, responses to bidder inquiries, preparation of addenda, and review of bids as summarized below:

- Prepare Advertisement for Bids.
- Distribute contract documents, including plans and specifications, to bidders.
- Facilitate pre-bid meeting with Client and prospective bidders.
- Assist Client with responses to bidder questions and the preparation of addenda.
- Participate in Bid Opening and prepare Bid Tabulation.
- Assist Client with review of contractor bid packages for responsiveness and qualification, contact references of apparent low bidder, and provide recommendation for award.

- Following award of construction contract, prepare an electronic (pdf) set of conformed documents for execution and use during construction.

Deliverables:

The following deliverables will be provided as a part of this phase:

- Responses to bidder questions, addenda, bid review summary, and recommendation as required.
- Conformed contract documents – five full-size hard-copy plan sets; five hard-copy specifications; and one electronic copy of plans and specs in PDF format.

Assumptions:

The following assumptions are applicable to the above scope of services:

- The bid phase is assumed to be three months.
- Pre-qualifications of bidders is not anticipated.
- This scope includes one bid package and one bid opening.

Task 7 – Construction Phase Services

The following construction phase support services are anticipated, to assist the Client in implementing the construction contract.

- Attend pre-construction meeting with Client and the Contractor's representatives.
- Attend monthly progress meetings with Client and the Contractor's representatives to provide engineering support for field issues; prepare meeting agenda and summaries.
- Review Contractor's project status reports, monthly pay applications, and change order log.
- Perform periodic site visits to review site conditions to review materials and workmanship used on the project for compliance with the contract documents.
- Review Contractor submittals for compliance with the specifications and drawings. Barge's review shall be for general conformity to the construction contract documents and shall not relieve the Contractor of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto. It has been assumed that review time will be limited to the initial submittal and one resubmittal for each separately submitted item.

- Respond to Contractor requests for information (RFI), issue clarifications and interpretations of the contract documents as necessary, and maintain an RFI log.
- Review test plans and witness field performance and acceptance tests specified in the construction specifications.
- Coordinate the services of qualified representatives of equipment manufacturers for training Client operations and maintenance staff on newly installed equipment and features.
- Perform one-day pre-final inspection and prepare construction punch list at Substantial Completion.
- Conduct one-day final inspection to verify completion of punch list and other items.
- Incorporate Contractor's red-line markups into the electronic drawing files to capture field changes or adjustments made during the execution of the work.
- Review Contractor closeout documents for completion, including O&M documents, certificates of completion, warranties, etc.

Deliverables:

- Monthly construction progress meeting agenda, sign-in sheet, and meeting summary
- Contract correspondence, including as applicable: comments on submittals, clarifications, responses to RFIs, and site visit reports
- Operational narratives and maintenance job plans
- Punch list at Substantial Completion
- Record drawings – 1 full-sized set and an electronic version (in PDF format).

Assumptions:

- The construction phase will start in 2023 and is anticipated to take 9 months, with 6 months of onsite construction requiring site visits.
- Client- or contractor-directed changes that require design support during construction are not anticipated; such services can be provided as additional services to this proposal.

- Barge will be present when the tank is placed in service to help with coordination. No startup and commissioning services are anticipated.
- All concrete, earthwork, and structural steel testing will be furnished by others.
- Any field construction stake-out surveying or as-built surveying is by others.
- By performing the construction phase services, Barge shall not have authority or responsibility to supervise, direct, or control the Contractor's work or the Contractor's means, methods, techniques, sequences or procedures of construction. Barge shall not have authority or responsibility for safety precautions and programs incident to the Contractor's work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work.
- Barge shall not be responsible for the acts or omissions of the Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except Barge's employees or agents) at the site or otherwise furnishing or performing any of the Contractor's work.

Task 8 – Resident Project Representative

The following Resident Project Representative (RPR) services are included to assist the Client in implementing the construction contract.

Provide full-time RPR to observe the Contractor's work and perform the services listed below. The RPR shall not have responsibility for the superintendence of construction site conditions, safety, safe practices or unsafe practices or conditions, operation, equipment, or personnel other than employees of Barge. This service will in no way relieve the Contractor of complete supervision and inspection of the work or the Contractor's obligation for complete compliance with the drawings and specifications. The Contractor shall have sole responsibility for safety and for maintaining safe practices and avoiding unsafe practices or condition.

Specific services performed by the RPR are as follows:

- Conduct onsite observations of the general progress of the work to determine if the work is proceeding in accordance with the construction contract documents.
- Visually inspect materials, equipment, and supplies delivered to the worksite. Reject materials, equipment, and supplies that do not conform to the construction contract documents.
- Coordinate onsite materials testing services during construction.

- Provide the specialized inspections for tank erection through a subconsultant.
- Assist with coordination of construction activities that may affect normal facility operations and serve as liaison between the Contractor and the Client. Review Contractor work plans for any impact to facility operations.
- Monitor work-site integrity, such as subsurface and physical conditions, existing structures, and site-related utilities when such utilities are exposed.
- Maintain log of significant weather events that may cause the Contractor a work delay; include in construction progress reports.
- Submit weekly construction progress reports containing summary of the Contractor's progress, general condition of the work, problems, and resolutions or proposed resolutions to problems.
- Review Contractor red-line markups of any field changes encountered.
- Attend substantial completion walkthrough of the construction work and prepare a punch list of those items to be completed or corrected before final completion of the project.
- Upon completion or correction of the items of work on the punch list, conduct a final inspection to determine if the work is completed.

Deliverables:

- Daily reports submitted on a weekly basis

Assumptions:

- The RPR services are based on a 26-week/6-month on-site construction period (remainder of construction contract time includes equipment submittals and lead time) and 40 hours per week of representation (1,040 hours total).
- Specialty inspections (paints, welds, etc.) will be performed by a subconsultant to be selected after completion of detailed design, under a separate contract.

III. Project Schedule

The project schedule shown below reflects the approximate anticipated schedule in months from the Notice to Proceed (NTP). Project Management tasks are for the entire length of the project, the remaining tasks will be performed sequentially (items 7 and 8 will be concurrent).

Tasks	Duration
1. Project Management	18 months
2. TM Facility Siting	1 month
3. Preliminary Engineering	3 months
4. Design	3 months
5. Permitting and Funding Assistance	1 month
6. Bidding	3 months
7. Construction Phase Services	9 months
8. Resident Project Representative	9 months

Barge and Client are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

IV. Additional Services

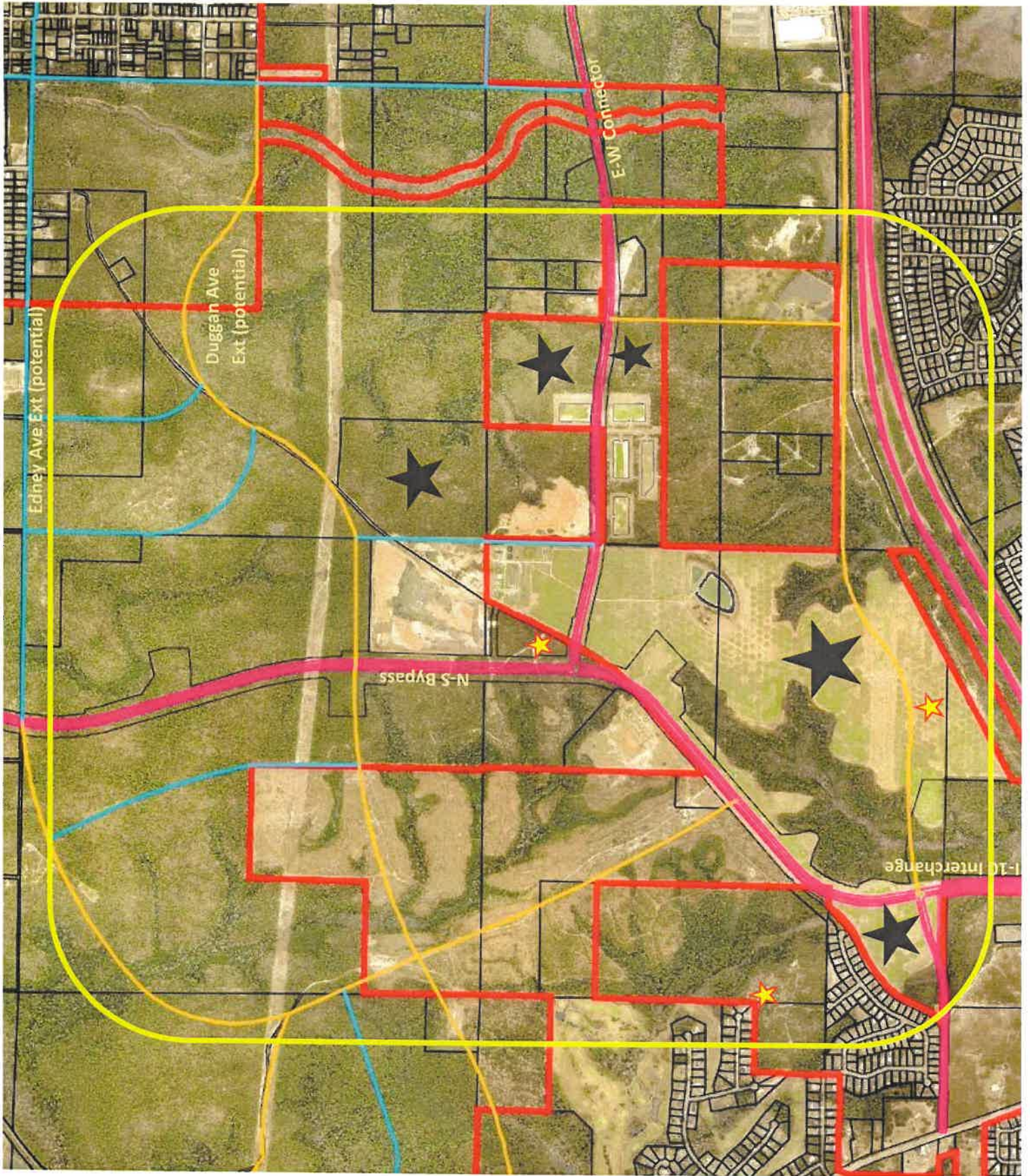
Additional engineering support services, including but not limited to the items listed below, can be provided upon request and approval of detailed scope and fee by the Client.

- Additional meetings with local, state, or federal agencies to discuss the Project beyond those indicated in the basic services.
- Appearances at public hearings or before special boards, except as specifically indicated in the basic services.
- Supplemental engineering work required to meet the requirements of regulatory or funding agencies that become effective subsequent to the date of this agreement.
- Special consultants or independent professional associates, other than those indicated in the scope above, that are requested or authorized by the Client.
- Support services in connection with public information/relations activity as requested by the Client.
- Services for making revisions to drawings and specifications made necessary by the acceptance of substitute materials or equipment other than "or-equal" items proposed

by the General and/or Construction Contractor(s); and services after the award of the Contract(s) for evaluation and determining the acceptability of substitutions proposed by the Contractor.

- Assistance in connection with bid protests, re-bidding, or renegotiating contracts for construction, materials, equipment, or services of the project.
- Preparation for litigation, arbitration, or other legal or administrative proceedings; and appearances in court or at arbitration sessions in connection with bid protests, change orders, or construction incidents.
- Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing; design changes initiated by the Client after Client's acceptance of Basis of Design Preliminary Engineering Report; and revising previously accepted studies, reports, drawings, specifications, or contract documents when such revisions are required by changes in laws and regulations enacted subsequent to the Effective Date of this Agreement or are due to any other causes beyond Engineer 's control.
- Involvement with and responding to a formal Value Engineering review conducted by a third party. Revisions of design, drawings, and specifications arising from the formal third-party Value Engineering review which cause changes in the general scope, extent, or character of the Project, including but not limited to changes in size, complexity, Client's schedule, character of construction, or method of financing.
- Preparing additional bidding documents or contract documents for alternate bids or prices requested by the Client for the Work or a portion thereof.
- Determining the acceptability of substitute materials and equipment proposed during the bidding or negotiating phase when substitution prior to the award of contracts is allowed by the bidding documents.
- Providing any type of property or boundary surveys, preparing legal descriptions, or related engineering services or assistance needed for the transfer of interest in real property or acquisition of easements and rights-of-way; providing construction surveys and staking to enable Contractor to perform its work; and providing other special field surveys.
- Redesign and rebidding the Project in the event the Client does not accept bids on the original advertisement of the construction contract.

- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work by the Contractor, (3) acceleration of the progress schedule involving service beyond normal working hours, (4) default by Contractor, and (5) failure of the Contractor to complete the work within the construction contract time.
- All review or permit fees charged by the State or other agencies are not included in the basic compensation and will be paid directly by the Client.
- Providing permitting assistance beyond the level of effort outlined in Basic Services.
- Providing Construction Phase Services and/or Resident Project Representative Services beyond the assumed construction contract times and beyond the assumed level of effort outlined in basic services.
- Performing water analyses, test borings, subsurface testing, or other investigations and services furnished by independent associates or consultants as may be required during the construction of the project.
- Other services performed or furnished by Engineer not otherwise provided for in this Agreement.





**Exhibit B, Schedule of Standard Charges
Professional Consulting Services
City of Crestview
August 12, 2022**

HOURLY-RATE BASIS

The following hourly rates shall apply for personnel of Barge and its wholly owned subsidiaries for time properly chargeable to the work:

Principal Engineer, Senior Technical Specialist, Practice Leader.....	\$200 to \$260
Project Manager.....	\$150 to \$220
Professional Engineer/Architect.....	\$110 to \$200
Senior Designer	\$120 to \$150
Professional Land Surveyor.....	\$110 to \$195
Engineer-In-Training	\$90 to \$130
Designer or CADD Technician.....	\$75 to \$115
Project Administrator, Administrative Assistant.....	\$80 to \$150
Surveyor/Survey Tech	\$60 to \$110

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subconsultant's statement plus 15 percent.

Other expenses such as travel expenses, mileage (standard IRS rates), reproduction, photography or videography, or other direct expenses incurred by Barge and related to the work will be invoiced at the actual cost incurred.

The hourly rates listed above are valid until September 1, 2023, after which the rates may be adjusted annually based on average salary adjustments.



Staff Report

CITY COUNCIL MEETING DATE: August 25, 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:
SUBJECT: RollKall Contractual Agreement Approval

BACKGROUND:

Sworn Officers of the Crestview Police Department are often utilized for off-duty assignments for public events, city building usage where alcohol is present, fairs, carnivals, circuses, festivals, birthday parties, boxing events, traffic details, road closures or businesses needing law enforcement presence.

Currently, the officer is responsible for ensuring tax documentation and the collection of department mandates pay rates. Additionally, the City of Crestview maintains insurance of the officers during these off-duty details, and this includes the vehicles used during these events, as well.

The Crestview Police Department is also required to schedule the officers, coordinate agreements and regularly communicate and coordinate with multiple entities and, often times, enforce collection when officers are not paid, as agreed.

As a result, the Crestview Police Department has pursued the implementation of a third-party contractor to handle: insurance, officer coordination, tax documentation, payment, and scheduling of all future off-duty details. This will reduce liabilities to the department, officers and the city as a whole, while reducing scheduling conflicts, collection of payment and providing tax documentation.

DISCUSSION:

Currently, the Crestview Police Department is responsible for the handling, coordinating, insuring and coordinating the payment of the members of the Crestview Police Department, who are needed by citizens, organizations and event coordinators for off-duty assignments within the city or within city facilities (Events with alcohol require law enforcement presence).

These off-duty details include special events, use of city facilities, public events, carnivals, fairs, circuses, traffic and construction details and approved private events, business or venues that require the hiring of officers for security.

The proposed RollKall agreement will allow a third-party contractor to coordinate coverage, provide insurance for the officers and the city equipment, and the establishment of payment systems for the officers, while providing tax documents to each officer. This program reduces liability on the officer, the City of Crestview and establishes a method that ensures payment is made, before the authorization of an officer is approved.

Currently, there are no systems in place to coordinate the off-duty employment of officers or a method of collection, should an officer work an off-duty detail, and not receive payment. On more than one occasion, officers worked during their off-duty time for a scheduled event that was not a city-paid function, and did not receive payment for their services from the persons seeking law enforcement security.

This program provides independent insurance for the officer, and for the city, in the event, a city vehicle is used for the event. Additionally, the program completes tax documentation which shows that the taxes were drawn from the payment of the officer, whereas currently, they must do manual entry of independent income during their taxes.

This program creates a platform where interested officers can enter their information and availability, and have an opportunity to select off-duty assignments, and this is done in a manner that is fair to all officers.

By approving this program agreement, there is no expense on the part of the City of Crestview. The customer pays this program a scheduling fee for each detail, and this fee pays for the cost of the program.

Additionally, this program operates independently of the department, and completes all necessary documentation and agreements which separate certain liabilities that are currently under the responsibility of the City of Crestview.

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

There is no financial impact for this agreement. All fees associated by this program are absorbed by persons who are soliciting the assistance officers for their events.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the agreement between the City of Crestview Police Department and RollKall.

Attachments

1. Crestview PD - RollKall MOU 08.2025

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (this "MOU") is made and entered into as of 09/01/2025 (the "**Effective Date**") by and between **ROLLKALL TECHNOLOGIES LLC**, a Texas corporation (the "**Service Provider**") and the **CRESTVIEW POLICE DEPARTMENT** (the "**Client**"). Service Provider and Client are sometimes individually referred to herein as a "Party" and collectively as the "Parties."

BACKGROUND:

- A. Service Provider provides administrative and operational management services to law enforcement and other public safety agencies in connection with their law enforcement and/or public safety officer (collectively, "Officers") off-duty programs and activities.
- B. Client desires to engage Service Provider to provide such services in connection with its off-duty program.

AGREEMENT:

- 1) **Services.** Service Provider will perform the services (the "**Services**") for Client as defined in each statement of work mutually agreed to by the Parties in writing in the format attached as **Exhibit A** to this MOU ("**Scope of Services**") The Scope of Services will set forth the basis on which the Service Provider will charge the end user of Services, for and on behalf of Officers, and will collect all such charges directly from the end user. **Exhibit B** (Financial Risk Mitigation) outlines non-credit-worthy payments and terms.
- 2) **Client's Obligations.** Client will (a) cooperate with Service Provider in all matters relating to the Services; (b) respond promptly to any Service Provider request to provide direction, information, approvals, authorizations or decisions that are reasonably necessary for Service Provider to perform the Services in accordance with this MOU; (c) provide such materials or information as Service Provider may reasonably request to carry out the Services in a timely manner and ensure that such materials or information are complete and accurate in all material respects; and (d) obtain and maintain all necessary licenses and consents and comply with all applicable laws in relation to the Services before the date on which the Services are to start.
- 3) **Term and Termination.** This MOU will be effective as of the Effective Date and will continue until terminated under this section. Service Provider may terminate this MOU for any material breach of a term of this MOU by delivering ten (10) days prior written notice to Client. In the event that Service Provider materially breaches any term of this MOU, Service Provider will use reasonable commercial efforts to promptly cure any such breach; provided, that if Service Provider cannot cure such breach within a reasonable time (but no more than thirty (30) days) after Client's written notice of such breach, Client may, at its option, terminate the MOU by serving written notice of termination. This entire MOU, including any Scope of Services which may be in effect at the time, may be terminated for any reasons by either Party by giving ninety (90) days written notice to the other Party. Termination will not affect either Party's obligations under Section 7 and Section 8 of this OU, or any other provisions that, by their nature, survive the termination of this MOU.
- 4) **Billing and Payment.** In consideration of the provision of the Services by the Service Provider and the rights granted to Client under this MOU, Service Provider will bill end users directly for all Services performed, which fees will include Service Provider's service fees set forth in the applicable Scope of Services, and any and all taxes, however designated, that are based on the Services provided by Service Provider pursuant to this MOU. Payment from the end user to Service Provider of the service fees pursuant to this Section 4 will constitute payment in full for the performance of the Services, and, Client will not be responsible for paying any other fees, costs or expenses.
- 5) **Relationship.** The Parties intend that the relationship created between them is one of independent contractor. Neither Service Provider nor any employee or agent of Service Provider will be, or will be deemed to be, the agent or employee of Client. The manner and means of providing the Services are within the sole discretion, direction and control of Service Provider. Client provides none of the benefits provided by Client to its employees to Service Provider or any employee or agent of Service Provider. Nothing contained in this MOU will be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party will have authority to contract for or bind the other Party in any manner whatsoever.
- 6) **No Representations or Warranties.**

- (a) The Parties acknowledge and agree that in providing the Services, Service Provider is acting merely as a

facilitator of a potential engagement between an end user and Client and its Officers. Service Provider will execute instructions provided by Client pursuant to a Statement of Work for purposes of coordinating and placing Client's Officers on off-duty jobs requested by end users. Service Provider makes no representations or warranties whatsoever regarding any end user or any off-duty job requested for placement, including whether the activity or placement is covered by liability insurance of the end user or Client.

Service Provider will have no obligation to undertake any investigation or vetting of any end users or any proposed off-duty job placement and will have no liability to Client or any of Client's Officers with respect to any proposed placement. Client and its Officers will be solely responsible for evaluating each proposed placement and the applicable end user and may accept or reject any proposed placement in their sole and absolute discretion.

- 7) **Confidentiality.** Each Party agrees not to disclose and to retain in confidence, and not use for its benefit or the benefit of others, any confidential or proprietary information disclosed pursuant to this MOU or in connection with the Services unless required by applicable law (the "**Confidential Information**"). Neither Party may disclose any such Confidential Information to anyone, except with the express written consent of the Party providing such information, or as required by applicable law or in connection with disputes over the terms of this MOU. The term "Confidential information" does not include any information which becomes publicly known through no wrongful act of any Party, is or becomes readily ascertainable from public or published information or trade sources or is received from a third party not under an obligation to keep such information confidential.
- 8) **Exculpation; Limitations on Liability.** Neither Service Provider, its affiliates, nor any of their respective officers, managers, members, partners, joint venturers, employees, agents or servants will be liable, in damages or otherwise, to Client for any error of judgment or other act or omission performed or omitted under or otherwise in respect of this MOU, except if such error of judgment or other act or omission results from the willful misconduct or gross negligence of Service Provider.
- 9) **Assignment.** Neither Party to this MOU may assign its rights or obligations hereunder without the prior written consent of the other Party hereto. Any attempted assignment without such prior written consent will be void. Notwithstanding the foregoing, Service Provider may assign its rights or obligations hereunder in connection with a sale or transfer of all or substantially all of its assets.
- 10) **Entire Agreement.** This MOU, including the Scope of Services and the Terms of Services set forth at <https://www.rollkall.com/terms-agencies>, constitutes the entire agreement among the Parties hereto with respect to the matters governed hereby. This MOU and any Scope of Services may be amended only by a written instrument signed by each Party to this MOU.
- 11) **Performance of MOU.** Each Party hereby agrees that this MOU is performable in Dallas County, Texas.
- 12) **Notices.** All notices, demands, correspondence, and communications between the Client and Service Provider shall be deemed sufficiently given under the terms of this Agreement when dispatched by registered or certified mail, postage prepaid, and addressed as follows:

To City: City of _____
Attn: _____
Address: _____
City/State/Zip: _____

With a copy to: City of _____
Attn: _____
Address: _____
City/State/Zip: _____

- 13) **Governing Law; Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Texas without regard to the choice of law or conflicts of laws provisions of any state. The parties agree that all disputes regarding this Agreement may be litigated only in Okaloosa County, Florida, or the United States District Court for the Northern District of Florida, hereby submit to the personal jurisdiction of such Courts, and hereby waive the right to seek to have any lawsuit filed by the other party in either such Court dismissed on grounds of lack of jurisdiction or improper venue. Each party agrees that this exclusive venue provision is in such party's best interest.

[Signature page follows]

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date first written above.

CLIENT: _____

ATTEST:

By: _____
Signature

Print Name: _____

Title: _____

Date: _____

SERVICE PROVIDER: ROLLKALL TECHNOLOGIES, LLC

By: _____
Signature

Print Name: _____

Title: _____

Address: RollKall Technologies, LLC
909 Lake Carolyn Parkway, Ste 1500
Irving, Texas 75039

Attention: _____ Sara Stokes

Work Phone: _____ 214-335-6384

[Remainder of page intentionally left blank]

EXHIBIT A - Scope of Services

1. SERVICE OFFERINGS AND PLATFORM CAPABILITIES

1.1 Platform Description. Service Provider shall provide Client with access to RollKall's proprietary smartphone and web-based platform (the "Platform") designed to facilitate the administration and management of vendor-paid security details for law enforcement and public safety agencies. For purposes of this Agreement, "vendor-paid details" means security services posted and compensated by private entities and performed by Client's law enforcement and public safety officers ("Officers").

1.2 Service Tiers. Service Provider offers the following service configurations, as selected by Client:

RKShiftPro

Service Provider shall provide Client with access to the following Platform features:

- Web-based agency portal for scheduling, posting, assignment, and tracking of vendor-paid details
- Officer portal (mobile application and desktop interface) enabling Officers to: (i) clock in and out of assignments; (ii) track job assignments; (iii) view assignment history; (iv) create and finalize time records; and (v) receive job notifications and alerts
- Reporting capabilities and audit tools for secondary employment program oversight, including access to business intelligence analytics ("Insights")
- Comprehensive onboarding and training services for department administrators, coordinators, and Officers
- Twenty-four (24) hour, seven (7) day customer support services
- Accounts receivable management, including electronic billing estimates, invoice generation, billing status tracking, and manual invoice reconciliation
- Accounts payable processing, including electronic payment capabilities, dispute resolution mechanisms, and automated or manual reconciliation options
- Electronic fund routing to Officers and/or department for all electronic payment transactions

Service Provider shall provide all features specified above, together with the following enhanced capabilities and conditions:

(i) Electronic Payment Processing. Full electronic payment capabilities designed to minimize program revenue leakage.

(ii) Vendor-Paid Discount Program. Subject to Client's discretion, up to twenty percent (20%) of vendor-paid hours may be scheduled through the Platform exclusively for scheduling, assignment, and reporting purposes, with payment processing conducted outside the Platform (the "Maximum Vendor-Paid Discount"). This discount program is expressly intended to provide cost-effective solutions for qualifying nonprofit and charitable organizations, including but not limited to educational institutions, religious organizations, entities holding 501(c)(3) tax-exempt status, and grant-funded programs. The Maximum Vendor-Paid Discount shall not be available to for-profit entities.

(iii) Insurance Coverage. Upon Client's election and documentation in this MOU or subsequent written agreement, Service Provider may extend insurance coverage to Client, Officers, and vendors, subject to the following conditions:

- Coverage includes general liability and workers' protection insurance policies
- Coverage terms and limits are governed by Service Provider's then-current policies in effect at the time coverage is extended
- Coverage is contingent upon vendor remittance of Service Provider's applicable service fees through electronic invoicing

Insurance Offerings

(a) General Liability Insurance Coverage for Sworn Personnel, covering the activities performed by Client's personnel while working a vendor-paid detail.

(b) Workers' Protection Insurance, excess policy covering serious medical injuries, dismemberment, and accidental death, inclusive of up to 26 weeks of wage loss-recovery due to short-term disabilities.

(iv) Guaranteed Weekly Payments. Upon Client's election, Service Provider shall provide guaranteed weekly payment services for Officer compensation, governed by the terms and conditions set forth in the Agency Expedited Payment Agreement (available at <https://www.rollkall.com/online-agency-expedited-payment-agreement>).

(v) Waiver of Fees. Client receives the full suite of services at zero cost.

(vi) Extended Benefits Guarantee. Client will continue to receive all future benefits created that enhance the capabilities and product features within the RollKall platform.

2. ADMINISTRATIVE SERVICE MODELS

Client may select from the following administrative models:

2.1 Do-It-Yourself ("DIY"). Client retains full responsibility for managing vendor-paid details through the Platform.

2.2 RollKall Managed Services ("RMS"). Service Provider assumes administrative responsibility for Client's vendor-paid details through the Platform. Under this model, Client and vendors receive access to Service Provider's coordinator team and twenty-four (24) hour customer support services.

2.3 Hybrid Model. Client retains discretionary authority to determine which details shall be managed by Client (DIY) and which details shall be managed by Service Provider (RMS).

3. SERVICE ELECTIONS AND CONFIGURATION

3.1 Required Elections. Client shall complete the following service elections by marking the applicable selections:

Product Offering Selection:

- ☒ RKShiftPRO
- ☐ RKShiftClassicLite
- ☐ RKShiftClassic

Administrative Model Selection:

- ☐ Do-it-Yourself ("DIY")
- ☒ RollKall Managed Services ("RMS")
- ☐ Hybrid (Client Discretion for DIY vs RMS details)

General Liability Coverage for Sworn Personnel:

- ☐ Declined
- ☒ General Commercial Liability & Umbrella Coverage
- ☒ Automobile Liability Coverage for vehicles utilized by Client personnel during vendor-paid details

Workers' Protection Insurance:

- ☐ Declined
- ☒ Blanket Coverage (all assignments)
- ☐ Per-Vendor Coverage (specified assignments)

WeeklyPay Services (Agency Expedited Payments):

- ☐ Declined

- ☒ Blanket Application (all assignments)
 - ☒ Purchase Price: 98.00 % of Face Amount
 - ☒ Discount: 2.00 %
- ☐ Per-Vendor Coverage (specified assignments)

Fee Structure:

Vendor-Paid Fees (markup to invoices):

- RollKall Managed Details (RMS): 11.75 %

4. IMPLEMENTATION AND PARTNERSHIP TERMS

4.1 Service Term. This Agreement shall commence on the MOU Initiation Date: 09/01/2025 and shall continue on a month-to-month basis subject to the termination provisions herein.

4.2 Implementation Schedule.

- Implementation Start Date: 09/15/2025
- Target Completion Date: 10/13/2025

4.3 Implementation Obligations.

(a) Client Obligations. Client agrees to use commercially reasonable efforts to achieve full implementation by the specified target completion date.

(b) Service Provider Responsibilities. Service Provider shall assign dedicated Account Manager and Project Manager personnel to oversee and facilitate the implementation process.

(c) Client Representatives. Client shall designate representatives with requisite decision-making authority concerning implementation, policies, and procedures throughout the implementation process.

(d) Communication and Training. Client acknowledges its obligation to collaborate with Service Provider in communication and educational initiatives across the agency, including mandatory training of key stakeholders (coordinators, schedulers, Officers, and vendors).

(e) Custom Development. Service Provider shall have no obligation to provide custom development services (APIs, platform features) unless separately agreed in writing. Any custom development services shall be subject to separate invoicing based on mutually agreed scope and terms.

5. GENERAL TERMS AND CONDITIONS

5.1 Exclusive Provider Agreement. Client agrees to utilize Service Provider exclusively as the technology and service provider for all vendor-paid details during the term of this Agreement.

5.2 Electronic Payment Fee Structure. No additional markup shall be applied to invoices paid via ACH, wire transfer, or bank transfer. Credit card payments shall be subject to a processing fee not to exceed 2.99% where permitted by applicable law.

5.3 Manual Payment Administration. For invoices paid outside the Platform by check or ACH directly to RollKall, Client designates Service Provider as administrative agent for invoice generation and reconciliation purposes only. In these instances, Service Provider may apply an additional RollKall Managed Services fee not to exceed five percent (5%) of the invoice amount for such administrative services.

5.4 Electronic Payment Commitment. If Client elects Shift**Pro**, Client shall use commercially reasonable efforts to ensure that at least eighty percent (80%) of all vendor-paid monthly hours scheduled through the Platform are paid electronically and include applicable Service Provider fees. Hours attributable to the Maximum Vendor-Paid Discount are excluded from Service Provider's general liability insurance coverage and shall not be included in any Form 1099 or 1099-K tax documentation issued through the Platform. There is no monthly minimum requirement under Shift**Classic** or Shift**ClassicLite**.

5.5 Implementation Period Waiver. If Client elects Shift**Pro**, Service Provider shall waive the 80% electronic payment requirement for the first ninety (90) days following full implementation to accommodate incremental adoption of electronic payments.

5.6 City Overtime Fee Waiver. To comply with the Maximum Vendor-Paid Discount provisions, Service Provider agrees to waive service fees for all city overtime scheduled and assigned within the Platform. Such assignments shall not count toward the 20% allowance of non-paid hours and are not eligible for Service Provider's insurance coverage.

5.7 WeeklyPay Payment Terms. If Client selects WeeklyPay services for any vendor, Client agrees to maintain payment terms not exceeding thirty (30) days ("Net 30 Terms") with such vendor. Service Provider reserves the right to apply increased fees reflecting additional capital costs for vendors failing to comply with Net 30 Terms, upon written notice to Client.

5.8 Insurance Coverage Changes. In the event of material changes to Service Provider's insurance coverage, Service Provider shall provide written notice to Client at the earliest practicable opportunity. Insurance coverage shall not apply retroactively and extends only to eligible assignments and vendors satisfying applicable requirements with all required fees paid. "Material change" includes: (a) coverage limit reductions exceeding ten percent (10%); (b) policy lapse, cancellation, or non-renewal; or (c) carrier changes materially modifying coverage scope or introducing material exclusions.

5.9 Workers' Protection Notification. Client agrees to provide written notice to Service Provider regarding any vendor to be included in Workers' Protection coverage prior to assignment performance.

5.10 Service Modifications. Client may elect additional Platform services by providing thirty (30) days' written notice to Service Provider. Upon such notice, the parties shall execute an amendment reflecting revised service fees, effective prior to additional service provision.

Exhibit B - "Financial Risk Mitigation"

RollKall's Rights Regarding Financial Risks

RollKall provides various products that expose Service Provider to financial risks related to the receivables of the Client's vendors. Accordingly, the Client and RollKall agree to the following terms, which are in case further governed by RollKall's Expedited Payment Agreement, the terms of which are incorporated herein by reference:

InstantPay

- InstantPay is an optional service that allows officers, who work vendor-paid details in a 1099 capacity, to receive payment immediately after completing a shift, for a small fee paid by the officer.
- If a vendor's payment performance falls within any of the following criteria:
 - Accounts receivables outstanding for 45 days or more, with a balance of \$1 or more;
 - A high dispute rate;
 - Any failure to pay officers;
 - Any evidence of illegal or subversive conduct.
 - A lack of historical timely payments, or no history with the vendor.
- RollKall reserves the right to take the following actions:
 - Disable the InstantPay option for officers working for the vendor;
 - Suspend the vendor's ability to schedule and hire officers until receivables are current.
- If an officer opts into InstantPay for a job, the payment terms for the entire invoice will default to "due upon receipt."
- RollKall reserves the right to not extend IP to any vendor for any reason.

