

**April 19, 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 April 19, 2022

Call to Order

Consent Agenda

Minutes

- Regular Meeting 4/5/22 Pages 4-11

City Engineer

- Long Ave. Water/Sewer Project
 - Change Order # 3 & 4 Pages 12-16
- First Street Paving- Request to Re-bid
- Clifford Sims Park Plan
 - RFP 2022-02 (Handout) Pages 17-21
- Boat Ramp Access Road Design

City Attorney

- ESAD Sewer Discussion Pages 22-26

Old Business

- City Projects Pages 27-28

New Business

- CDBG-DR
 - Request to Advertise an RFQ for Engineering Services & a RFQ for Environmental Services
 - Grant Administration Services Task Order Pages 29-31
- New City Hall Complex- Update
- American Recue Plan- Use of Funds
- RFP 2022-03 Washington Gym Sidewalk Cover- Update

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- Update

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 32-33

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, April 5, 2022, at Noon.

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioner Lowry joined the meeting at 12:07 P.M.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of March 15, 2022. All in favor; Motion carried 4-0.

Mr. McCahill read Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioner Brett Lowry concerning the Development Order Request for Palmetto Bluff Subdivision for 90 Units from Long Avenue Partners, LLC. Commissioner Lowry has a business relationship with Developer, Ralph Rish.

Scott Dudley – League of Cities Legislative Update – Mr. Dudley was running late and his presentation was delayed until after the engineer's report.

City Engineer – Josh Baxley

Long Avenue Water / Sewer Project

Under construction, crews are currently working on the water main and force main on Long Avenue.

RFP 2022-01 First Street Paving

Two bids were received, Pigott Asphalt and Sitework \$609,783.06; American Sand and Asphalt Paving \$652,780.50. Bids are currently being reviewed by FDOT as both prices were over budget.

Clifford Sims Park Plan

Bids are due April 8, 2022.

Commissioner Lowry joined the meeting.

Boat Ramp Access Road Design

Dewberry is finalizing the plans this week and preparing the bid package.

Commissioner Langston requested that the pile of dirt in front of Mama Dot's and the Farmacy be relocated.

Scott Dudley – League of Cities Legislative Update

Commissioner Ashbrook introduced his mother Debbie Ashbrook, Office Manager of Tapper Company Marci Daniels, General Manager of Mainstay Suites Heidi Willis, and General Manager of the Port Inn Ladonna Whitfield and thanked them for all of their work that made it possible for him to be active in the Florida League of Cities and serve on the City Commission.

Scott Dudley, Director of Field Advocacy and Federal Affairs for the Florida League of Cities reviewed the recent legislative session and items that were of particular interest to cities. He also recognized Commissioner Ashbrook for his involvement in the past session and presented him with a *Home Rule Hero Certificate*.

Mr. Dudley encouraged the Commissioners to participate in the Annual Conference this year and to become more involved in the League of Cities.

City Attorney –

Ordinance 597 Food Trucks - Second Reading and Adoption

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to have the Second Reading and Adoption of Ordinance 597. Commissioners Ashbrook and Hoffman each stated they would be abstaining from voting on Ordinance 597. Voting for the Ordinance were Mayor Buzzett, Commissioners Langston and Lowry. Abstaining were Commissioners Ashbrook and Hoffman. Motion passed 3-0 with 2 abstentions.

Form 8B Memorandum of Voting Conflict For County, Municipal, And Other Public Officers as completed by Commissioners Ashbrook and Hoffman are attached.

Old Business

City Projects

Mr. Anderson reviewed the list of City Projects and noted the completion of the following projects: First Street Sewer Point Repairs; Monument Avenue Sidewalks Project; Dugout Repairs at Benny Roberts Park; and Water Meter Replacement throughout our service area. All other projects are ongoing.

Fish Cleaning Station – Electrical Quote:

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the electrical quote from Duke Energy in the amount of \$3,284.29 to provide power for the Fish Cleaning Station. All in favor; Motion carried 5-0. Funds for the quote will come from the Frank Pate Park Boat Ramp Funds.

New Business –

Accessory Structures – Mayor Buzzett

Mayor Buzzett expressed his concerns about the integrity and charm of our City being compromised by the excessive accumulation of boats, trailers, campers, and other items being parked and stored in the front yard of residents. He asked that the Commissioners look at this situation, see how other cities are handling this problem, and be prepared to come up with a solution to this.

