

**March 3, 2020
Regular Meeting
12:00 Noon
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose 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 Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 Noon

2775 Garrison Avenue

Tuesday March 3, 2020

Call to Order

Consent Agenda

Minutes

- Regular Meeting 2/18/20

Pages 1-14

Bldg. Department

- Update (Quarterly)

Long Term Recovery Committee- First Meeting of Each Month

PSJRA- Update

City Attorney

- Update

Old Business

- Alarm Calls- Fire Chief John Ford
- Government Complex Grant-Update
- Paces Foundation Phase II

Pages 15-16

Pages 17-21

New Business

- Rate Study Task Order
- Parking Workshop- 4/14 at 6:00
- NERDA Grant Workshop- 3/24 at 5:00
- CDBG- DR Grants- Task Order

Pages 22-27

Pages 28-30

Public Works

- 1st Street Lift Station Relocation- Task Order
- As Built Drawings- Task Order

Pages 31-32

Page 33

Surface Water Plant

- Update

Waste Water Plant

- Update

Finance Director

- Update

City Engineer

- Trail Lighting/Upgrades Grant- Update

- **Clifford Sims Park Paving- Update**
- **SCOP Grant Application**

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **City Election Timeline**

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Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, February 18, 2020, at Noon.**

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on February 4, 2020, and the Workshop Meeting of February 11, 2020. All in favor; Motion carried 5-0.

As required by Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, Attorney McCahill noted that at the February 4, 2020, City Commission Meeting, Commissioner David Ashbrook abstained from voting on Ordinance 566 Large Scale Plan Amendment – David Warriner, and Ordinance 567 Planned Unit Development – David Warriner, because he is an employee of David and Trish Warriner. A copy of his Form 8B is attached to the Minutes of the February 4, 2020, Meeting.

Building Department Update – Quarterly

Long Term Recovery Committee – Given First Meeting of each month

Nancy Stuart shared that permits have been pulled to replace 4 roofs the first week of March. They are waiting on a permit from the City as their warehouse is ready to be delivered to Port St. Joe to the location the Port St. Joe Port Authority is leasing to them for \$1.00 per year for two years. Volunteers are being sought for their Grants / Donations Committee as well as the Case Management / Unmet Needs Committee.

PSJRA Update – No update was given.

City Attorney –

Preliminary Plat Approval – The Reserve on St. Joseph Bay:

Commissioner Lowry stated that he would be abstaining due to a business relationship with the developer, Ralph Rish.

Attorney McCahill noted the Preliminary Plat Approval had been recommended by the Planning, Development, and Review Board. A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Preliminary Plat for the Reserve on St. Joseph Bay. Motion carried 4-0 with Commissioner Lowry abstaining. Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers has been completed by Commissioner Lowry and will be attached to the Minutes.

Tennis Court Lease –

There were no objections from Gulf County School Board Attorney, Charles Costin. A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to proceed with the Lease. All in favor; Motion carried 5-0.

Commissioner Terms Update –

This was Tabled for future discussion.

Commissioner Qualifying Fee / Petition Process Update –

This was also Tabled for future discussion. Consensus was that there was no hurry as it would not affect the upcoming election for this year.

Attorney McCahill shared that he has visited the City Transfer Station Site, there has been no response from WastePro to the letter of April 8, 2019, and feels that the funds being held should be used for the cleanup of the site.

BCC has indicated they would like to use the facility and City Staff will be meeting with them to discuss their needs.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Government Complex Grant Update –

Mayor Buzzett announced that Jorge Gonzalez, on behalf of the St. Joe Company, has offered to sell a parcel of land on Langston Drive to the City for the new Government Complex. The cost will be \$312,500 which is much lower than the appraised value. City Staff has reached out to see if this is an option for the Legislative Appropriation that has been provided. If it is acceptable, an amendment will have to be submitted to the Department of Economic Opportunity for approval.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to purchase the property, and have a survey done within 15 days. All in favor; Motion carried 5-0.

City Managers Contract (Handout)

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to give City Manager Jim Anderson, a 7% salary increase and require a 2/3 super major vote (4 of 5 Commissioners) to terminate the contract. All in favor; Motion carried 5-0.

Parcel #04786-000R, Hwy 98 access for an Ice Machine – Henry Rackley

After discussion, consensus was that Mr. Rackley's request was not compatible with the Tourist Corridor and no action was taken on his request.

New Business

Lighthouse Lease Agreement – Linda Wood

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve a 25 year lease with the St. Joseph Historical Society for the Cape San Blas Lighthouse Complex. All in favor; Motion carried 5-0.

Rate Study Task Order –

This was Tabled for further research by City Staff.

Impact Fee Reduction Request –

Commissioner Ashbrook stated that he would be abstaining because the property involved his employers, David and Trish Warriner. Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers will be completed by Commissioner Ashbrook.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to grant the 25% waiver of Impact Fees on the Garrison and Madison PUD, but it will be given when the project is completed rather than upfront. Motion carried 4-0 with Commissioner Ashbrook abstaining.

Surplus Property –

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to declare the following items as Surplus Property. All in favor; Motion carried 5-0. City Staff is to check with Minnie Likely and the Gulf County School Board to see if any of the computer items can be utilized by either entity.

SURPLUS PROPERTY, February 18, 2020

MAKE/MODEL	TAG	CODE	CITY CODE
DELL VISTA PC	GF0FKH1	35736236389	N/A
HP LASER JET 1200 SERIES PRINTER	CNBRF96638	-	486
DELL OPTIFLEX 330	JF0FKH1	42266583397	297
DELL OPTIFLEX 330	6G0FKH1	14028879205	551
DELL OPTIFLEX 330	FF0FKH1	33559454053	470
DELL MONITOR	-	REV A00	433
DELL OPTIFLEX 330	4G0FKH1	9675314533	450
DELL OPTIFLEX 330	CF0FKH1	27029107045	N/A
HP PRINTER OFFICE JET PRO K550	MY684611GT	-	462
HP LASER JET 4200TN PRINTER	-	-	522
DELL KEYBOARD	-	REV A03	N/A
HP LASER JET 4250		Q5400A	489
CAMERA PHOTO EQUIPMENT- EVIDENCE	CBE	IV2009038041	EXP. LN 08514
DELL POWER CONNECT	6NCT7F1	00219BB302D1	564
DELL POWER CONNECT	B86T7F1	00219BAEDC2C	566
HP DVD DRIVE		2UA7270C3Y	439
DELL OPTIFLEX 3010	HGW4TW1	38026731601	572
HP DVD DRIVE		2US7270C3S	292
DELL OPTIFLEX 7020	3QZXY12	8162837894	903
DELL KEYBOARD	-	SK-8115	N/A
DELL KEYBOARD	-	KB212B	N/A
DELL KEYBOARD	-	KB212B	N/A
DELL KEYBOARD	-	KB212B	N/A
DELL KEYBOARD	-	KB212B	N/A
DELL KEYBOARD	-	KB212B	N/A
DELL POWER EDGE 2800		6CM7091	558
DELL OPTIFLEX 330	7G0FKH1	16205661541	N/A
DELL OPTIFLEX 7020	3RWYY12	8218311878	902
DELL OPTIFLEX 7020	3RVWY12	8216538950	899
DELL OPTIFLEX 330	3H0FKHI	7558998373	484
DELL PRECISION T3610	ITSSM22	3978665642	897
DELL MOUSE WITH CORD	-	DP/N: XN968	N/A
LOGITECH MOUSE CORDLESS	-	P/N: 810003285	N/A
DELL KEYBOARD	-	KB212-B	N/A
DELL MONITOR	-	DP/N: OG435H	485
DELL POWER SUPPLY	-	7000815-0000	N/A
DELL LASER PRINTER 1320C	-	DP/N: OWM053	371
DELL PRECISION T3610	ITTDM22	3980345258	908
DELL MONITOR	-	SN: CN-0KW14V-74261-31WB	N/A
DELL KEYBOARD	-	SK-8115	N/A
DELL KEYBOARD	-	KB212-B	N/A
DELL KEYBOARD	-	KB212-B	N/A
DELL MONITOR	-	SN: CN-ODTOPH-74261-488-IFVL	N/A
DELL MONITOR	-	SN: CN-0KW14V-74261-48M-2WGB	N/A
HP JET DIRECT 170X PRINTER	-	J4102B	491
HP SCANJET 5P	-	C5110A	594

