



CITY COUNCIL REGULAR MEETING

August 24, 2026

6:00 PM

COUNCIL CHAMBERS

1. **Call to Order**
2. **Invocation, Pledge of Allegiance**
 - 2.1. Pastor Jerry Nelson of Live Oak Baptist Church
3. **Open Policy Making and Legislative Session**
4. **Approve Agenda**
5. **Presentations and Reports**
6. **Consent Agenda**
 - 6.1. Big Brothers Big Sisters Intent of Partnership
7. **Public Hearings / Ordinances on Second Reading**
 - 7.1. Ordinance 2027 Third Avenue Annexation
 - 7.2. Ordinance 2028 Third Avenue Comp Plan Amendment
 - 7.3. Ordinance 2029 Third Avenue Rezoning
 - 7.4. Ordinance 2030 Garden Street Rezoning
 - 7.5. Ordinance 2032 Harrisburg Estates Rezoning
8. **Ordinances on First Reading**
 - 8.1. Ordinance 2019 Sec. 82-101-Municipal Public Service Tax Amendment
 - 8.2. Ordinance 2034 – Sewer Only Utility Rates
 - 8.3. Ordinance 2035 – Comprehensive Fee Schedule Amendment – FY27
9. **Resolutions**
 - 9.1. Resolution 2026-16 - 2026 Local Mitigation Strategy

10. Action Items

10.1. Discussion – Cottage Food Home Occupations

10.2. Replacing Next Request(Public Records Portal)

10.3. Interlocal Agreement Okaloosa County Animal Services

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 white card. The card must be submitted to the Mayor or Mayor Pro Tem. 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 Natasha Peacock, 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 24, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director, Jessica Leavins, City Manager
DATE: 08/20/2026
SUBJECT: Big Brothers Big Sisters Intent of Partnership

BACKGROUND:

In 2024, the City first began working with Big Brothers Big Sisters in their beyond school walls program. This program pairs City employees with high school juniors and seniors for a period of two years for the purpose of personal and development, and career preparation of the students through guided mentorship activities.

DISCUSSION:

From 2024, through the beginning of 2026, the City participated in this program. The responsibilities of the City as outlined in the Intent of Partnership are consistent with the responsibilities of the previous cycle.

GOALS & OBJECTIVES

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

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

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

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

There is no financial impact that will result from approval of this item.

RECOMMENDED ACTION

Staff respectfully requests approval of the attached Intent of Partnership with Big Brothers Big Sisters, and to direct the City Manager or designee to execute.

Attachments

1. Big Brothers Big Sisters Intent of Partnership

LETTER OF INTENT**Beyond School Walls Program****Between Big Brothers Big Sisters of Northwest Florida
and
The City of Crestview****Date:** August 14th, 2026

This Letter of Intent ("LOI") is entered into between **Big Brothers Big Sisters of Northwest Florida (BBBS NWFL)** and the **City of Crestview** to express the organizations' mutual intent to partner in the implementation of the **Beyond School Walls (BSW) Program**.

Purpose

The purpose of this partnership is to provide high school students with meaningful mentoring, career exploration, workforce development, and post-secondary readiness opportunities through relationships with City of Crestview employees and exposure to careers within local government.

Beyond School Walls is a workplace mentoring initiative designed to connect students with caring adult mentors while helping youth better understand the workplace, explore career pathways, develop professional skills, and prepare for life after high school.

Big Brothers Big Sisters of Northwest Florida Responsibilities

BBBS NWFL intends to:

- Recruit, enroll, interview, screen, and train participating students in accordance with BBBS standards and program requirements.
- Work with the City of Crestview to recruit and enroll appropriate employee volunteers to serve as mentors.
- Complete required volunteer screening, interviews, background checks, references, and training in accordance with BBBS NWFL and Big Brothers Big Sisters of America standards.
- Match participating students with approved City of Crestview employee mentors based on compatibility, interests, career goals, and other relevant factors.
- Provide ongoing professional match support to participating mentors and students.
- Maintain appropriate program documentation and records.
- Provide guidance and support regarding child safety, appropriate boundaries, confidentiality, and mentoring best practices.
- Coordinate with the City of Crestview and participating school(s) regarding program schedules, activities, and student participation.

**Escambia & Santa Rosa
Counties**
1320 Creighton Rd.
Pensacola, FL 32504

T 850-433-5437
F 850-433-1288

Bay County
2121 Lisenby Ave.
Panama City, FL 32405

T 1-850-763-5437
F 850-763-5430

**Okaloosa & Walton
Counties**

SOUTH END:
112 Tupelo Ave SE
Ft. Walton Beach, FL 32548

T 850-664-5437

NORTH END:
121 Wilson Street North
Crestview, FL 32536

T 850-664-5437

www.bbbsnwfl.org
Toll Free 1-866-646-3518

2025-2026 Governing Board Members

Michael Hobbs, Chair
Lynsey Listau, Vice-Chair
Carmela Cook, Secretary
Claire Duren, Treasurer
Jack Terhaar, Legal Counsel

Melanie Moffett Allen
Jarrod Dawson
Shara Ermilch
Bridgette Fleming
Shawn Hall
Madison Leonard
Brandy McNabb
Justin Raley
Leah Ralls
Eric Randall
Lori Storey

- Assist in developing program sessions that include mentoring, career exploration, workforce readiness, and post-secondary preparation.
- Track participation and program outcomes as required by BBBS NWFL and applicable funding sources.

City of Crestview Responsibilities

The City of Crestview intends to:

- Support the recruitment of City employees who are interested in serving as Beyond School Walls mentors.
- Allow participating employees, with appropriate supervisory approval, to participate in scheduled BSW activities and mentoring sessions.
- Identify a primary City contact to assist BBBS NWFL with coordination and communication.
- Work collaboratively with BBBS NWFL to identify opportunities for students to learn about City departments, careers, and the various roles involved in local government.
- Provide opportunities, when appropriate and available, for career presentations, workplace tours, job-shadowing experiences, demonstrations, or other career exploration activities.
- Encourage participating employees to maintain consistent involvement and communication throughout the program.
- Communicate any concerns regarding student participation, mentor participation, safety, or program operations to BBBS NWFL in a timely manner.
- Follow BBBS NWFL policies and procedures related to youth safety, confidentiality, boundaries, and program participation.

Program Activities

Beyond School Walls activities may include, but are not limited to:

- One-to-one and group mentoring
- Career exploration
- Workplace tours
- Job-shadowing opportunities
- Presentations from City departments and employees
- Resume development
- Interview preparation
- Professional communication and workplace etiquette
- Financial literacy
- Leadership and teamwork development
- College, technical school, military, and workforce exploration
- Goal setting and individualized post-secondary or career planning

The specific schedule, number of sessions, participating students, and activities will be coordinated collaboratively by BBBS NWFL, the City of Crestview, and participating school partners.

Youth Safety and Supervision

The safety and well-being of participating youth will remain a primary responsibility of BBBS NWFL. All volunteers participating as mentors must successfully complete BBBS NWFL's enrollment, screening, and training requirements prior to being formally matched with a student.

All mentoring relationships and program activities will be conducted in accordance with BBBS NWFL policies, procedures, and applicable Big Brothers Big Sisters of America standards.

Communication and Collaboration

BBBS NWFL and the City of Crestview agree to maintain regular communication regarding the progress of the program, upcoming activities, scheduling needs, challenges, and opportunities for improvement.

Both organizations recognize that flexibility and ongoing collaboration will be important to ensuring that the program meets the needs of participating students, mentors, the City, and the community.

Term

This Letter of Intent will become effective upon signature by both parties and will remain in effect for the **2026–2028 program year**, unless otherwise agreed upon in writing.

The partnership may be renewed or modified upon mutual agreement of both organizations.

Either party may discontinue participation in the partnership by providing reasonable written notice to the other party. When possible, both organizations will work together to minimize disruption to existing mentoring relationships.

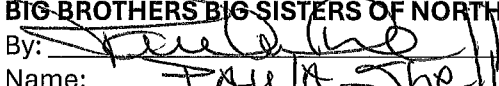
Financial Commitment

This Letter of Intent does not create a financial obligation for either party unless a separate written agreement is executed and approved by both organizations. Each organization will be responsible for its own personnel, operational, and other costs associated with participation unless otherwise agreed upon in writing.

Intent of Partnership

This LOI reflects the good-faith intent of Big Brothers Big Sisters of Northwest Florida and the City of Crestview to collaborate in providing meaningful mentoring and workforce development opportunities for young people.

Through this partnership, both organizations share the goal of helping students build strong relationships with caring adults, gain exposure to career opportunities, develop skills needed for future success, and become better prepared for education, employment, and life after high school.

Signatures**BIG BROTHERS BIG SISTERS OF NORTHWEST FLORIDA**By: Name: Paula ShellTitle: CEODate: 8/19/26**CITY OF CRESTVIEW**

By: _____

Name: _____

Title: _____

Date: _____



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 08/20/2026
SUBJECT: Ordinance 2027 Third Avenue Annexation

BACKGROUND:

On June 18, 2026 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 2109 Third Avenue.

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

The Planning and Development Board recommended approval of the request on August 3, 2026, and the first reading was approved by the City Council on August 10, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: ST THOMAS DEVELOPMENT CO LLC
Parcel ID: 04-3N-23-1840-0002-006A
Site Size: 0.57 acres
Current FLU: Okaloosa County Mixed-Use
Current Zoning: Okaloosa County Mixed-Use
Current Land Use: Single-Family

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

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial High-Intensity District (C-2)	Commercial
East	Commercial (C)	Commercial Low-Intensity District (C-1)	Commercial
South	Okaloosa County Mixed-Use	Okaloosa County Mixed-Use	Residential
West	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant

The subject property is currently developed for residential use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property will be developed for commercial 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 July 13, 2026. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on July 23, 2026. The property was posted on July 21, 2026. An advertisement ran in the Crestview News Bulletin on July 23 & 30, 2026.

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 were \$1,200. The cost of advertising was \$552.50.

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

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 2027 on second reading.

Attachments

1. Exhibit Packet - Third Ave

ORDINANCE: 2027

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 0.57 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

PIN # 04-3N-23-1840-0002-006A (Deed recorded in Book 2758, page 397, dated December 22, 2006)

East ½ of Lot 6, Block 2, Oakdale Miniature-Farms, according to the map or plat thereof as recorded in Plat Book 1, Page(s) 129, Public Records of Okaloosa County, Florida, together with adjacent vacated alley.

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

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

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

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

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

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

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

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

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

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

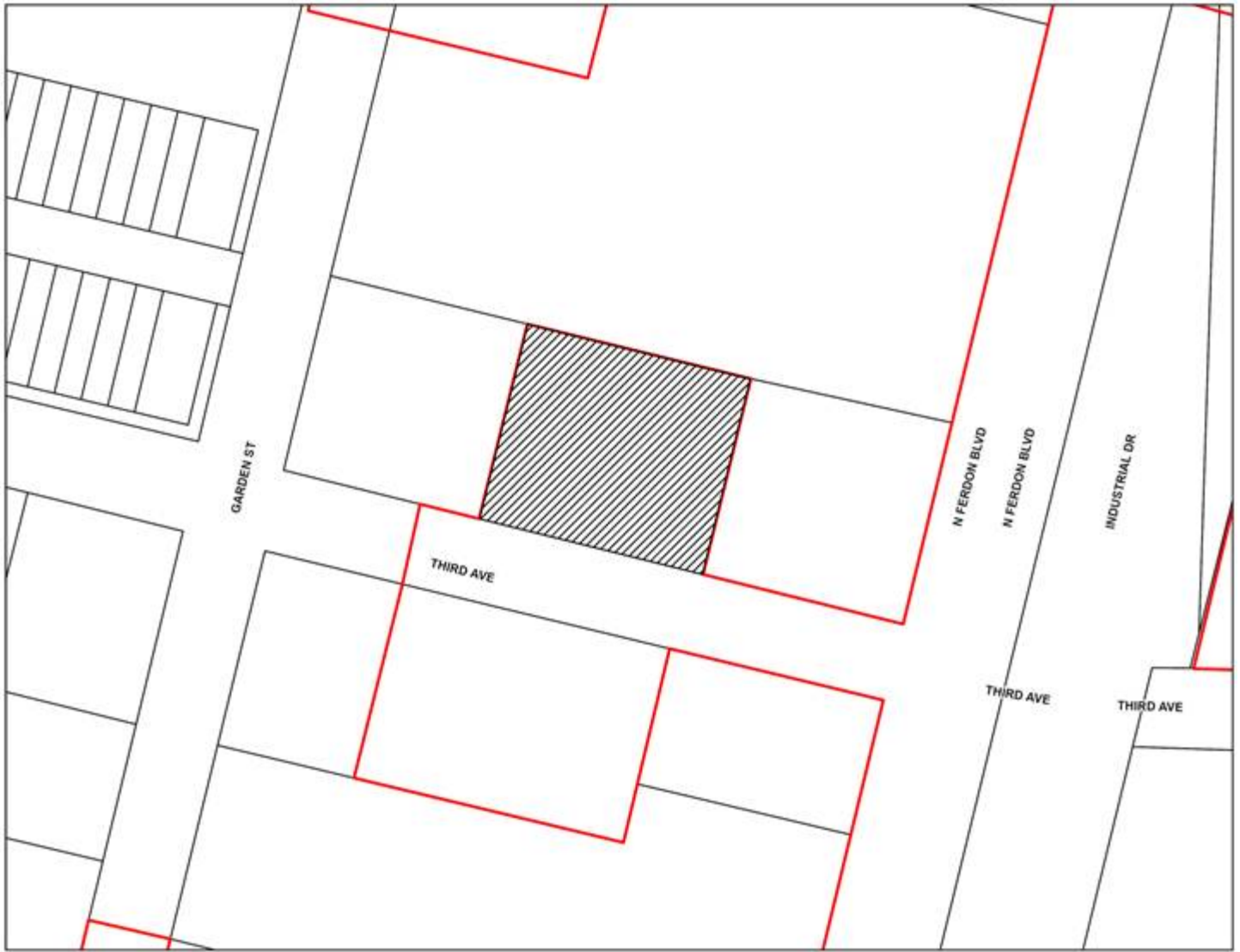
Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of August, 2026.

ATTEST:

Natasha Peacock
City Clerk

Approved by me this 24th day of August, 2026.

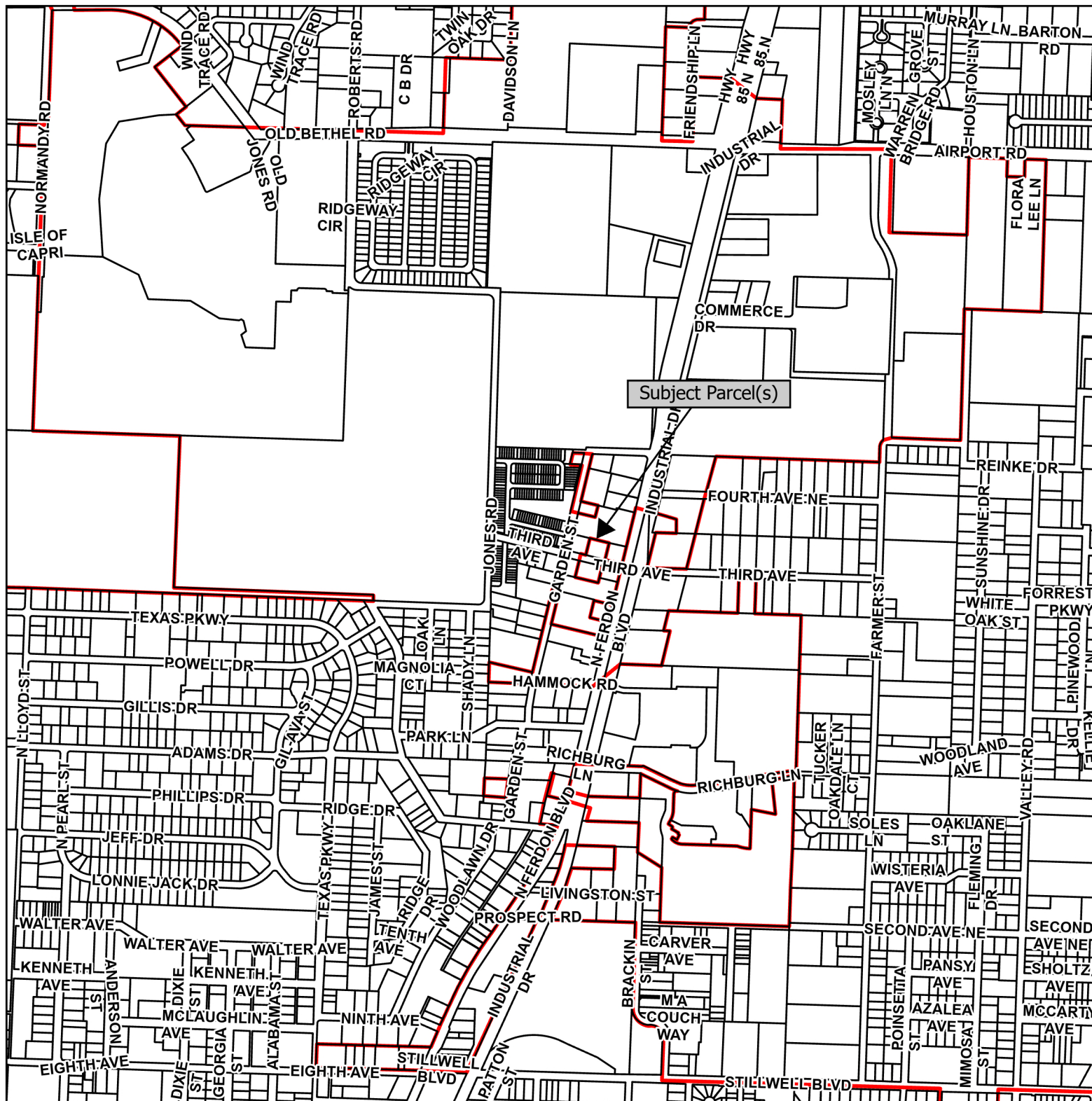
J. B. Whitten
Mayor



Vicinity Map



Not to Scale

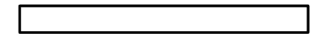


Existing Use

N



0 110 220



Feet

Legend

Subject Parcel(s)

City Limits

Use Description

CHURCHES

FINANCIAL BLDG

GYM/FITNESS

MUNICIPAL

NO AG ACREAGE

OFFICE BUILDINGS

PRVT SCHL/DAY CARE

RES COMMON AREA

RESTAURANT/CAFE

RIGHTS-OF-WAY

SERVICE SHOP

SINGLE FAMILY

STORES, 1 STORY

VAC TWNHSE LAND

VACANT

VACANT COMMERCIAL

VACANT/COMM/XFOB

VEH SALE/REPAIR

WAREHOUSE-STORAGE

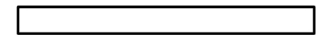


Current Future Land Use

N



0 145 290



Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

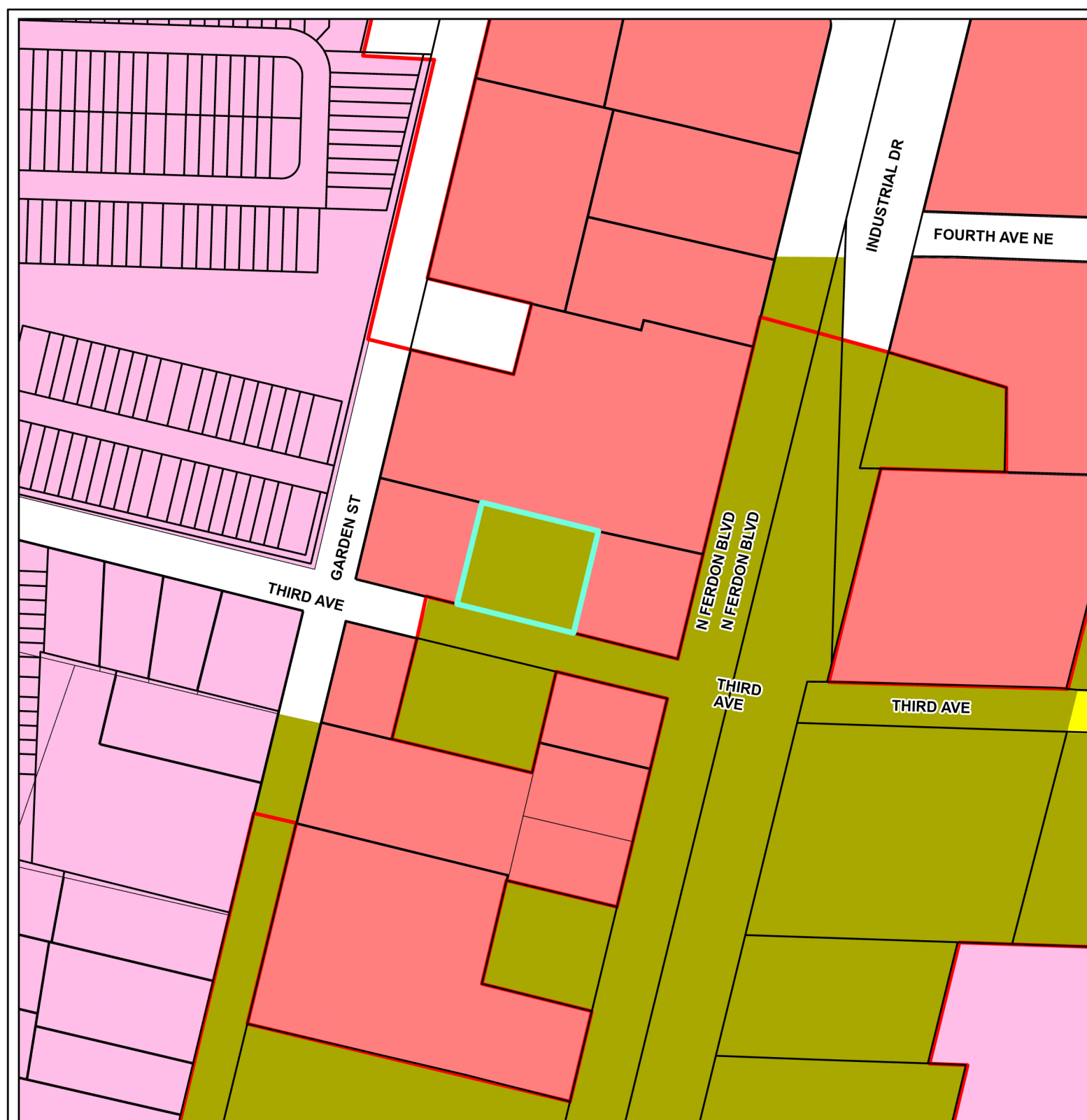
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

 Low Density Residential

 Mixed Use (MU)



Proposed Future Land Use

N



0 145 290
Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

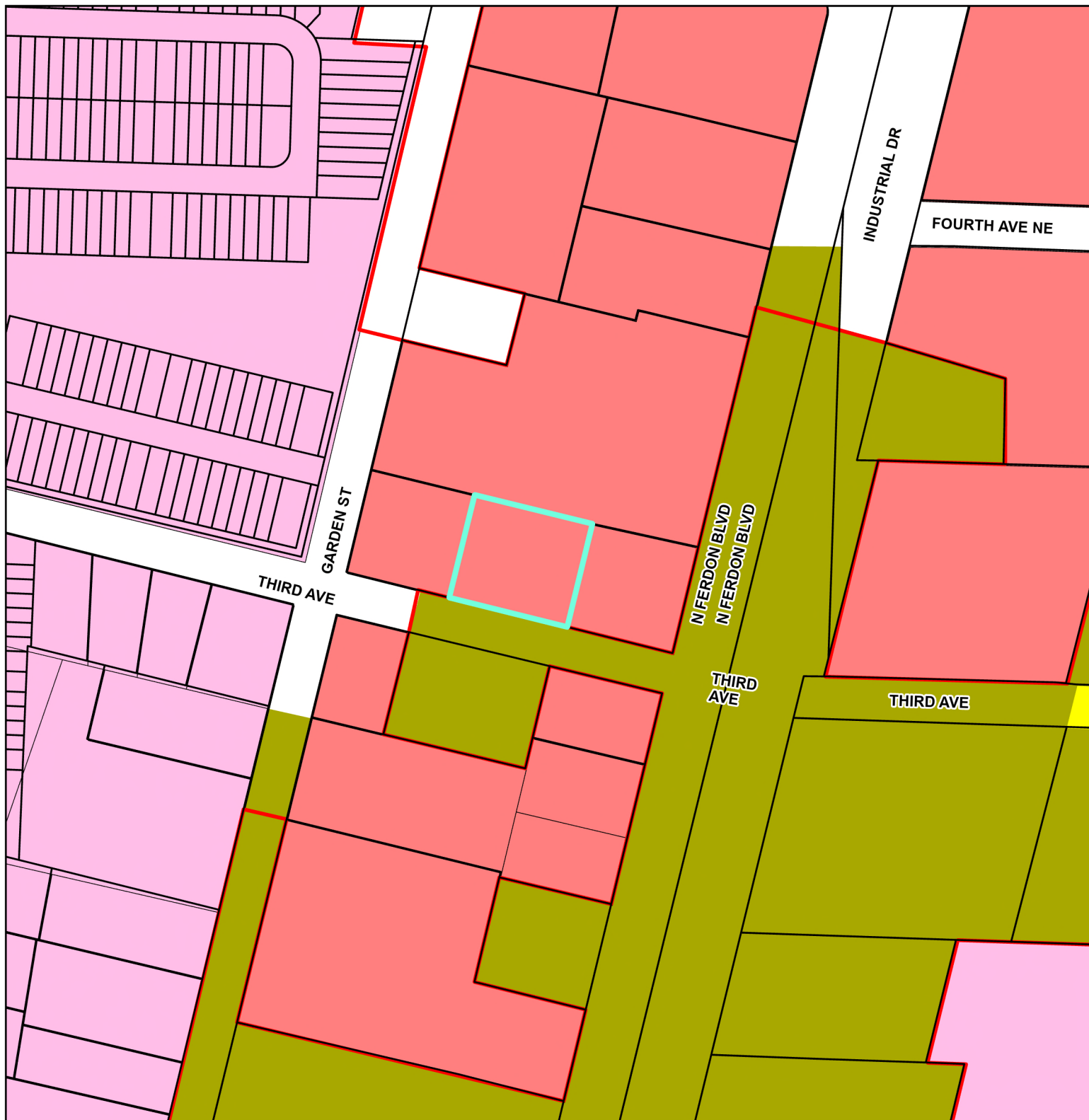
 Commercial (C)

 Mixed Use (MU)

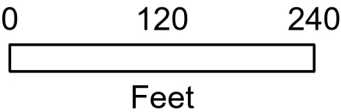
County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)

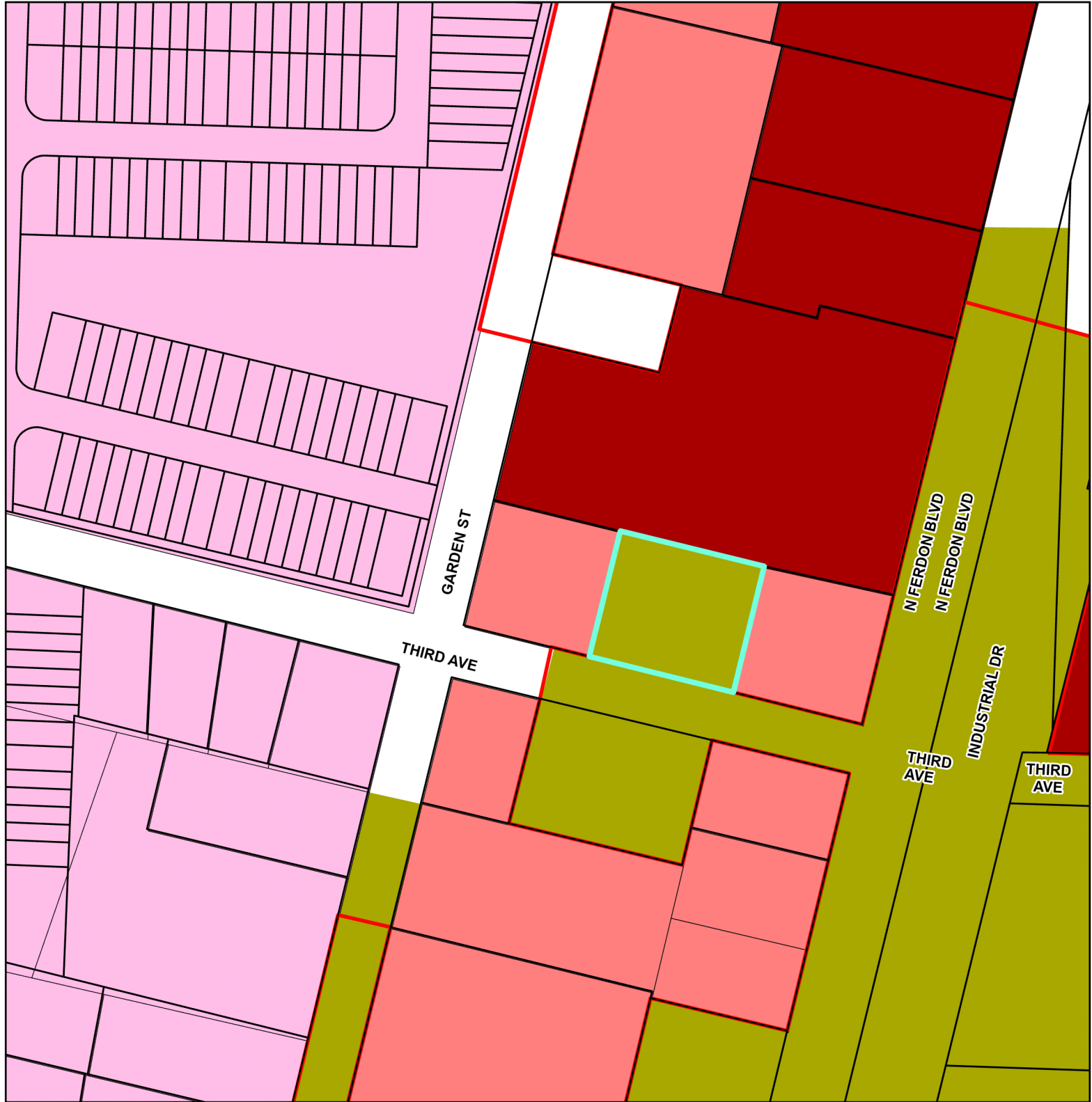


Current Zoning



Legend

- Subject Parcel(s)
- City Limits
- City Zoning**
 - Mixed Use (MU)
 - Commercial (C-1)
 - Commercial (C-2)
- County Zoning**
 - Mixed Use (MU)



Proposed Zoning

N



0 120 240
Feet

Legend

 Subject Parcel(s)

 City Limits

City Zoning

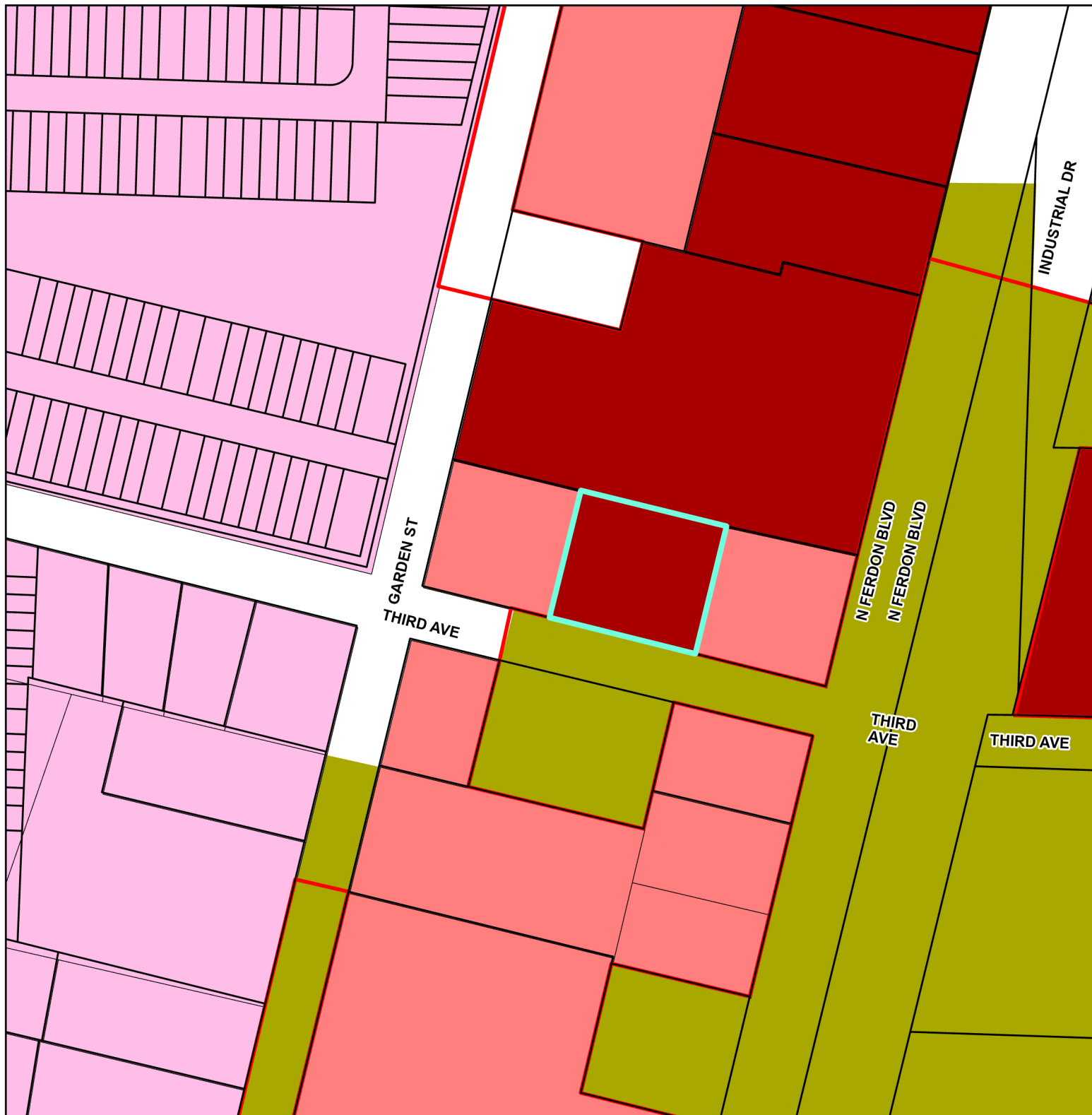
 Mixed Use (MU)

 Commercial (C-1)

 Commercial (C-2)

County Zoning

 Mixed Use (MU)





Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 08/20/2026
SUBJECT: Ordinance 2028 Third Avenue Comp Plan Amendment

BACKGROUND:

On June 18, 2026 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 2109 Third Avenue.

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

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

The Planning and Development Board recommended approval of the request on August 3, 2026, and the first reading was approved by the City Council on August 10, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: ST THOMAS DEVELOPMENT CO LLC
Parcel ID: 04-3N-23-1840-0002-006A
Site Size: 0.57 acres
Current FLU: Okaloosa County Mixed-Use
Current Zoning: Okaloosa County Mixed-Use
Current Land Use: Single-Family

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

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial High-Intensity District (C-2)	Commercial
East	Commercial (C)	Commercial Low-Intensity District (C-1)	Commercial
South	Okaloosa County Mixed-Use	Okaloosa County Mixed-Use	Residential
West	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant

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

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

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

Courtesy notices were mailed to property owners within 300 feet of the subject property on July 13, 2026. The property was posted on July 21, 2026. An advertisement ran in the Crestview News Bulletin on July 23 & 30, 2026.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

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

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

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

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 2028 on second reading.

Attachments

1. Exhibit Packet - Third Ave

ORDINANCE: 2028

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED-USE TO COMMERCIAL (C) ON APPROXIMATELY 0.57 ACRES, MORE OR LESS, IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Mixed-Use to Commercial (C) on a parcel of land containing 0.57 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 0.57 acres of land, more or less, from Okaloosa County Mixed-Use to Commercial (C). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 0.57 acres, more or less, is known as Parcel 04-3N-23-1840-0002-006A and commonly described as:

East ½ of Lot 6, Block 2, Oakdale Miniature-Farms, according to the map or plat thereof as recorded in Plat Book 1, Page(s) 129, Public Records of Okaloosa County, Florida, together with adjacent vacated alley.

The Commercial (C) Future Land Use Category is hereby imposed on Parcel 04-3N-23-1840-0002-006A. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 04-3N-23-1840-0002-006A thereon.

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

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

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

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

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

Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of August, 2026.

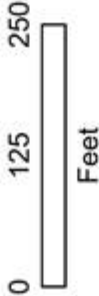
ATTEST:

Natasha Peacock
City Clerk

Approved by me this 24th day of August, 2026.

J. B. Whitten
Mayor

Adopted Future Land Use



Legend

 Subject Parcel(s)

 City Limits

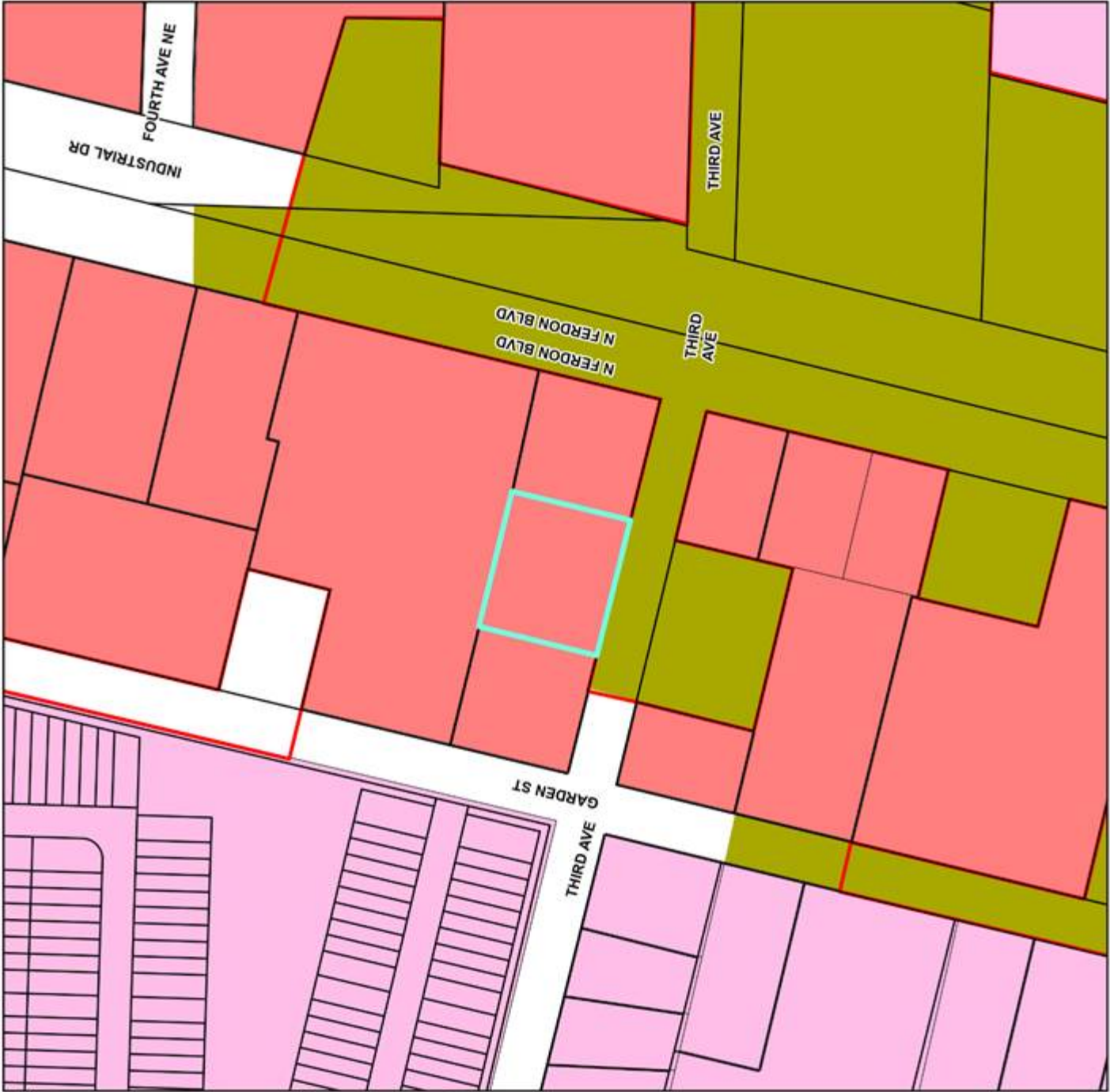
 City Future Land Use

 Commercial (C)

 Mixed Use (MU)

 County Future Land Use

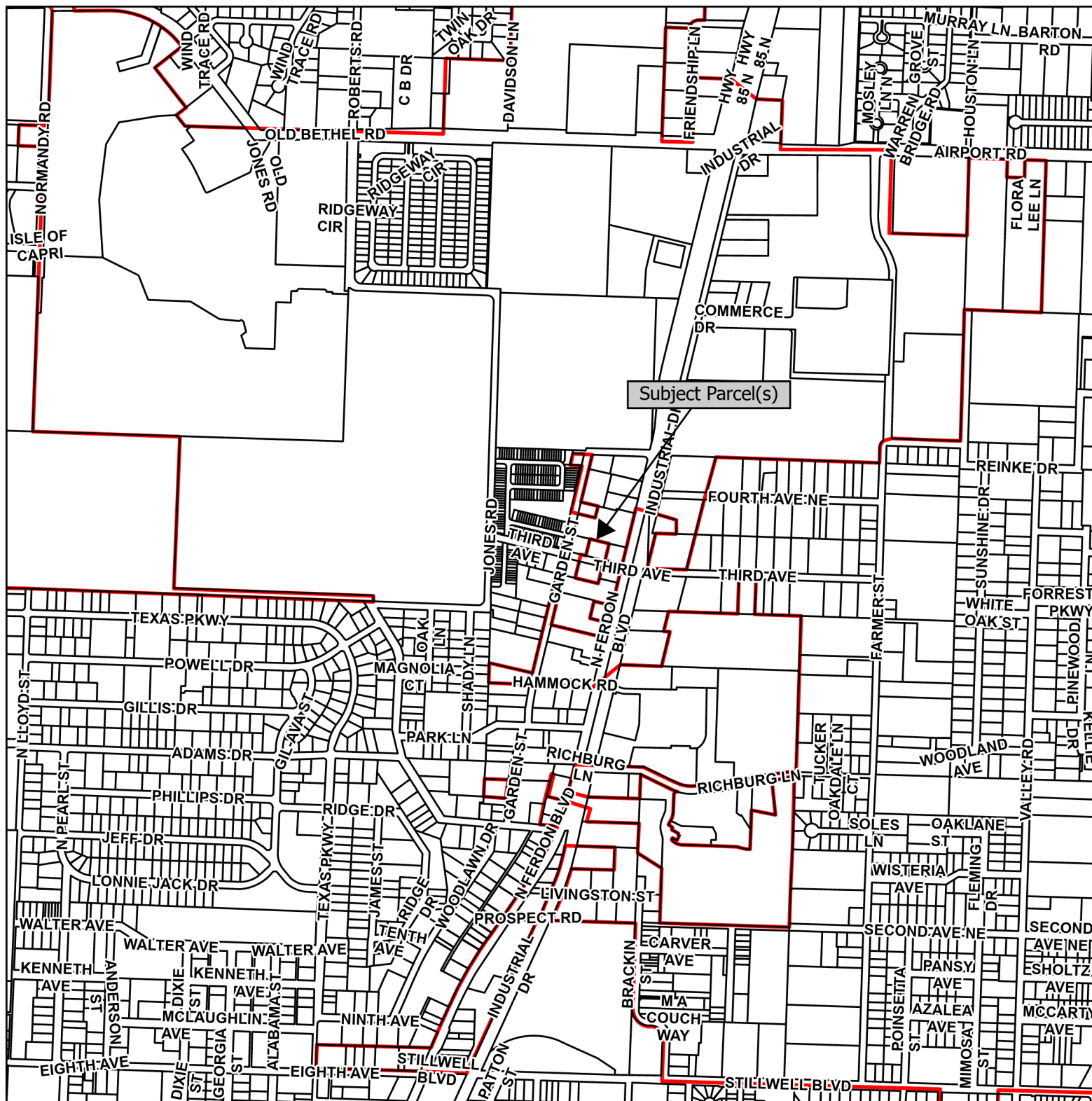
 Mixed Use (MU)