New City Hall Complex Update

City Architect, J. J. Scott, anticipates having a PAR for the project this week.

American Rescue Plan – Use of Funds

These funds are for Covid Relief. Commissioner Hoffman stated that he would like to see the funds used for local residents, not tourism, and requested the County to partner with the City to establish the Field of Dreams by using the Bed Tax monies collected in the City.

RFP 2022-03 Washington Gym Sidewalk Cover Update

No Bids were received for this project. The Scope of Work will be revised and rebid to see if anyone will bid on the project.

Public Works –

FDEP Septic to Sewer Grant

Mr. Grantland is on vacation and Mr. Anderson shared this is a \$1,000,000 grant that will provide funds for system wide residents to come on the City's sewer. Anyone currently on a septic tank that is interested in

being on City sewer should call Mike Lacour to sign up. The cost is \$500 compared to the usual cost of \$5,800.

Surface Water Plant –

Mr. McClamma was running the plant and unable to attend the meeting. Mr. Anderson noted that there is a new staff member at the plant this week.

Wastewater Plant – Kevin Pettis

Mr. Pettis shared there is over 3' of freeboard in the pond, and the Sonic Disrupter has been installed which has reduced the amount of Algae in the pond. TSS numbers for January, February, and March were high, the plant will not be discharging this month, and FDEP has extended the Consent Order until October 1, 2022. A plan will have to be created for the extension. He also noted that by 2032 standards for operating water plants will be horrific and all improvements for the plant need to be made according to what the requirements will be then.

Finance Director – Mike Lacour

Letter of Support Request

Mr. Lacour discussed a Letter of Support for the University of Florida focusing on a Stormwater Master Plan running from Depot Creek to Chicken House Branch.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to provide a letter clearly stating there will be no monetary contributions from the City and the plan needs to be reviewed by Dewberry. All in favor; Motion carried 5-0.

Code Enforcement –

James Brannon – 1302 Monument Avenue Travel Trailer

James and Susan Brannon requested they be allowed to reside in their camper in the back driveway while completing repairs to their home. After discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Lowry, that the Brannon family may reside in their camper for a 6-month period while completing their house. All in favor; Motion carried 5-0.

Mark Griffin – 1405 Constitution Drive, Stop Work Order

Dr. Griffin, representing himself and Katheen Johnson, requested relief from the Stop Work Order issued for 1405 Constitution Drive. After a lengthy discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to immediately remove the Stop Work Order with the understanding that Mr. Griffin will be permitted to dry in, by Code definition, the Carriage Home. At that point, there will be no more permits issued for the Carriage project until the primary home reaches that same level of permits. All in favor; Motion carried 5-0.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that Staff continues to meet with the City's grant writing team and explore grants for the City.

Resolution 2022-03 City Election Results 2022

Mayor Buzzett congratulated Commissioners Hoffman and Lowry on being returned to office unopposed.

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to adopt Resolution 2022-03. All in favor; Motion carried 5-0.

Ms. Pierce shared that Mayor Buzzett had signed the Grant Agreement for the Cape San Blas Lighthouse Complex in the amount of \$337,495 for repairs to be made to the complex.

Citizens to be Heard –

Robert Farmer, Site Manager for the Senior Citizens Program, thanked the Commission for their help in providing a roof for the Senior Citizens Building, noted Eddie Fields in now the CEO of the Senior Citizens Program, shared the building would be available for rent, flyers will be provided requesting donations for t-shirts for program participants, and they will be involving seniors from Port St. Joe High and Wewahitchka High Schools with the Senior Citizens. He encouraged the Commissioners to keep up the good work.

Joe Whitmer, Executive Director Gulf County Chamber of Commerce, thanked the Commissioners for their help with Blues on Reid. He noted the event was a big success and shared that they look forward to more great events.

Discussion Items by Commissioners

Commissioner Langston did not have anything to update the Commission on.

Commissioner Ashbrook asked about the possibility of a direct line to Code Enforcement to report debris being left at various locations. After discussion, consensus was that unless there was evidence of the individuals leaving the debris, it would not be possible to determine who left the debris.

Commissioner Lowry expressed his appreciation for being returned to office for his fourth term and stated he was looking forward to the next two years.

Commissioner Hoffman expressed his desire to see the Commission focus more on the community to make it a better community and not just be concerned about tourism. He feels that focus should be directed to Core Park after the Field of Dreams is completed.