DELL PC ? (FACE MISSING)	9TKMPD1	21379211749	N/A
DELL OPTIFLEX 330	8H0FKH1	18442910053	279
DELL OPTIFLEX 7020	3RDYY12	20140722	931
DELL OPTIFLEX 7020	3R84Z12	817660270	932
ENTERA SYS XSR 1850 ETHERNET PORT	-	SN: 4073074950863513	563
DELL OPTIFLEX 3010	HGX5TW1	38028457873	N/A
DELL PRECISION T3610	ITSTM22	3978712298	N/A
DELL COLOR LASER PRINTER 1320C	-	DP/N: OWM053	280
DELL MOUSE WITH CORD	-	-	N/A
DELL MONITOR	-	DP/N: OG435H	469
DELL OPTIFLEX 7020	3RSZY12	8211640070	898
DELL OPTIFLEX 3010	HGW5TW1	38026778257	N/A
DELL MONITOR	-	DP/N: UG435H	N/A
DELL MONITOR	-	DP/N: UG435H	529
DELL PC W/ DVD X 2? (FACE MISSING)	-	-	315
DELL MONITOR	-	REV A05	N/A
FELLOWES SHREDDER PS70-2CD	-	-	596
DELL KEYBOARD	-	KB212-B	N/A
DELL KEYBOARD	-	KB212-B	N/A
DELL OPTIFLEX 330	DG0FKH1	29266355557	329
DELL MONITOR	-	DP/N: OG435H	468
DELL MONITOR	-	DP/N: OG435H	449
DELL MONITOR	-	DP/N: OG435H	528
DELL MONITOR	-	DP/N: OG435H	282
DELL MONITOR	-	REV A02	N/A
DELL MONITOR	-	REV A02	N/A
APC BATTERY BACKUP	-	BE55OG	N/A
DELL OPTIFLEX 330	2H0FKH1	5382216037	517
DELL LAPTOP	9YTG6R1	21696355117	382
DELL LAPTOP	9L08GJ1	20861225389	248
DELL OPTIFLEX 330	HG0FKH1	37973484901	331
DELL PRECISION 390	BS98WC1	25653190321	366
DELL OPTIFLEX 330	HFOFKH1	37913018725	211
DELL OPTIFLEX 330	9G0FKH1	20559226213	SUPLUS N/A
DELL OPTIFLEX 330	61XDLG1	13177221841	604
THOMPSON TOUTER	-	DCM476	N/A
HP LASERJET 2605 DN	-	-	259
DELL OPTIFLEX 3010	HGV4TW1	3802505198	N/A
DELL MOUSE WITH CORD	-	-	N/A
DELL MOUSE WITH CORD	-	-	N/A
DELL KEYBOARD	-	KB212-B	N/A
DELL OPTIFLEX 7020	3RH3Z12	8191672598	900
DELL LAPTOP	HW9GKH1	38956106917	N/A
DELL LAPTOP	8W9GKH1	19365065893	N/A
DELL LAPTOP	7W9GKH1	17188283557	N/A
APC BATTERY BACKUP	-	BX15006CD	N/A
BUFFALO RADIO	-	WA5200D0802	555
APC BATTERY BACKUP	-	BR800 BLK	N/A

DELL OPTIFLEX 330	7FOFKH1	16145195365	527
DELL OPTIFLEX 330	GG0FKH1	35796702565	365
DELL OPTIFLEX 330	7H0FKH1	20498760037	363
DELL OPTIFLEX 330	9F0FKH1	20498760037	251
DELL OPTIFLEX 330	8G0FKH1	1838244387	494
ACER MONITOR	-	AL1917A	N/A
DELL MONITOR	-	REV A00	332
DELL OPTIFELX 330	1H0FKH1	3205433701	432
DELL OPTIFLEX 330	6H0FKH1	14089345381	387
DELL POWER VAULT	-	124T	560
OPTIFLEX 330	BG0FKH1	24912790885	278
APC BATTERY BACKUP	-	NS1250	N/A
DELL CORDLESS MOUSE	-	1641LZ0134ZW8	N/A
DELL 1320 LASER PRINTER	-	DP/N: OWM053	446

Parking Ordinance – Discussion

A Workshop has been scheduled for Tuesday, April 14, 2020, at 6 P.M. to discuss this.

Resolution 2020-01 Rural Area of Opportunity Designation –

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve Resolution 2020-01. All in favor; Motion carried 5-0.

Public Works – John Grantland

Clifford Sims Lift Station

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the purchase of a Godwin Pumps of America Dri-Prime CD 100M Electric Pump, the Auto Control Panel, and a N/O Mechanical Pilot Float Switch from Xylem in the amount of \$18,443.20. This item is on Florida Sheriff's Contract and there are no delivery or freight charges. All in favor; Motion carried 5-0.

Commissioner Hoffman noted that he had observed people playing Disc Golf and there were not any issues with parking or disruptions to the neighborhoods.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have anything to update the Commissioners on, but noted he is still trying to hire an Electrician.

Wastewater Plant –

Mr. Pettis shared the plant is still pushing water out, the new vehicles are in, but they are waiting on the paper work, and he has a full staff for the plant.

Finance Director – Mike Lacour

Mr. Lacour continues to work on FEMA and Insurance issues.

City Engineer – Clay Smallwood, III

Trail Lighting / Upgrades Grant –

Duke Energy needs an Easement from the St Joe Company for a small piece of property.

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DELL OPTIFLEX 330	GG0FKH1	35796702565	365
DELL OPTIFLEX 330	7H0FKH1	20498760037	363
DELL OPTIFLEX 330	9F0FKH1	20498760037	251
DELL OPTIFLEX 330	8G0FKH1	1838244387	494
ACER MONITOR	-	AL1917A	N/A
DELL MONITOR	-	REV A00	332
DELL OPTIFELX 330	1H0FKH1	3205433701	432
DELL OPTIFLEX 330	6H0FKH1	14089345381	387
DELL POWER VAULT	-	124T	560
OPTIFLEX 330	BG0FKH1	24912790885	278
APC BATTERY BACKUP	-	NS1250	N/A
DELL CORDLESS MOUSE	-	1641LZ0134ZW8	N/A
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Trail Lighting / Upgrades Grant –

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Clifford Sims Park Paving –

No date has been set, but the contractor is working in the area and should be on this project in the next few weeks.

SCOP Grant

The application is due March 20, 2020. Suggestions for consideration are: Madison Avenue in front of the high school; Avenue A from the railroad tracks to Highway 71; Avenue A from the railroad tracks to Highway 98; and Long Avenue. Commissioners were asked to consider these suggestions and have a recommendation at the next meeting.

Task Orders for the First Street and Twentieth Street Lift Stations are being worked on.

Code Enforcement –

Two more individuals are being referred to the Special Magistrate for resolution of issues with their property.

Police Department – Sgt. C. P. Uitts

Justice (JAG) Grant

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the JAG Grant to purchase two patrol vehicles, partially equipped, on state contract for \$80,200 additional equipment will be needed in the amount of \$5,000 which totals \$85,200 less the JAG Grant of \$70,000 leaving a balance of \$15,200 to come from Chief Herring's budget. All in favor; Motion carried 5-0. These vehicles will replace two damaged by salt water during Hurricane Michael.