Vicinity Map



Not to Scale



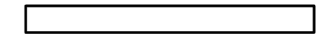
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N



0 110 220



Feet

Legend

- Subject Parcel(s)
- City Limits
- Use Description**
- CHURCHES
- FINANCIAL BLDG
- GYM/FITNESS
- MUNICIPAL
- NO AG ACREAGE
- OFFICE BUILDINGS
- PRVT SCHL/DAY CARE
- RES COMMON AREA
- RESTAURANT/CAFE
- RIGHTS-OF-WAY
- SERVICE SHOP
- SINGLE FAMILY
- STORES, 1 STORY
- VAC TWNHSE LAND
- VACANT
- VACANT COMMERCIAL
- VACANT/COMM/XFOB
- VEH SALE/REPAIR
- WAREHOUSE-STORAGE

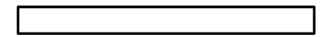


Current Future Land Use

N



0 145 290



Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

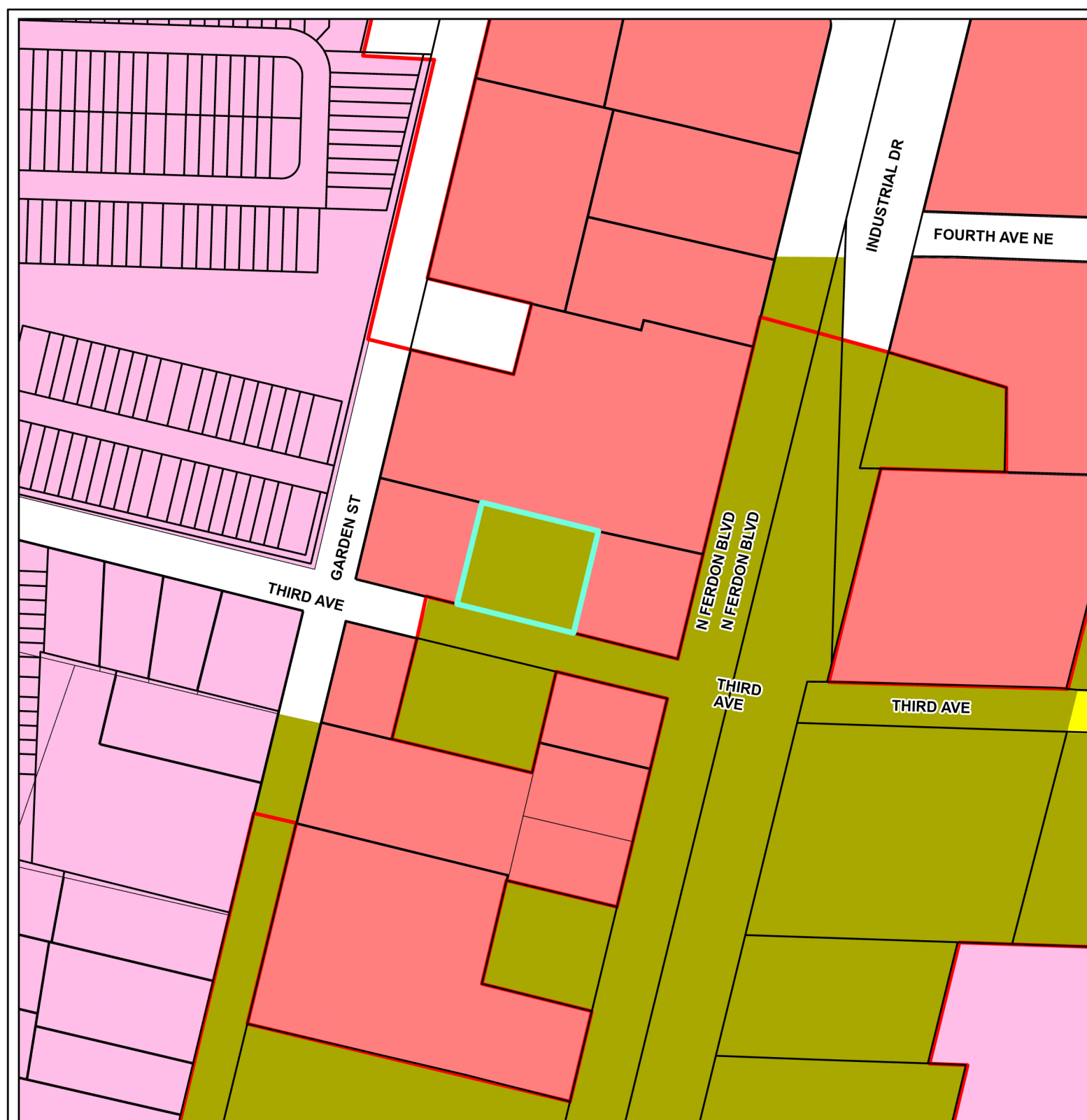
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

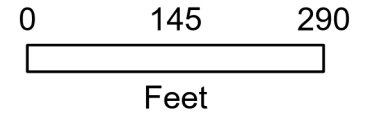
 Low Density Residential

 Mixed Use (MU)



Proposed Future Land Use

N



Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

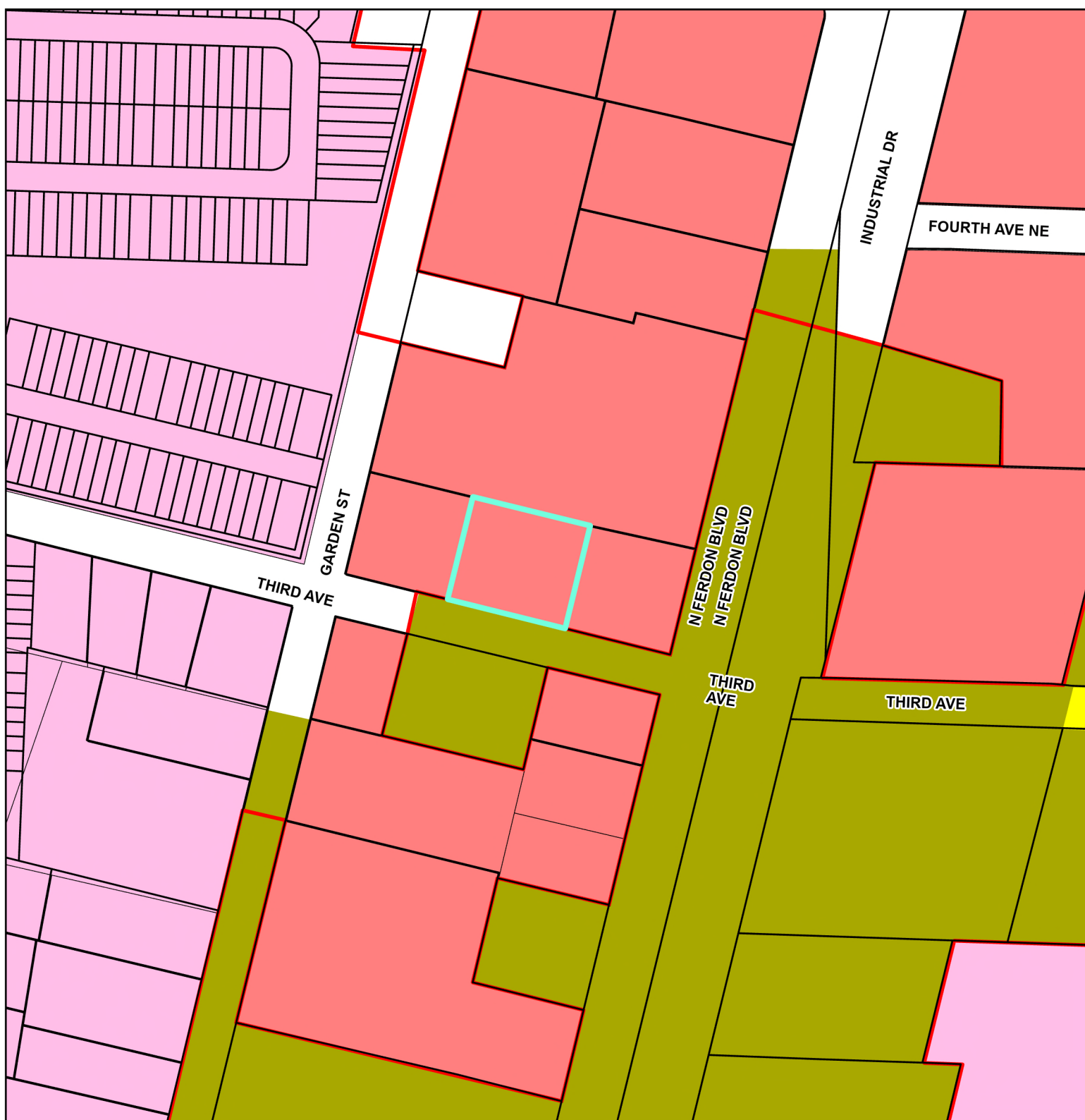
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)

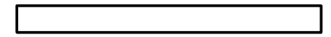


Current Zoning

N



0 120 240



Feet

Legend

 Subject Parcel(s)

 City Limits

City Zoning

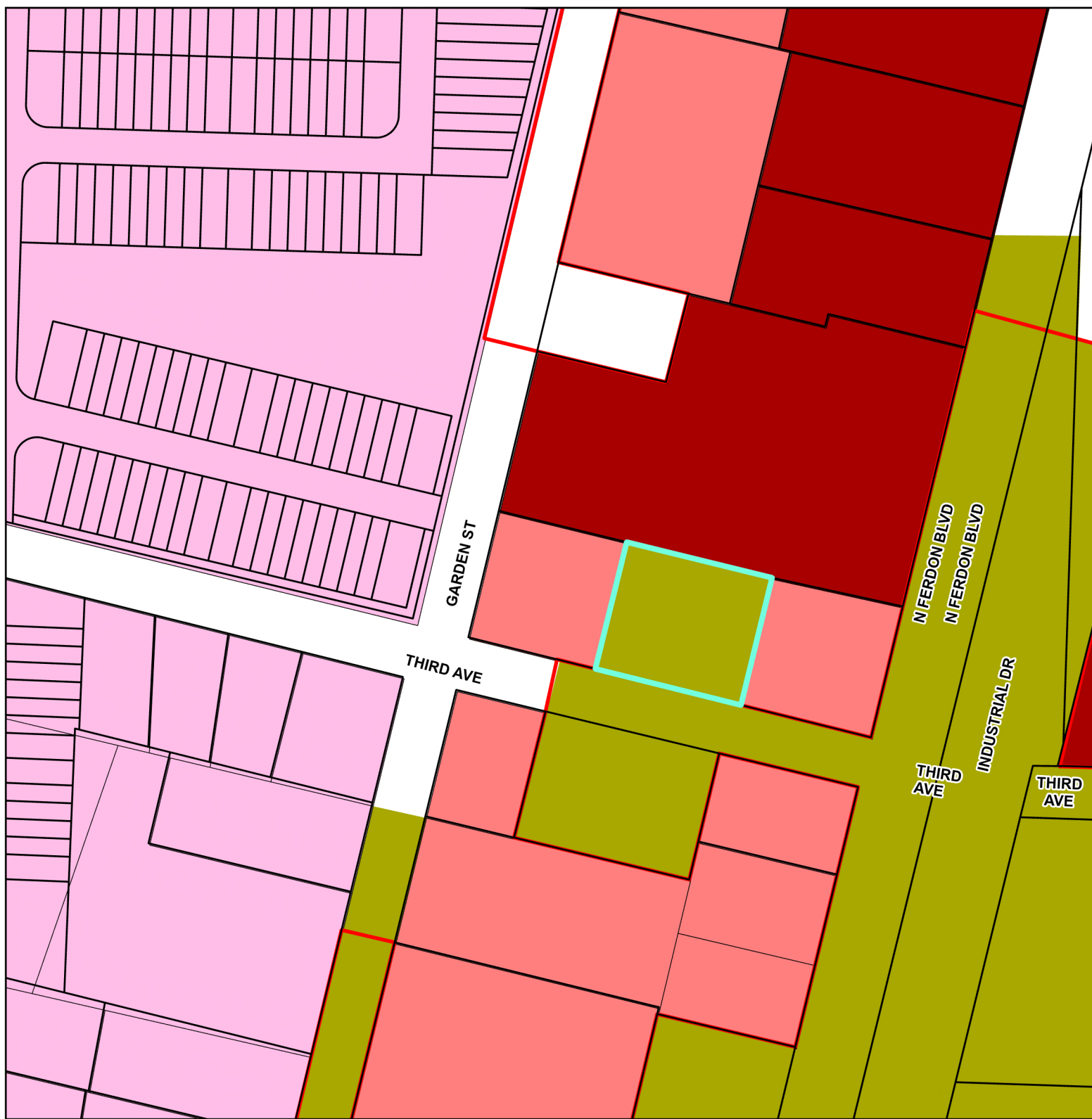
 Mixed Use (MU)

 Commercial (C-1)

 Commercial (C-2)

County Zoning

 Mixed Use (MU)



Proposed Zoning

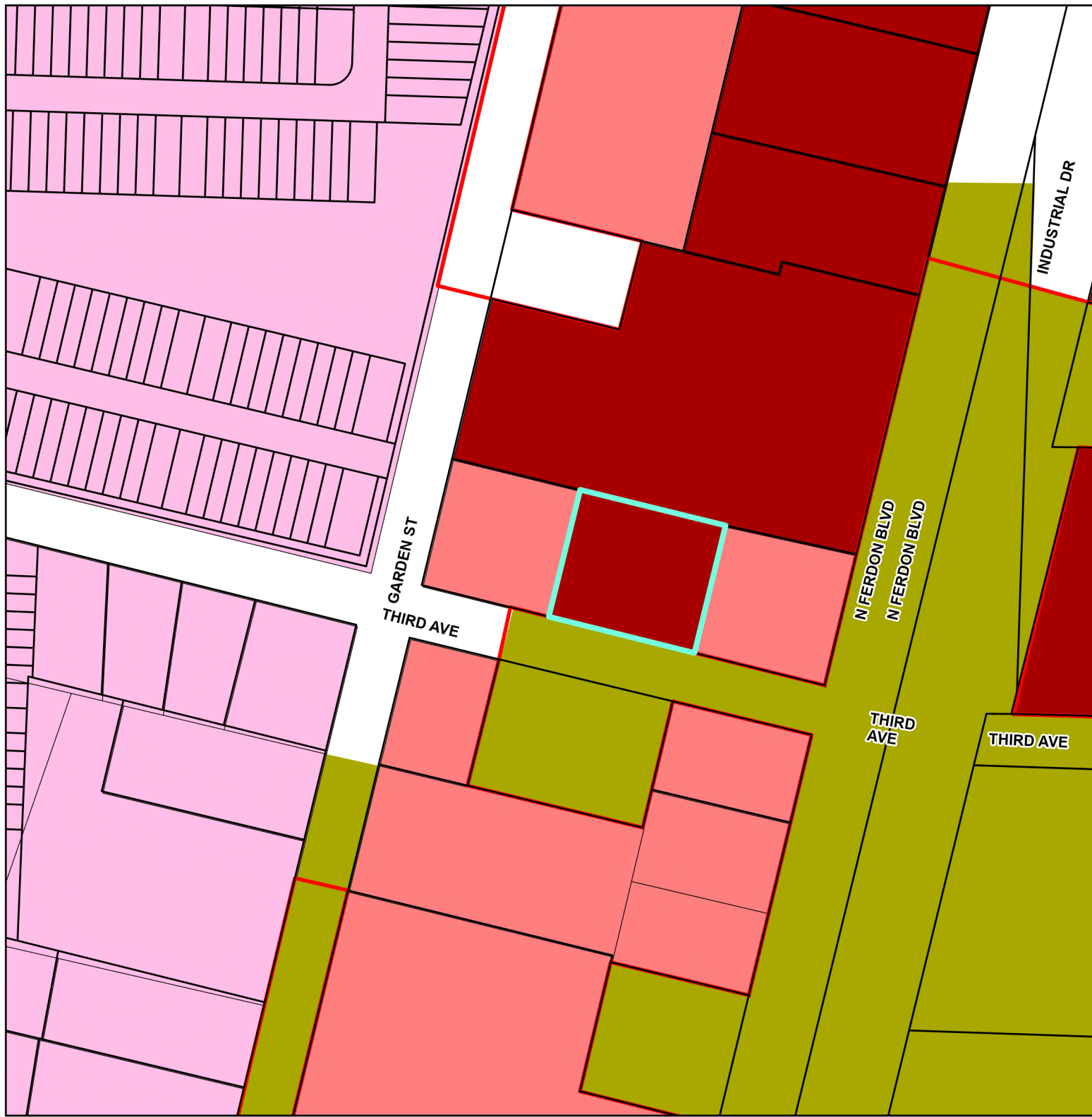
N



0 120 240
Feet

Legend

- Subject Parcel(s)
- City Limits
- City Zoning**
 - Mixed Use (MU)
 - Commercial (C-1)
 - Commercial (C-2)
- County Zoning**
 - Mixed Use (MU)





Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 08/20/2026
SUBJECT: Ordinance 2029 Third Avenue Rezoning

BACKGROUND:

On June 18, 2026 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 2109 Third Avenue.

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

The application requests the Commercial High-Intensity District (C-2) zoning designation for the property.

The Planning and Development Board recommended approval of the request on August 3, 2026, and the first reading was approved by the City Council on August 10, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: ST THOMAS DEVELOPMENT CO LLC
Parcel ID: 04-3N-23-1840-0002-006A
Site Size: 0.57 acres
Current FLU: Okaloosa County Mixed-Use
Current Zoning: Okaloosa County Mixed-Use
Current Land Use: Single-Family

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

Direction	FLU	Zoning	Existing Use
North	Commercial (C)	Commercial High-Intensity District (C-2)	Commercial
East	Commercial (C)	Commercial Low-Intensity District (C-1)	Commercial
South	Okaloosa County Mixed-Use	Okaloosa County Mixed-Use	Residential
West	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant

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

Staff reviewed the request for rezoning and finds the following:

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

Courtesy notices were mailed to property owners within 300 feet of the subject property on July 13, 2026. The property was posted on July 21, 2026. An advertisement ran in the Crestview News Bulletin on July 23 & 30, 2026.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

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

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request were included in the annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 2029 on second reading.

Attachments

1. Exhibit Packet - Third Ave

ORDINANCE: 2029

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.57 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED-USE (MU) ZONING DISTRICT TO THE COMMERCIAL HIGH-INTENSITY DISTRICT (C-2) 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 the City of Crestview Land Development Code.

SECTION 2 – PROPERTY REZONED. The following described 0.57 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 0.57 acres, more or less, being formerly zoned Okaloosa County Mixed-Use with the Commercial (C) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 2028, is hereby rezoned to Commercial High-Intensity District (C-2) to wit:

PIN # 04-3N-23-1840-0002-006A

East ½ of Lot 6, Block 2, Oakdale Miniature-Farms, according to the map or plat thereof as recorded in Plat Book 1, Page(s) 129, Public Records of Okaloosa County, Florida, together with adjacent vacated alley.

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 # 2028 and becomes legally effective.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of August, 2026.

ATTEST:

Natasha Peacock
City Clerk

Approved by me this 24th day of August, 2026.

J. B. Whitten
Mayor

Adopted Zoning



Subject Parcel(s)

City Limits

County Zoning

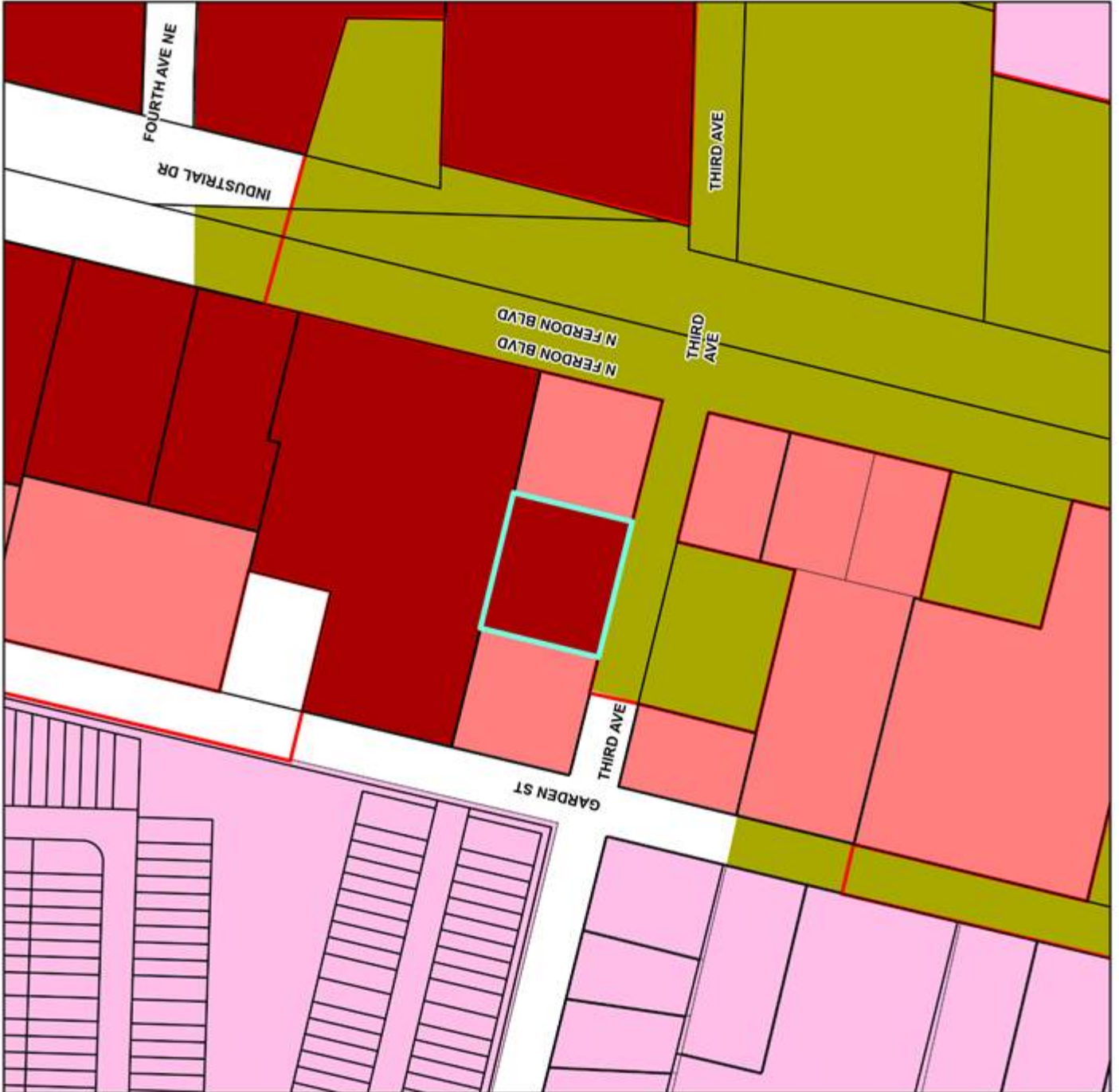
Mixed Use (MU)

City Zoning

Mixed Use (MU)

Commercial (C-1)

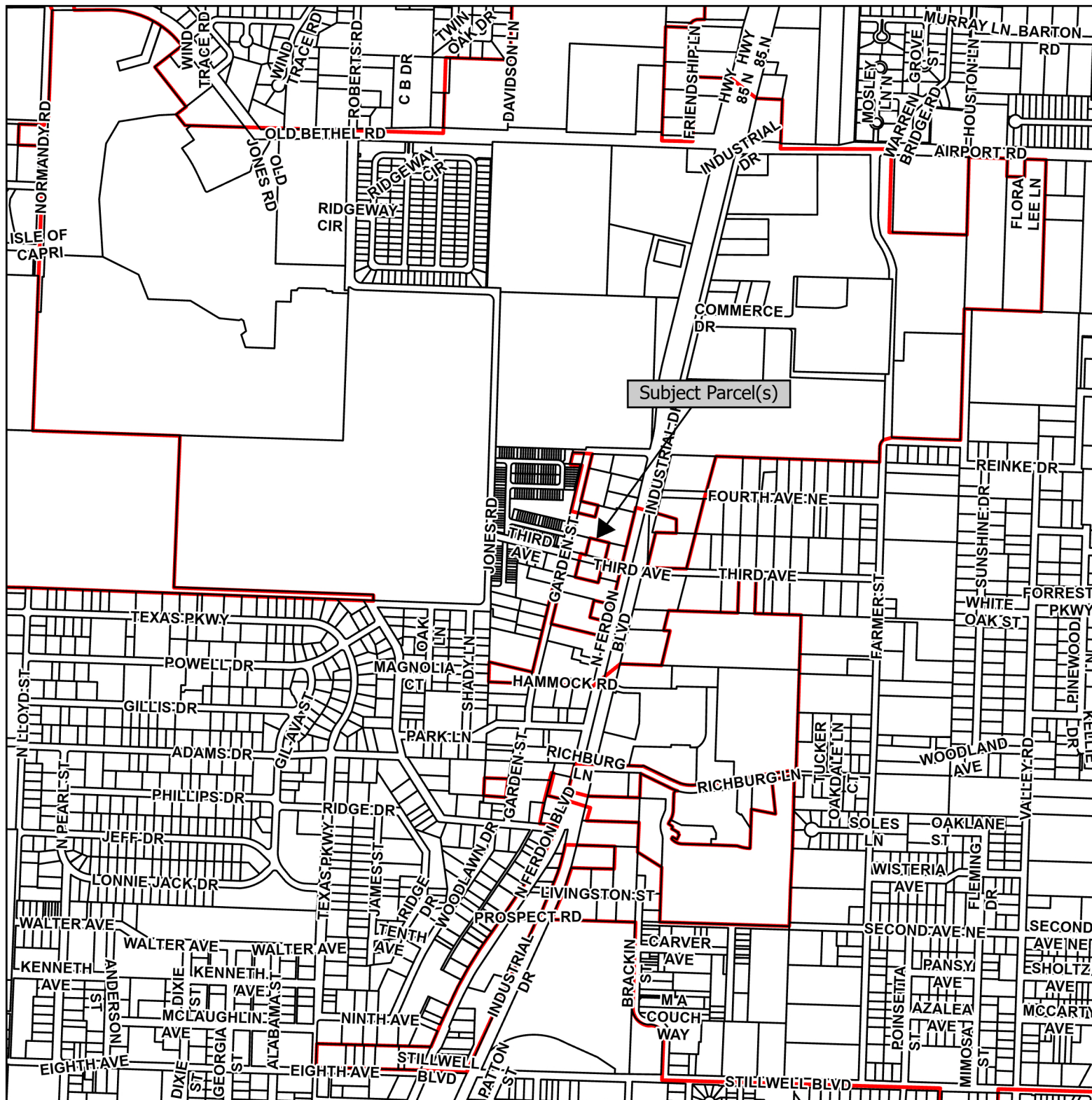
Commercial (C-2)



Vicinity Map



Not to Scale



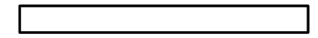
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N



0 110 220



Feet

Legend

- Subject Parcel(s)
- City Limits
- Use Description**
- CHURCHES
- FINANCIAL BLDG
- GYM/FITNESS
- MUNICIPAL
- NO AG ACREAGE
- OFFICE BUILDINGS
- PRVT SCHL/DAY CARE
- RES COMMON AREA
- RESTAURANT/CAFE
- RIGHTS-OF-WAY
- SERVICE SHOP
- SINGLE FAMILY
- STORES, 1 STORY
- VAC TWNHSE LAND
- VACANT
- VACANT COMMERCIAL
- VACANT/COMM/XFOB
- VEH SALE/REPAIR
- WAREHOUSE-STORAGE

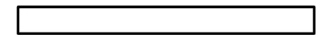


Current Future Land Use

N



0 145 290



Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

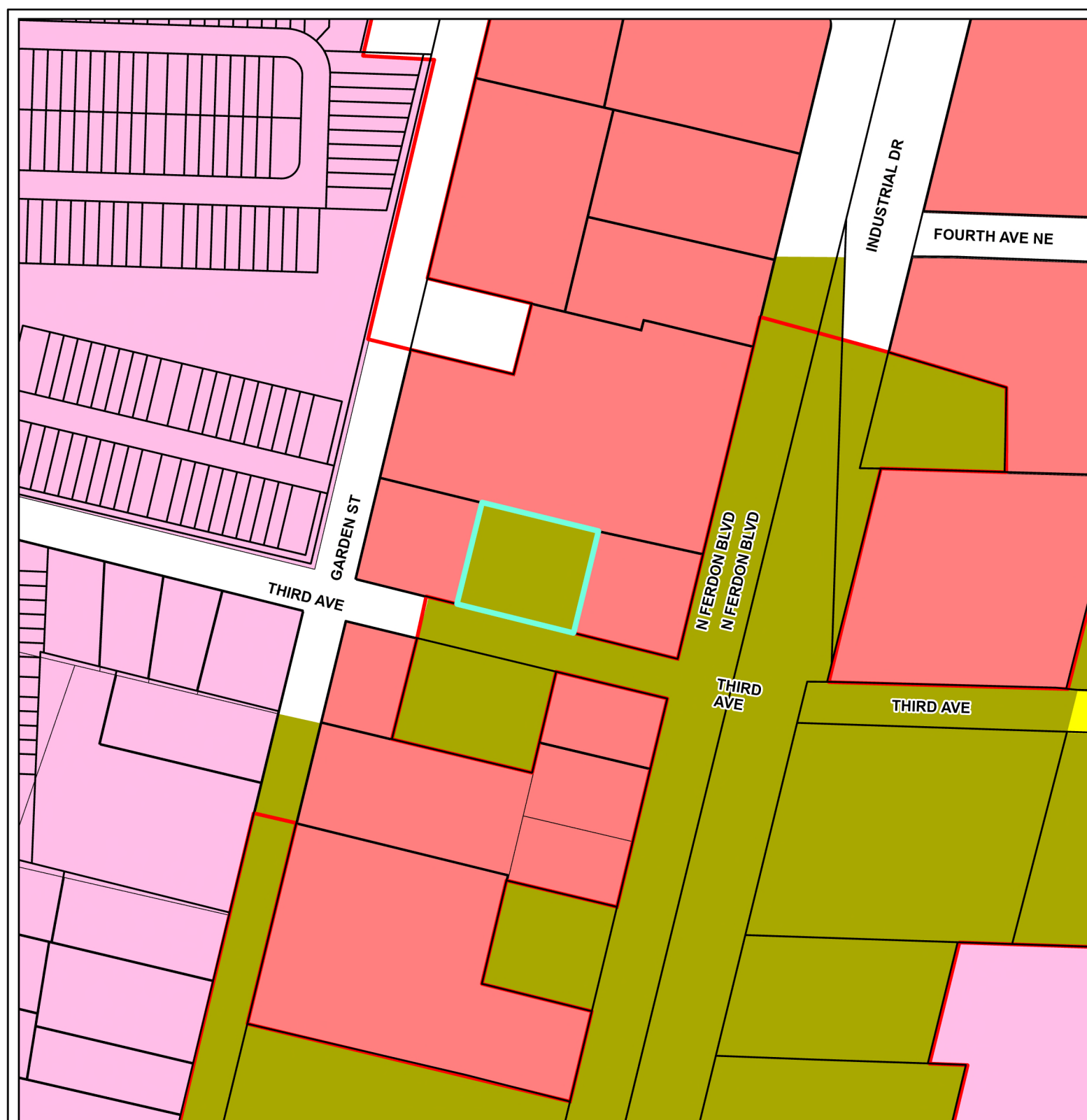
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

 Low Density Residential

 Mixed Use (MU)



Proposed Future Land Use

N



0 145 290
Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

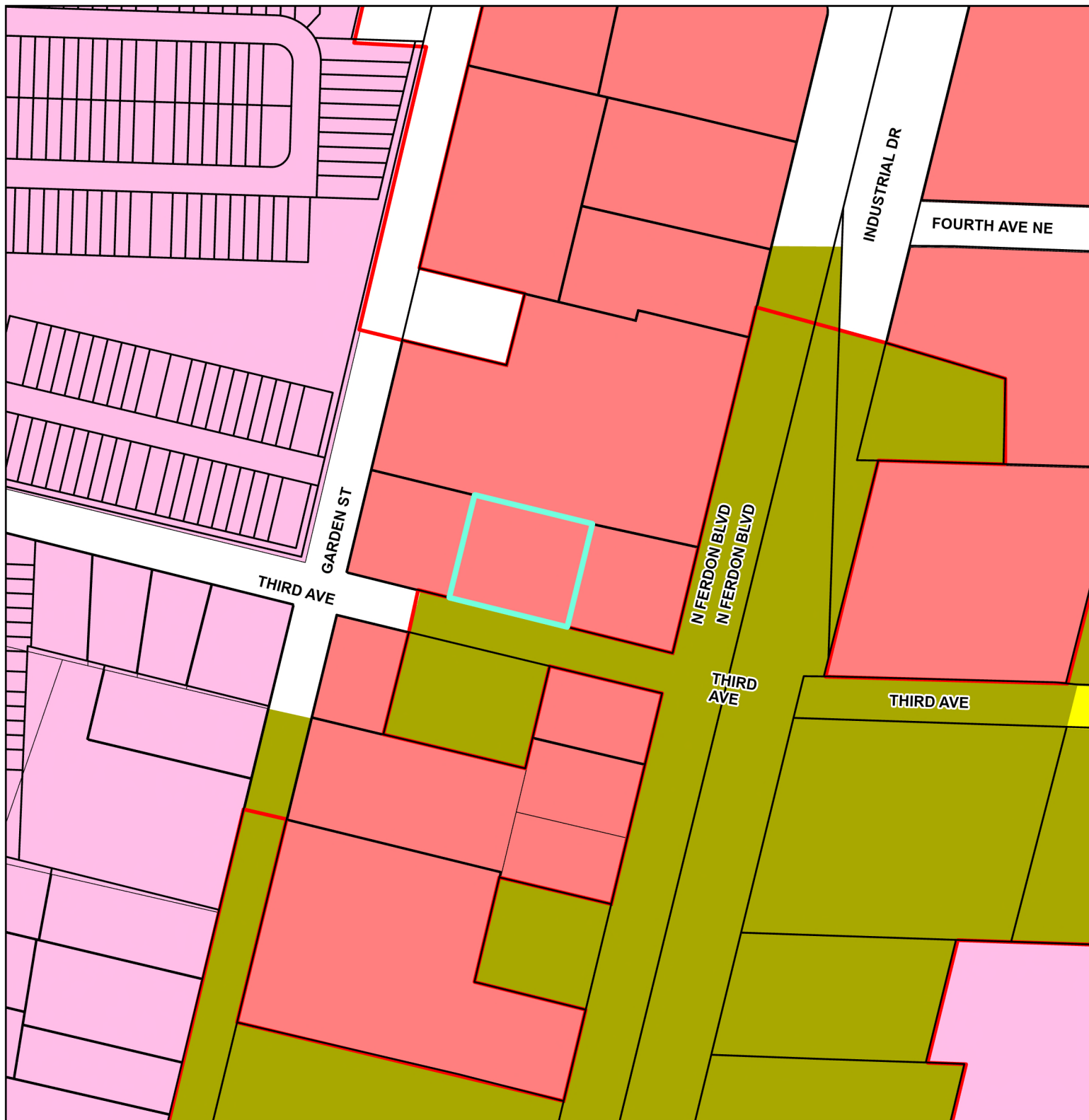
 Commercial (C)

 Mixed Use (MU)

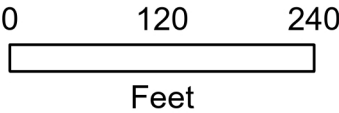
County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)

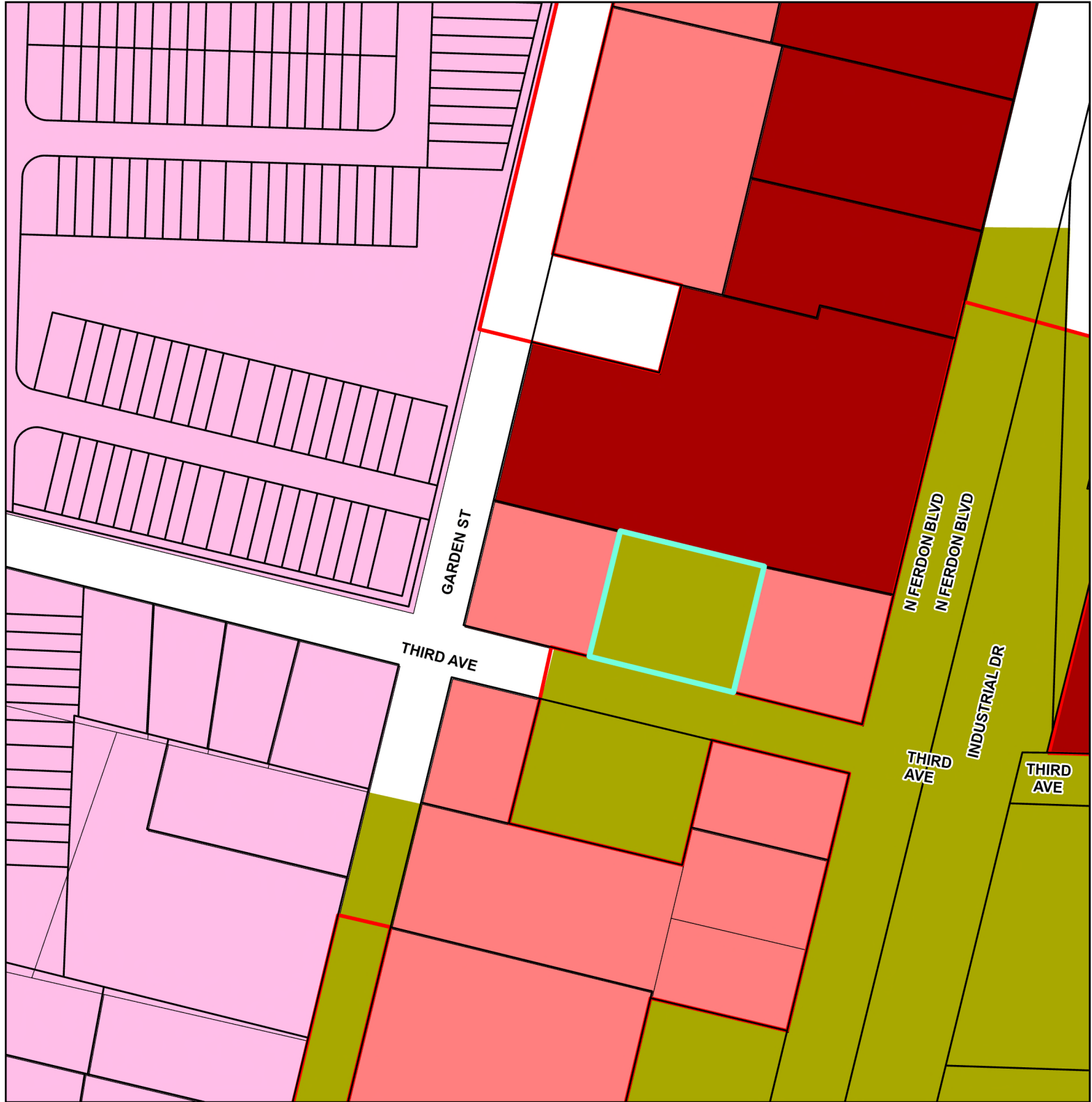


Current
Zoning



Legend

- Subject Parcel(s)
- City Limits
- City Zoning**
 - Mixed Use (MU)
 - Commercial (C-1)
 - Commercial (C-2)
- County Zoning**
 - Mixed Use (MU)



Proposed Zoning

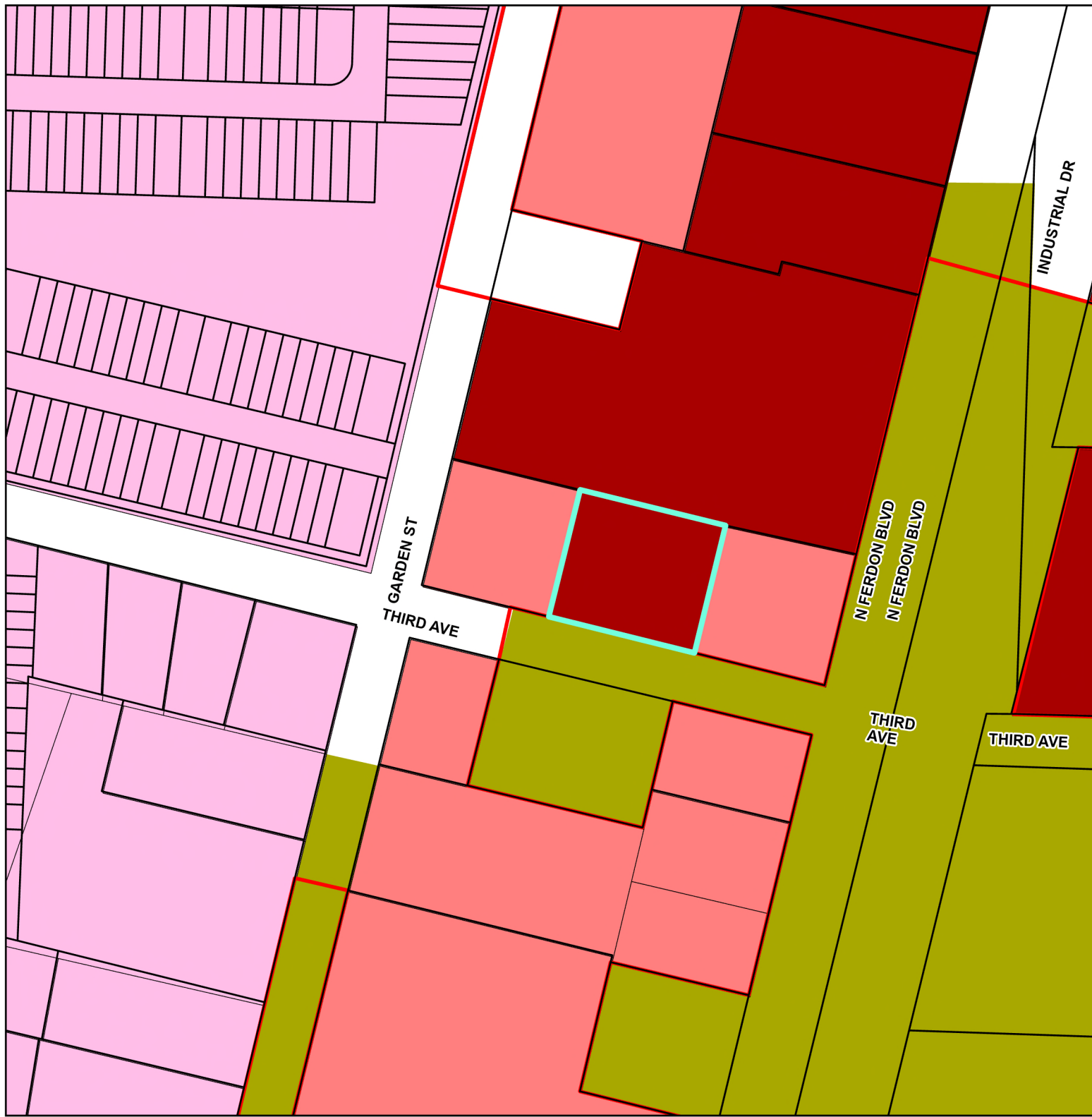
N



0 120 240
Feet

Legend

-  Subject Parcel(s)
-  City Limits
- City Zoning**
 -  Mixed Use (MU)
 -  Commercial (C-1)
 -  Commercial (C-2)
- County Zoning**
 -  Mixed Use (MU)





Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 08/20/2026
SUBJECT: Ordinance 2030 Garden Street Rezoning

BACKGROUND:

On June 18, 2026, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 501 Garden Street.

