

September 15, 2020
Regular Meeting
12:00 Noon
App- Zoom
Phone #1-646-876-9923
Meeting ID: 874 4012 6812
Password: 672774



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

App- Zoom

Phone # 1-646-876-9923

Meeting ID: 874 4012 6812

Password: 672774

Tuesday September 15, 2020

Call to Order

Consent Agenda

Minutes

- Regular Meeting 9/1/20
- Workshop 9/8/20

Pages 1-5

Page 6

City Attorney

- Ordinance 575 Water Rates
 - Public Hearing
 - First Reading
- Ordinance 576 Sewer Rates
 - Public Hearing
 - First Reading
- Ordinance 577 Water & Sewer Impact Fees
 - Public Hearing
 - First Reading

Pages 7-10

Pages 8-11

Pages 12-19

Old Business

- Coronavirus (COVID-19) Update
 - Resolution 2020-02 - State of Emergency, Currently Still in Place
- Census 2020 Contact Info. - 2020census.gov or 844-330-2020

New Business

- Boat Ramp Signage
- Garrison Ave. Patch Work

Pages 20-21

Pages 22-23

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- FEMA Update
- Budget Update

City Engineer

- **NRDA Stormwater Grant- Update**
- **Walking Path FDOT Grant- Update**
- **CDBG Grant- Update**
- **Garrison Ave. SCOP Grant- Update**
- **First Street Lift Station and Long Ave.- Update**
- **Commercial District- Water/Sewer Grant Application**
- **City Pier- Update**

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **RFQ 2020-01 Architectural Services**
- **Request to Bid- Keepers' Quarters Rehab**

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, September 1, 2020, at Noon.
Teleconference as allowed under Executive Order 20-69; App – ZOOM;
Phone 1-646-876-9923, Meeting ID: 81668875415; Password 010751**

The following were present: Commissioners Ashbrook, Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, City Attorney Clinton McCahill, and Administrative Assistant Brie Scheibe were also present. Mayor Pro tem Ashbrook chaired the meeting in the absence of Mayor Buzzett.

CONSENT AGENDA

Attorney McCahill read Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers completed by Commissioner Lowry who abstained from voting on the Summer Pines Plat Approval – High and Tight Too LLC as he has a business relationship with Developer Ralph Rish.

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on August 18, 2020, and the Budget Workshops of August 18, 2020, and August 25, 2020. All in favor; Motion carried 4-0.

City Attorney –

Mr. McCahill did not have anything at this time.

Old Business –

Coronavirus (COVID-19) Update – Resolution 2020-02 – State of Emergency Still in Place

Mr. Anderson encouraged everyone to wear a mask and stay safe.

2020 Census – City Manager, Jim Anderson, stated that numbers for Gulf County are still very low and he encouraged everyone to contact the Census and be counted. You may contact the Census Bureau by either social media at 2020census.gov or by calling 844-330-2020. Enumerators are currently going door to door and he encouraged everyone to be counted.

New Business –

Insurance Stipend

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to provide a \$300 stipend to employees securing and providing proof of insurance for mutually agreed upon health insurance. All in favor; Motion carried 4-0. This provision is to be added to the handbook.

ARPC Contract

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the ARPC Contract for Professional Grant Administration Services for consultant Bruce Ballister in the amount of \$50,000 for Project #19DB-ON-02-33-02-N09. All in favor, Motion carried 4-0.

Boat Ramp Lighting & Power

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, for Duke Energy to run a power line and for bores to be made. All in favor; Motion carried 4-0.

Capital City Bank

Mr. Anderson shared that the bank anticipates being in their new building by the end of this year, their current lease expires in October, and they are requesting they be allowed to extend their current lease on a month to month basis. There were no objections from the Commission on this request.

Public Works – John Grantland

Mr. Grantland did not have anything for the Commission.

Surface Water Plant – Larry McClamma participated by Zoom.

Mr. McClamma shared that the City passed the Third Quarter Disinfectant By Products Testing and there was no exceedance of any state levels.

Wastewater Plant – Kevin Pettis participated by Zoom.

Mr. Pettis shared that the odor issue at the plant had been resolved by last Wednesday, DEP requested and approved the plant's response to the issue, and had responded to the complainant. The origin of the problem has not been determined. He noted there is approximately 3' of clearance in the lagoon, a small amount of Algae was found on the bank, and it has been treated.

Commissioner Hoffman requested that Mr. Pettis explore options for eliminating odor issues with the lagoon. Mr. Pettis responded that he will contact the FL Rural Water Circuit Rider for suggestions and help.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour continues to work with our insurance carrier on the First Street and Twentieth Street Lift Stations. The City has received \$80,000 from insurance and an additional \$150,000 for a "Repair in Place" option. He noted that the insurance company has covered the short fall on the Maddox House and Bathroom facility which removed FEMA from the picture.

Budget Update

Currently, the budget appears to be set.

UF Student Project

The students wish to continue three of the projects they worked on last year which includes a Civic Center / Municipal Complex; Recreation and Storm Water Rehab, and Low-Income Housing. Nemours is the funding source for the students' work and these are academic projects.

Marvin Davis asked about the housing possibilities and Mr. Anderson responded that 30 additional units are being added at Gateway and the Over Lay District for MLK corridor is being prepared by STANTEC.

Mr. Lacour provided a hand out of signage for the boat ramp. Funds for the signs will come from fees collected at the boat ramp.

City Engineer – Josh Baxley

NRDA Grant Update

Mr. Baxley met with the contractor on August 12, 2020, to discuss options and he is currently waiting on a review of the pricing.