Mayor Buzzett asked for a Workshop to be held Thursday, June 2, 2022, at 6 P.M. to discuss the Field of Dreams Project.

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

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 2:25 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 Ashbrook, David A.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS 1618 Marvin Avenue		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL 32456	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED April 5, 2022		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

ELECTED OFFICERS:

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

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

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

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, David A. Ashbrook, hereby disclose that on 4/5, 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, _____;
- ☐ 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 Tapper & Company Properties Management, Inc., 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:

Ordinance 597 Regarding Food Trucks (Mobile Food Dispensing Vehicles). I work for a company with an interest in utilizing food trucks on a contract landlord / tenant basis.

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.

4/5/2022

Date Filed


Signature

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

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

LAST NAME—FIRST NAME—MIDDLE NAME Hoffman, Arthur S.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS 1705 Garrison Avenue		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL 32456	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED April 5, 2022		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

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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:

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Arthur S. Hoffman, hereby disclose that on _____, 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, _____;

☒ inured to the special gain or loss of my relative, Brother owns food truck;

☐ inured to the special gain or loss of _____, by whom I am retained; or

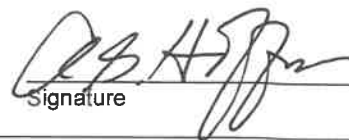
☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

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.

4/5/2022

Date Filed


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.

Date of Issuance: _____ Effective Date: _____
 Owner: **City of Port St. Joe** Owner's Contract No.: _____
 Contractor: **L & K Contracting** Contractor's Project No.: _____
 Engineer: **Dewberry Engineers Inc.** Engineer's Project No.: **50085446**
 Project: **LONG AVENUE WATER and SEWER IMPROVEMENTS** Contract Name: _____

The Contract is modified as follows upon execution of this Change Order:

Description: Remove and replace ring and cover on 30 rehabilitated manholes on First Street and Long Ave., remove 6" VPC gravity sewer and replace with 8" PVC on Long Ave., install new manhole at 12th Street on Long Ave. (see attached description).

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ <u>4,207,650.58</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : \$ <u>291,652.38</u>	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>4,499,302.96</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>148,000.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>4,647,302.96</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:		ACCEPTED:	
By: <u>Philip Jones</u>	By: _____	By: <u>Earl Whiffeld</u>	By: _____
Title: <u>Project Manager</u>	Title: _____	Title: <u>Project Manager</u>	Title: _____
Date: <u>April 4, 2022</u>	Date: _____	Date: <u>4/4/22</u>	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

12

21PSC03

21 long ave culange order 3

02/10/2022 9:48 AM

BID PROPOSAL

Bid Item	Description	Quantity	Units	Unit Price	Bid Total
100100	REMOVE AND REPLACE RING AND COVER ON REHAB MANHOLE	30.000	EA	1,225.00	36,750.00
	Bid Total				\$36,750.00

21PSJCO5

21 LONG AVENUE CHANGE ORDER 5

02/10/2022 9:54 AM

BID PROPOSAL

Bid Item	Description	Quantity	Units	Unit Price	Bid Total
100100	install man hole at 12th street	1.000	EA	8,500.00	8,500.00
	Bid Total				\$8,500.00

21PSJC04

21 LONG AVE. CHANGE ORDER 4

02/08/2022 10:01 AM

BID PROPOSAL

Bid Item	Description	Quantity	Units	Unit Price	Bid Total
100100	REMOVE 6" CLAY PIPE REPLACE WITH 8" PVC	500.000	LF	115.00	57,500.00
100200	PAVCH ROADWAY 2" ASPHALT	500.000	LF	67.00	33,500.00
100300	DEWATERING	500.000	LF	23.50	11,750.00
Bid Total					\$102,750.00



Date of Issuance: _____ Effective Date: _____
 Owner: **City of Port St. Joe** Owner's Contract No.: _____
 Contractor: _____ Contractor's Project No.: **21-44**
 Engineer: **Dewberry Engineers Inc.** Engineer's Project No.: **50085437**
 Project: **LONG AVENUE WATER and SEWER IMPROVEMENTS** Contract Name: _____

The Contract is modified as follows upon execution of this Change Order:

Description: **Direct material purchase deduction.**

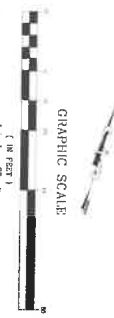
Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>4,207,650.58</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : \$ <u>439,652.38</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>4,647,302.96</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>1,051,118.25</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>3,596,184.71</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: 	By: _____	By: 
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>PROJECT MANAGER</u>	Title: _____	Title: <u>Project Manager</u>
Date: <u>4/4/22</u>	Date: _____	Date: <u>4/4/22</u>

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____



CP3 N.T.S.

