

**February 1, 2022
Regular Meeting
12:00 Noon**



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
Tuesday February 1, 2022

Call to Order

Consent Agenda

Minutes

- Regular Meeting 1/18/22
- Workshop Meeting 1/18/22

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City Engineer

- First Street Lift Station and Long Ave. Water/Sewer Project
- First Street Sewer Repairs and Paving
- Clifford Sims Park Plan
- City Hall Design Task Order

City Attorney

- Update

Old Business

- City Projects
- Covid-19 Update- Mayor Buzzett

Pages 10-11

New Business

- The Ferguson Group- Grant Writer Monthly Retainer
- W.I.G. Bldg. Flooring
- School Zone Signs
- Career Source Leases
 - Incubator Bldg.
 - Washington Gym

Pages 12-19
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Pages 22-24
Pages 25-27

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- Update

Code Enforcement

- Update

Police Department

- Update

City Clerk

- Grants- Update

Pages 28-29

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, January 18, 2022, 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 Langston, to approve the Minutes of the Regular Meeting of January 4, 2022. All in favor; Motion carried 5-0.

City Engineer – Josh Baxley

First Street Lift Station and Long Avenue Water / Sewer Project

This project is under construction.

First Street SCOP Grant Paving

This was submitted to FDOT for approval on January 6, 2022, and Mr. Baxley expects a response by the end of this month.

Clifford Sims Park Plan

The Design set is 90% complete.

City Hall Design Task Order

Mr. Baxley anticipates having this to the City this week.

Commissioner Hoffman asked that Mr. Baxley look at several locations on Williams Avenue that could have potential drainage issues.

Planning Board Recommendations – Plat Approval

Commissioner Lowry stated that he would be abstaining from voting on this due to having a business relationship with the developer. Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers is attached as completed by Commissioner Lowry.

Long Avenue Partners LLC, Lakeview at Palmetto Bluff

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Planning Board Recommendation pending completion of the Section 8.03 of the City's LDR. All in favor; Motion carried 4-0 with Commissioner Lowry abstaining.

City Attorney –

Attorney McCahill shared that he had reached out to the FL League of Cities concerning Home Based Businesses and we are not the only City wrestling with this. He is working on a draft for the next meeting.

Old Business

City Projects

Mr. Anderson shared that the sewer extension at Park Point on the Cape should be completed next week, this is a tie in of 5 sewer taps, and the Monument Avenue Sidewalk Project is in progress.

The bid for the gazebo at Maddox Park has been sent to the state for their review. Staff is working with Dewberry and the contractor to value engineer the Public Works Shop.

Covid-19 Update – Mayor Buzzett

Mayor Buzzett noted that the positivity rate in Gulf County is 30% and it is anticipated this will peak soon and begin to decline. He reemphasized that no City facility can be rented with the high positivity rate.

New Business –

Avenues C and D; Williams Avenue Parking Lot Paving Task Order

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve the Paving Design Task Order for Avenues C and D and also the Williams Avenue Parking Lot in the amount of \$34,743.00. All in favor; Motion carried 5-0.

Long Avenue Paving Task Order

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Long Avenue Paving Design Task Order in the amount of \$39,952. All in favor; Motion carried 5-0.

Commissioner Langston asked if millings could be used in alleyways. Mr. Baxley responded that until repair work has been completed on sewer lines that are located in the alleys, he would not recommend any improvements.

Public Works – John Grantland

Mr. Grantland shared that he had executed the Septic to Sewer Grant last week and this will add an additional 175 connections to our service area at no cost to the City.

Mayor Buzzett asked about the ongoing road striping and requested that the forming boards being used on the Monument Avenue sidewalks be removed from the area when they are pulled up rather than being piled up on the right of way.

Surface Water Plant – Larry McClamma

Mr. McClamma was running the plant and not able to be at the meeting. Mr. Anderson noted that divers will be here the end of the month to clean the ground storage tank, positions have been offered to two individuals, and one of the individuals has a Class C License.

Wastewater Plant – Kevin Pettis

Mr. Pettis shared there is 2.8' of free space in the Lagoon and they will be discharging in the month of February. He will be meeting with a group on Friday to discuss ways of getting rid of water and staff will be working around the plant and in the field.