Stormwater Master Plan and inventory are expected to be completed by September 9, 2020. Once completed, he will begin the analysis and report. Work needs to be done to request an extension as the original due date was October 9, 2020.

Walking Path FDOT Grant Update

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to recommend the County award the bid to BCL Civil Engineers in the amount of \$147,113.16. All in favor; Motion carried 4-0

CDBG Grant Update

There will be a Preconstruction meeting on September 2, 2020, with Gulf Coast Underground. DEI is to perform the CEI on this project.

Garrison Avenue SCOP Grant Update

The project is scheduled to begin on September 8, 2020.

First Street Lift Station and Long Avenue Update

The ERP Permit for the Long Avenue Water Line crossing the canal is in hand and the final submittal to SRF is completed.

Commercial District – Water / Sewer TRIUMP Grant Application

Churchwell has completed their videos for review.

City Pier

The demolition and rebuild work are scheduled to begin on September 8, 2020.

NRCS Grant

Currently working on a proposal and bid documents for debris removal.

FRDAP Grant Cycle

Mr. Baxley noted the grant cycle will be open from October 1 through October 15, 2020, for applications.

Charles Gathers asked that the Washington Recreation Site be considered as a possibility for a grant as that area needs sustaining.

Mr. Anderson shared that Commissioner Langston has been looking into this.

Marvin Davis asked about the sewer project in NPSJ and Mr. Baxley responded that there is a Preconstruction meeting tomorrow on this.

Mr. Anderson shared that the State Revolving Fund anticipates a grant application shortly where the City may receive approximately \$4,700,000 toward the Long Avenue Sewer Project. This will be an 80% - 20% agreement for the City.

Code Enforcement –

RFP 2020-12: 522 6th Street – William P. Thursbay Clean Up

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to award RFP 2020-12 to Monolith Construction in the amount of \$4,400 matching the low bid. All in favor; Motion carried 4-0. The 7% Local Preference Resolution 2017-09 was used in this computation reducing the original Bid Amount of \$4,730.00 to \$4,398.90. The \$4,398.90 is \$1.10 less than the second bid for the project.

RFP 2020-13: 242 Avenue B Carlos Cunningham Demolition and Clean Up

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to award RFP 2020-13 to LAG Construction in the amount of \$10,750. All in favor; Motion carried 4-0.

RFP 2020-14: 302 16th Street Richard Robinson Demolition and Clean Up

No action was taken on this as Attorney McCahill is working with the attorney for the prospective buyer.

Linda Tschudi asked that the eye sore at Battles Street and Avenue E be looked at.

Police Department – Chief Matt Herring

Chief Herring noted this would be his last meeting as he has asked Chief in Waiting, Jake Richards, to attend the next meeting.

He shared that Monolith anticipates finishing the work in the Police Department next week. Furniture is to be installed on September 24, 2020.

City Clerk – Charlotte Pierce

Clerk Pierce shared that Open Enrollment will be September 9, and September 10, 2020.

Citizens to be Heard –

Letha Mathews asked about the Community Garden. Commissioner Langston responded that because of COVID-19, it had been put on hold, but noted that the St. Joe Company agreed to the letter, insurance will be provided through Pioneer Bay, and things will begin moving forward.

Linda Tschudi shared her concerns about sewer issues at her home and NPSJ not receiving their fair share of things.

Charles Gathers asked about sewer and water issues in his community.

David Lewis asked that a podium be provided for the cemeteries.

Discussion Items by Commissioners –

Neither Commissioners Lowry nor Hoffman had anything additional to share with the Commission.

Commissioner Langston thanked residents for coming and sharing their concerns with the Commission. He enumerated the many things that have been done and are currently being done in the NPSJ Community.

Mr. Anderson shared that COVID-19 had changed the way programs at the Washington Site have been done, but Keion McNair and Ms. Givens will be opening the gym after school and on the weekends for the children.

Charles Gathers shared his concerns about the tennis courts.

Linda Tschudi stated there were no funds provided in NPSJ, kids do not have anywhere to go, and they need something done for their community.

Marvin Davis shared that grass is not being cut and asked why. Mr. Anderson explained that we have not had the inmate crews for several months that normally cover the grass cutting due to COVID-19, but they should be back next week.

Mayor Pro tem Ashbrook noted the need for B. J.'s Automotive lot to be cleaned up. He also asked if the Commission was receptive to having a company make a presentation on the possibility of including homes in the Field of Dreams area. The Commission would consider a workshop presentation only.

Motion to Adjourn –

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to adjourn the meeting at 1:48 P.M.

Approved this _____ day of _____ 2020.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE FY 2020 – 2021 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBERS, 2775 GARRISON AVENUE, September 8, 2020, AT 12 Noon. Teleconference as allowed under Executive Order 20-69; App – ZOOM; Phone 1-646-876-9923, Meeting ID: 89971420823; Password 351427

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Administrative Assistant Brie Schiebe, and City Insurance Agent Dwight VanLierop were also present. Commissioner Lowry was absent.

The purpose of the Workshop was to review the FY 2020 – 2021 Budget.

Mike Lacour provided a handout of the FY 2020 – 2021 Budget for the Workshop.

City Insurance Agent, Dwight VanLierop, presented a breakdown on insurance costs. He noted that there was an increase of 4.92% in the cost of Blue Cross Blue Shield Health Insurance for the coming year.