The subject property is currently located inside the city limits of Crestview with a future land use and zoning designation of Commercial (C) and Commercial Low-Intensity District (C-1), respectively.

The application requests the Commercial High-Intensity District (C-2) zoning designation for the property.

The Planning and Development Board recommended approval of the request on August 3, 2026, and the first reading was approved by the City Council on August 10, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: ST THOMAS DEVELOPMENT LLC
Parcel ID: 04-3N-23-1840-0002-006B
Site Size: 0.49 acres
Current FLU: Commercial (C)
Current Zoning: Commercial Low-Intensity District (C-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	Commercial (C)	Commercial High-Intensity District (C-2)	Commercial
East	Okaloosa County Mixed-Use	Okaloosa County Mixed-Use	Residential
South	Commercial (C) & Okaloosa County Mixed-Use	Commercial Low-Intensity District (C-1) & Okaloosa County Mixed-Use	Commercial & Residential
West	Mixed-Use	Mixed-Use	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 will be developed for commercial use.

Staff reviewed the request for rezoning and finds the following:

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

Courtesy notices were mailed to property owners within 300 feet of the subject property on July 13, 2026. The property was posted on July 21, 2026. An advertisement ran in the Crestview News Bulletin on July 23, 2026.

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

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

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request were \$750.00. The cost of advertising was \$212.50.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 2030 on second reading.

Attachments

1. Exhibit Packet - Garden St

ORDINANCE: 2030

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.49 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE COMMERCIAL LOW-INTENSITY DISTRICT (C-1) ZONING DISTRICT TO THE COMMERCIAL HIGH-INTENSITY DISTRICT (C-2) 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 the City of Crestview Land Development Code.

SECTION 2 – PROPERTY REZONED. The following described 0.49 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 0.49 acres, more or less, being formerly zoned Commercial Low-Intensity District (C-1), is hereby rezoned to Commercial High-Intensity District (C-2) to wit:

PIN # 04-3N-23-1840-0002-006B

The West ½ of Lot 6, Block 2, Oakdale Miniature Farms, according to the map or plat thereof as recorded in Plat Book 1, Page(s) 129, 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. This ordinance shall take effect immediately upon its adoption.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of August, 2026.

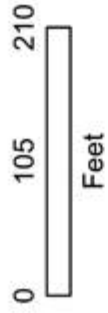
ATTEST:

Natasha Peacock
City Clerk

Approved by me this 24th day of August, 2026.

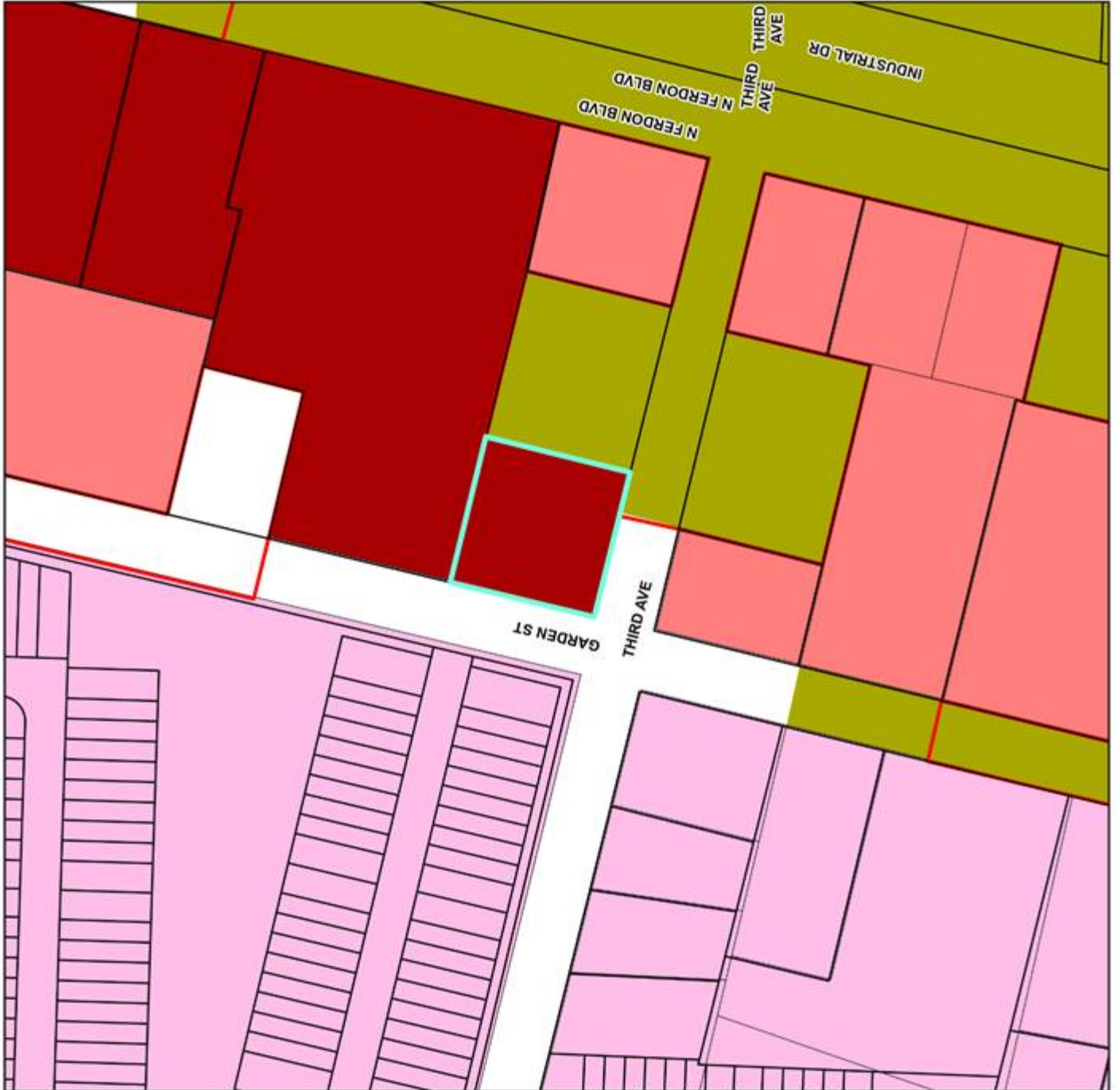
J. B. Whitten
Mayor

Adopted Zoning



Legend

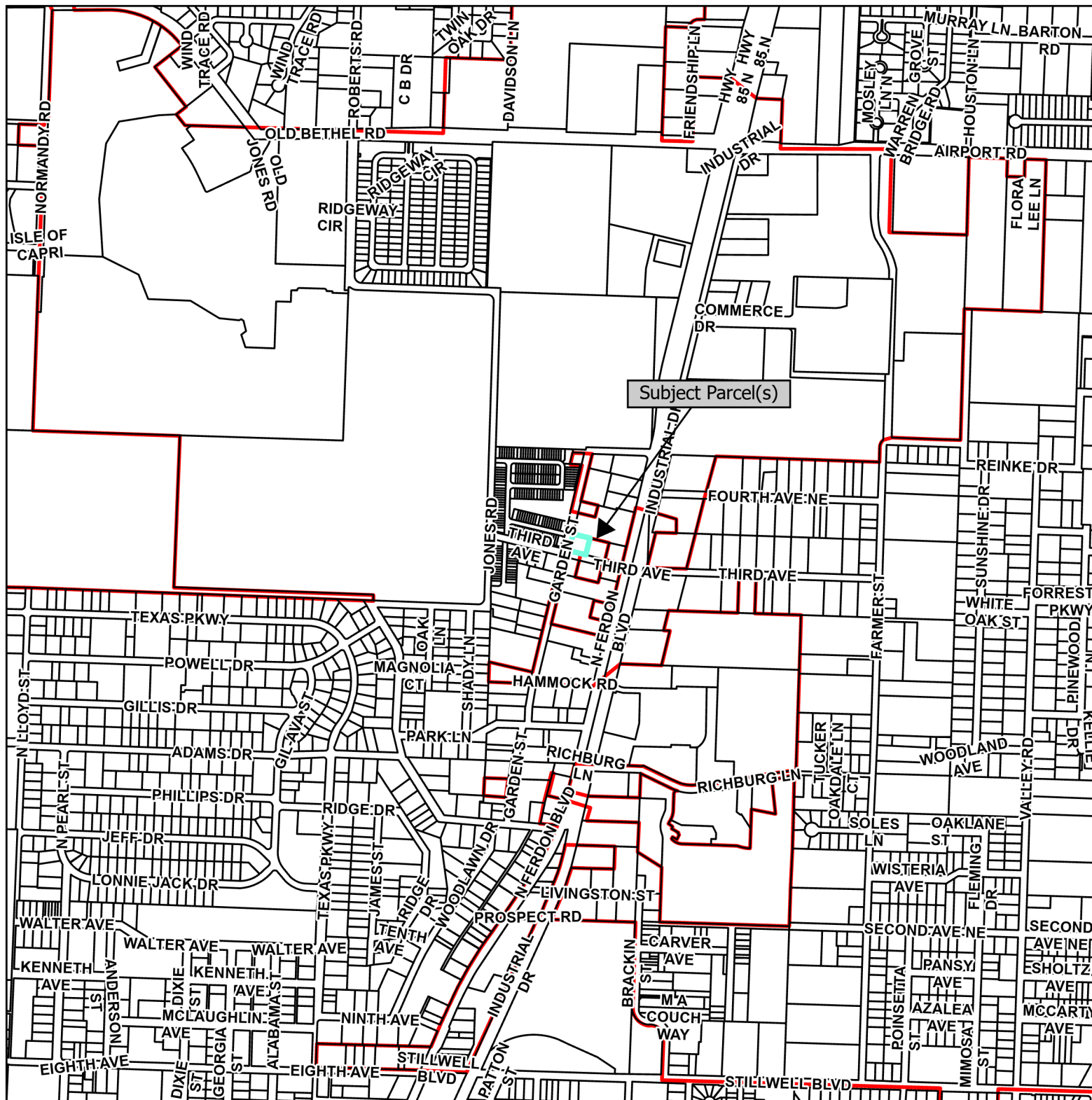
- Subject Parcel(s)
- City Limits



Vicinity Map



Not to Scale



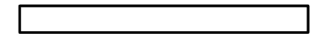
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET Page 46 of 194

Existing Use

N



0 110 220



Feet

Legend

Subject Parcel(s)

City Limits

Use Description

CHURCHES

FINANCIAL BLDG

GYM/FITNESS

MUNICIPAL

OFFICE BUILDINGS

PRVT SCHL/DAY CARE

RES COMMON AREA

RESTAURANT/CAFE

RIGHTS-OF-WAY

SERVICE SHOP

SINGLE FAMILY

STORES, 1 STORY

SUPERMARKET

VAC TWNHSE LAND

VACANT

VACANT COMMERCIAL

VACANT/COMM/XFOB

VEH SALE/REPAIR

WAREHOUSE-STORAGE

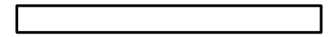


Current Zoning

N



0 120 240



Feet

Legend

 Subject Parcel(s)

 City Limits

City Zoning

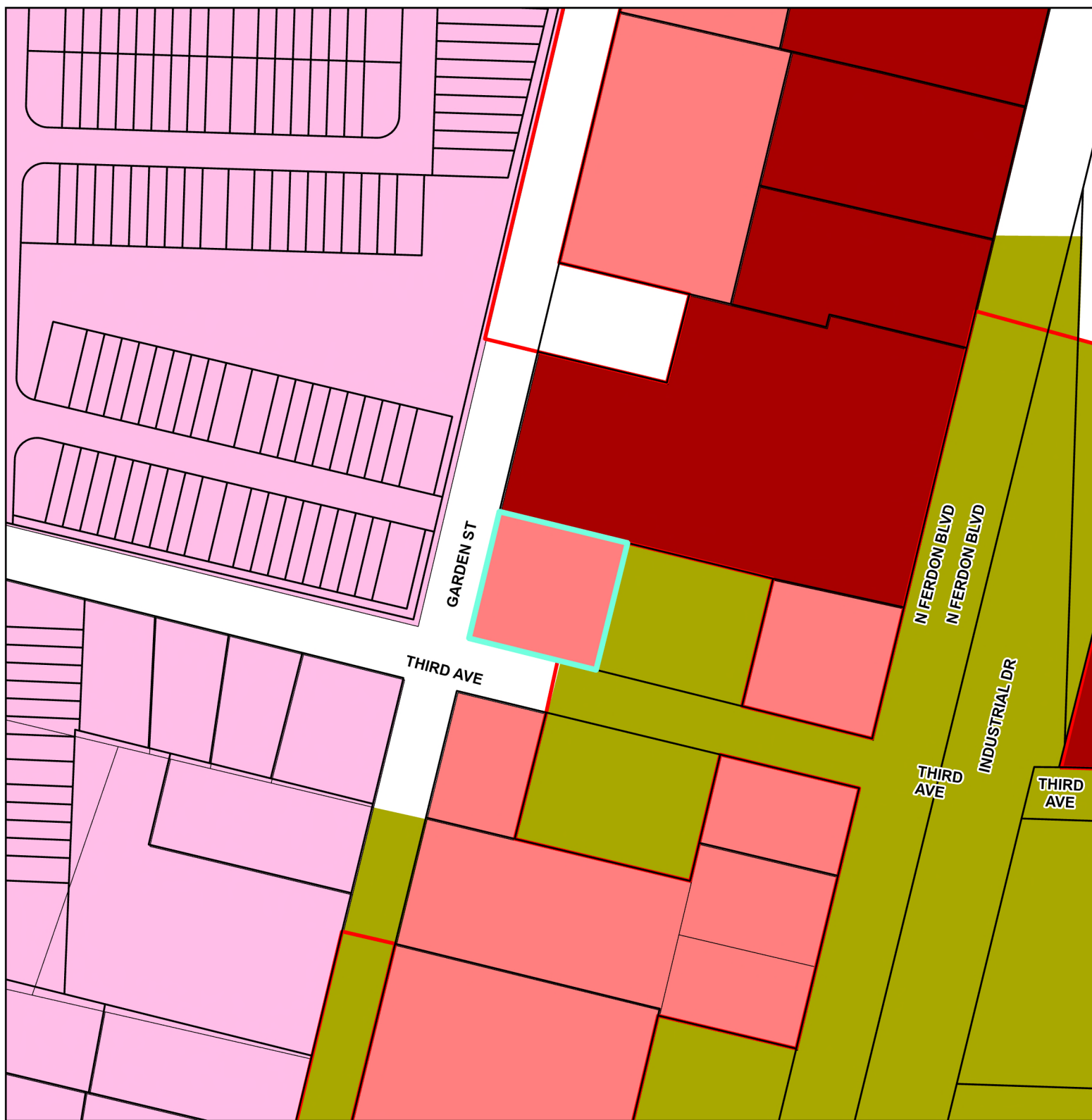
 Mixed Use (MU)

 Commercial (C-1)

 Commercial (C-2)

County Zoning

 Mixed Use (MU)



Proposed Zoning

N



0 75 150
Feet

Legend

 Subject Parcel(s)

 City Limits

City Zoning

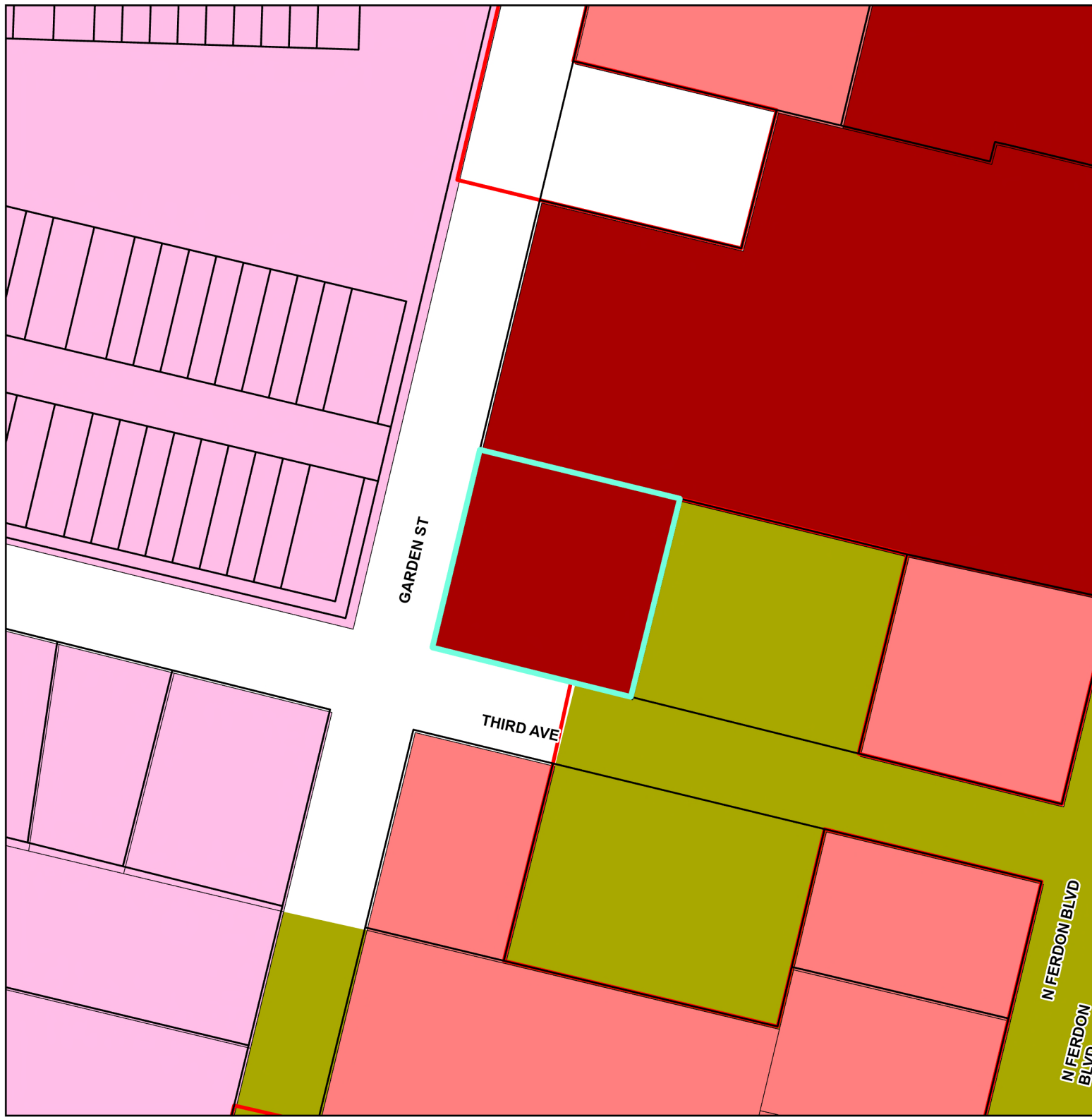
 Mixed Use (MU)

 Commercial (C-1)

 Commercial (C-2)

County Zoning

 Mixed Use (MU)





Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 08/20/2026
SUBJECT: Ordinance 2032 Harrisburg Estates Rezoning

BACKGROUND:

Staff received the initial application for the Harrisburg Estates Phases II, III & IV subdivision Planned Unit Development ("PUD") on June 30, 2026. The development order was issued on October 30, 2024, and no substantial changes to the site development plans are expected at this time.

The Planning and Development Board recommended approval of the request on August 3, 2026, and the first reading was approved by the City Council on August 10, 2026.

DISCUSSION:

Harrisburg Estates Phases II, III & IV PUD is the second through fourth phases of an existing project, Harrisburg Estates, located on Brendas Way, south of Old Bethel Road and north of Creek Drive. The plat was approved by the Planning and Development Board as well as the City Council.

The project proposes a 72-unit single family residential subdivision on 36.95 acres, located at parcel IDs 36-4N-24-0000-0002-001C, 36-4N-24-0000-0002-0020, 36-4N-24-0000-0002-001B, & 31-4N-23-0000-0022-0000. The development will result in a net density of 0.51 units per acre. The current zoning (Single-Family Low-Density Dwelling District, R-1) allows for up to 4 units per acre of density. The requested uses, density and development standards are consistent with the assigned Future Land Use Designation, Residential (R).

The primary reason for the request of this PUD zoning is to allow setbacks of 20 feet in the front, 7.5 feet on the sides and 25 feet in the rear. The current R-1 standards require setbacks of 30 feet in the front, 10 feet on the sides, and 25 feet in the rear. The request will not change the rear setbacks. Many of these lots have steep slopes and the current setbacks would greatly reduce the rear yards. These lot width and setback changes are relatively consistent with the first portion of the project, Harrisburg Estates. The setbacks for Harrisburg Estates are 25 feet in the front, 7.5 feet on the sides and 25 feet in the rear.

Courtesy notices were mailed to property owners within 300 feet of the subject property on July 13, 2026. The property was posted on July 21, 2026. An advertisement ran in the Crestview News Bulletin on July 23, 2026.

Staff received a letter opposing the rezoning from a resident in the neighborhood. It expressed concern that the rezoning would allow for the development of townhomes or condominiums and increase traffic on Old Bethel Road (attached).

GOALS & OBJECTIVES

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

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

Financial Sustainability – Achieve long term financial sustainability.

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

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

Community Character – Promote desirable growth with a hometown atmosphere.

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

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request were \$750.00. The cost of advertising was \$212.50.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 2032 on second reading.

Attachments

1. Exhibit Packet - Harrisburg
2. Revised Harrisburg Setback Typical All Lots
3. Revised Cover Sheet
4. Revised Overall Site Plan
5. Letter from Resident

ORDINANCE: 2032

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 36.95 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST AND SECTION 36, TOWNSHIP 4 NORTH, RANGE 24 WEST, FROM THE SINGLE-FAMILY LOW-DENSITY DWELLING DISTRICT (R-1) ZONING DISTRICT TO THE PLANNED UNIT DEVELOPMENT (PUD) 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 & INTENT. The authority for enactment of this ordinance is pursuant to chapters 166 and 177, Florida Statutes, section 1, City Charter, and the City's Land Development Code.

1. The owner, Harrisburg LLC, applied for rezoning approval of parcels 36-4N-24-0000-0002-001C, 36-4N-24-0000-0002-0020, 36-4N-24-0000-0002-001B, & 31-4N-23-0000-0022-0000, as more specifically defined within the Harrisburg Estates Phases II, III & IV site development plan. The development will consist of a 72-unit single-family subdivision. Approval of this rezoning will result in a new Planned Unit Development zoning district at the property.
2. The Planning and Development Board held a public hearing and considered this ordinance on August 3, 2026. The Planning and Development Board has recommended approval of the rezoning of the subject area from the Single-Family Low-Density Dwelling District (R-1) Zoning District to the Planned Unit Development (PUD) Zoning District in accordance with the Harrisburg Estates Phases II, III & IV Site Development Plan as prepared by Greyden Engineering, dated November 2022, and the conditions and amendments in this ordinance.
3. The City Council then conducted a public meeting on August 10, 2026, and a public hearing on August 24, 2026, after giving due public notice pursuant to Section 166.041 of the Florida Statutes and the City's Land Development Code.

SECTION 2 – FINDINGS OF FACT. The City Council finds:

1. The Planned Unit Development (PUD) is a zoning district available to encourage flexibility in the design and development of land and allow improved design and quality in new development. The PUD is intended to provide for diversification and integration of uses and structures consistent with the Future Land Use designation.
2. The Harrisburg Estates Phases II, III & IV Planned Unit Development is located on property identified by parcel numbers 36-4N-24-0000-0002-001C, 36-4N-24-0000-0002-0020, 36-4N-24-0000-0002-001B, & 31-4N-23-0000-0022-0000. The subject property is approximately 36.95 acres. The development will consist of 72 single-family homes with a net density of 0.51 units per acre.

3. The Harrisburg Estates Phases II, III & IV Planned Unit Development is consistent with the City's Comprehensive Plan.
4. The proposed PUD does not directly abut any properties with different land uses.
5. The intensity/density of the development is compatible with the surrounding area.

SECTION 3 – PROPERTY REZONED.

1. The property subject to this rezoning is identified by parcel numbers 36-4N-24-0000-0002-001C, 36-4N-24-0000-0002-0020, 36-4N-24-0000-0002-001B, & 31-4N-23-0000-0022-0000 and is more particularly depicted in the Harrisburg Estates Phases II, III & IV Site Development Plan.
2. The requested rezoning is consistent with the City's Comprehensive Plan. Therefore, the subject property is hereby rezoned from the Single-Family Low-Density Dwelling District (R-1) zoning district to the Planned Unit Development (PUD) district, subject to all conditions and amendments of this ordinance and the Harrisburg Estates Phases II, III & IV Site Development Plan as prepared by Greyden Engineering, dated November 2022.
3. The Official Zoning Map of the City of Crestview is hereby amended to change the classification of the subject property from the Single-Family Low-Density Dwelling District (R-1) zoning district to the Planned Unit Development (PUD) district, with building setbacks of 20 feet in the front, 7.5 feet on the sides, and 25 feet in the rear.

SECTION 4 – ADOPTION AND CONDITIONS TO HARRISBURG ESTATES PHASES II, III & IV PLANNED UNIT DEVELOPMENT. The Harrisburg Estates Phases II, III & IV Site Development Plan as prepared by Greyden Engineering, dated November 2022, is adopted by reference and approved as the site development plan, with the following amendments and conditions:

1. All improvements shall be made in accordance with the provisions of this ordinance and the site development plan document. This ordinance and the site development plan document shall be considered the development and site standards, criteria, and other requirements for development of the Harrisburg Estates Phases II, III & IV Planned Unit Development. If a subject is not addressed in this ordinance or the site development plan document, the applicable provision of the latest version of the City's Land Development Code shall apply.
2. No development shall occur on the subject property, except for single-family homes with a maximum quantity of 72 units/lots.

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. This ordinance shall be effective immediately.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 24th day of August, 2026.

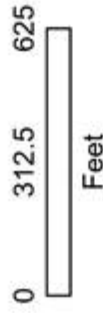
ATTEST:

Natasha Peacock
City Clerk

Approved by me this 24th day of August, 2026.

J. B. Whitten
Mayor

Adopted Zoning



Legend

Subject Parcel(s)

City Limits

County Zoning

Agricultural (AA)

Rural Residential (RR)

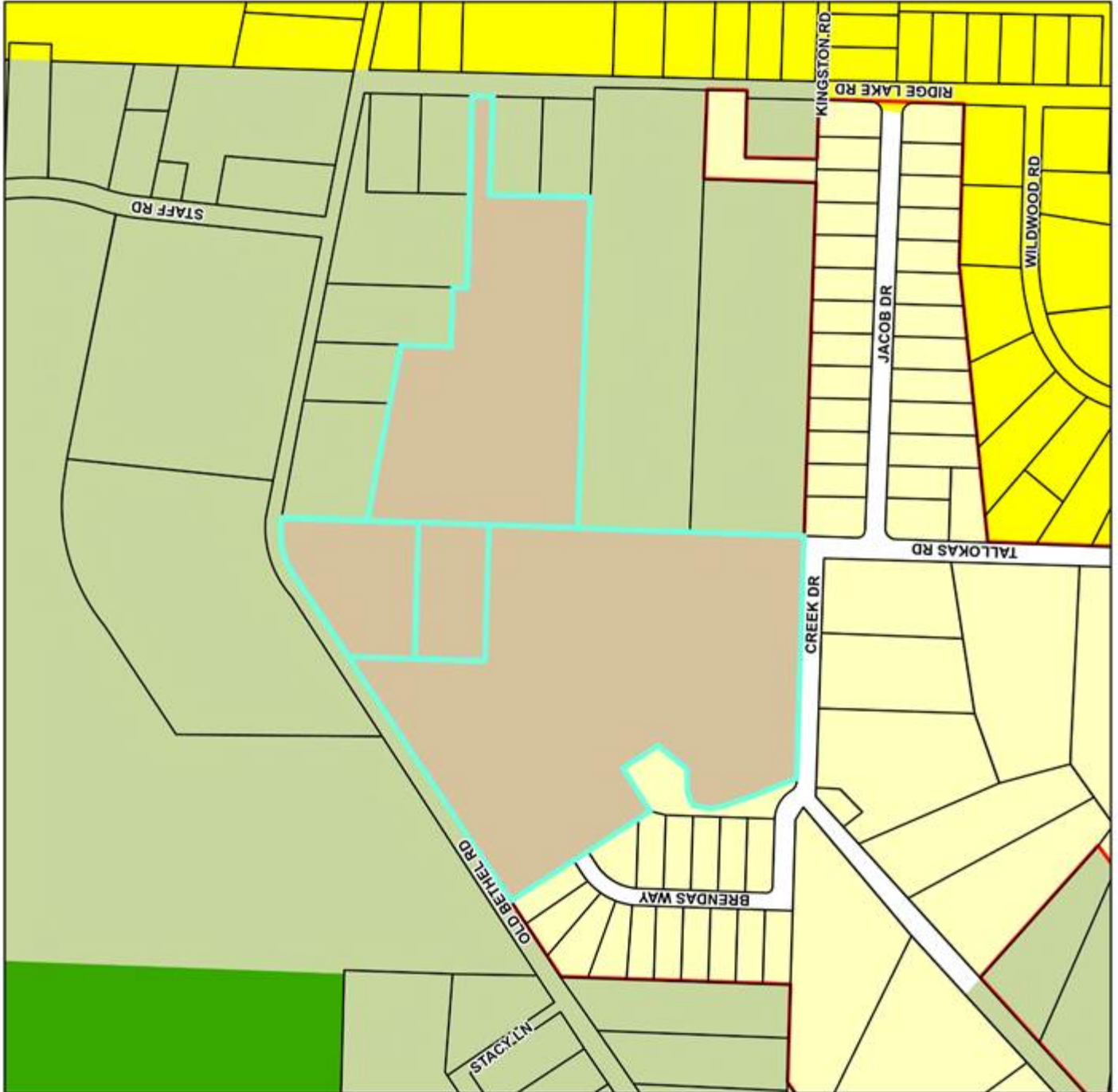
Residential - 1 (R-1)

City Zoning

Single Family Low Density

District (R-1)

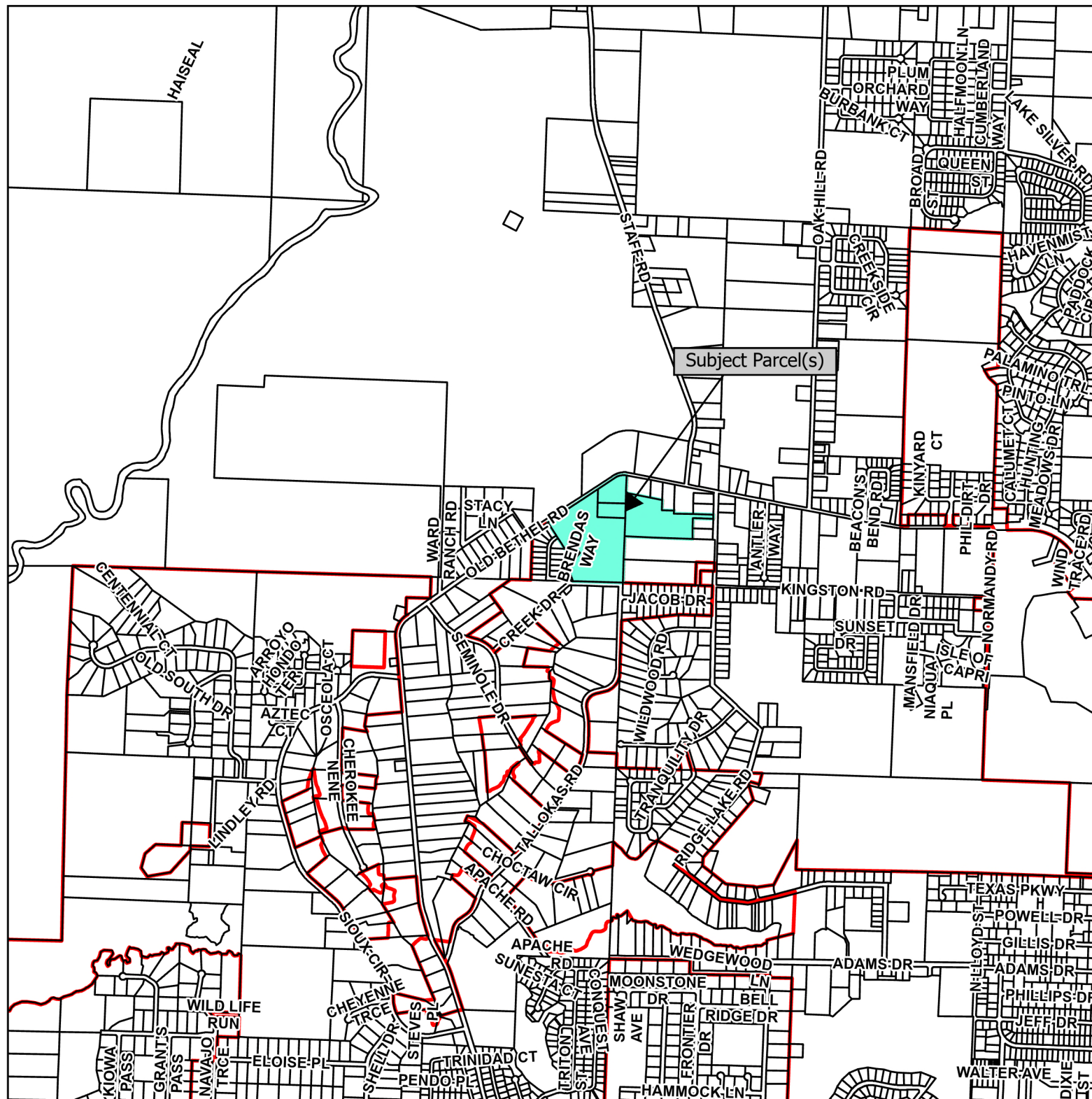
Planned Unit Development (PUD)



Vicinity Map



Not to Scale



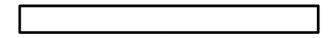
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET Page 56 of 194

Existing Use

N



0 380 760



Feet

Legend

 Subject Parcel(s)

 City Limits

Use Description

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 MOBILE HOME

 MUNICIPAL

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 PASTURELAND 2

 SINGLE FAMILY

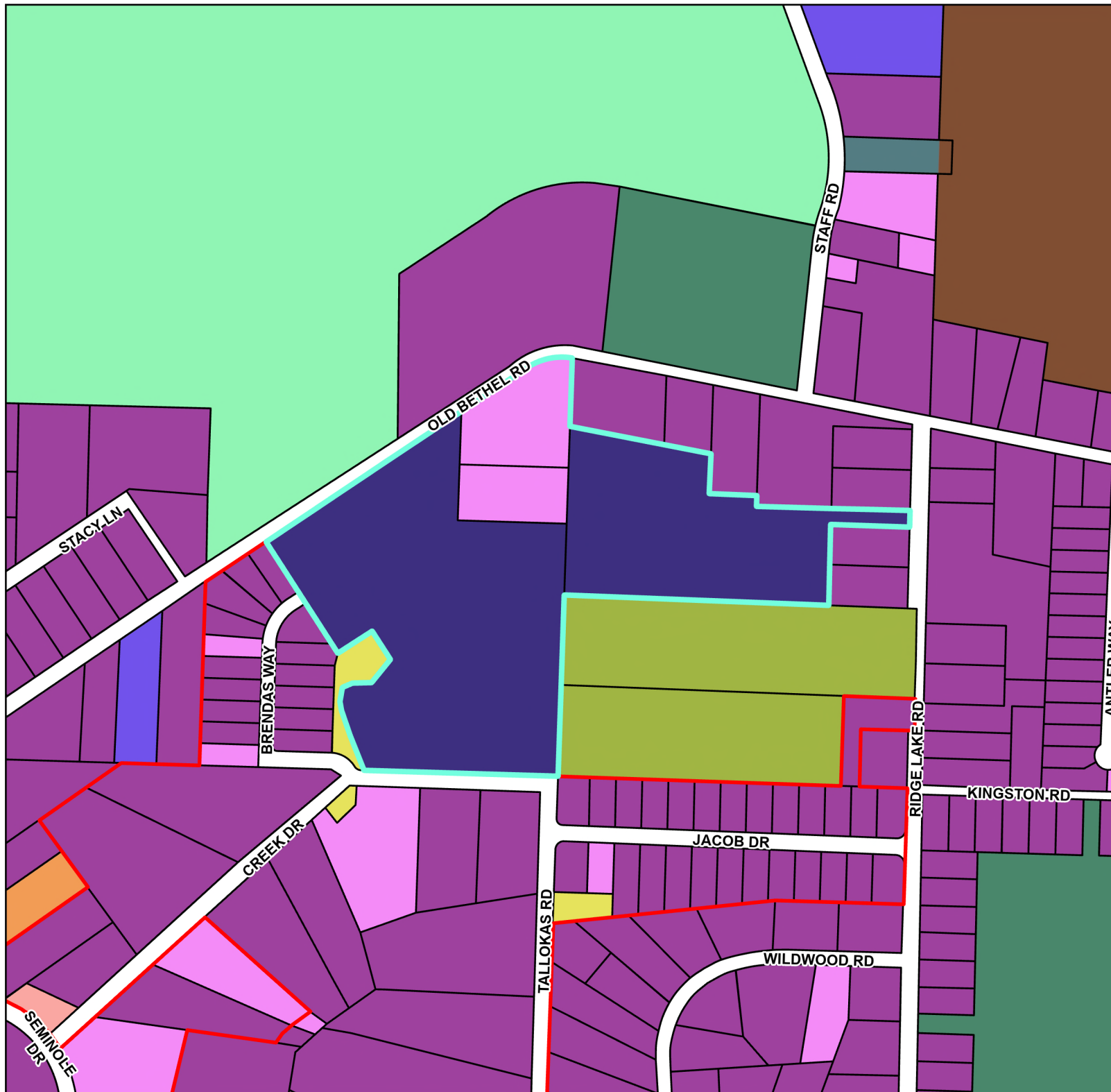
 TIMBERLAND 3

 TIMBERLAND 4

 UTILITIES

 VACANT

 VACANT/RESD/XFOB



Current Zoning

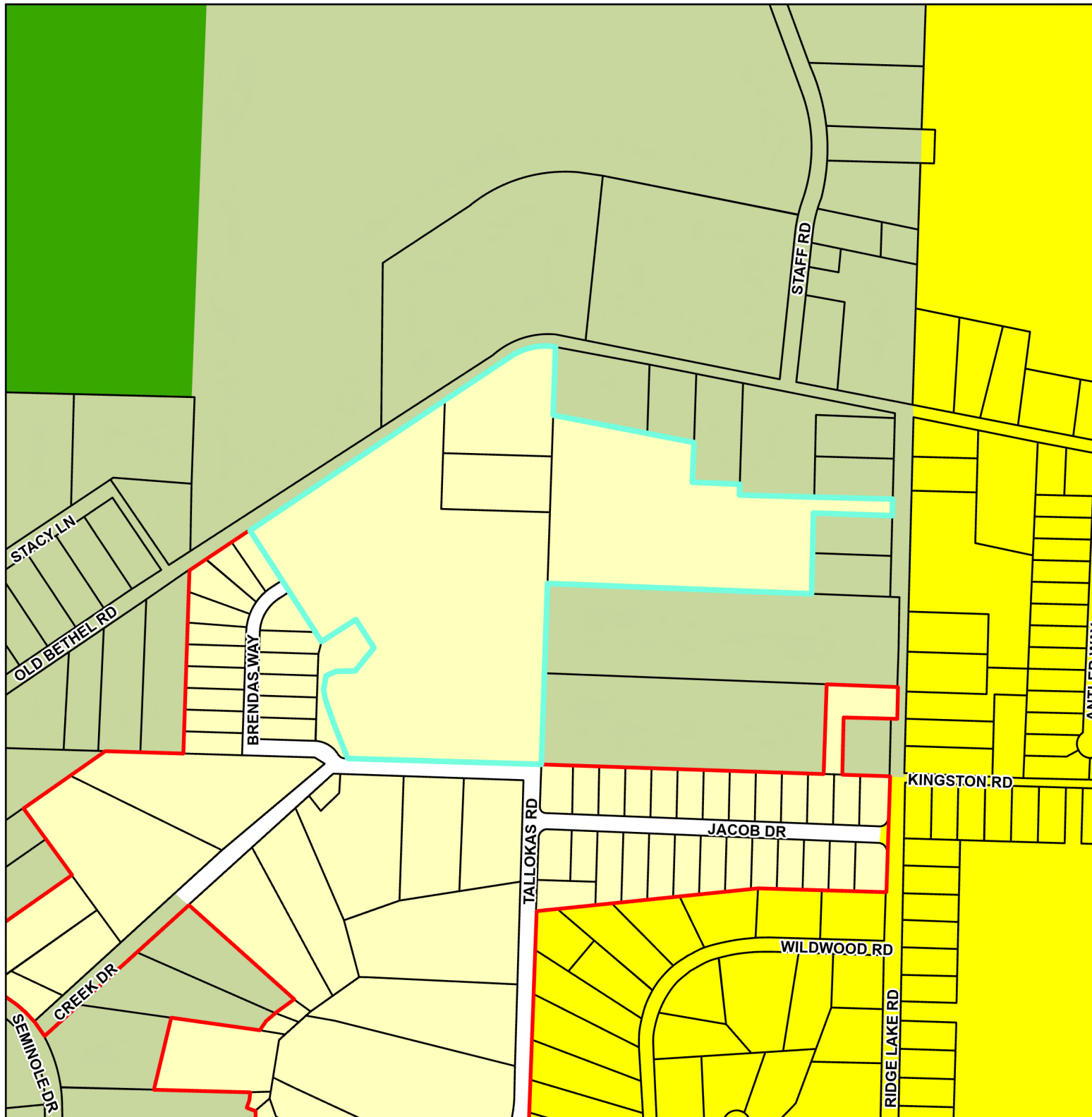
N



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Legend

-  Subject Parcel(s)
-  City Limits
- City Zoning**
 -  Single Family Low Density District (R-1)
- County Zoning**
 -  Agricultural (AA)
 -  Rural Residential (RR)
 -  Residential - 1 (R-1)



Proposed Zoning

N



0 370 740
Feet

Legend

 Subject Parcel(s)

 City Limits

City Zoning

 Single Family Low Density District (R-1)