Finance Director – Mike Lacour

Mr. Lacour noted that the surveys for Dooder Parker Park and the Washington Site have been submitted to FRDAP. He stated that the City is fine on cash flow. Mr. Lacour shared that he is waiting to hear from the state on the approval of the bid for the Maddox Park Gazebo.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to award the Maddox Park Gazebo bid based on approval from the state. All in favor; Motion carried 5-0.

Code Enforcement –

Mr. Anderson shared there are several occupied travel trailers in the City. Trailers may be stored on private property but cannot be lived in.

Police Department – Chief Richards

Chief Richards noted that things have been going well and he did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Grants Update –

Clerk Pierce shared that City Staff continues to meet with our grant writers, the Ferguson Group, on available grants for the City.

Citizens to be Heard –

Eddie Fields asked that lights be added to the pavilion behind the Washington Gym; that the softball field be cleaned, and provide approximately 800 sq. ft. of flooring for the WIG Building.

Discussion Items by Commissioners

Commissioner Hoffman commended the City for the MLK March turn out yesterday.

Commissioner Lowry did not have any additional information to share with the Commission.

Commissioner Ashbrook shared that he will be meeting with Representative Shoaf and Senator Ausley Wednesday and Thursday in Tallahassee during Legislative Days.

Commissioner Langston stated the MLK Walk went well even though it was rather cool; he expected more of a turn out from his community and was disappointed so few people from NPSJ turned out.

Mayor Buzzett did not have anything else to discuss with the Commission.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:47 P.M.

Approved this _____ day of _____ 2022.

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 <i>Henry 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>1/18/2022</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. Lowmy, hereby disclose that on Jan 18th, 20 22:

(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 Bish;
- ☐ 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 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

1/18/2022

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.

**MINUTES OF THE FOOD TRUCK ORDINANCE WORKSHOP FOR THE BOARD
OF CITY COMMISSIONERS FOR THE
CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION
CHAMBERS, 2775 GARRISON AVENUE, January 18, 2022, AT 11:00 A.M.**

The following were present: Mayor Buzzett, Commissioners Ashbrook, and Hoffman. City Manager Jim Anderson, City Clerk Charlotte Pierce, Finance Director Mike Lacour, and Chief of Police Jake Richards were also present. Commissioner Lowry joined the meeting at 11:07 and Commissioner Langston at 11:15 A.M.

The purpose of the Workshop was to discuss the draft Ordinance for Food Trucks and hear comments from the public concerning Food Trucks.

Mayor Buzzett welcomed everyone to the Workshop.

Attorney McCahill reviewed the draft Ordinance with the Commissioners. Suggestions were made to change the draft and Mr. McCahill will rework the draft.

The following individuals shared their thoughts, both pro and con, on the Ordinance.

John Parker, David Warriner, Trish Warriner, Lorinda Gingell, Dr. Huy Nguyen, Jason Davis, and Rhona Wyatt.

Consensus was that another Workshop will be needed to review the suggested changes. No date was set for the Workshop.

Mayor Buzzett thanked those attending for their input, and adjourned the Workshop at 11:53 A.M.

Approved this ____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Current City Projects 2/1/22

- Washington Gym Bathroom- County Approved a match of up to \$25K to Rehab. the Restrooms on 8/24/21, County has the project out for bid till 1/21 and will open 1/25
- Keepers' Quarter (Eglin) Rehab- Under Construction
- Tree/Stump removal from Parks- Ongoing
- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- Dewberry is working on a plan
- Maddox Park Gazebo- Project has been rebid, waiting on FEMA/FDEM Approval
- City Pier Lighting- Being Reviewed by City Electricians
- Centennial Bldg. Rehab- Grant Approved
- Lighthouse Complex Rehab- Grant Approved
- Core Park Stage, Splash Pad, & Restroom- Applying for Legislative Funding 11/1/21
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Waiting on Grant Agreement
- Stormwater Rehab. MLK Corridor CDBG-DR (FAMU)- Grant Application was not approved
- City Hall Complex- Working on a possible USDA Grant/Loan, waiting on a design task order
- Community Garden- Lease Agreement signed
- Park Point Sewer- Complete
- First Street Sewer Rehab- Scheduled for 12/21 & 1/22
- First Street Paving from First Street to Hwy 71 SCOP- Plans Submitted to FDOP for Review
- Long Ave Water/Sewer- Under Construction
- Lighthouse Rehab- Out for Bids
- Monument Ave. Sidewalks- Under Construction

- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Waiting on the State Approval to Award Bid, Part of the Monument Ave. Concrete Bid
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Waiting on State Approval to Award Bid, Part of the Monument Ave. Concrete Bid
- Haven Road & Sea Grass Circle Sewer- Working on Design
- New Boat Ramp Access Road- Under Design
- Dugout Repairs at Benny Roberts Park- City Staff is making the repairs
- Washington Gym Sidewalk Cover- Plans are being Engineered
- Road Striping- Under Construction



Mr. Jim Anderson
City Manager
The City of Port St. Joe
PO Box 278
Port St. Joe, Florida 32456

January 6, 2022

Dear Mr. Anderson,

The Ferguson Group, LLC (TFG) welcomes the opportunity to continue our relationship with the City of Port St. Joe, FL and provide the City with this letter of agreement, which provides the objectives and terms of TFG's Grant Services in 2022.

Proposed Scope of Work

TFG will provide Tier 1 Grant Retainer Services to the City of Port St. Joe. Services include:

- A dedicated grants expert
- Weekly grants updates and alerts
- Access to TFG's library of Funding Guides and Grant Profiles
- Access to TFG's Successful Grant Application Database
- Preparing three (3) custom, project-specific grant research and funding strategies
- A 15% discount on all grant writing services

See attached Overview of Grant Services for additional details on the services provided.

Terms of Agreement

Monthly Retainer

TFG will be compensated through a monthly retainer of \$1,000 for Tier 1 Services rendered during 2022 commencing January 1, 2022 and extending through December 31, 2022. Either the City of Port St. Joe or TFG may terminate this agreement at any time by giving the other party at least thirty (30) days' notice, in writing, of such termination.

Additional Services

TFG's Grant Retainer model is structured to allow for changes to be made throughout our partnership. As a retainer client, The City of Port St. Joe can engage with TFG either at an hourly rate or a lump sum fee for additional services requested beyond the Tier 1 Scope of Work. Add-on services the City of Port St. Joe may

request include grant writing, grant advocacy, grant editing and review, and grant training. Should the City of Port St. Joe determine a different Tier of services is preferential, TFG will work with City staff to amend the agreement and ensure all needs are being met. Additional fees in this regard will be based on the pricing included in the attached TFG Grants Overview document. TFG will provide a cost proposal for all additional services that is tailored to the City's needs.

If the assistance of TFG's professional advocacy staff is required, outside the scope of grant services, standard hourly fees for such services shall apply and such services will be clearly delineated in the cost estimate for each project.

Expenses

TFG fees include all direct labor, overhead (including general and administrative expenses), other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes. While the TFG Grants Team usually works electronically, if a client prefers an on-site meeting, pre-approved travel-related expenses will be billed to the City.

We are grateful for the opportunity to continue our partnership with the City of Port St. Joe, and we look forward to continuing our work in 2022. If the terms of this letter of agreement are acceptable, please sign and return one copy to us at your earliest convenience.

Sincerely,



W. Roger Winn
CEO

ACKNOWLEDGED AND AGREED TO BY:



The Ferguson Group, LLC
W. Roger Gwinn, CEO

1/6/2022

Date

City of Port St. Joe, IL
Jim Anderson, City Manager

Date

TFG Grants



TFG Grants Overview

For over 38 years, TFG has led the way in the federal, state, and private grant space. We offer a full suite of grant support services, providing our clients a competitive advantage in securing highly sought-after grant dollars. We specialize in representing public and private entities who share our passion for building strong and vibrant communities. Competitive grants and loans provide cities, counties, special districts, and other public agencies, as well as institutions of higher learning, hospitals, and non-profit organizations, with the opportunity to substantially enhance local resources. Since 2010, TFG has helped our clients secure nearly \$1.5 billion in competitive federal, state, and foundation funding. And since 2014, TFG has had a nearly 70%-win rate for grants and loans prepared for our clients.

TFG Grant Services for the City of Port St. Joe

Services marked with an orange checkmark are included in the Tier 1 retainer pricing for The City of Port St. Joe. All other services described can be obtained as add-on services at a discounted hourly rate or lump sum fee listed at the end of this document.

✓ **Dedicated Grants Expert/Team**

The City of Port St. Joe has been assigned a dedicated grants expert to serve as a liaison to its staff. This expert will help navigate the complex grant world to ensure the most efficient and effective use of staff time when pursuing grants.