WeeklyPay

- WeeklyPay is an optional product that ensures officers are paid weekly, with the associated cost borne by the recipient of the service.
- If a vendor's payment performance meets any of the following criteria:
 - Accounts receivables outstanding for 30 days or more, with a balance of \$1 or more;
 - A high dispute rate;
 - Any failure to pay officers;
 - Any evidence of illegal or subversive conduct.
 - A lack of historical timely payments, or no history with the vendor.
- RollKall reserves the right to take the following actions:
 - Disable the WeeklyPay option for officers working for the vendor;
 - Suspend the vendor's ability to schedule and hire officers until receivables are current.
- When WeeklyPay is selected by the Client, the payment terms for the invoice will default to "due upon receipt."
- RollKall reserves the right to require prepayment from any vendor who does not have a history of timely payments.

Managed Services

- For vendors managed by RollKall's Managed Services team that meet the aforementioned criteria across all types of receivables (i.e., not exclusive to InstantPay or WeeklyPay), RollKall may implement the following measures:
 - Require prepayment from vendors until a consistent payment pattern is established;
 - Charge the recipient of service a delinquent fee per occurrence;
 - Suspend or terminate the vendor's access to services due to repeated delinquency.

General Terms

- In all instances involving InstantPay and WeeklyPay, the Client agrees to cooperate with RollKall to recover outstanding aged accounts receivable.
- In the absence of any agreed upon terms between Client and Vendor, all payment terms will default to "due upon receipt."



Staff Report

CITY COUNCIL MEETING DATE: August 25, 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: 8/14/2025
SUBJECT: Approval of City Council Regular Meeting Minutes of August 11, 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 August 11, 2025.

Attachments

1. 08112025 City Council Regular Meeting Minutes Draft

City Council Minutes - DRAFT
August 11, 2025
6:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:00 p.m. by Mayor JB Whitten. Council members present: Ryan Bullard, Brandon Frost, Dusty Allison, and Shannon Hayes. Also present: City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members. Mayor Pro-Tem Doug Capps was excused.

2. Invocation, Pledge of Allegiance

2.1. Pastor Alex Chatman of Pillar Church

The Invocation and Pledge of Allegiance was led by Pastor Alex Chatman of Pillar Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten declared a quorum was present.

4. Approve Agenda

Mayor JB Whitten called for action.

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

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

5. Presentations and Reports

6. Consent Agenda

Mayor JB Whitten called for action.

Councilmember R. Bullard requested that Item 6.7 be removed for discussion.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Shannon Hayes to approve the Consent Agenda, as amended.

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

6.1. AllData - Automotive Information Systems Service Agreement

6.2. Trilogy MedWaste Contract

6.3. Inter-Agency MOU – Okaloosa Health Department

6.4. ITB 25-07-10 PMO Blackwater Golf Club Parking Lot Improvements Award

6.5. Procurement and Contractor Selection for 189 N Main Street (Arts & Learning Center) Renovation Project

6.6. PJ Adams / HWY 85 Waterline relocation Change Order #2

6.8. Approval of City Council Regular Meeting Minutes of June 23, 2025

6.7. RC Track Cover and ADA Access Improvements bid, RFP 25-06-11-PMO

Councilmember R. Bullard asked for clarification on why the bid was rejected.

City Attorney J. Holloway explained that one of bid did not meet the requirements set forth in the RFP, so it was deemed unresponsive. In the other bid, during the review a question came up regarding the contractor's performance. The decision is to reject the bids and modify the RFP to include bathrooms and amend the requirements for how long a company was in business.

City Manager J. Leavins added it will take about 90 days to schedule a bid opening because of the notices for advertisements and the review committee requirements.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Brandon Frost to accept the staff's recommendation to reject the bids and readvertise.

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

7. **Public Hearings / Ordinances on Second Reading**

8. **Ordinances on First Reading**

8.1. Ordinance 2003 - Brock Avenue Annexation

CDS Planning Administrator Nicholas Schwendt presented the first reading of Ordinance 2003, Brock Avenue Annexation, to the City Council. He explained this is a voluntary request for annexation for vacant property consisting of 1.7 acres contiguous to the city limits. All notices and postings have been made. He then asked the City Clerk to read Ordinance 2003 by title.

City Clerk Maryanne Girard read Ordinance 2003 aloud: An Ordinance Annexing to the City of Crestview, Florida, ± 0.17 Acres of Contiguous Lands Located In Section 21, Township 3 North, Range 23 West, and Being Described As Set Forth Herein; Providing For Authority; Providing For Land Description; Providing For Boundary; Providing For Land Use and Zoning Designation; Providing For Amendment to the Base, Land Use and Zoning Maps; Providing For A Comprehensive Plan Amendment; Providing For Filing With the Clerk of Circuit Court of Okaloosa County, the Chief Administrative Officer of Okaloosa County and the Florida Department of State; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For An Effective Date.

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

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to approve Ordinance 2003 on 1st reading and

move to second reading for final adoption.

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

8.2. Ordinance 2004 - Brock Avenue Comprehensive Plan Amendment

CDS Planning Administrator Nicholas Schwendt presented the first reading of 2004, Brock Avenue Comprehensive Plan Amendment, to the City Council. He said the applicant has requested a future land use amendment. He said this request is consistent with the zoning and growth strategy. He then asked the City Clerk to read Ordinance 2004 by title.

City Clerk Maryanne Girard read Ordinance 2004 aloud: An Ordinance of the City of Crestview, Florida, Amending Its Adopted Comprehensive Plan; Providing For Authority; Providing For Findings of Fact; Providing For Purpose; Providing For Changing the Future Land Use Designation From Okaloosa County Low Density Residential To Residential (R) On Approximately 0.17 Acres, More Or Less, In Section 21, Township 3 North, Range 23 West; Providing For Future Land Use Map Amendment; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For An Effective Date.

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

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Ryan Bullard to approve Ordinance 2004 on 1st reading and move to second reading for final adoption.

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

8.3. Ordinance 2005 - Brock Avenue Rezoning

CDS Planning Administrator Nicholas Schwendt presented the first reading of Ordinance 2005, Brock Avenue Rezoning, to the City Council. He added the information is the same as the last two ordinances. This is being amended to R-3 zoning. He then asked the City Clerk to read Ordinance 2005 by title.

City Clerk Maryanne Girard read Ordinance 2005 aloud: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 0.17 Acres, More or Less, of Real Property, Located In Section 21, Township 3 North, Range 23 West, From the Okaloosa County Residential-1 Zoning District to the Single And Multi-Family Density Dwelling District (R-3) Zoning District; Providing for Authority; Providing for the Updating of the Crestview Zoning Map; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For an Effective Date.

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

Motion was made by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve Ordinance 2005 on 1st reading and move to second reading for final adoption.

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

8.4. Ordinance 2007 - 2025 Code of Ordinances Adoption

City Clerk Maryanne Girard presented for first reading of Ordinance 2007, Adoption of the 2025 Code of Ordinances, to the City Council. She then read Ordinance 2007 by title: An Ordinance Adopting and Enacting A New Code For the City of Crestview; Providing For the Repeal of Certain Ordinances Not Included Therein; Providing A Penalty For the Violation Thereof; Providing For the Manner of Amending Such Code.

Mayor JB Whitten called for comment from the Council.

Councilmember R. Bullard asked for clarification of why the codification was necessary.

City Manager J. Leavins said the process started in 2021. We needed to clean up the Code and to align with State Statutes.

Mayor JB Whitten called for action.

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to approve Ordinance 2007 on 1st reading and move to second reading for final adoption.

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

8.5. Ordinance 2008 - Adoption of the 2025 Land Development Code

City Clerk Maryanne Girard presented for first reading Ordinance 2008, Adoption of the 2025 Land Development Code to the City Council. She then read Ordinance 2008 by title: An Ordinance Adopting and Enacting A New Land Development Code For the City of Crestview; Providing For the Repeal of Certain Ordinances Not Included Therein; Providing A Penalty For the Violation Thereof; Providing For the Manner of Amending Such Code.

Mayor JB Whitten called for comment from the Council.

Councilmember S. Hayes explained that the LDC provides guidance on what we can do with the land, and it is approved by the State.

CDS Planning Administrator N. Schwendt added that the content of the update is what the Council has already passed. He added that a recent state law has updated the statutory oversight, so we will need to amend the LDC to reflect the new law which went into effect July 1st.

Mayor JB Whitten called for action.

Motion was made by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to approve Ordinance 2008 on 1st reading and move to second reading for final adoption.

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

9. Resolutions

9.1. Resolution 25 - 14 Platting and Plat Approvals

CDS Planning Administrator N. Schwendt presented Resolution 25-14, Platting and Plat Approvals, to the City Council. He stated the Statute is changing as the Bill recently passed which took a long-standing process for plat approval, to become an administrative process. The city manager or designee is now the official who can sign plats, so we will need to update our LDC. He then asked the City Clerk to read Resolution 25-14 by title.

City Clerk Maryanne Girard read Resolution 25-14 aloud: A Resolution of the City of Crestview, Florida, Authorizing and Directing City Staff to Approve Plats and Replats In Accordance with Chapter 205-164, Laws of Florida; Naming the City Manager or Designee As the Administrative Official; and Directing Staff to Immediately Initiate Amendments to the City of Crestview Land Development Code, to Come Into Compliance with Chapter 205-164, Laws of Florida.

In response to Councilmember D. Allison on how vast a change this change is, CDS Planning Administrator N. Schwendt said the biggest thing is infrastructure. There were multiple steps, but the change streamlined the process of getting projects through. He will conduct research with other municipalities to see what the impact is for cities of our size.

Motion by Councilmember Dusty Allison and seconded by Councilmember Ryan Bullard to adopt Resolution 25-14.

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

9.2. Resolution 2025-16 - Community Development Block Grant 2025-2029 Consolidated Plan

CDS Planning Administrator N. Schwendt presented Resolution 25-16, Community Development Block Grant 2025-2029 Consolidated Plan to the City Council. This step is to approve the first year Annual Action Plan. The Consolidated Plan covers broad goals for the 5-year period. He said the City has received federal funds in the amount of \$164,652.00 for this upcoming program year stating the funding

allocations for the projects are: Planning and Administration: \$32,930.40; Crestview Manor: \$32,000.00; Crestview Resource Center: \$12,348.90; Arts and Learning Center Operations: \$12,348.90; Twin Hills Park Multi-Use Path: 43,878.00; and Downtown Security Cameras: \$31,145.80.

He then asked the City Clerk to read Resolution 25-16 by title.

City Clerk Maryanne Girard read Resolution 25-16 aloud: A Resolution of the City Council of the City of Crestview, Florida, Adopting the Community Development Block Grant 2025-2029 Consolidated Plan and 2025 Annual Action Plan.

Mayor JB Whitten called for comment from the Council.

Discussion ensued concerning the location of the security cameras.

Councilmember R. Bullard said he would prefer to allocate the funds from the Crestview Resource Center (CRC) to the Arts and Learning Center.

City Manager J. Leavins explained that the security cameras are potentially for Wilson Street and Allen Parks, and we are trying to develop a partnership as an extension of services for what the resource center offers for a lower income area. She mentioned that the CRC provides a meal for a “Parents Night Out” program.

Councilmember R. Bullard said he had concerns about the use of funds by the CRC. CDS Planning Administrator N. Schwendt explained the funding goes directly to the office staff for administrative services.

Discussion ensued on the value of the CRC for providing resources to the community, such as testing, health services, and computer training resources.

Mayor Whitten added we need to continue supporting the CRC because of the value to the community.

Mayor JB Whitten called for action.

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to adopt Resolution 25-16.

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

10. Action Items

10.1. Replay Dispatch Recording System

Chief Stephen McCosker said recently the Okaloosa County Sheriff's department shifted to an upgrade to the security system and included the city at no charge. This system is for integration with the sheriff's department, so we will need to upgrade our dispatch system to utilize the new system. However, we do not have to buy

radios or dispatch consoles.

In response to Councilmember S. Hayes, Chief McCosker replied the funds are surplus from the current budget adding that the proposed amount of \$16,722 is currently available within the Communications budget.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Dusty Allison to approved the mayor to execute an agreement with Replay Dispatch Recording System in the amount of \$16,722.

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

10.2. Longview Estates Plat Approval

CDS Planning Administrator N. Schwendt stated this subdivision is proposed off Long Drive, to the north of East First Avenue and to the south of Wainwright Drive at 669 Long Drive. The project proposes fifteen lots on approximately 3.25 acres which is below the density allowed. Approval of the preliminary plat will lead to the development of a subdivision that will have a positive future impact, including impact fees, building permit fees and utility usage fees.

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

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to approve the preliminary plat for Longview Estates.

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

11. City Clerk Report

11.1. General Retirement Board Appointments

City Clerk Maryanne Girard stated that Bryan Lewis resigned from the General Employee's Retirement Board effective June 16, 2025. His term expires October 25, 2025. We have received an application from Elizabeth Roy, who retired from the city and knows the retirement system well. We are requesting that the City Council appoint Ms. Roy to replace Mr. Lewis for the remaining term.

Mayor JB Whitten called for action.

Motion by Councilmember Dusty Allison and seconded by Councilmember Ryan Bullard to appoint Elizabeth Roy for the remaining term.

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

11.2. Monthly Update

City Clerk Maryanne Girard stated that details are contained in the staff report. She announced that two of the original Ordinance/Minutes books have been completely restored. Paul Sawyer, of Sawyer Binder, did a wonderful job restoring our historical documents.

Also, we have received eight applications for a volunteer opportunity to serve on the Mayor's Advisory Council. The mayor is reviewing them to determine eligibility, as a couple of the applicants live outside the city limits.

12. City Manager Report

12.1. Development Report

CDS Planning Administrator N. Schwendt mentioned that the development order has been issued for the Walmart Neighborhood development. He also has received an application from WAWA convenience store and gas station which is in review.

12.2. City Manager Updates

City Manager J. Leavins stated that the water tank rising off the bypass is tentative for this Friday, as the event has been delayed by weather.

She mentioned that the potential of the Sports Complex was discussed at the last budget meeting. We are looking at an existing facility and hope to have more information by the next meeting. We have also met with the original company to look at the design and potentially reprioritize our options by using a building which we already own. The Council has identified an immediate need, but we do not want to raise taxes, so we are trying different strategies. We have also met with the finance company and looked at interest rates, as well.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember S. Hayes mentioned that he is a liaison for the County Transit Board. They are working on a plan for the bus system to go from the Welcome Center to the airport. They are looking for eight more drivers. He also thanked the staff for presenting a balanced budget.

Mayor JB Whitten announced the Council is going to the FLC Annual Conference this week. The FLC is a lobby for our cities. He mentioned that our city manager and Tim Bolduc will be the guest speakers at the NWFLC breakfast in Orlando. He added that on August 28th, Crosspoint Church will host the International Overdose Day event, which he will close out the program with a call to action. There is a housing summit, September 24th at the Niceville Community Center. He mentioned the next Dragon Boat Race is on September 6th on Okaloosa Island, and he asked for city volunteers.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

American Legion Auxillary representative, Pearl Felton Granistosky, spoke on their event for restoring dignity, connection and hope for people. She requested that Spanish Hill fairgrounds fees be waived for them to have their event. This event is to support the community. She added that November 22nd is the tentative date.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Shannon Hayes to waive the fees for Spanish Trail.

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

Ed Mitchell mentioned that on November 21, 22, and 23rd their health clinic has been approved at the high school. The clinic is free and medical for vision, and physicals will be offered. He said Pearl's group is welcome to join them.

Dave Wheeler thanked the staff for cleaning up Allen Park. He said if there was any free money, Carver Hill Museum could use it. Mayor JB Whitten appreciated the recognition of our staff.

Pastor Parker thanked the Council for supporting the Resource Center. One employee is supported but the remaining staff are volunteers. He asked the Council to stop by as we are reaching people who thought there was no one who would help them. The homeless shelter people have come for meals from our Food Bank, as the SNAP program was terminated. They also provide aid for their utilities. We contact partners to assist people. The Resource Center is helping people throughout the area.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:12 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: August 25, 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: 8/19/2025
SUBJECT: Approval of City Council Budget Workshop Minutes of August 11, 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 Budget Workshop Minutes of August 11, 2025.

Attachments

1. 08112025 City Council Budget Workshop Draft

City Council Budget Workshop Minutes - DRAFT
August 11, 2025
4:00 p.m.
Council Chambers

1. Call to Order

The Budget Workshop of the Crestview City Council was called to order at 4:00 p.m. by Mayor JB Whitten. Council members present: Ryan Bullard, Brandon Frost, Dusty Allison, and Shannon Hayes. Also present: City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members. Mayor Pro-Tem Doug Capps was excused.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Peters.

3. Open Workshop

Mayor JB Whitten opened the workshop and announced a quorum was present.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Councilmember S. Hayes and seconded by Councilmember B. Frost to approve the agenda, as presented.

5. Presentation

5.1. Draft Budget Presentation

City Manager J. Leavins stated that the purpose of the workshop is to present the FY2026 draft budget to the City Council, so they can provide input and ask questions. Additionally, requests for year-end purchases from residual funds will be presented and discussed.

Councilmember S. Hayes asked about the total revenue for the millage calculation, and City Manager J. Leavins said the largest difference is in the utility fund. Financial Management Analyst Wendy Tarpley added the additional revenue is SRF and bond proceeds. City Manager J. Leavins said the money has not been drawn down and spent, but it is included to show where the funds come from for the projects.

Councilmember R. Bullard asked whether we are adding seven new police positions, whether the police department is fully staffed, and if the funds can be used elsewhere.

City Manager J. Leavins replied that they are not all are new positions, as a couple have been reclassified. We have three positions out of five in the budget, as two will be in the Academy. She added the positions are specialty, such as the traffic units. Chief S. McCosker said we need the four positions, as we sponsor our cadets. It takes about a year, since they attend the academy.

Councilmember S. Hayes asked about the increase in the capital outlay in Parks and Recreation on page 30, and City Manager J. Leavins responded that were irrigation expenses, shade sales, batting cages, new cameras, the parking lot at Senior Center, the bridge repair at Twin Hills, the nets at the golf course, and the design of the Sports facilities. Since we have brought in Mr. Peters, we have assessed our facilities, as the direction of the Council has been to support the children. Financial Management Analyst Wendy Tarpley clarified that we have received TDC money.

Councilmember S. Hayes asked about the jump in workmen's compensation on page 39, the contractual service on page 42, operating expenses for contractual services on page 50, the 21% increase in life and health insurance on page 65, the Library operating supplies on page 83, 191% increase Special Events on page 87, adding he wants to ensure we are spending the city's money wisely and have the funds to cover the expenses.

City Manager J. Leavins said we will correct the workmen's compensation calculations on page 39. She explained that the contractual service on page 42 is for EAP and the fire fighter physicals. On page 50, the calculations are for change orders, stating the funds were reclassified between engineering and contractual services. On page 65, the calculations are based on employee selection, which will vary depending on whether the employee chooses an insurance option, such as family coverage.

City Manager J. Leavins said the expense on page 83 is related to the Library RFID system that is the hardware, tags and digital book lending. Our rental rate has gone up substantially. This is the HOOPLA subscription increase.

City Manager J. Leavins explained on page 87 that events such as Food Truck Friday and Mardi Gras are well attended. We intend to bring in sponsorship based on what we have provided so far. These events were not calculated in the budget before. The majority will be encapsulated into sponsorship.

City Manager J. Leavins said we have presented a balanced budget. She said we will get the numbers corrected and get it back to the City Council.

City Manager J. Leavins went over the calendar for the budget and mentioned that we have brought back the paid leave program. However, the cost of such a program is difficult to encapsulate. We would like to return with a tiered pilot program for those who qualify for the FMLA which is up to twelve weeks and is unpaid. This program would not be part of the PTO program. She asked for a consensus.

Discussion ensued regarding economics and the plan benefits. The consensus of the Council was to proceed.

City Manager J. Leavins said there is no increase for dental or vision, but we have a 3.5% increase, and both the city and the employees will see the increase across the board.

City Manager J. Leavins went over the fee schedule. She explained we will look at the study for our impact fee, which we have to do per statute. We are also doing our stormwater impact fee, as we have placed a cap on fees. We plan to study the ERU's to ensure the fee is accurate. The proposal will come back next year. The fund is not self-sufficient now. We would like to plan for our future. She added she does not have the estimate on how long the survey will take to be compiled, so she may not have the information before the budget cycle. This will be strictly commercial.

City Manager J. Leavins mentioned CRA and the Arts and Learning Center, as well as the Christmas lights over Main Street. We are also looking at improving the lights at Twin Hills Park and possibly leaving lights up year-round in the downtown area. She spoke on the grants and the tiered system. She said the downtown banners have been already placed on Main Street.

Discussion ensued on the ambiance created by the overhanging string lights.

Councilmember S. Hayes gave kudos to Jessica and the staff for presenting a balanced budget. City Manager J. Leavins added that this is the first year the city has been certified as GFOA.

Councilmember D. Allison also voiced her appreciation to the staff for being responsible for what we are spending, and Mayor Whitten added his gratitude, as well.

6. Comments from the Audience

Mayor JB Whitten called for comment from the public.

7. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

8. Adjournment

Mayor JB Whitten adjourned the meeting at 4:53 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: August 25, 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: 8/18/2025
SUBJECT: Approval of City Council Budget Special Meeting and Retreat Minutes of July 8, 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 Special Meeting and Retreat Minutes of July 8, 2025.

Attachments

1. 07/08/2025 Special Budget Meeting and Retreat Minutes Draft

City Council Minutes DRAFT

July 8, 2025

8:00 a.m.

Library Conference Room

1. Call to Order

The Special Budget meeting and retreat of the Crestview City Council was called to order at 8:00 a.m. by Mayor JB Whitten. Board members present: Mayor Pro-Tem Doug Capps. Council members: Ryan Bullard, Brandon Frost, Dusty Allison, and Shannon Hayes. Also present: Interim City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Pro-Tem D. Capps.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Mayor JB Whitten called for action.

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

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

5. Consent Agenda – No items presented.

6. Action Items

6.1. Preliminary Budget Presentation

Interim City Manager Jessica Leavins provided an overview of the budget calendar and the Public Hearing requirements for millage and budget adoption.

Interim City Manager J. Leavins stated the budget presented is balanced but mentioned there is room for adjustment. She mentioned our revenues are trending above what was expected.

She went over the carry-forward projects for projects that span multiple years and provided the capital projects update. She went over the data on current projects, the completed projects, as well as the State appropriations in the amount of \$350,000 for the Redstone Sidewalks, \$375,000 for the bypass reuse line, and \$300,000 for the Garden Street and 85 signal.

Mayor JB Whitten reminded the City Council that the regular meeting rules are waived, as the meeting is set up as a workshop.

Interim City Manager J. Leavins spoke on the improvements in the Parks stating they include irrigation, as well as adding cameras. Discussion ensued on vandalism at Brookmeade.

Mayor JB Whitten mentioned the Senior Center is well-used. He added that we need a bigger parking lot and requested the project be moved up as a priority.

Discussion ensued on the high usage of the library, improvements at the golf course, including the need to repair the bridges to ensure safety for the patrons, the noise complaints, the backstops on Field 2, and the need for sidewalks at Durrell Lee.

PS Director Carlos Jones said bridge #17 needs to be replaced. He said they are checking the golf course to ensure maintenance is handled. He added that a new well is being put in.

Interim City Manager J. Leavins mentioned the total amount of the projects is \$727,462. She stated the golf course is starting to see higher revenues. She said we are looking at noise barriers to direct sound away from the houses. She said we can get a quote for the sidewalks to determine whether we can make it work within this budget. She will ask the insurance company whether a net is needed for the backstop.

Interim City Manager J. Leavins reviewed the general fund projects, totaling \$262,000. She said the Community Center is not a revenue generator. The fees are kept low as a service to our community.

Discussion ensued on whether capital funds are projected for the cemetery, replacing the damaged wall at the cemetery on Highway 85, the pros and cons of installing hard flooring or carpeting at City Hall, and replacing the HVAC at the Community Center.

Interim City Manager J. Leavins mentioned we receive restitution for some insurance-related events. She said carpeting muffles noise in some of the City Hall offices. She said there are safety issues for some of the offices. She added the intention is to get the lowest possible price for the HVAC replacement, but we look locally first.

City Attorney Jonathan Holloway explained we award points for a local company. It is price-based if it is for purchase of a commodity. PS Director C. Jones added we get local bids from Panama City to Pensacola.

Interim City Manager J. Leavins went over the utility projects for a total of \$5,545,866. The lift stations are directly related to our growth. She addressed the infrastructure and traffic-related projects for a total of \$1,616,455. Our stormwater fee does not cover all the projects. The 1/2 cent tax is being utilized to fund the projects.

In response to the concern about the Redstone funding mentioned by Mayor Pro-Tem D. Capps, Interim City Manager J. Leavins said she will check but it may be a carry-forward from what was awarded last year.

Interim City Manager J. Leavins went over the capital leases.

Discussion ensued on the lease and resale options for the next ladder truck. City Attorney J. Holloway explained the ladder truck is a different lease, as at the end of seven years, it belongs to the city. He also mentioned that the issue is how they respond, adding we have the ability to respond quicker.

Mayor Pro-Tem D. Capps spoke of his concern for ALS, and Interim City Manager J. Leavins said that Fire Chief Josh Vargason will bring an EMS plan back for Council review in about a year.

Councilmember R. Bullard said we need to increase police and fire budgets so we can retain staff. He added we need to pay the employees with the training in order to retain them.

Mayor Pro-Tem D. Capps called for a recess at 9:30 a.m. and Mayor JB Whitten resumed the meeting at 9:40 a.m.

Interim City Manager J. Leavins resumed the lease discussion on vehicle replacements. For our Public Safety division, we are at the five-year mark on many vehicles. Enterprise manages the program and advises us on the optimal time for replacement for the value. She added that an increase in the lease agreement is expected.

Discussion ensued on staggering the replacement of the vehicles, the drivability of some of the vehicles, replacing those sold at auction with leased vehicles, and the timing of their replacement.

In response to Councilmember Shannon Hayes, Financial Management Analyst, Wendy Tarpley replied the estimated cost is \$750,000.

Interim City Manager J. Leavins went over the CRA projects, which include sidewalk staining, grants, and the Arts and Learning Center projects. We plan to move the Fox Theater grant and sidewalk staining to next year. She asked for a consensus to use the remaining dollars for the Arts and Learning Center, as it is a three-year lease. She said of the \$325,000 fund, \$150,000 is from grants. She added improvements will be made to the current building.

After discussion, the consensus was to use the residual dollars. Interim City Manager J. Leavins said it will be brought up at the next CRA meeting.

Interim City Manager J. Leavins provided an update on the Total Project Management project with Ajax. Ajax was awarded the Fire Station 3 project for \$2 million. She mentioned the Public Safety building is estimated at \$25 million, and the Animal Control building is estimated at \$9 million. However, she is optimistic we can get the Animal Control building cost lowered.

Interim City Manager J. Leavins mentioned the Sports and Recreation Complex, came in at a cost of \$130 million dollars and includes property acquisition and fields.

Discussion ensued on the cost, which does not include an aquatic facility. Ajax said the required millage increase would be 4.4 for 20 years, which would have to go before a referendum.

Interim City Manager J. Leavins went over several options. She mentioned phases that could be done.

Discussion ensued on whether it would be practical to issue municipal bonds, increase the millage rate to pay the debt service, the lifespan based of 20-or30-year municipal bonds, starting the project in phases, utilizing property we currently own, the need for an indoor facility, a walking track, and the \$500,000 allocation from TDC of that can only be used for certain projects.

The City Council concurred they do not want to raise the millage rate.

Interim City Manager J. Leavins said the consensus is a phased approach starting with an indoor facility. She added we will try to be creative with the funding.

Councilmember B. Frost stated our citizens want us to come up with a solution as our main priority is our children, and Interim City Manager J. Leavins agreed that the primary goal is to meet the needs of our children.

Discussion ensued on utilizing the acreage at Spanish Trail. City Attorney J. Holloway mentioned we have thirty acres if Warrior's Hall is included. Interim City Manager J. Leavins said the community requested to consolidate the fields in one location.

In response to Councilmember Dusty Allison regarding whether the fields and gym could be placed on the same property, Parks Director Brady Peters said we need ten acres for five fields. Interim City Manager J. Leavins added we also need parking in conjunction with the fields. She added the timing of the building of the PS facility, as it will be on the same property as Spanish Trail.

Councilmember S. Hayes said the public perception is to build a sports complex, so we need to educate the public.

The City Council concurred they want to keep the millage rate down.

Mayor Pro-Tem D. Capps said he wanted to add another Town Hall meeting to update the public.

Interim City Manager J. Leavins said construction costs are high.

Discussion ensued regarding the age of the sixty-year-old gym, the pros and cons of tournament play, and not being able to rely on TDC money for a funding source, as it may dissolve.

Interim City Manager J. Leavins called for a recess at 10:53 a.m. and Mayor JB Whitten called the meeting back to session at 10:59 a.m.

Interim City Manager J. Leavins went on to the Personnel portion. She mentioned the new positions for the police and current position changes. She stated that a new Deputy PS Director is required, as Carlos is preparing to retire; three + one police officers, Dispatch leads, and an Animal Control Supervisor, which is an upgrade to the current position are needed. She will get the exact number to City Council, but the new positions are incorporated in the balanced budget. The Deputy City Manager position is also included in the budget.

She stated the HR Manager will oversee the HR department. The current position will be upgraded. The Public Information Officer role to ensure Shae's title and responsibilities are in line. The Special Events Coordinator position will be upgraded as the lead responsibilities should be compensated. She mentioned the change in Dispatch, as it is harder to fill.

She went over options for a 2% COLA, 4.5% merit, 3.5% Florida Blue, summer leave sell-back back and Dispatch negotiations. She explained we are looking at options for changing the broker for our insurance. We have some unspent personnel money to provide for the Summer Leave Sell Back, which is about \$100,000. This program will occur before school starts. We are in Union negotiations with the Dispatch personnel who have not been evaluated since 2020.

Discussion ensued on the benefits to the employee for the leave sellbacks, and the pros and cons of employees taking time off or selling leave back. The consensus was to keep the program.

Interim City Manager J. Leavins went over the employee benefits package stating it helps us compete with the private sector as well as the State, County, and Eglin Air Force Base. She said that we are looking at changing brokers to get better rates. Council agreed the benefits are good for the employees.

Interim City Manager J. Leavins brought up an additional benefit for a paid parental leave program. She explained the current process for general, fire, and police services.

Discussion ensued on the average time for parental leave under FMLA and the city leading the way with strong benefits, the impact on the departments and looking at employees taking time they have on the books and then adding the parental leave benefit.

The consensus from the City Council was that the city manager report back with numbers, as no cost factor was presented.

Mayor JB Whitten brought up the initial city manager recruitment. He stated the past process worked out very well with the assistance of the Florida City and County Management Association (FCCMA).

In response to what our budget is, Wendy Tarpley stated we have a \$72 million budget.

Discussion ensued on using the FCCMA again, utilizing a headhunter solution, advertising the position, continuing to evaluate Jessica, making a decision after a five- or six-month time frame, or offering the position to Jessica today.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Ryan Bullard to offer Jessica Leavins the position.

Discussion ensued on advertising, being fair to candidates and retaining continuity by offering the job to Jessica.

Councilmember Ryan Bullard called for a vote.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Ryan Bullard to amend the motion to remove the interim title and authorize the Mayor to negotiate a contract for Ms. Leavins.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Dusty Allison. Nays: Brandon Frost. Ayes: 4; Nays: 1. Motion carried.

Mayor JB Whitten called for a recess at 12:22 p.m. for lunch.

6.2. Proposed Millage Rate & Tentative Hearing

Mayor JB Whitten resumed the meeting at 12:35 p.m.

Interim City Manager Jessica Leavins said we do not have the number for the impact fee, as we are going to complete the study next year. She reminded the Council of the Utility Fee Schedule and factoring where the wastewater treatment plant needs to be. She explained the minimum average bill would go up \$5 for water and sewer and \$2 for water. The sanitation will go up 2%. The WWTP portion ensures it handles the upgrades. She mentioned fees, including vendor fees, will be brought back in the fee schedule resolution.

She added the stormwater fund does not generate the revenue to support it. We are looking at how we make the fund more self-sufficient. We have a cap on how much each commercial business will be charged, and we are looking at how it will impact a business if we remove the cap in stages. The charge is based on the impervious surface. She added the fee is not for residential units.

She presented the proposed millage rate and tentative Hearing information. She said the proposal is to lower the millage rate by one-tenth. We need to move forward to submit the rate of the TRIM to the property appraiser's office.

The prior year millage rate was 6.7466, and the current year's proposed millage rate is 6.6466.

She announced the tentative hearing date is September 15, 2025, at 5:15 p.m., and the final hearing date is September 22, 2025, at 5:15 p.m.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Shannon Hayes to accept the proposed millage rate at 6.6466.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

In response to Councilmember S. Hayes, Interim City Manager Jessica Leavins responded that there are no other meetings in July.

7. **Comments from the Mayor and Council**
Mayor JB Whitten called for comment from the Council.
8. **Comments from the Audience** – No one from the public was present.
9. **Adjournment**
Mayor JB Whitten adjourned the meeting at 12:48 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: August 25, 2025

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE: 8/20/2025
SUBJECT: Ordinance 2003 - Brock Avenue Annexation

BACKGROUND:

On May 20, 2025, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Brock Avenue.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The request for voluntary annexation was approved by the Planning and Development Board via Ordinance 2003 on July 7, 2025 and approved by the City Council on August 11, 2025.