← 4000 PSI CONCRETE
REINFORCED
WITH BOXED IN WYMA
OVER COMPACTED FILL

[illegible]

SITE TABLE FOR C-03 & C-04

MATCH LINE "A"

MATCH LINE "A"

SITE PLAN

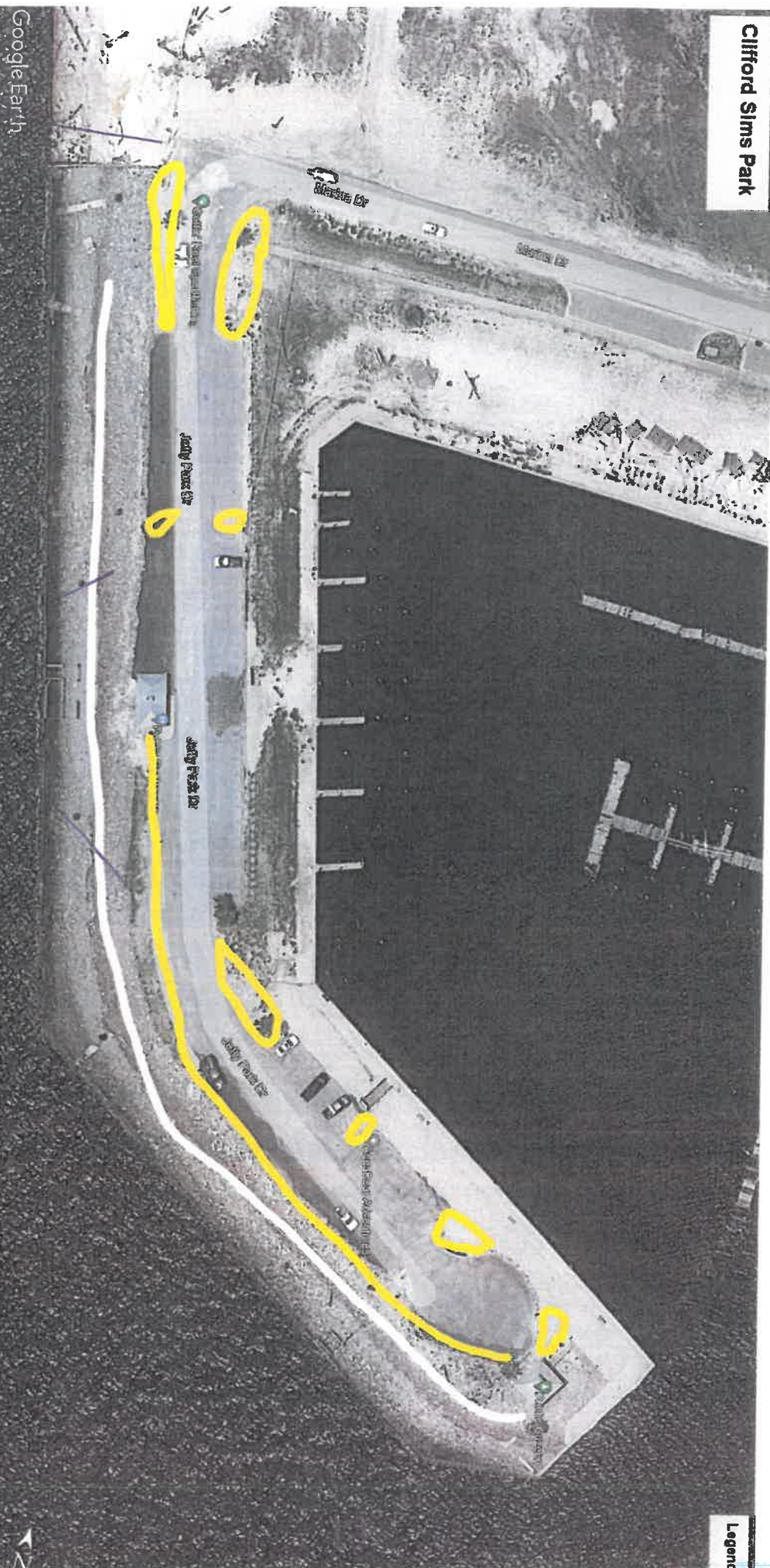
CLIFFORD SIMS PARK IMPROVEMENTS
PORT ST. JOE, FLORIDA 32456
GULF COUNTY PARCEL ID: 04594-010R