✓ **Grants Alerts and Weekly Grants Updates**

The City of Port St. Joe will receive customized alerts for relevant grant opportunities, as they are solicited. For high priority grants or those with a short turnaround, TFG will attempt to notify the City of opportunities prior to solicitation. Additionally, each Friday, The City of Port St. Joe will receive TFG's Weekly Grants Update that provides a recap of grant solicitations that were published that week to ensure you do not miss any funding opportunities.

✓ **Database of Successful Grant Applications**

The City of Port St. Joe will have access to TFG's database of over 600 successful grant applications from a variety of programs to help inspire and guide the preparation of your successful grant submissions.

✓ Library of Grant Funding Guides and Grant Profiles

The City of Port St. Joe will have access to TFG's Library of Grant Funding Guides. Each Funding Guide provides an overview of popular grant programs and relevant information such funding level, match requirements, eligible applicants, and use of funds in a specific issue area. Our library includes guides covering a wide array of topics such as:

- Law Enforcement
- Mental Health and Substance Abuse
- Habitat Conservation
- Homelessness
- Fire Departments
- Parks and Recreation
- Broadband
- Libraries and Museums
- Water and Wastewater
- Transportation
- Economic and Community Development
- Rural Communities
- Opioid Abuse
- Coronavirus and COVID-19
- Clean Energy and Technology
- Smart Vehicles

TFG's Grants Library also includes a robust database of grant profiles and summaries that provide the key information you need to match a program with your needs and build a winning grant proposal. We present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects it has funded in the past.

✓ Custom Project Specific Grant Research and Funding Strategy

TFG will directly work with The City of Port St. Joe to conduct project specific grant research on the federal, state, and foundation levels and will create a customized funding strategy geared to support your project. We will provide you with relevant grant information, as well as recommendations on funding opportunities to target, that is specifically tailored to your project and your community. Our grants research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future, helping you to stay "ahead of the game" and be prepared.

Needs Assessments and Strategic Grant Outlook

TFG will meet with The City of Port St. Joe staff to discuss ongoing projects, primary issue areas, and future needs that may benefit from grant funding. These meetings can either be conducted virtually or, if you prefer, in-person. Based on our team's knowledge and experience, we will closely identify, forecast, and monitor relevant funding opportunities that meet your specific needs. The Strategic Grant Outlook will allow staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

Grant Writing

Preparing winning grant proposals takes time, skill, and knowledge. The City of Port St. Joe has the option to access TFG's experienced grant writers to take the City's grant project idea from the start of the application to submission. From filling out federal forms to crafting a persuasive and compelling grant narrative and corresponding budgets, TFG will ensure that the City will have submitted a complete and competitive application on time.

Grant Editing and Review

The City of Port St. Joe can access TFG experts to edit and review City written grant proposals to improve chances of securing funding. TFG staff will expertly review your application against the funder's requirements, suggest content edits, and provide recommendations on how to improve your narrative before you submit.

Grant Debriefs

Grant debriefs are important, especially if it turns out that your application didn't get funded. TFG staff will help guide you through the grant debrief process and set up consultation with the funding agency to put your next applications in the best position to effectively compete in future solicitations.

Grants Advocacy

TFG helps secure congressional support, including support letters, and backing from strategic partners, to bolster grant applications. Federal grants are highly competitive and, more often than not, broad support for a project application can make the difference between a winning application and a highly ranked application that does not make the final list of awardees.

Grants Training

Our grants training is focused on building capacity, helping position the City for success in the often-complex grant process. TFG can train your staff on grant application processes and help improve the quality of grant proposals. We can provide training on a one-to-one basis or through larger workshops dependent on your needs. TFG also has established partnerships with other grant training professionals that specialize in post-award management who can be accessed to support grant management training needs.

Grant Pricing for the City of Port St. Joe

TFG's Grant Services Retainer offers The City of Port St. Joe the flexibility in the level of service you would like to receive. The table below outlines the services TFG can provide to the City on a monthly basis. As a retainer client, the City will have at its disposal TFG's diverse complement of staff experts without any worry about getting unexpected bills.

Based on our understanding of the City's needs, TFG proposes Tier 1 retainer service with the option of discounted grant writing add-on services. Should the City of Port St. Joe need a different combination of services, TFG will work with the City to amend the retainer and create one that best fits your needs.