City Clerk - Charlotte Pierce

Clerk Pierce did not have any updates for the Commission.

Citizens to be Heard –

Linda Wood, Operations Manager for the St. Joseph Historical Society, reminded the Commission of the additional power usage by vendors in the park and decorative lights added to the lighthouse that have been metered on the Eglin electrical bill. The City and the St. Joseph Historical Society will work together on special events utility charges.

Christy McElroy asked if outside hires complete a Disclosure Form; shared that BCC has a business association with Gulf Container Co., LLC, asked if Vehicle Identification Numbers are required for vehicles doing business in the City, and requested clarification of the debris pickup schedule. Ms. McElroy feels the Rate Study is very important and asked if grant funds were available to help offset the cost of the study.

John Whitmer, Executive Director, Gulf County Chamber of Commerce shared the following dates for upcoming Chamber events. Blues on Reid, March 27 and 28, 2020; Scallop Festival September 4-6, 2020; PortOber Fest, September 26, 2020; and the Forgotten Music Festival, November 13 – 15, 2020. There is a ribbon cutting for H & R Block today from 4 P.M. until 6 P.M.

Discussion Items by Commissioners –

Mayor Buzzett thanked the Port St. Joe Garden Club for replanting the planters at City Hall.

Commissioner Langston shared that the Community Garden Committee met Saturday and staked out boxes. Planting will begin next month.

Claire Morris offered seeds from WalMart for planting and will provide them on a return trip to Port St. Joe.

Commissioner Ashbrook Suggested adding an *Upcoming Projects* Page to the City's Social Media sites.

Commissioner Lowry asked if the HMGP Grant had been submitted to elevate lift stations, make improvements to the Centennial Building and Washington Gym, and funding for a new Government Complex.

Commissioner Hoffman reminded everyone of the Port St. Joe High School Girls' Basketball game is at 7 P.M. tonight and the boys' game is Thursday night at 7 P.M.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to adjourn the meeting at 1:57 P.M.

Approved this _____ day of _____ 2020.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Ashbrook, David A.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS 909 Twentieth Street		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED February 18, 2020		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, David A. Ashbrook, hereby disclose that on February 18, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☒ inured to the special gain or loss of David Warriner, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Ord # 566 Large Scale Plan Amendment.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2-18-2020

Date Filed

David Ashbrook
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

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CITY Port St. Joe, FL	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED February 18, 2020		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

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Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, David A. Ashbrook, hereby disclose that on February 18, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of David Warner, by whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Ord # 567 PUD Approval

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict:

2-18-2020

Date Filed

David Ashbrook
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lowry Brett Charles</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS <i>134 Gulf Coast Circle</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>2/18/2020</i>		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett C. Lowery, hereby disclose that on Feb 18th, 20 20:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☒ inured to the special gain or loss of my business associate, Ralph Rich;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I have a business relationship with the Developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

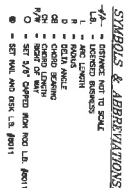
Date Filed

2/18/2020

Signature

[Signature]

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



SURVEYOR'S NOTES

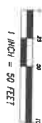
- [illegible]

LEGAL DESCRIPTION GOVERNMENT COMPUED

PERIODICAL, ISSUED AS FOLLOWS:

NAME OF PUBLICATION	ISSUED AS FOLLOWS
THE AMERICAN JOURNAL OF MATHEMATICS	1882-1883, 1884-1885, 1886-1887, 1888-1889, 1890-1891, 1892-1893, 1894-1895, 1896-1897, 1898-1899, 1900-1901, 1902-1903, 1904-1905, 1906-1907, 1908-1909, 1910-1911, 1912-1913, 1914-1915, 1916-1917, 1918-1919, 1920-1921, 1922-1923, 1924-1925, 1926-1927, 1928-1929, 1930-1931, 1932-1933, 1934-1935, 1936-1937, 1938-1939, 1940-1941, 1942-1943, 1944-1945, 1946-1947, 1948-1949, 1950-1951, 1952-1953, 1954-1955, 1956-1957, 1958-1959, 1960-1961, 1962-1963, 1964-1965, 1966-1967, 1968-1969, 1970-1971, 1972-1973, 1974-1975, 1976-1977, 1978-1979, 1980-1981, 1982-1983, 1984-1985, 1986-1987, 1988-1989, 1990-1991, 1992-1993, 1994-1995, 1996-1997, 1998-1999, 2000-2001, 2002-2003, 2004-2005, 2006-2007, 2008-2009, 2010-2011, 2012-2013, 2014-2015, 2016-2017, 2018-2019, 2020-2021, 2022-2023, 2024-2025, 2026-2027, 2028-2029, 2030-2031, 2032-2033, 2034-2035, 2036-2037, 2038-2039, 2040-2041, 2042-2043, 2044-2045, 2046-2047, 2048-2049, 2050-2051, 2052-2053, 2054-2055, 2056-2057, 2058-2059, 2060-2061, 2062-2063, 2064-2065, 2066-2067, 2068-2069, 2070-2071, 2072-2073, 2074-2075, 2076-2077, 2078-2079, 2080-2081, 2082-2083, 2084-2085, 2086-2087, 2088-2089, 2090-2091, 2092-2093, 2094-2095, 2096-2097, 2098-2099, 2100-2101, 2102-2103, 2104-2105, 2106-2107, 2108-2109, 2110-2111, 2112-2113, 2114-2115, 2116-2117, 2118-2119, 2120-2121, 2122-2123, 2124-2125, 2126-2127, 2128-2129, 2130-2131, 2132-2133, 2134-2135, 2136-2137, 2138-2139, 2140-2141, 2142-2143, 2144-2145, 2146-2147, 2148-2149, 2150-2151, 2152-2153, 2154-2155, 2156-2157, 2158-2159, 2160-2161, 2162-2163, 2164-2165, 2166-2167, 2168-2169, 2170-2171, 2172-2173, 2174-2175, 2176-2177, 2178-2179, 2180-2181, 2182-2183, 2184-2185, 2186-2187, 2188-2189, 2190-2191, 2192-2193, 2194-2195, 2196-2197, 2198-2199, 2200-2201, 2202-2203, 2204-2205, 2206-2207, 2208-2209, 2210-2211, 2212-2213, 2214-2215, 2216-2217, 2218-2219, 2220-2221, 2222-2223, 2224-2225, 2226-2227, 2228-2229, 2230-2231, 2232-2233, 2234-2235, 2236-2237, 2238-2239, 2240-2241, 2242-2243, 2244-2245, 2246-2247, 2248-2249, 2250-2251, 2252-2253, 2254-2255, 2256-2257, 2258-2259, 2260-2261, 2262-2263, 2264-2265, 2266-2267, 2268-2269, 2270-2271, 2272-2273, 2274-2275, 2276-2277, 2278-2279, 2280-2281, 2282-2283, 2284-2285, 2286-2287, 2288-2289, 2290-2291, 2292-2293, 2294-2295, 2296-2297, 2298-2299, 2300-2301, 2302-2303, 2304-2305, 2306-2307, 2308-2309, 2310-2311, 2312-2313, 2314-2315, 2316-2317, 2318-2319, 2320-2321, 2322-2323, 2324-2325, 2326-2327, 2328-2329, 2330-2331, 2332-2333, 2334-2335, 2336-2337, 2338-2339, 2340-2341, 2342-2343, 2344-2345, 2346-2347, 2348-2349, 2350-2351, 2352-2353, 2354-2355, 2356-2357, 2358-2359, 2360-2361, 2362-2363, 2364-2365, 2366-2367, 2368-2369, 2370-2371, 2372-2373, 2374-2375, 2376-2377, 2378-2379, 2380-2381, 2382-2383, 2384-2385, 2386-2387, 2388-2389, 2390-2391, 2392-2393, 2394-2395, 2396-2397, 2398-2399, 2400-2401, 2402-2403, 2404-2405, 2406-2407, 2408-2409, 2410-2411, 2412-2413, 2414-2415, 2416-2417, 2418-2419, 2420-2421, 2422-2423, 2424-2425, 2426-2427, 2428-2429, 2430-2431, 2432-2433, 2434-2435, 2436-2437, 2438-2439, 2440-2441, 2442-2443, 2444-2445, 2446-2447, 2448-2449, 2450-2451, 2452-2453, 2454-2455, 2456-2457, 2458-2459, 2460-2461, 2462-2463, 2464-2465, 2466-2467, 2468-2469, 2470-2471, 2472-2473, 2474-2475, 2476-2477, 2478-2479, 2480-2481, 2482-2483, 2484-2485, 2486-2487, 2488-2489, 2490-2491, 2492-2493, 2494-2495, 2496-2497, 2498-2499, 2500-2501, 2502-2503, 2504-2505, 2506-2507, 2508-2509, 2510-2511, 2512-2513, 2514-2515, 2516-2517, 2518-2519, 2520-2521, 2522-2523, 2524-2525, 2526-2527, 2528-2529, 2530-2531, 2532-2533, 2534-2535, 2536-2537, 2538-2539, 2540-2541, 2542-2543, 2544-2545, 2546-2547, 2548-2549, 2550-2551, 2552-2553, 2554-2555, 2556-2557, 2558-2559, 2560-2561, 2562-2563, 2564-2565, 2566-2567, 2568-2569, 2570-2571, 2572-2573, 2574-2575, 2576-2577, 2578-2579, 2580-2581, 2582-2583, 2584-2585, 2586-2587, 2588-2589, 2590-2591, 2592-2593, 2594-2595, 2596-2597, 2598-2599, 2600-2601, 2602-2603, 2604-2605, 2606-2607, 2608-2609, 2610-2611, 2612-2613

