

**July 1, 2025
Regular Meeting
12:00 Noon**

**City Commission Chambers
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
Steve Kerigan, 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

July 1, 2025

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 6/17/25**

Pages 1-4

City Engineer

- **Update**

City Attorney

- **Update**

Old Business

- **City Projects**
- **New City Complex Property- Comm. Hoffman**

Pages 5-6

New Business

- **Duren Property Proposal**
- **Florida League of Cities Annual Conference**
- **Fee Waiver Request**
 - **Camp Good News- Katie McCullers**
- **July 4th Celebration**
- **DR-420 & DR-420 TIF**

Page 7

Page 8

Pages 9-12

Pages 13-20

Public Works

- **Lift Station Pump Replacement**
- **RFP 2025-04 CDBG-DR Sewer Repairs**
- **CDBG-DR CEI Services**

Pages 21-22

Pages 23-26

Pages 27-33

Surface Water Plant

- **Update**

Wastewater Plant

- **Request to Purchase a Truck on State Contract**

Page 34

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**

Code Enforcement

- Update

Police Department

- Towing Policy

Pages 35-38

City Clerk

- Grants- Update

Pages 39-40

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, June 17, 2025, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of June 3, 2025. All in favor; Motion carried 4-0.

Planning Board Recommendations

Special Exception Request – Short Term Rental in an R-1 District, 314 Jones Homestead Road, Sean Garrett

The Planning Board voted 5-0 to not recommend approval to the City Commission.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to accept the recommendation of the Planning Development and Review Board to deny the Special Exception Request. All in favor; Motion carried 4-0.

City Engineer

Mr. Baxley was out of town and in his absence, Mr. Anderson discussed a 60-day extension request from Dewberry Engineering for the City Street Resurfacing Project and a Change Order from Roberts and Roberts to rehabilitate 10th Street from Garrison Avenue to the Public Works Gate.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to grant the 60-day extension request to complete the work on the City Street Resurfacing project and get the reimbursements taken care of. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve Change Order #4 to rehabilitate 10th Street from Garrison Avenue to the Public Works Gate. All in favor; Motion carried 4-0. The cost of the project is \$93,062.18, the City has a credit of \$62,000 on the project, and there will be an out-of-pocket expense of \$31,062.18. There are funds in the Road Paving Fund to cover this amount.

City Attorney

Ordinance 621 Smoke Shops – First Reading and Request to Advertise

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve Ordinance 621 with a minor wording change to Section 4 (d) should the owner stop operating for 30 days. This is only applicable to the two shops currently open.

Marvin Davis shared his concerns about creating a monopoly with this.

All in favor; Motion carried 4-0.

Old Business

City Projects

A revised rendering of the new City Hall was handed out by Mr. Anderson. Mayor Buzzett asked that everyone review the plan.

New Business

Duren Property Proposal

After a review of the Florida Forever Funding Documents, it was determined that the existing stormwater ponds cannot be used by the Duren Family for their project. City Staff, the Duren Family, and engineers will be working to see if there is another resolution to this situation.

Chester Davis, Robert Branch, Christy McElroy, and Jim Honaker shared their thoughts on this issue.

First United Methodist Church Request

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to allow the electrical contractor to place his travel trailer on the lot during the duration of the project to rebuild the church and to be used as a temporary office and on-site residence. All in favor; Motion carried 4-0.

Washington Gym / Juneteenth Celebration

Mr. Anderson shared that the Juneteenth Celebration cannot be held in the Washington Gym due to Bats inhabiting the facility. Panache Tents and Evens will provide a 20' x 40' White Frame Tent for the celebration at a total cost of \$750 for the days needed.

The gym will also be unavailable for the July 4th celebration and Commissioner Langston will check to see if the Centennial Building is available for use. Bats are protected, this is their nesting season, and cannot be disturbed until after August 14, 2025.

Chester Davis asked about electrical outlets to power outdoor fans.

Change Order #3 – Allen Memorial Way

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve an out-of-pocket expense of \$1,345.10 for Change Order #3 for Allen Memorial Way. All in favor; Motion carried 4-0.

Public Works – John Grantland

RFP 2025-04 CDBG-DR Sewer Repairs (Handout, bids close 6/13/25)

Royal American was the low bidder, the project came in under bid, and Mr. Grantland requested that the RFP be Tabled for further engineering questions.