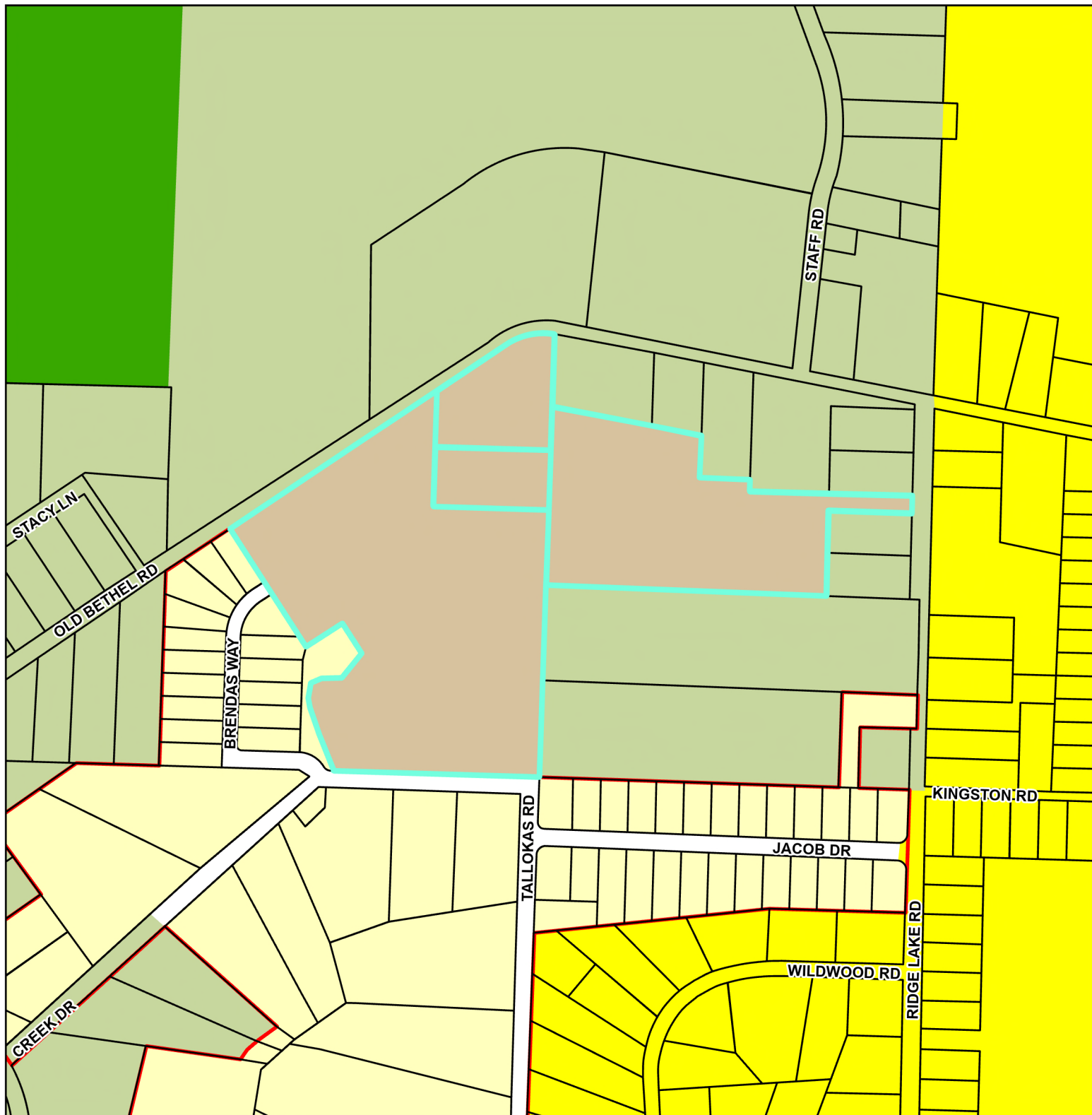
 Planned Unit Development (PUD)

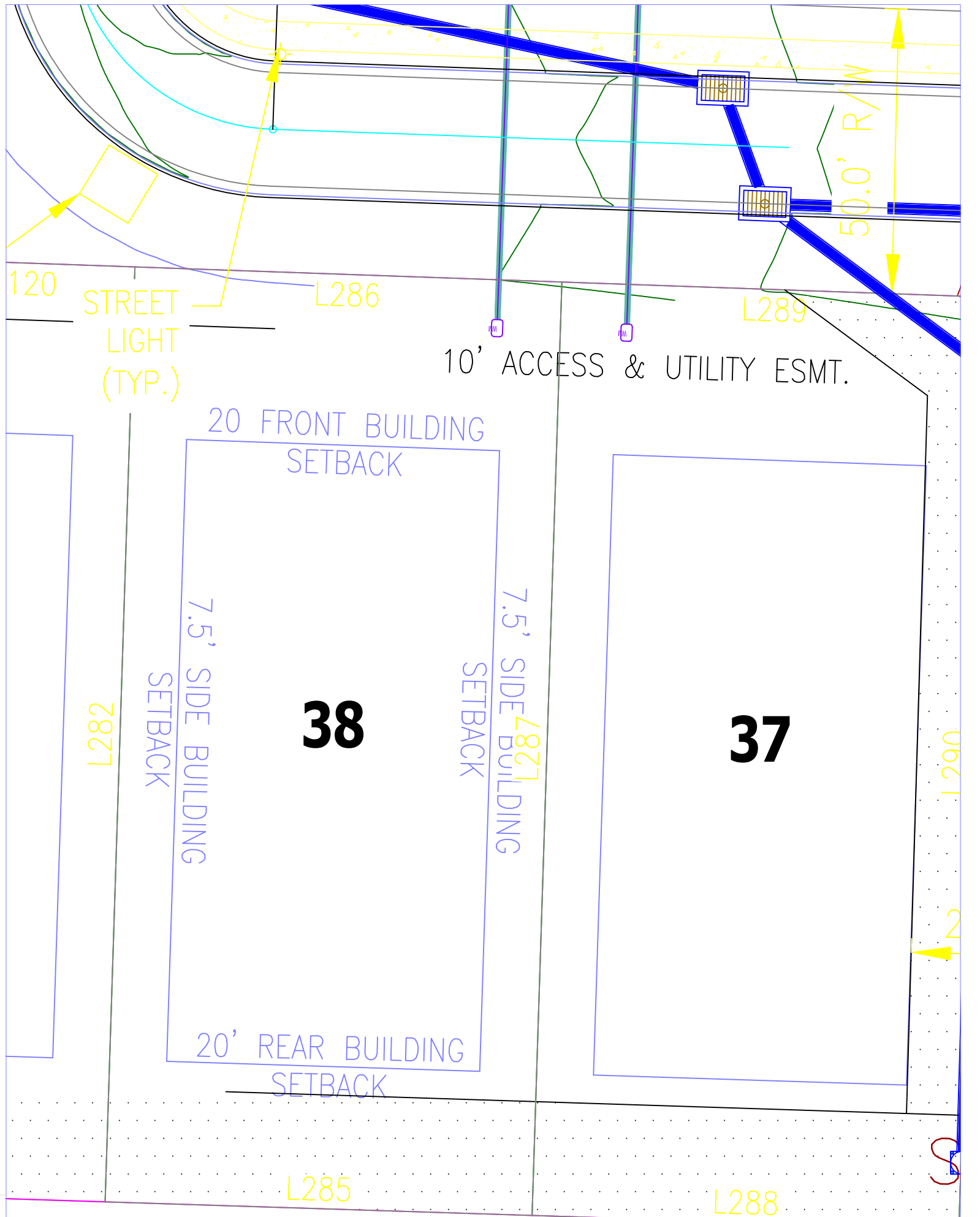
County Zoning

 Agricultural (AA)

 Rural Residential (RR)

 Residential - 1 (R-1)





TYPICAL ALL LOTS

The map displays Oklahoma County, Oklahoma, with various unincorporated areas highlighted in yellow. These areas are labeled with their respective ZIP codes: 73103, 73104, 73105, 73106, 73107, 73108, 73109, 73110, 73111, 73112, 73113, 73114, 73115, 73116, 73117, 73118, 73119, 73120, 73121, 73122, 73123, 73124, 73125, 73126, 73127, 73128, 73129, 73130, 73131, 73132, 73133, 73134, 73135, 73136, 73137, 73138, 73139, 73140, 73141, 73142, 73143, 73144, 73145, 73146, 73147, 73148, 73149, 73150, 73151, 73152, 73153, 73154, 73155, 73156, 73157, 73158, 73159, 73160, 73161, 73162, 73163, 73164, 73165, 73166, 73167, 73168, 73169, 73170, 73171, 73172, 73173, 73174, 73175, 73176, 73177, 73178, 73179, 73180, 73181, 73182, 73183, 73184, 73185, 73186, 73187, 73188, 73189, 73190, 73191, 73192, 73193, 73194, 73195, 73196, 73197, 73198, 73199, 73200, 73201, 73202, 73203, 73204, 73205, 73206, 73207, 73208, 73209, 73210, 73211, 73212, 73213, 73214, 73215, 73216, 73217, 73218, 73219, 73220, 73221, 73222, 73223, 73224, 73225, 73226, 73227, 73228, 73229, 73230, 73231, 73232, 73233, 73234, 73235, 73236, 73237, 73238, 73239, 73240, 73241, 73242, 73243, 73244, 73245, 73246, 73247, 73248, 73249, 73250, 73251, 73252, 73253, 73254, 73255, 73256, 73257, 73258, 73259, 73260, 73261, 73262, 73263, 73264, 73265, 73266, 73267, 73268, 73269, 73270, 73271, 73272, 73273, 73274, 73275, 73276, 73277, 73278, 73279, 73280, 73281, 73282, 73283, 73284, 73285, 73286, 73287, 73288, 73289, 73290, 73291, 73292, 73293, 73294, 73295, 73296, 73297, 73298, 73299, 73300, 73301, 73302, 73303, 73304, 73305, 73306, 73307, 73308, 73309, 73310, 73311, 73312, 73313, 73314, 73315, 73316, 73317, 73318, 73319, 73320, 73321, 73322, 73323, 73324, 73325, 73326, 73327, 73328, 73329, 73330, 73331, 73332, 73333, 73334, 73335, 73336, 73337, 73338, 73339, 73340, 73341, 73342, 73343, 73344, 73345, 73346, 73347, 73348, 73349, 73350, 73351, 73352, 73353, 73354, 73355, 73356, 73357, 73358, 73359, 73360, 73361, 73362, 73363, 73364, 73365, 73366, 73367, 73368, 73369, 73370, 73371, 73372, 73373, 73374, 73375, 73376, 73377, 73378, 73379, 73380, 73381, 73382, 73383, 73384, 73385, 73386, 73387, 73388, 73389, 73390, 73391, 73392, 73393, 73394, 73395, 73396, 73397, 73398, 73399, 73400, 73401, 73402, 73403, 73404, 73405, 73406, 73407, 73408, 73409, 73410, 73411, 73412, 73413, 73414, 73415, 73416, 73417, 73418, 73419, 73420, 73421, 73422, 73423, 73424, 73425, 73426, 73427, 73428, 73429, 73430, 73431, 73432, 73433, 73434, 73435, 73436, 73437, 73438, 73439, 73440, 73441, 73442, 73443, 73444, 73445, 73446, 73447, 73448, 73449, 73450, 73451, 73452, 73453, 73454, 73455, 73456, 73457, 73458, 73459, 73460, 73461, 73462, 73463, 73464, 73465, 73466, 73467, 73468, 73469, 73470, 73471, 73472, 73473, 73474, 73475, 73476, 73477, 73478, 73479, 73480, 73481, 73482, 73483, 73484, 73485, 73486, 73487, 73488, 73489, 73490, 73491, 73492, 73493, 73494, 73495, 73496, 73497, 73498, 73499, 73500, 73501, 73502, 73503, 73504, 73505, 73506, 73507, 73508, 73509, 73510, 73511, 73512, 73513, 73514, 73515, 73516, 73517, 73518, 73519, 73520, 73521, 73522, 73523, 73524, 73525, 73526, 73527, 73528, 73529, 73530, 73531, 73532, 73533, 73534, 73535, 73536, 73537, 73538, 73539, 73540, 73541, 73542, 73543, 73544, 73545, 73546, 73547, 73548, 73549, 73550, 73551, 73552, 73553, 73554, 73555, 73556, 73557, 73558, 73559, 73560, 73561, 73562, 73563, 73564, 73565, 73566, 73567, 73568, 73569, 73570, 73571, 73572, 73573, 73574, 73575, 73576, 73577, 73578, 73579, 73580, 73581, 73582, 73583, 73584, 73585, 73586, 73587, 73588, 73589, 73590, 73591, 73592, 73593, 73594, 73595, 73596, 73597, 73598, 73599, 73600, 73601, 73602, 73603, 73604, 73605, 73606, 73607, 73608, 73609, 73610, 73611, 73612, 73613, 73614, 73615, 73616, 73617, 73618, 73619, 73620, 73621, 73622, 73623, 73624, 73625, 73626, 73627, 73628, 73629, 73630, 73631, 73632, 73633, 73634, 73635, 73636, 73637, 73638, 73639, 73640, 73641, 73642, 73643, 73644, 73645, 73646, 73647, 73648, 73649, 73650, 73651, 73652, 73653, 73654, 73655, 73656, 73657, 73658, 73659, 73660, 73661, 73662, 73663, 73664, 73665, 73666, 73667, 73668, 73669, 73670, 73671, 73672, 73673, 73674, 73675, 73676, 73677, 73678, 73679, 7

NO PORTIONS OF THE SITE ARE LOCATED WITHIN A FLOOD HAZARD AREA "A" OR "AE" AS
DEFINED BY FIRM COMMUNITY PANEL NO. 12091C0165J FOR OKALOOSA COUNTY, FLORIDA
DATED MARCH 9, 2021

[illegible]

3. SPATIAL REFERENCES
HORIZONTAL REFERENCE NAD83 FLORIDA STATE PLANES, NORTH ZONE
VERTICAL REFERENCE NAVD 88
- THERE ARE WETLANDS LOCATED ON THE PROPOSED SITE.

LIGHTING NOTE:

1. LIGHTING SHALL BE DESIGNED TO SHINE DOWNWARD AND NOT SKYWARD.
2. LIGHTING SHALL BE SHIELDED TO AVOID GLARE AND PREVENT ILLUMINATION OF ADJACENT PROPERTIES.
3. ONLY FULL-OFF LIGHTING FIXTURES SHALL BE PERMITTED.
4. LIGHTING SHALL NOT CREATE GLARE OR OTHER HINDERANCE TO ANY ROOMWAYS AND DRIVERS.
5. LIGHTING WITHIN A SUBDIVISION, THE LIGHT FIXTURES MUST BE IN PLACE AT THE TIME OF INFRASTRUCTURE INSTALLATION.
6. THE FINAL PLAN IS RECORDED. THE LIGHT FIXTURES SHALL BE IN PLACE AND OPERATIONAL BEFORE EACH CO. IN ADDITION, ALL LIGHTING SHALL BE IN PLACE AND OPERATIONAL PRIOR TO THE END OF THE APPLICATION.

1. EACH LOT MUST REPLANT ONE TREE LISTED ON THE PROTECTED TREE LIST OR TREE REPLANT LIST, WITH SUCH REPLACEMENT TREE MEASURING A MINIMUM OF 1.5 INCHES DBH.

ALL EASEMENTS, COMMON AREAS AND STORMWATER AREAS TO BE DEDICATED TO THE HOA AT TIME OF FINAL PLATTING. THE HOA WILL BE RESPONSIBLE FOR ALL MAINTENANCE ON THESE AREAS.

A RECREATION FACILITIES ASSESSMENT EQUAL TO 5% OF THE PREDEVELOPMENT LAND VALUE ACCORDING TO THE PROPERTY APPRAISER SHALL BE DUE PRIOR TO THE ISSUANCE OF A PRELIMINARY DEVELOPMENT ORDER.



SOIL MAP

N.T.S.

CONSTRUCTION PLANS

for

HARRISBURG PHASES II, III & IV

CRESTVIEW, FL

**PORTION OF SECTION 36, TOWNSHIP 4 NORTH, RANGE 24 WEST
PORTION OF SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST**

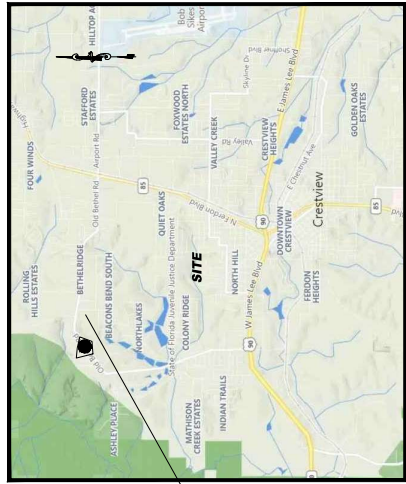
PREPARED FOR:

HARRIBURG LLC

**126 COVINGTON STREET
PANAMA CITY BEACH, FL 32423**

C

DOUG HARRIS (850) 259-2683



VICINITY MAP

WTS

LOCATED IN
SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST
OKALOOSA COUNTY, FLORIDA
Co: LONGITUDE = 34.2895, LATITUDE = 84.4324

Co: LONGITUDE = 34.2895. LATITUDE = 84.4324

DESIGNED BY:

GREYDEN ENGINEERING, LLC

2106 MACY DRIVE

OSWELL, GA 300
(770) 573-4801

ENGINEERING CONTACT: RALPH A. DAVIA, P.M. ; TODD ROGERS, P.E.

CALL before you dig.
811 or 1-800-432-4770
or visit
www.callsunshine.com

REFERENCE DOCUMENTS	FIRM	ORIGINAL DATE
BOUNDARY SURVEY	FGB-SURVEYORS	06/18/2021
TOPOGRAPHIC DATA	FGB-SURVEYORS	06/18/2021

Major Social Symbol	Major Social Name	Access to ACSI	Percent of ACSI
13	Laboratory (used, 10 to 12 percent)	4.4	3.5%
16	Large money award 2 to 5 percent diploma	12.6	14.1%
18	Large money award 2 to 5 percent diploma	2.1	5.5%
22	Young adult, 1 to 2 percent	38.7	48.2%
24	Young adult, 1 to 2 percent	3.8	3.5%
26	Young adult, 1 to 2 percent	16.1	15.1%
42	Michigan, Arkansas, and Illinois	7.4	8.8%
44	Amplified Illinois curriculum, 2 to 5 percent diploma	5.9	5.7%
51	Young adult, 1 to 2 percent	7.3	5.7%
Totals for Area of Interest			149.0%

DATE	11/3/22
JOB NO.	21-010
DRAWN	TJG
CHECKED	RAD
SCALE	AS NOTED
SHEET:	0000

COO

[illegible]

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GREYDEN ENGINEERING
12460 Crabapple Road, Ste. 202-347
Alpharetta, Georgia 30004
PH: 770-573-1801 FAX: 678-302-6362
REGISTRY NO. 35378



ENGINEER'S SEAL & SIGNATURE

**HARRISBURG PHASE II, III AND IV
CITY OF CRESTVIEW, FLORIDA
COVER SHEET**

COVER SHEET



Steve Fowler
5921 Old Bethel Road
Crestview, FL 32536

July 30, 2026

Community Development Services
Planning and Zoning Division
198 Wilson Street N.,
Crestview, FL 32536

Dear Sir/Madam,

This letter is regarding an application for rezoning for the following parcel ID#'s:

36-5N-24-0000-0002-001C
31-4N-23-0000-0022-0000
36-4N-24-0000-0002-0020
36-4N-24-0000-0002-001B

with Address listed as Old Bethel Road/ Ridge Lake Road, with a Requested Zoning Designation of Planned Unit Development (PUD).

I am unable to attend the hearing scheduled for August 3, 2026, but would like to voice my **opposition to this requested rezoning.**

I live directly adjacent to the property of the request. It is my understanding that the property, if rezoned, can be used for townhomes and condominiums. Stating that this will not directly impact my property is not true. It is my understanding from discussion with area realtors that this will no doubt lead to a decrease in the value of my property, and the property of my neighbors who live adjacent to the property in question. Further this will also increase the volume of traffic on area roads, and most specifically Old Bethel Road. We have lived in Crestview for some 23 years at the same address. I have seen the volume of traffic grow appreciably on Old Bethel Road where my house is, and more recently due to the opening of the Enzor Road bypass. This rezoning will most definitely add to the traffic much more than it would if the land were left at its present zoning of Single-Family Low-Density Dwelling District (R-1).

The letter that I received from the Planning and Zoning Division reports that one of my neighbors applied for this rezoning. The person/individual who applied for this rezoning is not my neighbor in the fact that they do not live on the property of the requested rezoning. It is my understanding that they live in Silver Oaks which is over a mile away, so this rezoning will not directly affect them. I have nothing against the person(s) who owns the property in question. They are operating in the capacity of a developer, so their intent is to extract as much money as possible from any development, without any concern for the decrease in adjacent property values or the increase in traffic.

Again, I am against this requested rezoning.

Regards,

A handwritten signature in cursive script that reads "H. Steven Fowler". The signature is written in dark ink and is positioned below the "Regards," text.

H. Steven Fowler



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director, Dawn Barnes
DATE: 08/05/2026
SUBJECT: Ordinance 2019 Sec. 82-101-Municipal Public Service Tax Amendment

BACKGROUND:

Florida Statutes Section 166.231 allows municipalities to levy a tax on the purchase of various utilities, including water service, within the boundaries of the municipality. Currently, the City only levy a tax on water services furnished by the City.

DISCUSSION:

Auburn Water System has a substantial service area in the northern portion of the City. Due to the way the code is written, we do not levy a water service tax on water furnished by Auburn Water System.

The amendment simply changes the code to levy the existing 6% tax on water services *sold within* the City, rather than water service *furnished by* the City.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Infrastructure- Satisfy current and future infrastructure needs

FINANCIAL IMPACT

This item will have a positive future impact, providing for an additional 6% revenue per water service within the City that is not furnished by the City.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Ordinance 2019 on first reading and send to second reading for adoption.

Attachments

1. Ordinance 2019 - Amending Sec. 82-101

ORDINANCE 2019

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA; AMENDING SECTION 82-101 – TAX LEVY UPON CITY WATER; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; 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.

WHEREAS, Section 166.231, F.S. allows for municipalities to levy a tax on the purchase of various utilities, including water service, within the boundaries of such municipality, and

WHEREAS, the current provisions of Section 82-101 provide for a tax to be levied on water furnished by the City, rather than all water sold within the City, and

WHEREAS, Auburn Water System furnishes water to a significant number of properties within the City limits where no tax has previously been levied as permitted by Statute, and

WHEREAS, the City Council of the City of Crestview finds that it would be economically beneficial and fiscally responsible to amend Section 82-101 of the Code of Ordinances to levy a tax upon all water service sold within the City, as permitted by Statute.

NOW, THEREFORE, be it ordained by the City Council of the City of Crestview, Florida as follows:

SECTION 1 - AUTHORITY. The authority for enactment of this Ordinance is Section 166.231, Florida Statutes, and the City Charter.

SECTION 2 - RECITALS. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 3 - AMENDING SECTION 82-101. Section 82-101 of The Code of Ordinances of the City of Crestview is hereby created to read as follows:

Sec. 82-101. – Tax levy upon ~~city~~-water service.

There is hereby levied by the city a tax equal to six percent of the charge made for water service furnished by_ sold within the city, which tax shall be included in and be a part of the water rates and charges set forth elsewhere in this Code and shall be collected along with and in the same manner as the water rates and charges.

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 ORDINANCES. Ordinances, or parts of ordinances 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 23rd day of February, 2026.

J.B. Whitten, Mayor

ATTEST

Natasha Peacock, City Clerk



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director, Dawn Barnes
DATE: 08/20/2026
SUBJECT: Ordinance 2034 – Sewer Only Utility Rates

BACKGROUND:

The City currently provides water and sewer service within the City of Crestview. In some circumstances, the City is willing to provide sewer service beyond its water service area in certain circumstances, and has 349 established customers that are served only sewer.

DISCUSSION:

The City's utility fund is operated as an enterprise fund, and should ideally have a rate structure such that all costs associated with water and wastewater utilities are recovered through user charge rates that are fair, just, and equitable to all users of the utility system.

The current rate structure is based on providing both water and sewer service to customers. It is more costly to provide only sewer services to customers than both water and sewer service customers. Staff coordinated with our Water & Sewer rate consultant to determine a multiplier that could be applied to sewer-only customers to more equitably share the cost burden of the utility system across all customers.

The survey completed by the consultant indicated a multiplier of 1.3 to sewer only customers as a conservative amount, pursuant to programmed utility infrastructure improvements and maintenance, as well as consistency with the broader development community in Florida as it pertains to provision of utility services that extend beyond existing service areas.

With the 1.3 multiplier, there is a projected increase to the utility fund of \$171,000 in 2027, increasing incrementally each year to \$320,000 in 2035. These additional revenues will improve our ability to make needed improvements to, and maintain, our utility infrastructure.

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

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

This ordinance will result in a positive financial impact, as stated in the staff report discussion. It will result in additional revenues to the utility fund.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Ordinance 2034 on first reading, and send to second reading for adoption.

Attachments

None

ORDINANCE: 2034

AN ORDINANCE CREATING SECTION 90-187 – SEWER ONLY CUSTOMERS, OF THE CODE OF ORDINANCES OF THE CITY OF CRESTVIEW, FLORIDA; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENERS ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Crestview (“the city”) provides water and sewer services within the City of Crestview; and

WHEREAS, the city finds that the health, safety, and welfare of the citizens of Crestview would be best protected by providing a sustainable and modern water and wastewater utility system in the city; and

WHEREAS, the city is authorized and required to establish rates and charges for water and sewer services; and

WHEREAS, for the benefit of the public and the environment, Crestview is willing to provide sewer service beyond its water service area in certain circumstances; and

WHEREAS, the city acknowledges it is more costly to provide only sewer services to customers than both water and sewer service customers; and

WHEREAS, a survey by Crestview’s Water & Sewer rate consultant indicates that 1.3 is conservative multiplier according to projected water and sewer infrastructure needs, and is consistent with the broader development community in Florida when it comes to the provision of utility services that reach beyond existing service areas; and

WHEREAS, the city’s current rate structure is based on providing both water and sewer service to customers. In providing sewer service to customers that are not provided with water service by the city, the city desires to add a multiplier of 1.3 to the sewer rates of such customers, due to the lack of potable water revenue and geographical limitations; and

WHEREAS, City of Crestview Utility Fund is operated as an enterprise fund, and the city desires to adopt rates which allow all costs of the water and wastewater utility system to be recovered through user charge rates that are cost-based, fair, just, and equitable to the users of the utility system.

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

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is section 180.02, Florida Statutes and Article I of the City Charter.

SECTION 2 – Section 90-187 is added to Article IV. – Rates, Charges and Billing of Chapter 90 – Utilities, of the City of Crestview Code of Ordinances, as follows:

Sec. 90-187. – Sewer only customers.

For customers that are provided sanitary sewer service by the City of Crestview, but not potable water service, a multiplier of 1.3 will be applied

to the Total Base Charge and Usage Charge, as set in the Comprehensive Fee Schedule, as amended.

SECTION 3 – 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 4 – 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 5 – 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 6 – REPEAL OF CONFLICTING ORDINANCES. Ordinances, or parts of ordinances 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 7 – EFFECTIVE DATE. This Ordinance shall become effective on October 1, 2026.

Passed and adopted by the City Council of Crestview, Florida on the 14th day of September 2026.

ATTEST:

Natasha S. Peacock
City Clerk

Approved by me this 14th day of September 2026.

J. B. Whitten
Mayor



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director, Dawn Barnes
DATE: 08/21/2026
SUBJECT: Ordinance 2035 – Comprehensive Fee Schedule Amendment – FY27

BACKGROUND:

At the start of each fiscal year, the City amends the Comprehensive Fee Schedule in alignment with changes in costs and conditions, to continue to provide services in a fiscally responsible manner.

DISCUSSION:

This ordinance serves as the annual overall amendment for the Comprehensive Fee Schedule for fiscal year 2027, beginning October 1st, 2026. These increases serve to accommodate the increasing cost of services and materials as well as to work toward fiscal self-sufficiency for general fund departments and divisions, such as Planning and Zoning, Facility Rentals, Special Events and Youth Sports.

The following outlines the changes provided within the fee schedule:

- Community Development Services
 - Increases in base, and per lot, planning review fees for residential subdivisions.
 - Revision of annexation moratorium language to apply perpetually to priority areas 1 and 2 defined within the Growth Strategy.
 - Lien search fees moved from Code Enforcement to Building Permits (where the function is currently housed).
 - Addition of private provider fee deductions, pursuant to House Bill 803.
- Public Services
 - Overall increases to water and sewer connection fees and other associated fees.
 - A 12% increase to utility rates.
 - Revision to simplify the out-of-city utility connection fees and billing rates.
 - Addition of sewer-only customer rate increase.
 - Modification of Stormwater ERU fee amount, and increase of commercial stormwater ERU cap.
- Parks and Recreation
 - Addition of alcohol deposit for the Senior Center, and increase in hourly rental rate.
 - Removal of library conference room rentals.
 - Increase in rental fees for the Community Center and Warrior's Hall.
 - Removal of consecutive and non-consecutive rental discounts for all applicable facilities.
 - Increase of vendor fees for events and festivals (made to be consistent with Main Street association fees).
 - Increase of youth sports registration fees, addition of adult sports registration fees.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

FINANCIAL IMPACT

The amendments to the Comprehensive Fee Schedule will allow the City to continue to provide services in a fiscally responsible manner.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Ordinance 2035 on first reading and send to second reading for adoption.

Attachments

1. FY2027 Overall Amendment - Markup Draft

ORDINANCE: 2035

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR REMOVAL OF REDUCTIONS TO BUILDING PERMIT FEES; PROVIDING FOR AN AMENDMENT UPDATING THE COMPREHENSIVE FEE SCHEDULE; PROVIDING FOR AUTHORITY; PROVIDING FOR AMENDMENT BY RESOLUTION; PROVIDING FOR UPDATES TO FORM, FORMAT AND ORGANIZATION; PROVIDING FOR FILING OF THIS ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT OF OKALOOSA COUNTY; 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.

WHEREAS, the imposition of fees is a product of the City of Crestview's home rule power;

WHEREAS, the City Council of the City of Crestview finds that the collection of fees is an important measure which ensures that the City may continue to responsibly provide a variety of services to the public; and

WHEREAS, the City Council of the City of Crestview finds that it is necessary to amend the Comprehensive Fee Schedule to provide for fees that adequately provide the City the ability to continue to provide services to the public.

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

SECTION 1 – AUTHORITY. The City Council of the City of Crestview has authority to adopt this Ordinance pursuant to Section 166.021 and Section 163.31801, Florida Statutes and Article I, Section 2 of the City Charter.

SECTION 2 – REMOVAL OF BUILDING PERMIT FEE REDUCTION. Upon the effective date of this Ordinance, any reductions previously applied to building permit fees contained within the fee schedule are hereby removed.

SECTION 3 – COMPREHENSIVE FEE SCHEDULE AMENDMENT. The Comprehensive Fee Schedule is hereby amended as attached (Attachment 1).

SECTION 4 – AMENDMENT BY RESOLUTION. Amendments to the attached Comprehensive Fee Schedule may be enacted by resolution of the City Council of the City of Crestview, Florida, unless expressly required by Florida Statute to be amended by ordinance.

SECTION 5 – UPDATES TO FORM, FORMAT AND ORGANIZATION. Amendments to the form, formatting and organization of the attached Fee Schedule which do not affect the intent of the Fee Schedule, as adopted herein, may be authorized by the City Manager or the City Manager's designee, without public hearing by filing a modified or re-codified copy with the City Clerk.

SECTION 6 - FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of the Circuit Court of Okaloosa County and with the Florida Department of State.

SECTION 7 - 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 8 - 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 9 - 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 10 - 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 11 – EFFECTIVE DATE. This ordinance shall become effective on October 1st, 2026.

Passed and adopted on second reading by the City Council of Crestview, Florida on the ____ day of _____, 2026.

ATTEST:

Natasha S. Peacock
City Clerk

Approved by me this ____ day of _____, 2026.

J. B. Whitten
Mayor



Comprehensive Fee Schedule for

Fiscal Year 202~~5~~6-202~~6~~7

Effective Date: October 1, 202~~6~~5

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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)	\$350 500.00 base fee, plus \$15 20.00 per lot	Resolution 2020-13 Ordinance 2035
	Residential planned unit development	\$800 1,000.00 base fee, plus \$15 20.00 per lot/unit	Ordinance 2035 Resolution 2020-13
	Commercial and industrial development (subdivision)	\$350 500.00 base fee, plus \$15 20.00 per lot	Ordinance 2035 Resolution 2020-13
	Planned mixed development district	\$800 1,000.00 base fee, plus, \$15 20.00 per lot	Ordinance 2035 Resolution 2020-13
	Mobile home parks	\$350 500.00 base fee, plus \$15 20.00 per lot	Ordinance 2035 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 Ordinance 2035 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	Resolution 2020-13

		All costs included.	
	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			
<u>Lien Search</u>	<u>Lien search, per address, 1-3 business day turnaround</u>	<u>\$65.00</u>	<u>Ordinance 2035</u>
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
<u>Private Provider Fee Deductions</u>	<u>Residential – New Construction</u>	<u>Inspection only – \$250 from master permit fee</u> <u>Plan Review and Inspection - \$250 from master permit fee and remove all applicable plan review fees</u>	<u>Ordinance 2035</u>
	<u>Residential – All Other Permits</u>	<u>Inspection only – \$10 per required inspection performed by private provider</u> <u>Plan Review and Inspection - \$10 per required inspection performed by private provider and removal all applicable plan review fees</u>	<u>Ordinance 2035</u>
	<u>Commercial</u>	<u>Inspection only – 25% from master permit fee</u> <u>Plan review and inspection – 50% from the master permit fee and remove all applicable plan review fees</u>	<u>Ordinance 2035</u>
<u>* A private provider who elects to perform plan review must also perform the inspection portion of the project.</u> <u>* Commercial fire fees will not be adjusted unless the use of a private provider for fire plan review or inspection services is documented.</u>			

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 Connection¹	3/4" - Residential	\$1, 214 178.00	Resolution 2025-8
	1" - Residential	\$1, 400 355.00	Resolution 2025-8
	1 1/2" - Residential	\$2,070 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 Connection¹	Residential 4"	\$2,090 1,884.00	Ordinance 1949
	Commercial 4"	\$2,380 445.00	Ordinance 1949
	Commercial 6"	\$3,000 2,703.00	Ordinance 1949
	Commercial 8"	\$3660.00 298.40	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 Inspection¹	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 17.95	Ordinance 2035 Resolution 2025-15
	Sewer (subtract if on septic)	\$29.81 33.40	Ordinance 2035 Resolution 2025-15
	Garbage	\$38.76 38.75	Ordinance 2035 Resolution 2025-15
	Stormwater	\$2.50 3.00	Ordinance 1957
	Total	\$87.11 93.10	Ordinance 2035 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	\$22.95 4	Ordinance 1949
	Meter Replacement /Repair - 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	At Cost	Ordinance 1949 2035
	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 ¹	Base Fee (up to 2,000 gallons)	\$16.04 17.95	Resolution 2025-15 Ordinance 2035
	Next 3,000 gallons of water consumed, rate per 1,000 gallons	\$3.8543	Ordinance 2035 Resolution 2025-15
	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$3.9050	Ordinance 2035 Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$4.303.84	Ordinance 2035 Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$4.8535	Ordinance 2035 Resolution 2025-15
Residential Sewer ^{1,2}	Base Fee (up to 2,000 gallons)	\$33.40 29.81	Ordinance 2035 Resolution 2025-15
	Next 14,000 gallons of water consumed, rate per 1,000 gallons	\$10.109.04	Ordinance 2035 Resolution 2025-15
	Over 16,000 gallons of water consumed rate per 1,000 gallons (Max Charge)	\$175.1556.37	Ordinance 2035 Resolution 2025-15
Commercial Water ¹	Minimum charge (includes the first 1,000 gallons of water consumed)	\$22.30 19.90	Ordinance 2035 Resolution 2025-15
	Next 4,000 gallons of water consumed, rate per 1,000 gallons	\$3.8543	Ordinance 2035 Resolution 2025-15

	Next 5,000 gallons of water consumed, rate per 1,000 gallons	\$3. 90 ⁵⁰	Ordinance 2035 Resolution 2025-15
	Next 10,000 gallons of water consumed, rate per 1,000 gallons	\$ 4.30 ^{3.84}	Ordinance 2035 Resolution 2025-15
	Over 20,000 gallons of water consumed, rate per 1,000 gallons	\$4. 85 ³⁵	Ordinance 2035 Resolution 2025-15
Commercial Sewer ^{1,2}	Minimum charge (includes the first 1,000 gallons of water consumed)	\$3 6.50 ^{2.59}	Ordinance 2035 Resolution 2025-15
	Rate per 1,000 gallons consumed after initial 1,000 gallons consumption	\$ 10.10 ^{9.04}	Ordinance 2035 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
^{*1} Out of City Water/Sewer <u>Connection Fees and Rates – 150% of above fees and rates (Sec. 90-182, Code of Ordinances)</u> ² Sewer-only customer rate – 130% of above rates (Sec. 90-187, Code of Ordinances) <u>*Due to the end of U.S. penny production, utility-related cash transactions are rounded to the nearest 5 cents</u> <u>s 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.</u>			
Impact Fees			
	Water	\$2,010 <u>251</u> per ERU	Resolution 2025-15 <u>Ordinance 2035</u>
	Sanitary Sewer	\$ <u>5,146</u> , 595 per ERU	Resolution 2025-15 <u>Ordinance 2035</u>
Stormwater Rates*			
ERU (Equivalent Residential Unit) = \$3.00 <u>2.50</u> Base Fee. An ERU is each 2,200 SF above 10,000 SF			
Residential	\$3.00 <u>2.50</u> Flat rate		Resolution 2020-13 <u>Ordinance 2035</u>
Commercial / Industrial 10,000 sq ft of impervious area	\$3,002.50 Monthly Fee / ERU, where the first ERU is equal to 10,000 sq. ft of impervious area; plus \$3,002.50 Monthly Fee/ERU for each additional 3,000 <u>2,200</u> sq. ft of additional impervious area up to a maximum of 949 additional ERUS (a total monthly maximum of 1050 ERUs or \$600.00 <u>25.00</u>). Fractions round to the next whole number (i.e., 3.4 rounds to 4).		Resolution 2020-13 <u>Ordinance 2035</u>
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	\$500 750	Ordinance 1949
	Standard: Sites over 2ac under 10ac disturbed area	\$10 800	Ordinance 1949
	Major: Sites over 10ac disturbed area	\$1,5 200	Ordinance 1949
	Site Plan Re-review	\$300 250	Ordinance 1949
	Site Inspection	\$300 250	Ordinance 1949
	Reinspection	\$150	Ordinance 1949
Subdivision Projects	Subdivision Plan Review: 10 lots (500), 50 lots (1500), 100 lots (2750)	\$300 250+\$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)	\$150 200+\$25/lot	Ordinance 1949
	Subdivision Reinspection: 10 lots (250), 50 lots (650), 100 lots (1150)	\$150 200+\$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
Senior Center (attendant fee applies)	2 Day Rental (1st day up to 8 hours, 2nd day all day)	\$400	Resolution 2020-13
	Deposit	\$250	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	Ordinance 2035
Pavilions / Gazebo (Includes all pavilions at OSTP & Twin Hills and the gazebo at Twin Hills)	Per Hour	\$250	Resolution 2022-21
	All Day	\$250	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*	\$2380	Resolution 2022-21
	City Resident, 4-8 Hours*	\$3480	Resolution 2022-21
	City Resident, 8+ Hours*	\$4580	Resolution 2022-21
	City Resident, 2 day rental*	\$580	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$3480	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$4580	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$5680	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*	\$1280	Resolution 2022-21
	City Resident, 4-8 Hours*	\$2380	Resolution 2022-21
	City Resident, 8+ Hours*	\$3480	Resolution 2022-21
	City Resident, 2-Day Rental*	\$480	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$2380	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$3480	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$4580	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	
	Non-city Resident: 0-4 hours	\$100	Ordinance 1967
	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		
	Daily Lap Swim	\$15	Resolution 2026-14
	Daily Rec Swim	\$10	
	Daily Rec Swim Family (up to 4)	\$20	
	Per additional family member	\$5	
	Monthly Lap Swim (single)	\$50	
	Monthly Family Swim (up to 4)	\$40	
	Per additional family member	\$5	
	Monthly Total Family Pass (lap and rec swim, up to 4)	\$60	
	Per additional family member	\$5	
	<u>Swim Lessons</u>	<u>\$40</u>	<u>Ordinance 2035</u>
Crestview Recreation Center Pool Fees			

*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
Special Event Permits			
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	\$1000	Ordinance 1949
	Custodial service violation	\$200	
	Alcohol use without permit	\$300	
	Left over signage	\$5 per sign	
Vendor Fees			
Food Truck Friday	Food Truck Vendor	\$1050.00	Resolution 2025-25 <u>Ordinance 2035</u>
	Food Tent Vendor	\$80100.00	
	Merchandise and Farm Vendor	\$2580.00	
	<u>Non-profit or informational vendor</u>	<u>\$60.00</u>	
Mardi Gras	Food Truck Vendor	\$1050.00	Resolution 2025-25 <u>Ordinance 2035</u>
	Food Tent Vendor	\$80100.00	
	Merchandise and Farm Vendor	\$4080.00	
	<u>Non-profit or informational vendor</u>	<u>\$60.00</u>	
	Large Tandem Float	\$100.00	
	Small Float	\$75.00	
	Walkers	\$40.00	
	Cars, Trucks, Horses, Shriners Cars, etc.	\$50.00	
International Festival	Motorcycle Clubs and Car Clubs (max 10)	\$100.00	Resolution 2025-25 <u>Ordinance 2035</u>
	Food Truck Vendor	\$100150.00	
	Food Tent Vendor	\$80100.00	
	Merchandise and Farm Vendor	\$2580.00	
4 th of July	<u>Non-profit or informational vendor</u>	<u>\$60.00</u>	Resolution 2025-25 <u>Ordinance 2035</u>
	Food Truck Vendor	\$100150.00	
	Food Tent Vendor	\$80100.00	
	Merchandise and Farm Vendor	\$4080.00	

Oktoberfest	Food Truck Vendor	\$ 100 <u>150</u> .00	Resolution 2025-25 <u>Ordinance 2035</u>
	Food Tent Vendor	\$ 80 <u>100</u> .00	
	Merchandise and Farm Vendor	\$ 40 <u>80</u> .00	
	<u>Non-profit or informational vendor</u>	<u>\$60.00</u>	

Category	Fee Description	Current Rate	Implemented
Additional Events not listed (pop-ups)	Food Truck Vendor Food Tent Vendor Merchandise and Farm Vendor <u>Non-profit or informational vendor</u>	\$100 150.00 \$80 100.00 \$25 80.00 \$60.00	Resolution 2025-25 <u>Ordinance 2035</u>
Entertainment/Amusement	Circus	\$300	Ordinance 1949
	Promoters	\$300	
	Carnival	\$300	
Youth Sports Registration	City Resident *	\$70 60	Ordinance 1967 2035
	County Resident	\$6 5	
<u>Adult Sports Registration</u>	<u>Team</u>	<u>\$300</u>	<u>Ordinance 2035</u>
	<u>Individual</u>	<u>\$30</u>	
Youth Sports Photography Registration	Registration (365 days)	\$25	Resolution 2026-07
	Background Check	\$30	
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. 2015 per page	Resolution 2020-13 Ordinance 2035
	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)	\$ 92 5.00				
	Adoption (Cat)	\$ 72 5.00				
	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	\$99.70 4 /Ton \$312.700 \$958.70	Resolution 2025-15 Ordinance 2035
	Commercial Compactor* Size: 30 CU YD (dry waste only) Disposal Fee Per Pickup Pull Charge Per Pickup Rental Fee Per Month	\$99.70 4 /Ton \$312.70 \$434.10 4	Resolution 2025-15 Ordinance 2035
	Commercial Compactor* Size: 40 CU YD (dry waste only) Disposal Fee Per Pickup Pull Charge Per Pickup Rental Fee Per Month	\$99.70 4 /Ton \$344.50 \$465.45 6	Resolution 2025-15 Ordinance 2035
	Single Family Residential Rate with Recycling (96 Gallon Bin) Extra Recycling Cart 1x per week Extra Solid Waste Cart 2x per week	\$38.75 6 \$7.10 08 \$13.75 3	Resolution 2025-15 Ordinance 2035
	Commercial Roll Cart 2x per week 1X Week Recycle Extra Cart 2x per week	\$56.45 3 /month \$27.00 2 \$16.50 49	Resolution 2025-15 Ordinance 2035
	Commercial Dumpster Service Container Size 2 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	\$129.00 8.99 \$216.10 2 \$313.10 2 \$434.70 68 \$541.76 5 \$647.70 1	Resolution 2025-15 Ordinance 2035
	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 Ordinance 2035
	Commercial Dumpster Service Container Size 6 1 X Week 2 X Week 3 X Week 4 X Week 5 X Week 6 X Week	\$317.45 6 \$531.20 \$789.25 \$1,041.80 78 \$1,299.85 3 \$1,559.00 8.99	Resolution 2025-15 Ordinance 2035
* 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	\$376.2 54	Resolution 2025-15 Ordinance 2035
	2 X Week	\$652.7 53	
	3 X Week	\$966.90	
	4 X Week	\$1,279.9 56	
	5 X Week	\$1,595.2 35	
	6 X Week	\$1,903.8 56	
Miscellaneous Garbage Fees	Clean Cart Fee Per Month (Qtrly Cleaning)	\$6.00 +	Resolution 2025-15 Ordinance 2035
	Dumpster delivery fee (including swaps)	\$159.00	
	Dumpster Latches	\$15.90	
	Dumpster Casters (2&4 yard only)	\$15.90	
	Dumpster Gate Access Fee	\$21.20	
	Commercial Extra Lifts/Yard	\$15.90	
	Dumpster Over Filled Fee	\$79.50	
	Residential Bear Latches	\$3.82 per month	
	Blocked Compactor Service Fee 1 st x	\$50	
	Blocked Compactor Service Fee 2 nd x	\$75	
	Blocked Compactor Service Fee 3 rd x	\$150	
	Grapple Truck Services	\$150/hr.	
	(Grapple truck services are subject to change Based on FEMA pricing or National Emergency)		
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>		Resolution 2020-13
	<i>Per violation of state penal criminal statute or municipal ordinance</i>	\$3.00	
	<i>Per every bond estreature or forfeited bail bond related to such penal statute or penal ordinance</i>	\$2.00	
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
<i>*Due to the end of U.S. penny production, cash transactions related to garbage, recycling and other solid waste-related fees and penalties are rounded to the nearest 5 cents</i>			



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director
DATE: 08/20/2026
SUBJECT: Resolution 2026-16 - 2026 Local Mitigation Strategy

BACKGROUND:

The Robert T. Stafford Disaster Relief Act, as modified by the Disaster Mitigation act of 2000, requires local governments to develop a Local Mitigation Strategy (LMS). This LMS identifies the types of natural disasters that a community is likely to experience, and clearly defines hazard mitigation activities to reduce the community's vulnerability to such natural disasters. Okaloosa County adopted its first LMS in 1999, which has subsequently been updated every 5 years since 2006, with the latest update in 2021.