Any life insurance policy in excess of \$50,000 becomes taxable and offered the following information. Currently, the City pays \$768.60 per month to provide a \$30,000 life insurance policy for employees. The current premium of the \$30,000 policy will be increasing for the coming year. MetLife offers a \$50,000 policy at an approximate cost of \$834.32 per month. Consensus of the Commission was to go with MetLife and provide better coverage for our employees.

MetLife also offers better rates and coverage than our current provider for Dental and Vision Insurance. Consensus of the Commission was to go with MetLife which affords our employees better coverage for a lesser amount.

There was no other business for the Workshop and Mayor Buzzett adjourned the Workshop at 12:22 P.M.

Approved this _____ day of _____ 2020.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 575

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, AMENDING ORDINANCE 518, ESTABLISHING NEW BASE RATES BY CUSTOMER CLASSIFICATION; ESTABLISHING NEW VOLUME CHARGE, ESTABLISHING NEW ANNUAL ADJUSTMENTS TO THE BASE RATES AND VOLUME CHARGES; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe owns and operates a water treatment facility that provides potable water to the city and surrounding areas; and

WHEREAS, the City of Port St. Joe has caused to be conducted by Stantec, a rate study of the city water rates; and,

WHEREAS, the rate study found that the water rate increases are necessary to meet the long term water needs of the City and the surrounding areas; and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA, as follows:

1. The Monthly Base Rate Schedule and Usage Charge Volume Charge Rate Schedule attached to Ordinance 518, as shown in Exhibit A attached hereto is hereby amended as shown in Exhibit B attached hereto.

2. Beginning 2030, the base rate and the volume charge shall be adjusted each year on October 1 to reflect the changes in the consumer price index, as published by U.S. Department of Labor.

3. Water rates set forth in Exhibit "B" shall be effective October 1, 2020.

4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

5. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.

6. This ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida, this ____ day of September, 2020.

The City of Port St. Joe

Rex Buzzett
Mayor-Commissioner

ATTEST:

Charlotte M. Pierce
City Clerk-Auditor

Water Rate Schedule for Ordinance per 10/6/15 Commission Meeting

EXHIBIT "A"

Monthly Base Rate Schedule

Effective Date:	10/1/2015	10/1/2016	10/1/2017	10/1/2018	10/1/2019
Customer Classification					
Residential	\$ 26.03	\$ 26.74	\$ 27.48	\$ 28.23	\$ 29.01
Commercial I	\$ 39.03	\$ 40.11	\$ 41.21	\$ 42.34	\$ 43.51
Commercial II	\$ 78.09	\$ 80.24	\$ 82.44	\$ 84.71	\$ 87.04
Irrigation Only Meter	\$ 26.03	\$ 26.74	\$ 27.48	\$ 28.23	\$ 29.01
Hydrants	\$ 20.83	\$ 21.40	\$ 21.99	\$ 22.59	\$ 23.21

Usage Charge Volume Charge Rate Schedule (per 1,000 gallons or portion thereof)

Effective Date:	10/1/2015	10/1/2016	10/1/2017	10/1/2018	10/1/2019
Residential					
0 - 3,000	\$ 3.93	\$ 4.03	\$ 4.14	\$ 4.26	\$ 4.37
3,001 - 6,000	\$ 4.94	\$ 5.08	\$ 5.22	\$ 5.36	\$ 5.51
6,001 - 9,000	\$ 7.70	\$ 7.91	\$ 8.13	\$ 8.35	\$ 8.58
9,000 +	\$ 12.00	\$ 12.33	\$ 12.67	\$ 13.02	\$ 13.38
Commercial I, Commercial II & Hydrants					
All Use	\$ 4.94	\$ 5.08	\$ 5.22	\$ 5.36	\$ 5.51
Irrigation Only Meter					
0 - 3,000	\$ 3.93	\$ 4.03	\$ 4.14	\$ 4.26	\$ 4.37
3,001 - 6,000	\$ 4.94	\$ 5.08	\$ 5.22	\$ 5.36	\$ 5.51
6,001 - 9,000	\$ 7.70	\$ 7.91	\$ 8.13	\$ 8.35	\$ 8.58
9,000 +	\$ 12.00	\$ 12.33	\$ 12.67	\$ 13.02	\$ 13.38

Ex. (8)

Monthly Base Rate Schedule

Effective Date:	10/1/2020	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027	10/1/2028	10/1/2029
<u>Customer Classification</u>										
Residential	\$ 29.59	\$ 30.18	\$ 30.78	\$ 31.40	\$ 32.03	\$ 33.15	\$ 34.31	\$ 35.51	\$ 36.75	\$ 38.04
Commercial I	\$ 44.38	\$ 45.27	\$ 46.18	\$ 47.10	\$ 48.04	\$ 49.72	\$ 51.46	\$ 53.26	\$ 55.12	\$ 57.05
Commercial II	\$ 88.78	\$ 90.56	\$ 92.37	\$ 94.22	\$ 96.10	\$ 99.46	\$ 102.94	\$ 106.54	\$ 110.27	\$ 114.13
Irrigation Only Meter	\$ 29.59	\$ 30.18	\$ 30.78	\$ 31.40	\$ 32.03	\$ 33.15	\$ 34.31	\$ 35.51	\$ 36.75	\$ 38.04
Hydrants	\$ 23.67	\$ 24.14	\$ 24.62	\$ 25.11	\$ 25.61	\$ 26.51	\$ 27.44	\$ 28.40	\$ 29.39	\$ 30.42

Volume Charge Rate Schedule
(per 1,000 gallons or portion thereof)