DISCUSSION:

The property description is as follows:

Property Owner: WATREE CONST & LAND DEV LLC
Parcel ID: 21-3N-23-1670-0014-0030
Site Size: 0.17 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

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

Direction	FLU	Zoning	Existing Use
North	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
West	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential

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

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

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

Courtesy notices were mailed to property owners within 300 feet of the subject property on June 13, 2025. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 20, 2025. The property was posted on June 23, 2025. An advertisement ran in the Crestview News Bulletin on June 26 and July 3, 2025.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

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

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

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

The cost of advertising was \$572.50.

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

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 2003 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 2003

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 0.17 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

PIN # 21-3N-23-1670-0014-0030 (Deed recorded in Book 3137, page 1697, dated February 25, 2014)

Lots 3 and 4, Block 14, Morris Addition, according to the plat thereof as recorded in Plat Book 1, Page 133, Public Records of Okaloosa County, Florida.

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

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

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

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

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

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

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

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

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

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

Passed and adopted on second reading by the City Council of Crestview, Florida on the 25th day of August, 2025.

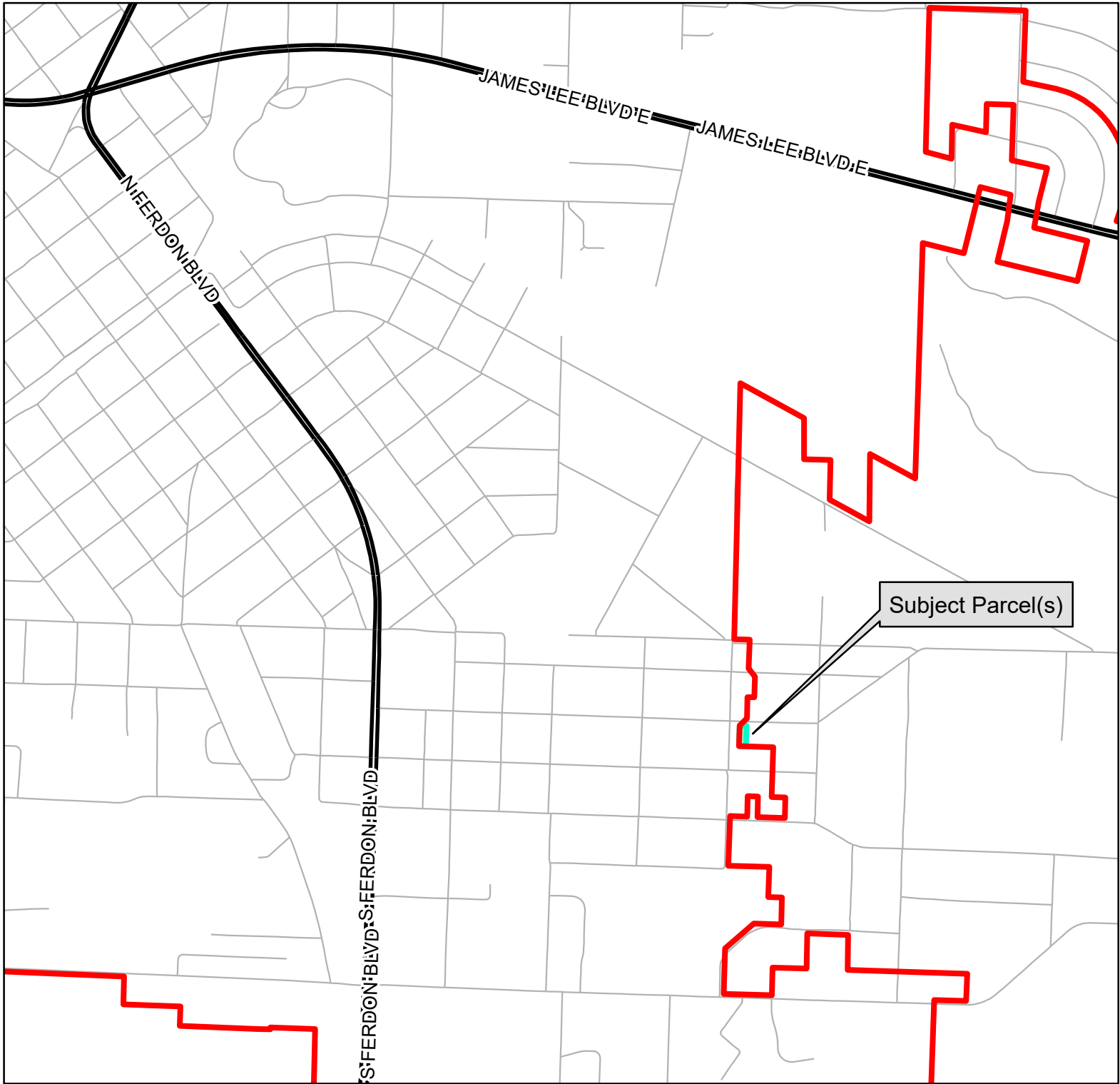
ATTEST:

Maryanne Girard
City Clerk

Approved by me this 25th day of August, 2025.

J. B. Whitten
Mayor





Vicinity Map



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



Current Future Land Use



0 75 150
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

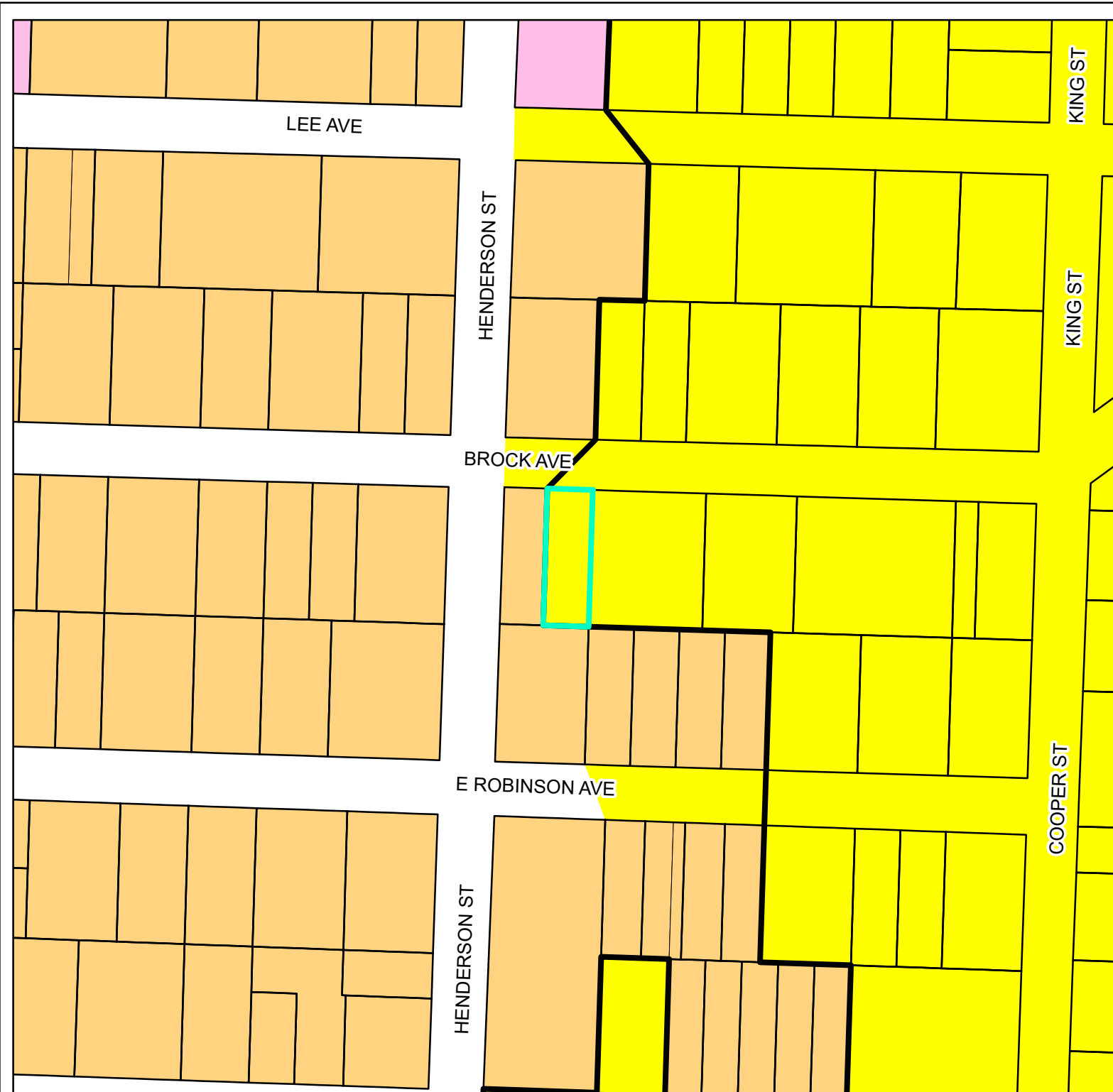
 Conservation (CON)

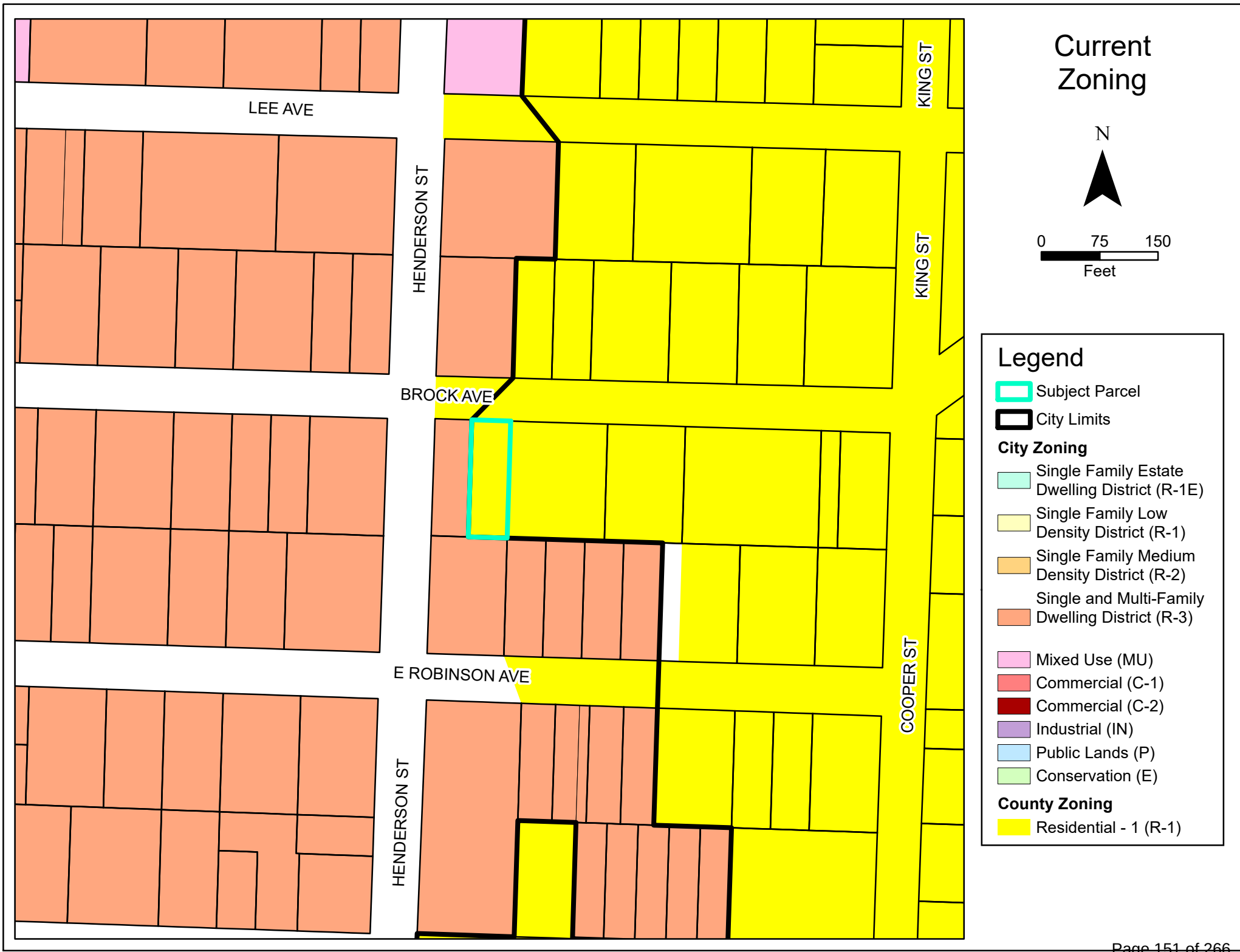
 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density
Residential (LDR)





Proposed Future Land Use



0 75 150
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

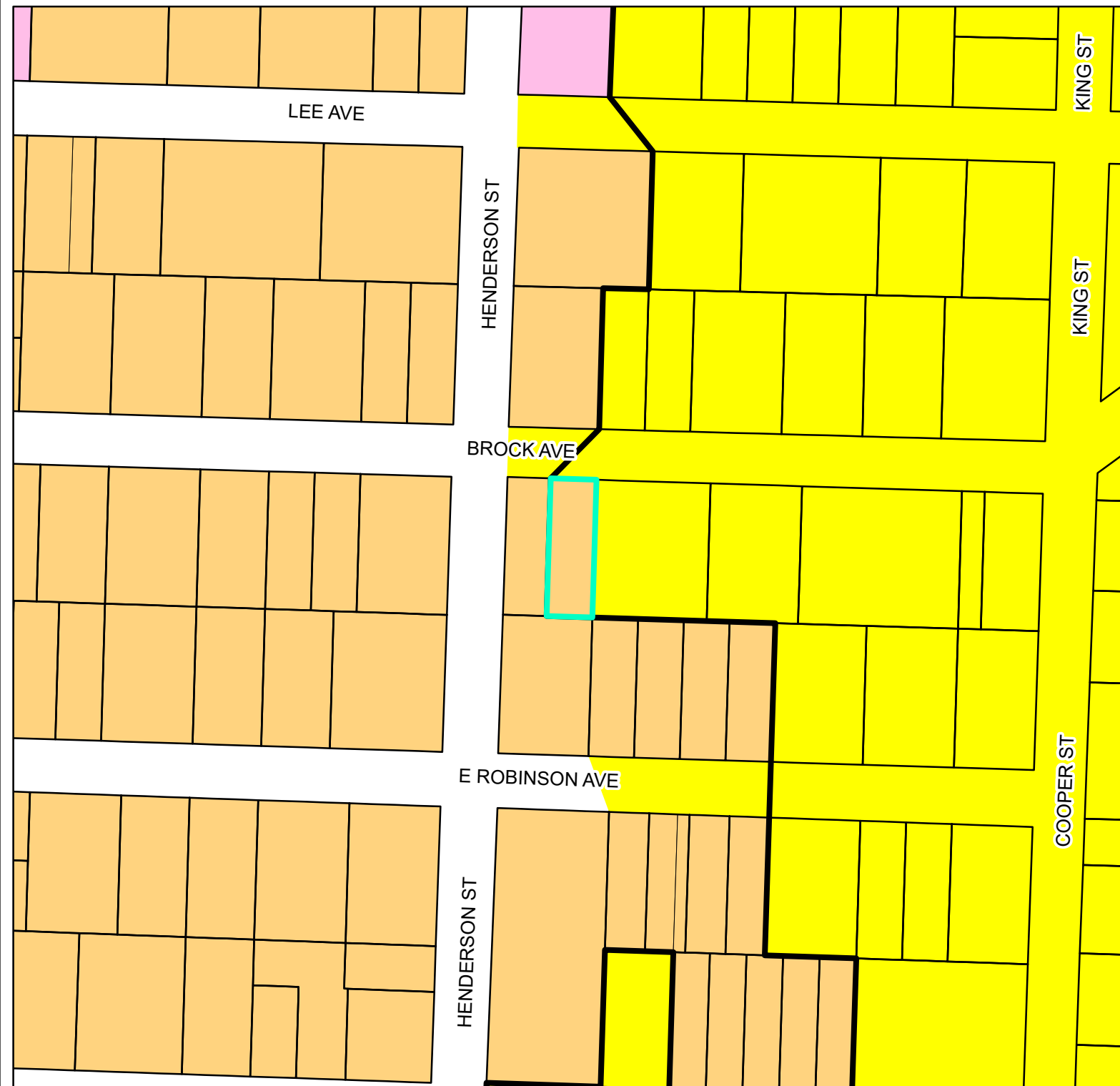
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



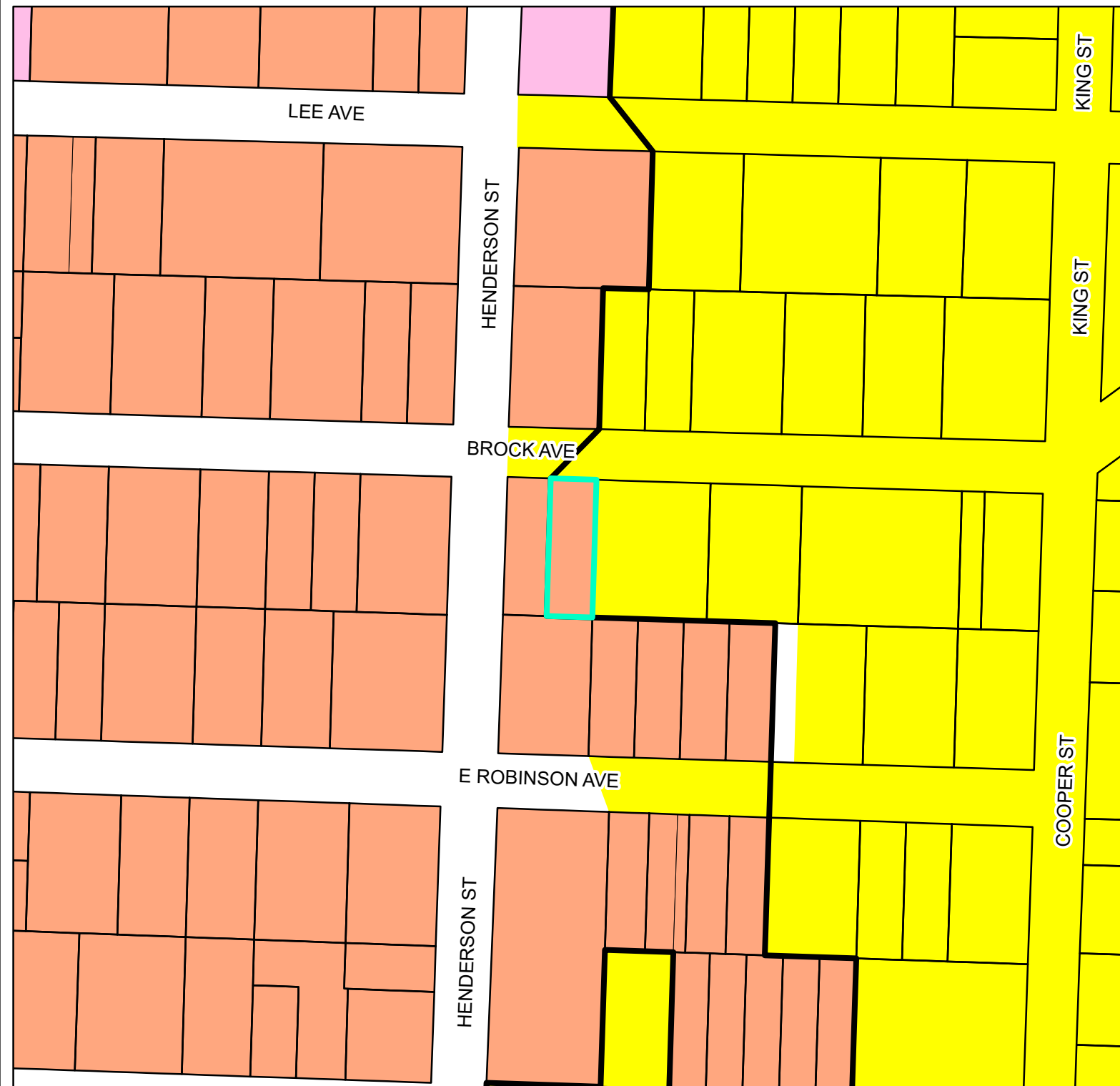
Proposed Zoning



0 75 150
Feet

Legend

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





Staff Report

CITY COUNCIL MEETING DATE: August 25, 2025

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE: 8/20/2025
SUBJECT: Ordinance 2004 - Brock Avenue Comprehensive Plan Amendment

BACKGROUND:

On May 20, 2025, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Brock Avenue.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Residential (R) future land use designation for the property.

The request for a comprehensive plan amendment was approved by the Planning and Development Board via Ordinance 2004 on July 7, 2025 and approved by the City Council on August 11, 2025.

DISCUSSION:

The property description is as follows:

Property Owner: WATREE CONST & LAND DEV LLC
Parcel ID: 21-3N-23-1670-0014-0030
Site Size: 0.17 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

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

Direction	FLU	Zoning	Existing Use
North	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
West	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential

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

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

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

Courtesy notices were mailed to property owners within 300 feet of the subject property on June 13, 2025. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 20, 2025. The property was posted on June 23, 2025. An advertisement ran in the Crestview News Bulletin on June 26 and July 3, 2025.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

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

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

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

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 2004 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 2004

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY LOW DENSITY RESIDENTIAL TO RESIDENTIAL (R) ON APPROXIMATELY 0.17 ACRES, MORE OR LESS, IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Low Density Residential to Residential (R) on a parcel of land containing 0.17 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

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

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 0.17 acres of land, more or less, from Okaloosa County Low Density Residential to Residential (R). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 0.17 acres, more or less, is known as Parcel 21-3N-23-1670-0014-0030 and commonly described as:

Lots 3 and 4, Block 14, Morris Addition, according to the plat thereof as recorded in Plat Book 1, Page 133, Public Records of Okaloosa County, Florida.

The Residential (R) Future Land Use Category is hereby imposed on Parcel 21-3N-23-1670-0014-0030. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 21-3N-23-1670-0014-0030 thereon.

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

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

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

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

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

Passed and adopted on second reading by the City Council of Crestview, Florida on the 25th day of August, 2025.

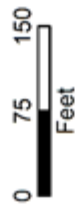
ATTEST:

Maryanne Girard
City Clerk

Approved by me this 25th day of August, 2025.

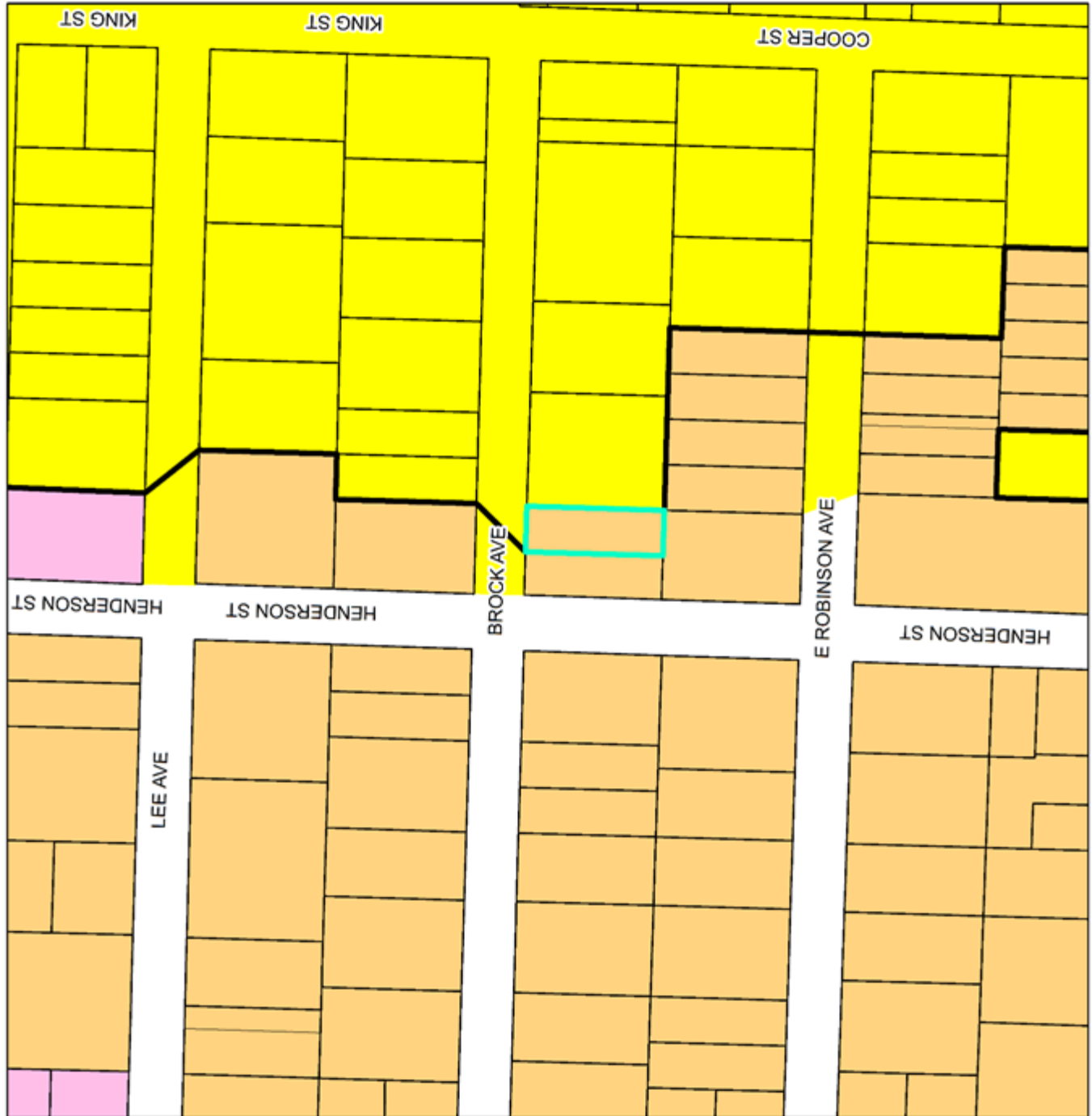
J. B. Whitten
Mayor

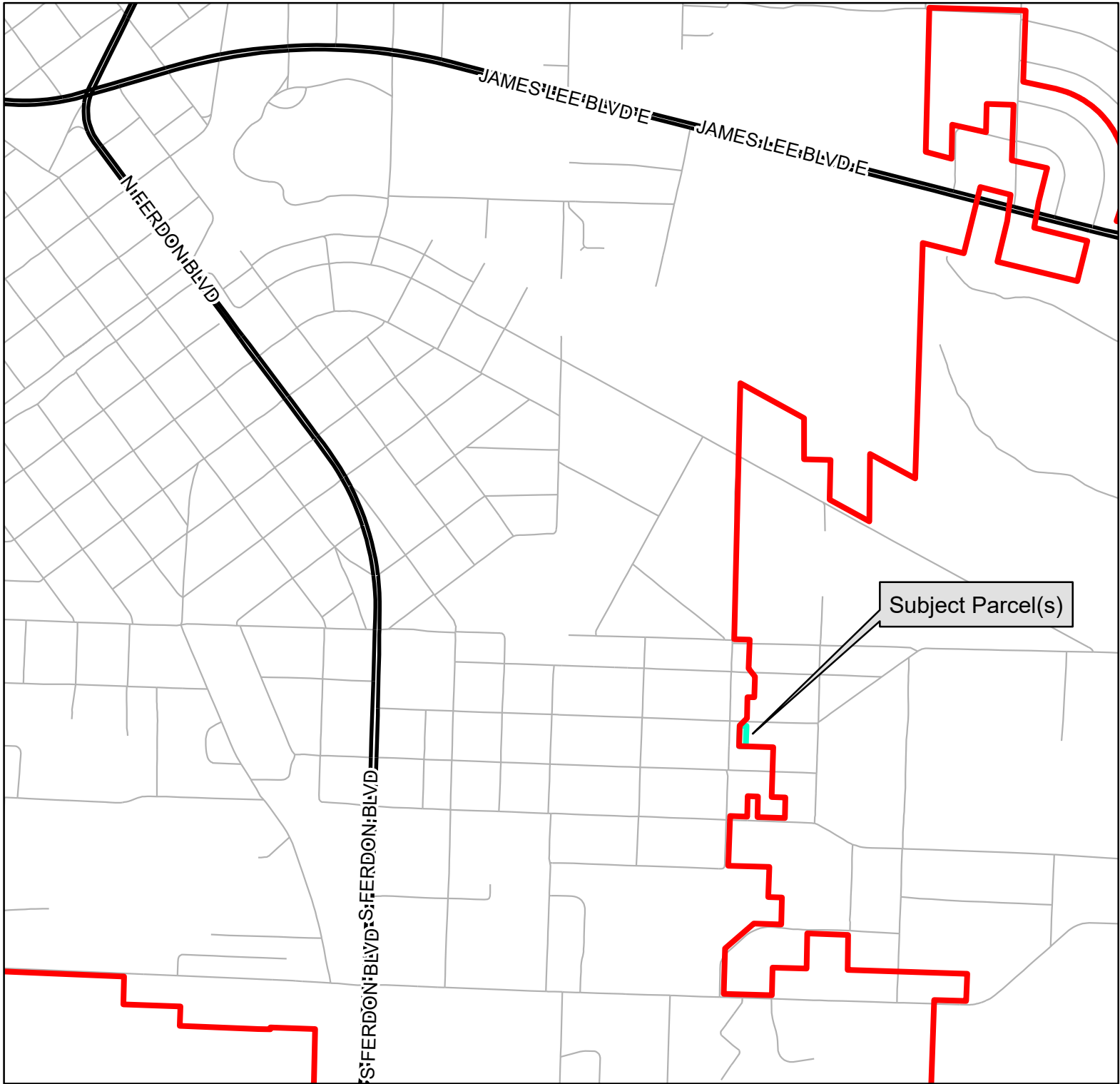
Adopted Future Land Use



Legend

- Subject Parcel
- City Limits
- City Future Land Use**
 - Commercial (C)
 - Industrial (IN)
 - Mixed Use (MU)
 - Conservation (CON)
 - Public Lands (PL)
 - Residential (R)
- County Future Land Use**
 - Low Density
 - Residential (LDR)





Vicinity Map



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



Current Future Land Use



0 75 150
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

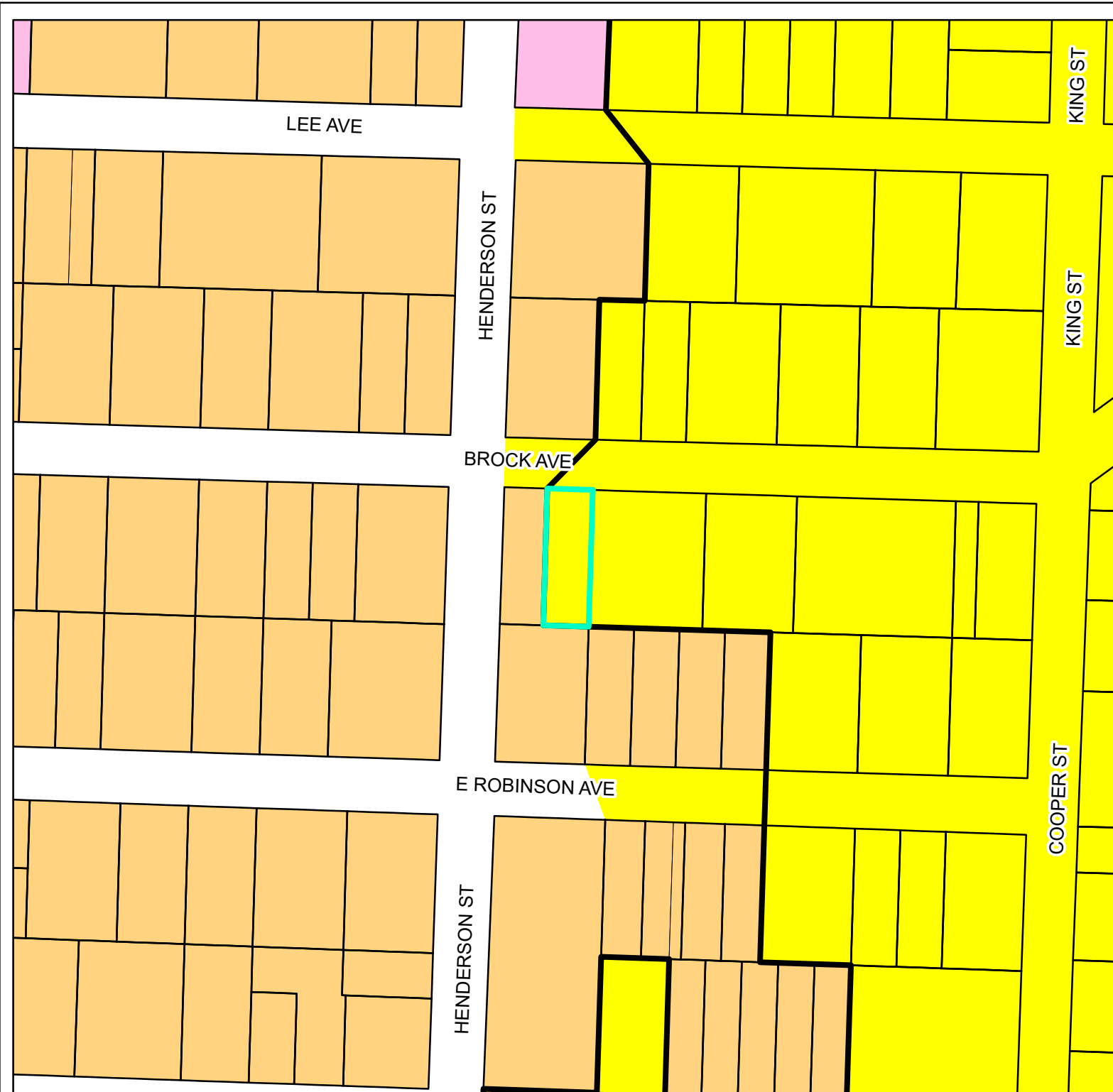
 Conservation (CON)