CERTIFIED TO:
ST. JOE COMPANY
CITY OF PORT ST. JOE
WATERSOUND TITLE AGENCY, LLC



15

David Jon
Bartlett

2020.02.2
7 13:53:40
-06'00'

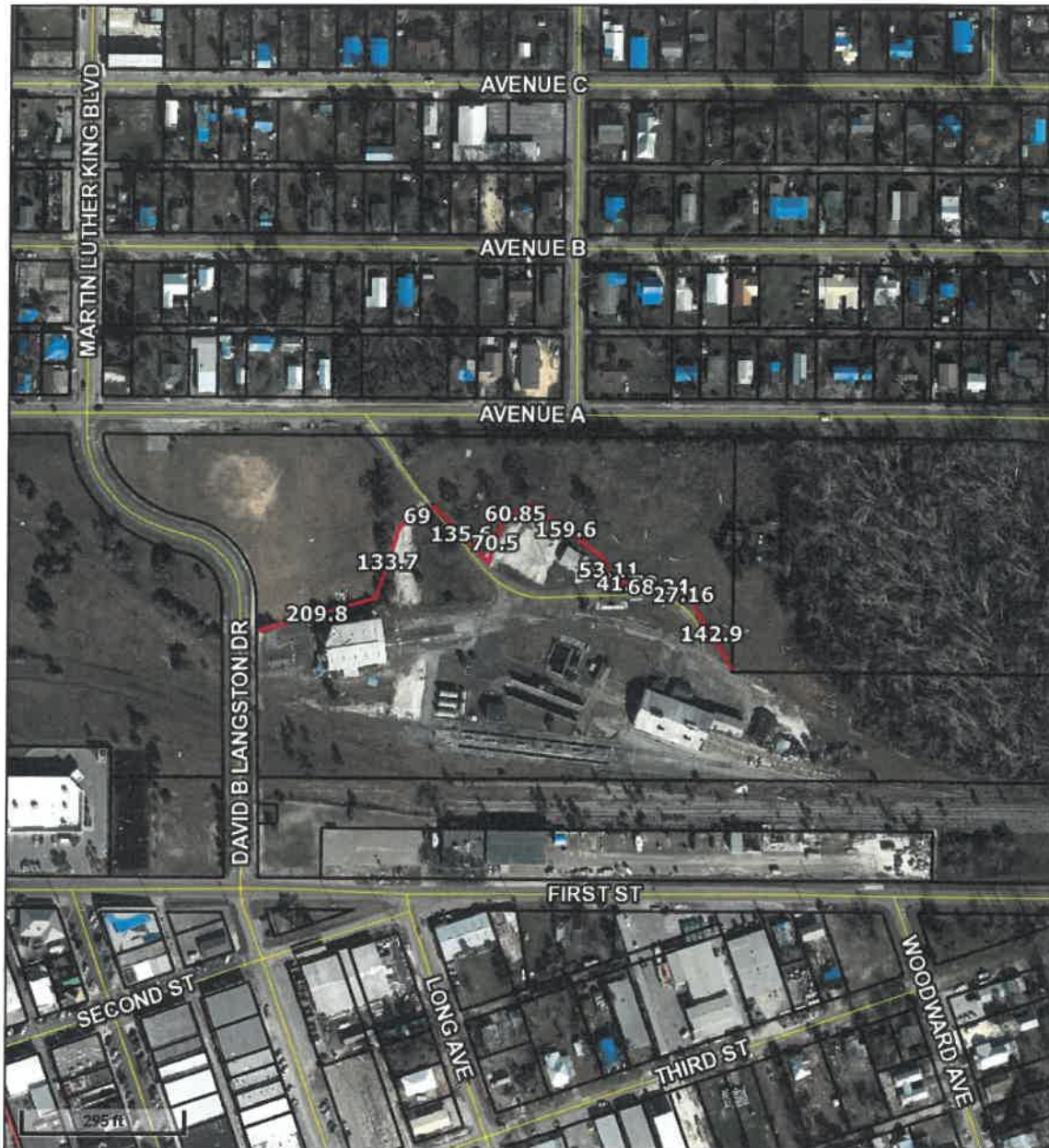
BOUNDARY SURVY
SECTION 1, T-8-S, R-11-W
CITY OF PORT ST. JOE
GULF COUNTY, FLORIDA



DAVID JON BARTLETT, P.S.M. DATE SIGNED
PROFESSIONAL SURVEYOR & MAPPER No. 154078

Dewberry
DEWBERRY ENGINEERS INC.
203 ABERDEEN PARKWAY
PANAMA CITY, FLORIDA 32405
PHONE: 850.322.9844 FAX: 850.322.1011
WWW.DEWBERRY.COM
CERTIFICATE OF AUTHORIZATION NO. LB 8011











[illegible]



Overview



Legend

-  Parcels
- USA Major Highways**
 -  Limited Access
 -  Highway
 -  Major Road
 -  Local Road
 -  Minor Road
 -  Other Road
 -  Ramp
 -  Ferry
 -  Pedestrian Way
 -  Roads

Date created: 2/28/2020
Last Data Uploaded: 2/27/2020 5:55:40 PM

Developed by  **Schneider**
GEOSPATIAL

Jim Anderson

From: Michael Bauer <Michael@pacesfoundation.org>
Sent: Friday, February 21, 2020 12:58 PM
To: Jim Anderson
Cc: David Ashbrook; Rick Haymond
Subject: Gateway Manor alternate entrance design v2
Attachments: cidEEF8E230-12B1-45BF-B77D-78E99D098223.pdf; cid3D86DBA6-2F73-47C1-AEB8-EDF54814CCA0.pdf

Hello Jim

I just received this entrance modification based on the discussion at the last mtg. I have not shown this to Chief Herring yet for feedback. I called this morning but we didn't connect.