DISCUSSION:

Every 5 years, each municipality contributes updates to its section of the plan for the overall Okaloosa County plan. This year, the section pertaining to winter storms was updated. The City also provided updated data regarding structures within flood zones and fire-prone areas, and property valuation regarding the same.

Our participation in this program also allows us to submit projects for the Local Mitigation Strategy for the future pursuit of grant funding related to disaster mitigation. We keep that project list up-to-date on an ongoing basis, so no changes to the list are included in this adoption.

Attached is the section of the plan specifically pertaining to 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.

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

Infrastructure- Satisfy current and future infrastructure needs

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

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

Adoption of this resolution will not have a direct impact on the city budget, but will ensure the ongoing availability of both pre and post-disaster funds for the city and its residents.

RECOMMENDED ACTION

Staff respectfully requests a motion to adopt Resolution 2026-16

Attachments

1. 2026 Okaloosa County LMS - Crestview

RESOLUTION: 2026- 16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CRESTVIEW, FLORIDA, ADOPTING THE 2026 OKALOOSA COUNTY
LOCAL MITIGATION STRATEGY; PROVIDING FOR AUTHORITY;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, to ensure local communities prepare for natural disasters and as a prerequisite to receive certain disaster funds, the Robert T. Stafford Disaster Relief Act, as modified by the Disaster Mitigation Act of 2000, requires local governments develop a Local Mitigation Strategy (LMS); and

WHEREAS, Okaloosa County adopted its first LMS in 1999, which it readopted with revisions in 2006, substantially revised in 2011, and further updated in 2016 and 2021; and

WHEREAS, City Council adopted the 2021 Okaloosa County LMS on May 9, 2022; and

WHEREAS, Okaloosa County has updated its LMS in 2026 and submitted it to the Florida Division of Emergency Management (FDEM), which approved the LMS on August 11, 2026; and

WHEREAS, the City of Crestview is required to formally adopt the Okaloosa County LMS prior to submittal to Federal Emergency Management Agency (FEMA) by the State of Florida; and

WHEREAS, upon review of the 2026 LMS for Okaloosa County, the City Council of the City of Crestview, Florida does formally adopt the updated Okaloosa County LMS to ensure the City of Crestview and its residents are able to receive certain types of pre-disaster and post-disaster funds caused by natural disasters.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 166, Florida Statutes, the City Charter and Code of Ordinances.

SECTION 2 – ADOPTION OF 2026 LMS – The City Council hereby adopts the 2026 Okaloosa County Local Mitigation Strategy (LMS), which shall be considered the local mitigation strategy for all purposes pursuant to the Stafford act and all related rules and regulations. The LMS Plan shall serve as the City’s long-term strategy for reducing disaster losses by addressing public participation, risk assessment, and identifying potential mitigation actions.

SECTION 3– EFFECTIVE DATE. This resolution shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Crestview, Florida on the 24th day of August 2026.

APPROVED:

ATTEST:

J.B. Whitten
Mayor

Natasha S. Peacock
City Clerk

Section 5.01

City of Crestview





City of Crestview

Section 5.01.01 Risk Assessments

Section 5.01.01.01 Introduction

The intent of this section is to provide information regarding the hazards threatening the City of Crestview. It is an incorporated city located in north Okaloosa County and is home to about 31,702 people according a 2025 estimate by the Bureau of Economic and Business Research at the University of Florida. It is the largest city in Okaloosa County and has been one of the fastest growing cities in the county for the past several years. In this section, hazard information relevant to the City of Crestview is compiled and an overview of the analyses is provided.

The City of Crestview was incorporated in 1916 in the northern part of Okaloosa County. As an incorporated city, Crestview has all the powers and authority granted to municipal governments found in Chapter 166 of the Florida Statutes as well as Article VIII of Section 2 of the Florida Constitution to exercise any governmental, corporate, or proprietary power for municipal purposes, provided they are not expressly prohibited by law. These powers allow Crestview to govern itself, deliver services, enact and enforce ordinances, and set policy.

The City of Crestview enforces the Florida Building Code as required by Chapter 553 of the Florida Statutes and participates in the National Flood Insurance Program pursuant to the National Flood Insurance Act of 1968 (42 U.S.C. §§4001 et seq.). The City of Crestview has adopted a comprehensive plan as provided in Chapter 163, Florida Statutes, and has adopted by ordinance implementing land development regulations including provisions for zoning and floodplain management. The City has all the financial resources granted by the Florida Constitution and Florida Statutes which are available to support the mitigation strategies discussed in this section.

The hazards that will be analyzed in this section are natural events and the analysis concentrates on the anthropogenic affects on those events as well as the effects of those events on mankind. However, this analysis is not an assessment of technological and/or societal hazards and, therefore, these types of events are not covered under this plan or in the analysis provided in this section.

Primary attention is given to hazards considered reasonably possible to occur in the City of Crestview. These hazards include:

- Hurricane and Tropical Storm
- Flooding
- Dam Safety
- Land Erosion
- Severe Storms
 - Tornado
 - Thunderstorms and Lightning
 - Winter Storms
- Heat Wave and Drought
 - Heat Wave



City of Crestview

- Drought
- Wildfire

The following hazards are considered minimal or no risk to the City of Crestview: sinkholes, expansive soils, earthquakes, avalanches, land subsidence, landslides, volcanoes, sea level rise, and tsunamis. Therefore, these hazards are not analyzed in any depth in the hazard analysis. Further explanation is provided in the “Other Hazards” section. Also, because of the City of Crestview’s topographic location and not being a coastal or bay community, it is not susceptible to storm surge, beach erosion, and waterspouts.

Hazard Identification

The technical planning process begins with hazard identification. In this process, the City of Crestview Staff, along with the staff from the Okaloosa County Growth Management Department, has identified all of the natural hazards that threaten the City of Crestview.

Section 5.01.01.02 Hurricane and Tropical Storm

DEFINITIONS:

Please refer back to the Risk Assessment of the overall County for the definitions of this hazard.

HISTORICAL OCCURRENCE:

Although the City of Crestview is located in the northern portion of the county and about 35 miles away from the coast, it is susceptible to the effects of hurricane and tropical storm activity. Its primary concerns attributed to hurricanes are pockets of flooding due to heavy rain, and wind damage.

The City of Crestview and Okaloosa County are equally susceptible to hurricanes and tropical storms, as a typical storm is 300 miles wide and outer rain bands can span from 50 miles to 300 miles. Hurricane-force winds can extend outwards about 150 miles in a large hurricane, while tropical-storm force winds can stretch out as far as 300 miles from the center of a large hurricane (NOAA, 1999). The degree of damage would certainly be less in the City of Crestview than a coastal or bay community in the county, but it is susceptible to damage from these storms. Therefore, the historic hurricane record of Okaloosa County is relevant to the City of Crestview.

Please refer back to the Risk Assessment of the overall County for the historical occurrences of this hazard because all of the jurisdictions in Okaloosa County are equally susceptible to hurricanes and tropical storms.

EXTENT:

High winds from hurricanes are a substantial threat to homes, especially manufactured housing. Traditional stud and brick veneer or siding homes and businesses are vulnerable, as well, especially when hurricane shutters are not used. Relatively few businesses and homes have hurricane shutters in the City of Crestview, although shelters and some critical facilities are shuttered.

**City of Crestview**

In the worst-case scenario, if a Category 5 hurricane directly hit Okaloosa County, hurricane force winds would be felt in the City of Crestview. These powerful winds would likely result in damage to homes and buildings, trees, power poles, and signage. In particular to power pole damage, there would be extensive widespread system destruction anticipated, which can include transmission/substation damage. Some mobile homes and frame homes would have visible damage. Windows may be broken and trees and power poles down (NOAA, 2010). Flooding may be particularly heavy on roadways.

PROBABILITY:

According to Colorado State University's United States Landfalling Hurricane Probability Project, Okaloosa County, and thus the City of Crestview, has the following future probabilities:

Table 5.01.01.02.1: 50-Year Probabilities of Named Storm, Tropical Storm, and Hurricane Making Landfall in Okaloosa County

1 or More Named Storms Making Landfall	1 or More Hurricanes Making Landfall	1 or More Intense Hurricanes Making Landfall	Tropical Storm- Force (≥ 40 mph) Wind Gusts	Hurricane-Force (≥ 75 mph) Wind Gusts	Intense Hurricane- Force (≥ 115 mph) Wind Gusts
90.90%	68.60%	40.50%	>99.9%	99.60%	82.30%

Source: The United States Land falling Hurricane Web Project, 2010

Section 5.01.01.03 Flooding**DEFINITION:**

Please refer back to the Risk Assessment of the overall County for the definition of this hazard.

HISTORICAL OCCURRENCE:

The City of Crestview is susceptible to localized flooding, particularly on roadways. On May 9, 1995, 15 roads north of I-10 in the City of Crestview were closed for several hours due to a foot of water over the road. On October 24, 1997 heavy rains caused flooding along Old Antioch Road in the City of Crestview and a bridge across the road had to be closed for almost an hour due to high water. On July 29, 1998 heavy rains caused flooding on several secondary roads in the city. The roads were closed for about an hour and rainfall amounts were estimated between 4-5 inches. On May 7, 1999 heavy rain from slow moving thunderstorms caused water to cover many roads in the north part of the county and around the City of Crestview. Rainfall amounts were recorded at 8-10 inches. On December 2, 2009 heavy rains from thunderstorms flooded several roads around the city. On January 21, 2010 there was extensive roadway flooding in the City of Crestview, and one home had significant flood damage. On February 05, 2010 heavy rains flooded numerous roadways around the city. (NCDC, 2010). One major flood was recorded in the City of Crestview and it was a result of Hurricane Georges in 1998. Interstate 10 was closed both east and west of the City of Crestview for several hours and schools were closed for several days because secondary roads were washed-out. Record river flooding was documented, as the Shoal River crested at 21.4 feet on September 30, 1998 (NCDC, 2010). Numerous homes built above the 100-year base flood were damaged. The Okaloosa County Emergency Management



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Department considers the flooding associated with Hurricane Georges to be some of the most severe flooding ever recorded in Okaloosa County.

EXTENT:

The City of Crestview is susceptible to localized flooding in the areas surrounding the small streams, lakes, and rivers found within the municipality, and would likely be attributed to heavy rains associated with a hurricane, tropical storm, or severe storm. Due to the City of Crestview's location between the Yellow River to the west and the Shoal River to the east, it is vulnerable to severe flooding.

In the worst case scenario of flooding in the City of Crestview, roadways would have several inches of water over them, road-closures would impede travel and shipments through the area, and many homes, particularly along the Shoal River, would have significant flood damage.

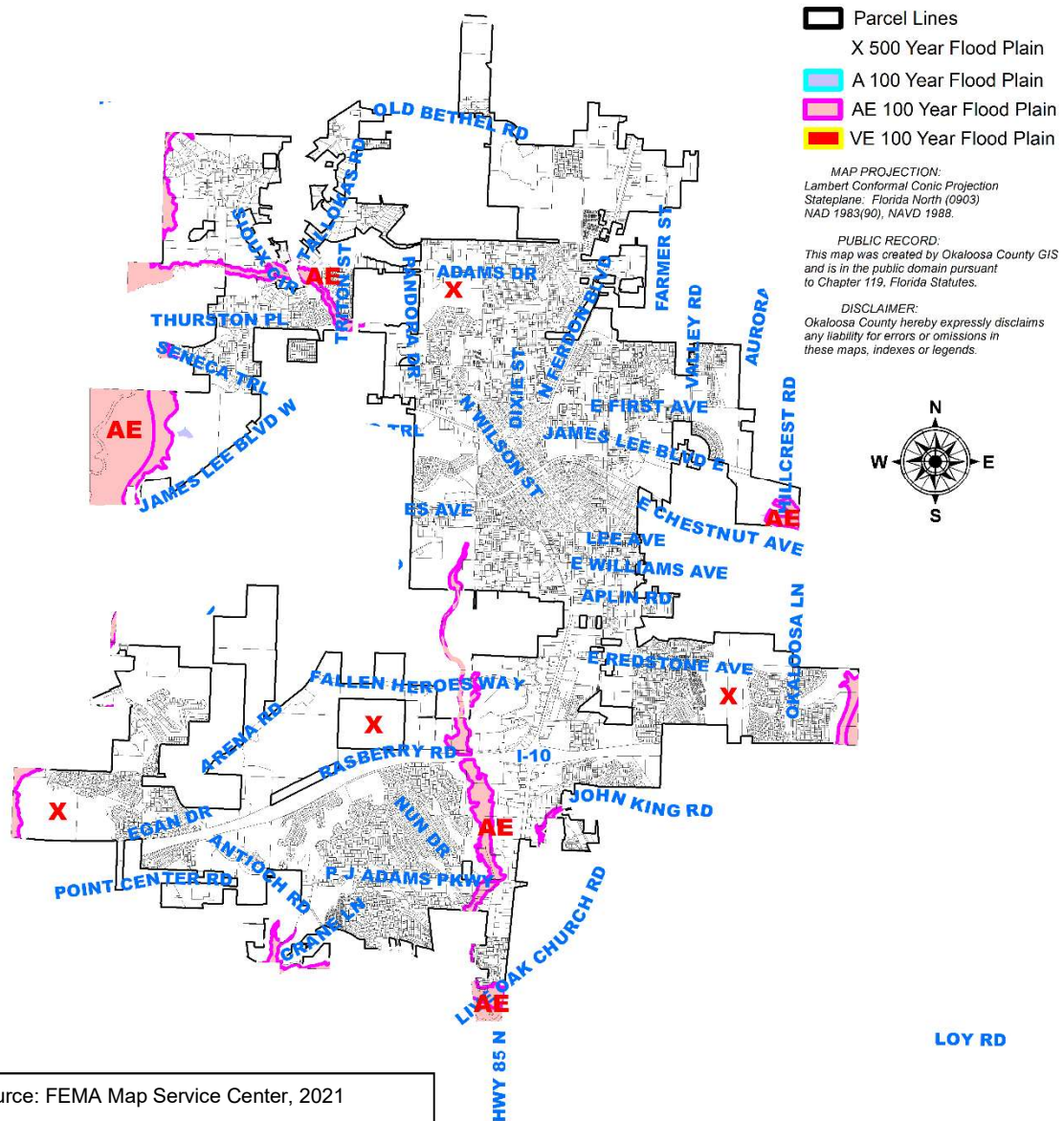
As evident in the flood map below, the majority of the city is located in flood zone X (500 year flood plain). There are parcels in the southern part of the city that are located in the in unnumbered A and AE flood zones, and are more prone to flooding than other areas (See Figure 5.01.01.03.1, below).

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City of Crestview

Figure 5.01.01.03.1: The City of Crestview's Flood Zones



There are approximately 20.66 miles of arterial and collector roads in the City of Crestview. Out of this total, 20.36 miles of these roads are located in the NFIP X Zone (500 Year Flood Zone) and .30 miles located in the NFIP Special Flood Hazard Zone.

PROBABILITY:

The entire County, which includes the City of Crestview, has a future probability of a flash-flood or flood occurring annually and can be expected to occur frequently. However, due to the localized



City of Crestview

nature of flash-flooding and flooding, a more exact probability will not be provided. The City of Crestview can expect to have less than 1 major flood per year.

Section 5.01.01.04 Dam Safety

DEFINITION:

Please refer back to the Risk Assessment of the overall County for the definition of this hazard.

HISTORICAL OCCURENCES:

Since 2001, there have been 2 out of 178 active permitted dams to fail in Okaloosa County (NFWMD, 2010). None of these failures occurred in Crestview, although one of the failures occurred just outside of the City of Crestview on Old Bethel Road. No homes were affected or significant loss reported.

EXTENT:

The City of Crestview has 28 active permitted dams within its jurisdiction. There are other dams located just outside the City's jurisdictional boundary, and may cause flooding within or spill over into the city, even though the dam is outside of the city limits. Most of these are small agricultural dams or retention ponds. In the worst case scenario, if one of these dams failed, the area surrounding the dam could experience flooding and agricultural losses, and may cause residential flooding or highway flooding.

PROBABILITY:

Due to the rarity of dam failure in Okaloosa County, and no record of occurrence in the City of Crestview, the future probability of dam failure resulting in flooding is less than 1 per year.

Section 5.01.01.05 Land Erosion

DEFINITION:

Please refer back to the Risk Assessment of the overall County for the definition of this hazard.

HISTORICAL OCCURRENCE:

All of Okaloosa County is equally susceptible to land erosion in some localized areas; this includes the City of Crestview. Please refer back to the Risk Assessment of the overall County for the historical occurrences of this hazard.

EXTENT:

Sheet erosion, if left unchecked, can damage drainage ditches, fill storm water retention ponds with sediment, and cause erosion into property, including structures. Most erosion of this nature occurs along unpaved roadways in hilly areas. In this instance, the result is the deposition and buildup of soils/sands on the roadways and in the drainage systems.

In the worst case scenario, soil erosion will cause land to be unusable for other purposes because of the degraded soil quality, structure, stability and texture. Erosion along stream and ditch banks will cause loss property, undermining of structures (bridges, etc), and washing out of lanes, roads, and fence rows.



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PROBABILITY:

Based on the existence of potentially highly erodible soils and erodible soils there is a possibility of land erosion in Crestview. The future probability of soil erosion cannot be given because no occurrence of land erosion has been documented in the City of Crestview.

Section 5.01.01.06 Severe Storms

The Severe Storms segment of the LMS Hazards Assessment includes tornado, thunderstorms and lightning, winter storms, and heat waves and drought (hurricanes are excluded from this section because they are covered in another section of this chapter).

Section 5.01.01.06.01 Tornado

DEFINITION:

Please refer back to the Risk Assessment of the overall County for the definition of this hazard.

HISTORICAL OCCURRENCE:

On October 4, 1995 an F2 tornado touched down near Interstate 10 east of the City of Crestview. The tornado destroyed two homes and a church and severely damaged the late Bob Sikes Homestead and the Crestview High School's gymnasium. One home was completely destroyed, killing an elderly female who was living there. The other home had the roof taken off and most of the insides of the home were destroyed. Three people were injured in the home. The tornado was on the ground for almost two miles.

On October 27, 1995 an F0 tornado briefly touched down near Duke Field which is on Highway 85 between the City of Crestview and the City of Niceville but resulted in no damage. On December 2, 2009 a tornado developed 3 miles southeast of the City of Crestview and developed during a line of thunderstorms that were passing though (NCDC, 2010). The total damage as a result of all these tornadoes was \$300,000. Please refer back to the Risk Assessment of the overall County for the historical occurrences of this hazard.

EXTENT:

The damage potential for a tornado increases as a function of population density. As the number of structures and people increase, the potential damage/injury rate increases. Manufactured housing, poorly constructed or substandard housing and apartment complexes are especially susceptible to damage from a tornado. The worst possible scenario in terms of tornado damage would be if an F-5 tornado hit the City of Crestview. It is very unlikely that an F-5 tornado would strike either Okaloosa County or the City of Crestview, but if one did there would be complete destruction of homes and businesses that were in the tornado's path. Trees and power lines would be snapped, building debris scattered about, and severe structural damage would be evident on any building left standing. The most common and active weather threat in Okaloosa County for the formation of tornadoes is severe thunderstorms associated with frontal boundaries. Frontal boundaries and summertime afternoon air mass thunderstorms can reach severe limits because of atmospheric uplift. High winds relating to gust fronts and "microbursts" can create high wind speeds up to 100 MPH.



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PROBABILITY:

As stated previously, the tornado history of Okaloosa County is equally relevant to the City of Crestview. Therefore, the future tornado probability of Okaloosa County is the same for the City of Crestview. From 1958-2009 there have been a total of 94 reported tornadoes in Okaloosa County. Based on this data the probability of a future tornado occurrence in the City of Crestview is less than 2 tornadoes per year.

Section 5.01.01.06.02 Thunderstorms and Lightning

DEFINITION:

Please refer back to the Risk Assessment of the overall County for the definition of this hazard.

HISTORICAL OCCURRENCE:

Between 1995 and 2009, there have been 16 different hail events in the City of Crestview. The total damage associated with these events was \$13,000. Between 1995 and 2009 there have been 14 accounts of damaging thunderstorm winds. These winds have mostly resulted in damage in the form of downed trees and power lines. There was one account recorded during January of 1999 in which a house sustained roof damage due to high winds. The total cumulative damage from all of these events was \$101,500. Please refer back to the Risk Assessment of the overall County for the historical occurrences of this hazard. *Note* the data is specific to Okaloosa County as a whole entity and cannot be extrapolated into the specific areas of the county.

On September 4, 1996 a workshop in the City of Crestview was struck by lightning and the building was totally destroyed by fire. On June 20, 1997 two houses were struck by lightning and both of them caught on fire, but were put out with minimal damage to the homes. On July 1998, lightning struck a water tower and blew a hole in it. Lightning also hit a home in the same area and started a fire but it was quickly put out. On January 2, 1999 lightning struck the communications system for Okaloosa County in the City of Crestview and knocked the 911 system off the air for several hours. On June 15, 2000 lightning hit a tree outside of a house. The strike ran along the trees root system into a house, knocked two brick walls down, shattered a glass patio door, and knocked cabinets off a kitchen wall. It also started a small fire that was quickly extinguished. On August 18, 2001 lightning hit a tree near a house. The lightning ran through the branches of the tree and started a fire in the roof and attic of the house. The home suffered major damage before the fire could be put out. On June 5, 2003 lightning struck a home near the City of Crestview. The fire was quickly extinguished after the fire department arrived. On July 15, 2004 lightning struck a garage in the City of Crestview which started a fire in the garage and the two vehicles parked in it were destroyed. On April 1, 2005 lightning struck a home in the City of Crestview area. The strike started a fire and severely damaged the home, but no one was home at the time of the strike. On August 4, 2006 lightning struck several houses around the City of Crestview. No major damage was reported and no one was injured. The total damage as a result of all of these lightning events was \$244,000. Please refer back to the Risk Assessment of the overall County for the historical occurrences of this hazard. *Note* the data is specific to Okaloosa County as a whole entity and cannot be extrapolated into the specific areas of the county.



City of Crestview

EXTENT:

Thunderstorm damage can include traffic accidents on wet roads, flash-flooding, lightning damage to electronics and structures, lightning strikes on people, and wind and hail damage.

Aside from being able to produce tornadoes, thunderstorms can produce damaging high winds. Cold upper level air descending from the top of a thunderstorm to the ground usually causes these winds. In a worst case scenario, if the upper level air speed of descent is rapid, these cold “microbursts” can fan out as they come in contact with the ground at a high rate of speed. This is sometimes referred to as “straight line winds.” These winds can cause significant property damage, injuries, and deaths similar to a F0 to F2 tornado or Category 1 or 2 hurricanes.

PROBABILITY:

Based on historical data (See Risk Assessment of overall County of this hazard’s historical occurrences), the City of Crestview has a future probability of experiencing less than 5 severe thunderstorms per year. Also based on historical data (See Risk Assessment of overall County for this hazard’s historical occurrences), the City of Crestview is likely to experience 4 to 16 flashes of lightning per square kilometer per year.

Section 5.01.01.06.03 Winter Storms

DEFINITION:

Please refer Chapter 4 which provides the Risk Assessment of the overall County for the definition of this hazard.

HISTORICAL OCCURRENCE:

From 2005-2009 the City of Crestview had a total of 160 days where the temperature was below freezing (Weather Underground, Inc., 2010). The City of Crestview’s larger amount of freezing days may be attributed to its elevated location, which creates a greater exposure to the cold. Table 5.01.06.03.1, below, depicts the historical winter minimum average temperatures for the City of Crestview.

Table 5.01.01.06.03.1: Monthly Mean Temperature Minimums in degrees Fahrenheit, 1971-2009

	Nov	Dec	Jan	Feb	Mar
Crestview FAA Airport, FL	38.3°	33.9°	29.6°	33.8°	40.2°

Source: Southeast Regional Climate Center, 2025

Snow is considered a very rare event and generally melts off quickly. However, as discussed in greater detail in Chapter 4, Winter Storm Enzo brought approximately 8 inches of snow in the Crestview area, which remained for several days and dissipated within one week.

EXTENT:



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The worst case scenario in terms of winter storms in the City of Crestview would be if freezing or below freezing temperatures and snow lasted for a week or more, and if the storm responsible for such freezing temperatures knocked down power lines resulting in power loss, and the inability of residents to heat their homes. A freeze's greatest risk is generally unprotected or under-protected water pipes in homes, businesses and infrastructure. Outdoor irrigation systems and plumbing in homes where insulation is inadequate in walls or in off-grade homes where plumbing is exposed are most vulnerable. Unmitigated older structures and manufactured housing are probably the most vulnerable structures. An icing, glaze, sleet or snow incident in the City of Crestview and the surrounding area would likely result in severe traffic problems and safety concerns throughout the community and its roadways, including Highway 85 and I-10. With limited means of salting roadways or removing ice, emergency response would be severely slowed in affected areas. Electrical service would likely be interrupted or totally absent in many areas due to power line glazing and tree branches falling. Mitigation efforts would more likely focus on sheltering, the ability salt roadways, and the ability to receive outside mutual aid assistance.

PROBABILITY:

Based on the best available data of total below freezing days, the future probability of freezing temperature days in the City of Crestview is estimated to be 100 days over a 5-year time period. Annually, the City of Crestview can expect to have 8 days of freezing temperatures (NCDC). Because a snow event in the City of Crestview is so rare, a single snow "event" over five or ten years is probably the average.

Section 5.01.01.07 Heat Wave and Drought

Heat Wave

DEFINITION:

Please refer to the Risk Assessment of the overall County (Chapter 4) for the definition of heat wave.

HISTORICAL OCCURRENCE:

The City of Crestview experienced three heat waves from 2005-2009 with high temperatures ranging from 91°F-102°F and average humidity ranging from 58-84 (Weather Underground, Inc., 2010).

Table 5.01.01.06.03.1: Monthly Mean Temperature Minimums in degrees Fahrenheit, 1971-2025

	May	Jun	Jul	Aug
Crestview FAA Airport, FL	89.8°	95.6°	97°	96.9°

Source: Southeast Regional Climate Center, 2025

EXTENT:



City of Crestview

The worst case scenario in terms of a heat wave would be if excessive heat and humidity lasted for a week or more. Dangerous conditions are present when both heat and high humidity combine to make outside temperatures feel in the 103-124° F range. External danger warnings are issued when high temperatures and humidity combine to make outside temperatures feel in the 126-137° F range. Heat disorders may develop in people who work outside for long periods of time, such as construction workers.

To combat the dangerous effects of excessive heat residents should dress appropriately, stay indoors, refrain from strenuous work during the hottest part of the day, and stay hydrated. Electrical system failures due to demand is a true possibility during excessive heat conditions. Individuals without adequate cooling systems in their homes, with emphasis on low income and the elderly, are especially at risk of developing heat disorders. Electrical system failures due to demand would only enhance problems for all of these industries and populations (NOAA Watch: Heat Wave).

PROBABILITY:

Based on the data above, it is predicted that the future probability of a heat wave occurring in the City of Crestview is on average three times during a 5-year period.

Drought

DEFINITION:

Please refer to the Risk Assessment of the overall County for the definition of drought and the categories of drought according to the U.S. Drought Monitor.

HISTORICAL OCCURRENCE:

Okaloosa County and Crestview are equally susceptible to droughts as they tend to affect a large geographic area. Therefore, the drought record of Okaloosa County is relevant to the City of Crestview. Please refer back to the Risk Assessment of the overall county for the historical occurrences of drought because Crestview is equally susceptible to this hazard.

EXTENT:

The worst case scenario in terms of drought would be if an exceptional drought (D4) lasted for months or years in Okaloosa County and the City of Crestview (See the Risk Assessment of the overall County for drought category descriptions). An exceptional drought would cause shortages of water in reservoirs, streams, and wells. Bay swamps and bodies of water would see a drastic decline in natural water levels and water shortages in reservoirs and wells would create water emergencies. Precipitation levels would be -2.0 inches or less. Also, the risk of wildfire increases as drought deepens (U.S. Drought Monitor, 2010).

PROBABILITY:

The abnormally dry drought intensity is the condition of dryness before and after a period of actual drought. From 2000-2009, there were a total of 49 out of 120 months where Okaloosa County was abnormally dry. Based on this data, the City of Crestview has a future probability of experiencing less than 5 abnormally dry months every year. Also, from 2000-2009, there were a total of 51 out of 120 months where moderate, severe, extreme, or exceptional drought occurred in Okaloosa County. These drought intensities are the varying severity of actual droughts. The



City of Crestview

future probability of a moderate to severe drought occurring in the City of Crestview is on average 5 months per year.

Section 5.01.01.08 Wildfire

DEFINITION:

Please refer back to the Risk Assessment of the overall County for the definition of this hazard.

HISTORICAL OCCURRENCE:

The City of Crestview is vulnerable to wildfire. The majority of the acreage located within the municipality is urban or residential, but vast acres of open forest lands surround the City of Crestview, and these lands consists of natural vegetation historically related to the Longleaf Pine or upland Southeastern forests. The wildfire record of Okaloosa County is relevant to the City of Crestview. Please refer back to the Risk Assessment of the overall County for the historical occurrences of this hazard.

EXTENT:

Based on the Wildland Fire Risk Assessment of Okaloosa County, the worst case scenario would be if the areas with the greatest Level of Concern (LOC) experienced a massive wildfire. These areas have a greater likelihood of danger and destruction due to their inadequate infrastructure, inaccessibility to critical facilities or firefighting resource locations, and connection to the wildland-urban interface. *Note* According to the Florida Department of Forestry, wildland urban interface is defined as "the zone where structures and other human development intermingles with undeveloped wildland fuels and other natural features." Fires could come into subdivisions and neighborhoods in urban and suburban areas, which could be a potentially catastrophic situation. Smoke and ash from dangerous wildfires could decrease visibility on highways and local roads.

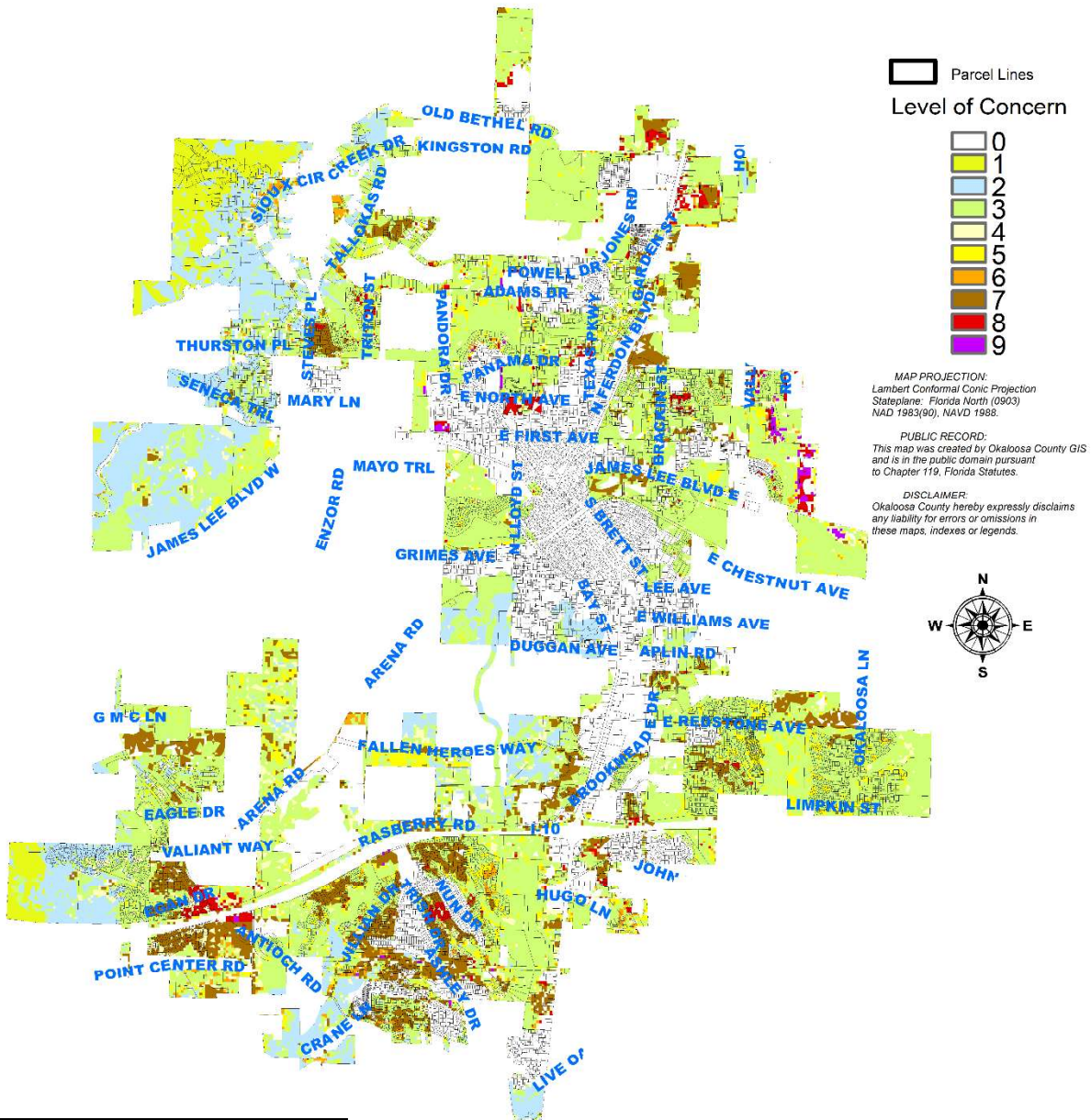
PROBABILITY:

The Wildland Fire Risk Assessment System map from the Florida Division of Forestry displays the wildfire levels of concern for the City of Crestview. According to the map, most of the incorporated City is classified with "lower" levels of concern (2010). However, there are small parcels that have a high level of concern, as indicated in red. The figure below displays the levels of wildfire concern for the entire City of Crestview. It appears that the City of Crestview's future probability of wildfire occurrence is low, although there are certain areas to be more concerned about. See Figure 5.01.01.08.1, below.



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Figure 5.01.01.08.1: Wildfire Levels of Concern for the City of Crestview



Source: Florida Division of Forestry, 2025



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Section 5.01.01.09 Other Hazards

The hazards listed below have been analyzed and determined that the impact would be minimal or non-existent in the City of Crestview.

Section 5.01.01.09.01 Sinkholes

The map and description prepared by the United States Geologic Survey (USGS) in its "Sinkhole, Type, Development and Distribution in Florida" (1985) indicates that Okaloosa County in its entirety is located in an area where sinkholes seldom, if ever, occur. The Florida Geologic Survey's statewide sinkhole database indicates no sinkholes in the County. Since there is no history of this hazard in the County, no further analysis or risk assessment will be conducted for this plan. However, should conditions change and geological features be changed, any new occurrence information in ongoing updates.

The future probability of a sinkhole occurring in the City of Crestview is less than 1% based upon no documented sinkholes in the county and the soil strata is non-conductive to the formation of sinkholes.

Section 5.01.01.09.02 Expansive Soils

According to the *Soil Survey of Okaloosa County Florida* (USDA, June 1995), two types of soils are considered vulnerable to expansion. These are known as shrinking and swelling or "expansive soils." Another way of describing expansive soils is the change of volume of a soil with a change of moisture content. All of the soils listed in the expansive class are also considered erodible soils. Okaloosa County may be susceptible to expansive soils in some localized areas. There have been no previous occurrences recorded of expansive soils in the County. The following table lists soils having moderate to high shrink swell potential in Okaloosa County. Only those soils with an associated risk of "High" are listed:

Table 5.01.01.09.02.1: Shrink/ swell potential of soils in Okaloosa County.

Soil Type	ME Soils*	HE Soils**	Total Acreage	% Total Land Area
#35-Angie (2 to 5 percent slopes)		X	1,073.26	.16
#49-Angie (5 to 12 percent slopes)		X	10,280.79	1.61
#20-Udorthents (nearly level)	X		655.31	.11
Total	.11	1.77	12,009.36	1.88

* Moderate Erodible Soils

**Highly Erodible Soils



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Note: Expansive soils and erodible soils are classified as the same. Source: Soil Survey of Okaloosa County, Florida; June 1995.

Expansive soils can lessen the strength of building foundations, which could result in structural collapse or instability. In addition, these soils have limitations for use as local roads and streets because of lack of strength to support roadways and traffic. There is a possibility of shrink/swell potential or soil expansion based on the existence of moderately erodible soils and highly erodible soils in Okaloosa County. Although the specific amount of these soils in the county is known, the future probability of this occurring in the City of Crestview is minimal because this issue is addressed during the time of construction and there are no previous records of occurrence.

Section 5.01.01.09.03 Earthquake

According to the U.S. Geological Survey Earthquake Probability maps, the City of Crestview has between a 0.005 and 0.010% chance of experiencing a 5.0 magnitude earthquake within 100 years. This is considered a very minimal risk. Also, since there is no history of earthquakes in Okaloosa County, no further analysis or risk assessment will be conducted for this plan. The future probability of an earthquake occurring in the City of Crestview is less than 1 in 100 years.

Section 5.01.01.09.04 Avalanche

The City of Crestview does not have topography nor snowfall amounts that would create conditions for an avalanche. Since there is no history of this hazard in the county, no further analysis or risk assessment will be conducted for this plan. The future probability of an avalanche occurring in the City of Crestview is less than 1 in 100 years.

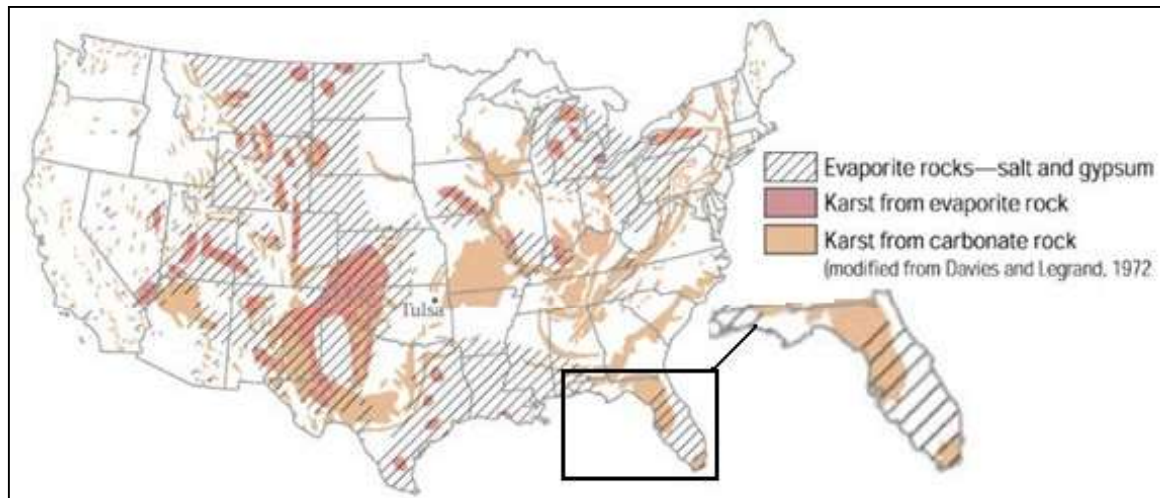
Section 5.01.01.09.05 Land Subsidence

According to the U.S. Geological Survey, "land subsidence occurs when large amounts of ground water have been withdrawn from certain types of rocks, such as fine-grained sediments. The rock compacts because the water is partly responsible for holding the ground up. When the water is withdrawn, the rock falls in on itself. Land subsidence is most often caused by human activities, mainly from the removal of subsurface water" (U.S. Geological Survey). The City of Crestview has a minimal amount of the most common rock types that are connected to land subsidence (Figure 5.01.01.09.05.1). Since there is no history of this hazard in Okaloosa County, no further analysis or risk assessment will be conducted for this plan. The future probability of land subsidence occurring in the City of Crestview is less than 1 in 100 years.



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Figure 5.01.01.09.05.1: Rock types connected to collapse (subsurface cavities/sinkholes) in the U.S.



Source: U.S. Geological Survey

Section 5.01.01.09.06 Landslide

According to U.S. Geological Survey Map of Relative Incidence and Susceptibility Map, Crestview has a very low landslide incidence with less than 1.5% area susceptible to a landslide (USGS). Landslides are therefore considered to be a minimal risk, and no further analysis or risk assessment will be conducted for this plan. The future probability of a landslide occurring in the City of Crestview is less than 1 in 100 years.

Section 5.01.01.09.07 Volcano

There are no geological features in or near Okaloosa County, the City of Crestview, or the Southeast related to volcanism. Since there is no history of this hazard in Crestview, no further analysis or risk assessment will be conducted for this plan. The future probability of a volcanic eruption occurring in the City of Crestview is less than 1 in 100 years.