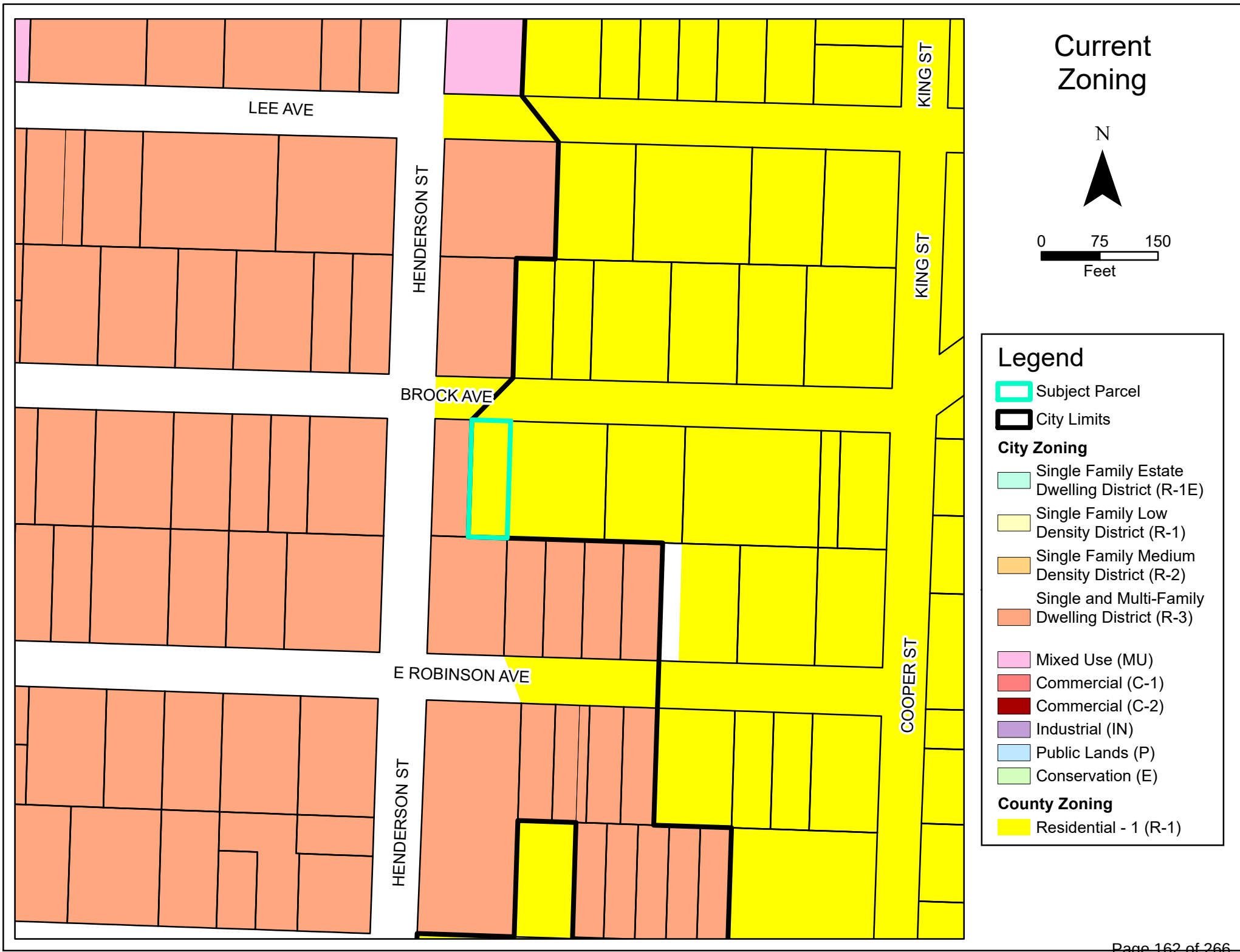
 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density
Residential (LDR)





Proposed Future Land Use



0 75 150
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

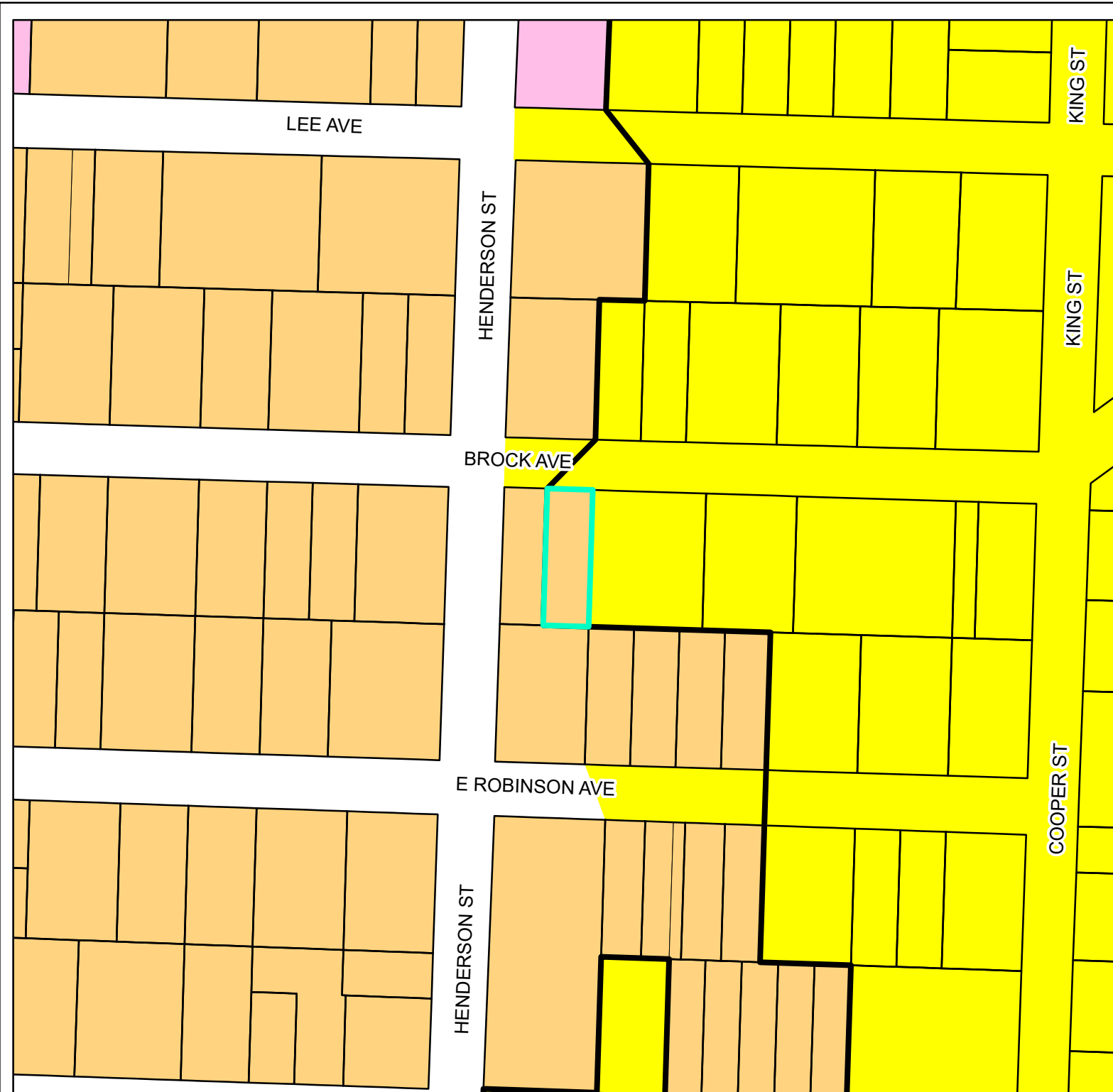
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



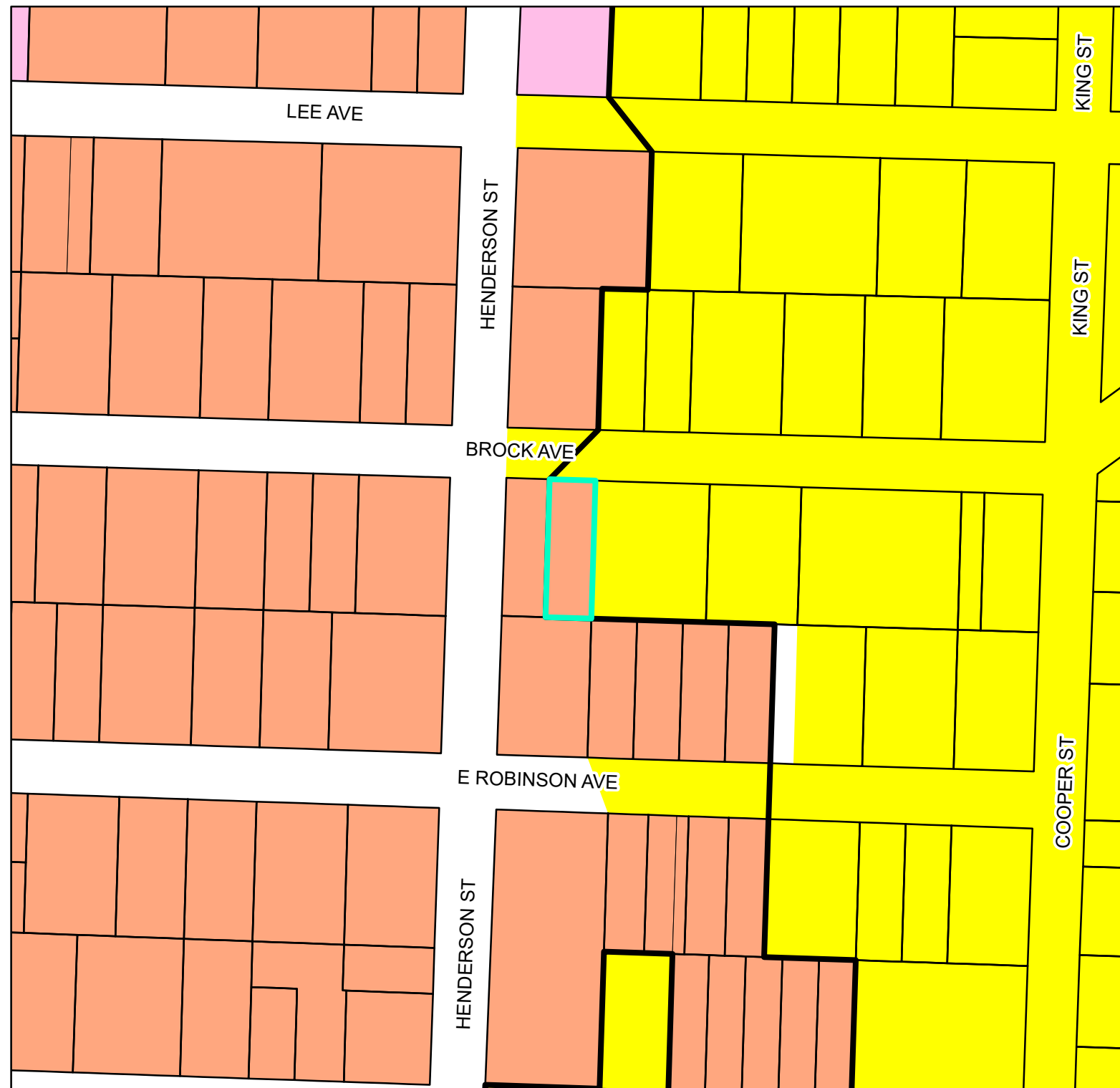
Proposed Zoning



0 75 150
Feet

Legend

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





Staff Report

CITY COUNCIL MEETING DATE: August 25, 2025

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE: 8/20/2025
SUBJECT: Ordinance 2005 - Brock Avenue Rezoning

BACKGROUND:

On May 20, 2025, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Brock Avenue.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Single and Multi-Family Density Dwelling District (R-3) zoning designation for the property.

The request for rezoning was approved by the Planning and Development Board via Ordinance 2005 on July 7, 2025 and approved by the City Council on August 11, 2025.

DISCUSSION:

The property description is as follows:

Property Owner: WATREE CONST & LAND DEV LLC
Parcel ID: 21-3N-23-1670-0014-0030
Site Size: 0.17 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

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

Direction	FLU	Zoning	Existing Use
North	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
West	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential

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

Staff reviewed the request for rezoning and finds the following:

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

Courtesy notices were mailed to property owners within 300 feet of the subject property on June 13, 2025. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 20, 2025. The property was posted on June 23, 2025. An advertisement ran in the Crestview News Bulletin on June 26 and July 3, 2025.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

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

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

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

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 2005 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 2005

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.17 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL-1 ZONING DISTRICT TO THE SINGLE AND MULTI-FAMILY DENSITY DWELLING DISTRICT (R-3) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

SECTION 2 – PROPERTY REZONED. The following described 0.17 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 0.17 acres, more or less, being formerly zoned Okaloosa County Residential-1 with the Residential (R) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 2004, is hereby rezoned to Single and Multi-Family Density Dwelling District (R-3) to wit:

PIN # 21-3N-23-1670-0014-0030

Lots 3 and 4, Block 14, Morris Addition, according to the plat thereof as recorded in Plat Book 1, Page 133, Public Records of Okaloosa County, Florida.

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

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

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

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

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

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 2004 and becomes legally effective.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 25th day of August, 2025.

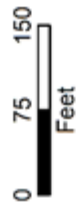
ATTEST:

Maryanne Girard
City Clerk

Approved by me this 25th day of August, 2025.

J. B. Whitten
Mayor

Adopted Zoning



Legend

Subject Parcel

City Limits

Zoning

City Zoning

Single Family Estate
Dwelling District (R-1E)

Single Family Low
Density District (R-1)

Single Family Medium
Density District (R-2)

Single and Multi-Family
Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

Industrial (IN)

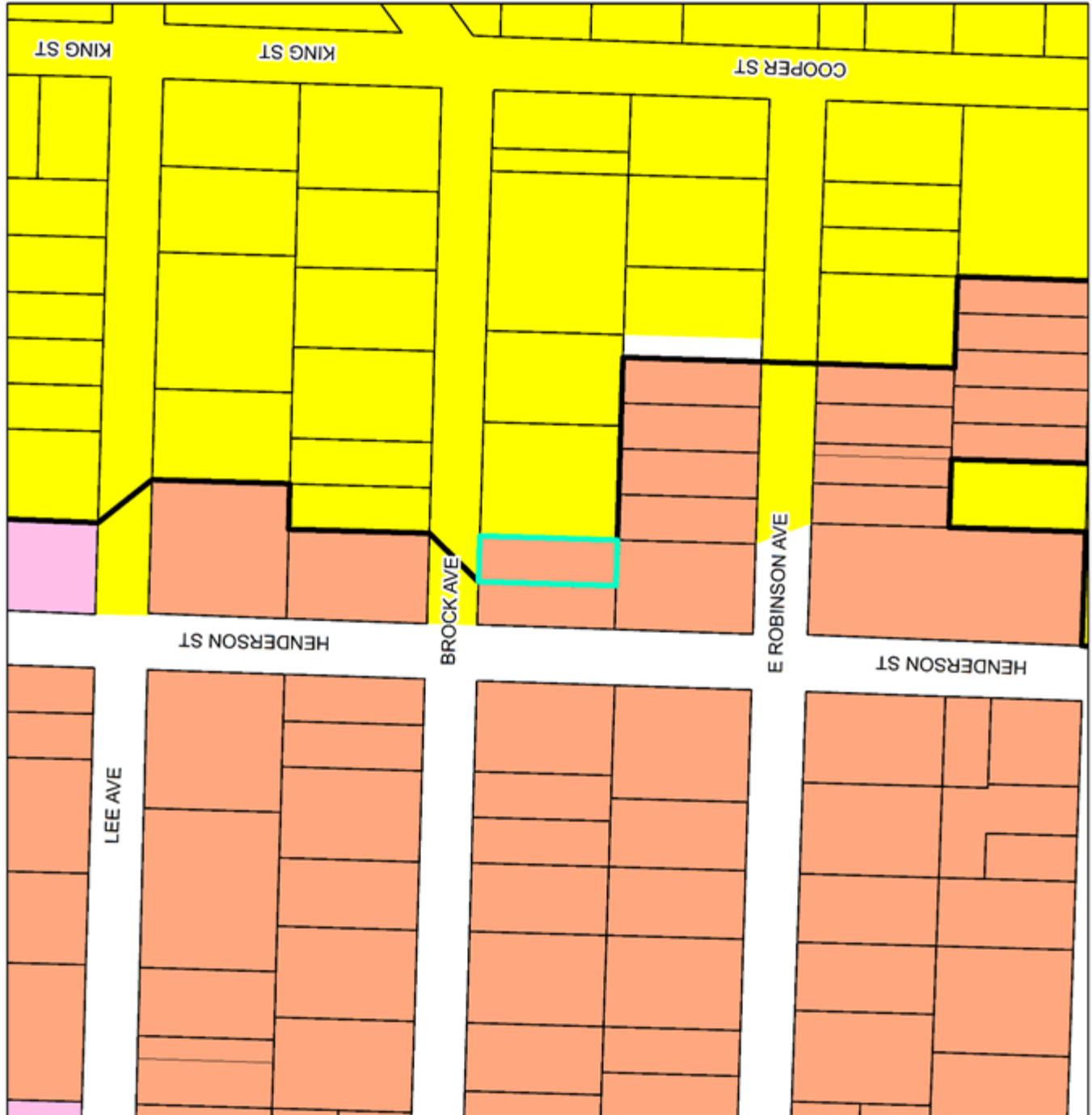
Public Lands (P)

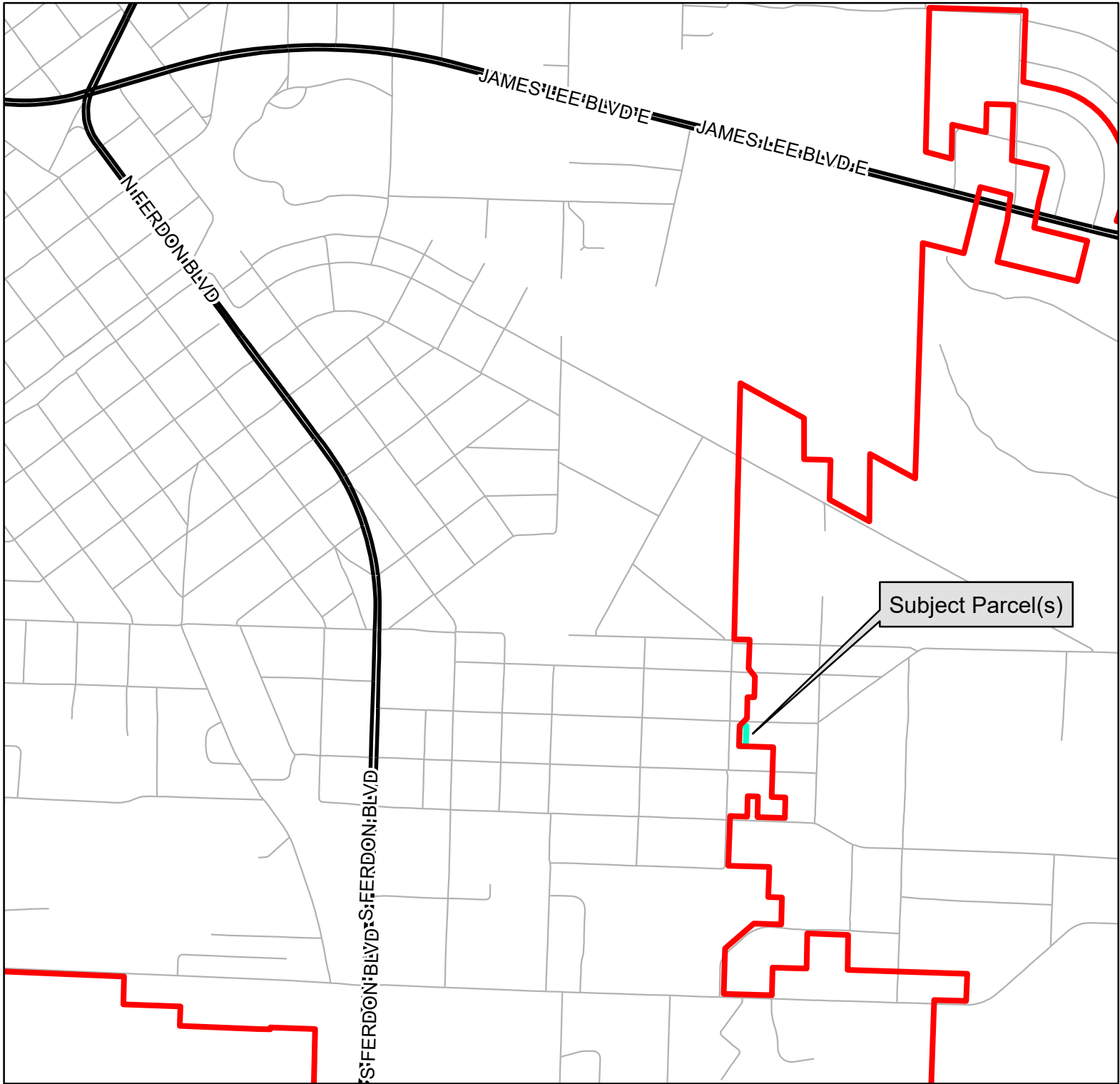
Conservation (E)

Planned Unit
Development (PUD)

County Zoning

Residential - 1 (R-1)





Vicinity Map



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



Current Future Land Use



0 75 150
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

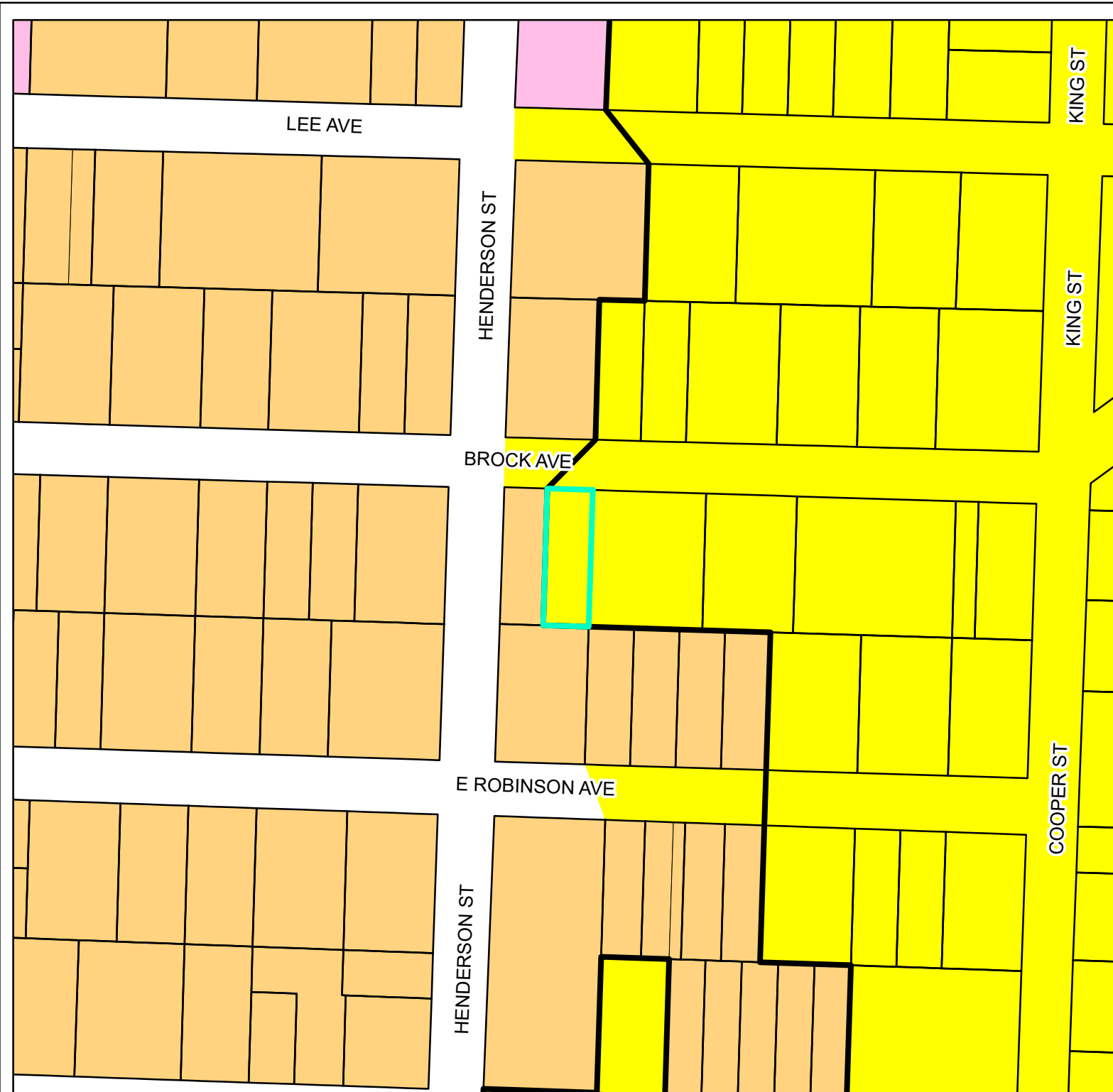
 Conservation (CON)

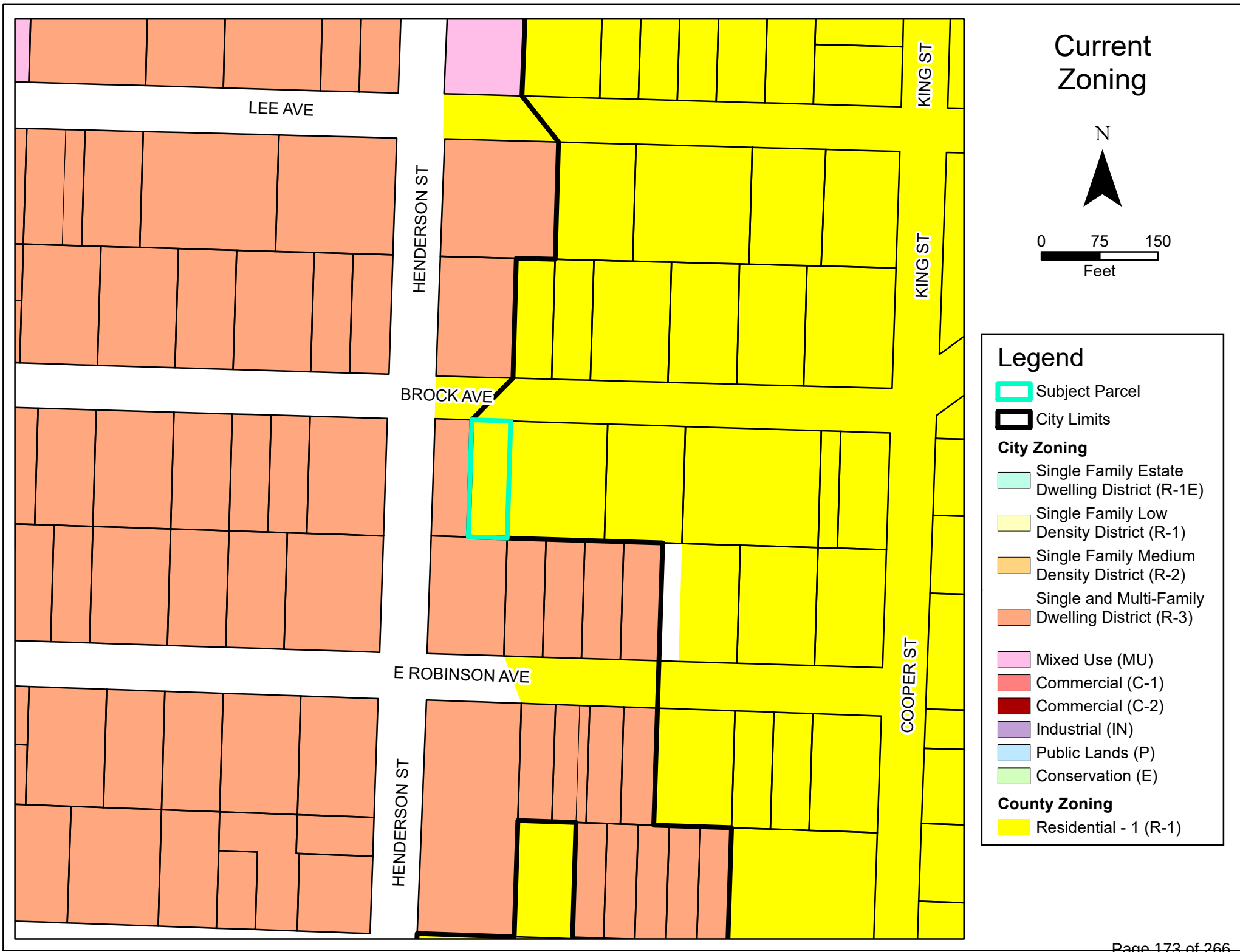
 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density
Residential (LDR)





Proposed Future Land Use



0 75 150
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

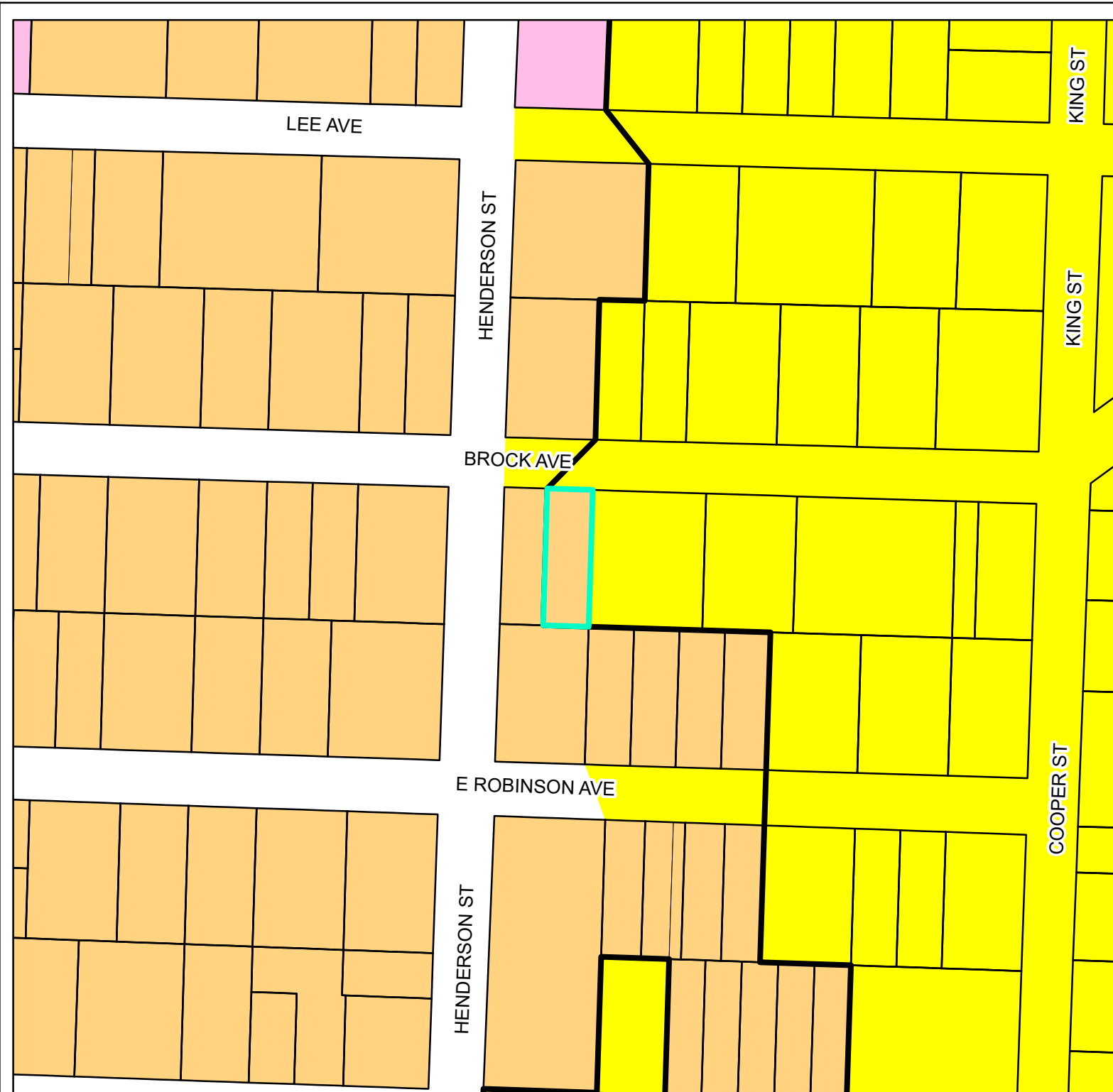
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



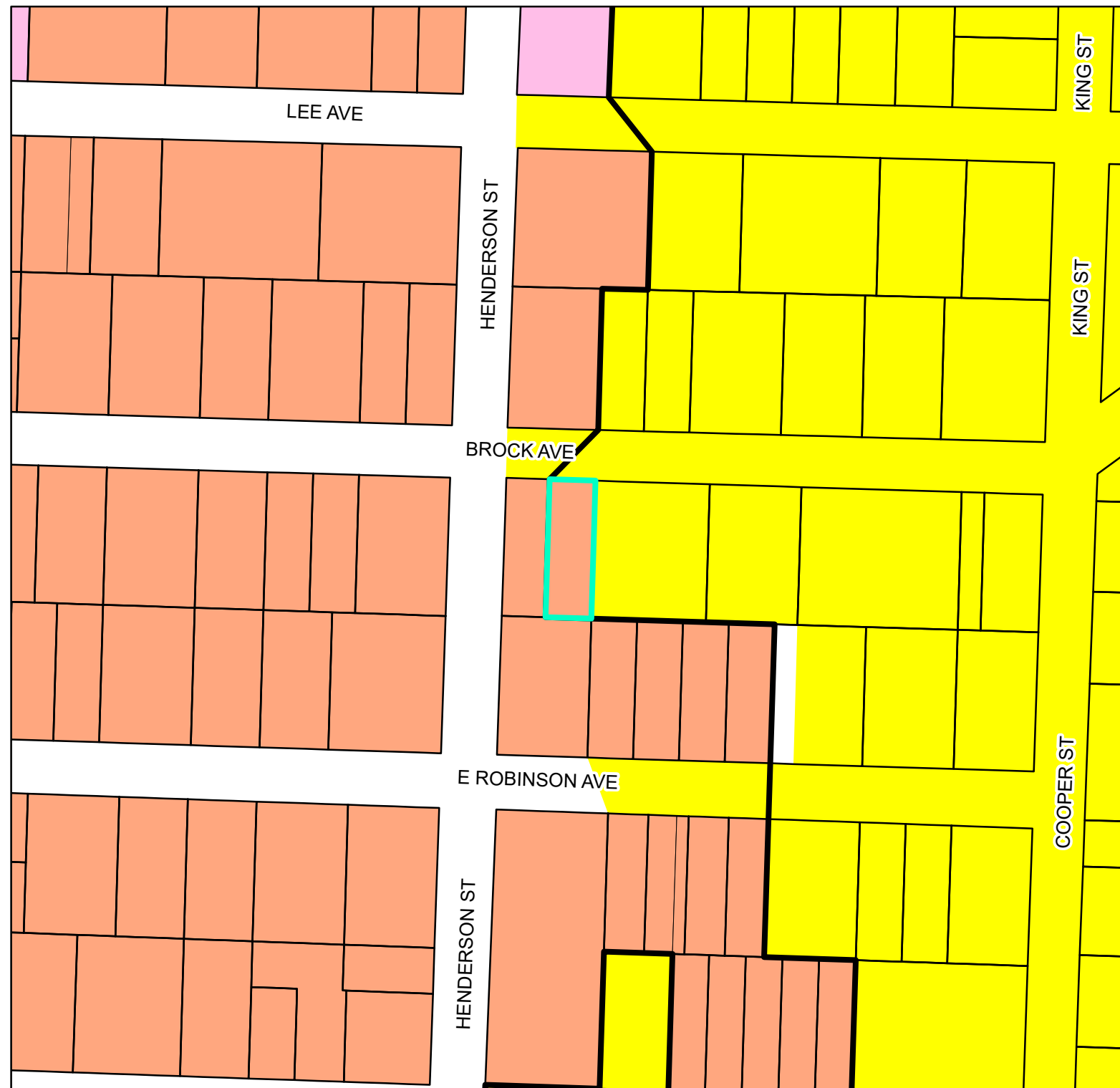
Proposed Zoning



0 75 150
Feet

Legend

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





Staff Report

CITY COUNCIL MEETING DATE: August 25, 2025

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Girard, City Clerk
DATE: 8/13/2025
SUBJECT: Ordinance 2007 - 2025 Code of Ordinances Adoption

BACKGROUND:

On August 31, 2021, the City of Crestview contracted with Municode to recodify, provide supplements, and update online Code hosting services. The project has extended over several years because of the purchase of Municode by Civic Plus. The legal team review for Civic Plus has completed the review and submitted the final Code of Ordinances to the city for final adoption.