REAL FLORIDA
PROFESSIONAL ENGINEER
B. LAMAR WATSON, P.E.
LICENSE NUMBER 63335



SCE
SOUTHEASTERN
CONSULTING ENGINEERS, INC.
P.O. BOX 141
WEWAHITCHKA, FL 32465
(850) 639-3850
LR# 29064

Clifford Sims Park



Legend

- Decorative Wood Fence

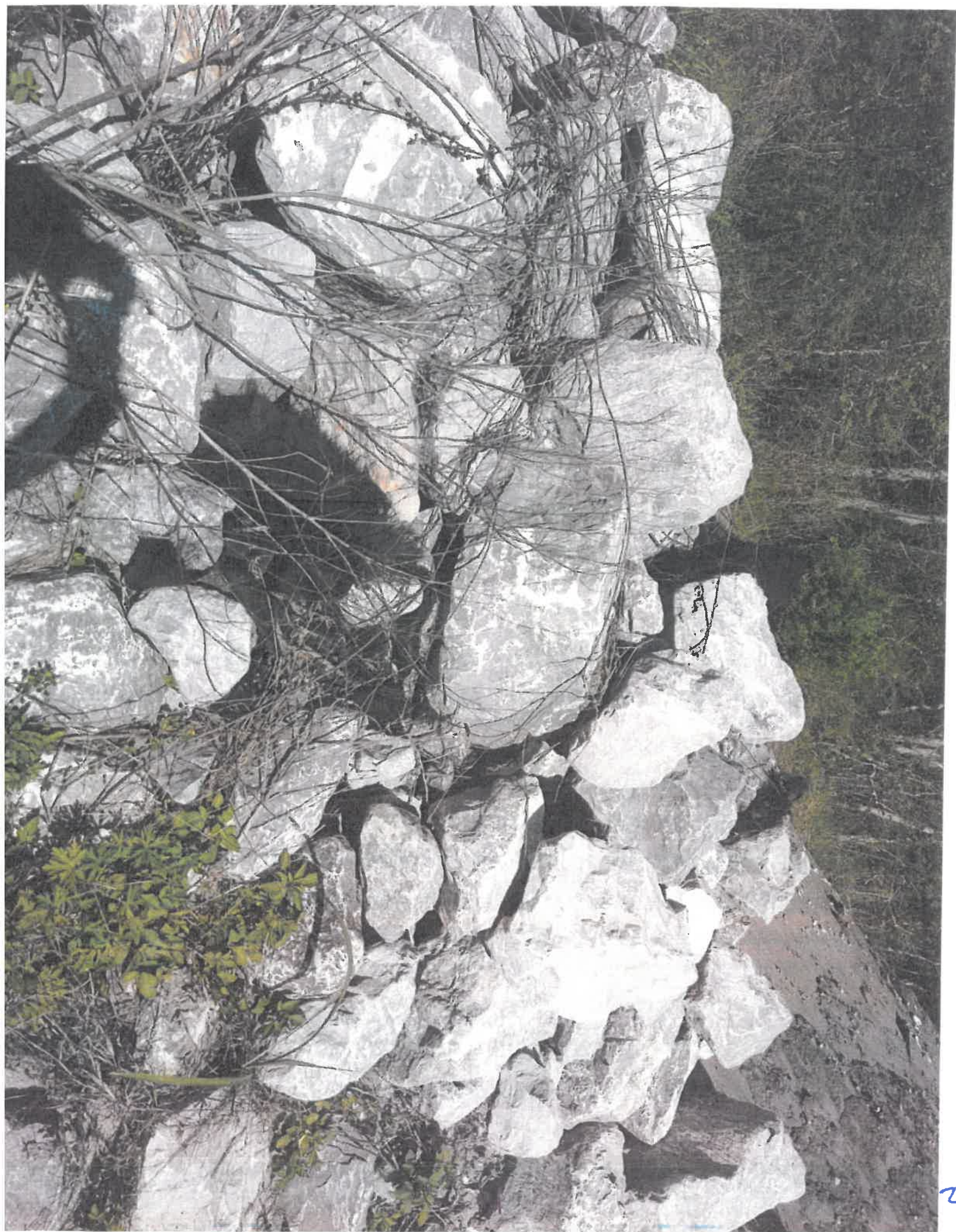
- Replenish large Granite Stone

- Bahama Rock in areas highlighted in yellow

- New Entrance Sign

- New Observation Pier





BOARD OF COUNTY COMMISSIONERS GULF COUNTY, FLORIDA

1000 Cecil G. Costin, Sr. Blvd. • Room 302 • Port St. Joe, Florida • 32456

850.229.6106 • Fax: 850.564.7503

www.gulfcounty-fl.gov • bocc@gulfcounty-fl.gov

DATE & TIME OF MEETINGS: Fourth Tuesdays at 9:00 a.m., E.T.

February 23, 2022

**City of Port St. Joe Commissioners
c/o Mayor Rex Buzzett
305 Cecil G. Costin Sr. Blvd
Port St. Joe, Florida 32456**

Re: Beacon Hill Sewer

Dear Mayor Buzzett,

The Gulf County Board of County Commissioners voted at their Special Meeting on February 22, 2022, to allow the City of Port St. Joe to have the sewer for the Beacon Hill area contingent upon the City of Port St. Joe taking the Gulf Aire Subdivision system.

County Staff will be glad to meet with you to establish a plan at your convenience.

Sincerely,



**Sandy Quinn
Chairman**

DAVID C. RICH
District 1

WARD MCDANIEL
District 2

PATRICK FARRELL
District 3

SANDY QUINN
District 4

PHIL MCCROAN
District 5

E S A D Enterprises, Inc.
DBA Beaches Sewer System
P O Box 503
Port St Joe, FL 32457

April 11, 2022

Mr. Jim Anderson

City of Port St Joe City Manager

Mayor and Commissioners

Of the City of Port St Joe

Dear Gentlemen:

ESAD Enterprises Inc. offers to sell to the City of Port St Joe the collection lines, lift stations, customers, and the territory granted to ESAD Enterprises, Inc. by the Florida Public Service Commission in a bargain purchase price of \$ 900,000.00. It is our understanding that Gulf County Commissioners has approved giving the City \$ 500,000.00 toward the purchase price. The City will honor all paid for tap fees of our customers, some who are in the process of rebuilding their homes from the hurricane, other are in the process of building new homes, while others are still in the planning stage. Florida Rural Water Association had an outside appraiser value the collection system for \$ 1,385,00, and we have asked them to update it. A partial copy is enclosed of the old appraisal. The purchase does not include the plant or land it is on.

We will negotiate with the city about the accounts receivable before the closing.

Sincerely,



Frank J Seifert,

President

ESAD ANALYSIS

Estimated Revenues	Average Gallons	Rate Mgal	Amount	Base Charge	Total	Customers Now	Monthly	Customers EOY	Monthly EOY
Residential Sewer	3050	7.70	23.49	35.33	58.82	299	\$17,585.69	315	\$18,526.73
Commercial Sewer					190.43	4	761.72	4	761.72
Total Estimated Revenues							<u>\$18,347.41</u>		<u>\$19,288.45</u>

Estimated Operating Cost

Utility see note 1	\$403.51	\$403.51
Labor see note 2	1000	1000
Vehicle Expense see note 2	190	190
Maintenance & Reserve see note 3	816.34	816.34
Other Cost	100	100

Total Estimated Cost

Net Revenue	2509.85	2509.85
	<u>\$15,837.56</u>	<u>\$16,778.60</u>
year	<u>\$190,050.66</u>	<u>\$201,343.14</u>

Notes

1) Utility cost was determined by the first three months of 2022 then adding 25% to it.

3) Maintenance was determine by using all maintenance we have done since we bought the system. Then the average monthly value was determined then adding 25% to it.

2) Any expense for the lines, collection lines or lift stations were charged to repairs for those items. I have included some labor and vehicle expense because prior analysis had those items.



October 13, 2016

ESAD Enterprises, Inc.