	Tier 1 (\$1,000/month)	Tier 2 (\$2,000/month)	Tier 3 (\$5,000/month)
Dedicated Grants Expert/Team	✓	✓	✓
Weekly Grants Update and Alerts	✓	✓	✓
Library of Funding Guides and Grant Profiles	Unlimited	Unlimited	Unlimited
Access to Successful Grant Application Database	✓	✓	✓
Custom Project Specific Grant Research and Funding Strategy	3 projects	5 projects	Unlimited
Grant Writing	15% discount	15% discount	15% discount
Needs Assessment and Strategic Grant Outlook		✓	✓
Grants Advocacy			✓
Grant Editing and Review			✓
Grants Training			✓

Service Add-Ons

TFG believes in offering flexibility to our clients. As a retainer client, The City of Port St. Joe can engage with TFG on an hourly rate, or lump sum fee, for additional services requested beyond the Tier 1 scope. TFG's discounted hourly rate is \$150/hour. Add-on services the City of Port St. Joe may request include grant writing, grant advocacy, grant editing and review, and grant training.

Grant Writing – As Needed, Per Grant

To provide greater transparency in the cost of grant writing services, TFG has created the grant writing service fee table below, which provides the average cost for grant writing services based on the narrative page limitations imposed in the grant application. Grant applications vary widely with respect to the complexity and level of effort required to complete them. If you are interested in securing these services, TFG will provide you with a tailored cost proposal that reflects the level of effort required to draft the narrative and non-narrative elements such as forms, budgets, logic models and Benefit-Cost Analysis. Exceptions do occur based on the complexity of the grant application, but we work hard to keep costs in line with the pricing guidelines outlined below.

Workload (low to high)	Type of Grant	Narrative Page Length	Approximate Average Cost	15% Discount Cost
Level 1	Small, well-defined request	6-10	\$5,000	\$4,250
Level 2	Small, full grant application	11-15	\$9,500	\$8,075
Level 3	Medium, full grant application	16-20	\$14,500	\$12,375
Level 4	Large state or national foundation or medium federal grant	21-25	\$18,000	\$15,300
Level 5	Large federal grant application	26-30	\$21,000	\$17,850

Last minute emergency grant writing requests are subject to a 15% markup.

WIG Flooring

25'x58'

1 EA	18.59/EA	18.59
5080434 - KNOB MADISON 10 PACK		
3910-DBAC-R DARK BRUSHED ANTIQUE		
COPPER MULTI PACK		
1 EA	18.59/EA	18.59
8037198 - SINK KITCHEN SS DBL SPC COMBO		
33X22X8 STAINLESS STEEL SATIN 23 GAUGE		
1 EA	189.00/EA	189.00
5016673 - CABINET TOP BLACKSTAR		
GRANITE 12' #4551-1		
1 EA	144.00/EA	144.00
5527399 - VINYL PLANK SPC CLICK 4mm 7x48		
PERFECT SOLUTIONS SUMMER LODGE		
4 CTN	65.13/CTN	260.52
Sub Total		2,496.14
Tax Total		8.065% 0.00
Total		2,496.14
Paid By: 5910-Debit		2,496.14
Merchant #		542522
Account #		3978
Authorization #		040646

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<http://home-outlets.com/Survey>



For Refund Use



(85C) 227-1717

K&K Systems**Systems****QUOTATION**

687 Palmetto Road
Tupelo, MS 38801

www.k-systems.com

email: wkasal@k-systems.com

Phone: 662-372-0164 cell
662-566-2025

Fax: 662-566-7123 TollFree: 888-414-3003

Quotation #: Q220106WK-1
Quotation Date: 1/6/2022
Customer Type: Retail

Customer Contact: John Grantland
Quote Valid: 45 days
Prepared by: Wayne Kasal

Bill To: Name: John Grantland Company Name: City of Port Saint Joe Street Address: Address 2: City, ST ZIP Code Tel: Cell: Fax: email: Jgrantland@psj.fl.gov	Ship To: (Must be filled out Completely) Name: Company Name: Street Address: City, ST ZIP Code Tel and/or Cell: Days open to Deliver: (ex: M-F, Sun-Sat, Mon-Thur) Hours to Deliver: (ex: 9-5, 8-3) (mon-thur 8-4, fri 9-12) Is Forklift Available: yes or no email:
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Product	Model #	Description	Base Price
	112-S12	Solar School Zone Beacon. Single 12" LED yellow/amber, polycarbonate head, 30 watt solar panel with mounting bracket, 365 day programmable timer module, aluminum lockable battery box, SPLasher, wiring, partially assembled and mounting hardware to mount to existing post. No battery included.	\$1,860.52