Change Order #4 Downtown Water Lines – Time Extension

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to grant a Time Extension to a substantial completion date of July 4, 2025. All in favor; Motion carried 4-0

Special Projects Pay – Victoria Avenue Sewer Line Relocation and Water Plant Backwash Reuse System Installation

A Motion was made by Commissioner Kerrigan, second by Commissioner Langston, to approve Special Project Pay for the employees working on these projects. All in favor; Motion carried 4-0.

Water Distribution License Pay Adjustment Request

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to grant this request; allow the increase to be retroactive to May 13, 2025, when the employees passed their state exams, approve all future Water Distribution License be paid the \$1.00 an hour increase; and directed department heads to write a policy to be reviewed that will cover all license increases. All in favor; Motion carried 4-0.

Tire Balancer

Mr. Grantland shared that the cost for a new tire balancer is \$16,497. A city employee that has been in the vehicle repair field for many years and has closed his shop has the same tire balancer Mr. Grantland priced. The piece of equipment is 2 years old, and the employee will sell it to the City for \$6,000. A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to purchase the Tire Balancer from the City Employee for \$6,000. All in favor; Motion carried 4-0.

Surface Water Plant – Larry McClamma

Mr. McClamma noted that the repairs to the St. Joe Beach Booster Station will begin on June 30, 2025.

Mayor Buzzett discussed the concerns of individuals coming to work for the City, receiving their license, and then moving on. He requested that Mr. McClamma work on a document that would protect the City and allow the City to recoup expenses that were incurred by the City for training, license preparatory classes, and testing.

Wastewater Plant – Joe Harris

Mr. Harris shared that there is 4'7" of free space in the lagoon, all solar equipment is fully operational, the Spray Field Zone 3 well should be operational next week, filters are becoming worn and will need to be replace before too long.

Mr. Anderson noted that there was a kickoff meeting last week for the new filtration system and the City should have a new filtration system in a year or so.

Finance Director

FEMA Update

Mr. Lacour shared that the recent request for additional information from FEMA has been answered and they acknowledged receiving the responses from the City.

Grants Reimbursement Update

The CDBG-DR Sewer Grant has been fully reimbursed, and he is working on expenses as they come in.

Code Enforcement

Mr. Anderson shared that several applications have been received and is optimistic that interviews will be conducted next week.

Grass continues to be an issue with absentee home owners. He encouraged residents to be mindful of the need to keep their grass cut.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commission.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that City Staff continue to work on reimbursement, compliance reporting, and updating grant information.

Citizens to be Heard

Christy McElroy, Marvin Davis, and Robert Branch shared their thoughts on various topics.

Discussion Items by Commissioners

Neither Commissioner Langston nor Kerigan had any additional concerns to share with the Commission.

Commissioner Hoffman addressed why the duPont Foundation chose not to provide funding for the summer program at the Washington Gym Site this year. In the past, they provided approximately \$250,000 for the program and reduced it last year. He reminded everyone that last year the County and City each provided \$25,000 to help with the program. In a recent meeting a duPont representative shared that they chose to give \$125,000 to the former NPSJ PAC Group to purchase 3 lots in the NPSJ Community for \$25,000 each, leaving a \$50,000 difference for the group. He stated that he felt the money could have and should have been used for the children of the community.

Mayor Buzzett mentioned the Speed Table on Seventh Street and requested that 4-way Stop Signs be considered for Garrison and Avenue A. He feels the signs would be more feasible than the tables.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:40 P.M.

Approved this _____ day of _____ 2025.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Current City Projects 7/1/25

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans. L & K Contractors have been awarded the Lift Station Rehab bid on 8/20/24. Bids for the rehab are due 6/13/25.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing the taps.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry has now been tasked to handle the Civil Engineering and permitting. MLD has been tasked for the Architectural Services on 10/15/24.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property. The construction is complete and Dewberry is working on the FDEP Permit to place in operation.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bid has been awarded to L & K Contractors. Construction began on 9/30/24.
- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The survey is complete and staff is trying to find a property owner to give the City and easement for a Stormwater Drain Inlet.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved. The Bid was awarded to Roberts & Roberts on 11/5/24, CEI Services was awarded to SCE on 1/7/25. The project is under construction.
- Centennial Bldg. Roof- Requesting an Engineer Task Order for specs to repair the roof. 4/1/25

- Washinton Gym Bldg Roof- Received the engineers report for the roof on 6/24/25 and we are working on the bid specs.
- Victoria Ave. Sewer Line Relocation
- Water Plant Backwash Reuse System Installation- The grant has been approved and the materials have been ordered.