DISCUSSION:

Each department has provided their review and comments for the completion of the recodification. Staff recommends the final adoption of our 2025 Code of Ordinances. Once we have adopted the Code of Ordinances, the online code will be updated.

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

Staff requests a motion to adopt Ordinance 2007 on second reading.

Attachments

1. Ordinance 2007 - Adoption of 2025 Code of Ordinances_ADA
2. Proof of Pub Code and LDC Codification

ORDINANCE: 2007

**An Ordinance Adopting and Enacting A New Code For the City of
Crestview; Providing For the Repeal of Certain Ordinances Not Included
Therein; Providing A Penalty For the Violation Thereof; Providing For the
Manner of Amending Such Code**

Be it ordained by the City Council of Crestview, Florida, as follows:

Section 1. The Code entitled "Code of Ordinances, City of Crestview, Florida," published by CivicPlus, LLC is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before September 9, 2024, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, whenever in this Code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense, or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the violation of any such provision of this Code or any ordinance shall be punished by a fine not to exceed the limit as set in the comprehensive fee schedule, or by imprisonment for a term not exceeding 60 days, or by both a fine and imprisonment.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after the date specified in section 2 hereof that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. Effective Date: This Ordinance shall be effective upon final adoption.

Passed and adopted by the City Council of Crestview, Florida on the ___ day of _____ 2025.

Approved this ___ day of _____ 2025.

Approved as to Form:

Jonathan Holloway, City Attorney

J. B. Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk

ORDINANCE NO. 2007

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF CRESTVIEW; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE

Be it ordained by the City Council of Crestview, Florida, as follows:

Section 1. The Code entitled "Code of Ordinances, City of Crestview, Florida," published by CivicPlus, LLC is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before September 9, 2024, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, whenever in this Code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense, or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the violation of any such provision of this Code or any ordinance shall be punished by a fine not to exceed the limit as set in the comprehensive fee schedule, or by imprisonment for a term not exceeding 60 days, or by both a fine and imprisonment.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after the date specified in section 2 hereof that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. Effective Date: This Ordinance shall be effective upon final adoption.

Passed and adopted by the City Council of Crestview, Florida on the ___ day of _____ 2025.

Approved this ____ day of _____ 2025.

Approved as to Form:

Jonathan Holloway, City Attorney

J. B. Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk

AFFIDAVIT OF PUBLICATION

City Of Crestview
P.O. Box 1209
Crestview FL 32536

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who
on oath says that he or she is the Legal Coordinator of the
Northwest Florida Daily News, published in Okaloosa
County, Florida; with circulation in Okaloosa and Walton
Counties; that the attached copy of advertisement, being a
Govt Public Notices, was published on the publicly
accessible website of Okaloosa and Walton Counties,
Florida, or in a newspaper by print in the issues of, on:

08/15/2025

Affiant further says that the website or newspaper complies
with all legal requirements for publication in chapter 50,
Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who
is personally known to me, on 08/15/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$251.90

Tax Amount: \$0.00

Payment Cost: \$251.90

Order No: 11574211

Customer No: 535979

PO #: LSAR0351447

of Copies:

0

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KAITLYN FELTY
Notary Public
State of Wisconsin

City of Crestview
CITY OF CRESTVIEW
NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN, pursuant to Florida Statute, the City Code, Land Use Regulations, and Operating Policies, the City of Crestview proposes to adopt the following Ordinances set forth by title.

Public hearings for the second and final readings of the Ordinances will be held before the Crestview City Council on **Monday, August 25, 2025 at 6:00 p.m.** or as soon thereafter as possible to consider enactment of the Ordinances.

All meetings will be held in the City Hall Council Chambers, 198 Wilson Street North, Crestview, Florida 32536.

ORDINANCE 2007

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF CRESTVIEW; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE.

ORDINANCE 2008

AN ORDINANCE ADOPTING AND ENACTING A NEW LAND DEVELOPMENT CODE FOR THE CITY OF CRESTVIEW; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE.

All citizens and interested parties are encouraged to attend the meetings and to provide written and/or verbal comments on the items under consideration. Written comments will be heard and considered and will be made a matter of public record at the meeting. The files pertinent to the above items may be inspected by the public at the Office of the City Clerk, City Hall, 198 Wilson Street North, Crestview, Florida, 32536 during regular business hours.

No stenographic record by a certified court reporter is made of these meetings. Accordingly, any person who may seek to appeal a decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these meetings upon which any appeal is to be based. (See F.S.S. 286-0105).

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office at (850) 682-1560 ext. 251 at least five (5) days prior to the meeting to make appropriate arrangements.

The City of Crestview does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

August 15 2025
LSAR0351447



Staff Report

CITY COUNCIL MEETING DATE: August 25, 2025

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Girard, City Clerk
DATE: 8/13/2025
SUBJECT: Ordinance 2008 - Adoption of the 2025 Land Development Code

BACKGROUND:

On August 31, 2021, when the City of Crestview contracted with Municode to recodify the Code of Ordinances. The option to include the Land Development Code (LDC) was added as a separate publication. The project has extended over several years because of the purchase of Municode by Civic Plus. The legal team review for Civic Plus has completed the review and submitted the final LDC to the city for final adoption.

DISCUSSION:

The Community Development department has provided their review and comments for the completion of the recodification. Staff recommends the final adoption of our 2025 Land Development Code. Once we have adopted the LDC, the online code will be updated.

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

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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

Staff requests a motion to adopt Ordinance 2008 on second reading.

Attachments

1. Ordinance 2008 - Adoption of the 2025 LDC_ADA

ORDINANCE: 2008

An Ordinance Adopting and Enacting A New Land Development Code For the City of Crestview; Providing For the Repeal of Certain Ordinances Not Included Therein; Providing A Penalty For the Violation Thereof; Providing For the Manner of Amending Such Code

Be it ordained by the City Council of Crestview, Florida, as follows:

Section 1. The Land Development Code entitled "Crestview Land Development Code," published by CivicPlus, LLC is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before January 13, 2025, and not included in the Land Development Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Land Development Code or any ordinance, rule, or regulation adopted or issued in pursuance thereof shall be subject to section 1-11 of the Code of Ordinances, City of Crestview, Florida and F.S. Ch. 162.

Section 5. Additions or amendments to the Land Development Code when passed in such form as to indicate the intention to make the same a part of the Land Development Code shall be deemed to be incorporated in the Land Development Code, so that reference to the Land Development Code includes the additions and amendments.

Section 6. Ordinances adopted after the date specified in Section 2 hereof that amend or refer to ordinances that have been codified in the Land Development Code shall be construed as if they amend or refer to like provisions of the Land Development Code.

Section 7. Effective Date: This Ordinance shall be effective upon final adoption.

Passed and adopted by the City Council of Crestview, Florida on the ___ day of _____ 2025.

Approved this ___ day of _____ 2025.

Approved as to Form:

Jonathan Holloway, City Attorney

J. B. Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk

ORDINANCE NO. 2008

AN ORDINANCE ADOPTING AND ENACTING A NEW LAND DEVELOPMENT CODE FOR THE CITY OF CRESTVIEW; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE

Be it ordained by the City Council of Crestview, Florida, as follows:

Section 1. The Land Development Code entitled "Crestview Land Development Code," published by CivicPlus, LLC is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before January 13, 2025, and not included in the Land Development Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Land Development Code or any ordinance, rule, or regulation adopted or issued in pursuance thereof shall be subject to section 1-11 of the Code of Ordinances, City of Crestview, Florida and F.S. Ch. 162.

Section 5. Additions or amendments to the Land Development Code when passed in such form as to indicate the intention to make the same a part of the Land Development Code shall be deemed to be incorporated in the Land Development Code, so that reference to the Land Development Code includes the additions and amendments.

Section 6. Ordinances adopted after the date specified in Section 2 hereof that amend or refer to ordinances that have been codified in the Land Development Code shall be construed as if they amend or refer to like provisions of the Land Development Code.

Section 7. Effective Date: This Ordinance shall be effective upon final adoption.

Passed and adopted by the City Council of Crestview, Florida on the ____ day of _____ 2025.

Approved this ____ day of _____ 2025.

Approved as to Form:

Jonathan Holloway, City Attorney

J. B. Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk



Staff Report

CITY COUNCIL MEETING DATE: August 25, 2025

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director
DATE: 8/21/2025
SUBJECT: Ordinance 2006 - Amending Chapter 18 - Businesses

BACKGROUND:

Following the increasing popularity and proliferation of participating vendors and food trucks at City special events, and considering the spirit and intent of recent changes to Chapter 509 of the Florida Statutes, staff has determined that amendments to Chapter 18 of the Code of Ordinances to be beneficial.

DISCUSSION:

Florida Statutes Chapter 509 was modified in 2020 to prevent municipalities from requiring 'a separate license, registration, or permit other than the license required under s. 509.241' or requiring 'the payment of any license, registration, or permit fee other than the fee required under s. 509.251, as a condition for the operation of a mobile food dispensing vehicle'. Though this does not explicitly prohibit municipalities from requiring payment of a business tax, it exists within a legal gray area that has yet to be challenged, to staff's knowledge. We do know that some jurisdictions, such as Okaloosa County, opted to exempt Mobile Food Dispensing Vehicles from business tax requirements in response to the statutory change. Additionally, it is clear that the spirit and intent of the statutory regulation is that 'Regulation of mobile food dispensing vehicles, and temporary commercial kitchens, involving licenses, registrations, permits, and fees is preempted to the state'.

Additionally, the Code, as written, has the potential to confound or cause additional burden to vendors, both of food and in general, that desire to take part in special events at the City. With the ongoing growth of special events taking place at the City (Food Truck Friday, various markets, and other holiday- and seasonal-events), staff has determined that this code, as written, may cause an additional burden on businesses that do not have an existing location within the City of Crestview, and has proven to cause confusion as it pertains to businesses located outside of the City Limits, and even outside of the County and State, that desire to participate in permitted special events. Consequently, operating under the code as currently written risks hampering the operational efficiency of staff, resulting in delays that may affect all businesses.

The amendment being proposed herein exempts mobile food dispensing vehicles from being required to have a business tax receipt, as well as vendors operating at permitted special events. It provides operational exemptions for mobile food dispensing vehicles at special events (pertaining to placement and utility connection regulations), but keeps all operational and regulations for mobile food dispensing vehicles operating outside of permitted special events, to maintain public health and safety requirements.

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

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

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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

This amendment is anticipated to have a neutral financial impact. The revenues not earned through the business tax receipt program are expected to be recouped through special event vendor registration fees.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Ordinance 2006 on first reading, and send to second reading for adoption.

Attachments

1. Ordinance 2006

ORDINANCE: 2006

ORDINANCE 2006

AN ORDINANCE AMENDING CHAPTER 18 - BUSINESSES OF THE CITY OF CRESTVIEW CODE OF ORDINANCES; 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.

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

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

SECTION 2 – AMENDING SECTION 18-8, OF THE CITY OF CRESTVIEW CODE OF ORDINANCES. Section 18-8 of the City of Crestview Code of Ordinances is hereby amended as follows:

Sec. 18-8 – Exemptions.

~~All persons, organizations, or entities specified as exempt in F.S. ch. 205 are hereby exempt from the provisions of this chapter to the extent provided in F.S. ch. 205.~~

Certain persons, organization and entities are exempt from being assessed a business tax receipt, as follows:

- a. Mobile food dispensing vehicles, as defined in Sec. 18-13.
- b. Persons, organizations and entities when operating at permitted special events.
- c. All persons, organizations, or entities specified as exempt in F.S. ch. 205 are hereby exempt from the provisions of this chapter to the extent provided in F.S. ch. 205.

SECTION 3 – AMENDING SECTION 18-13, OF THE CITY OF CRESTVIEW CODE OF ORDINANCES. Section 18-13 of the City of Crestview Code of Ordinances is hereby amended as follows:

Sec. 18-13 – Mobile food dispensing vehicles.

- a. For the purposes of this section, a mobile food dispensing vehicle (MFDV) is defined as any vehicle that is a public food service establishment and that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including, but not limited to, gas, water, electricity, or liquid waste disposal.
- b. The owner or operator of an MFDV shall obtain any applicable state or county licenses, permits, or registrations, with such licenses, permits or registrations being ~~provided with application for business tax receipt, and~~ displayed in plain view on or in the vehicle.
- c. ~~The owner or operator of an MFDV shall obtain a city business tax receipt, with such receipt being displayed in plain view on or in the vehicle.~~

- d. The owner or operator of an MFDV shall obtain written permission from any property owner where operation occurs. Such written permission must be kept in the vehicle for inspection, if necessary.
- e. In any case, MFDVs shall not:
 - 1. Operate on any public property, unless in accordance with a permitted special event.
 - 2. Operate on any private property that is not zoned for commercial use.
 - 3. Operate on any private property that is vacant, unimproved, or undeveloped, unless in accordance with a permitted special event.
 - 4. Operate on any property where code uncorrected violations exist.
 - 5. Connect to any external utilities, unless in accordance with a permitted special event.
 - 6. Operate between 10:00 p.m. and 7:00 a.m. unless in accordance with a permitted special event.
 - 7. Dispense alcohol, unless in accordance with a permitted special event.
 - 8. Dispense food to customers in a moving vehicle or engage in drive-up sales.
 - 9. Create or cause nuisance factors, including, but not limited to:
 - i. Flashing or animated lights or visual glare;
 - ii. Amplified music or sound, or other loud noises;
 - iii. Excessive fumes, smoke, or other environmental hazards;
 - iv. Vehicular or pedestrian hazards.
 - 10. Discharge or unload from the vehicle any waste substances such as fat, oil, or grease. All such substances shall be taken from the vehicle when it leaves the subject property.
 - 11. Violate any ordinances pertaining to solid waste disposal.
 - 12. Park within any vehicular or pedestrian travel way, unless in accordance with a permitted special event.

13. Encumber parking spaces on a site required for the principal use, unless in accordance with a permitted special event.
14. Obstruct any fire lanes, fire hydrants, drainage systems or landscape buffers, unless in accordance with a permitted special event.
15. Obstruct visibility from any adjacent driveways or street intersections, unless in accordance with a permitted special event.
16. Include external dining areas unless in accordance with a permitted special event.
17. Be allowed any signage except that which is permanently affixed to the vehicle.

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

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

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

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

SECTION 8 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Crestview, Florida on the 8th day of September, 2025.

ATTEST:

Maryanne Girard
City Clerk

Approved by me this 8th day of September, 2025.

J. B. Whitten
Mayor



Staff Report

CITY COUNCIL MEETING DATE: August 25, 2025

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director
DATE: 8/21/2025
SUBJECT: Resolution 25-15 Comprehensive Fee Schedule Amendment

BACKGROUND:

The Comprehensive Fee Schedule outlines all fees and fines required for specific services or penalties within the City of Crestview. The Comprehensive Fee Schedule was originally adopted in 2020, and has been amended as needed to provide for fee establishment of new City services and the updating of existing fees as necessary.

DISCUSSION:

This is the annual overall update of the Comprehensive Fee Schedule to coincide with the annual budget process. Staff have allowed each department an opportunity to inspect and propose updates to their respective fees. Through this annual update, each department can ensure that its fees and fines reflect the cost of services provided, and allow each department to operate in a more efficient and fiscally responsible manner.

Due to the number of changes in the fee schedule, and for the Council's convenience, attached are both the markups to the existing Comprehensive Fee Schedule, and a clean copy of the updated document.

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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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The amendments to the Comprehensive Fee Schedule will result in a neutral or positive financial impact, allowing various departments to more effectively recoup operational costs, or collect fees of a more appropriate amount for the service provided.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Resolution 2025-15

Attachments

1. FY 2025-26 Comprehensive Fee Schedule - Markup
2. FY 2025-26 Comprehensive Fee Schedule - Clean

RESOLUTION: 2025- 15

A RESOLUTION AMENDING THE COMPREHENSIVE FEE SCHEDULE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1 – COMPREHENSIVE FEE SCHEDULE AMENDMENT. The Comprehensive Fee Schedule is hereby amended as attached hereto and is herein incorporated by reference.

SECTION 2 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Resolution may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 3 – RESOLUTION TO BE LIBERALLY CONSTRUED. This Resolution shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 4 – REPEAL OF CONFLICTING RESOLUTIONS. Resolutions, or parts of resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Resolutions are hereby repealed to the extent of such conflict.

SECTION 5 – EFFECTIVE DATE. This Resolution shall take effect October 1, 2025.

Passed and adopted by the City Council of Crestview, Florida on the 25th day of August 2025.

ATTEST:

Maryanne Girard
City Clerk

Approved by me this 25th day of August 2025.

J. B. Whitten
Mayor



Comprehensive Fee Schedule for

Fiscal Year 20254-20256

Effective Date: October 1, 20245

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City Clerk			
Category	Fee Description	Current Rate	Implemented
Public Records Requests			
Base fee (requests that take longer than 30 minutes)	Fees incurred in the processing of a public records request (determined by the cost of the highest paid staff member acting upon the request)	(Hourly base rate of pay + value of benefits) x hours worked on request	Resolution 2022-21
Copy Fee	14" x 8 ½" or less, one-sided, per page	\$0.15	Resolution 2022-21
	14" x 8 ½" or less, two-sided, per page	\$0.20	
	11" x 17", per page	\$0.25	
	Flash Drive	\$1.00	
	Certified copies, per page, in addition to copy fee	\$1.00	
	Audio recordings	Actual cost of duplication, plus administrative fees	
	Outside reproduction	Actual cost of duplication, plus administrative fees	

Community Development Services			
Category	Fee Description	Current Rate	Implemented
Business Tax Receipts			
Business Tax Receipts	Base Fee	\$22.50	Ordinance 1949
	Commercial Life Safety Fee	\$65.00	Ordinance 1949
	Additional Inspection Fee	\$65.00	Ordinance 1949
Penalty for delinquent payment	<i>See Section 18-2, reference §205.053, Florida Statutes</i>	Reference §205.053, Florida Statutes	Resolution 2020-13
Planning and Zoning			
Subdivisions	Master Planned Development	\$2,000.00 base fee, plus \$20.00 per acre or fraction thereof	Resolution 2020-13
	Residential development (subdivision)	\$350.00 base fee, plus \$15.00 per lot	Resolution 2020-13
	Residential planned unit development	\$800.00 base fee, plus \$15.00 per lot/unit	Resolution 2020-13
	Commercial and industrial development (subdivision)	\$350.00 base fee, plus \$15.00 per lot	Resolution 2020-13
	Planned mixed development district	\$800.00 base fee, plus, \$15.00 per lot	Resolution 2020-13
	Mobile home parks	\$350.00 base fee, plus \$15.00 per lot	Resolution 2020-13
Commercial/industrial site plan reviews.	Area-wide impact projects (commercial & industrial site plan review)	\$2,000.00 for the 1st 100,000 square feet, plus \$20.00 per 1,000 square feet or fraction thereof	Resolution 2020-13
	Development projects (commercial & industrial site plan review)	\$500.00 base fee for the 1st 10,000 square feet, plus \$40.00 per 1,000 square feet or fraction thereof	Resolution 2020-13
	Commercial interior remodel or interior build out (commercial & industrial site plan review)	2,000 square feet or less: \$250.00 2,001 square feet or greater: \$350.00	Resolution 2020-13
Administrative Fees	Administrative Deviation	\$125.00	Resolution 2020-13
	Administrative Permit	\$125.00	Ordinance 1949
	Development Order Amendment	\$150.00	Ordinance 1949
	Out-of-city utility request for water and/or sewer	Residential: \$30.00 for water and/or sewer, plus impact fees (if necessary) Commercial: \$100.00 for water and/or sewer, plus impact fees (if necessary)	Resolution 2020-13
	Land clearing/protected tree removal	\$125.00	Ordinance 1949
	Zoning and code compliance plan review for permitting	\$35.00	Ordinance 1949

Category	Fee Description	Current Rate	Implemented
Administrative Fees	Zoning verification letter, comprehensive plan consistency letter	\$55.00	Ordinance 1949
	Lot Split/Lot Line Adjustment	\$125.00	Ordinance 1949
	Tree Mitigation	\$150.00 per diameter inch for total inches of protected or required trees removed	Ordinance 1957
	<u>Bingo Permit</u>	<u>\$100.00</u>	<u>Resolution 2025-15</u>
GIS	City Limits Map (24"x36")	\$15.00	Resolution 2020-13
	Zoning Map (24"x36")	\$15.00	Resolution 2020-13
	Future Land Use Map (24"x36")	\$15.00	Resolution 2020-13
	CRA District Map (24"x36")	\$15.00	Resolution 2020-13
Concurrency Evaluation Review	Per building (single family, commercial or multi-family)	\$35.00	Resolution 2020-13
Local planning application, and processing fees.	Voluntary annexation into the city (includes comp plan amendment and rezoning.)	50 acres or less: \$1,200.00 Greater than 50 acres: \$1,200.00 plus \$10 per acre or fraction thereof All costs included.	Resolution 2025-13 Moratorium effective for 12 months beginning June 9, 2025, and ending on June 9, 2026. The waiver shall be applied to all applicable Annexation, Comprehensive Plan Amendment, and Zoning Change applications, being annexed into the City of Crestview within Growth Priority Areas 1 and 2 identified within the Growth Strategy. This fee waiver is only applicable to those applications as described above and shall not be applied to Comprehensive Plan Amendments or Zoning Change applications absent an annexation application for the same property(s). The waiver shall not be applied retroactively to any application for annexation, nor shall it apply to any annexation application that was voluntarily cancelled within 180 days of the effective date of this section.
	Comprehensive plan amendments, small scale	\$2,500.00 All costs included.	Resolution 2020-13
	Conventional comprehensive plan amendments	\$2,500.00 plus \$10.00 per acre or fraction thereof All costs included.	Resolution 2020-13
	Zoning changes	\$750.00	Resolution 2020-13

		All costs included.	
	Replat request	\$50.00, All costs included.	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Local planning application, and processing fees.	Right of way or plat vacation	\$600.00 All costs included.	Resolution 2020-13
	Variances and special exceptions	\$1500.00 All costs included.	Resolution 2020-13
	Appeals to the Planning & Development Board	\$1,000.00	Resolution 2020-13
	Development Agreement	\$2,500.00	Ordinance 1949
	Development Agreement Amendment	\$2,500.00	Ordinance 1949
	Land Development Code Text Amendments	\$1,000.00	Ordinance 1949

Category	Fee Description	Current Rate	Implemented
Building Permits			
General Fees	Building Permit Processing Fee (Base Fee)	\$55.00 If the permit fee does not cover the costs of the required inspections, a trip charge of \$45.00 shall be added for each inspection not covered by the permit fees.	Resolution 2020-13
	Change of contractor, transfer of permit	Prorate balance of work	Resolution 2020-13
	Expired permit	Re-issuance-50 percent of the original fee paid if the fee is paid within 30 days of the expiration date. After 30 days, the full original fee is due.	Resolution 2020-13
	Undervalued permits	if the building permit valuation appears to be underestimated on the application, the permit may be withheld unless the applicant can show detailed cost estimates which meet the approval of the building official. The building official may require a copy of the construction contract to be submitted with the permit application.	Resolution 2020-13
Plan Review Fees	Plan check fee	25% SFD 50% of building fee for occupancies other than one- and two-family dwellings	Resolution 2020-13
	Threshold building transmittal/processing/ICC	The applicant shall pay the applicable fees assessed by the ICC at the time plans are submitted.	Resolution 2020-13
	Addendum fee	\$75.00 An addendum applies to changes that occur during construction that results in plan revisions.	Resolution 2020-13
	Revision fee	\$75.00 Revision fees apply to plans which are still under review prior to permit issuance, that do not comply with the Florida Building Code and which have been returned to the applicant for revisions	Resolution 2020-13
	Re-submittal fee	Plans that are resubmitted to be re-reviewed shall be subject to a fee equal to ½ original plan review fee.	Resolution 2020-13
	* A Surcharge will be collected in accordance with and for the purposes stated in F.S 468.631 & 553.721		

Category	Fee Description	Current Rate	Implemented
Construction Permit Fees			
Master Permit Fees	\$15,000 and less	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.	Resolution 2020-13
	\$15,000.01 to \$50,000.00	\$75.00 for the first \$15,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$50,000.00.	Resolution 2020-13
	\$50,000.01 to \$100,000.00	\$215.00 for the first \$50,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.	Resolution 2020-13
	\$100,000.01 to \$500,000.00	\$365.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof, up to and including \$500,000.00.	Resolution 2020-13
	\$500,000.01 and up	\$1,165.00 for the first \$500,000.00 plus \$1.25 for each additional thousand or fraction thereof.	Resolution 2020-13
<u>Retaining Wall Permit Fees</u>	<u>\$15,000 and less</u>	<u>\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.</u>	<u>Resolution 2025-15</u>
	<u>\$15,000.01 to \$50,000.00</u>	<u>\$75.00 for the first \$15,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$50,000.00.</u>	<u>Resolution 2025-15</u>
	<u>\$50,000.01 to \$100,000.00</u>	<u>\$215.00 for the first \$50,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.</u>	<u>Resolution 2025-15</u>
	<u>\$100,000.01 to \$500,000.00</u>	<u>\$365.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof, up to and including \$500,000.00.</u>	<u>Resolution 2025-15</u>
	<u>\$500,000.01 and up</u>	<u>\$1,165.00 for the first \$500,000.00 plus \$1.25 for each additional thousand or fraction thereof.</u>	<u>Resolution 2025-15</u>
Moving Structure Fee	To move any non-portable structure from one lot to another noncontiguous lot within the city,	\$175.00.	Resolution 2020-13
	To move any non-portable structure from outside of the city limits to a lot within the city limits,	\$250.00.	Resolution 2020-13
	To move any non-portable structure from one location to another location within the same lot, parcel or tract,	\$45.00.	Resolution 2020-13
	A separate building permit shall be secured for the foundation upon which such structure shall be placed,	\$90.00.	Resolution 2020-13
Other Construction Permit Fees	Mobile Home Fee	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.	Resolution 2020-13
	Demolition Fee	\$59.50 plus \$9.45 per 2,000 sq ft above 20,000 sq ft or fraction thereof	Resolution 2020-13