Packaging		K&K Delivers		
Options and Accessories - PER UNIT				
QTY per Unit		Description	Price Each	Price per Unit
1	BAT-12-55A	55 amp, 12V, AGM battery, Dimensions: 9.40"x5.50"x8.20"	\$171.14	\$171.14
1	CCTR-15	COMPLETE 15' SPUN POLE KIT TO INCLUDE ALL MOUNTING HARDWARE. 15' crash tested 4" round aluminum spun pole with pedestal base, top cap, anchor bolts, signal mount and control box mount.	\$592.81	\$592.81
1	S5-1-2448-xx-DG	S5-1-24x48 School Zone Sign - Diamond Grade. must select speed limit.	\$167.90	\$167.90
1	MEZ31424A	3" Z bar for 24" sign (2 qty) REQUIRES mounting hardware - CTR-MTK	\$68.93	\$68.93
2	CTR-UBS	Mounting hardware for sign (U-bolt). One (1) pair required. Price/pair	\$50.00	\$100.00

Special Notes

APL#700-026-015. PEEK HOODS (BLACK HOODS/HOUSING)

Terms of Purchase

FOB: Tupelo, MS 38801
Delivery (weeks): 4-6 Weeks
Warranty: 1 year limited warranty, Factory Depot

Per System Total: \$2,961.30
Total QTY of Systems: 4 \$11,845.20
Total Shipping Costs: \$350.00
Taxes:
GRAND TOTAL: \$12,195.20

50%

Sales Person Signature: Wayne Kasal

Work Order# ENTER WO #

Sales Manager Signature: Timothy Keith

Client PO# ENTER PO #

Please note: The above specifications and quotation does not include shipping, permits, or taxes unless otherwise stated. The freight charge is an approximate estimate for your reference; the actual charge may vary. There will be an additional 3% charge on all credit card orders unless otherwise stated.
*Lead-time committed is based on the date Purchase Order is received by K&K Systems and deposit made and/or credit approved. Lead time is not based on the date quoted.

* only (2) needed
Madison Street will be covered
under the SCOP Paving Grant *

21

INCUBATOR BUILDING
CAREERSOURCE GULF COAST
LEASE AGREEMENT

THIS LEASE AGREEMENT MADE AND ENTERED INTO THIS 1st day of February 2022, by and between CITY OF PORT ST. JOE, FLORIDA, a municipal corporation organized under the laws of the State of Florida, 305 Cecil G. Costin, Sr., Blvd., P.O. Box 278, Port St. Joe, Florida 32457, *Lessor*, and Gulf Coast Workforce Development Board, Inc., doing business as CareerSource Gulf Coast, hereinafter called *Lessee*,

WITNESSETH:

That subject to the terms and conditions herein contained, Lessor hereby leases to Lessee, and Lessee hereby rents from the Lessor, the following described premises in the City of Port St. Joe, Florida, being more particularly described as follows: 307 Peters Street, Port St. Joe, FL 32456.

TERMS

For consideration, the value and sufficiency of which is hereby acknowledged, the Lessor and Lessee hereby agree as follows:

1. The term of this Lease shall begin the 1st day of February 2022 and shall end 36 months later. Upon complying with the terms, agreements and tenants hereof, Lessee shall have peaceable possession of the leased premises.
2. The Leased premises includes the Incubator Building.
3. Lessee shall pay and be responsible for any and all utilities incurred in connection with the leased premises.
4. Lessee will provide general liability insurance with extended coverage in an amount of \$500,000.00, naming the City of Port St. Joe, Florida as an additional named insured. The Lessor shall hold Lessee harmless for damage to the premises caused by wind, flood, or other acts of God.
5. Lessee leases and accepts the premises, as is, and may make alterations to the building only as agreed upon in writing by the City, at its own expense and at the end of said lease period, the Lessee will return the property to the Lessor in as good as condition as is presently, ordinary wear and tear excepted. Alterations and improvements to the leased premises require Lessor's written consent and shall become the property of Lessor unless otherwise agreed in writing. All minor repairs of less than \$250 shall be the responsibility of the Lessee. All major repairs above \$250 shall be reported to the City for inspection and determination of the corrective action that will be needed.
6. Lessor may, at any reasonable time during the term of this Lease, inspect said leased premises.

7. Should the premises be substantially damaged or destroyed during the term of this Lease, either party may terminate the Lease.