EVALUATION OF BEACHES SEWER SYSTEM

SALTUS ENGINEERING, INC.
Authored by: David J. Bolam, P.E.
Licensed in Florida

TABLE 1 - SYSTEM VALUATION

Member: ESAD Enterprises, Inc. d/b/a Beaches Sewer Systems, Inc.
 Contact: Frank J Seifert, Sr. and Patrick Farrell
 City: 509 E 4TH STREET, PORT ST JOE, FL 32456

Date: 12-Sep-16
 Version: Final Version
 Conn: 315
 GMS: FLA010101

Wastewater Collection System - Inventory, Condition & Current Value

Pipe lengths, materials, etc. not provided, but estimated as 55% of water distribution size

Pipe Dia (inches)	Pipe Material	Length (feet)	Length (miles)	Avg Est Age (years) ⁽¹⁾	Approx. Useful Value ⁽²⁾	Value (\$ per ft)	Estimated (\$)	Replacement Value (\$)
6-in	CLAY/PVC	7,875-ft	1.49 mi	20 to 45 yrs	65%	\$45.00 /ft	\$230,344	\$354,375.00
8-in	CLAY/PVC	16,033-ft	3.04 mi	20 to 45 yrs	65%	\$60.00 /ft	\$625,287	\$961,980.00
10-in	CLAY/PVC	0-ft	0.00 mi	20 to 45 yrs	65%	\$75.00 /ft	\$0	
12-in	CLAY/PVC	0-ft	0.00 mi	20 to 45 yrs	65%	\$90.00 /ft	\$0	
15-in	NA	0-ft	0.00 mi	20 to 45 yrs	65%	\$112.50 /ft	\$0	
		23,908-ft	4.53 mi			Rounded	\$856,000	\$1,316,000
Replacement Value at today's cost:							\$1,316,000	
\$7.50/ft-dia								

Manholes

Category	Material	Quantity	Avg Est Age (years) ⁽¹⁾	Approx. Useful Value ⁽²⁾	Value (\$ per unit)	Estimated (\$)	Replacement Value (\$)
Manholes	Concrete	52	20 to 45 yrs	55%	\$15,000	\$429,000	\$780,000.00
						\$429,000	\$780,000
Replacement Value at today's cost:							\$780,000

Force Mains

Force Mains

Pipe Dia (inches)	Pipe Material	Length (feet)	Length (miles)	Avg Est Age (years) ⁽¹⁾	Approx. Useful Value ⁽²⁾	Value (\$ per ft)	Estimated (\$)	Replacement Value (\$)
2-in	PVC	0-ft	0.00 mi	20 to 45 yrs	65%	\$10.00 /ft	\$0	
3-in	PVC	0-ft	0.00 mi	20 to 45 yrs	65%	\$22.50 /ft	\$0	
4-in	PVC	0-ft	0.00 mi	20 to 45 yrs	65%	\$30.00 /ft	\$0	
6-in	PVC	1,650-ft	0.31 mi	20 to 45 yrs	65%	\$45.00 /ft	\$48,263	\$74,250.00
		1,650-ft	0.31 mi			\$5.00/ft-dia	\$48,000	\$74,000
Replacement Value at today's cost:							\$74,000	

Lift Stations

Category	Material	Quantity	Avg Est Age (years) ⁽¹⁾	Approx. Useful Value ⁽²⁾	Value (\$ per unit)	Estimated (\$)	Replacement Value (\$)
Lift Station	Concrete	2	20 to 45 yrs	35%	\$75,000	\$52,500	\$150,000.00
	Concrete	1	5 to 20 yrs	75%	\$100,000	\$75,000	\$100,000.00
						\$53,000	\$150,000
Replacement Value at today's cost:							\$150,000

Grand Total \$1,386,000 \$2,320,000

NOTES:

- Age of pipelines are based on inspection of wastewater system maps, as-builts plans, notes of typical material availability and interviews with operations staff. Any lines over 50 years of age are of little or NO value
- Approximate Useful Value of existing piping based on pipeline condition, age of pipeline, and engineering opinion.

Current City Projects 4/19/22

- Washington Gym Bathroom- City/County Match- 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- A plan has been submitted to FEMA/FDEM and City Staff is working on clean-up, and the Observation Deck is out for Bid.
- Maddox Park Gazebo- Project has been rebid, waiting on FEMA/FDEM Approval
- Centennial Bldg. Rehab- Grant Approved
- Lighthouse Complex Rehab- Grant Approved
- Core Park Stage, Splash Pad, & Restroom- Was not Approved
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, working on compliance to begin.
- City Hall Complex- Working on a possible USDA Grant/Loan, MLD is working on the Architectural design.
- Community Garden- Lease Agreement signed
- **First Street Sewer Point Repairs- Complete**
- First Street Paving from First Street to Hwy 71 SCOP- Bids received, Submitted to FDOT for Approval
- Long Ave Water/Sewer- Under Construction
- Long Ave. Paving- Under Design
- Ave. C, D, & Dr. Joe Parking Lot Paving- Under Design
- Lighthouse Rehab- Project is being Re-Bid
- **Monument Ave. Sidewalks- Complete**
- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Equipt. has been received, waiting on concrete pads to be poured
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Equipt. Has been received, waiting on concrete Pads to be Poured
- Haven Road & Sea Grass Circle Sewer- Working on Design