	Change of use fee	\$30.00 and a certificate of occupancy shall be reissued upon determining compliance	Resolution 2020-13
	Annual facility permit fees	\$150.00 and shall be valid for one-year from date of issuance, separate permit for each trade.	Resolution 2020-13
Inspection Fees	Temporary use permit fee	\$45.00	Resolution 2020-13
	Additional Inspection Fee	\$45.00	Resolution 2020-13
	After Hours Inspection Fee	\$100.00 per hour with a one-hour minimum charge	Resolution 2020-13
	Re-Inspection Fee	First - \$30.00 Second - \$50.00 Third and more - \$120.00	Resolution 2020-13
Certificates of Occupancy	Certificate of Occupancy	\$38.00	Resolution 2020-13
	Certificate of Completion	\$38.00	Resolution 2020-13
	Temporary Certificate of Occupancy	\$200.00	Resolution 2020-13
	TCO Extensions	\$50.00 Each	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Electrical Permits			
Base Permit Fee	Base Permit Fee	\$55.00	Resolution 2020-13
Service Fees (Includes Generators)	Temporary Pole up to 100 Amp.	\$35.00	Resolution 2020-13
	Temporary Pole over 100 Amp.	\$50.00	Resolution 2020-13
	Main Service up to 100 Amp.	\$45.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 101 Amp. to 200 Amp.	\$70.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 201 Amp. to 400 Amp.	\$85.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 401 Amp. to 600 Amp.	\$105.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 601 Amp. to 800 Amp.	\$120.00 Plus, per circuit 2.25	Resolution 2020-13
	Main Service over 800 Amp	\$0.20 per amperes \$100.00 Plus, per circuit \$2.50	Resolution 2020-13
	Sub panel derived from main service	\$40.00 plus \$1.85 per circuit	Resolution 2020-13
	Reconnect meter inspection fee	\$30.00	Resolution 2020-13
Electrical Motor Fees	Motor up to 1 HP	\$5.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 1 HP up to 3 HP	\$7.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 3 HP up to 5 HP	\$9.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 5 HP up to 8 HP	\$10.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 8 HP up to 10 HP	\$12.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 10 HP up to 25 HP	\$14.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 25 HP	\$17.00 Plus, per circuit \$1.85	Resolution 2020-13
Miscellaneous Fees	Branch Circuits, Feeders	\$2.50	Resolution 2020-13
	Repair (Work-With)	\$30.00	Resolution 2020-13
	Elevator, Electrical	\$175.00	Resolution 2020-13
Swimming Pool Fees	Private swimming pool electrical	\$30.00 Plus, per circuit \$1.85	Resolution 2020-13
	Public swimming pool electrical	\$100.00 Plus, per circuit \$1.85	Resolution 2020-13
Transformer Fees	Transformer up to 50 Amp.	\$25.00 Plus, per circuit \$1.85	Resolution 2020-13
	Transformer over 50 Amp.	\$35.00 Plus, per circuit \$1.85	Resolution 2020-13
X-Ray Unit Fees	Initial Unit	\$50.00 Plus, per circuit \$1.85	Resolution 2020-13
	Each Additional Unit	\$25.00 Plus, per circuit \$1.85	Resolution 2020-13
Alarm System Fees	Security Alarm Permit (wired)	\$40.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm up to \$999.99	\$70.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm \$1000-\$4999.99	\$100.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm \$5000-\$9999.99	\$150.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm \$10,000 and up	\$200.00 Plus, per circuit \$1.85	Resolution 2020-13
Early Power (No Master Permit)	Commercial Power, First service	\$38.00	Resolution 2020-13
	Commercial Power, Each additional service	\$38.00	Resolution 2020-13
	Residential Power, First service	\$38.00	Resolution 2020-13
	Residential Power, Each additional service	\$38.00	Resolution 2020-13
<u>Low Voltage Fee</u>	<u>Flat Fee</u>	<u>\$40.00</u>	<u>Resolution 2025-15</u>
Irrigation			
	Shallow Well	\$35.00	Resolution 2020-13
	Residential (1 & 2 Family)	\$30.00	Resolution 2020-13
	Commercial	\$70.00	Resolution 2020-13
Gas			
	Gas Fixture (New)	\$3.50	Resolution 2020-13
	Gas Fixture (Replacement)	\$30.00	Resolution 2020-13
	Gas Line (Repair or Replacement)	\$30.00	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Mechanical Permits and Inspections			
General Fees	Base permit fee	\$55.00	Resolution 2020-13
	Electric Heating Fees, each system	\$15.00 for the first \$1,000 or fraction thereof of the valuation of installation plus \$2.75 for each additional \$1,000 or fraction thereof	Resolution 2020-13
	Central air conditioning (including heat pump) fees, each system	\$15.00 for the first \$1,000 or fraction thereof of the valuation of installation plus \$2.75 for each additional \$1,000 or fraction thereof	Resolution 2020-13
Miscellaneous Fees	Standard Miscellaneous Fee	\$5.80 plus \$3.45 for each additional \$1,000 or fraction thereof	Resolution 2020-13
	Rehabilitation of Substandard	Reduced by 50% housing, unless permit is for minimum of \$5.00. Repairs, alterations and additions to an existing system under \$500.00	Resolution 2020-13
	Commercial kitchen exhaust hood	\$15.00 for the first \$1,000 or fraction thereof of the valuation of installation plus \$2.75 for each additional \$1,000 or fraction thereof	Resolution 2020-13
Plumbing			
General Fees	Base Permit Fee	\$55.00	Resolution 2020-13
	Plus, per fixture, floor drain or trap, including water and drainage pipe	\$3.50	Resolution 2020-13
	Electric Water Heater Replacement	\$30.00	Resolution 2020-13
Grease trap/interceptor, new and replacement, per interceptor	Sink interceptor/underground system	\$150.00	Resolution 2020-13
	Repair or replacement of any water distribution line, building drain piping, or sewer line	\$30.00	Resolution 2020-13
Water and Sewer Permit Fees			
	Per each residential sewer/water tap and line roughed in	\$30.00	Resolution 2020-13
	Per each non-residential sewer/water tap and line roughed in	\$45.00	Resolution 2020-13
Fire Sprinkler System Permit			
	One- and two-family dwellings	\$120.00 per building	Resolution 2020-13
	Commercial; small, six heads or less	\$120.00 per building	Resolution 2020-13
	Commercial; large, seven or more heads	\$250.00 per building	Resolution 2020-13
	Existing systems; each relocated or additional sprinkler head	\$5.00	Resolution 2020-13
	Exhaust hood fire suppression system	\$60.00 per hood system	Resolution 2020-13
Floodplain Development Permit			
Minor Development	Accessory Structures	\$30.00	Resolution 2020-13
	Habitable buildings	\$100.00	Resolution 2020-13
Major Development	New development	\$250.00	Resolution 2020-13
	Other development	\$200.00	Resolution 2020-13
Miscellaneous	Letter of map change/ flood study review	\$150.00	Resolution 2020-13
Installation of pollutant/hazardous storage tank fees			
	Above ground	\$175.00	Resolution 2020-13
	Underground	\$350.00	Resolution 2020-13
	Removal of storage tank	\$70.00	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Driveway permit inspection			
	Residential (one-and two-family dwellings)	\$35.00	Resolution 2020-13
	Commercial (all other driveways))	\$50.00	Resolution 2020-13
In ground swimming pool permit			
	Private pools and spas	\$135.00	Resolution 2020-13
	Public pool fees shall be assed based on the contract price of the pool	See Master Permit fees	Resolution 2020-13
	Pool modifications	\$100.00	Resolution 2020-13
Minor residential accessory structure permit			
	One-and two-family dwellings	\$15.00	Resolution 2020-13
Sign Permit Fees			
	\$15,000 and less	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.	Resolution 2020-13
	\$15,000.01 to \$50,000.00	\$75.00 for the first \$15,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$50,000.00.	Resolution 2020-13
	\$50,000.01 to \$100,000.00	\$215.00 for the first \$50,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.	Resolution 2020-13
	\$100,000.01 to \$500,000.00	\$365.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof, up to and including \$500,000.00.	Resolution 2020-13
	\$500,000.01 and up	\$1,165.00 for the first \$500,000.00 plus \$1.25 for each additional thousand or fraction thereof.	Resolution 2020-13
Miscellaneous Permit Fees			
Work Without Permit	Owner-builders	Fee of two times the usual permit fee for each required permit	Resolution 2020-13
	Contractors	Fee of four times the usual permit fee plus an additional \$500.00 each occurrence for each required permit	Resolution 2020-13
Special Circumstances	Reduced fee or no-cost permits	Reduced fee or no-cost permits shall not be granted pursuant to F.S. § 553.80(7)(b)(2), except for city projects carried out by the city public services department employees. Costs for these permits shall be covered by utilities and other services provided by the city at no expense to the building division.	Resolution 2020-13
	Refunds of permit fees	Conditional; no work has commenced, & permit has not expired; requires written notice to the BO. Shall not include base fee or plan review fee if applicable.	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Fire Department Fees			
Life safety annual permit	Hazardous Storage Inspection Fee	\$100.00 per hour, Minimum of 1 hour.	Ordinance 1973
Life safety plan review fees	Site Plan or Revised Site Plan	\$100.00	Ordinance 1973
	Temporary Use Structure / Site Plan	\$100.00	Ordinance 1973
	Mobile Vendor	\$60.00	Ordinance 1973
	Building Fire Plan Review	25% of permit fee	Ordinance 1973
	Fire Protection Review	50% of permit fee	Ordinance 1973
	Pre-engineered System	Hood/Inert Gas - \$100.00	Ordinance 1973
	Fire Alarm – per system	\$100.00	Ordinance 1973
	Fire Flow Test (Hydrant)	\$60.00	Ordinance 1973
Inspection Fees	Re-Inspection Fee	First - \$30.00 Second - \$50.00 Third and more - \$120.00	Ordinance 1973
* All revision review fees will be \$60.00 and will be considered an addendum fee.			

Public Services			
Category	Fee Description	Current Rate	Implemented
Water and Sewer Connection Fees			
Inside City Limits			
Water Connection	3/4" - Residential	\$1,178.00	Resolution 2025-8
	1" - Residential	\$1,355.00	Resolution 2025-8
	1 1/2" - Residential	\$1,994.00	Resolution 2025-8
	Commercial Connections	At Cost	Resolution 2025-8
	*Additional Road Cut	\$750.00	Ordinance 1949
	**Additional Pipe Footage in excess of 50'	\$250.00 for each additional 20'	Ordinance 1949
Sewer Connection	Residential 4"	\$1,884.00	Ordinance 1949
	Commercial 4"	\$2,145.00	Ordinance 1949
	Commercial 6"	\$2,703.00	Ordinance 1949
	Commercial 8"	\$3298.40	Ordinance 1949
	*Additional Road Cut	\$750.00	Ordinance 1949
	**Additional Pipe Footage in excess of 40'	\$250.00 for each additional 20'	Ordinance 1949
Backflow Inspection	Residential Backflow prevention device (up to 4")	\$45.00	Ordinance 1949
Outside City Limits			
Water Connection	3/4" - Residential	\$1,767.00	Resolution 2025-8
	1" - Residential	\$2,032.50	Resolution 2025-8
	1 1/2" - Residential	\$2,991.00	Resolution 2025-8
	Commercial Connections	At Cost	Resolution 2025-8
Sewer Connection	Residential 4"	\$2827.20	Ordinance 1949
	Commercial 4"	\$3217.80	Ordinance 1949
	Commercial 6"	\$4054.80	Ordinance 1949
	Commercial 8"	\$4947.60	Ordinance 1949
	*Additional Road Cut	\$750.00	Ordinance 1949
	**Additional pipe footage in excess of 40"	\$250.00 per 20'	Ordinance 1949
Backflow Inspection	Residential backflow prevention device	\$67.50	Ordinance 1949
Other Water and Sewer Charges			
Deposits	Inside Residential	\$100	Ordinance 1949
	Outside Residential	\$125.00	Ordinance 1949
	Inside Commercial	\$300.00	Ordinance 1949
	Outside Commercial	\$350.00	Ordinance 1949
Minimum Average Bill	Water	\$14.45 <u>16.04</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Sewer (subtract if on septic)	\$26.86 <u>29.81</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Garbage	\$ 36.70 <u>38.76</u>	Resolution 2024-24 <u>2025-15</u>
	Stormwater	\$2.50	Ordinance 1957
	Total	\$80.51 <u>87.11</u>	Resolution 2024-24 <u>2025-15</u>
Damage/Replacement	Single Port MXU/Register	\$179.80 <u>193.00</u>	Ordinance 1949 <u>Resolution 2025-15</u>
	Dual Port MXU/Register	\$204.60 <u>At Cost</u>	Ordinance 1949 <u>Resolution 2025-15</u>
	One Triple Wire	\$22.94	Ordinance 1949
	Meter Replacement – 3/4"	\$200.00 <u>At Cost</u>	Resolution 2025- 158 <u>158</u>
	Meter Replacement – 1"	\$300.00 <u>At Cost</u>	Resolution 2025- 158 <u>158</u>

	Meter Replacement – 2” or larger	At Cost	Resolution 2025-8
	Lock Damaged	\$20.00	Ordinance 1949
	Curb Stop Damaged	\$75.00 <u>112.00</u>	Ordinance 1949 <u>Resolution 2025-15</u>
	Meter Box Damaged	\$36.00 <u>40.00</u>	Resolution 2025- 15 <u>8</u>
	Meter Test	\$75.00	Ordinance 1949
	Septic to Sewer		Ordinance 1949
	Grinder Pump Monthly Fee	\$7.00	Ordinance 1973
Category	Fee Description	Current Rate	Implemented
Restoration of water service through existing connection	A person desiring to have water service restored...” [See Section 90-30 for full scope of fee]	Equal to new water service connection fee	Ordinance 1949
	“Utility service may be restored or continued...” [See Section 90-139 for full scope of fee]	Equal to new water service connection fee	Ordinance 1949
Transfer of utility services from one location to another	“A customer desiring to transfer his utility...” [See Section 90-31 for full scope of fee]	\$20.00	Ordinance 1949
Temporary connection of utilities	“In the event a landlord, homeowner, or ...” [See Section 90-32 for full scope of fee] Water and Sewer Service Garbage Service	\$40.00	Ordinance 1949
Private Sewage Disposal System	Permit and Inspection Fee	\$150.00	Ordinance 1949
Miscellaneous Utility Fees	Building Sewer Permit and Inspection Fee	\$150.00	Ordinance 1949
	Hydrant Meter Deposit	\$1,000.00	Ordinance 1949
	Hydrant Meter Installation	\$50.00	Ordinance 1949
	Construction Water Deposit	\$35.00	Ordinance 1949
	Cleaning Water Fee	\$40.00	Ordinance 1949
	Cleaning Water Turn On/Off Fee	\$25.00	Ordinance 1949
	Vacation Turn Off/On Fee	\$30.00	Ordinance 1949
	After Hours Service	\$75.00 per hour	Resolution 2025-8
	Re-Verify Service Connection	\$150.00	Ordinance 1949
	Unauthorized Use Fine	\$500.00	Ordinance 1949
Per Gallon Rates [See Section 90-138 & 90-137 for full scope of fees]			
Inside City Limits			
Residential Water	Base Fee (up to 2,000 gallons)	\$14.45 <u>16.04</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Next 3,000 gallons of water consumed, rate per 1,000 gallons	\$3.43 <u>.09</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$3.50 <u>45</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$3.84 <u>46</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$4.35 <u>3.92</u>	Ordinance 1973 <u>Resolution 2025-15</u>
Residential Sewer	Base Fee (up to 2,000 gallons)	\$29.81 <u>6.86</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Next 14,000 gallons of water consumed, rate per 1,000 gallons	\$9.04 <u>8.14</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Over 16,000 gallons of water consumed rate per 1,000 gallons (Max Charge)	\$156.37 <u>40.82</u>	Ordinance 1973 <u>Resolution 2025-15</u>
Commercial Water	Minimum charge (includes the first 1,000 gallons of water consumed)	\$19.90 <u>7.93</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Next 4,000 gallons of water consumed, rate per 1,000 gallons	\$3.43 <u>09</u>	Ordinance 1973 <u>Resolution 2025-15</u>
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$3.50 <u>45</u>	Ordinance 1973 <u>Resolution 2025-15</u>

	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$3. 8446	Ordinance 1973 Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$ 4.353.92	Ordinance 1973 Resolution 2025-15
Commercial Sewer Commercial Sewer	Minimum charge (includes the first 1,000 gallons of water consumed)	\$ 32.5929.36	Ordinance 1973 Resolution 2025-15
	Rate per 1,000 gallons consumed after initial 1,000 gallons consumption	\$ 9.048.14	Ordinance 1973 Resolution 2025-15

Category	Fee Description	Current Rate	Implemented
Outside City Limits			
Residential Water	Base Fee (up to 2,000 gallons)	\$24,061.68	Ordinance 1973 Resolution 2025-15
	Next 3,000 gallons of water consumed, rate per 1,000 gallons	\$5,134.62	Ordinance 1973 Resolution 2025-15
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$5,264.74	Ordinance 1973 Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$5,751.8	Ordinance 1973 Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$6,505.86	Ordinance 1973 Resolution 2025-15
Residential Sewer	Base Fee (up to 2,000 gallons)	\$44,730.30	Ordinance 1973 Resolution 2025-15
	Next 14,000 gallons of water consumed, rate per 1,000 gallons	\$13,542.20 per 1000 over 2000	Ordinance 1973 Resolution 2025-15
	Over 16,000 gallons of water consumed rate per 1,000 gallons (Max Charge)	\$234,291.10	Ordinance 1973 Resolution 2025-15
Commercial Water	Minimum charge (includes the first 1,000 gallons of water consumed)	\$29,846.88	Ordinance 1973 Resolution 2025-15
	Next 4,000 gallons of water consumed, rate per 1,000 gallons	\$5,134.62	Ordinance 1973 Resolution 2025-15
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$5,264.74	Ordinance 1973 Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$5,751.8	Ordinance 1973 Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$6,505.86	Ordinance 1973 Resolution 2025-15
Commercial Sewer	Minimum charge (includes the first 1,000 gallons of water consumed)	\$48,884.04	Ordinance 1973 Resolution 2025-15
	Rate per 1,000 gallons consumed after initial 1,000 gallons consumption	\$13,542.20 per 1000 over 1000	Ordinance 1973 Resolution 2025-15
*Out of City Water/Sewer Rates will continue to be charged as allowed by the Code of Ordinances of the City of Crestview. A copy of these rates is available upon request.			
Impact Fees			
	Water	\$2,0104,811 per ERU	Ordinance 1949 Resolution 2025-15
	Sanitary Sewer	\$4,595140 per ERU	Ordinance 1949 Resolution 2025-15
Stormwater Rates*			
ERU (Equivalent Residential Unit) = \$2.50 Base Fee. An ERU is each 2,200 SF above 10,000 SF			
Residential	\$2.50 Flat rate		Resolution 2020-13
Commercial / Industrial 10,000 sq ft of impervious area	\$2.50 Monthly Fee / ERU, where the first ERU is equal to 10,000 sq. ft of impervious area; plus \$2.50 Monthly Fee/ERU for each additional 3,000 sq. ft of additional impervious area up to a maximum of 9 additional ERUS (a total monthly maximum of 10 ERUs or \$25.00). Fractions round to the next whole number (i.e., 3.4 rounds to 4).		Resolution 2020-13
Credit A	Up to 30% reduction given for volume/rate control in excess of design storm		Resolution 2020-13
Credit B	Up to 30% reduction given for significant control of offsite runoff		Resolution 2020-13
*Stormwater utility rates only apply to Customers inside the City limits of Crestview.			

Category	Fee Description	Current Rate	Implemented
Mobility Fee Schedule			
Residential Uses			
Single-family detached	Per Dwelling Unit	\$2,095	Ordinance 1997
Single-family attached	Per Dwelling Unit	\$1,600	
Multifamily	Per Dwelling Unit	\$1,499	
Mobile Home	Per Dwelling Unit	\$1,583	
Institutional Uses			
Community Serving (Centers, Gallery, Lodge, Museum, Performance Venues, Place of Assembly or Worship)	Per 1,000 Sq. Ft.	\$264	Ordinance 1997
Long Term Care (Assisted Living, Congregate Care Facility, Nursing Facility)	Per 1,000 Sq. Ft.	\$446	
Private Education (Afterschool, Day Care, K-12, Pre-K, Trade School, Tutor)	Per 1,000 Sq. Ft.	\$389	
Recreational Uses			
Outdoor Commercial Recreation (Golf, Multi-Purpose, Sports, Tennis)	Per Acre	\$1,100	Ordinance 1997
Indoor Commercial Recreation (Fitness, Gym, Health, Indoor Sports, Recreation)	Per 1,000 Sq. Ft.	\$962	
Industrial Uses			
Industrial (Assembly, Fabrication, Manufacturing, Production, R&D, Trades, Utilities)	Per 1,000 Sq. Ft.	\$228	Ordinance 1997
Commercial Storage (Mini-Warehouse, Boats, RVs & Outdoor Storage, Warehouse)	Per 1,000 Sq. Ft.	\$97	
Office Uses			
Office (General, Post Secondary Education, Hospital, Professional)	Per 1,000 Sq. Ft.	\$668	Ordinance 1997
Medical Office (Clinic, Dental, Emergency Care, Medical, Veterinary)	Per 1,000 Sq. Ft.	\$1,225	
Retail Uses			
Retail (Not Otherwise Specified on Schedule)	Per 1,000 Sq. Ft.	\$2,942	Ordinance 1997
Bank	Per 1,000 Sq. Ft.	\$5,162	
Convenience Store	Per 1,000 Sq. Ft.	\$10,855	
Drinking Establishment (Bar, Brewery Tap Room, Club, Distillery or Wine Tasting)	Per 1,000 Sq. Ft.	\$3,814	
Fast Food or Quick Service Restaurant	Per 1,000 Sq. Ft.	\$12,929	
Furniture Store	Per 1,000 Sq. Ft.	\$967	
Grocery Store	Per 1,000 Sq. Ft.	\$5,870	
Pharmacy or Dispensary	Per 1,000 Sq. Ft.	\$8,873	
Sit Down Table Service Restaurant	Per 1,000 Sq. Ft.	\$5,646	
Superstore	Per 1,000 Sq. Ft.	\$3,877	
Variety or Dollar Store	Per 1,000 Sq. Ft.	\$4,885	
Motor Vehicle or Boat Sales	Per 1,000 Sq. Ft.	\$3,241	
Wholesale Club	Per 1,000 Sq. Ft.	\$3,259	
Non-Residential Uses Per Unit of Measure (* Denotes Additive Mobility Fee)			
Overnight Lodging	Per Room	\$1,483	Ordinance 1997
Recreational Vehicle or Travel Trailer Park	Per Space	\$821	
Bank Drive-Thru or Free-Standing ATM *	Per Lane or ATM	\$7,356	
Motor Vehicle or Boat Cleaning *	Per Bay, Lane, Stall or Station	\$16,513	
Motor Vehicle Charging or Fueling (Commercial Facility which requires Payment) *	Per Charging or Fueling Position	\$4,789	
Motor Vehicle or Boat Service (Accessories, Brakes, Maintenance, Quick Lube, Repair, Tires) *	Per Bay or Stall	\$2,859	
Fast Food or Quick Service Restaurant Drive Thru *	Per Lane	\$18,508	
Notes: Additive Mobility Fees are assessed in addition to the Retail Mobility Fee associated with the square footage of buildings or structures. For subdivision projects: 1 unit of mobility fee due prior to development order issuance, remainder due at issuance of each building permit.			

Category	Fee Description	Current Rate	Implemented
Engineering Plan Review Fees			
Commercial and Industrial Projects	Minor: Sites under/equal 2ac disturbed area	\$500	Ordinance 1949
	Standard: Sites over 2ac under 10ac disturbed area	\$800	Ordinance 1949
	Major: Sites over 10ac disturbed area	\$1,200	Ordinance 1949
	Site Plan Re-review	\$250	Ordinance 1949
	Site Inspection	\$250	Ordinance 1949
	Reinspection	\$150	Ordinance 1949
Subdivision Projects	Subdivision Plan Review: 10 lots (500), 50 lots (1500), 100 lots (2750)	\$250+\$25/lot	Ordinance 1949
	Subdivision Plan Re-review	\$250	Ordinance 1949
	Subdivision Plan Re-review	\$300	Ordinance 1949
	Subdivision Inspection 10 lots (400), 50 lots (1400), 100 lots (2650)	\$150+\$25/lot	Ordinance 1949
	Subdivision Reinspection: 10 lots (250), 50 lots (650), 100 lots (1150)	\$150+\$10/lot	Ordinance 1949
Miscellaneous	Utility Availability Letters	\$25	Ordinance 1949

Parks and Recreation			
Category	Fee Description	Current Rate	Implemented
Facility Rentals			
Attendant Fees**	Apply to all indoor rentals, 4-hour minimum	\$25.00 per hour	Ordinance 1949
Before and After Hours	Before 8:00am (no earlier than 6:00am) After 10:00pm (no later than 1:00am)	\$25 per hour	Ordinance 1949
Governmental Rates (8 Hour Day) (Schools, Chambers, Governmental Agencies)	Inside Okaloosa County Outside Okaloosa County	\$150, \$20 per hour after 8 hours \$250, \$20 per hour after 8 hours	Resolution 2022-21
Early Setup and Late Tear Down (Subject to Availability)	The Day before or after an event	\$100.00 per day	Resolution 2022-21
Spanish Trail Amphitheater	Deposit	\$200	Ordinance 1967
	Alcohol (Non-profit only may sell alcohol)	\$300	
	0-2 Hours	\$75	Resolution 2020-13
	2-4 Hours	\$150	Resolution 2020-13
	4-8 Hours	\$200	Resolution 2020-13
	8+ Hours	\$300	Resolution 2020-13
	2 Day Rental (1 st day up to 8 hours, 2 nd day all day)	\$400	Resolution 2020-13
Senior Center (attendant fee applies)	Deposit	\$25	Resolution 2022-21
	Per Hour	\$10	Resolution 2022-21
Pavilions / Gazebo (Includes all pavilions at OSTP & Twin Hills and the gazebo at Twin Hills)	All Day	\$10	Resolution 2020-13
Allen Park	Deposit	\$0	Resolution 2020-13
	Per Day	\$25	Resolution 2020-13
Twin Hills Gymnasium *Attendant fee applies (NOT included in above prices)	Deposit	\$50	Resolution 2020-13
	0-2 Hours	\$150	Resolution 2022-21
	2-4 Hours	\$300	Resolution 2022-21
	4-8 Hours	\$560	Resolution 2022-21
	8+ Hours	\$700	Ordinance 1967
	2 Day Rental	\$850	Ordinance 1967
Library – Conference Room (rental must be made through library)	First Hour	\$50	Ordinance 1949
	Per Hour (not to exceed \$75 per day)	\$10 for Nonprofit/ \$25 for all other	Ordinance 1949
All Fields (Twin Hills – Football, Spanish Trail Park & Durrell Lee – Softball/Baseball)	Deposit	\$50	Resolution 2020-13
	Per Hour	\$10	Resolution 2020-13
	Per Hour for Lights	\$25	Resolution 2020-13
Twin Hills Pickleball Tournament Fees	Deposit	\$50	Ordinance 1973
	Per Court/Day	\$100	Ordinance 1973
All Food/Craft Vendor Spaces			
	Per Space/240v	\$25	Resolution 2020-13
	With Electricity/Water	\$30	Resolution 2020-13
Bleacher Delivery	Each	\$250	Resolution 2020-13
Community Center (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident, 0-4 Hours*	\$280	Resolution 2022-21
	City Resident, 4-8 Hours*	\$380	Resolution 2022-21
	City Resident, 8+ Hours*	\$480	Resolution 2022-21
	City Resident, 2-day rental*	\$580	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$380	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$480	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$580	Resolution 2022-21
	Non-city Resident, 2 Day Rental	\$680	Resolution 2022-21

*Non-consecutive rentals will receive a 20% discount (deducted from original rental price); no more than 12 non-consecutive bookings per year will be allowed.

**The City reserves the right to assess additional attendant fees as needed.

Category	Fee Description	Current Rate	Implemented	
Warriors Hall (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21	
	Alcohol (Non-profit only may sell alcohol)	\$300		
	City Resident, 0-4 Hours*	\$180	Resolution 2022-21	
	City Resident, 4-8 Hours*	\$280	Resolution 2022-21	
	City Resident, 8+ Hours*	\$380	Resolution 2022-21	
	City Resident, 2 Day Rental*	\$480	Resolution 2022-21	
	Non-city Resident, 0-4 Hours	\$280	Resolution 2022-21	
	Non-city Resident, 4-8 Hours	\$380	Resolution 2022-21	
	Non-city Resident, 8+ Hours	\$480	Resolution 2022-21	
	Non-city Resident, 2 Day Rental	\$580	Resolution 2022-21	
Fairview Center (Rates include attendant to open and close)	Deposit	\$200	Ordinance 1967	
	Alcohol (Non-profit only may sell alcohol)	\$300		
	City Resident: 0-4 hours	\$75	Ordinance 1967	
	City Resident: 4-8 hours	\$125		
	City Resident: 8+ hours	\$175	Ordinance 1967	
	Non-city Resident: 0-4 hours	\$100		
	Non-city Resident: 4-8 hours	\$150		
	Non-city Resident: 8+ hours	\$200		
Meeting Rooms	Mtg. Rooms B1 or B2: First 2 hrs. First 4 hrs. Additional Hours Capacity	 \$40 \$60 \$25 25	Resolution 2020-13	
	Mtg. Room B: First 2 hrs. First 4 hrs. Additional Hours Capacity	 \$40 \$60 \$30 50	Resolution 2020-13	
	Mtg. Room C: First 2 hrs. First 4 hrs. Additional Hours Capacity	 \$40 \$60 \$30 50	Resolution 2020-13	
	*-Meeting Room rentals will be unavailable during Community Center Functions			
	*Non-consecutive rentals will receive a 20% discount (deducted from original rental price); no more than 12 non-consecutive bookings per year will be allowed.			
	**The City reserves the right to assess additional attendant fees as needed.			
	<u>Special Event Permits</u>			
	Special Event Permit	Application fee	\$100	Resolution 2025-8
		Barricade Fee (Includes Delivery & Setup)	\$175	
		Street Cleanup	\$500	
Police Presence		\$30 per hr/per officer		
Parade Traffic Plan		\$15		
Trash Receptacle (each)		\$65		
Electrician Fee (hourly)		\$200		
Stage Rental Set-up		\$150		
Bleacher Rental Set-up		\$250		
Dumpster Rental		Refer to Commercial Compactor fees in Miscellaneous Fees section of schedule.		

	Street Sweeper Utility Service Worker (per hr) Laborer (per hr) Port-a-Toilets reg/handicap Hand Washing Station	\$500 \$23.77 \$50/\$75 \$50/\$75 \$75	
Special Event Penalty	Security violation Custodial service violation Alcohol use without permit Left over signage	\$1000 \$200 \$300 \$5 per sign	Ordinance 1949
<u>Vendor Fees</u>			
<u>Food Truck Friday</u>	<u>Food Truck Vendor</u> <u>Food Tent Vendor</u> <u>Merchandise and Farm Vendor</u>	<u>\$100.00</u> <u>\$80.00</u> <u>\$25.00</u>	<u>Resolution 2025-25</u>
<u>Mardi Gras</u>	<u>Food Truck Vendor</u> <u>Food Tent Vendor</u> <u>Merchandise and Farm Vendor</u> <u>Large Tandem Float</u> <u>Small Float</u> <u>Walkers</u> <u>Cars, Trucks, Horses, Shriners Cars, etc.</u> <u>Motorcycle Clubs and Car Clubs (max 10)</u>	<u>\$100.00</u> <u>\$80.00</u> <u>\$40.00</u> <u>\$100.00</u> <u>\$75.00</u> <u>\$40.00</u> <u>\$50.00</u> <u>\$100.00</u>	<u>Resolution 2025-25</u>
<u>International Festival</u>	<u>Food Truck Vendor</u> <u>Food Tent Vendor</u> <u>Merchandise and Farm Vendor</u>	<u>\$100.00</u> <u>\$80.00</u> <u>\$25.00</u>	<u>Resolution 2025-25</u>
<u>4th of July</u>	<u>Food Truck Vendor</u> <u>Food Tent Vendor</u> <u>Merchandise and Farm Vendor</u>	<u>\$100.00</u> <u>\$80.00</u> <u>\$40.00</u>	<u>Resolution 2025-25</u>
<u>Oktoberfest</u>	<u>Food Truck Vendor</u> <u>Food Tent Vendor</u> <u>Merchandise and Farm Vendor</u>	<u>\$100.00</u> <u>\$80.00</u> <u>\$40.00</u>	<u>Resolution 2025-25</u>
<u>Additional Events not listed (pop-ups)</u>	<u>Food Truck Vendor</u> <u>Food Tent Vendor</u> <u>Merchandise and Farm Vendor</u>	<u>\$100.00</u> <u>\$80.00</u> <u>\$25.00</u>	<u>Resolution 2025-25</u>
Category	Fee Description	Current Rate	Implemented
Entertainment/Amusement	Circus	\$300	Ordinance 1949
	Promotors	\$300	
	Carnival	\$300	
Youth Sports Registration	City Resident *	\$60	Ordinance 1967
	County Resident	\$65	
Summer Camp Fees	Summer Camp Fee	\$30.00	Resolution 2025-13
Penalty for violation of Chapter 58 – Parks and Recreation	“Any person convicted of any violation under this chapter shall be punished...” [See Section 58-3 for full scope of fine]	\$50.00	Resolution 2020-13

*Proof of City residency required
**The City reserves the right to assess additional attendant fees as needed
***Multiple Bookings—non-consecutive days will receive a 20% discount (no more than 12 non-consecutive bookings allowed per year)

Library			
Category	Fee Description	Current Rate	Implemented
Membership	Library Cards – Okaloosa County Residents	1 st Card is Free	Resolution 2020-13
	Replacement Cards	\$2.00	Resolution 2020-13
	12-month Out of Network (Not otherwise eligible for library services)	\$60.00 per person/year	Resolution 2020-13
	6-month out-of-network (Not otherwise eligible for library services)	\$30.00 per person/6 months	Resolution 2020-13
	In-network , non-resident	\$40.00 per family/year	Ordinance 1949
	Note: Resident: a person living in Okaloosa County, or a non-resident property owner who pays ad valorem taxes to Okaloosa County Out-of-network: non-resident persons who do not physically reside in Okaloosa County or the Panhandle Library Access Network (PLAN) service area. Post office boxes and mailbox rental business addresses are not accepted as proof of residence, Non-resident memberships must be purchased in-person at a member library location. In-network: non-resident persons living in the service area of the PLAN. Libraries in these counties contribute toward PLAN services available to Okaloosa County residents. Includes: Escambia, Santa Rosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, and Jefferson counties.		
Service and Convenience Items	Copies (black & white only)	\$0.15 per page	Resolution 2020-13
	Faxes (sending or receiving, except for ACCESS Florida)	\$1.00 per page	Resolution 2020-13
	Jump drives (4GB)	\$7.00 each	Resolution 2020-13
	Earbuds	\$1.00 each	Resolution 2020-13
Miscellaneous Fees	Replaced CD/DVD cases	\$2.00	Resolution 2020-13
	Lost/damaged items	Cost of item or replacement in kind	Resolution 2020-13
	Telescope lost or damaged	\$200.00	Resolution 2020-13
	Miscellaneous Repair or Processing	\$2.00	Resolution 2020-13

Police Department			
Category	Fee Description	Current Rate	Implemented
Removing, impounding an immobilization of motor vehicles	Service charge for removal of the immobilization device	\$50.00 (cash or surety bond or other adequate security equal to the amount)	Resolution 2020-13
No Parking	No parking – left wheels to curb (on two-way street)	\$5.00	Resolution 2020-13
	Blocking Fire Hydrant	\$20.00	
	Parking by disabled permit only	\$250.00	
	Parking overtime (limit in authorized zone)	\$5.00	
	Parking over line	\$5.00	
	Designated fire lane*	\$20.00	
	Parking in a designated no parking zone.	\$10.00	
	If such penalty is not paid within the five working days as above provided, the amount of the civil penalty shall be \$1.00 greater than the amount specified for the parking violation as provided above.		
	*Chapter 86-154, Laws of Florida - additional surcharge	\$5.00	Resolution 2020-13
Parking Violations (upon hearing by judge)	“... If the commission of a violation has been proven, the judge may impose a fine not to exceed...” <i>[See Section 86-44(b) for full scope of fine]</i>	Up to \$250.00, plus court costs.	Resolution 2020-13
Reduction of parking violation penalty	“If an individual who has received a parking violation notice...” <i>[See Section 86-44(c) for full scope of fine]</i>	\$5.00	Resolution 2020-13
Parking Violation Notice Noncompliance	“If any person summoned by a parking violation...” <i>[See Section 86-45(b) for full scope of fine]</i>	\$5.00	Resolution 2020-13
	“Any person who fails to respond to the original ...” <i>[See Section 86-45(c) for full scope of fine]</i>	Up to \$250.00	Resolution 2020-13
Wrecker operator	“Any wrecker operator who does not...” <i>[See Section 86-76(e) for full scope of fee]</i>	\$50.00 each certificate	Resolution 2020-13
Maximum rates for towing and storage.	“... maximum of \$30.00 may be charged to the...” <i>[See Section 86-79 for full scope of fee]</i>	\$30.00 maximum	Resolution 2020-13
Magistrate Red Light Hearing Fee		\$75.00	Resolution 2021-03
Police and fire public safety facilities fee	Single dwelling units	\$200.00	Resolution 2020-13
	Commercial structures	\$200.00 E.D.U. (without a building will be assessed one impact fee per acre (rounded to the nearest tenth acre))	Resolution 2020-13
	Industrial/warehousing structures		
	Public assembly/institutional structures		