8. Any notices of communications from Lessee to Lessor under this agreement shall be in writing sent to Lessor by United States Mail, postage prepaid, addressed to Lessor, or delivered to Lessor, City of Port St. Joe, Florida, at P.O. Box 278, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida 32456.

All notices or communications from Lessor to Lessee under this Lease shall be in writing and shall be sent to Lessee by United States Mail, postage prepaid, addressed to Lessee at 5230 W. U.S. Highway 98, Panama City, Florida 32401; or delivered to Lessee at 307 Peters Street, Port St. Joe, Florida 32456.

Any address hereinabove provided for may be changed from time to time by either party hereto by written notice similarly given.

9. Lessee shall not assign or sublet the premises or allow any other person or entity to operate a business, sell merchandise or services, or conduct any commercial activity from the premises without the consent of the City.

10. Either party may cancel this agreement at any time for any reason.

11. Fixtures and appliances installed by the Lessee shall remain the property of the Lessee and the premises shall be restored to its original condition upon their removal unless otherwise agreed upon.

12. No security deposit shall be required by Lessor.

13. INDEMNIFICATION: Lessee shall indemnify Lessor and save it harmless from suits, actions, damages, liability, and expense in connection with the loss of life, bodily or personal injury or property damage arising from or out of any occurrence in, upon or at, or from the leased premises, or the occupancy or use by Lessee of said leased premises or any part thereof, or occasioned wholly or in part by any act of omission of Lessee its agents, contractors, employees, servants, invitees, licenses, or concessionaires. In addition, Lessor shall not be responsible or liable to Lessee or to those claiming by, through or under Lessee for any loss or damage to either persons or the personal property of the Lessee that may be occasioned by or through the acts or omissions of persons occupying adjacent, connecting or adjoining premises.

Signed, sealed and delivered
In presence of:

	<u>CITY OF PORT ST. JOE</u>
	Rex Buzzett, Mayor
	Attest:
	Charlotte M. Pierce, City Clerk
	LESSEE
	<u>CAREERSOURCE GULF COAST</u>
	Kimberly L. Bodine, Executive Director
Printed Name of Witness	
Printed Name of Witness	
Printed Name of Witness	

LEASE AGREEMENT

THIS LEASE AGREEMENT MADE AND ENTERED INTO THIS 1st day of February 2022, by and between CITY OF PORT ST. JOE, FLORIDA, a municipal corporation organized under the laws of the State of Florida, 305 Cecil G. Costin, Sr., Blvd., P.O. Box 278, Port St. Joe, Florida 32457, *Lessor*, and Gulf Coast Workforce Development Board, Inc., doing business as CareerSource Gulf Coast, hereinafter called *Lessee*,

WITNESSETH:

That subject to the terms and conditions herein contained, Lessor hereby leases to Lessee, and Lessee hereby rents from the Lessor, the following described premises in the City of Port St. Joe, Florida, being more particularly described as follows: 414 Kenney Street, Port St. Joe, FL 32456.

TERMS

For consideration, the value and sufficiency of which is hereby acknowledged, the Lessor and Lessee hereby agree as follows:

1. The term of this Lease shall begin on the 15th day of May to the 15th day of August each year for three (3) years for the Gym and the 15th day of August to the 15th day of May each year for three (3) years for the 2 storage rooms. Upon complying with the terms, agreements and covenants thereof, Lessee shall have peaceable possession of the leased premises.
2. The Leased premises includes the entirety of the Washington Gym and surrounding grounds from the 15th day of May to the 15th day of August, and two storage rooms from August 15th to May 15th each year.
3. Lessee shall pay and be responsible for any and all utilities incurred in connection with the leased premises during the lease period of May 15th to August 15th and will further pay the first \$75.00 rental payment for the use of the two "Storage Rooms" beginning August 15th through May 15th. Neither of the storage areas are heated and cooled nor accessed on a regular basis and therefore there are no utility or other costs associated with the lease of those areas.
4. The Lessee will provide staff to open the gym and oversee recreational time for community members to use the gym to play basketball for up to 20 hours per week, on 3-4 days per week in the months outside of the weeks that the gym is utilized for the Summer Program as a service to the community and will not be responsible for utility or other costs to use the gym for this purpose.
5. Lessee will provide general liability insurance with extended coverage in an amount of \$500,000.00, naming the City of Port St. Joe, Florida as an additional named insured. The Lessor shall hold Lessee harmless for damage to the premises caused by wind, flood, or other acts of God.
6. Lessee leases and accepts the premises, as is, and may make alterations to the building only as agreed upon in writing by the City, at its own expense and at the end of said lease period,

the Lessee will return the property to the Lessor in as good as condition as is presently, ordinary wear and tear excepted. Alterations and improvements to the leased premises require Lessor's written consent and shall become the property of Lessor unless otherwise agreed in writing. All minor repairs of less than \$250 shall be the responsibility of the Lessee. All major repairs above \$250 shall be reported to the City for inspection and determination of the corrective action that will be needed.