Effective Date:	10/1/2020	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027	10/1/2028	10/1/2029
<u>Residential</u>										
0 - 3,000	\$ 4.46	\$ 4.55	\$ 4.64	\$ 4.73	\$ 4.82	\$ 4.99	\$ 5.16	\$ 5.34	\$ 5.53	\$ 5.72
3,001 - 6,000	\$ 5.62	\$ 5.73	\$ 5.84	\$ 5.96	\$ 6.08	\$ 6.29	\$ 6.51	\$ 6.74	\$ 6.98	\$ 7.22
6,001 - 9,000	\$ 8.75	\$ 8.93	\$ 9.11	\$ 9.29	\$ 9.48	\$ 9.81	\$ 10.15	\$ 10.51	\$ 10.88	\$ 11.26
9,000+	\$ 13.65	\$ 13.92	\$ 14.20	\$ 14.48	\$ 14.77	\$ 15.29	\$ 15.83	\$ 16.38	\$ 16.95	\$ 17.54
<u>Commercial II & Hydrants</u>										
All Use	\$ 5.62	\$ 5.73	\$ 5.84	\$ 5.96	\$ 6.08	\$ 6.29	\$ 6.51	\$ 6.74	\$ 6.98	\$ 7.22
<u>Irrigation Only Meter</u>										
0 - 3,000	\$ 4.46	\$ 4.55	\$ 4.64	\$ 4.73	\$ 4.82	\$ 4.99	\$ 5.16	\$ 5.34	\$ 5.53	\$ 5.72
3,001 - 6,000	\$ 5.62	\$ 5.73	\$ 5.84	\$ 5.96	\$ 6.08	\$ 6.29	\$ 6.51	\$ 6.74	\$ 6.98	\$ 7.22
6,001 - 9,000	\$ 8.75	\$ 8.93	\$ 9.11	\$ 9.29	\$ 9.48	\$ 9.81	\$ 10.15	\$ 10.51	\$ 10.88	\$ 11.26
9,000+	\$ 13.65	\$ 13.92	\$ 14.20	\$ 14.48	\$ 14.77	\$ 15.29	\$ 15.83	\$ 16.38	\$ 16.95	\$ 17.54

ORDINANCE NO. 576

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, AMENDING ORDINANCE 519, ESTABLISHING NEW BASE RATES BY CUSTOMER CLASSIFICATION, ESTABLISHING A NEW VOLUME CHARGE, ESTABLISHING NEW ANNUAL ADJUSTMENTS TO THE BASE RATES AND VOLUME CHARGES, PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe owns and operates a wastewater treatment facility that serves the city and surrounding areas; and

WHEREAS, the City of Port St. Joe has caused a rate study of its wastewater rates to be conducted by Stantec; and

WHEREAS, the rate study found that the wastewater rate increases are necessary to meet the future wastewater needs of the City and the surrounding area;

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA, as follows:

1. The Monthly Base Rate Schedule and Usage Charge Volume Charge Rate Schedule attached to Ordinance 519, as shown in Exhibit A attached hereto is hereby amended as shown in Exhibit B attached hereto
2. Beginning 2030, the base rate and the volume charge shall be adjusted each year on October 1 to reflect the changes in the consumer price index, as published by U.S. Department of Labor.
3. Wastewater rates set forth in Exhibit "B" shall be effective October 1, 2020.
4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
5. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.
6. This ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida, this ____ day of September, 2020.

The City of Port St. Joe

Rex Buzzett
Mayor-Commissioner

ATTEST:

Charlotte M. Pierce
City Clerk-Auditor

Sewer Rate Schedule for Ordinance per 10/6/2015 Commission Meeting

EXHIBIT "B"

Monthly Base Rate Schedule

Effective Date:	10/1/2015	10/1/2016	10/1/2017	10/1/2018	10/1/2019
Customer Classification					
Residential	\$ 29.90	\$ 31.02	\$ 32.19	\$ 33.39	\$ 34.64
Commercial I	\$ 45.33	\$ 47.03	\$ 48.79	\$ 50.62	\$ 52.52
Commercial II	\$ 89.67	\$ 93.03	\$ 96.52	\$ 100.14	\$ 103.90

Usage Charge Volume Charge Rate Schedule (per 1,000 gallons or portion thereof)

Effective Date:	10/1/2015	10/1/2016	10/1/2017	10/1/2018	10/1/2019
All Customer Classifications					
All Use	\$ 6.52	\$ 6.76	\$ 7.01	\$ 7.28	\$ 7.55

Ex. (B)

Sewer
Monthly Base Rate Schedule

<i>Effective Date:</i>	10/1/2020	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027	10/1/2028	10/1/2029
<u>Customer Classification</u>										
Residential	\$ 35.33	\$ 36.04	\$ 36.76	\$ 37.50	\$ 38.25	\$ 39.59	\$ 40.98	\$ 42.41	\$ 43.89	\$ 45.43
Commercial I	\$ 53.57	\$ 54.64	\$ 55.73	\$ 56.84	\$ 57.98	\$ 60.01	\$ 62.11	\$ 64.28	\$ 66.53	\$ 68.86
Commercial II	\$ 105.98	\$ 108.10	\$ 110.26	\$ 112.47	\$ 114.72	\$ 118.74	\$ 122.90	\$ 127.20	\$ 131.65	\$ 136.26

Volume Charge Rate Schedule
(per 1,000 gallons or portion thereof)