I looked online but did not see the agenda for the next meeting. Could you please confirm that we are on the agenda for a vote at the noon, 3/3/20 mtg so that we may plan travel to be there if needed. I hope that this design or the single one way exit offered at the last meeting will be an amenable alternative proposal to the new complete entrance discussed. Either of these 2 new modified property entrance designs are workable for us.

We would hope to see an approval vote with the 3 items requested:

- New modified entrance with the 1 way exit only or 1 way exit & 1 way entrance, shown here, in lue of a complete new road entrance.
- Wavier of the parking spaces down to 1.5
- 25% wavier of impact fees

Also, we have gotten clarification on the extended tenancy of the officers with a positive outcome. However, once we get to the Development Order stage, we can propose a more permanent long term solution to this issue.

Please let me know about the 3rd date, have a great weekend.

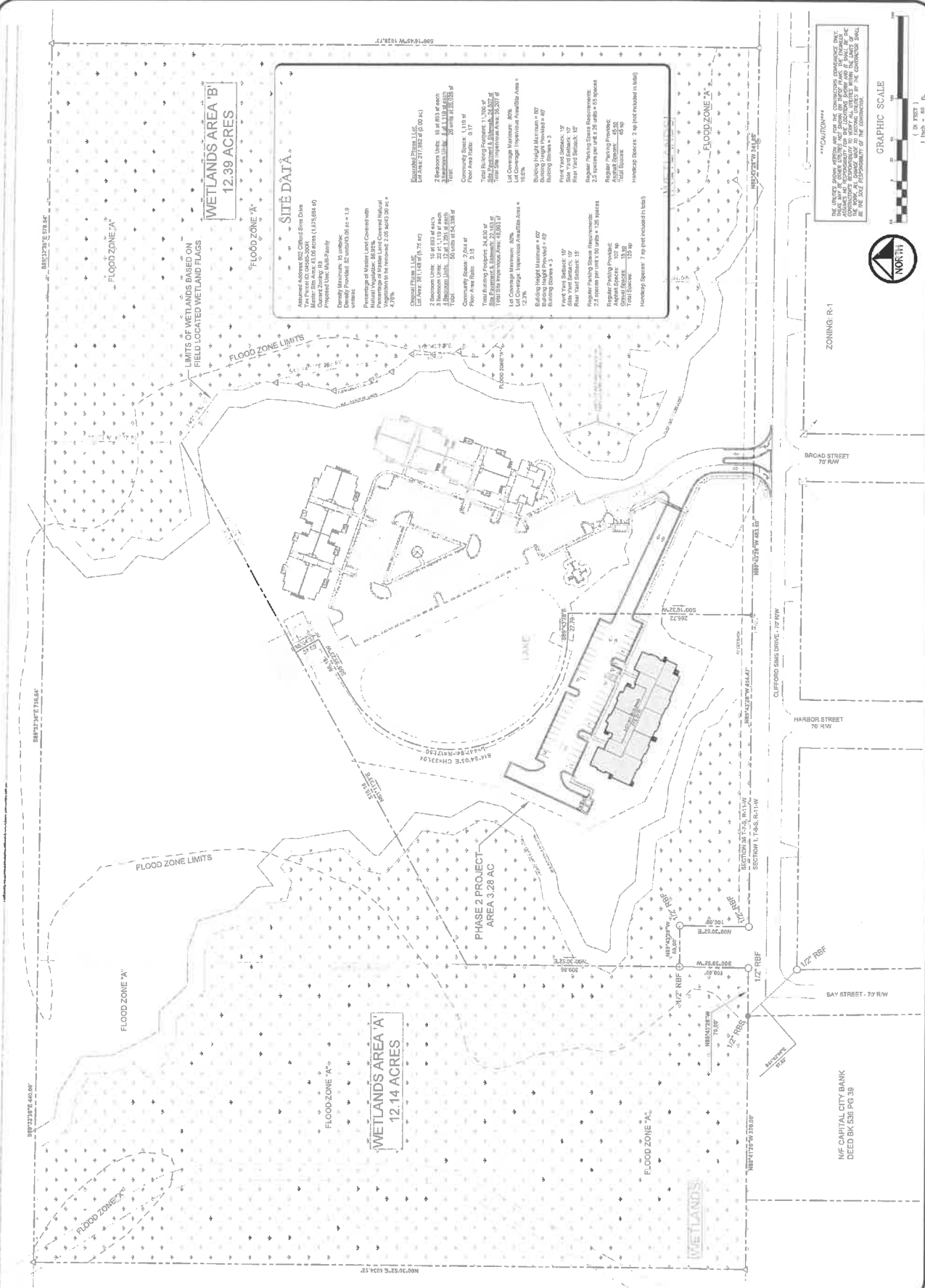
Best
Michael

Michael

THE PACES FOUNDATION

Michael J Bauer, CPM-AMS-CDFS | Director of Community Development | 770.431.9696 x4 main

WEB www.pacesfoundation.org FOLLOW US www.pacesfoundation.org/connect



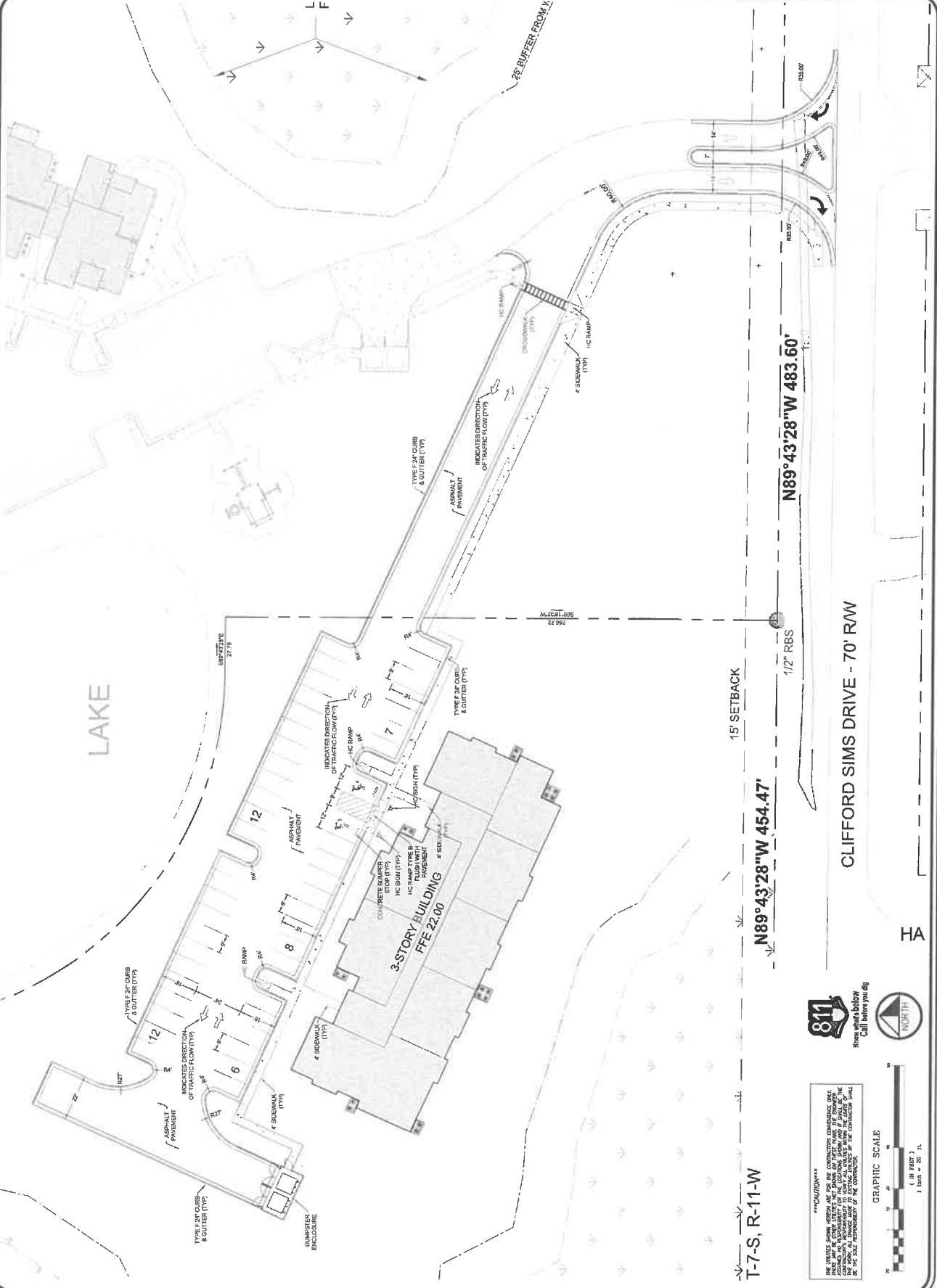
NO.	DATE	REVISIONS
1	01/11/11	ISSUED FOR PERMIT
2	01/11/11	REVISED FOR COMMENTS
3	01/11/11	REVISED FOR COMMENTS
4	01/11/11	REVISED FOR COMMENTS
5	01/11/11	REVISED FOR COMMENTS
6	01/11/11	REVISED FOR COMMENTS
7	01/11/11	REVISED FOR COMMENTS
8	01/11/11	REVISED FOR COMMENTS
9	01/11/11	REVISED FOR COMMENTS
10	01/11/11	REVISED FOR COMMENTS