Category	Fee Description	Current Rate	Implemented
	Incident Reports, per page, two sided	\$.20 (not more than 14 inches by 8 1/2 inches)	Fees are charged in accordance with Chapter 119.07(4), Florida Statutes The City of Crestview does not receive any fee for these checks.
	Offense Reports, single sided	\$.15 (not more than 14 inches by 8 1/2 inches)	
	Certified Copies, per copy	\$.20 per page, in addition to any other report fee.	
	Records Checks	\$25.00 by utilizing the Florida Department of Law Enforcement Website.	
	Fingerprints	\$5.00 for city residents \$7.00 for non-city residents *Additional fees paid directly to the Florida Department of Law Enforcement online prior to submittal.	Resolution 2020-13
	Combat Auto Theft (C.A.T.) Registration	Completed online at no cost	Resolution 2020-13
	Police or Fire Alarm Fourth and additional Activation	\$50.00 Per alarm	Resolution 2020-13
	Removing, impounding an immobilization of motor vehicles bearing outstanding citations	\$50.00 service charge	Resolution 2020-13
	Accident or Evidentiary Vehicle Storage Fee	The owner is responsible for the varying tow fees prior to release.	Resolution 2020-13
Code Enforcement			
General Penalty; continuing violations	"...where no specific penalty is provided therefor..." [See section 1-11(a) for full scope of fine.]	\$500.00	Resolution 2020-13
Nuisance Abatement Board [See Section 2-127 for full scope of fine.]	2-127(a)(1)	\$250.00	Resolution 2020-13
	2-127(a)(4)	\$500.00	
	2-127(f)	\$7,500.00	
General	"Any person who violates any of the provisions of this section is punishable as provided in F.S. 162 to be imposed by special magistrate..."	Up to \$250 for first offense \$500.00 for the second	Resolution 2020-13
Citation	1 st Offense	Written Citation	Resolution 2020-13
	2 nd Offense	\$75.00	
	3 rd Offense	\$150.00	
Judgement upon failure to contest citation	"... who fails to pay the appropriate civil penalty with the time period allowed, ..." [See Section 24-8 for full scope of fine]	\$500.00	Resolution 2020-13
Administrative Fee	Special Magistrate hearings	\$250.00	Resolution 2021-02
Lien Search	Lien search, per address, 1-3 business day turnaround	\$65.00	Resolution 2022-21

Animal Services						
Citations	Violation	Offence				Implemented
		1 st	2 nd	3 rd	4 th +	Resolution 2022-14
	<i>Sec. 10-7 – Unvaccinated Animals</i>	\$50.00	\$100.00	\$250.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-8 – Barnyard Animals</i>	\$100.00	\$150.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-9 - Humane Treatment</i>	\$200.00	\$400.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-10 – Confinement of Animal(s) in Heat</i>	\$100.00	\$200.00	\$400.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-11 – Physical Control of Dog(s)</i>	\$100.00	\$200.00	\$300.00	Mandatory Court Appearance	Ordinance 1949
	<i>Sec. 10-12(a) – Dog Excreta</i>	\$50.00	\$75.00	\$100.00	Mandatory Court Appearance	Ordinance 1949
	<i>Sec. 10-12(b) - Noise</i>	\$50.00	\$75.00	\$100.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-15 – Dangerous Dog Requirements</i>	\$300.00	\$400.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-16 – Requirements of Owner after dog bite</i>	\$200.00	Dangerous Dog Investigation			Ordinance 1949
	<i>Sec. 10-19 – Ownership of a Primary Vector of Rabies</i>	\$150.00	\$300.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-21 – Keeping a Stray Domestic Animal</i>	\$25.00	\$75.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-25 – Disposal of Animal Carcass</i>	\$50.00	\$100.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-26 – Duties of Person Who Injures an Animal</i>	\$100.00	\$200.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-27 – Companion Animals in Motor Vehicle</i>	\$200.00	\$300.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-28 – Animal Exploitation</i>	\$200.00	\$300.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-31 – Trapping an Animal</i>	\$25.00	\$75.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-32 – Poisoning Animals</i>	\$200.00	Mandatory Court Appearance	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-34 – Animals trained to assist persons with disabilities</i>	\$100.00	\$200.00	\$300.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-35 – Obstruction of Enforcement</i>	F.S.§ 775	F.S.§ 775	F.S.§ 775	Mandatory Court Appearance	Resolution 2022-14

Category	Fee Description	Current Rate				Implemented
Administrative Fees	Impound/Reclaim	1 st : \$75.00	2 nd : \$100.00	3 rd : \$200.00	4 th +: \$300.00	Resolution 2022-14
	Adoption (Dog)	\$95.00				
	Adoption (Cat)	\$75.00				
	Boarding	\$15.00 (per day)				
	Quarantine in-house	\$25.00 (per day)				
	Quarantine Dangerous Dog	\$50.00 (per day)				
	Quarantine Dangerous Dog Violation	\$300.00 (at home)				
	Administrative	\$10.00 (per violation)				
	Dangerous Dog Hearing	\$250.00				
	Dangerous Dog Registration	\$250.00, plus \$100.00 annually				
	Microchip	\$30.00				
	Emergency Veterinary Care	Actual Billed Amount				
	Court Cost	Actual Amount if City Prevails/ Plus Applicable Fees/Fines				

Miscellaneous Fees			
Category	Fee Description	Current Rate	Implemented
Fee for telecommunications company occupation of rights-of-way.	“... providing local telephone service, as defined in section 203.012(3), Florida Statutes (2000), in the city...” [See Section 74-10.1(a)(2) for full scope of fee]	\$500.00 per linear mile	Resolution 2020-13
Special fire services facilities fee.	“ In the event that any structure has special fire safety needs...” [See Section 34-25 for full scope of fee]		Resolution 2020-13
Residential and Commercial Solid Waste, Yard Refuse, and Recycling	Commercial Compactor* Size: 30 CU YD Self Contained Disposal Fee <u>Per Pickup</u> Pull Charge <u>Per Pickup</u> Rental Fee <u>Per Month</u>	\$99.71 5/Ton \$312.70 295.00 \$917.00 58.70	Resolution 2025- <u>158</u>
	Commercial Compactor* Size: 30 CU YD (dry waste only) Disposal Fee <u>Per Pickup</u> Pull Charge <u>Per Pickup</u> Rental Fee <u>Per Month</u>	\$99.71 5/Ton \$295.00 312.70 \$415.00 434.11	Resolution 2025- <u>152</u> 5-8
	Commercial Compactor* Size: 40 CU YD (dry waste only) Disposal Fee <u>Per Pickup</u> Pull Charge <u>Per Pickup</u> Rental Fee <u>Per Month</u>	\$99.71 5/Ton \$325.00 344.50 \$465.46 445.00	Resolution 2025- <u>155</u> 8
	Single Family Residential Rate with Recycling (96 Gallon Bin) Extra Recycling Cart 1x per week Extra Solid Waste Cart 2x per week	\$36.70 38.76 \$6.36 7.08 \$12.72 13.73	Resolution 2025- <u>154</u> 24
	Commercial Roll Cart 2x per week 1X Week Recycle Extra Cart 2x per week	\$56.43 3.58/month \$15.36 27.02 \$25.44 16.49	Resolution 2025- <u>154</u> 24
	Commercial Dumpster Service Container Size 2 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	\$123.02 128.99 \$216.12 206.40 \$313.12 299.32 \$434.68 45.55 \$541.76 48.01 \$647.71 49.40	Resolution 2025- <u>154</u> 24
	Commercial Dumpster Service Container Size 4 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	\$219.91 40.02 \$380.87 64.05 \$566.20 41.40 \$747.09 44.50 \$937.96 897.15 \$1,124.39 075.56	Resolution 2025- <u>154</u> 24
	Commercial Dumpster Service Container Size 6 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	\$317.46 03.37 \$531.20 07.91 \$789.25 54.85 \$1,041.78 996.50 \$1,299.83 43.44 \$1,558.99 491.44	Resolution 2025- <u>154</u> 24
	* Commercial Compactor subject to 6% franchise fee		

Category	Fee Description	Current Rate	Implemented
Residential and Commercial Solid Waste, Yard Refuse, and Recycling	Commercial Dumpster Service Container Size 8 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	\$376.24 59.62 \$652.73 24.21 \$966.90 24.85 \$1,279.96 24.43 \$1,595.23 26.12 \$1,903.86 821.46	Resolution 202 5- 1524-21
Miscellaneous Garbage Fees	<u>Clean Cart Fee Per Month (Qtrly Cleaning)</u> Dumpster delivery fee (including swaps) Dumpster Latches Dumpster Casters (2&4 yard only) Dumpster Gate Access Fee Commercial Extra Lifts/Yard Dumpster Over Filled Fee Residential Bear Latches Blocked Compactor Service Fee 1 st x Blocked Compactor Service Fee 2 nd x Blocked Compactor Service Fee 3 rd x Grapple Truck Services (Grapple truck services are subject to change Based on FEMA pricing or National Emergency)	<u>\$6.01</u> \$159.00 \$15.90 \$15.90 \$21.20 \$15.90 \$79.50 \$3.82 per month \$50 \$75 \$150 \$150/hr.	Resolution 202 5- 154-21
Natural gas utility franchise to the Okaloosa Gas District	Rates as charged by Okaloosa Gas		Resolution 2020-13
Recycling Services	"... per residence shall be assessed for curbside services ..." [See Section 70-44(a) for full scope of fee]	\$1.65 per month	Resolution 2020-13
Article III. – Stormwater Management: Civil & Criminal Penalties	"... criminal penalties. In addition to or as an alternative to any penalty provided in this article ..." [See Section 30-59(b) for full scope of fine]	\$100.00 - \$1000.00	Resolution 2020-13
Assessment for law enforcement education	"... all county courts within this county created by Article V of the state constitution, ..." [See Section 46-12(a) for full scope of fines] <i>Per violation of state penal criminal statute or municipal ordinance</i> <i>Per every bond estreature or forfeited bail bond related to such penal statute or penal ordinance</i>	 \$3.00 \$2.00	Resolution 2020-13
Sidewalk Fund Contribution	Required where no adjacent sidewalk network exists for a development to connect to. Equivalent cost per linear foot of sidewalks that would typically be required along the street frontage of subject property. (Land Development Code Section 8.05.00).	\$13.00 per square foot (\$65.00 per linear foot for 5' wide sidewalk), subject to cost of material at the time fund contribution is made	Resolution 2023-7



Comprehensive Fee Schedule
for
Fiscal Year 2025-2026

Effective Date: October 1, 2025

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City Clerk			
Category	Fee Description	Current Rate	Implemented
Public Records Requests			
Base fee (requests that take longer than 30 minutes)	Fees incurred in the processing of a public records request (determined by the cost of the highest paid staff member acting upon the request)	(Hourly base rate of pay + value of benefits) x hours worked on request	Resolution 2022-21
Copy Fee	14" x 8 ½" or less, one-sided, per page	\$0.15	Resolution 2022-21
	14" x 8 ½" or less, two-sided, per page	\$0.20	
	11" x 17", per page	\$0.25	
	Flash Drive	\$1.00	
	Certified copies, per page, in addition to copy fee	\$1.00	
	Audio recordings	Actual cost of duplication, plus administrative fees	
	Outside reproduction	Actual cost of duplication, plus administrative fees	

Community Development Services

Category	Fee Description	Current Rate	Implemented
Business Tax Receipts			
Business Tax Receipts	Base Fee	\$22.50	Ordinance 1949
	Commercial Life Safety Fee	\$65.00	Ordinance 1949
	Additional Inspection Fee	\$65.00	Ordinance 1949
Penalty for delinquent payment	<i>See Section 18-2, reference §205.053, Florida Statutes</i>	Reference §205.053, Florida Statutes	Resolution 2020-13
Planning and Zoning			
Subdivisions	Master Planned Development	\$2,000.00 base fee, plus \$20.00 per acre or fraction thereof	Resolution 2020-13
	Residential development (subdivision)	\$350.00 base fee, plus \$15.00 per lot	Resolution 2020-13
	Residential planned unit development	\$800.00 base fee, plus \$15.00 per lot/unit	Resolution 2020-13
	Commercial and industrial development (subdivision)	\$350.00 base fee, plus \$15.00 per lot	Resolution 2020-13
	Planned mixed development district	\$800.00 base fee, plus, \$15.00 per lot	Resolution 2020-13
	Mobile home parks	\$350.00 base fee, plus \$15.00 per lot	Resolution 2020-13
Commercial/industrial site plan reviews.	Area-wide impact projects (commercial & industrial site plan review)	\$2,000.00 for the 1st 100,000 square feet, plus \$20.00 per 1,000 square feet or fraction thereof	Resolution 2020-13
	Development projects (commercial & industrial site plan review)	\$500.00 base fee for the 1st 10,000 square feet, plus \$40.00 per 1,000 square feet or fraction thereof	Resolution 2020-13
	Commercial interior remodel or interior build out (commercial & industrial site plan review)	2,000 square feet or less: \$250.00 2,001 square feet or greater: \$350.00	Resolution 2020-13
Administrative Fees	Administrative Deviation	\$125.00	Resolution 2020-13
	Administrative Permit	\$125.00	Ordinance 1949
	Development Order Amendment	\$150.00	Ordinance 1949
	Out-of-city utility request for water and/or sewer	Residential: \$30.00 for water and/or sewer, plus impact fees (if necessary) Commercial: \$100.00 for water and/or sewer, plus impact fees (if necessary)	Resolution 2020-13
	Land clearing/protected tree removal	\$125.00	Ordinance 1949
	Zoning and code compliance plan review for permitting	\$35.00	Ordinance 1949

Category	Fee Description	Current Rate	Implemented
Administrative Fees	Zoning verification letter, comprehensive plan consistency letter	\$55.00	Ordinance 1949
	Lot Split/Lot Line Adjustment	\$125.00	Ordinance 1949
	Tree Mitigation	\$150.00 per diameter inch for total inches of protected or required trees removed	Ordinance 1957
	Bingo Permit	\$100.00	Resolution 2025-15
GIS	City Limits Map (24"x36")	\$15.00	Resolution 2020-13
	Zoning Map (24"x36")	\$15.00	Resolution 2020-13
	Future Land Use Map (24"x36")	\$15.00	Resolution 2020-13
	CRA District Map (24"x36")	\$15.00	Resolution 2020-13
Concurrency Evaluation Review	Per building (single family, commercial or multi-family)	\$35.00	Resolution 2020-13
Local planning application, and processing fees.	Voluntary annexation into the city (includes comp plan amendment and rezoning.)	50 acres or less: \$1,200.00 Greater than 50 acres: \$1,200.00 plus \$10 per acre or fraction thereof All costs included.	Resolution 2025-13 Moratorium effective for 12 months beginning June 9, 2025, and ending on June 9, 2026. The waiver shall be applied to all applicable Annexation, Comprehensive Plan Amendment, and Zoning Change applications, being annexed into the City of Crestview within Growth Priority Areas 1 and 2 identified within the Growth Strategy. This fee waiver is only applicable to those applications as described above and shall not be applied to Comprehensive Plan Amendments or Zoning Change applications absent an annexation application for the same property(s). The waiver shall not be applied retroactively to any application for annexation, nor shall it apply to any annexation application that was voluntarily cancelled within 180 days of the effective date of this section.
	Comprehensive plan amendments, small scale	\$2,500.00 All costs included.	Resolution 2020-13
	Conventional comprehensive plan amendments	\$2,500.00 plus \$10.00 per acre or fraction thereof All costs included.	Resolution 2020-13
	Zoning changes	\$750.00 All costs included.	Resolution 2020-13
	Replat request	\$50.00, All costs included.	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Local planning application, and processing fees.	Right of way or plat vacation	\$600.00 All costs included.	Resolution 2020-13
	Variances and special exceptions	\$1500.00 All costs included.	Resolution 2020-13
	Appeals to the Planning & Development Board	\$1,000.00	Resolution 2020-13
	Development Agreement	\$2,500.00	Ordinance 1949
	Development Agreement Amendment	\$2,500.00	Ordinance 1949
	Land Development Code Text Amendments	\$1,000.00	Ordinance 1949

Category	Fee Description	Current Rate	Implemented
Building Permits			
General Fees	Building Permit Processing Fee (Base Fee)	\$55.00 If the permit fee does not cover the costs of the required inspections, a trip charge of \$45.00 shall be added for each inspection not covered by the permit fees.	Resolution 2020-13
	Change of contractor, transfer of permit	Prorate balance of work	Resolution 2020-13
	Expired permit	Re-issuance-50 percent of the original fee paid if the fee is paid within 30 days of the expiration date. After 30 days, the full original fee is due.	Resolution 2020-13
	Undervalued permits	if the building permit valuation appears to be underestimated on the application, the permit may be withheld unless the applicant can show detailed cost estimates which meet the approval of the building official. The building official may require a copy of the construction contract to be submitted with the permit application.	Resolution 2020-13
Plan Review Fees	Plan check fee	25% SFD 50% of building fee for occupancies other than one- and two-family dwellings	Resolution 2020-13
	Threshold building transmittal/processing/ICC	The applicant shall pay the applicable fees assessed by the ICC at the time plans are submitted.	Resolution 2020-13
	Addendum fee	\$75.00 An addendum applies to changes that occur during construction that results in plan revisions.	Resolution 2020-13
	Revision fee	\$75.00 Revision fees apply to plans which are still under review prior to permit issuance, that do not comply with the Florida Building Code and which have been returned to the applicant for revisions	Resolution 2020-13
	Re-submittal fee	Plans that are resubmitted to be re-reviewed shall be subject to a fee equal to ½ original plan review fee.	Resolution 2020-13
	* A Surcharge will be collected in accordance with and for the purposes stated in F.S 468.631 & 553.721		

Category	Fee Description	Current Rate	Implemented
Construction Permit Fees			
Master Permit Fees	\$15,000 and less	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.	Resolution 2020-13
	\$15,000.01 to \$50,000.00	\$75.00 for the first \$15,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$50,000.00.	Resolution 2020-13
	\$50,000.01 to \$100,000.00	\$215.00 for the first \$50,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.	Resolution 2020-13
	\$100,000.01 to \$500,000.00	\$365.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof, up to and including \$500,000.00.	Resolution 2020-13
	\$500,000.01 and up	\$1,165.00 for the first \$500,000.00 plus \$1.25 for each additional thousand or fraction thereof.	Resolution 2020-13
Retaining Wall Permit Fees	\$15,000 and less	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.	Resolution 2025-15
	\$15,000.01 to \$50,000.00	\$75.00 for the first \$15,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$50,000.00.	Resolution 2025-15
	\$50,000.01 to \$100,000.00	\$215.00 for the first \$50,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.	Resolution 2025-15
	\$100,000.01 to \$500,000.00	\$365.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof, up to and including \$500,000.00.	Resolution 2025-15
	\$500,000.01 and up	\$1,165.00 for the first \$500,000.00 plus \$1.25 for each additional thousand or fraction thereof.	Resolution 2025-15
Moving Structure Fee	To move any non-portable structure from one lot to another noncontiguous lot within the city,	\$175.00.	Resolution 2020-13
	To move any non-portable structure from outside of the city limits to a lot within the city limits,	\$250.00.	Resolution 2020-13
	To move any non-portable structure from one location to another location within the same lot, parcel or tract,	\$45.00.	Resolution 2020-13
	A separate building permit shall be secured for the foundation upon which such structure shall be placed,	\$90.00.	Resolution 2020-13
Other Construction Permit Fees	Mobile Home Fee	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.	Resolution 2020-13
	Demolition Fee	\$59.50 plus \$9.45 per 2,000 sq ft above 20,000 sq ft or fraction thereof	Resolution 2020-13

	Change of use fee	\$30.00 and a certificate of occupancy shall be reissued upon determining compliance	Resolution 2020-13
	Annual facility permit fees	\$150.00 and shall be valid for one-year from date of issuance, separate permit for each trade.	Resolution 2020-13
Inspection Fees	Temporary use permit fee	\$45.00	Resolution 2020-13
	Additional Inspection Fee	\$45.00	Resolution 2020-13
	After Hours Inspection Fee	\$100.00 per hour with a one-hour minimum charge	Resolution 2020-13
	Re-Inspection Fee	First - \$30.00 Second - \$50.00 Third and more - \$120.00	Resolution 2020-13
Certificates of Occupancy	Certificate of Occupancy	\$38.00	Resolution 2020-13
	Certificate of Completion	\$38.00	Resolution 2020-13
	Temporary Certificate of Occupancy	\$200.00	Resolution 2020-13
	TCO Extensions	\$50.00 Each	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Electrical Permits			
Base Permit Fee	Base Permit Fee	\$55.00	Resolution 2020-13
Service Fees (Includes Generators)	Temporary Pole up to 100 Amp.	\$35.00	Resolution 2020-13
	Temporary Pole over 100 Amp.	\$50.00	Resolution 2020-13
	Main Service up to 100 Amp.	\$45.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 101 Amp. to 200 Amp.	\$70.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 201 Amp. to 400 Amp.	\$85.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 401 Amp. to 600 Amp.	\$105.00 Plus, per circuit \$1.85	Resolution 2020-13
	Main Service 601 Amp. to 800 Amp.	\$120.00 Plus, per circuit 2.25	Resolution 2020-13
	Main Service over 800 Amp	\$0.20 per amperes \$100.00 Plus, per circuit \$2.50	Resolution 2020-13
	Sub panel derived from main service	\$40.00 plus \$1.85 per circuit	Resolution 2020-13
	Reconnect meter inspection fee	\$30.00	Resolution 2020-13
Electrical Motor Fees	Motor up to 1 HP	\$5.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 1 HP up to 3 HP	\$7.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 3 HP up to 5 HP	\$9.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 5 HP up to 8 HP	\$10.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 8 HP up to 10 HP	\$12.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 10 HP up to 25 HP	\$14.00 Plus, per circuit \$1.85	Resolution 2020-13
	Motors over 25 HP	\$17.00 Plus, per circuit \$1.85	Resolution 2020-13
Miscellaneous Fees	Branch Circuits, Feeders	\$2.50	Resolution 2020-13
	Repair (Work-With)	\$30.00	Resolution 2020-13
	Elevator, Electrical	\$175.00	Resolution 2020-13
Swimming Pool Fees	Private swimming pool electrical	\$30.00 Plus, per circuit \$1.85	Resolution 2020-13
	Public swimming pool electrical	\$100.00 Plus, per circuit \$1.85	Resolution 2020-13
Transformer Fees	Transformer up to 50 Amp.	\$25.00 Plus, per circuit \$1.85	Resolution 2020-13
	Transformer over 50 Amp.	\$35.00 Plus, per circuit \$1.85	Resolution 2020-13
X-Ray Unit Fees	Initial Unit	\$50.00 Plus, per circuit \$1.85	Resolution 2020-13
	Each Additional Unit	\$25.00 Plus, per circuit \$1.85	Resolution 2020-13
Alarm System Fees	Security Alarm Permit (wired)	\$40.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm up to \$999.99	\$70.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm \$1000-\$4999.99	\$100.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm \$5000-\$9999.99	\$150.00 Plus, per circuit \$1.85	Resolution 2020-13
	Fire Alarm \$10,000 and up	\$200.00 Plus, per circuit \$1.85	Resolution 2020-13
Early Power (No Master Permit)	Commercial Power, First service	\$38.00	Resolution 2020-13
	Commercial Power, Each additional service	\$38.00	Resolution 2020-13
	Residential Power, First service	\$38.00	Resolution 2020-13
	Residential Power, Each additional service	\$38.00	Resolution 2020-13
Low Voltage Fee	Flat Fee	\$40.00	Resolution 2025-15
Irrigation			
	Shallow Well	\$35.00	Resolution 2020-13
	Residential (1 & 2 Family)	\$30.00	Resolution 2020-13
	Commercial	\$70.00	Resolution 2020-13
Gas			
	Gas Fixture (New)	\$3.50	Resolution 2020-13
	Gas Fixture (Replacement)	\$30.00	Resolution 2020-13
	Gas Line (Repair or Replacement)	\$30.00	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Mechanical Permits and Inspections			
General Fees	Base permit fee	\$55.00	Resolution 2020-13
	Electric Heating Fees, each system	\$15.00 for the first \$1,000 or fraction thereof of the valuation of installation plus \$2.75 for each additional \$1,000 or fraction thereof	Resolution 2020-13
	Central air conditioning (including heat pump) fees, each system	\$15.00 for the first \$1,000 or fraction thereof of the valuation of installation plus \$2.75 for each additional \$1,000 or fraction thereof	Resolution 2020-13
Miscellaneous Fees	Standard Miscellaneous Fee	\$5.80 plus \$3.45 for each additional \$1,000 or fraction thereof	Resolution 2020-13
	Rehabilitation of Substandard	Reduced by 50% housing, unless permit is for minimum of \$5.00. Repairs, alterations and additions to an existing system under \$500.00	Resolution 2020-13
	Commercial kitchen exhaust hood	\$15.00 for the first \$1,000 or fraction thereof of the valuation of installation plus \$2.75 for each additional \$1,000 or fraction thereof	Resolution 2020-13
Plumbing			
General Fees	Base Permit Fee	\$55.00	Resolution 2020-13
	Plus, per fixture, floor drain or trap, including water and drainage pipe	\$3.50	Resolution 2020-13
	Electric Water Heater Replacement	\$30.00	Resolution 2020-13
Grease trap/interceptor, new and replacement, per interceptor	Sink interceptor/underground system	\$150.00	Resolution 2020-13
	Repair or replacement of any water distribution line, building drain piping, or sewer line	\$30.00	Resolution 2020-13
Water and Sewer Permit Fees			
	Per each residential sewer/water tap and line roughed in	\$30.00	Resolution 2020-13
	Per each non-residential sewer/water tap and line roughed in	\$45.00	Resolution 2020-13
Fire Sprinkler System Permit			
	One- and two-family dwellings	\$120.00 per building	Resolution 2020-13
	Commercial; small, six heads or less	\$120.00 per building	Resolution 2020-13
	Commercial; large, seven or more heads	\$250.00 per building	Resolution 2020-13
	Existing systems; each relocated or additional sprinkler head	\$5.00	Resolution 2020-13
	Exhaust hood fire suppression system	\$60.00 per hood system	Resolution 2020-13
Floodplain Development Permit			
Minor Development	Accessory Structures	\$30.00	Resolution 2020-13
	Habitable buildings	\$100.00	Resolution 2020-13
Major Development	New development	\$250.00	Resolution 2020-13
	Other development	\$200.00	Resolution 2020-13
Miscellaneous	Letter of map change/ flood study review	\$150.00	Resolution 2020-13
Installation of pollutant/hazardous storage tank fees			
	Above ground	\$175.00	Resolution 2020-13
	Underground	\$350.00	Resolution 2020-13
	Removal of storage tank	\$70.00	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Driveway permit inspection			
	Residential (one-and two-family dwellings)	\$35.00	Resolution 2020-13
	Commercial (all other driveways))	\$50.00	Resolution 2020-13
In ground swimming pool permit			
	Private pools and spas	\$135.00	Resolution 2020-13
	Public pool fees shall be assed based on the contract price of the pool	See Master Permit fees	Resolution 2020-13
	Pool modifications	\$100.00	Resolution 2020-13
Minor residential accessory structure permit			
	One-and two-family dwellings	\$15.00	Resolution 2020-13
Sign Permit Fees			
	\$15,000 and less	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.	Resolution 2020-13
	\$15,000.01 to \$50,000.00	\$75.00 for the first \$15,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$50,000.00.	Resolution 2020-13
	\$50,000.01 to \$100,000.00	\$215.00 for the first \$50,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.	Resolution 2020-13
	\$100,000.01 to \$500,000.00	\$365.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof, up to and including \$500,000.00.	Resolution 2020-13
	\$500,000.01 and up	\$1,165.00 for the first \$500,000.00 plus \$1.25 for each additional thousand or fraction thereof.	Resolution 2020-13
Miscellaneous Permit Fees			
Work Without Permit	Owner-builders	Fee of two times the usual permit fee for each required permit	Resolution 2020-13
	Contractors	Fee of four times the usual permit fee plus an additional \$500.00 each occurrence for each required permit	Resolution 2020-13
Special Circumstances	Reduced fee or no-cost permits	Reduced fee or no-cost permits shall not be granted pursuant to F.S. § 553.80(7)(b)(2), except for city projects carried out by the city public services department employees. Costs for these permits shall be covered by utilities and other services provided by the city at no expense to the building division.	Resolution 2020-13
	Refunds of permit fees	Conditional; no work has commenced, & permit has not expired; requires written notice to the BO. Shall not include base fee or plan review fee if applicable.	Resolution 2020-13

Category	Fee Description	Current Rate	Implemented
Fire Department Fees			
Life safety annual permit	Hazardous Storage Inspection Fee	\$100.00 per hour, Minimum of 1 hour.	Ordinance 1973
Life safety plan review fees	Site Plan or Revised Site Plan	\$100.00	Ordinance 1973
	Temporary Use Structure / Site Plan	\$100.00	Ordinance 1973
	Mobile Vendor	\$60.00	Ordinance 1973
	Building Fire Plan Review	25% of permit fee	Ordinance 1973
	Fire Protection Review	50% of permit fee	Ordinance 1973
	Pre-engineered System	Hood/Inert Gas - \$100.00	Ordinance 1973
	Fire Alarm – per system	\$100.00	Ordinance 1973
	Fire Flow Test (Hydrant)	\$60.00	Ordinance 1973
Inspection Fees	Re-Inspection Fee	First - \$30.00 Second - \$50.00 Third and more - \$120.00	Ordinance 1973
* All revision review fees will be \$60.00 and will be considered an addendum fee.			

Public Services			
Category	Fee Description	Current Rate	Implemented
Water and Sewer Connection Fees			
Inside City Limits			
Water Connection	3/4" - Residential	\$1,178.00	Resolution 2025-8
	1" - Residential	\$1,355.00	Resolution 2025-8
	1 1/2" - Residential	\$1,994.00	Resolution 2025-8
	Commercial Connections	At Cost	Resolution 2025-8
	*Additional Road Cut	\$750.00	Ordinance 1949
	**Additional Pipe Footage in excess of 50'	\$250.00 for each additional 20'	Ordinance 1949
Sewer Connection	Residential 4"	\$1,884.00	Ordinance 1949
	Commercial 4"	\$2,145.00	Ordinance 1949
	Commercial 6"	\$2,703.00	Ordinance 1949
	Commercial 8"	\$3298.40	Ordinance 1949
	*Additional Road Cut	\$750.00	Ordinance 1949
	**Additional Pipe Footage in excess of 40'	\$250.00 for each additional 20'	Ordinance 1949
Backflow Inspection	Residential Backflow prevention device (up to 4")	\$45.00	Ordinance 1949
Outside City Limits			
Water Connection	3/4" - Residential	\$1,767.00	Resolution 2025-8
	1" - Residential	\$2,032.50	Resolution 2025-8
	1 1/2" - Residential	\$2,991.00	Resolution 2025-8
	Commercial Connections	At Cost	Resolution 2025-8
Sewer Connection	Residential 4"	\$2827.20	Ordinance 1949
	Commercial 4"	\$3217.80	Ordinance 1949
	Commercial 6"	\$4054.80	Ordinance 1949
	Commercial 8"	\$4947.60	Ordinance 1949
	*Additional Road Cut	\$750.00	Ordinance 1949
	**Additional pipe footage in excess of 40"	\$250.00 per 20'	Ordinance 1949
Backflow Inspection	Residential backflow prevention device	\$67.50	Ordinance 1949
Other Water and Sewer Charges			
Deposits	Inside Residential	\$100	Ordinance 1949
	Outside Residential	\$125.00	Ordinance 1949
	Inside Commercial	\$300.00	Ordinance 1949
	Outside Commercial	\$350.00	Ordinance 1949
Minimum Average Bill	Water	\$16.04	Resolution 2025-15
	Sewer (subtract if on septic)	\$29.81	Resolution 2025-15
	Garbage	\$ 38.76	Resolution 2025-15
	Stormwater	\$2.50	Ordinance 1957
	Total	\$87.11	Resolution 2025-15
Damage/Replacement	Single Port MXU/Register	\$193.00	Resolution 2025-15
	Dual Port MXU/Register	At Cost	Resolution 2025-15
	One Triple Wire	\$22.94	Ordinance 1949
	Meter Replacement – 3/4"	At Cost	Resolution 2025-15
	Meter Replacement – 1"	At Cost	Resolution 2025-15
	Meter Replacement – 2" or larger	At Cost	Resolution 2025-8
	Lock Damaged	\$20.00	Ordinance 1949
	Curb Stop Damaged	\$112.00	Resolution 2025-15
	Meter Box Damaged	\$40.00	Resolution 2025-15
	Meter Test	\$75.00	Ordinance 1949
	Septic to Sewer		Ordinance 1949
	Grinder Pump Monthly Fee	\$7.00	Ordinance 1973

Category	Fee Description	Current Rate	Implemented
Restoration of water service through existing connection	A person desiring to have water service restored..." [See Section 90-30 for full scope of fee]	Equal to new water service connection fee	Ordinance 1949
	"Utility service may be restored or continued..." [See Section 90-139 for full scope of fee]	Equal to new water service connection fee	Ordinance 1949
Transfer of utility services from one location to another	"A customer desiring to transfer his utility..." [See Section 90-31 for full scope of fee]	\$20.00	Ordinance 1949
Temporary connection of utilities	"In the event a landlord, homeowner, or ..." [See Section 90-32 for full scope of fee] Water and Sewer Service Garbage Service	\$40.00	Ordinance 1949
Private Sewage Disposal System	Permit and Inspection Fee	\$150.00	Ordinance 1949
Miscellaneous Utility Fees	Building Sewer Permit and Inspection Fee	\$150.00	Ordinance 1949
	Hydrant Meter Deposit	\$1,000.00	Ordinance 1949
	Hydrant Meter Installation	\$50.00	Ordinance 1949
	Construction Water Deposit	\$35.00	Ordinance 1949
	Cleaning Water Fee	\$40.00	Ordinance 1949
	Cleaning Water Turn On/Off Fee	\$25.00	Ordinance 1949
	Vacation Turn Off/On Fee	\$30.00	Ordinance 1949
	After Hours Service	\$75.00 per hour	Resolution 2025-8
	Re-Verify Service Connection	\$150.00	Ordinance 1949
	Unauthorized Use Fine	\$500.00	Ordinance 1949
Per Gallon Rates [See Section 90-138 & 90-137 for full scope of fees]			
Inside City Limits			
Residential Water	Base Fee (up to 2,000 gallons)	\$16.04	Resolution 2025-15
	Next 3,000 gallons of water consumed, rate per 1,000 gallons	\$3.43	Resolution 2025-15
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$3.50	Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$3.84	Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$4.35	Resolution 2025-15
Residential Sewer	Base Fee (up to 2,000 gallons)	\$29.81	Resolution 2025-15
	Next 14,000 gallons of water consumed, rate per 1,000 gallons	\$9.04	Resolution 2025-15
	Over 16,000 gallons of water consumed rate per 1,000 gallons (Max Charge)	\$156.37	Resolution 2025-15
Commercial Water	Minimum charge (includes the first 1,000 gallons of water consumed)	\$19.90	Resolution 2025-15
	Next 4,000 gallons of water consumed, rate per 1,000 gallons	\$3.43	Resolution 2025-15
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$3.50	Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$3.84	Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$4.35	Resolution 2025-15
Commercial Sewer	Minimum charge (includes the first 1,000 gallons of water consumed)	\$32.59	Resolution 2025-15
	Rate per 1,000 gallons consumed after initial 1,000 gallons consumption	\$9.04	Resolution 2025-15

Category	Fee Description	Current Rate	Implemented
Outside City Limits			
Residential Water	Base Fee (up to 2,000 gallons)	\$24.06	Resolution 2025-15
	Next 3,000 gallons of water consumed, rate per 1,000 gallons	\$5.13	Resolution 2025-15
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$5.26	Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$5.75	Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$6.50	Resolution 2025-15
Residential Sewer	Base Fee (up to 2,000 gallons)	\$44.73	Resolution 2025-15
	Next 14,000 gallons of water consumed, rate per 1,000 gallons	\$13.54per 1000 over 2000	Resolution 2025-15
	Over 16,000 gallons of water consumed rate per 1,000 gallons (Max Charge)	\$234.29	Resolution 2025-15
Commercial Water	Minimum charge (includes the first 1,000 gallons of water consumed)	\$29.84	Resolution 2025-15
	Next 4,000 gallons of water consumed, rate per 1,000 gallons	\$5.13	Resolution 2025-15
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$5.26	Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$5.75	Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$6.50	Resolution 2025-15
Commercial Sewer	Minimum charge (includes the first 1,000 gallons of water consumed)	\$48.88	Resolution 2025-15
	Rate per 1,000 gallons consumed after initial 1,000 gallons consumption	\$13.54 per 1000 over 1000	Resolution 2025-15
*Out of City Water/Sewer Rates will continue to be charged as allowed by the Code of Ordinances of the City of Crestview. A copy of these rates is available upon request.			
Impact Fees			
	Water	\$2,010 per ERU	Resolution 2025-15
	Sanitary Sewer	\$4,595 per ERU	Resolution 2025-15
Stormwater Rates*			
ERU (Equivalent Residential Unit) = \$2.50 Base Fee. An ERU is each 2,200 SF above 10,000 SF			
Residential	\$2.50 Flat rate		Resolution 2020-13
Commercial / Industrial 10,000 sq ft of impervious area	\$2.50 Monthly Fee / ERU, where the first ERU is equal to 10,000 sq. ft of impervious area; plus \$2.50 Monthly Fee/ERU for each additional 3,000 sq. ft of additional impervious area up to a maximum of 9 additional ERUS (a total monthly maximum of 10 ERUs or \$25.00). Fractions round to the next whole number (i.e., 3.4 rounds to 4).		Resolution 2020-13
Credit A	Up to 30% reduction given for volume/rate control in excess of design storm		Resolution 2020-13
Credit B	Up to 30% reduction given for significant control of offsite runoff		Resolution 2020-13
*Stormwater utility rates only apply to Customers inside the City limits of Crestview.			