<i>Effective Date:</i>	10/1/2020	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027	10/1/2028	10/1/2029
<u>All Customer Classifications</u>										
All Use	\$ 7.70	\$ 7.85	\$ 8.01	\$ 8.17	\$ 8.33	\$ 8.62	\$ 8.92	\$ 9.23	\$ 9.55	\$ 9.88

Sewer Wholesale
Monthly Base Rate Schedule

<i>Effective Date:</i>	10/1/2020	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027	10/1/2028	10/1/2029
<u>Customer Classification</u>										
Commercial II	\$ 73.38	\$ 74.85	\$ 76.34	\$ 77.87	\$ 79.43	\$ 82.21	\$ 85.08	\$ 88.06	\$ 91.14	\$ 94.34

Volume Charge Rate Schedule
(per 1,000 gallons or portion thereof)

<i>Effective Date:</i>	10/1/2020	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027	10/1/2028	10/1/2029
<u>All Customer Classifications</u>										
All Use	\$ 5.33	\$ 5.44	\$ 5.55	\$ 5.66	\$ 5.77	\$ 5.98	\$ 6.19	\$ 6.40	\$ 6.63	\$ 6.86

ORDINANCE NO. 577

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, REPEALING EXISTING SECTION 70-188, CODE OF ORDINANCES, IN ITS ENTIRETY, ESTABLISHING A CAPITAL FACILITIES CHARGE FOR WATER AND WASTEWATER, ESTABLISHING A WATER AND WASTEWATER TAP FEE, PROVIDING FOR METER PLACEMENT, PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe operates and maintains a water treatment and distribution system to provide centralized potable drinking water for the community and surrounding area, and

WHEREAS, the City of Port St. Joe operates and maintains a wastewater collection and treatment system to provide centralized treatment of the wastewater generated within the community and surrounding areas, and

WHEREAS, the City of Port St. Joe's water system and wastewater system operate as enterprise funds that operate fiscally utilizing revenues associated with water treatment and wastewater treatment, and

WHEREAS, the City of Port St. Joe generates revenue to fund the construction of surface and groundwater production, water treatment and storage facilities, and a water distribution piping system by charging water capital facilities charges to each new connection; and

WHEREAS, the City of Port St. Joe generates revenue to fund the construction of wastewater collection, pumping, force main, treatment, and disposal

facilities by charging wastewater capital facilities charges to each new connection;
and

WHEREAS, the City of Port St. Joe has employed Burton and Associates, Inc., to study the water and wastewater capital facilities needs of the city, and

WHEREAS, Burton and Associates, Inc., have determined the current capital facilities charges for water and wastewater are insufficient to meet expenses; and

WHEREAS, Burton and Associates, inc., recommends that capital facilities charges for water and wastewater be increased; and

WHEREAS, the City Commission of the City of Port St. Joe determines the recommendations by Burton and Associates, Inc., are based on the most recent and localized data and that the recommendations are sound and fiscally responsible;

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA,

1. City of Port St. Joe Ordinance No. 455 (Section 70-188, Code of Ordinances) and Resolution 2017-10 is repealed in its entirety.

2. Section 70-188, Code of Ordinances is replaced as follows

Section 70-188: Deposit of Capital Facility Charges for water and wastewater, installation charges, location of meters.

(A) **Water Capital Facilities Charge.** Except for

(1) as of September 18, 2007, any individual or business who either prepaid to the city or made an agreement to pay to the city a water

capital facility fee (water tap fee) at an agreed amount, or

(2) the purchaser of any parcel subject to an agreement between the developer and the city to prepay a water capital facility fee (water tap fee) at an agreed amount;

Each applicant for water service shall pay to the city a water capital facility charge, where no water capital facilities charge has been previously paid, prior to issuance of a building permit. This charge is prescribed for various categories of consumers as follows:

Effective Date: 01/01/2011						
Water Meter		Maximum Continuous Flow Rate	Equivalent Residential Connection	Water Capital Facilities Charge		
Size	Type			Treatment Facilities	Distribution Facilities	Total
(in.)		(gpm)	(ERC)			
5/8" X 3/4"	Positive Displacement	10	1.0	\$ 1,400.00	\$ 335.00	\$ 1,735.00
1"	Positive Displacement	25	2.5	\$ 3,500.00	\$ 837.50	\$ 4,337.50
1-1/2"	Positive Displacement	50	5.0	\$ 7,000.00	\$ 1,675.00	\$ 8,675.00
2"	Positive Displacement	80	8.0	\$ 11,200.00	\$ 2,680.00	\$ 13,880.00
3"	Compound	160	16.0	\$ 22,400.00	\$ 5,360.00	\$ 27,760.00
3"	Turbine	350	35.0	\$ 49,000.00	\$ 11,725.00	\$ 60,725.00
4"	Compound	250	25.0	\$ 35,000.00	\$ 8,375.00	\$ 43,375.00
4"	Turbine	1,000	100.0	\$ 140,000.00	\$ 33,500.00	\$ 173,500.00
6"	Compound	500	50.0	\$ 70,000.00	\$ 16,750.00	\$ 86,750.00
6"	Turbine	2,000	200.0	\$ 280,000.00	\$ 67,000.00	\$ 347,000.00