Section 5.01.01.09.08 Tsunami

According to the U.S. Geological Survey, the City of Crestview is not located in an area that has historically been subjected to tsunamis. Since there is no history of this hazard in the City of Crestview, minimum analysis and risk assessment will be conducted. There is no record of a tsunami occurring in the City of Crestview, as it is not a coastal county. Therefore the future probability has been determined to be less than 1 in 100 years.



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Section 5.01.01.09.09 Sea Level Rise

Located well inland and north of the Eglin Reservation, the City of Crestview is not directly threatened by rising coastal waters. However, the 2025 Okaloosa County Vulnerability Assessment (Jacobs Engineering 2025) incorporated into this LMS and attached as Appendix E discusses the potential threat posed by changing rainfall and streamflow characteristics to City-owned infrastructure (primarily parks and sanitary sewer lift stations) that can occur along or in relative proximity to creeks and rivers. In addition, the Vulnerability Assessment (VA) notes that the flooding of State Road 85 (SR 85 is controlled by the Florida Department of Transportation) where it crosses the Shoal River is a concern as SR 85 is the only road connection wholly within the County between the County's northern and southern population centers and the river crossing constitutes a traffic choke point. The elevation of the SR 85 bridge and approaches over the Shoal River is included on Table ES-1, Prioritized Adaptation Projects, of the 2025 VA's companion Adaptation Plan (also developed by Jacobs Engineering) that is also included as part of Appendix E.

Section 5.01.01.10 Summary

The risk assessment section of this LMS document highlighted the hazards that the City of Crestview is exposed to. This provides the foundation for the subsequent section covering how vulnerable the City of Crestview is to these identified hazards. The facilities, infrastructure, and neighborhoods in the City of Crestview need to be assessed for their vulnerability to disasters.



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Section 5.01.02 Vulnerabilities

Section 5.01.02.01 Introduction

The intent of this section is to provide a vulnerability assessment for the potential damage and estimated loss to building structures in the City of Crestview.

This section includes a brief summary description of the City of Crestview, as well as its vulnerability to the identified hazards and the impact of each hazard. It also describes the vulnerability in terms of the types and numbers of repetitive loss properties within the City of Crestview. Additionally, the section describes vulnerability in terms of the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the City of Crestview.

The main intent of this section is to provide an estimate of potential dollar losses to vulnerable structures and a description of the methodology used to complete the estimate. Lastly, this section describes vulnerability in terms of providing a general description of land uses and development trends within the City of Crestview so that mitigation options can be considered in future land use decisions.

Section 5.01.02.02 Methodology

The Okaloosa County Staff used the same methods of quantifying the estimated dollar losses to the vulnerable structures potentially impacted by each hazard for the City of Crestview as the overall County. Therefore, please refer to Okaloosa County's Overall Vulnerabilities, Section 4.02.02, for more information.

Section 5.01.02.03 Summary Description of the City of Crestview

The City of Crestview is an incorporated city located in the northern portion of Okaloosa County. As of a 2025 estimate by the Bureau of Economic and Business Research at the University of Florida, it was home to 31,702 residents, which makes it the largest municipality in Okaloosa County by population. The City of Crestview is the most rapidly growing city in Okaloosa County and has been for several years. Most of the existing commercial development is located north of I-10 and concentrated along the corridor of U.S. Highway 85. The majority of the residential subdivisions are located both northeast and northwest of I-10 and U.S. Highway 85. Local development data indicates that it is reasonable to expect that the City of Crestview and the surrounding area will continue to grow north of I-10, with an increase in growth north of Highway 90.

The City enforces the Florida Building Code as required by Chapter 553 of the Florida Statutes. This is accomplished through the Inspections Division of the City's Community Development Services Department which employs a full-time Certified Building Official (CBO) as well as multiple inspectors and plans examiners all of whom are licensed pursuant to Chapter 468, Florida Statutes. For determining whether an addition or redevelopment of a structure constitutes a substantial improvement pursuant to the NFIP, these staff members coordinate with the Floodplain Manager within the same department (see below) who oversees the day-to-day



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implementation of the program. The CBO has the authority to request certified appraisals when considering whether a proposed activity constitutes a substantial improvement. The CBO, plans examiners, and inspectors conduct substantial damage assessments at need and are joined by the City's certified Code Enforcement Officers for damage assessment following a major storm event. The damage assessments are carried out in accordance with FEMA standards.

In addition to a licensed building official and inspectors, the City also employs within the Community Development Services (CDS) Department the CDS Director, who is a Certified Floodplain Manager who oversees the day-to-day implementation of the City's program. The Floodplain Manager coordinates technical aspects of the program together with a Florida-licensed Professional Engineer, housed within the Public Works Department. Being in separate departments and separate chains-of-command allow these positions to serve as a check and balance in interpretation and enforcement of the program.

Emergency management activities are coordinated through the City of Crestview Fire Department under the Fire chief and Emergency Management Chief. Activities are further coordinated with Okaloosa County's Department of Emergency Management as necessary.

The City of Crestview currently participates in the National Flood Insurance Program (42 U.S.C. §§4001 et seq.). The City has regularly updated its floodplain regulations to remain consistent with the program requirements. The most recent update is the adoption of City Ordinance 1789 which amended the majority of the Land Development Code (LDC), including updates to the City's floodplain management regulations. This ordinance specifically adopted Section 5.05.02 of the LDC which includes the following language:

5.05.02.C. Basis for establishing/flood hazard areas. The Flood Insurance Study for Okaloosa County, Florida and Incorporated Areas dated December 6, 2002, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of this article and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file in the Community Development Services at City Hall, 198 Wilson Street North, Crestview, FL 32536.

The City will incorporate the findings and recommendations of the LMS into our respective planning mechanisms through integration with comprehensive plans, capital improvement programs, land development regulations, and emergency management plans. LMS-identified hazards, vulnerabilities, and mitigation actions are considered during project prioritization, budgeting, and policy development to ensure consistency with long-term resilience objectives. Additionally, the city will utilize the LMS to support grant applications, inform development review processes, and guide post-disaster recovery and redevelopment decisions. This coordinated approach ensures that hazard mitigation principles are systematically embedded into local planning and decision-making processes.



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Section 5.01.02.04 Vulnerable Populations

Hazards do not affect the entire population the same. Therefore, special attention needs to be given to the more vulnerable populations. Please refer back to the overall County's Vulnerability for further explanation on these vulnerable populations. The table below displays the City of Crestview's vulnerable populations.

Table 5.01.02.04.1: Estimated Vulnerable Populations in the City of Crestview, (ACS 5-Year Estimates)

Population	Percent Population
Elderly	10.1%
Language Isolation	8.2%
Disabled	12.4%
Single Parent	12%
Poverty	1.2%
Minority	37%

Source: American Community Survey 5-Year Estimates (2019-2024)

Section 5.01.02.05 Repetitive Loss and Severe Repetitive Loss Properties

The Federal emergency Management Agency defines repetitive loss and severe repetitive loss properties as follows (44 CFR Part 77 § 77.2):

Repetitive loss structure means a structure covered under an NFIP flood insurance policy that:

- (1) Has incurred flood-related damage on 2 occasions, in which the cost of repair, on average, equaled or exceeded 25% of the value of the structure at the time of each such flood event; and
- (2) At the time of the second incidence of flood related damage, the contract for flood insurance contains increased cost of compliance coverage.

Severe repetitive loss structure means a structure that is covered under an NFIP flood insurance policy and has incurred flood-related damage:

- (1) For which 4 or more separate claims payments have been made under flood insurance coverage under subchapter B of this chapter, with the amount of each claim (including



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building and contents payments) exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or

(2) For which at least 2 separate flood insurance claims payments (building payments only) have been made, with cumulative amount of such claims exceeding the value of the insured structure.

The hazards of hurricanes, tropical storms, storm surge, flooding, and thunderstorms are responsible for repetitive/severe repetitive loss properties. Historically, these properties are more vulnerable to certain hazards than other structures in the County because they have already experienced significant flood damage. As of 2026 the City of Crestview does not have any repetitive loss properties; however, the LMS Committee will update this if this changes in the future.

Section 5.01.02.06 Hurricane and Tropical Storm

The City of Crestview is vulnerable to the damaging effects of tropical storms and hurricanes, even though it is located in the northern portion of the county and about 35 miles away from the coast. The City of Crestview would experience destruction in terms of wind damage and pockets of flooding due to the heavy rains. All structures within the City of Crestview's jurisdiction are susceptible to damage in the form of flooding due to heavy rains and strong storm surge. High winds can damage structures by removing roofs and siding, and create flying debris out of sources which are not anchored. The City of Crestview does not have designated evacuation zones for the different categories of hurricanes. This is due to their more northerly location away from the coastal areas by the Gulf of Mexico, which is where the storms typically make landfall. Historically, storms generate their power over bodies of water and lose their strength as they make landfall. Therefore, as the storm travels further north in the County, the communities are not impacted as severely as the coastal areas. The specific impacts of hurricanes and tropical storms on the City of Crestview are unable to be provided due to a lack of conducted studies.

Section 5.01.02.07 Flooding

This section of the LMS considers flooding that is a result of rainfall, which includes rain that occurs during a tropical storm or hurricane. The City of Crestview is vulnerable to flooding and susceptible to damage from this hazard. Localized roadway flooding from heavy rains is the most commonly observed type of flooding in the City of Crestview. During a hurricane, tropical storm or severe storm heavy rains might cause some homes to flood particularly in low lying areas or those with poor drainage systems. In the City of Crestview, there are 5 structures located in the AE flood zone and 0 structures in the A flood zone. The cumulative 'just value' of the structures in the AE and A flood zones is \$1,468,436. The following table depicts the amount of structures located in flood zones.

**City of Crestview****Table 5.01.02.07.1:** Structures Located in Flood Zones in the City of Crestview

	AE Flood Zone	Just Value	A Flood Zone	Just Value
Single Family	5	\$1,468,436	0	N/A

Source: Okaloosa County Department of Growth Management, 2025;
FEMA, 2021

Section 5.01.02.08 Dam Safety

The City of Crestview has 28 active permitted dams within its jurisdiction. There are other dams located just outside the City's jurisdictional boundary, and may cause flooding within or spill-over into the city, even though the dam is outside of the city limits. Most of these are small agricultural dams or retention ponds. The specific impacts of dam failure in Okaloosa County is unavailable because there have been no studies conducted on the impact that dam failure would have on the potentially affected areas. Only broad general impacts can be given, which provide an indication of what impacts are expected with dam failure. If one of these dams failed, the area surrounding the dam has to potential to experience flooding and agricultural losses, and may cause residential or highway flooding.

Section 5.01.02.09 Land Erosion

The City of Crestview is vulnerable to land erosion in some localized areas, and some structures are susceptible to damage from this hazard. The soil types and topography that leads to land erosion can be found in various parts of the City of Crestview. The areas that are most susceptible to land erosion are those with steep slopes and which have highly erodible soil types. Land erosion in the City of is generally caused by disturbed soils from construction activities and usually isolated to an area less than 1 acre in size.

Section 5.01.02.10 Severe Storms

In the tables below, the estimated cost of damage to residential and non-residential structures in the event of a severe storm is provided. The numbers and estimated value represents the total number of structures in the City of Crestview. Although it is highly unlikely that all structures will be impacted during a singular severe storm event, all structures are equally vulnerable to severe storms and so it was deemed appropriate to list all structures in the City of Crestview.

Table 5.01.02.10.1: Residential Structures Vulnerable to Severe Storms in the City of Crestview

Total:	SFR-Townhouse	Single-Family	Multi-Family
	818	8,641	206



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Just Value	\$138,996,951	\$1,917,471,390	\$236,873,655
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Source: Okaloosa County Department of Growth Management, 2025

Table 5.01.02.10.2: Other Structures Vulnerable to Severe Storms in the City of Crestview

Total:	Commercial	Government/ Institutional
	589	103
Just Value	\$406,789,157	\$105,310,143

Source: Okaloosa County Department of Growth Management, 2025

Since severe storms includes tornadoes, thunderstorms and lightning, and winter storms, the values listed in the tables above apply to all those special hazards.

Section 5.01.02.10.01 Tornado

The City of Crestview is vulnerable to tornadoes, and all structures within its jurisdiction are susceptible to the impacts of this hazard due to their unpredictable nature.

The areas within the City of Crestview that are most vulnerable to tornado damage are those with a high density or large population because the damage rate increases as a function of population density. The types of structures most vulnerable to tornado damage within the City of Crestview are poorly constructed housing, apartment complexes, and condominiums because of their size and densities. According to the Mapping for Emergency Management, Parallel Hazard Information System (MEMPHIS) study in 2005, nearly all of Okaloosa County, including the City of Crestview, has a medium risk, 1 in 250 per year, of a tornado event occurring.

Section 5.01.02.10.02 Thunderstorms and Lightning

The City of Crestview is vulnerable to thunderstorms and lightning, and all structures within its jurisdictions are susceptible to the damaging effects of wind, hail, and lightning associated with severe thunderstorms. Thunderstorm damage can include traffic accidents on wet roads, flash-flooding, lightning damage to electronics and structures, lightning strikes on people, and wind and hail damage to structures. According to the Mapping for Emergency Management, Parallel Hazard Information System (MEMPHIS) study in 2005, all of Okaloosa County, including the City of Crestview, has the threat of a thunderstorm or lightning event occurring, in terms of causing economic damage or loss of over \$50, of 1 in 50 per year.

Section 5.01.02.10.03 Winter Storms

The City of Crestview is vulnerable to winter storms, and all structures within its jurisdiction are susceptible to the effects of freezing temperatures. The City of Crestview is vulnerable to snow,



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freezing rain, icing and glazing events but because these events are so rare, the City of Crestview is unlikely to suffer serious damage from this hazard. The specific impacts of winter storms in the City of Crestview are unavailable because there have been no studies conducted regarding these hazards' impacts in the County. Only broad general impacts of this hazard can be given, which provide an indication of what impacts are expected with winter storms. The homes in the City of Crestview that are most vulnerable to winter storms are those with unprotected or under-protected water pipes and homes in which plumbing and insulation is inadequate. Unmitigated older structures and manufactured housing are also very vulnerable.

Section 5.01.02.11 Heat Wave and Drought

The City of Crestview is vulnerable to heat waves and drought. The specific impacts of heat waves and drought in the City of Crestview are unavailable because there have been no studies conducted regarding these hazards' impacts in the County. In addition, the nature of these hazards tends to only affect the populations without adequate cooling systems in their homes, low income, elderly, children, and outside workers. Only broad general impacts of these hazards can be given, which provide an indication of what impacts are expected with heat wave and drought. Everyone living within the City of Crestview is susceptible to heat exhaustion. All households are susceptible to power outages due to increased electricity demand during periods of extreme heat. Electrical system failures due to demand would only enhance problems for the entire population, especially for the vulnerable populations. All water bodies and municipal water supplies are susceptible to declining water levels and water shortages due to drought.

Section 5.01.02.12 Wildfire

The City of Crestview is vulnerable to wildfire. The majority of the acreage located within the municipality is urban or residential, but vast acres of open forest lands surround the City of Crestview, and these lands consists of natural vegetation historically related to the Longleaf Pine or upland Southeastern forests. Although the City of Crestview is susceptible to wildfire, as previously mentioned in the City's Hazard Assessment, it appears that the future risk of wildfire is low. The areas and populations that are most vulnerable to the danger and destruction of wildfire are the ones with inadequate infrastructure, inaccessibility to critical facilities or firefighting resource locations, and located in the wildland-urban interface. The following tables depict the structures with 'medium (levels 4-6)' to 'high (levels 7-9)' wildfire level of concern. Levels 0-3 were determined to be of such minimal to low vulnerability to wildfire they were not included in this assessment.

Table 5.01.02.12.1: Medium to High Wildfire Level of Concern for Residential Structures

Total:	SFR-Townhouse	Single-Family	Mobile Home	Multi-Family
Level 4	21	300	1	11
Just Value	\$3,713,725	\$72,371,987	\$171,144	\$18,514,959
Level 5	158	365	0	10
Just Value	\$25,804,872	\$91,483,959	\$209,916	\$15,655,813



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Level 6	5	77	2	1
Just Value	\$849,720	\$19,579,737	\$328,659	\$1,790,445
Level 7	29	991	0	23
Just Value	\$5,461,519	\$223,861,430	\$0	\$24,637,852
Level 8	2	172	0	15
Just Value	\$380,282	\$39,846,451	\$0	\$15,501,409
Level 9	4	21	0	1
Just Value	\$756,537	\$4,382,488	\$0	\$1,359,609

Source: Florida Division of Forestry and Okaloosa County Property Appraiser, 2025 (City of Crestview Staff generated table from overlaying the wildfire level of concern and property appraiser data)

Table 5.01.02.12.2: Medium to High Wildfire Level of Concern for Other Structures

Total:	Commercial	Government/ Institutional
Level 4	7	11
Just Value	\$6,220,707	\$36,372,509
Level 5	3	8
Just Value	\$25,929,495	\$25,499,075
Level 6	3	4
Just Value	\$1,050,869	\$14,299,991
Level 7	35	15
Just Value	\$50,095,553	\$44,025,850
Level 8	5	6
Just Value	\$5,914,049	\$17,721,541
Level 9	1	0
Just Value	\$195,170	\$0

Source: Florida Division of Forestry and Okaloosa County Property Appraiser, 2025 (Okaloosa County Staff generated table from overlaying the wildfire level of concern and property appraiser data)

Section 5.01.02.13 Other Hazards

As previously stated in the Risk Assessment, the following hazards, sinkholes, expansive soils, earthquake, avalanche, land subsidence, volcano, sea level rise, and tsunami have been determined to be a minimal risk to the City of Crestview. Therefore, the City's vulnerability to these



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hazards has not been assessed. If any of the hazards become a greater risk in the City of Crestview, then the LMS Committee will update this section to reflect those changes.

Section 5.01.02.14 Summary

The vulnerability assessment section of this LMS document highlighted how vulnerable the City of Crestview is to the identified hazards from the Risk Assessment. It discussed the vulnerable populations, repetitive loss properties, and structure and infrastructure damages associated with these hazards.



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Section 5.01.03 Critical Facilities

The following is a list of all critical facilities found inside the City of Crestview' city limits. It is to be noted that some critical facilities belong to and are maintained by other jurisdictions.

Section 5.01.03.01 Fire Stations

Site Name	Address	X-COORD	Y-COORD
CRESTVIEW STATION 1	203 W WOODRUFF AVE CRESTVIEW FL 32536	1317938.4	645060.2
CRESTVIEW STATION 2	2106 P J ADAMS PKWY CRESTVIEW FL 32536	1313718.375	628287.254
CRESTVIEW STATION 3	2106 P J ADAMS PKWY CRESTVIEW FL 32536	1321413.158	636301.522

Section 5.01.03.02 Law Enforcement

Site Name	Address	X-COORD	Y-COORD
CRESTVIEW PD	203 W WOODRUFF AVE CRESTVIEW FL 32536	1317828.966	644975.637
OKALOOSA CO CORRECTIONS	1200 JAMES LEE BLVD E CRESTVIEW FL 32539	1321957.199	646851.4
OKALOOSA CO SHERIFF NORTH	296 BRACKIN ST CRESTVIEW FL 32539	1321912.742	647795.831
OKALOOSA COUNTY 911	2110 P J ADAMS PKWY CRESTVIEW FL 32536	1313786.565	628264.013

Section 5.01.03.03 Government Centers

Site Name	Address	X-COORD	Y-COORD
COUNTY COURTHOUSE	101 JAMES LEE BLVD E CRESTVIEW FL 32536	1317600.83	646431.499
CRESTVIEW CITY HALL	198 N WILSON ST CRESTVIEW FL 32536	1318002.984	645118.845
HEALTH DEPARTMENT	810 JAMES LEE BLVD E CRESTVIEW FL 32539	1320987.67	647049.33



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Section 5.01.03.04 Hospitals

Site Name	Address	X-COORD	Y-COORD
NORTH OKALOOSA MEDICAL CENTER	151 E REDSTONE AVE CRESTVIEW FL 32539	1320593	637168.25

Section 5.01.03.05 Adult Congregate Living Facilities

Site Name	Address	X-COORD	Y-COORD
SHOAL CREEK REHAB CENTER	500 HOSPITAL DR CRESTVIEW FL 32539	1321083.377	636256.705
CRESTVIEW MANOR	603 N PEARL ST CRESTVIEW FL 32536	1317985.4	646987.213
PARTHENON OF CRESTVIEW	1849 E FIRST AVE CRESTVIEW FL 32539	1323750.25	647646.249
SILVERCREST MANOR NURSING HOME	910 BROOKMEADE DR CRESTVIEW FL 32539	1319671.75	635144.499
EDEN AT CRESTVIEW	575 W REDSTONE AVE CRESTVIEW FL 32536	1318166.63	637000.307

Section 5.01.03.06 Public Works Facilities

Site Name	Address	X-COORD	Y-COORD
CRESTVIEW PUBLIC WORKS YARD	715 FERDON BLVD N CRESTVIEW FL 32539	1319632.6	649504.399
CRESTVIEW WWTP	5101 ARENA RD CRESTVIEW FL 32536	1310317.2	637722.799
OKALOOSA CO PUBLIC WORKS AND FLEET OPERATIONS	2798 GOODWIN AVE CRESTVIEW FL 32539	1320922	638754.6

**City of Crestview****Section 5.01.03.07 Hurricane Shelters (See Note)**

Site Name	Address	X-COORD	Y-COORD
ANTIOCH ELEM SCHOOL	4700 WHITEHURST LN CRESTVIEW FL 32536	1305431.608	629444.843
DAVIDSON MIDDLE SCHOOL	6261 OLD BETHEL RD CRESTVIEW FL 32536	1320741.773	658408.71
RIVERSIDE ELEMENTARY SCHOOL	3400 E REDSTONE AVE CRESTVIEW FL 32539	1328524.999	637580.024
SHOAL RIVER MIDDLE SCHOOL	3200 E REDSTONE AVE CRESTVIEW FL 32539	1326955.018	637700.527

NOTE: It is not the intention of this plan that all shelters be opened in any given event. Opening of particular shelters will depend on the anticipated demand. Generally, only 5-7% of the evacuating public seeks refuge in a public shelter. This number could rise substantially in a short-notice event. The term "shelter" does not imply a guarantee of any level of safety. No such guarantees can be made in any hurricane. These shelters are intended as a place for the public to take refuge as they escape areas that are expected to suffer from dangerous storm surge. We do not automatically open all emergency shelters during an evacuation. Several factors determine which shelters will be open. Listen to local radio stations for updates.

Section 5.02.03.08 Temporary Housing Sites for Disaster Victims (See Note)

Site Name	Address	X-COORD	Y-COORD
SPANISH TRAIL PARK	201 STILLWELL BLVD CRESTVIEW FL 32539	1320851.6	650915.6

NOTE: Some of the sites listed above may be dual-use. It is not the intention of this plan that all the listed facilities would be opened as temporary shelters in any given event. Temporary living shelters would be opened as needed in geographic regions of the county. If additional sites are needed due to damage of those above or a heavy demand, any surviving school may be pressed into service under the provisions of Chapter 252, F.S.S.

Section 5.01.03.09 Mobile Home Parks and RV Campgrounds

Site Name	Address	X-COORD	Y-COORD
BROOKMEADE MOBILE HOME	429 BROOKMEADE DR CRESTVIEW FL 32539	1321523.25	637931.5
CRESTVIEW MOBILE PARK	864 E CHESTNUT AVE CRESTVIEW FL 32539	1321360.2	644934.2
CRESTVIEW RV PARK	4050 FERDON BLVD S CRESTVIEW FL 32536	1317270	631316.999
LONG DRIVE MOBILE HOME PARK	537 LONG DR LOT 1 CRESTVIEW FL 32539	1320721.2	649442.399

(All such sites are considered to be in a hurricane evacuation area due to their poor wind resistance. Damage Assessment Teams should attempt to visit these areas since damage is likely to be high in a major hurricane)



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Section 5.01.04 Mitigation Actions

The following are a list of mitigation actions performed by the City of Crestview through its Comprehensive Plan, Land Development Regulations, and other relative codes and policies to mitigate against each specific hazard. Also listed are the status of each action and which department is responsible for implementing the action.

Section 5.01.04.01 Hurricane and Tropical Storm

1. Support efforts to shutter critical facilities. (Responsible party: Maintenance) *Status: Up To Date*
2. Ensure the public is informed of pending conditions. (Responsible party: Police and Fire) *Status: As Needed*
3. Enforce Florida Building Codes for new structures. (Florida Building Codes) *Status: Ongoing*
4. Ensure adequate equipment exists to remove debris, clear roads, perform search and rescue functions, and otherwise respond and recover from hurricane impacts. (Responsible party: Public Services) *Status: Up to Date*
5. Ensure communications are wind and electrical-failure resistant to allow for 24/7 communications during the first 72 hours following a disaster. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Up to Date*
6. Ensure adequate and safe public risk shelters are available in all location in the County to prevent homelessness, including adequate dining facilities and to maintain sanitary conditions. (Responsible party: Okaloosa County Public Safety, private businesses)
7. Promote and support funding that allows for buildings to remain functional before, during and after a hurricane or tropical storm event in order to support the function of Okaloosa County Emergency Management's mandates. *Status: Ongoing*
8. Promote public awareness of hurricane and tropical storm hazards. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Ongoing*
9. Promote ways that private structure owners and landowners can mitigate using governmental or private sector investment. (Responsible party: Growth Management) *Status: Ongoing*
10. Ensure communications systems are capable to communicate during and following hurricanes/tropical storms. Also to include the ability to erect temporary repeaters to restore communications. (Responsible party: Okaloosa County Public Safety) *Status: Up to Date*
11. Ensure internet systems are redundant to ensure continued availability of disaster management software throughout the county. (Responsible party: Okaloosa County Public Safety; private businesses) *Status: Up to Date*
12. Support activities that educate the public about the dangers of hurricanes/tropical storms. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office. (Responsible party: Okaloosa County Public Safety, Police, Fire, and Planning and Zoning) *Status: Ongoing*



City of Crestview

13. Ensure roads are designed and engineered for the amount of wind, flooding and debris that can be expected from a hurricane or tropical storm event. (Responsible party: Public Services) *Status: Ongoing*

Section 5.01.04.02 Flooding

1. Ensure all future buildings are constructed to the Florida Building Code. (Land Development Code) *Status: Ongoing; for NFIP Compliance*
2. Ensure all future buildings are built with a minimum finished floor height of 1' above the established Base Flood Elevation on the Flood Insurance Rate Maps for those buildings located within the AE Flood Zones. (Land Development Code) *Status: Ongoing; for NFIP Compliance*
3. Ensure road are built and engineered for the amount of flooding that can be expected. (Land Development Code) *Status: Ongoing; for NFIP Compliance*
4. Promote the continued purchase of lands that are at high risk of flooding, with proper considerations of private property rights and constitutional requirements for just compensation, as appropriate. (FEMA) *Status: As Needed; for NFIP Compliance*
5. Provide opportunities for property owners to elevate existing structures, move them to higher ground, or to have properties purchased by local governments in order to reduce overall community vulnerability to flooding. (Land Development Code, FEMA) *Status: As Needed; for NFIP Compliance*
6. Ensure that all public buildings that serve first response and critical emergency/public needs, including recording/data collection and communication centers/infrastructure, are located outside of flood zones or flood prone areas. (FEMA) *Status: Up to Date; for NFIP Compliance*
7. Ensure communications systems are capable to communicate during and following flood events. (Responsible party: Police and Fire) *Status: Up to Date; for NFIP Compliance*
8. Maintain status as a NFIP community by enforcing both the NFIP requirements and additional criteria that exceeds the NFIP. (Land Development Code, FEMA) *Status: Ongoing*
9. Support activities that educate the public about the dangers of flooding. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office. (Responsible party: Police and Fire) *Status: Ongoing; for NFIP Compliance*
10. Ensure the public is informed of pending conditions. (Responsible party: Public Safety) *Status: As Needed; for NFIP Compliance*

Section 5.01.04.03 Dam Safety

1. Support efforts that document hazards and risks associated with structural and earthen dams and upkeep. (Responsible party: NWFLWMD) *Status: Ongoing*
2. Support efforts that create partnerships with property owners that promote the overall goal of communitywide and stream valley safety. (Responsible party: NWFLWMD) *Status: Ongoing*
3. Support efforts to produce hazard zone maps that depict flooding that could result from dam failure. (GIS) *Status: Ongoing*



City of Crestview

Section 5.01.04.04 Land Erosion

1. Implement the erosion control and stormwater management provisions of the City Code (Responsible party: Crestview Community Development Services Department)
2. Maintain City properties, rights-of-way, drainage systems, and other infrastructure in a manner that reduces susceptibility to erosion and unmanaged runoff (Responsible parties: Crestview Public Services and Community Recreation & Enrichment Services departments)

Section 5.01.04.05 Severe Storms

1. Ensure the public is informed of pending conditions. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: As Needed*
2. Ensure communications systems are capable to communicate during and following severe storms. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Up to Date*
3. Support activities that educate the public about the dangers of severe storms. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Ongoing*

Section 5.01.04.05.01 Tornado

1. Ensure communications systems are capable to communicate during and following tornados. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Up to Date*
2. Support activities that educate the public about the dangers of tornados and waterspouts. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Ongoing*
3. Ensure the public is informed of pending conditions. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: As Needed*

Section 5.01.04.05.02 Thunderstorms and Lightning

1. Ensure communications systems are capable to communicate during and following thunderstorms and lightning. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Up to Date*
2. Support activities that educate the public about the dangers of thunderstorms and lightning. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office. (Responsible party: Okaloosa County Public Safety, Police and Fire) *Status: Ongoing*



City of Crestview

3. Support activities to reduce the risk of loss of electronic equipment and structures due to lightning strike and electrical surge. (All City Departments in City of Crestview) *Status: Ongoing*
4. Ensure the public is informed of pending conditions. (Responsible party: Okaloosa County Public Safety) *Status: As Needed*

Section 5.01.04.05.03 Winter Storms

1. Ensure communications systems are capable to communicate during and following winter storms. (Responsible party: Police and Fire) *Status: Up to Date*
2. Support activities that educate the public about the dangers of winter storms. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office. (Responsible party: Police and Fire) *Status: Ongoing*
3. Ensure winter storm shelters are capable of providing heating systems. (Responsible party: Private resources, Churches) *Status: Not Applicable*
4. Reduce or eliminate the vulnerability to freezing or provide secondary heating or electrical systems for public facilities. (Responsible party: Public Services) *Status: Up to Date*
5. Ensure the public is informed of pending conditions. (Responsible party: Police and Fire) *Status: As Needed*

Section 5.01.04.06 Heat Wave and Drought

1. Ensure communications systems are capable to communicate during and following heat waves and droughts. (Responsible party: Police and Fire) *Status: Up to Date*
2. Support activities that educate the public about the dangers of heat waves and droughts. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office. (Responsible party: Police and Fire) *Status: Ongoing*
3. Ensure host shelters are capable of providing cooling systems. (Responsible party: Private resources, Churches) *Status: Not Applicable*
4. Ensure the public is informed of pending conditions. (Responsible party: Police and Fire) *Status: As Needed*

Section 5.01.04.07 Wildfire

1. Ensure communications systems are capable to communicate during and following wildfire events. (Responsible party: Police and Fire) *Status: Up to Date*
2. Ensure the public is informed of pending conditions. (Responsible party: Police, Fire, Florida Division of Forestry) *Status: As Needed*
3. Support activities that educate the public about the dangers of wildfire. Such activities should be coordinated with the County Public Safety Department, Emergency Management Office or the local fire department or the Florida Division of Forestry. (Responsible party: Police and Fire) *Status: Ongoing*



City of Crestview

4. Require new subdivisions plats and new commercial structures to designed and built to National Fire Codes. (Florida Building Codes) *Status: Ongoing*
5. Support activities that newly document or update maps, aerial photography, or other remote sensing imagery that shows degrees of risk for wildfire and utilize such data to focus mitigation activities against wildfire. (Responsible party: Florida Division of Forestry) *Status: Ongoing*
6. Support efforts that fire stations and their supporting equipment and personnel are adequate in terms of size, modernization, communications, in order to respond to situations by mitigating situations that are below acceptable standards to fight wildfires throughout the City and to provide mutual aid support in neighboring jurisdictions or counties. (Responsible party: Fire Department) *Status: Ongoing*
7. Support public and private mitigation efforts to provide fire hydrants to locations at risk along the urban/rural interface where water systems exist to provide such services. (Responsible party: Public Services and Fire Department) *Status: Ongoing*
8. Support mitigation efforts that would identify public measures that would help agricultural, forestry and silvicultural prevent or lessen the risk of wildfires. (Responsible party: Public Services and Fire Department) *Status: Ongoing*



City of Crestview

Section 5.01.05 Maps

Included in this section are maps of the City of Crestview. They include:

1. Critical Facilities..... 5.01-33
2. Evacuation Zones..... 5.01-34
3. Flood Zones..... 5.01-35
4. Repetitive Loss Properties..... 5.01-36
5. Surge Zones..... 5.01-37
6. Wildfire Level of Concern..... 5.01-38

City of Crestview Critical Facilities

- Parcel Lines
- Critical Facilities

Source: Okaloosa County
Public Safety, 2025

MAP PROJECTION:
Lambert Conformal Conic Projection
Spheroid: Flattened Earth (1983)
Datum: NAD83
Units: Feet
Scale: 1:25,000

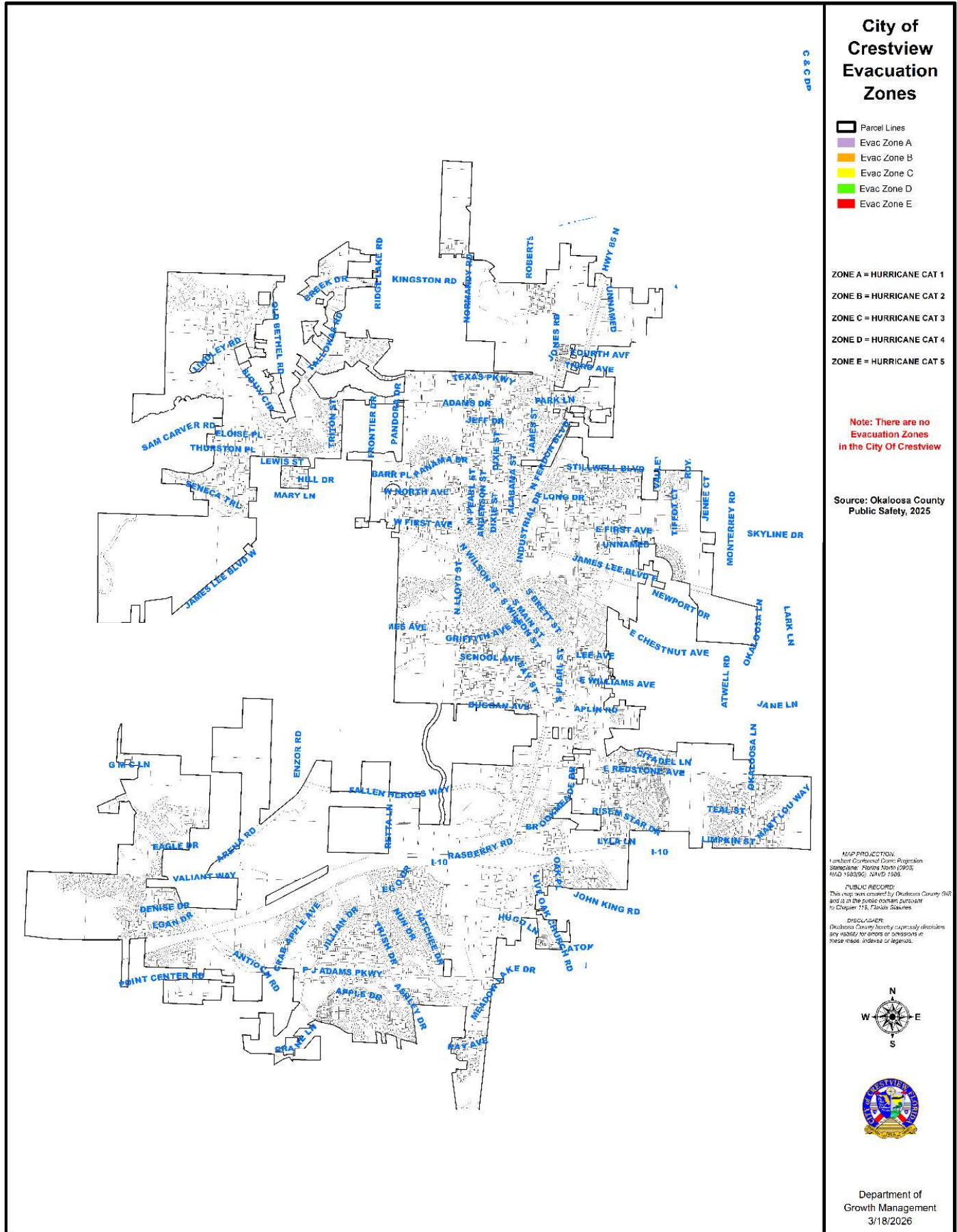
PUBLIC RECORD:
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DISCLAIMER:
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Department of
Growth Management
3/18/2026

5.01-33



City of Crestview Flood Zones

- Parcel Lines
- X 500 Year Flood Plain
- A 100 Year Flood Plain
- AE 100 Year Flood Plain
- VE 100 Year Flood Plain

Source: FEMA Map
Service Center,
March 9, 2021

MAP PROJECTION:
1. United States National Grid: Projection
Stateplane: Florida North (2903)
FIPS 1600/2903 NAD 83
2. This map was created by Okaloosa County GIS
and is in the public domain pursuant
to Chapter 119, Florida Statutes
DISCLAIMER:
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Department of
Growth Management
3/18/2026

CCCP

- The City of
Crestview
does not have
any Repetitive
Loss Properties
in its jurisdiction**

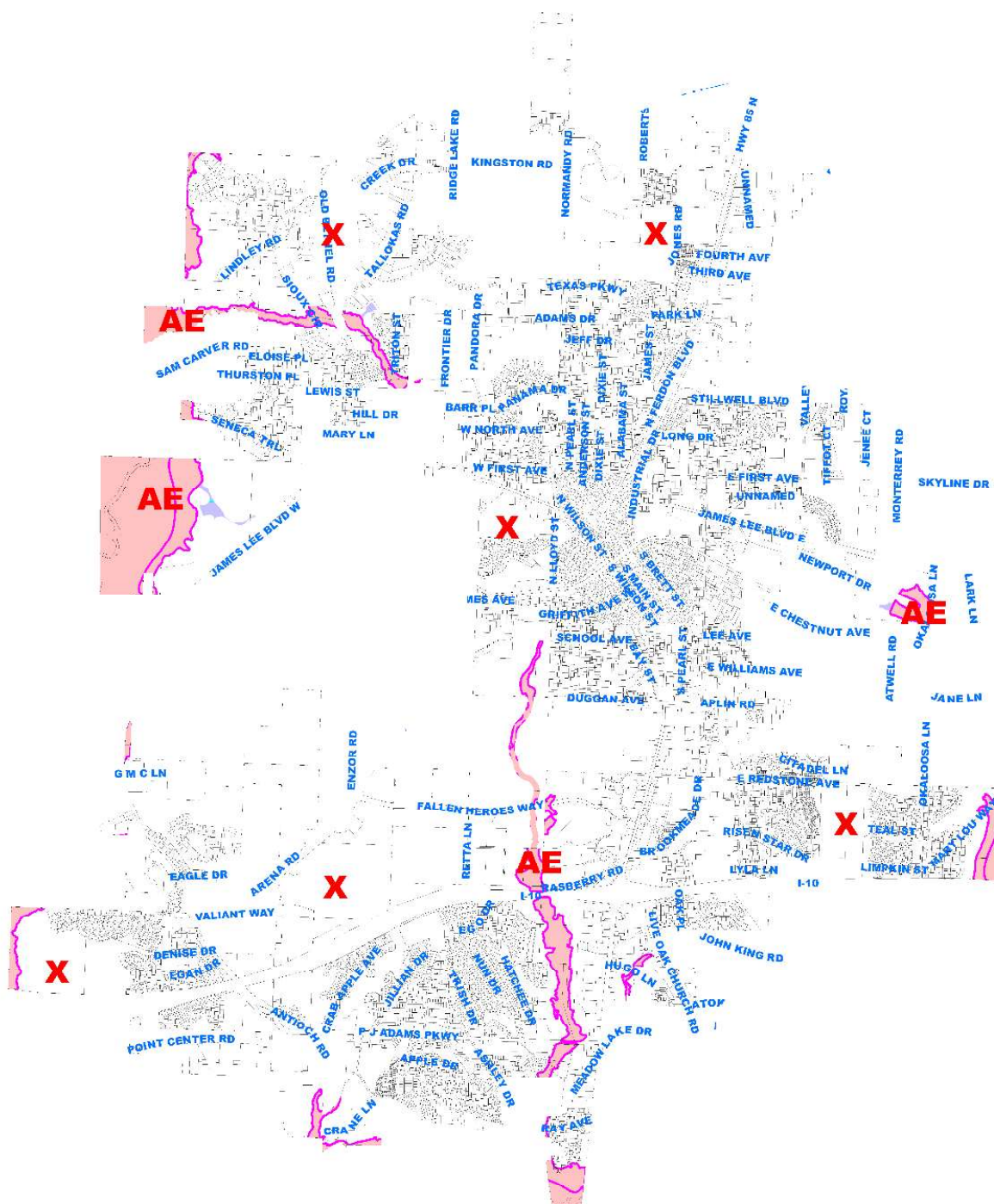
MAP PROJECTION:
Universal Transverse Mercator Projection
NAD 1983 (90), Florida North (9803)
NAD 1983 (90), NAD 1983

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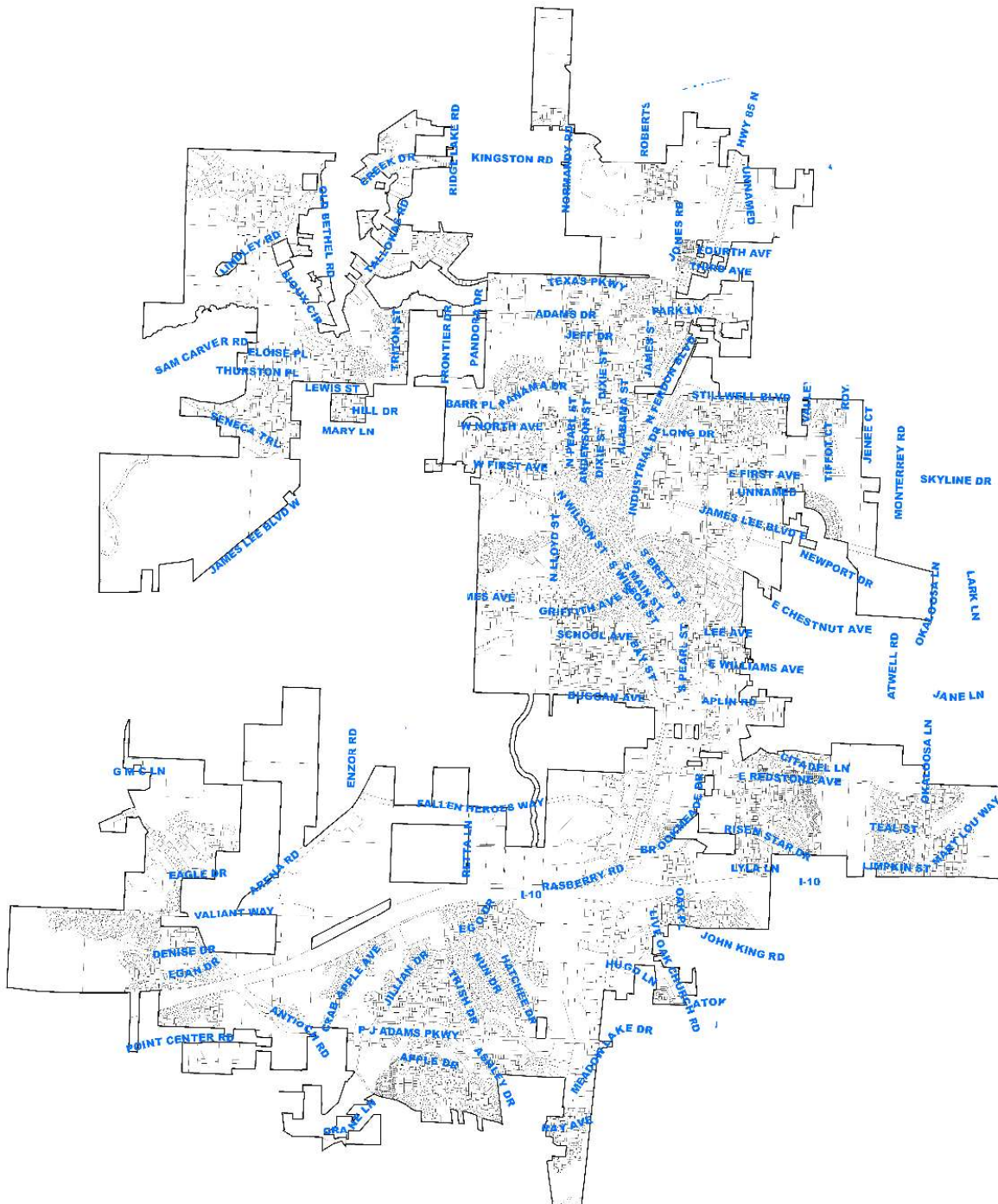
City of Crestview Surge Zones