To: Mayor Buzzett, Commissioners: Langston, Kerigan, Lowry & Hoffman

Project: The Duren Family is purchasing the Baptist Church Property and are presently entertaining building a hotel along with two food establishment outparcels on this property.

Proposal: City of Port Saint Joe to acquire the 360" x 80' Parcel which includes the 7,800 S.F. building at 201 Monument Ave. The property is completely impervious and is a perfect location for large scale visitor parking.

Mutual Action Needed:

- City would expand city pond (with fountain) behind TDC under the heading of "Maintenance" (Very doable per Jack Husband) and permits use of it by the Baptist Church property for its Storm Water Pond
- City deeds abandoned 20 ft alley running across Church property to Duren.
- Duren Family will devalue 201 Monument from current value of \$4 million to \$2 million
- In addition, Duren is willing to hold a note, interest free, for two years or until a grant is obtained to finalize the purchase with the condition that Duren has use , for storage, of the building until the NOTE is paid

Property Comparisons:

- 1) Cayo Costa Isles LLC is offering to sell the property at 509 Monument Ave Parcel 04717-000R by Sand Dollar café for \$1,500,000.00 It has 120 ft of frontage and is 80 ft deep i.e. $3 \times 120 = 360$ ft frontage & $3 \times \$1.5 \text{ mil} = \4.5 mil
 - 2) Shoaf Property-corner of Hwy 98 & 2nd street
120 ft frontage across from Crazy Fish sold for \$1,000,000.00 in 2024
 $3 \times 120 = 360$ $3 \times \$1 \text{ mil} = \3 mil is NOT impervious & has no building.
- IDEAS FOR GRANTS
 - The Public Works and Economic Development program, sponsored by the Department of Commerce, offers funding to construct and rehabilitate facilities such as water and sewer systems, roads, business parks.
 - The Community Development Block Grants (CDBG) program provides funding for housing rehabilitation, public facility improvements, infrastructure enhancements, and various social services.
 - The Transportation Grants program offers funding to improve, maintain, and ... infrastructure such as roads, bridges, and transit systems."
 - There are most likely other sources of infrastructure improvement grants.

If for any reason, city decides after two years that it cannot get a grant or provide payment of \$2 mil, then Duren would retain it's storm water access to city pond, retain the ownership of the abandoned 20 ft strip, accept ownership back of the 201 Monument Ave property and pay City \$100,000.00

Jim Anderson

From: Charlotte Pierce
Sent: Monday, June 10, 2024 4:39 PM
To: Jim Anderson
Subject: FW: 2024 FLC Annual Conference Voting Delegate Information
Attachments: 2024 Voting Delegate Memo.pdf

For agenda? Need a voting delegate.

From: Eryn Russell <erussell@flcities.com>
Sent: Monday, June 10, 2024 3:18 PM
To: Eryn Russell <erussell@flcities.com>
Subject: 2024 FLC Annual Conference Voting Delegate Information

Good afternoon,

The Florida League of Cities Annual Conference will be held at the Diplomat Beach Resort in Hollywood, Florida, from August 15-17, 2024. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively. Click [here](#) for more information about Annual Conference.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 17**. Election of League leadership and adoption of resolutions are undertaken during the business meeting.

Voting delegate forms must be received by the League no later than **July 31, 2024**.

Please see the attached memo for more information. Thank you,

Eryn Russell
Membership Programs Specialist
Florida League of Cities, Inc.
850.701.3616
www.flcities.com



LOCAL
VOICES
MAKING
LOCAL
CHOICES



Camp Good News is a Christian summer camp program that combines fun activities, meaningful relationships, and Biblical teaching to share the Gospel with children and help them grow in their faith. It's offered by Child Evangelism Fellowship (CEF) and focuses on evangelism and discipleship.

This specific summer camp would take an emphasis on music and creative arts. During the week we would teach rhythm, basic reading of sheet music, and creative arts. We would like to hold the program from 1pm-5pm with the prep time and clean up for 30 minutes before and after. The program would be held for a total of one week beginning July 7 and ending July 11.

Our goal is to offer this service free to the children in our community, but may need to charge a small fee per child depending on our funds for the program.

Child Evangelism Fellowship is a non profit organization and you can see more information on our website www.cefpanhandlecoast.com.

Please consider waiving the fees if possible, but understand any decision you need to make.