Effective Date: 01/01/2012						
Water Meter		Maximum Continuous Flow Rate	Equivalent Residential Connection	Water Capital Facilities Charge		
Size	Type			Treatment Facilities	Distribution Facilities	Total
(in.)		(gpm)	(ERC)			
5/8" X 3/4"	Positive Displacement	10	1.0	\$ 1,608.00	\$ 406.00	\$ 2,014.00
1"	Positive Displacement	25	2.5	\$ 4,020.00	\$ 1,015.00	\$ 5,035.00
1-1/2"	Positive Displacement	50	5.0	\$ 8,040.00	\$ 2,030.00	\$ 10,070.00
2"	Positive Displacement	80	8.0	\$ 12,864.00	\$ 3,248.00	\$ 16,112.00
3"	Compound	160	16.0	\$ 25,728.00	\$ 6,496.00	\$ 32,224.00
3"	Turbine	350	35.0	\$ 56,280.00	\$ 14,210.00	\$ 70,490.00
4"	Compound	250	25.0	\$ 40,200.00	\$ 10,150.00	\$ 50,350.00
4"	Turbine	1,000	100.0	\$ 160,800.00	\$ 40,600.00	\$ 201,400.00
6"	Compound	500	50.0	\$ 80,400.00	\$ 20,300.00	\$ 100,700.00
6"	Turbine	2,000	200.0	\$ 321,600.00	\$ 81,200.00	\$ 402,800.00

Effective Date: 01/01/2021						
Water Meter		Maximum Continuous Flow Rate	Equivalent Residential Connection	Water Capital Facilities Charge		
Size	Type			Treatment Facilities	Distribution Facilities	Total
(in.)		(gpm)	(ERC)			
5/8" X 3/4"	Positive Displacement	20	1.0	\$ 1,697.00	\$ 470.00	\$ 2,167.00
1"	Positive Displacement	50	2.5	\$ 4,243.00	\$ 1,175.00	\$ 5,418.00
1-1/2"	Positive Displacement	100	5.0	\$ 8,485.00	\$ 2,350.00	\$ 10,835.00
2"	Positive Displacement	160	8.0	\$ 13,576.00	\$ 3,760.00	\$ 17,336.00
3"	Compound Class II	350	17.50	\$ 29,698.00	\$ 8,225.00	\$ 37,923.00
3"	Turbine Class II	435	21.75	\$ 36,910.00	\$ 10,223.00	\$ 47,133.00
4"	Compound Class II	600	30.00	\$ 50,910.00	\$ 14,100.00	\$ 65,010.00
4"	Turbine Class II	750	37.50	\$ 63,638.00	\$ 17,625.00	\$ 81,263.00
6"	Compound Class II	1,350	67.50	\$ 114,548.00	\$ 31,725.00	\$ 146,273.00
6"	Turbine Class II	1,600	80.00	\$ 135,760.00	\$ 37,600.00	\$ 173,360.00

(B) Wastewater Capital Facilities Charges: Except for

(1) As of September 18, 2007, any individual and/or businesses who either prepaid to the city or made an agreement to prepay to the city wastewater capital facilities charges (wastewater tap/impact fees) at an agreed amount, or

(2) the purchaser of any parcel subject to an agreement between the developer and the city to prepay a wastewater capital facilities fee (wastewater tap/impact fee) at an agreed amount,

each applicant for wastewater service shall pay to the city a wastewater capital facilities charge, where no wastewater capital facilities charge has been previously paid, prior to issuance of a building permit. This charge is prescribed for various categories of consumers as follows:

Effective Date: 01/01/2011						
Water Meter		Maximum Continuous Flow Rate	Equivalent Residential Connection	Sewer Capital Facilities Charge		
Size	Type			Treatment Facilities	Collection Facilities	Total
(in.)		(gpm)	(ERC)			
5/8" X 3/4"	Positive Displacement	10	1.0	\$ 1,950.00	\$ 620.00	\$ 2,570.00
1"	Positive Displacement	25	2.5	\$ 4,875.00	\$ 1,550.00	\$ 6,425.00
1-1/2"	Positive Displacement	50	5.0	\$ 9,750.00	\$ 3,100.00	\$ 12,850.00
2"	Positive Displacement	80	8.0	\$ 15,600.00	\$ 4,960.00	\$ 20,560.00
3"	Compound	160	16.0	\$ 31,200.00	\$ 9,920.00	\$ 41,120.00
3"	Turbine	350	35.0	\$ 68,250.00	\$ 21,700.00	\$ 89,950.00
4"	Compound	250	25.0	\$ 48,750.00	\$ 15,500.00	\$ 64,250.00
4"	Turbine	1,000	100.0	\$ 195,000.00	\$ 62,000.00	\$ 257,000.00
6"	Compound	500	50.0	\$ 97,500.00	\$ 31,000.00	\$ 128,500.00
6"	Turbine	2,000	200.0	\$ 390,000.00	\$ 124,000.00	\$ 514,000.00

Effective Date: 01/01/2012						
Water Meter		Maximum Continuou s Flow Rate	Equivalent Residential Connectio n	Sewer Capital Facilities Charge		
Size	Type			Treatment Facilities	Collection Facilities	Total
(in.)		(gpm)	(ERC)			
5/8" X 3/4"	Positive Displacement	10	1.0	\$ 2,130.00	\$ 726.00	\$ 2,856.00
1"	Positive Displacement	25	2.5	\$ 5,325.00	\$ 1,815.00	\$ 7,140.00
1-1/2"	Positive Displacement	50	5.0	\$10,650.00	\$ 3,630.00	\$ 14,280.00
2"	Positive Displacement	80	8.0	\$17,040.00	\$ 5,808.00	\$ 22,848.00
3"	Compound	160	16.0	\$ 34,080.00	\$ 11,616.00	\$ 45,696.00
3"	Turbine	350	35.0	\$ 74,550.00	\$ 25,410.00	\$ 99,960.00
4"	Compound	250	25.0	\$ 53,250.00	\$ 18,150.00	\$ 71,400.00
4"	Turbine	1,000	100.0	\$213,000.00	\$ 72,600.00	\$ 85,600.00
6"	Compound	500	50.0	\$106,500.00	\$ 36,300.00	\$ 142,800.00
6"	Turbine	2,000	200.0	\$426,000.00	\$ 145,200.00	\$ 571,200.00