- New Boat Ramp Access Road- Under Design
- Dugout Repairs at Benny Roberts Park- Complete
- Washington Gym Sidewalk Cover- No Bids Received, working on Docs to Re-Bid
- Road Striping- 95% Complete
- Beacon Hill Sewer- Task order signed for design by Dewberry, Waiting on an Easement from the County for Lift Station
- Water Meter Replacement- Complete
- Irrigation Repairs on Reid Ave. – Under Construction



April 11, 2022

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

RE: Community Development Block Grant Disaster Recovery (CDBG-DR) Grant Management

Dear Mr. Anderson:

The Ferguson Group (TFG) appreciates the opportunity to continue its work with the City of Port St. Joe and provide technical assistance and program management services to the City for its Community Development Block Grant Disaster Recovery (CDBG-DR) award.

The City received \$9,799,572 in CDBG-DR funding for its 20th Street Lift Station Project, which will allow the City to upgrade and repair sewer lines and lift stations damaged as a result of Hurricane Michael. The Department of Housing and Urban Development (HUD) allocated funding to the Florida Department of Economic Opportunity (DEO) following Hurricane Michael in support of recovery projects. The City received funds directly through DEO's Rebuild Florida General Infrastructure Repair Program.

As part of the grant, the City of Port St. Joe requires grant management services. TFG will fulfill the following duties and responsibilities and any such other grant management services mutually agreed to by TFG and the City:

Grant Management Services

Administration

- Provide administration for the grants process throughout all stages, including preparing, processing, issuing, and tracking funding and compliance with reporting grant requirements, assuring that submitted documentation meets all organizational and legal requirements.
- Support compliance with relevant policies, legislation, and guidance.
- Serve as liaison between the U.S. Federal/State/Local Government and external contractors to clarify, interpret, and resolve issues.

Compliance

- Monitor, assess, and ensure the City and all contractors comply with all terms and conditions of the award.
- Design, develop, implement, and interpret grants management policies, procedures, and practices (i.e., procurement policy).

Performance Management

- Ensure all the City staff and contractors complete their assigned duties and submit their deliverables (e.g., financial reports, program progress reports) on time.
- Ensure grant dollars are only spent on allowable items (this applies to both in-kind and direct grant expenditures) and are documented properly (i.e., with receipts, contracts, etc.).
- Manage drawdown requests and quarterly disbursements.

Evaluation & Reporting

- Complete required forms for periodic reporting.
- Conduct program evaluation, including monitoring and assessing performance, and establishing performance measures.
- Initiate and/or recommend when an audit must be performed under the Uniform Guidance.
- Conduct resolution of audit findings or monitoring audit resolution.
- Conduct post-award reviews and analyses to identify management, financial, and admin issues.
- Perform final reviews, make appropriate adjustments or disallowances, process close-outs, and ensure compliance with all regulatory and legal requirements.

Terms of Agreement

TFG will provide grant management services on an hourly basis at \$175/hour not to exceed \$489,978.60 (5% of total project costs). Port St. Joe's main point of contact for the CDBG-DR Grant Management services, will be Gabriel Bronstein.

As Chief Executive Officer, I am authorized to make representations on behalf of TFG, binding the firm to a contract. Thank you for the opportunity to submit this proposal. We have assembled an excellent and experienced team of professionals committed to highly personalized services for Port St. Joe, and we welcome the opportunity to work with you on the management of the awarded CDBG-DR grant. 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 Gwinn
Chief Executive Officer

ACKNOWLEDGED AND AGREED TO BY:



W. Roger Gwinn, CEO
The Ferguson Group, LLC

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

4/11/2022

Date _____

Date _____

Grants Updated- 4/19/22

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 Equipmt. & 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. Application not approved.
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Approved, waiting on Grant Agreement.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
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.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Application submitted 1/2022. Grant Approved 4/8/22.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. Dewberry is working on the Design.
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. Application not approved.
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. Was not Approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial submitted 3/22