LandTec
 Professional Engineering Services, Inc.
 11500 W. 11th Avenue, Suite 111
 Broomfield, CO 80020
 (303) 440-1111
 www.landtec.com

**20 SCALE SITE PLAN
 GATEWAY PORT ST. JOE APARTMENTS
 PHASE ONE ADDITIONAL UNITS**

WILSON & DUNN
 ENGINEERS
 11500 W. 11th Avenue, Suite 111
 Broomfield, CO 80020
 (303) 440-1111
 www.wilsonanddunn.com

DATE	01/11/11
BY	WJD
CHECKED	WJD
SCALE	1" = 20'
PROJECT NUMBER	17100
SHEET NUMBER	C2.1
SHEET 4 OF 20	



811
 Know what's below
 Call before you dig

GRAPHIC SCALE
 1" = 20'
 1" = 10'

HA



THE PACES FOUNDATION

Sustainable Affordable Housing Developers

Mr. David Ashbrook
Commissioner
City of Port St. Joe
1002 10th Street
Port St. Joe, Florida 32456

January 7, 2020

Regarding: Hurricane Michael Recovery Project; Gateway Manor, 26 Family Affordable Housing Apartments

Dear Commissioner Ashbrook:

Soon after our community & neighborhoods were severely damaged by Hurricane Michael and in response to your request, The Paces Foundation applied to Florida Housing Finance Corporation and received funding to add 26 new residential apartment units on Clifford Sims Drive.

There are presently 36 qualified families on our waiting list at Gateway Apartments I. Demand is extremely high where these additional affordable housing residential units are proposed to be constructed. We expect lease up to be completed immediately after construction.

The funding approved by Florida Housing Finance Corporation is finite. No additional funding is available and the entire cost of these new apartments must come from the funds. To accomplish this we ask the City of Port St Joe to approve the following cost savings measures:

1. Reduce the parking requirements to 1.5 spaces per unit.
2. Waive the requirement placed on Gateway Apartments I, "Development Order" to allow the use of the existing single entrance off Clifford Sims Drive to serve the additional 26 apartments.
3. Reduce the normal impact and/or utility connection fees to an amount consistent with the approximate 30% reduction the city approved for a similar Florida Housing Finance Corporation funded apartment complex in Port St Joe the fall of 2019; "Barry's Bungalow", which we understand is not moving forward.

We have also attached a copy of a professional traffic study (requested by the city) supporting the reduction of the parking space requirements by detailing the minimum impact of the existing traffic in the area, and a common single entrance shared with Gateway Apartments I.

Not only will your approval vote add needed Hurricane Michael replacement housing, it will also provide a positive property tax impact for the local jurisdiction of \$21,997 per year, yielding at least \$658,431 over the term of 30 years.

We would appreciate this request being placed on the agenda for your January 21, 2020 council meeting and we will have a representative in attendance to answer any questions council may have.

Thank you,

Mark du Mas, President



February 27, 2020

Mr. Jim Anderson
City of Port St. Joe
305 Cecil G. Costin Sr. Boulevard
Port St. Joe, FL 32456

Re: Proposal for 2020 Water and Sewer Rates and Fees Study

Dear Mr. Anderson:

As requested, Stantec Consulting Services Inc. (Stantec) is pleased to present this proposal to conduct a Water and Sewer Rates and Fees Study for the City of Port St. Joe.

The following tasks and enclosed detailed Project Work Plan and Cost Estimate Schedule (Schedule) are proposed to complete the Study. This Schedule shows that the analysis can be completed for a fixed fee of \$25,840, inclusive of expenses as well as a contingency allowance. Therefore, we propose to complete the analysis for a fixed fee of \$25,840 that will be invoiced monthly based upon the percentage of each task completed. We can begin work on this assignment immediately upon receipt of a notice to proceed and estimate that it can be completed by September 30, 2020.

Task 1: Project Initiation

To begin the study, Stantec will submit a data request to the City. Immediately thereafter, we will conduct a Kickoff Meeting with staff to confirm goals and objectives of the study, discuss key issues, roles, and responsibilities, and finalize the project schedule, including milestones and deliverables.

Meetings: Web-based kickoff meeting

Deliverables: Rates and fees data request checklist

Task 2: Financial Management Plans

An analysis to determine the revenue required to support utility operations for the City's Water and Sewer Funds, including capital spending, will be completed. We will use our dynamic financial model called FAMS (Financial Analysis and Management System). Alternative long-term financial management plans will be prepared for each system and will identify projected annual revenue requirements and alternative rate adjustments. As part of the analysis, we will examine historical operating expenses, growth and water use trends, alternative capital spending levels, debt service coverage ratios, levels of operating and capital reserves, and other financial policies that drive the revenue requirements of the utility. Through meetings with City staff, we will evaluate alternative capital funding scenarios for each of the Water and Sewer Funds.



Meetings: Two web-based interactive work sessions

Deliverables: Summary assumptions workbooks

Task 3: Review & Development of Impact Fees

Stantec will review existing impact fees in conjunction with Task 2. We will review the City's recent capital improvement programs, existing ordinances, master planning documents, and other necessary data to update the level of water and sewer impact fees to account for current costs. The City's existing impact fee structure and the way in which impact fees are applied will remain unchanged in this update.

Meetings: Web-based meeting

Deliverables: Summary of proposed impact fees

Task 4: Reports & Presentations

A consolidated Draft Report, Draft Final Report and Final Report will be prepared for the City that documents the findings and methodologies for both the Water and Sewer Funds.

We will prepare a summary presentation of the final results and recommendations and present the findings at a meeting with City Commissioners, City Manager and staff.

Meetings: Conference calls to review report; City meeting presentation

Deliverables: Draft Report, Draft Final Report, Final Report, summary presentation

We appreciate the opportunity to present this proposal and look forward to working with you on this assignment. If you have any questions, please do not hesitate to call me at 813-204-3331. Otherwise, please proceed with executing the attached standard form contract following this letter.