Effective Date: 01/01/2021						
Water Meter		Maximum Continuou s Flow Rate	Equivalent Residential Connectio n	Sewer Capital Facilities Charge		
Size	Type			Treatment Facilities	Collection Facilities	Total
(in.)		(gpm)	(ERC)			
5/8" X 3/4"	Positive Displacement	20	1.00	\$ 1,039.00	\$ 1,726.00	\$ 2,765.00
1"	Positive Displacement	50	2.50	\$ 2,598.00	\$ 4,315.00	\$ 6,913.00
1-1/2"	Positive Displacement	100	5.00	\$ 5,195.00	\$ 8,630.00	\$ 13,825.00
2"	Positive Displacement	160	8.00	\$ 8,312.00	\$ 13,808.00	\$ 22,120.00
3"	Compound	350	17.50	\$ 18,183.00	\$ 30,205.00	\$ 48,388.00
3"	Turbine	435	21.75	\$ 22,598.00	\$ 37,541.00	\$ 60,139.00
4"	Compound	600	30.00	\$ 31,170.00	\$ 51,780.00	\$ 82,950.00
4"	Turbine	750	37.50	\$ 38,963.00	\$ 64,725.00	\$ 103,688.00
6"	Compound	1,350	67.50	\$ 70,133.00	\$116,505.00	\$ 186,638.00
6"	Turbine	1,600	80.00	\$ 83,120.00	\$138,080.00	\$221,200.00

3. Each applicant for water and/or wastewater service shall pay to the city a

service fee covering the installation, materials (including supplies and piping), and labor costs incurred by the city during installation of the water and/or sewer tap. The minimum charge for this service shall be \$400.00 for each tap service.

4. All water meters shall be located where designated by the city's Director of Public Works or his designee.

5. Miscellaneous.

(a) Any change in the calculation of the impact fee must be based on the most recent and localized data.

(b) The city shall account for the revenues and expenditures of such impact fees in a separate accounting fund and shall provide an accounting and report of impact fee collections and expenditures.

(c) The city may charge any actual costs incurred in the collection of any unpaid impact fee.

(d) The city shall give notice no less than 90 days before the effective date of any ordinance imposing a new or increased impact fee, but the city is not required to wait 90 days to decrease, suspend, or eliminate an impact fee.

6. Repeal. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

7. Severability. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.

8. Effective date. This ordinance shall become effective on January 1, 2021.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida, this ____ day of September, 2020.

The City of Port St. Joe

Rex Buzzett, Mayor-Commissioner

ATTEST: _____

Charlotte Pierce, City Clerk

Thank You

for Visiting the Port St. Joe Boat Launch Facility

We look forward
to seeing you again
soon!



20

PARKING

for VEHICLES with BOAT TRAILERS

ONLY



\$2600 Signs & Installation

Welcome

to the Port St. Joe Boat Launch Facility

Launch Fee Annual Pass
\$10.00 \$50.00

County Residents and Annual Pass Holders **MUST DISPLAY** the Appropriate Sticker
All launch fees are used for the improvement and maintenance of the boat ramp and adjacent facilities



VIDEO Surveillance in use.
Failure to Comply is Punishable by
FINES and/or **VEHICLE TOWING**

• Thank You for your Cooperation



Payment

Instructions

1. Take envelope and remove flap.
2. Place payment in envelope and deposit in payment slot.
3. Write tag numbers on envelope flap and place on dashboard.
4. Enjoy St. Joe Bay and our Surrounding Waters.

ANNUAL PASSES

can be purchased at City Hall

Please Help Us Protect our Seagrass.
Do Not Leave Prop Scars!



Please

Pull Forward to Make Room for the Boats Behind You.



GOOD LAUNCH ETIQUETTE

is Appreciated and
Keeps Things Moving.

- Thank You for your Cooperation

Launch

Instructions

1. Pull Over into **PREP LANE** on **RIGHT** to get your boat ready to launch
2. **Remove tie downs, insert plugs and load equipment**
3. Please launch **quickly**, move your boat **OUT** of the **RAMP AREA** and tie up at bulkhead.
4. **Load** people and other equipment **at bulkhead**.
5. **Move Launch Vehicle to Parking Area** as quickly as possible



GOOD LAUNCH ETIQUETTE

is Appreciated and
Keeps Things Moving.

- Thank You for your Cooperation

1741 N Sherman Ave
Panama City, Florida 32405
ph: (850) 215-8001 f: (850) 215-1108



1538 Metropolitan Blvd
Tallahassee, Florida 32308
ph: (850) 210-0350 f: (850) 210-0495

To: City of Port St. Joe
Attn: Clay Kennedy

Date: 08/26/20

Roberts and Roberts, Inc., hereinafter called the Company, agrees to furnish all labor, materials, and equipment required for the performance of the following described work in connection with the construction improvements at
Garrison Ave

Item	Work Item Description	Quantity	Unit	Unit Price	Amount
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1	Patch Settled Areas	17.00	EA	\$ 4,500.00	\$76,500.00
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TOTAL \$76,500.00

Notes Item 1 includes milling 50' at each location for smooth tie in, with avg depth of asphalt 2".