C & C DP

- Parcel Lines
- Category 1
- Category 2
- Category 3
- Category 4
- Category 5

Note: There are no
Surge Zones
in the City Of Crestview

Source: West Florida
Regional Planning
Council, 2025



MIP PROJECTION:
Lambert Conformal Conic Projection
Spheroid: Clarke 1866
Datum: 1983
Units: US Feet
Scale: 1:25,000
NAD 1983

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Department of
Growth Management
3/18/2026

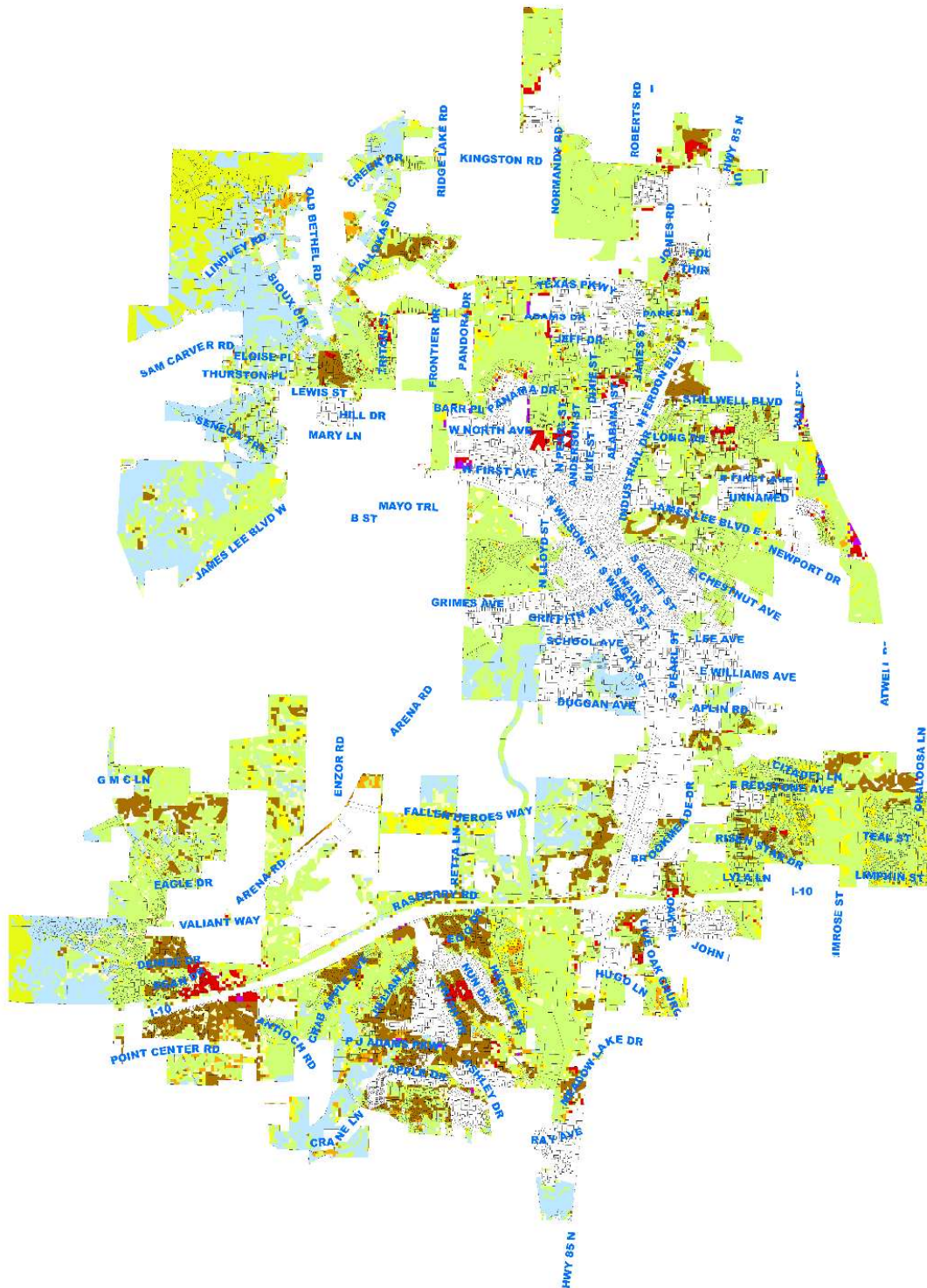
City of Crestview Wildfire Level of Concern

Parcel Lines

Level of Concern



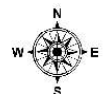
Source: Florida Division of Forestry, 2025



MAP PROJECTION:
Lambert Conformal Conic Projection
StatePlane Florida North (FPOB)
NAD 1983(2011) NAVD 1983

PUBLIC RECORD:
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Department of
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3/18/2026



City of Crestview

Section 5.01.06 Post Disaster Redevelopment Plan

The City of Crestview does not currently have a Post Disaster Redevelopment Plan therefore, the city will abide by the Okaloosa County Post Disaster Redevelopment Plan (PDRP) and submit the required data per the PDRP requirements.



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director
DATE: 08/20/2026
SUBJECT: Discussion – Cottage Food Home Occupations

BACKGROUND:

Following a surge in public interest and questions regarding operation of cottage food businesses, more specifically with accompanying food stands, as home occupations, the Council directed staff to draft language to allow and regulate such types of businesses. Currently, businesses conducting onsite retail sales, and businesses operating in accessory structures are not permissible.

DISCUSSION:

Following the Council's direction, staff began to draft an amendment to the Land Development Code which would solidify cottage food establishments as a permissible home business. Along with this allowance, staff has drafted regulations that would apply to the establishments. These regulations pertain to the location and size of accessory structures and signage, the hours of operation, parking, and ingress/egress. The full draft of regulations can be found below:

A. Cottage Food Establishments.

1. For the purposes of this section, Cottage Food Establishments are home-based businesses conducted in accordance with and compliance with §500.80, Florida Statutes.
2. Cottage Food Establishments are hereby allowed as a home occupation and are allowed to conduct on-site retail sales within the principal structure, as well as in temporary accessory structures.
3. The regulations of this subsection shall supersede the general requirements contained in 7.04.00(C). Where no regulation of a given type is provided in this subsection, the requirements within 7.04.00(C) shall prevail.
4. The following regulations shall apply to Cottage Food Establishments:
 - a. Any accessory structure associated with the operation of such business shall be temporary in nature, and shall be stored within a permanent structure or placed otherwise out-of-sight, and no sales shall be conducted, between sunset and sunrise as established by the U.S. Naval Observatory.
 - b. Any accessory structure associated with the operation of such business shall not be placed on any right-of-way or alley and shall be set back at least 10 feet from any property line.
 - c. Any accessory structure associated with operation of the business shall not exceed twenty (20) square feet in size and eight (8) feet in height.
 - d. Any signage associated with the business shall be affixed to the accessory structure and may not extend beyond the edge of any façade of such accessory structure.

- e. The business shall not allow parking of patrons' motor vehicles on any rights-of-way or alleys.
- f. The property on which the business is conducted shall provide adequate parking necessary to meet the demand of such business, with a minimum size of at least nine (9) feet in width and twenty (20) feet in length. Such parking area must be on a stabilized surface such as concrete or asphalt.
- g. The property shall not have any additional points of ingress or egress resulting from the business except those permissible to the principal use and structure, in accordance with this code and the City of Crestview Engineering Standards Manual.

Staff welcomes any suggestions for changes, or any additional concerns not specifically outlined in this language.

GOALS & OBJECTIVES

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

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

There is no financial impact anticipated from this item.

RECOMMENDED ACTION

Staff respectfully requests consensus to move forward with the draft language, considering any discussed changes.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Natasha Peacock, City Clerk
DATE: 08/20/2026
SUBJECT: Replacing Next Request(Public Records Portal)

BACKGROUND:

The Clerk's office will be in the process of updating our current public records portal from NextRequest to JustFOIA.

DISCUSSION:

Currently the City Clerk's office uses and has been using Next Request to handle the public records request that the City of Crestview receives. The portal is used to facilitate requests to the various different departments, process/charge payments and provided requested material if available. NextRequest does not have the available functions that are needed to assist departments in redacting, processing deposits then final amounts and tracking the request the City Clerk to the task of finding a better solution to meet the needs of those who work with this system on a daily basis. After speaking with other City Clerks and conducting my own research JustFOIA seemed to be equipped to handle our needs.

After reaching out to JustFIOA, speaking to a representative and going through a demonstration that included all departments, this seems to be a better option for the city as a whole. It offers a link for requests for the police department and a link for other general requests being that police public records requests are more in number than other requests. It offers a way for redaction to be done and reviewed- so that one person does the first redaction and a second person reviews the first to be sure nothing is missed before the final redaction. It offers a way of requesting a deposit upfront then requesting the rest of fees. It also gives a way of tracking the requests to be sure that it's not sitting at one person too long or department. It also allows to keep repeated requested monthly information or other requested information so that the clerk's office can easily respond to those types of requests. The change would help to ensure a better experience for the citizens and those who handle their departments public records request.

Unfortunately we cannot get those changes through the current system without additional charges on top of the reoccurring percentage increase or they do not have the capability to accommodate our requests for certain changes.

I have discussed the costs and potential budget impact with the City Manager and the Deputy Director of Finance. The proposed contract has also been reviewed by the City Attorney and the Finance Director.

The transition to the new system is expected to take approximately six to eight weeks, with implementation and use of the new system anticipated to begin in October.

While the cost of the new system will be higher than what the City currently pays, I believe this is an area where the principle of "you get what you pay for" applies. My goal is to be in a position to provide the best possible service to both our citizens and our employees.

The handling of public records is a sensitive and important responsibility, and I want to ensure that those records are managed accurately, securely, and in accordance with the appropriate requirements. I believe investing in a system that provides the necessary level of service and protection is in the best interest of the City and the community we serve.

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 \$12,000 cost for Year 1 has been factored into the FY 2027 budget.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve contracting with JustFOIA to use the City of Crestview's public record's portal and to cancel the current contract with NextRequest.

Attachments

1. MSA 24836 - City of Crestview
2. Addendum 1 to MSA 24836 - City of Crestview - 43261 (FINAL)

MASTER SERVICES AGREEMENT NO. 24836

This Master Services Agreement No. 24836 (this "**Agreement**") is effective on date of last signature ("**Effective Date**") and is made by and between MCCi, LLC, a Florida limited liability company, with its principal office located at 3717 Apalachee Parkway, Suite 201, Tallahassee, FL 32311 ("**Company**") and Client (defined herein). Company and Client may each be referred to individually herein as a "**Party**" or collectively as the "**Parties**".

The terms "**Client**" in this Agreement shall also include Client's "**Affiliates**," defined as a legal entity that directly or indirectly controls, is controlled by, or is under common control with the applicable Party. It is agreed that Client's Affiliates who are a party to the applicable Order (defined below) shall enjoy the same rights, benefits and obligations set forth in this Agreement as are applicable to Client.

As used in this Agreement, "Company" means the Company Affiliate providing the Services (defined below) to the Client in the applicable Order.

The Parties hereto intending to be legally bound hereby, agree as follows:

1. Scope of Service

Company and Client may develop and enter into one or more sales orders, attached hereto or incorporated by reference, incorporating a description of the specific goods and/or services requested by Client and agreed to be performed or otherwise provided by Company (and as modified in writing by the Parties, each an "**Order**"). Company will provide to Client those goods and/or services described as its obligation in the Order (collectively, the "**Services**"). If applicable, each Order will also describe items specifically required to be delivered by Company to Client (each a "**Deliverable**"), and the acceptance criteria, if any, for each of the Deliverables. Further, each Order will set forth, among other things, tasks to be performed by the Parties and roles and responsibilities of each Party. Each Order shall specifically identify this Agreement and indicate that it is subject to the terms hereof. Unless provided to the contrary in the applicable Order, to the extent there are any conflicts or inconsistencies between this Agreement and any Order or Client purchase order, except in regard to Sections 2 or 3 herein, the provisions of the applicable Order shall govern and control. Use of pre-printed forms, including, but not limited to email, purchase orders, shrink-wrap or click-wrap agreements, except those that may appear in the applicable Order, acknowledgements or invoices, is for convenience only and all pre-printed terms and conditions stated thereon, except as specifically set forth in this Agreement, are void and of no effect. No amendment or modification to this Agreement will be valid unless set forth in writing and formally approved by authorized representatives of both parties. To the extent that there are any conflicts or inconsistencies between this Agreement and any Client-entered third-party government purchasing agreement ("**Purchasing Vehicle**"), the provisions of the Purchasing Vehicle shall govern and control.

No change order, notice, direction, authorization, notification or request (each a "**Change Order**") will be binding upon Client or Company, nor will such Change Order be the basis for any claim for additional compensation by Company, until Client and Company have agreed in writing to the same.

Each Company Affiliate will only be liable for those obligations expressly set forth in the applicable Order to which it is a party and the applicable Affiliate will invoice client for the same. In no event will a Company Affiliate be liable for any of the obligations or liabilities of any other Company Affiliate pursuant to this Agreement.

2. Fees

Client shall pay to Company the fees and other compensation and or reimbursement set forth in each Order. The Client acknowledges that it may incur expenses as associated with non-refundable items (e.g., airline tickets, training/install charges, hotel reservations, rental cars, and the like), in the event that (i) Client cancels or reschedules performance, after Company has made the applicable arrangements; or (ii) If Client is not prepared upon Company's arrival, which results in cancellation, delays, and/or the need to reperform any Deliverables.

3. Invoicing and Payment

Unless otherwise stated in an Order, Company will invoice Client for all fees, charges and reimbursable expenses on a monthly basis and upon completion of each Order.

Client agrees to pay all undisputed invoices and undisputed portions of a disputed invoice in full within thirty (30) days from the date of each invoice. Failure to pay invoices by the due date, unless Company has been informed by said due date that an invoice is being contested and the reason therefor, may result in the imposition of interest charges to the extent allowable by law as well as any associated legal and collection fees incurred.

In all events, Client shall be liable for full payment for Services and/or Deliverables and reimbursement of Company's expenses incurred through the effective date of termination. If Client cancels or suspends an Order, pursuant to this Agreement and only if allowed hereunder, between completed milestones, Company will invoice Client for a pro-rated share of the completed portion of each milestone(s) for Deliverables performed through the date of such termination or delay. If Services are resumed or Deliverables continued, Company will recommence invoicing per the applicable Order.

To the extent that Client is not exempt and/or has not communicated its tax status to Company, Client further agrees to pay amounts equal to any federal, state or local sales, use, excise, privilege or other taxes or assessments, however designated or levied, relating to any amounts payable by Client to Company under this Agreement or any other Agreement between the Parties, exclusive of taxes based on Company's net income or net worth. Client understands and accepts that any pricing set forth in an Order does not include such taxes.

Payments for recurring software maintenance support, subscriptions and/or other service packages ("**Recurring Services**" or "**Annual Services**") are non-refundable.

4. Term and Termination

This Agreement will commence on the Effective Date and will be effective for the longer of (i) a one (1) year period or (ii) the term of the original Order and will continue for one (1) year periods and continue in full force and effect, unless terminated by either Party as set forth below. Notwithstanding the foregoing, if at any point an Order, Recurring Services, or similar underlying work document be active, then the terms of this Agreement shall govern the Order or similar underlying work document until termination or expiration of the same. Termination of this Agreement or any Order hereunder may occur upon any of the following:

- (a) Thirty (30) days after a Party's receipt of written notice from the other Party that this Agreement or the Services, in whole or in part under an Order, shall be terminated; provided, however, that termination or cancellation of any third-party Recurring Services procured under an Order shall be governed by the cancellation/notification terms set forth in the applicable EULA or then current third-party policies, which may require a different notice period; or
- (b) Thirty (30) days after a Party notifies the other in writing that they are in breach or default of this Agreement, unless the breaching Party cures such breach or default within such thirty (30) day period; or
- (c) Fifteen (15) days after the filing of a petition in bankruptcy by or against either Party, any insolvency of a Party, any appointment of a receiver for such Party, or any assignment for the benefit of such Party's creditors (a "**Bankruptcy Event**"), unless such Party cures such Bankruptcy Event within the fifteen (15) day period; or
- (d) If Client is a city, county, or other government entity the following applies: If Client's governing body fails to appropriate sufficient funds to make payments due and to become due during Client's next fiscal period, Client may, subject to the terms herein, terminate the applicable Order as of the last day of the fiscal period for which appropriations were received (each an "**Event of Non-appropriation**"). Client agrees to deliver notice of an Event of Non-appropriation to Company at least 30 days prior to the end of Client's then-current fiscal period, or if an Event of Non-appropriation has not occurred by that date, promptly upon the occurrence of any such Event of Non-appropriation. If this Agreement is terminated following an Event of Non-appropriation, Client agrees (but only to the extent permitted by applicable law) that, for a period of one (1) year from the effective date of such termination, Client shall not purchase or otherwise acquire any technology performing functions similar to those performed by the Recurring Services from a third party.

Notwithstanding anything to the contrary, despite expiration, non-renewal, or termination of this Agreement, unless the Parties have executed a master agreement that supersedes this Agreement, if at any time there is any active Order, or Company is providing any services to Client, the terms of this Agreement will continue to apply to the applicable Order or services.

5. Working Arrangements

All Services shall be performed remotely, unless otherwise agreed to by the Parties.

Client will ensure that all Client's personnel, vendors, and/or subcontractors who may be necessary or appropriate for the successful performance of the Services and/or delivery of a Deliverable will, on reasonable notice: (i) be available to assist Company Personnel by answering business, technical and operational questions and providing requested documents, guidelines and procedures in a timely manner; (ii) participate in the Services as reasonably necessary for performance under an Order; and (iii) be available to assist Company with any other activities or tasks required to complete the Services in accordance with the Order.

6. Company Personnel

Neither Company nor its Personnel (defined below) are or shall be deemed to be employees of Client but instead are independent contractors to Client. Company shall be responsible for the compensation of its Personnel, in addition to any applicable employment taxes, workmen's compensation and any other taxes, insurance or provisions associated with the engagement of such Personnel.

In addition, Company shall be responsible for all acts or omissions of its Personnel.

Company may utilize independent subcontractors in satisfying its obligations under this Agreement (collectively with Company employees "**Personnel**"). Company remains responsible for all acts and omissions of all Personnel.

Upon receipt of notice from Client that any Company Personnel is not suitable, Company shall remove such person from the performance of Services and will provide a qualified replacement as quickly as reasonably possible.

Unless a particular Company Personnel member has been identified as a key resource to the relevant Order, Company at its sole discretion may reassign, if and as necessary, other appropriately qualified Company Personnel to the relevant Order as long as such assignment will not affect Company's fee for the Services defined or ability to satisfy its Deliverables.

Neither Party is a legal representative of the other nor does a Party have the authority, either express or implied, to bind or obligate the other in any way.

7. Non-Solicitation

To the extent permitted by law, during the term of this Agreement and for a period of twelve (12) months thereafter, neither Party shall knowingly (i) induce or attempt to induce any then-current employee or independent contractor of the other Party to terminate his or her employment or other relationship with the non-soliciting Party or (ii) solicit or hire any former employee or independent contractor that had been employed or engaged by the non-soliciting Party during the previous twelve (12) months. Notwithstanding the foregoing, either Party may solicit for employment, offer employment to, employ, or engage as a consultant or advisor, any of the other Party's personnel who: (i) had no previous direct contact with the soliciting Party's personnel in connection with, and during the performance of, the Services hereunder, or (ii) have responded to a general, publicly-available advertisement for employment by the hiring Party (including its Affiliates), or (iii) make unsolicited approaches or inquiries to such Party (including its Affiliates) regarding employment opportunities. The current engaging Party, in its sole discretion, may waive this provision in writing for an individual. Except for government entities, In consideration for such waiver, the soliciting Party agrees to pay a placement fee equal to fifty (50) percent of such person's new total annual compensation. This placement fee shall be due immediately upon such person's commencement of services.

8. Data Privacy

In the event that Company, in the course of providing Services to Client, receives, stores, maintains, processes or otherwise has access to "**Personal Information**" (as defined by the State Data Protection Laws (defined below) and/or European Union Directives, and including, but not limited to, an individual's name and social security number, driver's license number or financial number) then Company shall safeguard this information in accordance with these laws. Company may disclose Personal Information and other Client provided information for business purposes only on a need-to-know basis and only to (i) Company Personnel, (ii) any third-party service providers that have agreed to safeguard Personal Information and other Client provided information in a like manner as Company safeguards such information, and (iii) with other entities authorized to have access to such information under applicable law or regulation. Company may disclose Personal Information when necessary to protect its rights and property, to enforce its terms of use and legal agreements, as required or permitted by law, or at the request of law enforcement authorities and the courts, and pursuant to a subpoena. Company shall have no duty to notify Client of such compliance with law. Company takes reasonable and appropriate measures to maintain the confidentiality and security of Personal Information and to prevent its unauthorized use or disclosure. To the extent that Company experiences a Security Breach as defined under the applicable State Data Protection Laws for information generated in connection with this Agreement or any Order hereto, Company shall notify Client in writing within five (5) business days of confirming the same.

9. Confidential Information

The Parties acknowledge that in the course of Company providing Services for Client hereunder, each may receive Confidential Information (as defined below) of the other Party. Any and all Confidential Information in any form or media obtained by a Recipient (defined below) shall be held in confidence and shall not be copied, reproduced, or disclosed to third parties for any purpose whatsoever except as necessary in connection with the performance hereunder. Each Recipient further acknowledges that it shall not use such Confidential Information for any purposes other than in connection with the activities contemplated by this Agreement. All consultants assigned by Company to Client will sign appropriate forms of confidentiality agreements on or prior to their start date.

"**Confidential Information**" means any and all confidential information of a Party disclosed to the other Party, including, but not limited to, research, development, proprietary software, technical information, techniques, know-how, trade secrets, processes, clients, employees, consultants, pricing information and financial and business information, plans and systems. Confidential Information shall not include information which: (i) was known to the Party receiving the information (the "**Recipient**") prior to the time of disclosure by the other Party (the "**Disclosing Party**"); (ii) at the time of disclosure is generally available to the public or after disclosure becomes generally available to the public through no breach of this Agreement or other wrongful act by the Recipient; (iii) was lawfully received by Recipient from a third party without any obligation of confidentiality; or (iv) is required to be disclosed by law or order of a court of competent jurisdiction or regulatory authority.

The obligations set forth in this Section shall survive termination of this Agreement for a period of three (3) years thereafter.

10. Intellectual Property

Unless otherwise specified in any Order, or subject to a third-party license agreement, title to all materials, Services, and/or Deliverables, including, but not limited to, reports, designs, programs, specifications, documentation, manuals, visual aids, and any other materials developed and/or prepared for Client by Company under any Order, to the extent that the same are custom and unique in application to Client, (whether or not such Order is completed) ("**Works**"), and all interest therein shall vest in Client and shall be deemed to be a work made for hire and made in the course of the Services rendered hereunder. Company shall retain a non-exclusive, royalty-free, world-wide, perpetual license to use, sell, modify, distribute, and create derivative works based upon any of the foregoing Works in its information technology professional services business, provided that in so doing Company shall not use or disclose any Client Confidential Information or Deliverables custom and unique to Client. To the extent that title to any such Works may not, by operation of law, vest in Client or such Works may not be considered works made for hire, all rights, title and interest therein are hereby irrevocably assigned to Client. All such Works shall belong exclusively to Client, except as set forth herein, with Client having the right to obtain and to hold in its own name, copyrights, registrations, or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof. Company agrees to give Client and any person designated by Client, reasonable assistance, at Client's expense, required to perfect the rights defined in this Section. Unless otherwise requested by Client, upon the completion of the Services to be performed under each Order or upon the earlier termination of such Order, Company shall promptly turn over to Client all Works and Deliverables developed pursuant to such Order, including, but not limited to, working papers, narrative descriptions, reports, and data.

Notwithstanding the foregoing, the following shall not constitute the property of Client: (i) Company software, including but not limited to any proprietary code (source and object), or that which is subject to third-party license agreements with Company and/or Client; (ii) those portions of the Deliverables which include information in the public domain or which are generic ideas, concepts, know-how and techniques within the computer design, support and consulting business generally; and (iii) those portions of the Deliverables which contain the computer consulting knowledge, techniques, tools, routines and sub-routines, utilities, know-how, methodologies and information which Company had prior to or acquired during the performance of its Services for Client and which do not contain any Confidential Information of Client conveyed to Company. Should Company, in performing any Services hereunder, use any computer program, code, or other materials developed by it independently of the Services provided hereunder ("**Pre-existing Work**"), Company shall retain any and all rights in such Pre-existing Work. Company hereby grants Client a paid up, royalty free, world-wide, non-exclusive license to use outputs generated by the Company software and Pre-existing Work for its internal business needs for the term of each applicable Order.

Client understands and agrees that Company may perform similar services for third Parties using the same Personnel that Company may use for rendering Services for Client hereunder, subject to Company's obligations respecting Client's Confidential Information.

11. Warranty

(a) General Representation and Warranty.

Client represents and warrants that it shall have all rights and licenses, including, without limitation those related to data, software and the like, of third parties, necessary or appropriate for Company to access or use such data and/or third-party products and agrees to produce evidence of such rights and licenses upon the reasonable request of Company.

(b) Services Warranty.

EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, THE APPLICABLE EXHIBITS AND/OR ORDERS, COMPANY DOES NOT MAKE OR GIVE ANY REPRESENTATION OR WARRANTY, WHETHER SUCH REPRESENTATION OR WARRANTY BE EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, QUALITY, OR FITNESS FOR A PARTICULAR PURPOSE OR ANY REPRESENTATION OR WARRANTY FROM COURSE OF DEALING OR USAGE OF TRADE.

(c) General Warranty.

Company shall perform the Services in compliance with all applicable federal and state laws and regulations and industry codes, including but not limited to (i) federal and state anti-kickback laws and regulations, (ii) federal and state securities laws, meaning that Company agrees that Client may be a publicly traded company and Company shall instruct Company Personnel that federal and state securities laws prohibit the purchase, sale, or pledge of Client stock while in possession of any material, non-public information, (iii) the Foreign Corrupt Practices Act of 1977, (iv) federal and state privacy and data protection laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act (collectively, "**State Data Protection Laws**"), and (v) Company also represents that it uses E-Verify to verify the work authorization of all newly hired employees.

12. Indemnification and Limitation of Liability

(a) Indemnification.

To the extent caused by Company, Company shall indemnify, defend, and hold Client harmless against any loss, damage, or costs (including reasonable attorneys' fees) in connection with third party claims, demands, suits, or proceedings ("**Claims**") for bodily injury or tangible property damage arising out of Company's performance within the scope of its responsibilities under this Agreement or by a third-party alleging that the use of any Deliverable (expressly excluding third party software and/or cloud host provider) as provided to Client under this Agreement or any Order hereto and used in accordance with this Agreement and relevant documentation, infringes any third party's intellectual property rights perfected in the United States. Notwithstanding the foregoing, Company shall not be required to indemnify Client to the extent the alleged infringement: (i) is based on information or requirements furnished by Client, (ii) is the result of a modification made by an entity other than Company, or (iii) arises from use of a Deliverable in combination with any other product or service not provided or approved in writing by Company. If Client is enjoined from using the Deliverable or Company reasonably believes that Client will be enjoined, Company shall have the right, at its sole option, to obtain for Client the right to continue use of the Deliverable or to replace or modify the same so that it is no longer infringing. If neither of the foregoing options is reasonably available to Company, then this Agreement may be terminated at either Party's option, and Company's sole liability shall be subject to the limitation of liability provided in this Section.

(b) Indemnification Procedure.

Client shall give Company (i) prompt written notice of the Claim; (ii) sole control of the defense and settlement of the Claim (provided that Company may not settle any Claim unless it unconditionally releases Client of all liability and does not otherwise negatively impact Client's rights, including, without limitation, those in its intellectual property); and (iii) at Company's cost, all reasonable assistance.

(c) Limitation of Liability.

Except for a breach of intellectual property rights, a third party's end user and/or terms of use agreement, and to the extent caused by the applicable Party:

TO THE EXTENT ALLOWABLE BY STATE LAW APPLICABLE TO CLIENT:

(i) IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR SPECIAL, EXEMPLARY, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST REVENUES, PROFITS, SAVINGS OR BUSINESS) OR LOSS OF RECORDS OR DATA, WHETHER OR NOT THE POSSIBILITY OF SUCH DAMAGES HAS BEEN DISCLOSED TO SUCH PARTY IN ADVANCE OR COULD HAVE BEEN REASONABLY FORESEEN BY SUCH PARTY, AND WHETHER IN AN ACTION BASED ON CONTRACT, WARRANTY, STRICT LIABILITY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR OTHERWISE.

EXCEPT FOR A PARTY'S PAYMENT OBLIGATIONS; (ii) EACH PARTY'S MAXIMUM AGGREGATE LIABILITY FOR ALL CLAIMS, LOSSES, OR OTHER LIABILITY ARISING OUT OF, OR CONNECTED WITH, THIS AGREEMENT, THE SERVICES, DELIVERABLES AND/OR SOFTWARE PROVIDED HEREUNDER OR CLIENT'S USE OF ANY SUCH SERVICES, DELIVERABLES, AND/OR SOFTWARE, AND WHETHER BASED UPON CONTRACT, WARRANTY, STRICT LIABILITY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR OTHERWISE, SHALL IN NO CASE EXCEED THE AGGREGATE AMOUNTS PAID TO COMPANY BY CLIENT UNDER THE APPLICABLE ORDER, GIVING RISE TO SUCH CLAIM DURING THE LAST TWELVE (12) MONTHS. UNLESS PROVIDED OTHERWISE IN AN ORDER, THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL AGREEMENTS BETWEEN THE PARTIES, REGARDLESS OF WHETHER EXECUTED PRIOR TO OR SUBSEQUENT TO THIS AGREEMENT.

EACH PARTY'S ENTIRE LIABILITY AND CLIENT'S REMEDIES UNDER THIS AGREEMENT SHALL BE SUBJECT TO THE LIMITATIONS CONTAINED IN THIS SECTION. THE LIMITATIONS ON WARRANTY AND LIABILITY SPECIFIED IN THE WARRANTY AND INDEMNIFICATION AND LIMITATION OF LIABILITY SECTIONS HEREOF WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

The Parties acknowledge that the limitation of warranties and liabilities as set out in this Agreement are an essential basis of this Agreement and that the prices agreed to be paid by Client for Services reflect these limitations.

13. Insurance

During the term of this Agreement, Company shall carry, at its sole expense, insurance coverage to include at a minimum the following:

- Workers Compensation: State statutory limits and \$1,000,000 employers' liability
- Comprehensive General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate
- Professional Liability and Errors & Omissions: \$1,000,000 per occurrence and \$3,000,000 in the aggregate
- Cyber and Technical Errors and Omissions: \$3,000,000 in the aggregate

Company, at Client's request, will name Client as an additional insured under the Comprehensive General Liability policy. Company represents that Client is automatically included as an additional insured under the Errors and Omissions and Cyber and Technical Errors and Omissions policies for vicarious liability, but no modified certificate of insurance will be provided.

14. Notices

All notices, demands, and other communications required or permitted hereunder or in connection herewith shall be in writing and shall be deemed to have been duly given if delivered (including by receipt verified electronic transmission) or five (5) business days after mailed in the Continental United States by first class mail, postage prepaid, to a Party at the following address, or to such other address as such Party may hereafter specify by notice:

<u>If to Company</u>	<u>If to Client:</u>
MCCI, LLC	City of Crestview
3717 Apalachee Parkway	198 North Wilson Street
Suite 201	Crestview, Florida 32536
Tallahassee, FL 32311	Attn: Jessica Leavins
Attn: Legal Department	Email: citymanager@cityofcrestview.org
Email: legal@mccinnovations.com	

15. Miscellaneous

(a) EULA (End User License Agreement) Provisions.

Client acknowledges that they are responsible for adhering to any third-party End User License Agreements, acceptable use policies, and/or terms and conditions or similar requirements ("EULA"). This applies, without limitation, to MCCI affiliate licensed software regardless of the means of provision. Except for a Company Affiliate providing the foregoing, Company shall not be responsible for such products except related services provided directly by Company. Client shall be responsible for timely notification to Company for cancellation of any third-party products or services in accordance with the third-party's applicable EULA, product-specific terms outlined in the relevant Order, addendum, or then current policy. Client shall remain liable for any fees, penalties, or obligations

(b) Use of Open-Source Code.

Except as disclosed in the Order, Company does not distribute nor otherwise use any open-source or similar software in a manner that would obligate Company to disclose, license, make available or distribute any of its material proprietary source code as a condition of such use. For purposes of this Agreement, "**Open Source**" shall mean any software or other Intellectual Property that is distributed or made available as "open-source software" or "free software" or is otherwise publicly distributed or made generally available in source code or equivalent form under terms that permit modification and redistribution of such software or Intellectual Property. Open Source includes, but may not be limited to, software that is licensed under the GNU General Public License, GNU Lesser General Public License, Mozilla License, Common Public License, Apache License, or BSD License, as well as all other similar "public" licenses.

(c) Client Software Customizations.

Client may choose to customize their software internally without Company's help. Company is not responsible for any damages caused by Client's customization of the software. Company will not be held responsible for correcting any problems that may occur from these customizations.

(d) Company Software Configuration Services.

Client may elect to contract with Company to configure Client's software. In these situations, Client acknowledges they are responsible for testing all software configurations and as such, waives any and all liability to Company for any damages that could be related to these software configurations.

(e) Compliance with Laws.

To the extent applicable to the Parties each Party shall comply with and give all notices required by all applicable federal, state, and local laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on use of the Services, Deliverables and/or software and the performance of this Agreement.

(f) Equal Opportunity.

To the extent applicable to the Parties each shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a), and the posting requirements of 29 CFR Part 471, appendix A to subpart A, if applicable. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin.

(g) Excluded Parties List.

To the extent required by law and applicable to Client, Company agrees to promptly report to Client if an employee or contractor is listed by a federal agency as debarred, excluded or otherwise ineligible for participation in federally funded health care programs.

(h) Boycotts.

Company is not engaged in and will not engage in a boycott prohibited under United States and/or applicable State laws.

(i) E-Verify

Company uses E-Verify to verify the work authorization of all newly hired employees.

(j) Force Majeure.

If either of the Parties hereto are delayed or prevented from fulfilling any of its obligations under this Agreement by force majeure, said Parties shall not be liable under this Agreement for said delay or failure. "Force Majeure" means any cause beyond the reasonable control of a Party including, but not limited to, an act of God, an act or omission of civil or military authorities of a state or nation, epidemic, pandemic, fire, strike, flood, riot, war, delay of transportation, or inability due to the aforementioned causes to obtain necessary labor, materials or facilities.

(k) Audit Rights.

With reasonable notice and at a convenient location, Client will have the right to audit Company's records to verify the accuracy of invoicing to Client.

In addition, should any of Client's regulators legally require access to audit the Services, Company will, to the extent legally required by such regulators, provide access for the same. All results of such audits shall be Company Confidential Information.

Client shall bear all costs associated with audits.

(l) Assignment.

Neither Party may assign or otherwise transfer any of its rights, duties, or obligations under this Agreement without the prior written consent of the other Party. Either Party, however, without any requirement for prior consent by the other, may assign this Agreement and its rights hereunder to any entity who succeeds (by purchase, merger, operation of law or otherwise) to all or substantially all of the capital stock, assets, or business of such Party, if the succeeding entity agrees in writing to assume and be bound by all of the obligations of such Party under this Agreement. This Agreement shall be binding upon and accrue to the benefit of the Parties hereto and their respective successors and permitted assignees.

(m) Modification.

This Agreement may be modified only by a written amendment executed by duly authorized officers or representatives of both Parties.

(n) Provisions Severable.

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, then such provision shall be severed from this Agreement and the remaining provisions will continue in full force.

(o) Dispute Resolution.

Should a dispute arise between Company and Client involving their respective responsibilities, limitations, or the working relations between the Parties under this Agreement or any Order, then the Parties will make reasonable efforts to amicably resolve the dispute. Prior to entering arbitration as set forth below, the Parties agree that any dispute will initially be referred to their senior management for resolution within ten (10) business days of receipt of notice specifying and asking for the intervention of the Parties' superiors. If the dispute is still unresolved after such ten (10) business day period, the Parties agree, at the written request of either Party, to submit the dispute to a single arbitrator for resolution by binding arbitration under the rules of the American Arbitration Association, and that any award of the arbitrator shall be enforceable under any court having jurisdiction thereof. In any such action, the Parties will bear their own costs and will share equally in the costs and fees assessed by the American Arbitration Association for its services.

(p) Interpretation.

The descriptive headings of this Agreement and of any Order under this Agreement are for convenience only and shall not affect the construction or interpretation of this Agreement. As used herein, "include" and its derivatives (including, "e.g.") shall be deemed to mean "including but not limited to." Each Party acknowledges that this Agreement has been the subject of active and complete negotiations, and that this Agreement should not be construed in favor of or against any Party by reason of the extent to which any Party or its professional advisers participated in the preparation of this Agreement.

(q) Publicity.

Company may use the name of Client, the existence of this Agreement and the nature of the associated services provided herein for marketing purposes, except that such use shall not include any Client Confidential Information as defined in this Agreement.

(r) Entire Agreement.

This Agreement and all Order(s) attached hereto constitute the complete and exclusive statement of the agreement between the Parties and supersedes all proposals, oral or written, and all other prior or contemporaneous communications between the Parties relating to the subject matter herein.

(s) Counterparts.

This Agreement may be executed in several counterparts, each of which will be deemed an original, and all of which taken together will constitute one single agreement between the Parties with the same effect as if all the signatures were upon the same instrument. The counterparts of this Agreement may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the Parties and the receiving Party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received.

(t) Governing Law.

This Agreement, any claim dispute or controversy hereunder (a "Dispute") will be governed by (i) the laws of the State of Florida, or (ii) if Client is a city, county, municipality or other governmental entity, the law of state where Client is located, in all cases without regard to its conflicts of law. The UN Convention for the International Sale of Goods and the Uniform Computer Information Transactions Act will not apply. In any Dispute, each Party will bear its own attorneys' fees and costs and expressly waives any statutory right to attorneys' fees.

(u) Survival.

Sections 2 (Fees), 3 (Invoicing and Payment), 6 (Company Personnel), 7 (Non-solicitation), 8 (Data Privacy), 9 (Confidential Information), 10 (Intellectual Property), 11 (Warranty), 12 (Indemnification and Limitation of Liability), 14 (Notices), 15 (Miscellaneous), and all other terms that by their context are intended to survive, whether in or under this Agreement, shall survive termination or expiration of this Agreement.

(v) Bench Trial.

The Parties agree to waive, to the maximum extent permitted by law, any right to a jury trial with respect to any Dispute.

(w) No Class Actions.

NEITHER PARTY SHALL BE ENTITLED TO JOIN OR CONSOLIDATE CLAIMS BY OR AGAINST EACH OTHER, SUCH PARTY'S PROVIDERS, AND/OR CLIENTS, OR PURSUE ANY CLAIM AS A REPRESENTATIVE OR CLASS ACTION OR IN A PRIVATE ATTORNEY GENERAL CAPACITY.

(x) Limitation Period.

Neither Party shall be liable for any claim brought more than two (2) years after the cause of action for such claim first arose.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

MCCi, LLC

CITY OF CRESTVIEW ("Client")

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

198 NORTH WILSON STREET
CRESTVIEW, FLORIDA 32536

ADDENDUM NO. 1 TO MASTER SERVICES AGREEMENT NO. 24836

INITIAL JUSTFOIA ORDER

Pursuant to Master Services Agreement No. 24836 ("**Agreement**"):

This Order, designated as Addendum No. 1, is entered into as of _____, ("**Order Effective Date**"), by and between JustFOIA, Inc. ("Company" or "JustFOIA") and Client. This Order is subject to the Agreement and the following terms that are applicable to Company providing Company software (the "Solution") to Client. Company is an affiliate of MCCi and will provide the Solution as set forth hereunder. Company will invoice Client directly for the same. If there is any conflict between a provision of the Agreement and this Order, the Order will control. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Order supersedes any previous quotes or proposals received. Use of pre-printed forms, including, but not limited to, email, purchase orders, shrink-wrap or click-wrap agreements, acknowledgements, or invoices, is for convenience only, and all unilaterally issued and/or pre-printed terms and conditions stated thereon, except as specifically set forth in this Order, are void and of no effect.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum No. 1 to be executed by their respective duly authorized representatives as of the Addendum Effective Date.

JustFOIA, Inc

CITY OF CRESTVIEW ("Client")

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PRICING



3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Bill to: Natasha Peacock
natashapeacock@cityofcrestview.org

Ship to: Natasha Peacock
natashapeacock@cityofcrestview.org

cc AP Contact: natashapeacock@cityofcrestview.org

Client Name: City of Crestview

Quote Date: 8/7/2026

Client Address: 198 North Wilson Street, Crestview, Florida 32536

Quote Number: 43261

Subscription Period Start Date: 09/07/2026

Quote Type: New JustFOIA System

Subscription Period End Date: 10/15/2027

Site Name: City of Crestview, FL

URL: cityofcrestview.justfoia.com

Forms: Public Records Requests, Police Department Records Requests

Product Description:	Qty.	Unit Cost	Total
JustFOIA ANNUAL RECURRING SERVICES			
☒ JustFOIA Select Premium - Community (Up to 3,000 Requests)	1	\$12,000.00	\$12,000.00
SKU: SUBS-JF-SEL-COM-RV3K-PRE			

SUBTOTAL - RECURRING ANNUAL SERVICES	\$12,000.00
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☒ JustFOIA Subscription Proration for 13+ Months	\$1,249.32
☒ Competitive Replacement Promotion for JustFOIA Subscription Proration	(\$1,249.32)
Promotion is based on this quote and if the quote changes the promotion amount is subject to change. <i>Expires 09/07/2026</i>	

JUSTFOIA SUBSCRIPTION PRORATION (09/07/2026 - 10/15/2026) & ONE-TIME SERVICES	\$0.00
YEAR 1 RECURRING ANNUAL SUBSCRIPTION COST (10/16/2026 - 10/15/2027)	\$12,000.00
YEAR 2 RECURRING ANNUAL SUBSCRIPTION COST	\$12,600.00
YEAR 3 RECURRING ANNUAL SUBSCRIPTION COST	\$13,230.00

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "Solution").