Very truly yours,



Andrew Burnham
Vice President of Financial Management Consulting





CONSULTING SERVICES AGREEMENT

Contract No.: _____

Effective Date: _____

End Date: _____

CLIENT: **CITY OF PORT ST. JOE**
305 Cecil G. Costin Sr. Boulevard
Port St. Joe, FL 32456
Attn: Jim Anderson

CONSULTANT: **STANTEC CONSULTING SERVICES INC.**
777 S Harbour Island Boulevard Suite 600
Tampa, FL 33602-5729
Attn: Andrew Burnham

Services: WATER AND SEWER RATES AND FEES STUDY
(as further described in Attachment A)

Compensation: 25,840 (TWENTY-FIVE THOUSAND, EIGHT HUNDRED AND FORTY DOLLARS)

This Consulting Services Agreement ("Agreement") is entered into as of the Effective Date shown above, between CLIENT and CONSULTANT, collectively the "Parties".

IN WITNESS WHEREOF, and in consideration of the mutual covenants and promises herein, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CITY OF PORT ST. JOE

STANTEC CONSULTING SERVICES INC.

Authorized Signature

Authorized Signature

Name

Andrew Burnham
Name

Title

Vice President of Financial Management Consulting
Title

Date

February 6, 2020
Date



ATTACHMENT A

SCOPE OF SERVICES



City of Port St. Joe, FL
Water and Sewer Rate Study

Project Work Plan and Cost Estimate Schedule

Project Tasks	Hourly Rates →	Estimated Labor-Hours					Total Project
		Director	QA/QC	Managing Consultant	Sr. Analyst	Admin	
Task 1 Project Initiation							
1.1 Prepare preliminary work plan, timeline for tasks, and initial data request list prior to kick-off meeting.		0	1	1	1	4	7
1.2 Conduct kick-off meeting via conference call to review project objectives, schedule, key issues, approach, available data, and key		1	0	1	1	0	3
1.3 Review initial data/documentation provided by staff and submit supplemental requests and/or clarifications.		0	0	1	2	0	3
Task 2 Development of Financial Management Plan							
2.1 Prepare water and wastewater customer and demand analysis to determine projected growth, trends in usage patterns, identify peak demands and the demands placed on the system, and total projected water and wastewater system customers, equivalent residential units (ERUs) and usage.		0	0	1	4	0	5
2.2 Input financial and billing data into our FAMS financial planning module, run the module, and produce preliminary output, including a ten-year financial management program that will include the following:		0	0	2	16	0	18
o Examination of historical and projected expenses (operating, capital improvement and capital equipment) and revenue requirements							
o Capital Improvements Program and Capital Financing Plan							
- Project listing by year, including integration of specific scenarios as required							
- Alternative funding sources for capital projects							
- Development of a capital financing plan, including identification of timing and amount of borrowing requirements							
o Borrowing Program							
- Borrowing required (by source) to fund CIP projects not funded by other sources to include but not necessarily be limited to revenue							
- Timing of bond issue(s)/loan(s) to provide required borrowed funds							
- Annual debt service of bond issue(s)/loan(s)							
o Revenue Sufficiency Analysis, including Cash Flows							
- Annual revenue projections, include a breakdown of revenues from sale of services, impact fees, and other revenues							
- Annual operations and maintenance expense projections							
- All other annual revenue requirements such as R&R, minor capital, transfers to other funds, current debt service/loan payments,							
o Sources and Uses of Funds Analysis							
o Financial Policy Review							
- Reserve Levels (Minimum Fund Balance Policies) for each fund							
- Beginning and ending funds balances by fund by year							
2.3 Review results with consulting team, make required adjustments, and prepare alternative scenarios.		1	2	2	8	0	11
2.4 Meet with City staff in an interactive work session [web-based meeting] to review preliminary results.		2	0	2	2	0	6
2.5 Make adjustments per input from City staff in the prior sub-task and distribute workbook of assumptions, inputs, and preliminary results for staff review.		0	2	2	4	0	8
2.6 Meet with City staff in second interactive work session [web-based meeting] to review adjusted results.		0	0	2	2	0	4
2.7 Perform adjustments per input from City staff and determine plan of rate annual revenue adjustments and revenue requirements for the test year for rate making.		0	0	1	4	0	5
Task 3 Review & Development of Impact Fees							
3.1 Obtain and review all ordinances, master plan, capital improvement information, capacity reports, and system GIS data.		0	0	1	2	0	3
3.2 Obtain and review fixed asset records for all major system components.		0	0	1	2	0	3
3.3 Prepare reproduction cost schedule of fixed assets by major system component.		0	0	1	3	0	4
3.4 Review CIP with City staff to determine portion of projects for expanded capacity and portions associated with renewal and rehabilitation.		0	0	1	1	0	2
3.5 Allocate fixed assets and CIP between major facility components of supply, treatment, transmission/collection, disposal, reuse, etc.		0	0	1	2	0	3
3.6 Load appropriate data into our impact fee module, adjust and calibrate, and produce preliminary results.		0	0	2	4	0	6
3.7 Link impact fee module with the financial forecast module of Task 2 to evaluate the effects of changes in the impact fees in the capital projects funding plan and the effects upon user fee rate revenue requirements and the overall financial plan.		0	0	1	1	0	2
3.8 Review completed impact fee model with consulting team and adjust as required.		1	1	2	4	0	8
3.9 Meet with City staff in an interactive work session [web-based meeting] to review results of impact fees.		2	0	2	2	0	6
4.0 Perform adjustments based upon input from City staff to finalize fee analysis.		0	0	1	2	0	3
Task 4 Reports & Presentations							
4.1 Prepare a Draft Report and summary presentation of the initial results and recommendations of the Study for staff review/comment.		1	1	2	8	2	14
4.2 Prepare Final Draft Report based upon edits from City staff, and provide to staff for further review, as needed.		0	0	1	4	0	5
4.3 Integrate final staff comments and prepare Final Report and summary presentation of the Study.		1	0	1	2	0	4
4.4 Present the results of the study to City Commission, City Managers and other staff members.		3	0	3	0	0	6
Total Estimated Labor Hours		12	7	35	78	6	139
Total Estimated Fee							\$25,740
Total Estimated Expenses							\$100
Total Estimated Project Cost							\$25,840



777 S Harbour Island Boulevard Suite 600 • Tampa FL 33602-5729
Phone: 813.204.3331 • E-mail: Andrew.burnham@stantec.com

ATTACHMENT B
RATE SCHEDULE

1. The rates provided below shall be in effect from January 1, 2020 to December 31, 2020. After December 31, 2020 the below rates will automatically increase by 3.0%.

2. Changes, modifications, or additional services provided by CONSULTANT personnel in various labor categories will be billed at the following negotiated hourly rates (inclusive of salary, overhead and fee):

<u>Labor Category</u>	<u>Hourly Rate</u>
Director	\$335
Principal	\$285
QA/QC	\$235
Managing Consultant	\$235
Senior Consultant	\$210
Consultant	\$180
Senior Analyst	\$150
Analyst	\$120
Admin	\$85

3. Out of pocket and sub-contractor expenses for changes, modifications, or additional services will be billed at cost.



ATTACHMENT C
INDEPENDENT MUNICIPAL ADVISOR EXEMPTION

February 27, 2020

City of Port St. Joe is aware of the "Municipal Advisor Rule" of the Securities and Exchange Commission and the "independent municipal advisor" exemption from the definition of "advice." City of Port St. Joe hereby notifies Stantec Consulting Services Inc. that it wishes them to continue to provide recommendations on user fees and financial forecasting related to the issuance of municipal securities. City of Port St. Joe is represented by the firm of [insert name of municipal advisor], which it has retained to, among other things, assist City of Port St. Joe in evaluating any and all of such recommendations. City of Port St. Joe will rely on [municipal advisor] for advice. **Therefore, City of Port St. Joe understands that Stantec Consulting Services Inc. is not a municipal advisor and is not subject to the fiduciary duty established in Section 15B(c)(1) of the Securities and Exchange Act.** This certificate may be relied upon until [insert date]. Stantec Consulting Services Inc. understands that it must also send a copy of this certificate to the [municipal advisor].