Category	Fee Description	Current Rate	Implemented
Mobility Fee Schedule			
Residential Uses			
Single-family detached	Per Dwelling Unit	\$2,095	Ordinance 1997
Single-family attached	Per Dwelling Unit	\$1,600	
Multifamily	Per Dwelling Unit	\$1,499	
Mobile Home	Per Dwelling Unit	\$1,583	
Institutional Uses			
Community Serving (Centers, Gallery, Lodge, Museum, Performance Venues, Place of Assembly or Worship)	Per 1,000 Sq. Ft.	\$264	Ordinance 1997
Long Term Care (Assisted Living, Congregate Care Facility, Nursing Facility)	Per 1,000 Sq. Ft.	\$446	
Private Education (Afterschool, Day Care, K-12, Pre-K, Trade School, Tutor)	Per 1,000 Sq. Ft.	\$389	
Recreational Uses			
Outdoor Commercial Recreation (Golf, Multi-Purpose, Sports, Tennis)	Per Acre	\$1,100	Ordinance 1997
Indoor Commercial Recreation (Fitness, Gym, Health, Indoor Sports, Recreation)	Per 1,000 Sq. Ft.	\$962	
Industrial Uses			
Industrial (Assembly, Fabrication, Manufacturing, Production, R&D, Trades, Utilities)	Per 1,000 Sq. Ft.	\$228	Ordinance 1997
Commercial Storage (Mini-Warehouse, Boats, RVs & Outdoor Storage, Warehouse)	Per 1,000 Sq. Ft.	\$97	
Office Uses			
Office (General, Post Secondary Education, Hospital, Professional)	Per 1,000 Sq. Ft.	\$668	Ordinance 1997
Medical Office (Clinic, Dental, Emergency Care, Medical, Veterinary)	Per 1,000 Sq. Ft.	\$1,225	
Retail Uses			
Retail (Not Otherwise Specified on Schedule)	Per 1,000 Sq. Ft.	\$2,942	Ordinance 1997
Bank	Per 1,000 Sq. Ft.	\$5,162	
Convenience Store	Per 1,000 Sq. Ft.	\$10,855	
Drinking Establishment (Bar, Brewery Tap Room, Club, Distillery or Wine Tasting)	Per 1,000 Sq. Ft.	\$3,814	
Fast Food or Quick Service Restaurant	Per 1,000 Sq. Ft.	\$12,929	
Furniture Store	Per 1,000 Sq. Ft.	\$967	
Grocery Store	Per 1,000 Sq. Ft.	\$5,870	
Pharmacy or Dispensary	Per 1,000 Sq. Ft.	\$8,873	
Sit Down Table Service Restaurant	Per 1,000 Sq. Ft.	\$5,646	
Superstore	Per 1,000 Sq. Ft.	\$3,877	
Variety or Dollar Store	Per 1,000 Sq. Ft.	\$4,885	
Motor Vehicle or Boat Sales	Per 1,000 Sq. Ft.	\$3,241	
Wholesale Club	Per 1,000 Sq. Ft.	\$3,259	
Non-Residential Uses Per Unit of Measure (* Denotes Additive Mobility Fee)			
Overnight Lodging	Per Room	\$1,483	Ordinance 1997
Recreational Vehicle or Travel Trailer Park	Per Space	\$821	
Bank Drive-Thru or Free-Standing ATM *	Per Lane or ATM	\$7,356	
Motor Vehicle or Boat Cleaning *	Per Bay, Lane, Stall or Station	\$16,513	
Motor Vehicle Charging or Fueling (Commercial Facility which requires Payment) *	Per Charging or Fueling Position	\$4,789	
Motor Vehicle or Boat Service (Accessories, Brakes, Maintenance, Quick Lube, Repair, Tires) *	Per Bay or Stall	\$2,859	
Fast Food or Quick Service Restaurant Drive Thru *	Per Lane	\$18,508	
Notes: Additive Mobility Fees are assessed in addition to the Retail Mobility Fee associated with the square footage of buildings or structures. For subdivision projects: 1 unit of mobility fee due prior to development order issuance, remainder due at issuance of each building permit.			

Category	Fee Description	Current Rate	Implemented
Engineering Plan Review Fees			
Commercial and Industrial Projects	Minor: Sites under/equal 2ac disturbed area	\$500	Ordinance 1949
	Standard: Sites over 2ac under 10ac disturbed area	\$800	Ordinance 1949
	Major: Sites over 10ac disturbed area	\$1,200	Ordinance 1949
	Site Plan Re-review	\$250	Ordinance 1949
	Site Inspection	\$250	Ordinance 1949
	Reinspection	\$150	Ordinance 1949
Subdivision Projects	Subdivision Plan Review: 10 lots (500), 50 lots (1500), 100 lots (2750)	\$250+\$25/lot	Ordinance 1949
	Subdivision Plan Re-review	\$250	Ordinance 1949
	Subdivision Plan Re-review	\$300	Ordinance 1949
	Subdivision Inspection 10 lots (400), 50 lots (1400), 100 lots (2650)	\$150+\$25/lot	Ordinance 1949
	Subdivision Reinspection: 10 lots (250), 50 lots (650), 100 lots (1150)	\$150+\$10/lot	Ordinance 1949
Miscellaneous	Utility Availability Letters	\$25	Ordinance 1949

Parks and Recreation			
Category	Fee Description	Current Rate	Implemented
Facility Rentals			
Attendant Fees**	Apply to all indoor rentals, 4-hour minimum	\$25.00 per hour	Ordinance 1949
Before and After Hours	Before 8:00am (no earlier than 6:00am) After 10:00pm (no later than 1:00am)	\$25 per hour	Ordinance 1949
Governmental Rates (8 Hour Day) (Schools, Chambers, Governmental Agencies)	Inside Okaloosa County Outside Okaloosa County	\$150, \$20 per hour after 8 hours \$250, \$20 per hour after 8 hours	Resolution 2022-21
Early Setup and Late Tear Down (Subject to Availability)	The Day before or after an event	\$100.00 per day	Resolution 2022-21
Spanish Trail Amphitheater	Deposit	\$200	Ordinance 1967
	Alcohol (Non-profit only may sell alcohol)	\$300	
	0-2 Hours	\$75	Resolution 2020-13
	2-4 Hours	\$150	Resolution 2020-13
	4-8 Hours	\$200	Resolution 2020-13
	8+ Hours	\$300	Resolution 2020-13
	2 Day Rental (1 st day up to 8 hours, 2 nd day all day)	\$400	Resolution 2020-13
Senior Center (attendant fee applies)	Deposit	\$25	Resolution 2022-21
	Per Hour	\$10	Resolution 2022-21
Pavilions / Gazebo (Includes all pavilions at OSTP & Twin Hills and the gazebo at Twin Hills)	All Day	\$10	Resolution 2020-13
Allen Park	Deposit	\$0	Resolution 2020-13
	Per Day	\$25	Resolution 2020-13
Twin Hills Gymnasium *Attendant fee applies (NOT included in above prices)	Deposit	\$50	Resolution 2020-13
	0-2 Hours	\$150	Resolution 2022-21
	2-4 Hours	\$300	Resolution 2022-21
	4-8 Hours	\$560	Resolution 2022-21
	8+ Hours	\$700	Ordinance 1967
	2 Day Rental	\$850	Ordinance 1967
Library – Conference Room (rental must be made through library)	First Hour	\$50	Ordinance 1949
	Per Hour (not to exceed \$75 per day)	\$10 for Nonprofit/ \$25 for all other	Ordinance 1949
All Fields (Twin Hills – Football, Spanish Trail Park & Durrell Lee – Softball/Baseball)	Deposit	\$50	Resolution 2020-13
	Per Hour	\$10	Resolution 2020-13
	Per Hour for Lights	\$25	Resolution 2020-13
Twin Hills Pickleball Tournament Fees	Deposit	\$50	Ordinance 1973
	Per Court/Day	\$100	Ordinance 1973
Bleacher Delivery	Each	\$250	Resolution 2020-13
Community Center (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident, 0-4 Hours*	\$280	Resolution 2022-21
	City Resident, 4-8 Hours*	\$380	Resolution 2022-21
	City Resident, 8+ Hours*	\$480	Resolution 2022-21
	City Resident, 2-day rental*	\$580	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$380	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$480	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$580	Resolution 2022-21
	Non-city Resident, 2 Day Rental	\$680	Resolution 2022-21

Category	Fee Description	Current Rate	Implemented
Warriors Hall (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident, 0-4 Hours*	\$180	Resolution 2022-21
	City Resident, 4-8 Hours*	\$280	Resolution 2022-21
	City Resident, 8+ Hours*	\$380	Resolution 2022-21
	City Resident, 2 Day Rental*	\$480	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$280	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$380	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$480	Resolution 2022-21
	Non-city Resident, 2 Day Rental	\$580	Resolution 2022-21
Fairview Center (Rates include attendant to open and close)	Deposit	\$200	Ordinance 1967
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident: 0-4 hours	\$75	Ordinance 1967
	City Resident: 4-8 hours	\$125	
	City Resident: 8+ hours	\$175	Ordinance 1967
	Non-city Resident: 0-4 hours	\$100	
	Non-city Resident: 4-8 hours	\$150	
	Non-city Resident: 8+ hours	\$200	
Meeting Rooms	Mtg. Rooms B1 or B2: First 2 hrs. First 4 hrs. Additional Hours Capacity	\$40 \$60 \$25 25	Resolution 2020-13
	Mtg. Room B: First 2 hrs. First 4 hrs. Additional Hours Capacity	\$40 \$60 \$30 50	Resolution 2020-13
	Mtg. Room C: First 2 hrs. First 4 hrs. Additional Hours Capacity	\$40 \$60 \$30 50	Resolution 2020-13
	Meeting Room rentals will be unavailable during Community Center Functions		
	*Non-consecutive rentals will receive a 20% discount (deducted from original rental price); no more than 12 non-consecutive bookings per year will be allowed.		
	**The City reserves the right to assess additional attendant fees as needed.		
	Special Event Permits		
	Application fee	\$100	Resolution 2025-8
	Barricade Fee (Includes Delivery & Setup)	\$175	
	Street Cleanup	\$500	
	Police Presence	\$30 per hr/per officer	
	Parade Traffic Plan	\$15	
	Trash Receptacle (each)	\$65	
	Electrician Fee (hourly)	\$200	
	Stage Rental Set-up	\$150	
	Bleacher Rental Set-up	\$250	
	Dumpster Rental	Refer to Commercial Compactor fees in Miscellaneous Fees section of schedule.	
	Street Sweeper	\$500	
	Utility Service Worker (per hr)	\$23.77	
	Laborer (per hr)	\$50/\$75	
	Port-a-Toilets reg/handicap	\$50/\$75	
	Hand Washing Station	\$75	
Special Event Permit	Application fee	\$100	Resolution 2025-8
	Barricade Fee (Includes Delivery & Setup)	\$175	
	Street Cleanup	\$500	
	Police Presence	\$30 per hr/per officer	
	Parade Traffic Plan	\$15	
	Trash Receptacle (each)	\$65	
	Electrician Fee (hourly)	\$200	
	Stage Rental Set-up	\$150	
	Bleacher Rental Set-up	\$250	
	Dumpster Rental	Refer to Commercial Compactor fees in Miscellaneous Fees section of schedule.	
	Street Sweeper	\$500	
	Utility Service Worker (per hr)	\$23.77	
	Laborer (per hr)	\$50/\$75	
	Port-a-Toilets reg/handicap	\$50/\$75	
	Hand Washing Station	\$75	

Special Event Penalty	Security violation Custodial service violation Alcohol use without permit Left over signage	\$1000 \$200 \$300 \$5 per sign	Ordinance 1949
Vendor Fees			
Food Truck Friday	Food Truck Vendor Food Tent Vendor Merchandise and Farm Vendor	\$100.00 \$80.00 \$25.00	Resolution 2025-25
Mardi Gras	Food Truck Vendor Food Tent Vendor Merchandise and Farm Vendor Large Tandem Float Small Float Walkers Cars, Trucks, Horses, Shriners Cars, etc. Motorcycle Clubs and Car Clubs (max 10)	\$100.00 \$80.00 \$40.00 \$100.00 \$75.00 \$40.00 \$50.00 \$100.00	Resolution 2025-25
International Festival	Food Truck Vendor Food Tent Vendor Merchandise and Farm Vendor	\$100.00 \$80.00 \$25.00	Resolution 2025-25
4th of July	Food Truck Vendor Food Tent Vendor Merchandise and Farm Vendor	\$100.00 \$80.00 \$40.00	Resolution 2025-25
Oktoberfest	Food Truck Vendor Food Tent Vendor Merchandise and Farm Vendor	\$100.00 \$80.00 \$40.00	Resolution 2025-25
Additional Events not listed (pop-ups)	Food Truck Vendor Food Tent Vendor Merchandise and Farm Vendor	\$100.00 \$80.00 \$25.00	Resolution 2025-25
Category	Fee Description	Current Rate	Implemented
Entertainment/Amusement	Circus	\$300	Ordinance 1949
	Promotors	\$300	
	Carnival	\$300	
Youth Sports Registration	City Resident *	\$60	Ordinance 1967
	County Resident	\$65	
Summer Camp Fees	Summer Camp Fee	\$30.00	Resolution 2025-13
Penalty for violation of Chapter 58 – Parks and Recreation	“Any person convicted of any violation under this chapter shall be punished...” <i>[See Section 58-3 for full scope of fine]</i>	\$50.00	Resolution 2020-13
*Proof of City residency required			

Library			
Category	Fee Description	Current Rate	Implemented
Membership	Library Cards – Okaloosa County Residents	1 st Card is Free	Resolution 2020-13
	Replacement Cards	\$2.00	Resolution 2020-13
	12-month Out of Network (Not otherwise eligible for library services)	\$60.00 per person/year	Resolution 2020-13
	6-month out-of-network (Not otherwise eligible for library services)	\$30.00 per person/6 months	Resolution 2020-13
	In-network , non-resident	\$40.00 per family/year	Ordinance 1949
	Note: Resident: a person living in Okaloosa County, or a non-resident property owner who pays ad valorem taxes to Okaloosa County Out-of-network: non-resident persons who do not physically reside in Okaloosa County or the Panhandle Library Access Network (PLAN) service area. Post office boxes and mailbox rental business addresses are not accepted as proof of residence, Non-resident memberships must be purchased in-person at a member library location. In-network: non-resident persons living in the service area of the PLAN. Libraries in these counties contribute toward PLAN services available to Okaloosa County residents. Includes: Escambia, Santa Rosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, and Jefferson counties.		
Service and Convenience Items	Copies (black &white only)	\$0.15 per page	Resolution 2020-13
	Faxes (sending or receiving, except for ACCESS Florida)	\$1.00 per page	Resolution 2020-13
	Jump drives (4GB)	\$7.00 each	Resolution 2020-13
	Earbuds	\$1.00 each	Resolution 2020-13
Miscellaneous Fees	Replaced CD/DVD cases	\$2.00	Resolution 2020-13
	Lost/damaged items	Cost of item or replacement in kind	Resolution 2020-13
	Telescope lost or damaged	\$200.00	Resolution 2020-13
	Miscellaneous Repair or Processing	\$2.00	Resolution 2020-13

Police Department			
Category	Fee Description	Current Rate	Implemented
Removing, impounding an immobilization of motor vehicles	Service charge for removal of the immobilization device	\$50.00 (cash or surety bond or other adequate security equal to the amount)	Resolution 2020-13
No Parking	No parking – left wheels to curb (on two-way street)	\$5.00	Resolution 2020-13
	Blocking Fire Hydrant	\$20.00	
	Parking by disabled permit only	\$250.00	
	Parking overtime (limit in authorized zone)	\$5.00	
	Parking over line	\$5.00	
	Designated fire lane*	\$20.00	
	Parking in a designated no parking zone.	\$10.00	
	If such penalty is not paid within the five working days as above provided, the amount of the civil penalty shall be \$1.00 greater than the amount specified for the parking violation as provided above.		
	*Chapter 86-154, Laws of Florida - additional surcharge	\$5.00	Resolution 2020-13
Parking Violations (upon hearing by judge)	“... If the commission of a violation has been proven, the judge may impose a fine not to exceed...” [See Section 86-44(b) for full scope of fine]	Up to \$250.00, plus court costs.	Resolution 2020-13
Reduction of parking violation penalty	“If an individual who has received a parking violation notice...” [See Section 86-44(c) for full scope of fine]	\$5.00	Resolution 2020-13
Parking Violation Notice Noncompliance	“If any person summoned by a parking violation...” [See Section 86-45(b) for full scope of fine]	\$5.00	Resolution 2020-13
	“Any person who fails to respond to the original ...” [See Section 86-45(c) for full scope of fine]	Up to \$250.00	Resolution 2020-13
Wrecker operator	“Any wrecker operator who does not...” [See Section 86-76(e) for full scope of fee]	\$50.00 each certificate	Resolution 2020-13
Maximum rates for towing and storage.	“... maximum of \$30.00 may be charged to the...” [See Section 86-79 for full scope of fee]	\$30.00 maximum	Resolution 2020-13
Magistrate Red Light Hearing Fee		\$75.00	Resolution 2021-03
Police and fire public safety facilities fee	Single dwelling units	\$200.00	Resolution 2020-13
	Commercial structures	\$200.00 E.D.U. (without a building will be assessed one impact fee per acre (rounded to the nearest tenth acre))	Resolution 2020-13
	Industrial/warehousing structures		
	Public assembly/institutional structures		

Category	Fee Description	Current Rate	Implemented
	Incident Reports, per page, two sided	\$.20 (not more than 14 inches by 8 1/2 inches)	Fees are charged in accordance with Chapter 119.07(4), Florida Statutes The City of Crestview does not receive any fee for these checks.
	Offense Reports, single sided	\$.15 (not more than 14 inches by 8 1/2 inches)	
	Certified Copies, per copy	\$.20 per page, in addition to any other report fee.	
	Records Checks	\$25.00 by utilizing the Florida Department of Law Enforcement Website.	
	Fingerprints	\$5.00 for city residents \$7.00 for non-city residents *Additional fees paid directly to the Florida Department of Law Enforcement online prior to submittal.	Resolution 2020-13
	Combat Auto Theft (C.A.T.) Registration	Completed online at no cost	Resolution 2020-13
	Police or Fire Alarm Fourth and additional Activation	\$50.00 Per alarm	Resolution 2020-13
	Removing, impounding an immobilization of motor vehicles bearing outstanding citations	\$50.00 service charge	Resolution 2020-13
	Accident or Evidentiary Vehicle Storage Fee	The owner is responsible for the varying tow fees prior to release.	Resolution 2020-13
Code Enforcement			
General Penalty; continuing violations	"...where no specific penalty is provided therefor..." [See section 1-11(a) for full scope of fine.]	\$500.00	Resolution 2020-13
Nuisance Abatement Board [See Section 2-127 for full scope of fine.]	2-127(a)(1)	\$250.00	Resolution 2020-13
	2-127(a)(4)	\$500.00	
	2-127(f)	\$7,500.00	
General	"Any person who violates any of the provisions of this section is punishable as provided in F.S. 162 to be imposed by special magistrate..."	Up to \$250 for first offense \$500.00 for the second	Resolution 2020-13
Citation	1 st Offense	Written Citation	Resolution 2020-13
	2 nd Offense	\$75.00	
	3 rd Offense	\$150.00	
Judgement upon failure to contest citation	"... who fails to pay the appropriate civil penalty with the time period allowed, ..." [See Section 24-8 for full scope of fine]	\$500.00	Resolution 2020-13
Administrative Fee	Special Magistrate hearings	\$250.00	Resolution 2021-02
Lien Search	Lien search, per address, 1-3 business day turnaround	\$65.00	Resolution 2022-21

Animal Services						
Citations	Violation	Offence				Implemented
		1 st	2 nd	3 rd	4 th +	Resolution 2022-14
	<i>Sec. 10-7 – Unvaccinated Animals</i>	\$50.00	\$100.00	\$250.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-8 – Barnyard Animals</i>	\$100.00	\$150.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-9 - Humane Treatment</i>	\$200.00	\$400.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-10 – Confinement of Animal(s) in Heat</i>	\$100.00	\$200.00	\$400.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-11 – Physical Control of Dog(s)</i>	\$100.00	\$200.00	\$300.00	Mandatory Court Appearance	Ordinance 1949
	<i>Sec. 10-12(a) – Dog Excreta</i>	\$50.00	\$75.00	\$100.00	Mandatory Court Appearance	Ordinance 1949
	<i>Sec. 10-12(b) - Noise</i>	\$50.00	\$75.00	\$100.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-15 – Dangerous Dog Requirements</i>	\$300.00	\$400.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-16 – Requirements of Owner after dog bite</i>	\$200.00	Dangerous Dog Investigation			Ordinance 1949
	<i>Sec. 10-19 – Ownership of a Primary Vector of Rabies</i>	\$150.00	\$300.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-21 – Keeping a Stray Domestic Animal</i>	\$25.00	\$75.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-25 – Disposal of Animal Carcass</i>	\$50.00	\$100.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-26 – Duties of Person Who Injures an Animal</i>	\$100.00	\$200.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-27 – Companion Animals in Motor Vehicle</i>	\$200.00	\$300.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-28 – Animal Exploitation</i>	\$200.00	\$300.00	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-31 – Trapping an Animal</i>	\$25.00	\$75.00	\$200.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-32 – Poisoning Animals</i>	\$200.00	Mandatory Court Appearance	Mandatory Court Appearance	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-34 – Animals trained to assist persons with disabilities</i>	\$100.00	\$200.00	\$300.00	Mandatory Court Appearance	Resolution 2022-14
	<i>Sec. 10-35 – Obstruction of Enforcement</i>	F.S.§ 775	F.S.§ 775	F.S.§ 775	Mandatory Court Appearance	Resolution 2022-14

Category	Fee Description	Current Rate				Implemented
Administrative Fees	Impound/Reclaim	1 st : \$75.00	2 nd : \$100.00	3 rd : \$200.00	4 th +: \$300.00	Resolution 2022-14
	Adoption (Dog)	\$95.00				
	Adoption (Cat)	\$75.00				
	Boarding	\$15.00 (per day)				
	Quarantine in-house	\$25.00 (per day)				
	Quarantine Dangerous Dog	\$50.00 (per day)				
	Quarantine Dangerous Dog Violation	\$300.00 (at home)				
	Administrative	\$10.00 (per violation)				
	Dangerous Dog Hearing	\$250.00				
	Dangerous Dog Registration	\$250.00, plus \$100.00 annually				
	Microchip	\$30.00				
	Emergency Veterinary Care	Actual Billed Amount				
	Court Cost	Actual Amount if City Prevails/ Plus Applicable Fees/Fines				

Miscellaneous Fees			
Category	Fee Description	Current Rate	Implemented
Fee for telecommunications company occupation of rights-of-way.	“... providing local telephone service, as defined in section 203.012(3), Florida Statutes (2000), in the city...” [See Section 74-10.1(a)(2) for full scope of fee]	\$500.00 per linear mile	Resolution 2020-13
Special fire services facilities fee.	“ In the event that any structure has special fire safety needs...” [See Section 34-25 for full scope of fee]		Resolution 2020-13
Residential and Commercial Solid Waste, Yard Refuse, and Recycling	Commercial Compactor* Size: 30 CU YD Self Contained Disposal Fee Per Pickup Pull Charge Per Pickup Rental Fee Per Month	\$99.71/Ton \$312.700 \$958.70	Resolution 2025-15
	Commercial Compactor* Size: 30 CU YD (dry waste only) Disposal Fee Per Pickup Pull Charge Per Pickup Rental Fee Per Month	\$99.71/Ton \$312.70 \$434.11	Resolution 2025-15
	Commercial Compactor* Size: 40 CU YD (dry waste only) Disposal Fee Per Pickup Pull Charge Per Pickup Rental Fee Per Month	\$99.71/Ton \$344.50 \$465.46	Resolution 2025-15
	Single Family Residential Rate with Recycling (96 Gallon Bin) Extra Recycling Cart 1x per week Extra Solid Waste Cart 2x per week	\$38.76 \$7.08 \$13.73	Resolution 2025-15
	Commercial Roll Cart 2x per week 1X Week Recycle Extra Cart 2x per week	\$56.43/month \$27.02 \$16.49	Resolution 2025-15
	Commercial Dumpster Service Container Size 2 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	 \$128.99 \$216.12 \$313.12 \$434.68 \$541.76 \$647.71	Resolution 2025-15
	Commercial Dumpster Service Container Size 4 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	 \$219.91 \$380.87 \$566.20 \$747.09 \$937.96 \$1,124.39	Resolution 2025-15
	Commercial Dumpster Service Container Size 6 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	 \$317.46 \$531.20 \$789.25 \$1,041.78 \$1,299.83 \$1,558.99	Resolution 2025-15
	* Commercial Compactor subject to 6% franchise fee		

Category	Fee Description	Current Rate	Implemented
Residential and Commercial Solid Waste, Yard Refuse, and Recycling	Commercial Dumpster Service Container Size 8 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	\$376.24 \$652.73 \$966.90 \$1,279.96 \$1,595.23 \$1,903.86	Resolution 2025-15
Miscellaneous Garbage Fees	Clean Cart Fee Per Month (Qtrly Cleaning) Dumpster delivery fee (including swaps) Dumpster Latches Dumpster Casters (2&4 yard only) Dumpster Gate Access Fee Commercial Extra Lifts/Yard Dumpster Over Filled Fee Residential Bear Latches Blocked Compactor Service Fee 1 st x Blocked Compactor Service Fee 2 nd x Blocked Compactor Service Fee 3 rd x Grapple Truck Services (Grapple truck services are subject to change Based on FEMA pricing or National Emergency)	\$6.01 \$159.00 \$15.90 \$15.90 \$21.20 \$15.90 \$79.50 \$3.82 per month \$50 \$75 \$150 \$150/hr.	Resolution 2025-15
Natural gas utility franchise to the Okaloosa Gas District	Rates as charged by Okaloosa Gas		Resolution 2020-13
Recycling Services	“... per residence shall be assessed for curbside services ...” <i>[See Section 70-44(a) for full scope of fee]</i>	\$1.65 per month	Resolution 2020-13
Article III. – Stormwater Management: Civil & Criminal Penalties	“... criminal penalties. In addition to or as an alternative to any penalty provided in this article ...” <i>[See Section 30-59(b) for full scope of fine]</i>	\$100.00 - \$1000.00	Resolution 2020-13
Assessment for law enforcement education	“... all county courts within this county created by Article V of the state constitution, ...” <i>[See Section 46-12(a) for full scope of fines]</i> <i>Per violation of state penal criminal statute or municipal ordinance</i> <i>Per every bond estreature or forfeited bail bond related to such penal statute or penal ordinance</i>	\$3.00 \$2.00	Resolution 2020-13
Sidewalk Fund Contribution	Required where no adjacent sidewalk network exists for a development to connect to. Equivalent cost per linear foot of sidewalks that would typically be required along the street frontage of subject property. (Land Development Code Section 8.05.00).	\$13.00 per square foot (\$65.00 per linear foot for 5’ wide sidewalk), subject to cost of material at the time fund contribution is made	Resolution 2023-7



Staff Report

CITY COUNCIL MEETING DATE: August 25, 2025

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Brady Peters, Parks and Recreation Director
DATE: 8/21/2025
SUBJECT: Crestview Sports Officials Contract 2025-2026

BACKGROUND:

The Crestview Sports Officials has been under contract with the City of Crestview for all officiating needs since 2021. We had over 2400 youth participants in our sports program over the last year.

DISCUSSION:

With the increased participation in both youth and adult athletics over the past few years, the demand for officials has risen in line with the growing number of games played. Based on the number of games and increases in the officials' rates of pay the contracted services for Crestview Sports Officials has now exceeded the \$100,000 purchasing threshold annually.

Crestview Sports Officials is the only provider in the area capable of supplying the necessary number of trained and certified officials; there are no direct competitors for this service. As a result, staff requests to waive the City's purchasing policy for this service for the upcoming contract year.

Due to the combination of more games, higher officiating costs, and the unique nature of this service, staff is requesting Council approval of the Crestview Sports Officials contract for the remainder of FY25 and FY26.

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

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

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The Crestview Sports Officials fees are covered in the Athletics budget, with a total cost of \$120,852.50 for FY25.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Crestview Sports Officials Contract for 2025-2026.

Attachments

1. Sports Officials Association Contract

CRESTVIEW SPORTS OFFICIALS ASSOCIATION

2941 Barton Rd
Crestview, FL 32539

Linda K. Dukes
Carlton F. Dukes

EIN: 88-3031617
Scheduler

PHONE # 850-758-1196
Phone# 850-758-1040

CONTRACT

Crestview Sports Officials Association agrees.

1. Provide officials for all Soccer and Flag Football leagues for the City Of Crestview.
2. Provide training for officials wishing to officiate sports.
3. Provide any requirements needed to the City of Crestview Recreation Director.
4. Meet with Recreation Director about issues that arise and the solution for them.
5. Utilize the rules and regulations guidelines set by Crestview Parks and Recreation.
6. Will bill the City of Crestview every 2 weeks during the season.
7. Provision of this contract may be amended as long as both parties are in agreement.
8. Provide officials as required for the City of Crestview!

City of Crestview Parks and Recreation agrees.

1. Provide schedule to official's scheduler within a week of season starting.
2. Notify the association of any conflicts or cancellations during the season.
3. Parks and Recreation will notify association 1 hours before game time for cancelations
4. All forfeits after officials arrive a game fee will be assessed.

Flag Football	⁵⁰ \$5.00 per official	2 Officials
Flag Football Clock	^{BP} \$17.50	1 Official
Soccer		
U6--U8	\$37.50 per official	1 Official
U10-U-12	\$47.50 per official	2 Officials
U15	⁵⁰ \$55.00 per Official	2 Officials

This contract is made and entered this ____ day of July, 2025 between the Crestview Sports Officials Association and the City of Crestview Parks and Recreation Department.
Signature below:


Carlton F. Dukes President

Jessica Leavins Crestview City Manager

This contract supersedes any previous contracts submitted to Parks and Recreation.



Staff Report

CITY COUNCIL MEETING DATE: August 25, 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: 8/21/2025
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 June and July payment registers as well as the May and June Monthly Financial Statements and Pooled Cash Carryforward for the quarter ending May 31, 2025.

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

Follow this link by clicking on the icon with the arrow for the June 30, 2025, [Pooled Cash Carryforward](#)

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

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

GOALS & OBJECTIVES

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

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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: August 25, 2025

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, City Manager
DATE: 8/21/2025
SUBJECT: City Manager Updates

BACKGROUND:

Updates on various projects will be provided.

DISCUSSION:

TBD

GOALS & OBJECTIVES

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FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

n/a

Attachments

None