Best Regards,
Katie McCullers

**AGREEMENT FOR TEMPORARY USE OF CENTENNIAL BUILDING
CITY OF PORT ST. JOE, FLORIDA**

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER):

Child Evangelism Fellowship

STREET ADDRESS: no address

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: 215-589-8808 EMAIL: kvmccullers77@gmail.com

DATE(S) REQUESTED: July 7-July 11, 2025 TIME(S) OF EVENT: 1pm-5pm

TYPE OF EVENT IN DETAIL: Camp Good News with an emphasis on music. It would be a Bible program that also will include learning music skills.

PROPOSED # OF PEOPLE ATTENDING EVENT: 50 max

Please check the following boxes that apply to your event: ☐ Alcohol ☐ Artists/Vendors ☐ Tax Exempt

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Centennial Building to User on the date(s) set forth above.

All Users be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

1. The City shall:

- a. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- b. Not be responsible for damages, accidents, or injury that may happen to the User or their agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above-described activity during the period covered by this agreement.
- c. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- d. The activities of the City have priority, and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. The User shall:

- a. Take the premises as they are found at the time of occupying by the User.
- b. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and materials owned by the User. The City assumes no liability for the User's equipment and materials.

- c. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- d. Indemnify the City and hold it harmless from any liability, including court costs and attorney fees which result from any of the activities which occur on the property during the term of this Agreement. In the event that the User's use of the premises includes a performance or performances which might be subject to a license fee payable to any organization such as ASCAP or BMI, the User shall be responsible for such fee and will indemnify and hold the City harmless in the event that any such fee is assessed against the City.
- e. Not load or unload any equipment, furniture, tables, or chairs through the front entrances. The User acknowledges that only the side doors may be used to load or unload aforementioned items.

3. Payment of Charges:

- a. All payments and deposits must be made by check or money order payable to the "City of Port St. Joe" and paid in full before the facility is reserved.
- b. All payments will be delivered to the City as of the date of the execution of this Agreement.
- c. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. The following Regulations shall be followed:

- a. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- b. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, the User is responsible for its replacement costs.
- c. Alcohol Permits and/or Certificates of Liability Insurance must be provided to the City before rental when alcohol is allowed at the event.
- d. Certificates of Liability Insurance must be provided to the City before facility is reserved for all large events.
- e. A trash plan must be in place for all events and given to the City at the time the facility is reserved.
- f. A security plan must be in place for all large events and given to the City at the time the facility is reserved.
- g. All lineups of artists and/or vendors must be provided to the City at the time the facility is reserved.
- h. The premises shall not be marked upon, painted, cut, drilled, taped, glued, nailed or screwed into, or in any way defaced on the walls, ceiling, partitions, stage, drapes, window coverings or floors of the premises or buildings. Any defacement, damage, or injury caused will be the responsibility of the User who signed this application.
- i. All chairs and tables must have rubber tips to protect the floor.

5. Deposit Guidelines:

- a. Deposits will be cashed immediately, and a refund check will be issued once the following items have been addressed after the rental date(s).
 - i. All lights were turned off after the event
 - ii. All A/C Heating units must be turned back up to a temperature of 77°
 - iii. All trash and decorations have been removed and placed in outside dumpsters
 - iv. The premises have been left secured
 - v. No damage to the property
 - vi. All the tables and chairs were folded and returned to the location where they were found. *Do not remove table and chairs from premises – make any party planners aware they are the property of the City*

- vii. Keys must be returned to City Hall no later than 12:00 p.m. (noon) the day after the event. If the event occurs on a weekend, there is a drop box behind City Hall where the keys can be returned.

All buildings are inspected by a city employee prior to, and after each event. Items not found in satisfactory condition after the event will result in a forfeiture of the deposit.

****Deposits will not be returned on cancellations unless requested 30 days before the scheduled rental****

6. Acknowledgement:

- a. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- b. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- c. I, Katie (person requesting permit), a citizen of the State of Florida and the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party with believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.
- d. KVM (initials) My signature on this document ensures that I am the person responsible for this entity.

Katie McCullers

User Printed Name

6-5-2025

Date _____

Katie McCullers

User Signature

For Office Use Only

Approving Authority

Date _____

Welcome, James
Anderson!

Logout
(/trim/Login/Logout)

Certification of Taxable Value (DR-420)

Tax Year: 2025

County: 33 - Gulf

256 - City of Port Saint
Joe, Taxing Authority -

Principal Taxing Authority: Municipality
(/trim/Summary/PtaSummary?
OfficId=256)

322 - City of Port Saint Joe -
Operating, General
Levy: (/trim/Summary/LevySummary?
LevyId=322)

Instructions

1. Property Appraisers - Complete Section I and click *Save and Close*.

Specific instructions for each field are provided below the field.