7. Should the Lessor during the Lease Term allow the use of the kitchen or Storage Room, where equipment belonging to the Lessee resides, for any special event the Lessor will be responsible for any damage or loss of said equipment/inventory. The equipment and inventory will be inspected by a representative of the Lessee and Lessor prior to any said special event to assess the state of said equipment and to verify inventory count of chairs/tables and other items belonging to the Lessee.

8. Lessor may, at any reasonable time during the term of this Lease, inspect said leased premises.

9. Should the premises be substantially damaged or destroyed during the term of this Lease, either party may terminate the Lease.

10. Any notices of communications from Lessee to Lessor under this agreement shall be in writing sent to Lessor by United States Mail, postage prepaid, addressed to Lessor, or delivered to Lessor, City of Port St. Joe, Florida, at P.O. Box 278, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida 32456.

All notices or communications from Lessor to Lessee under this Lease shall be in writing and shall be sent to Lessee by United States Mail, postage prepaid, addressed to Lessee at 5230 W. U.S. Highway 98, Panama City, Florida 32401; or delivered to Lessee at 414 Kenney Street, Port St. Joe, Florida 32456.

Any address hereinabove provided for may be changed from time to time by either party hereto by written notice similarly given.

11. Lessee shall not assign or sublet the premises or allow any other person or entity to operate a business, sell merchandise or services, or conduct any commercial activity from the premises without the consent of the City.

12. Either party may cancel this agreement at any time for any reason.

13. Fixtures and appliances installed by the Lessee shall remain the property of the Lessee and the premises shall be restored to its original condition upon their removal unless otherwise agreed upon.

14. No security deposit shall be required by Lessor.

15. INDEMNIFICATION: Lessee shall indemnify Lessor and save it harmless from suits, actions, damages, liability, and expense in connection with the loss of life, bodily or personal

injury or property damage arising from or out of any occurrence in, upon or at, or from the leased premises, or the occupancy or use by Lessee of said leased premises or any part thereof, or occasioned wholly or in part by any act of omission of Lessee its agents, contractors, employees, servants, invitees, licensees, or concessionaires. In addition, Lessor shall not be responsible or liable to Lessee or to those claiming by, through or under Lessee for any loss or damage to either persons or the personal property of the Lessee that may be occasioned by or through the acts or omissions of persons occupying adjacent, connecting or adjoining premises, other than equipment or inventory specifically listed in item 7.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, in triplicate, on the date hereinabove mentioned.

Signed, sealed and delivered
In presence of:

LESSOR:

	<u>CITY OF PORT ST. JOE</u>
	Rex Buzzett, Mayor
Printed Name of Witness	Attest: Charlotte M. Pierce, City Clerk
	LESSEE
	<u>CAREERSOURCE GULF COAST</u>
Printed Name of Witness	Kimberly L. Bodine, Executive Director
Printed Name of Witness	

Grants Updated- 2/1/22

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FEMA PA	\$9,778,787	Damage from Hurricane Michael
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match
FRDAP	\$100,000	Applied for (2) grants on 10/15/20. Washington Gym Complex and Dodder Parker Park for exercise equipment, playground Equip. & Disc Golf. Grants approved 7/21 Waiting on State Approval to Award Bids
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded, waiting on a contract. No Match.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
Legislative Approp.	\$150,000	Washington Gym Restrooms. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Approved, waiting on Grant Agreement.
Historic Resources/Hurricane Michael	\$83,000	Washington Gym. Submitted by UF, ranked #10
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Approved with no match
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Potential Match for New Government Complex
FDEO	\$943,222.50	Commercial District Waterline Replacement. Grant Application submitted 1/2022.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 th Street Park. Grant Application submitted 7/15/21. Was not approved.

CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21
FDEP	\$230,000	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
Legislative Appropriation	\$500,000	Core Park Splash Pad, Rest Room, & Stage. Application submitted 10/25/21 to Representative Shoaf