An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts). The Recurring Services portion of this Order and/or applicable Addendum will renew upon payment of annual renewal invoice or will terminate as set forth below ("Termination" section).

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

TERMINATION

Either party may terminate this Order upon any of the following:

- (a) Thirty (30) days after one party notifies the other in writing that they are in breach or default of this Order, unless the breaching party cures such breach or default within such thirty (30) day period; or
- (b) Fifteen (15) days after the filing of a petition in bankruptcy by or against either party, any insolvency of a party, any appointment of a receiver for such party, or any assignment for the benefit of such party's creditors (a **"Bankruptcy Event"**), unless such party cures such Bankruptcy Event within the fifteen (15) day period; or
- (c) If Client has not paid in full the renewal invoice within 45 days after scheduled renewal date of the Recurring Services, the Order (and/or applicable addendum) will systematically terminate, but may be reinstated if/when the Client pays the renewal invoice in full (including any applicable reinstatement fees); or
- (d) If Client is a city, county, or other government entity the following applies: If Client's governing body fails to appropriate sufficient funds to make payments due and to become due during Client's next fiscal period, Client may, subject to the terms herein, terminate the Order as of the last day of the fiscal period for which appropriations were received (each an **"Event of Non-appropriation"**). Client agrees to deliver notice of an Event of Non-appropriation to JustFOIA at least 30 days prior to the end of Client's then-current fiscal period, or if an Event of Non-appropriation has not occurred by that date, promptly upon the occurrence of any such Event of Non-appropriation. If this Order is terminated following an Event of Non-appropriation, Client agrees to compensate JustFOIA for services rendered prior to such Event of Non-appropriation.

[remainder of page intentionally left blank]

BILLING

JustFOIA will invoice Client as follows:

Product/Service Description	Timing of Billing
Recurring Services	▪ Initial Sale: Upon receipt of Order. ▪ Annual Renewal: 75 days in advance of expiration date.

JustFOIA shall not send any invoices, nor claim payment, for any fees or expenses incurred by JustFOIA until both parties authorize this Order.

PAYMENT

Client agrees to pay all undisputed invoices and undisputed portions of a disputed invoice in full within thirty (30) days from the date of each invoice. Notwithstanding any payment terms to the contrary, while Company will send a renewal invoice approximately 75 days prior to the expiration of the then current Recurring Services, the payment is not considered delinquent unless it occurs after the expiration date of the Recurring Services. Once payment has been received, no refunds for Recurring Services are available.

WHAT'S INCLUDED

Product	What's Included
JUSTFOIA SELECT PREMIUM	▪ 3 TB Storage ▪ Any and All Document Management ▪ PII Detection ▪ Single Sign on ▪ Learning Management System (LMS) for JustFOIA ▪ Ideas Portal ▪ Payment Portal ▪ Security Center ▪ Dynamic Forms ▪ Premium Onboarding including two 1hour optional trainings and exemption code configuration
TECHNICAL SUPPORT	JustFOIA provides Technical Support—including break/fix assistance and version updates—Monday through Friday, 8:00 AM to 5:00 PM (local time within the continental U.S.) via the online support center, email (support@JustFOIA.com), and phone (866-942-0464).
JUSTFOIA MANAGED SUPPORT SERVICES (JMSS)	10 Hours that expire each year on Client's renewal date to use for assistance with consultation, training, and configuration post-implementation, including: ▪ Access to support technicians with enhanced knowledge ▪ Conduct remote training(s) for new/existing users ▪ Perform Annual System Review ▪ Assistance with system configurations and modifications to Users, Forms, Workflows, Email Templates, Reports, Dashboards, and Redaction settings

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Any deviations from the contract will be documented in a Change Order that Client must execute.
- All rates are based on normal business hours, Monday through Friday from 8 am to 5 pm local time. If scheduling needs to occur after business hours, additional rates may apply.
- For JustFOIA to excel in providing the highest level of service, Client must provide timely access to technical resources. Client must provide adequate technical support for all JustFOIA installation and support services. If Client does not have "in-house" technical support, it is Client's responsibility to make available the appropriate Information Technology resources/consultant when needed.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that Client may elect not to enable some contracted Deliverables before Go Live. Support Services hours will be required to enable those contracted Deliverables after Go Live.
- All services, unless otherwise noted, will be performed remotely.

PREMIUM IMPLEMENTATION

CLIENT TASKS & DELIVERABLES

- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
 - Completion of the Initial User Configuration Spreadsheet
 - Completion of One Workflow Questionnaire per request form process outlining current records request process(es) and requirements.
 - Provide a list of desired dynamic form field(s), inclusive of deflection keywords and/or external links
 - Provide additional requirements for DirectRoute Workflow(s), if applicable including a detailed outline of the desired trigger field (department checkboxes or department dropdown on the request form and desired submission outcome for the initial routing automation
 - Create General User and Viewer accounts and respective departments
 - Create user-created email templates

- Provide a list of desired redaction exemption codes and descriptions, if applicable
- Conduct internal staff training (General Staff Users)
- Perform user acceptance testing
- Complete JustFOIA LMS training and certification

JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (Up to 75 minutes) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (Up to 75 minutes) to identify implementation milestones and introduce Client to public-facing JustFOIA site and request form(s)
- Lead up to two 1-hour discovery sessions (2 total hours) to understand, guide, and recommend process improvement
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding
- Configure number of standard and advanced (dynamic) request forms defined in the Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct Remote System Training 1 (Up to 90 minutes); recording made available in JustFOIA LMS
- Conduct Remote System Training 2 (Up to 90 minutes); recording made available in JustFOIA LMS
- Conduct Remote Redaction and Document Management Training (Up to 90 minutes); recording made available in JustFOIA LMS
- Conduct Remote Workflow Training (up to 90 minutes per form); recording made available in JustFOIA LMS
- Lead up to two 1-hour training sessions (2 total hours) covering Client's desired topic(s); recordings made available in JustFOIA LMS
- Configure client-provided Redaction Exemption Codes, if required by Client
- Provide quality assurance testing
- Conduct 30-minute remote introduction to Client Success and Support Teams

ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Attend remote Document Management training and respond promptly to requests for information

JustFOIA TASKS & DELIVERABLES

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

PAYMENT PORTAL CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review Payment Portal Guide
- Establish and maintain an active account with a supported payment processor.
- Complete all payment processor onboarding, merchant account setup, underwriting, approvals, and account provisioning activities.
- Provide all required payment processor credentials and configuration information necessary to complete the integration as outlined in the Payment Portal Guide.
- Participate in testing and validate successful payment processing.

JUSTFOIA TASKS & DELIVERABLES

- Configure and implement the Payment Portal within the JustFOIA application using client-provided payment processor credentials.
- Support testing and validation activities.
- Assist with troubleshooting issues related to the JustFOIA Payment Portal configuration.

EXCLUSIONS

- Custom payment processor development, custom API integrations, custom transaction workflows, and processor-specific enhancements beyond the standard supported Payment Portal configuration are not included.
- Troubleshooting issues originating within the payment processor's platform, infrastructure, merchant account, banking relationships, transaction processing services, or other third-party systems is not included.

ASSUMPTIONS

- The Client and its payment processor are responsible for processor selection, licensing, merchant account setup, underwriting approval, account provisioning, and ongoing account management.
- The Client will provide qualified staff with administrative access to configure and manage the payment processor account.
- Payment processor approval timelines, underwriting reviews, credential provisioning, account activation, and vendor responsiveness are outside JustFOIA's control and may impact the project timeline.

SINGLE SIGN-ON (SSO) CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review Single Sign-on Guide
- Follow the Single Sign-On Guide and applicable best practice documentation for the selected Identity Provider (IdP).
- Select and maintain a supported authentication protocol (SAML 2.0 or OpenID Connect).
- Designate an internal technical resource with administrative access to the Identity Provider who can participate throughout implementation.
- Attend scheduled integration and configuration sessions and work with JustFOIA to identify and provide all required configuration information necessary to establish the SSO connection.
- Configure the Client's Identity Provider as required to support the JustFOIA integration.
- Participate in User Acceptance Testing (UAT) and validate successful authentication.

JUSTFOIA TASKS & DELIVERABLES

- Configure the JustFOIA application to support the selected SSO connection.
- Create and establish the Enterprise Connection within the JustFOIA environment using client-provided information.
- Support testing and validation activities.
- Assist with troubleshooting issues related to the JustFOIA SSO configuration.

EXCLUSIONS

- Custom authentication development, custom identity workflows, custom attribute transformations, and unsupported authentication protocols are not included.
- Troubleshooting issues originating within the Client's Identity Provider, directory services, network infrastructure, security policies, certificate management processes, or third-party authentication systems is not included.
- IdP-initiated Single Sign-On is not supported.

ASSUMPTIONS

- The Client is responsible for the configuration, administration, maintenance, licensing, and support of its Identity Provider.
- The Client will provide qualified technical resources with administrative access to configure and manage the Identity Provider.
- The Client will provide all metadata, certificates, claims, attributes, endpoint URLs, and other configuration details required to establish the connection.
- User provisioning, deprovisioning, role mapping, group management, directory synchronization, and ongoing identity management remain the Client's responsibility.

JUSTFOIA TERMS OF SOFTWARE SERVICE

THESE **TERMS OF SOFTWARE SERVICE (THESE "TERMS")** APPLY TO ALL ORDERS PLACED FOR THE JUSTFOIA SOFTWARE PROVIDED AS A SERVICE (THE "SOLUTION"). THESE PROVISIONS SHALL SURVIVE AFTER TERMINATION OR EXPIRATION OF ANY AND ALL PORTIONS OF THE ORDER.

WARRANTIES & DISCLAIMERS

JUSTFOIA DOES NOT PROMISE THAT THE SOLUTION WILL BE UNINTERRUPTED OR ERROR-FREE. CLIENT ACKNOWLEDGES THAT THERE ARE RISKS INHERENT IN INTERNET CONNECTIVITY THAT COULD RESULT IN THE LOSS OF CLIENT PRIVACY, CLIENT DATA, CONFIDENTIAL INFORMATION, AND PROPERTY.

JustFOIA Warranties

JustFOIA warrants that (i) the Solution shall perform materially in accordance with any specifications or descriptions set forth herein, (ii) subject to exceptions related to non-JustFOIA software, the functionality of the Solution will not be materially decreased during the term of this Order, (iii) JustFOIA will use industry standard measures to not transmit malicious code and the like ("Malicious Code") to Client, provided that if Client or a user uploads a file containing Malicious Code into the Solution Client shall be liable for the same; and (iv) to JustFOIA's knowledge, Client's use of the Solution in strict compliance with the Order shall not infringe or violate the intellectual property rights of any third-party.

The warranties herein are void to the extent of any Client failure to perform in accordance with the Order and any licensing terms. JustFOIA shall not be responsible for any decrease in functionality or other issues that are the result of (i) the Solution not being used in accordance with the Order, (ii) the Solution being modified or altered by or on behalf of Client without JustFOIA's written permission, or (iii) Internet or network connections, third-party software, streaming services, computers, equipment and/or devices not supplied by JustFOIA.

Client Warranties

Client warrants that JustFOIA's use of Client data and/or any other item provided by Client, in accordance with the Order will not infringe or violate the intellectual property or other rights of any third-party.

Client warrants that it shall have all rights and licenses of third-parties necessary or appropriate for JustFOIA to access or use such third-party products and agrees to produce evidence of such rights and licenses upon the reasonable request of JustFOIA.

LIMITED LIABILITY

JUSTFOIA'S, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, AND AGENTS, TOTAL AGGREGATE LIABILITY, FOR ANY AND ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS, OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, ARISING OUT OF OR RELATING TO THESE TERMS, OR USE OF THE SOLUTION (INCLUDING, WITHOUT LIMITATION, LICENSED SOFTWARE, SAAS OFFERINGS HOSTED ON MICROSOFT AZURE, AND ANY RELATED PROFESSIONAL SERVICES), SHALL IN NO EVENT EXCEED AN AMOUNT EQUAL TO THE FEES ACTUALLY RECEIVED BY JUSTFOIA UNDER THE APPLICABLE ORDER GIVING RISE TO THE CLAIM DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY.

LIMITED LIABILITY SHALL NOT APPLY TO: (A) BREACH OF INTELLECTUAL PROPERTY RIGHTS; (B) A BREACH OF ANY APPLICABLE ACCEPTABLE USE POLICY; (C) FRAUD OR WILLFUL MISCONDUCT; OR (D) LIABILITY THAT CANNOT BE EXCLUDED OR LIMITED UNDER APPLICABLE LAW.

LIMITED LIABILITY SET OUT IN THIS SECTION SHALL TAKE PRECEDENCE OVER LANGUAGE INCLUDED IN ANY OTHER AGREEMENT.

CLIENT SOLUTION CUSTOMIZATIONS

JustFOIA is not responsible for any damage caused by the user's customization of the system not performed by JustFOIA. JustFOIA will not be held responsible for correcting any problems that may occur from these customizations.

LICENSED SOFTWARE AND SERVICES

During the term of the Order and any applicable addenda, JustFOIA grants to Client and Client accepts a non-transferable, revocable, non-exclusive, and limited license to use the Solution as defined herein subject to the terms, obligations and restrictions set forth in the Order. All rights to the Solution not granted to Client are reserved by JustFOIA.

CLIENT RESPONSIBILITIES

Files and other content that JustFOIA may provide to Client may be protected by intellectual property rights of others. Client will not copy, upload, download, or share files unless Client has the right to do so. Client, not JustFOIA, will be fully responsible and liable for what is copied, shared, uploaded, downloaded, or otherwise used while using the Solution. Client will not upload malware or any other malicious software to the Solution. Client is also responsible for the timely and accurate fulfillment of records requests, and ensuring that no classified, confidential, or illegal information is provided to or through the Solution.

ACCEPTABLE USE POLICY

Client agrees that it will not misuse or attempt to misuse the Solution, and that the Solution will only be used in a manner consistent with the Order. Client may only store non-confidential data to the Solution. It is understood and agreed that the uploading of confidential data to the Solution shall be allowed for redaction purposes (redaction process not to extend beyond 30 calendar days) and that the Solution is not to be used for long-term storage of unredacted confidential data following closure of the request.

Client acknowledges and agrees that all use of the Solution hosted on the Azure Government Cloud is subject to the Microsoft terms and conditions surrounding the same. JustFOIA's obligations and liability and Client's rights are limited by the same. Further, JustFOIA neither accepts liability for, nor warrants the functionality, utility, availability, reliability, or accuracy of, third-party software or third-party services.

INFORMATION & PRIVACY

By using the Solution, Client will be providing JustFOIA with information. Client retains full ownership of its information, and JustFOIA does not assert ownership. These Terms do not grant JustFOIA any rights to Client's information or intellectual property except for the limited rights that are needed to run the Solution, as explained below.

JustFOIA may need Client's permission to handle its information as directed and required for the functioning of the Solution. An example is hosting files or sharing them. Client hereby grants a license to JustFOIA to use and process such information solely to the extent necessary to fulfill JustFOIA's obligations. This license also extends to trusted third parties JustFOIA works with to do the same.

Client is solely responsible for its conduct, the content of its files, and its communications with others while using the Solution. For example, it is Client's responsibility to ensure that it has the rights or permission needed to comply with these Terms, Terms & Conditions.

INFORMATION SHARING AND DISCLOSURE

JustFOIA may use certain trusted third-party companies and individuals to help JustFOIA provide, analyze, and improve the Solution (including but not limited to data storage, maintenance services, database management, web analytics, payment processing, and improvement of the Solution's features). These third parties may have access to Client's information only for purposes of performing these tasks on JustFOIA's behalf and under obligations similar to those in the Information & Privacy section above.

INTELLECTUAL PROPERTY

The Solution and any services surrounding the same herein are not considered “Works made for Hire” or otherwise a grant of any right, title or interest. Except for the license grant herein, all rights to the Solution and all services surrounding the same are—and remain—with JustFOIA. Client shall retain a non-exclusive, royalty-free, world-wide, perpetual license to use the outputs generated by Solution and stored external to Solution by Client during the Subscription Period.

Except for the license grants hereunder, as between Client and JustFOIA, Client retains all rights to Client data and information.

ACCOUNT SECURITY

Client is responsible for any activity using its account and for safeguarding the passwords used to access the Solution, including not disclosing passwords to any third-party. Client will immediately notify JustFOIA of any unauthorized use of Client’s account. Client acknowledges that if it wishes to protect its transmission of data or files to the Solution, it is Client’s responsibility to use a secure network to communicate with the Solution.

DATA RETENTION & ACCESS

JustFOIA will retain Client’s information (data hosted in the Solution) for as long as its account is active or as needed to provide the Solution. If Client wishes to cancel its account or request that JustFOIA no longer use Client’s information to provide the Solution, Client may request that JustFOIA delete its account. JustFOIA may retain and use Client’s information as necessary to comply with legal obligations, resolve disputes, and enforce mutual agreements. Consistent with these requirements, Client may request that JustFOIA delete Client’s information. Please note, however, that there might be latency in deleting information from JustFOIA servers and backed-up versions might exist after deletion. In addition, JustFOIA does not delete Client information from its server’s files that Client has in common with other users, provided that JustFOIA’s confidentiality obligations will persist with regard to such retained confidential information. Client understands and agrees that once the Client instance of the Solution is decommissioned, JustFOIA may not be able to provide Client a copy of the data included therein. Client agrees that it will back up all Client information that it requires. JustFOIA may decommission any environment after 45 days of Client not maintaining an active subscription to the applicable environment, including without limitation, as a result of non-renewal and/or non-payment. For the avoidance of doubt, if Client has an active subscription, Client may download its data at any time.

NON-JUSTFOIA APPLICATIONS AND PROVIDERS

The Solution may contain links to third-party websites or resources. JustFOIA does not endorse and is not responsible or liable for third-party websites, including, without limitation, availability, accuracy, the related content, products, or services. Client is solely responsible for its use of any such websites or resources.

Acquisition of Non-JustFOIA Products and Services

JustFOIA or third parties may from time to time make available to Client third-party products or services, including but not limited to non-JustFOIA applications and implementation, customization, and other consulting services. Such products and services shall be clearly designated as provided by a third-party in the applicable Order. Any acquisition by Client of such non-JustFOIA products or services, and any exchange of data between Client and any non-JustFOIA provider, is solely between Client and the applicable non-JustFOIA provider. JustFOIA does not warrant or support products or services not provided by JustFOIA, whether or not they are designated by JustFOIA as “Certified” (as that term is defined below) or otherwise, except as specified in the Order and/or applicable addenda. No purchase of non-JustFOIA products or services is required to use the Solution except a supported computing device, operating system, web browser and Internet connection, all of which Client is solely responsible for providing in accordance with the specifications that may be provided by JustFOIA from time to time. For purposes of the Order, “Certified” shall describe applications and other products developed and sold by third parties that JustFOIA has verified interoperate with the Solution.

Non-JustFOIA Applications and Client information

If Client installs or enables non-JustFOIA applications for use with the Solution, Client acknowledges that JustFOIA may allow providers of those non-JustFOIA applications to access Client information as required for the interoperation of such non-JustFOIA applications with the Solution. JustFOIA shall not be responsible for any disclosure, modification or deletion of Client information resulting from any such access by non-JustFOIA application and/or providers. The Solution shall allow Client to restrict such access by restricting users from installing or enabling such non-JustFOIA applications for use with the Solution. JustFOIA is not responsible for, and Client agrees to hold JustFOIA harmless from any third-party claims or liability owed to third parties resulting from any unauthorized use or disclosure or any damage or loss of Client information as a result of use of non-JustFOIA applications or access to Client information by non-JustFOIA application and/or providers.

Integration with Non-JustFOIA Services

The Solution may contain features designed to interoperate with non-JustFOIA applications (e.g., Laserfiche, Adobe, Authorize.net, or PayPal applications). To use such features, Client may be required to obtain access to such non-JustFOIA applications from their providers. If the provider of any such non-JustFOIA application ceases to make the non-JustFOIA application available for interoperation with the corresponding Solution features on reasonable terms, JustFOIA may cease providing such features without entitling Client to any refund, credit, or other compensation, unless the provider of such non-JustFOIA application provides for a refund of such fees.



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, City Manager
DATE: 08/21/2026
SUBJECT: Interlocal Agreement Okaloosa County Animal Services

BACKGROUND:

The City of Crestview began providing Animal Control services inside our jurisdiction in Okaloosa County has contracted with the Panhandle Animal Welfare Society (PAWS) for more than 20 years to provide Animal Control and Sheltering services for unincorporated Okaloosa County. On April 30, 2026, the Executive Board of PAWS voted to discontinue the contract with the County, with an end of service date on September 22, 2026. Providing Animal Control services is a statutory obligation, therefore the County must expeditiously move forward with standing up its own animal control and sheltering services

DISCUSSION:

Based on the exceptional services provided by Crestview Animal Services, we were approached by Okaloosa County to provide similar services for the unincorporated areas north of Eglin Airforce Base. The Board of County Commissioners approved the attached interlocal at the August 18th, 2026 regular business meeting. This interlocal agreement provides for 50/50 cost sharing moving forward, a 65/35 split on the cost to transform the building and facility maintenance warehouse into a suitable animal shelter, and provisions for an additional staff vehicle and inmates to assist at the new animal shelter.

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

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

The cost sharing for the new facility is estimated at a not-to-exceed of \$300,000. This funding has already been allocated in the FY27 budget as a capital improvement item. Additional cost for servicing the unincorporated areas are largely unknown at this time as this area has not been provided the same level of services previously.

RECOMMENDED ACTION

Staff respectfully requests approval of the attached interlocal agreement between the City of Crestview and Okaloosa County for Animal Control and Sheltering Service for the area north of Eglin Air Force Base and authorizing the County to oversee the construction of the new animal shelter facility, formerly the Building Facility Maintenance warehouse, located on Long Dr.

Attachments

1. Crestview-County Animal Control Interlocal

**AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF
CRESTVIEW AND OKALOOSA COUNTY FOR ANIMAL
CONTROL AND SHELTERING SERVICES FOR THE
AREA NORTH OF THE EGLIN AIR FORCE BASE IN
OKALOOSA COUNTY**

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into by and between **OKALOOSA COUNTY, FLORIDA**, a political subdivision of the State of Florida (the "County") and the **CITY OF CRESTVIEW**, a municipality organized under the laws of the State of Florida (the "City") (collectively, the County and City may hereinafter be referred to as the "Parties" and individually as a "Party").

WHEREAS, the County and the City agree that the care, control and well-being of cats, dogs, other domestic animals, and livestock are paramount to the overall health, safety and general welfare of the animals and public; and

WHEREAS, since 2023 the City has provided its own animal control and sheltering services from within the Crestview Police Department; and

WHEREAS, the City provides similar animal control and sheltering services to the City of Laurel Hill on an emergency-only, as-needed basis; and

WHEREAS, the County has historically provided animal control and sheltering services within the unincorporated areas of the County through a contracted service provider; and

WHEREAS, effective September 22, 2026, the County's contract for animal control and sheltering services will end; and

WHEREAS, together the Parties can work collectively to address both animal control and sheltering services and facilities, thereby gaining economies of scale and saving both City and County taxpayer dollars; and

WHEREAS, the Parties desire to collaborate in a good faith effort to pool resources, openly communicate and provide animal control and sheltering services to their citizens in a fiscally responsible manner.

NOW, THEREFORE, in consideration of the above recitals, mutual covenants, promises and agreements contained herein, and other good and valuable considerations, the receipt and sufficiency of which are acknowledged, the County and the City agree as follows:

SECTION 1. AUTHORITY. This Agreement is entered into pursuant to the provisions of Chapter 163.01, Florida Statutes, and other applicable provisions of law.

SECTION 2. RECITALS. The above recitals are true and accurate and are incorporated herein as essential terms of the Agreement.

SECTION 3. PARTIES. The parties to this Agreement are the City and the County.

SECTION 4. TERM. The initial term of this Agreement shall be for a period of three (3) years and nine (9) days, with automatic one (1) year renewal periods thereafter. Each term after the initial term shall expire on September 30th and a new term shall commence on October 1. The initial term shall begin on September 22, 2026.

SECTION 5. ANIMAL CONTROL AND SHELTER SERVICES

A. The City agrees to provide animal control and sheltering services (“Services”) for the north part of the County, north of Eglin Air Force Base outside the City of Crestview and City of Laurel Hill within unincorporated Okaloosa County (also known as the “County Service Area” or “Service Area,” as shown in the Map in Exhibit A).

B. The City shall provide these services within the Service Area utilizing its own animal control and sheltering rules, protocols, procedures and processes related to animal control and sheltering within the Service Area. All animal control and sheltering decisions shall be at the City’s sole discretion with exception of subsection C below.

C. The City, as part of the Services it provides, agrees to meet the minimum standards required by Florida Statutes for Counties and to provide the same level of service as it provides within the City.

D. The County shall modify its animal control and sheltering ordinances accordingly to reflect such delegation of services in the Service Area.

E. The Parties shall meet at least monthly the first year for the coordination of these Services. Thereafter the Parties shall meet at least quarterly for the coordination of these Services.

F. It is understood by the Parties that the Service initially provided by the City would only be the minimum animal control services as required for counties within Florida Statutes. This would be the service level until such time as the Parties mutually and reasonably agree that the shelter facilities, staffing, and equipment resources are in place to increase the Service to the same level as the City’s animal control service. It is estimated that these resources could take approximately six (6) months to establish.

SECTION 6. FUNDING

A. The County agrees to fund 50% of the City’s actual costs for providing the Services, regardless of the location where the Service is rendered within the City of Crestview, Laurel Hill and the

Service Area. Such costs shall include all veterinarian and legal costs, to include outside counsel and special magistrate fees related to such Services.

B. An exception to the above funding, the County shall pay the City a flat amount of \$10,000 for the first nine (9) days payable within fifteen (15) days of signing this Agreement.

C. Each year the City agrees to provide an estimated budget for the Services to the County for the upcoming year by May 1st with the exception of FY 26-27.

D. The City agrees to ensure that animal control and sheltering costs budgeted by the City are directly correlated and proportionate to the provision of these Services and clearly and justifiably separated from other City functions to the greatest extent possible.

E. Such costs shall be billed monthly to the County within fifteen (15) days of the end of each month. The billing shall include a summary bill and itemized breakdown of charges from the City's financial system for the Animal Services Division within the Crestview Police Department, as backup for the monthly billing.

F. The County shall remit payment within thirty (30) days of receiving the monthly bill.

G. If there is a dispute or disagreement in the billing the County shall pay any portion of the billed costs, not in dispute within the timeframe above. Any disputes shall be discussed immediately between the parties at the Manager/Director level. If unresolved within ten (10) days the disputed charges shall be elevated to the City Manager and Deputy County Administrator for resolution.

SECTION 7. COUNTY PROVIDED IN-KIND ANIMAL CONTROL SHELTER WORKERS/EQUIPMENT

A. The County agrees to provide a minimum of two (2) and up to four (4) inmate workers from its correctional facility, each day of the week outside of lockdowns, dangerous conditions and other declared emergencies for the correctional facility. The City will provide the County with reasonable notice in the event the inmate workers are not required on any particular day. The City shall have priority access for the first two (2) inmate workers over any other party besides Okaloosa County Corrections Facility work/detail needs. The additional inmate workers may be provided by the County at the request of the City, from time-to-time, depending on availability.

B. The inmate workers shall be used by the City only at the animal sheltering facility for needs related to the sanitation and minor maintenance of the shelter and/or care of the animals. They shall not generally interact with the public and shall not be taken off campus (outside of normal transport), except with the written approval of the Chief of the Okaloosa County Correctional Facility or designee.

C. In order to receive the assistance of inmate workers, the City must agree to supervise the inmate workers at all times with individuals that have completed the required training/certification from the Okaloosa County Correctional Facility. The City must at all times meet the requirements related to supervising such inmate workers. Failure to follow such Correctional Facility requirements could result in required retraining; temporary suspension of inmate workers, and/or indefinite suspension for repeated or egregious violations. Any medical or conduct-related incident shall be immediately addressed by the City to stabilize the event or request emergency services prior to notifying the Chief of Okaloosa County Corrections or designee.

D. The County agrees to appropriately screen any inmate workers per State guidelines and shall ensure inmate workers are ready for pickup each day, at an agreed upon time, in coordination with the Facility. Inmate workers may be sentenced or non-sentenced individuals awaiting trial. All inmate workers will be provided a packed lunch and a work water cooler while they are out for that day. The City shall be responsible for inmate worker pick-up and return from/to the Facility and shall provide all equipment and supplies for use in such work, to include any applicable safety gear. They will be provided a “No Later Than” return time to the Facility for each pickup person.

E. Additionally, the County may provide the City a used pickup truck, with under 100,000 miles, as part of the in-kind initial implementation of this Agreement for the FY 2026-27. Additional used vehicles may be provided in the future as part of the annual budget process upon mutual agreement of the parties. Vehicles provided under this provision must be used to provide these Services.

F. The commencement of this in-kind support from the County to the City may begin any time after the effective date of this Agreement, if both parties are ready to implement the specific in-kind services described herein.

SECTION 8. ANIMAL CONTROL SHELTERING CAPITAL PROJECT

A. The Parties recognize the need for an improved Animal Control and Shelter facility with greater capacity and have collectively identified a 7,500 s.f. metal building facility located at 709 Long Drive as the location to establish such an improved facility (shown in Exhibit B). To create this new facility the City agrees to utilize its property and building for this purpose.

B. The cost of renovating the facility is unknown at this time but is estimated to range from \$750,000 to \$1.25M depending on the final design layout and building modifications selected. The Parties agree that the County shall pay 65% of such construction costs with the City paying 35% to include initial capital FFE for the facility including, but not limited to, items such as: kennels, caged pens, animal runs, grooming tables, washing tubs, animal beds, cleaning equipment, and similar equipment. Monthly bill drawdowns will be requested from the non-constructing party per the same terms of billing for sections 5E, 5F, and 5G above. The Parties shall collectively work on funding cash flow coordination and specifically, if the costs are expected to exceed \$1 Million dollars.

C. The Parties intend to work collaboratively through all phases of the retrofitted Facility development, however the City shall have final determination on the facility decisions.

D. The Parties agree to utilize best efforts to bring the Facility into public service/use as quickly as possible in a fiscally responsible manner.

E. To facilitate the timely and equitable construction of the Facility, the Parties shall each appoint a staff project lead from each agency to spearhead their agency's responsibilities. Such leads shall facilitate all aspects of the facility to include, but not be limited to: obtaining all required approvals; payments; legal sign off; signatures; permits (to include fast-tracking of all City signage, building, land development code permits and all outside agency permits, if any). The County Appointee shall be Mr. Jeff Peters, Facilities and Parks Department Director. The City Appointee shall be Mr. Wayne Steele, Capital Project Manager. The lead staff person of either Party may be changed upon written notice to the other Party.

F. All aspects of the construction shall be handled by the City to include all design, permitting, procurement, construction, and inspections. The County and its Facilities teams will assist the City where Parties agree the County can add value in the construction of portions of the facility. This could include, but not be limited to, such things as: the assembly of equipment, finish work, outside work, mechanical, procurement and similar tasks.

G. The City shall have the option of requesting the County to handle this construction. If requested by the City in writing, the County will manage the construction of the facility and perform the tasks in Section F above. The City will assist the County staff with the facility in a similar manner to F above. If this option is implemented, the County will follow its internal procurement process, unless the Project Lead agrees to utilize the City's process for specific parts of the project.

H. The Parties shall have weekly coordination meetings on the Construction Project to improve communication in real time.

I. The City reserves the right to name its Facility in accordance with existing donation agreements or subsequent agreements for donations or facility naming rights.

GENERAL TERMS

SECTION 9. EFFECTIVE DATE.

This Agreement shall take effect on the last date of adoption by the respective governing bodies. County provided in-kind services may commence at any time after the effective date. Services provided by the City shall not be required to commence until September 22, 2026.

SECTION 10. BREACH AND TERMINATION

A. Either Party may issue a breach notice to the other party for failure to fulfill a material obligation of this Agreement. The breaching party has 30 calendar days to resolve said the breach.

B. Termination for cause other than a payment breach may occur after 6 months after notice in writing following the unsuccessful resolution of the breach following the breach cure period.

C. Termination without cause may occur after at any time with 12-months' notice or by not providing a renewal notice more than 12-months before the commencement of a renewal term.

D. The non-breaching party may unilaterally extend the breach cure period or provide a longer termination period for cause than provided herein.

E. If additional time is granted to cure the breach or terminate the agreement due to a breach, the additional time granted cannot later be retracted by the extending party.

F. If this Agreement is terminated without cause within 6 years of the commencement date, the City shall reimburse the County for the County's capital contributions for the Facility, less 1/5 of the County's capital contributions for each full year prior to the termination date.

SECTION 11. RECORDS AND REPORTING.

A. The Parties agree to maintain books, records, documents and other evidence according to generally accepted governmental accounting principles, procedures and practices which sufficiently and properly reflect all costs and expenditures of any nature, incurred by either party in connection with the Agreement. Financial backup with sufficient detail shall be provided with each monthly bill sent to the County demonstrating the total Service expenditures for the month and the County share.

B. Neither Party shall assume any responsibility for the other entity's failure to respond, timely, or at all, to a public records request. A request upon one entity shall not be deemed to be a request on the other entity.

C. The Parties agree to include, in all contracts for services related to the Agreement, the public records statement as required under section 119.0701, Florida Statutes.

D. Maintain accurate and detailed records per Florida Statute 823.15. Provide this information and any other additional City Animal Control generated information/reports on a monthly basis, with a breakdown by case address location, for the incorporated and unincorporated areas within the Service Area. Additionally, if possible, permit the County to have a “read only” license(s), at its expense, with access to the City’s animal control software.

SECTION 12. REPRESENTATIONS AND WARRANTIES.

Each party hereby represents and warrants to the other that it has all requisite power, authority and authorization to enter into this Agreement, has taken all necessary actions required to enter into this Agreement, and to fulfill any and all of its obligations, duties, and responsibilities provided for or required of it by this Agreement, whether exercised individually or collectively.

SECTION 13. AMENDMENTS.

Neither this Agreement nor any portion of it may be modified or waived orally. The provisions hereof may be amended or waived only pursuant to an instrument in writing, approved by the City Council and the Board of County Commissioners, and jointly executed by the parties hereto. This Agreement shall be enforced and be binding upon, and inure to the benefits of, the Parties hereto and their respective survivors and assigns, if any. This Agreement shall not be assigned without the permission of the other party.

SECTION 14. DISPUTE RESOLUTION.

The Parties shall attempt to resolve any dispute that arise under this Agreement in good faith by participating in mediation. This mediation shall be in lieu of the requirements of the “Florida Governmental Conflict Resolution Act.” The mediator shall be mutually agreed upon by the Parties and the cost of mediation shall be borne equally between the Parties. In the event the matter is not resolved through the mediation process, each party shall be free to pursue any of its available remedies.

SECTION 15. JURY TRIAL WAIVER.

IN THE EVENT THAT LITIGATION IS FILED BY EITHER PARTY TO ENFORCE ANY TERMS OF THIS AGREEMENT, THEN THE PARTIES AGREE THAT THEY HEREBY WAIVE ANY RIGHT TO A JURY TRIAL ON ANY ISSUES ARISING OUT OF THIS AGREEMENT.

SECTION 16. ATTORNEY’S FEES AND COSTS.

If litigation is instituted seeking to enforce the terms of this Agreement, or in any way related to this Agreement, each party shall be responsible for its own attorney's fees and costs.

SECTION 17. SEVERABILITY.

If any one or more of the provisions of this Agreement shall be held contrary to any express provision of law or contrary to any policy of express law, then the remainder of this Agreement shall remain in full force and effect.

SECTION 18. GOVERNING LAW AND VENUE.

The validity, construction and performance of this Agreement shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement shall be in Okaloosa County, Florida, with situs in Crestview, Florida.

SECTION 19. NOTICE.

If written notice to a party is required under this Agreement, such notice shall be given by hand delivery, recognized overnight delivery service, or by first class mail, registered and return receipt requested.

As to the County as follows: Okaloosa County
Attn: County Administrator
1250 Eglin Pkwy N, Suite 102
Shalimar, FL 32579

As to the City as follows: City of Crestview
Attn: City Manager
198 N. Wilson Street
Crestview, FL 32536

SECTION 20. NO MEMBER LIABILITY.

Neither the members of the governing body of the City or County, nor anyone executing this Agreement, shall be liable personally or shall be subject to any accountability for reason of the execution by the City or County, or any executing authority of the County or the City for any act pertaining thereto.

SECTION 21. SOVEREIGN IMMUNITY.

The parties further agree that nothing contained herein is intended to nor shall be construed a waiver of the County's or City's rights and immunities under the common law or section 768.28, Florida Statutes, as amended from time to time.

SECTION 22. INSURANCE, LIABILITY AND INDEMNIFICATION.

A. Except to the extent each party is protected by Constitutional or statutory sovereign immunity, each party agrees to be fully responsible for all claims, liabilities, damages, costs, actions, suits or proceedings at law or in equity which may occur as a result of the wrongful or negligent acts of their respective officers, employees, representatives, and agents.

B. Any contractor or consultant engaged by the City or County for work pursuant to this Agreement shall be required to protect, defend, indemnify and hold both the City and County harmless from all claims, demands, causes of action or liability resulting from injury to or death of persons or damage to or loss of property sustained as a consequence of this Agreement and arising from said contractor's operations or as a proximate result of the acts or omissions of the contractor or their employees, unless specifically precluded by applicable law. Such agreement by the contractor or consultant shall include their indemnification as to any assessment of an administrative fine or penalty by a governmental entity for a violation of conditions of the permit and authorization related to their actions or failure to act in carrying out their contractual duties. The City and County shall require the provisions of this section to be included in all contracts between the City and County and its contractors and consultants for work or services to occur as a result of this Agreement.

SECTION 23. CONSTRUCTION.

The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

SECTION 24. NO THIRD PARTY BENEFICIARIES.

This Agreement is solely for the benefit of the Parties, and no right or cause of action shall accrue to or for the benefit of any third party that is not a formal party hereto. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon or give any person or corporation other than the Parties any right, remedy, or claim under or by reason of this Agreement or any provisions or conditions of it; and all of the provisions, covenants, and conditions herein contained shall inure to the sole benefit of and shall be binding upon the Parties.

SECTION 25. FILING.

The County is hereby authorized and directed after approval, to file this Agreement with the Clerk of the Circuit Court of Okaloosa County, Florida, for recording in the public records of Okaloosa County, Florida as provided in Section 163.01 (11), Florida Statutes.

SECTION 26. WAIVER.

No waiver of any provision hereof shall be effective unless made in writing and signed by the waiving party. The failure of any party to require the performance of any term or obligation of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Interlocal Agreement on the date and year last written below.

//////////////// Signature Pages Follow //////////////////

OKALOOSA COUNTY, FLORIDA

By: _____

Robert A. "Trey" Goodwin, III, Chairman

Date: August 18th, 2026

ATTEST:

Brad E. Embry, Clerk

APPROVED AS TO FORM:

Lynn M. Hoshihara, County Attorney

CITY OF CRESTVIEW, FLORIDA

By: _____

JB Whitten, Mayor

Date: August 24th, 2026

ATTEST:

Natasha Peacock, City Clerk

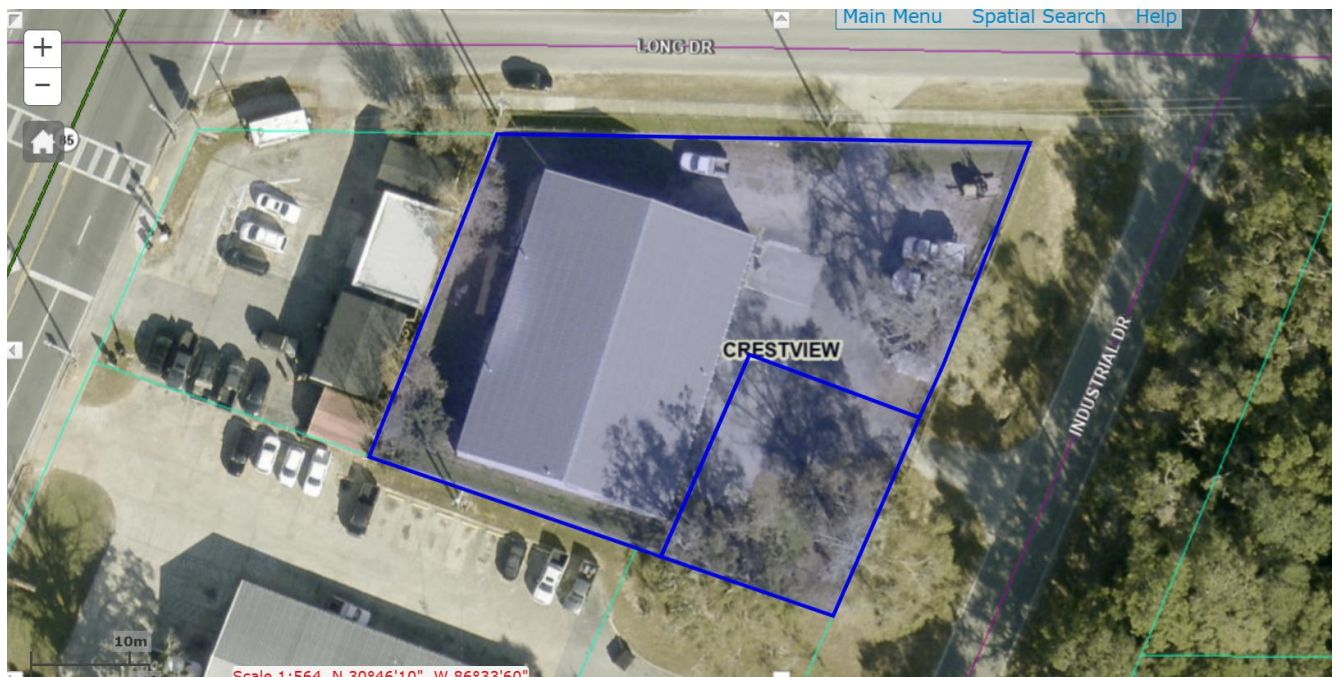
APPROVED AS TO FORM:

Jon Holloway, City Attorney

**EXHIBIT “A” – County Service Area
Areas outside the Cities of Crestview and Laurel Hill**



EXHIBIT "B" - Property (Pictures) 709 Long Drive
Tax Parcel IDs # 08-3N-23-0000-0060-0000 and 08-3N-23-0000-0061-0000





Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director, Wendy Tarpley, Financial Management Analyst
DATE: 08/21/2026
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, Monthly Financial Statements for April, May and June, and the Pooled Cash CarryForward dated June 30, 2026.

Follow this link by clicking on the icon with the arrow for the [June Check Registers](#).
Follow this link by clicking on the icon with the arrow for the [June Amazon Registers](#).
Follow this link by clicking on the icon with the arrow for the [July Check Registers](#).
Follow this link by clicking on the icon with the arrow for the [July Amazon Registers](#).
Follow this link by clicking on the icon with the arrow for the [April Financial Statement](#).
Follow this link by clicking on the icon with the arrow for the [May Financial Statement](#).
Follow this link by clicking on the icon with the arrow for the [June Financial Statement](#).
Follow this link by clicking on the icon with the arrow for the [June Cash CarryForward](#).

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

For informational purposes.

RECOMMENDED ACTION

No Action Required

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: August 24, 2026

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE:
SUBJECT: City Manager Updates

BACKGROUND:

DISCUSSION:

GOALS & OBJECTIVES

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

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Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

RECOMMENDED ACTION

Staff respectfully requests a motion

Attachments

None