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The Ferguson Group
Advocacy. Consulting. Grants.



February 21, 2020

Mr. Jim Anderson
City Manager
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

RE: HUD Community Development Block Grant- Disaster Recovery Funding Project

Dear Jim:

Thank you very much for taking the time to discuss with me on February 21, 2020 a scope task order assignment for securing funding for City infrastructure, a new government operations center and housing rehabilitation projects under the U.S. Department of Housing and Urban Development (HUD) – Community Development Block Grant – Disaster Recovery (CDBG-DR) program in the wake of the Hurricane Michael Natural Disaster. As we discussed, the CDBG-DR funding will ultimately be administered by the State of Florida's Department of Economic Opportunity (DEO). This funding is appropriated by Congress to help communities throughout our country rebuild after disasters.

Congress appropriated \$735 million in CDBG-DR funding for Hurricane Michael relief. These funds will be distributed to the nine counties that were impacted by Hurricane Michael. Prior to receiving funding, DEO must develop and submit a State Action Plan on how they will utilize the funding. HUD typically gives themselves 60 days to review the plans, but timing can change with each federal register. Then a grant agreement must be signed by HUD and the state. And after that, the state can distribute funds.

Although the process for ultimate release of CDBG-DR funding to states after each appropriation is a somewhat lengthy and complicated regulatory process, we anticipate this regulatory process to result in funding being made available to local communities via DEO in the Fourth Quarter of 2020.

Port St. Joe stands in a very good position to receive CDBG-DR funding from the Hurricane Michael disaster to support your priority projects. It will be important for the City to stay abreast on the progress HUD and DEO are making on completing the regulatory process; to weigh in on the proposed priority funding areas and funding levels; and to stay abreast of the requirements for receiving funding (e.g., studies required to supplement a project request for funding).

The Ferguson Group (TFG) believes it can add great value to the City's efforts to secure CDBG-DR funding. Our proposed scope of work will entail actively monitoring the progress HUD and DEO are making on preparing the

State Action Plan and the complementary grant application requirements. We will advise the City on when and how to advocate to DEO for distribution of CDBG-DR funding, and we will issue a monthly activities report which details of work effort including our findings and recommendations for best positioning the City for securing funding. Once the CDBG-DR grant program is finalized by DEO and approved by HUD, TFG will produce a summary report of funding options which includes the amount of funding that the City could apply towards the projects as well as grant match or the expected fixed rate loan terms. We will also include in the report a recommended course of action.

Agreement

The City of Port St. Joe agrees to compensate TFG through a fixed fee of \$150/hour for the scope of work described above with a not to exceed limit of \$10,000, commencing on the date of acceptance.

We greatly appreciate the opportunity to offer this service to Port St. Joe. If the terms of this letter of agreement are acceptable, please sign this document and return a copy to us at your earliest convenience.

Sincerely,



W. Roger Gwinn
CEO



Karl Kalbacher, PG
Director of Environment, Economics & Grant Services

ACKNOWLEDGED AND AGREED TO BY:



W. Roger Gwinn, CEO

Jim Anderson, City Manager

2-21-2020

Date

Date



Dewberry Engineers Inc. | 850.227.7200
324 Marina Drive | 850.227.7215 fax
Port Saint Joe, FL 32456 | www.dewberry.com

October 4, 2019

Mr. Jim Anderson, City Manager
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

RE: First Street Lift Station Relocation
Professional Services Proposal

Dear Mr. Anderson,

Dewberry Engineers Inc. (DEI) is pleased to provide this proposal for professional services. It is our understanding the City wishes to relocate the referenced sewage lift station from its location on First Street to the south end of David Langston Drive outside the existing right-of-way.

The following list defines the services that will be provided in order to complete this project:

A. DESIGN, BIDDING AND CEI SERVICES

- Surveying: utility, topography, and legal for easements and property acquisition;
- Provide Geotechnical Investigation for Proposed Lift Station Site;
- Prepare Hydraulic Model of the Pressurized systems;
- Prepare Construction Drawings: demolition, site/civil, utility, and electrical;
- Prepare Contract Documents and Technical Specifications;
- Review Bidding Documents with City Staff;
- FDEP Sewage Collection System Permitting;
- Advertise for Bids and Distribute Contract Documents to Bidders;
- Respond to Requests for Clarification;
- Conduct Pre-Bid Conference;
- Attend Bid Opening;
- Evaluate Bids and Make Recommendations to the City;
- Assist with Execution of Contract Documents;
- Conduct Pre-Construction Conference;
- Review Shop Drawings and Submittals;
- Review Pay Requests;
- Provide Limited Inspection Services;
- Certify Completion; and
- Provide Close-out Services.

TOTAL PROPOSED FEE: \$73,000.00

The following services are not included in this proposal:

1. Environmental Resource Permitting
2. Resident Inspection Services
3. FDOT Permitting

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have questions or need additional information, please give me a call at 850.571.1210.

Sincerely,
DEWBERRY



Philip Jones, P.E., BCEE
Associate Vice President

Accepted by: Jim Anderson, City Manager

Date: _____

Cc: Ms. Melissa Ramsey, PMD (mramsey@dewberry.com)
Mr. Clay Smallwood, P.E. (csmallwood@dewberry.com)



Dewberry Engineers Inc.
324 Marina Drive
Port Saint Joe, FL 32456

850.227.7200
850.227.7215 fax
www.dewberry.com

February 28, 2020

Mr. Jim Anderson, City Manager
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

RE: As Built Drawings
Professional Services Proposal

Dear Mr. Anderson,

Dewberry Engineers Inc. (DEI) is pleased to provide this proposal for professional services. It is our understanding the City wishes to compile and organize all the water and sewer as-built drawings into pdf format. If the CAD file is available, DEI will use it to create pdf files. If the CAD file is not available, DEI will scan the hard copies provided by the City and create pdf files. All files will be organized by geographic areas and an electronic copy will be provided to the City. We propose to provide these services at hourly rates not to exceed **\$10,000.00**.

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have questions or need additional information, please give me a call at 850.571.1210.

Sincerely,
DEWBERRY

Clay Smallwood, P.E.
Project Manager

Accepted by: Jim Anderson, City Manager

Date: _____

2020 Election Notice

Notice is hereby given that the City of Port St. Joe's Primary Election will be held Tuesday, May 12, 2020, in the Supervisor of Elections Office, 401 Long Avenue. Polls open at 7:00 A.M., ET, and close 7:00 P.M., ET.

Registration books are now open at the office of John Hanlon, Gulf County Supervisor of Elections and will remain open thru Monday April 13, 2020, at 5:00 P.M., ET.

Candidate qualifying begins Wednesday, March 18, 2020, at 12:00 Noon Eastern Time and ends on Wednesday, March 25, 2020, at Noon Eastern Time. The following offices will be up for election: Commissioner Group III, Commissioner Group IV.

Beginning May 2, 2020 – May 9, 2020, (includes Saturdays of May 2nd and May 9th), Early Voting will be held at the Supervisor of Elections office located at 401 Long Avenue from 9:00 A.M., ET to 5:00 P.M., ET. There will be no Sunday voting on May 3, 2020. Also, Absentee Ballots may be requested now but will be mailed after received from printer.

The City of Port St. Joe

Charlotte M. Pierce

City Clerk