Alternate Item (6" of limerock base)

Alt 1	Install 6" of limerock base	1,190.00	SY	\$ 20.50	\$24,395.00
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Notes Item Alt 1 includes removing 8" of material at patch locaitons and installing 6" of limerock base. Excavated material will be disposed of.

PROPOSAL AND CONTRACT

DATE: 08/26/20

TERMS AND CONDITIONS

Payment in full for all work performed hereunder during any month shall be made not later than the tenth day of the following month. Final and complete payment for all work performed hereunder shall be made not later than ten (10) days after the completion of such work. Interest at the highest rate allowable under the laws of the jurisdiction in which the contract is executed, or one and one half percent (1.5%) per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date we receive payment.

Any deviations from the specifications or modification of the terms of this contract and any extra or incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to the making of such change. We will be compensated for any increase in our costs caused by such change, on the basis of the increase plus ten percent (10%) profit. If a time is set for the performance of work, and if, in our sole judgment, such change will increase the time necessary for our performance, we will be granted a reasonable extension of time.

We will provide and pay for Workmen's Compensation Insurance covering our employees and Public Liability and Property Damage Insurance protecting ourselves. We will also assume responsibility for the collection and payment of Social Security and State Unemployment Taxes applicable to our employees. A certificate of insurance describing our coverage will be provided.

We shall be provided with suitable access to the work area. If our work is dependent upon or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform our work hereunder in a normal uninterrupted single shift operation.

Unless a time for the performance of our work is specified, we shall undertake it in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for causes beyond our control, including but not limited to fire, flood or other casualty; labor disputes or other disagreements; and accidents or other mishaps, whether affecting this work or other operations in which we are involved, directly or indirectly.

Unless a lump sum price is to be paid for the foregoing work and is clearly so stated, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices.

If the foregoing meets with your acceptance, kindly sign and return the attached copy of our proposal. Upon its receipt it is understood and the foregoing, including the terms and conditions set forth, shall constitute the full and complete agreement between us.

This proposal expires thirty (30) days from the date hereof, but may be accepted at any later date at the sole option of the Company.

ACCEPTED:

RESPECTFULLY SUBMITTED,

(Firm Name)

(Signature)

(Printed Name and Title)

(Date)

Jonathon Upfold
Roberts and Roberts, Inc.

08/26/20
(Date)

FRDAP Committee Meeting

Date: Thursday September 10, 2020

Time: 12:00 pm

Place: Port St. Joe Fire Department

Committee Members and City Staff Present: Missy Ramsey, Glen Davis, Jill Bebee, Kari Williams, Rachel Crews, Mike Lacour,

Absent: Jessie Pippin, Brian Marshall, Claude Thomas, Rod Riegle

Meeting called to order at approximately 12:05 pm

Main purpose of the meeting: Discuss 2021-2022 Grant Application Recommendations

- Old Business:
 - Lacour updated the committee on the unfunded 10th Street Grants.
- New Business:
 - Lacour gave a review of city parks and brief discussion of needs and current budget funded improvements. (Frank Pate Park, Maddox Park, George Core park, Clifford Sims Jetty Park, Washington Gym complex, Port City Trail, STAC house, 10th Street/Benny Roberts sports complex, 16th Street/Dooder Park, 20th Street/Buck Griffin Lake and bike trails, Centennial Building Park, 60 acre Recreation complex)
 - Committee members began discussing various parks and the future needs and uses of the parks.
 - Motion by Jill Bebee, second by Kari Williams to recommend installation of walking trail outdoor fitness work out stations and disc golf course for two FRDAP Grant applications, one for Forest Park South-Dooder Park and one for Washington Complex, motion passed 5-0.
- Next Meeting TBD
- There was no further discussion and the meeting adjourned around 12:55 pm.

**ATTACHMENT 1
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
DEVELOPMENT
PROJECT WORK PLAN**

Project Name: Forest Park South-Dooder Park

Grantee Name: City of Port St Joe

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

Task #1: Development of: Trail - Park Improvements	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match	Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved
<u>(List each Primary project element)</u> add outdoor exercise work out station, add disc golf tee pads, renovate existing playground fall zones, renovate existing bathroom roof, renovate existing picnic pavilion roof,	Provide Budget Detail 35,000.00 5,000.00 5,000.00 2,500.00 2,500.00	Provide Budget Detail	 Project Completion Certification Final as-built site plan Florida Recreation and Parks Inventory Form Color Photographs of Project Notice of Limitation of Use Boundary Survey













**ATTACHMENT 1
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
DEVELOPMENT
PROJECT WORK PLAN**

Project Name: Washington Complex-Walking Trail

Grantee Name: City of Port St Joe

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

Task #1: Development of: Trail - Park Improvements	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match	Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved
<u>(List each Primary project element)</u> add outdoor exercise work out station, add disc golf course, renovate existing playground equipment, renovate existing outdoor kids basketball goals,	Provide Budget Detail 25,000.00 10,000.00 12,500.00 2,500.00	Provide Budget Detail	Project Completion Certification Final as-built site plan Florida Recreation and Parks Inventory Form Color Photographs of Project Notice of Limitation of Use Boundary Survey









RFQ # 2020-01
Architectural Services
August 14, 2020
3:05 P.M.
City Commission Conference Room

[illegible]