These fields may already be populated if using the "Batch Upload" feature.

2. Principal Taxing Authorities - Complete Section II and click *Save and Close*.

Principal Taxing Authority questions (22-27 and hearing date entry) will not appear on individual levy forms.

Some fields require recalculation to display.

*If you need to see these values while editing, click the **Save and Recalculate** button at the bottom of this form.*

*To abandon changes and return to the work list, click **Cancel**.*

i Form data has been saved Return to DR-420 Series Worklist

i Form did not pass all validation.
Click here for additional information.

Section I

Completed by Property Appraiser

1.	Current year taxable value of real property for operating purposes:	\$	779,891,586
2.	Current year taxable value of personal property for operating purposes:	\$	26,218,145
3.	Current year taxable value of centrally assessed property for operating purposes:	\$	0
4.	Current year gross taxable value for operating purposes:	\$	806,109,731
			(Line 1 plus Line 2 plus Line 3)
5.	Current year net new taxable value: (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	47,568,751
6.	Current year adjusted taxable value:	\$	758,540,980

Section I

Completed by Property Appraiser

7. Prior year FINAL gross taxable value: \$
(From prior year applicable Form DR-403 Series)
8. Does the taxing authority include tax increment financing areas?
(If yes, the number of required DR-420TIF worksheets is displayed. If no, 0 is displayed.)
9. Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution?
(If yes, the number of required DR-420DEBT, *Certification of Voted Debt Millage* forms is displayed. If no, 0 is displayed.)

Section II

Completed by Principal Taxing Authority

10. Prior year operating millage levy:
(If prior year millage was adjusted then use adjusted millage from Form DR-422.)
11. Prior year ad valorem proceeds: \$
(Line 7 multiplied by Line 10, divided by 1,000)
12. Amount, if any, paid or applied in prior year because of an obligation measured by a dedicated increment value: \$
(Sum of either Line 6c or Line 7a for all DR-420TIF forms)

Section II

Completed by Principal Taxing Authority

13.	Adjusted prior year ad valorem proceeds:	\$	2,596,984	(Line 11 minus Line 12)
14.	Dedicated increment value, if any:	\$	0	(Sum of either Line 6b or Line 7e for all DR-420TIF forms)
15.	Adjusted current year taxable value:	\$	758,540,980	(Line 6 minus Line 14)
16.	Current year rolled-back rate:		3.4237	(Line 13 divided by Line 15, multiplied by 1,000)
17.	Current year proposed operating millage rate:		3.5914	
18.	Total taxes to be levied at proposed millage rate:		2,895,062	(Line 17 multiplied by Line 4, divided by 1,000)
Questions 19-21 do not appear in TRIM.				
22.	Total adjusted prior year ad valorem proceeds of the principal taxing authority, all dependent special districts, and MSTUs levying a millage:	\$	2,596,984	(The sum of Line 13 from all DR-420 forms.)
23.	Current year aggregate rolled-back rate:		3.4237	(Line 22 divided by Line 15, multiplied by 1,000.)

Section II

Completed by Principal Taxing Authority

- | | | | | |
|-----|--|----|-----------|---|
| 24. | Current year aggregate rolled-back taxes: | \$ | 2,759,878 | (Line 4 multiplied by Line 23, divided by 1,000.) |
| 25. | Total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any: | \$ | 2,895,062 | (Total of Line 18 from all DR-420 forms.) |
| 26. | Current year proposed aggregate millage rate: | | 3.5914 | (Line 25 divided by Line 4, multiplied by 1,000.) |
| 27. | Current year proposed rate as a percent change of rolled-back rate: | % | 4.90 | (Line 26 divided by Line 23, minus 1, multiplied by 100.) |

Cancel

Save and Recalculate

Save and Close

Print PDF

First Public Budget Hearing

Hearing Date and Time:

mm/dd/yyyy --:-- --

Timezone:

Eastern

Street Address:

City:

Welcome, James
Anderson!

Logout
(/trim/Login/Logout)

Tax Increment Adjustment Worksheet (DR-420TIF)

Tax Year: 2025

County: 33 - Gulf

Principal Taxing Authority: 256 - City of Port Saint Joe, Taxing
Authority - Municipality
(/trim/Summary/PtaSummary?
Officeld=256)

Contributing Levy: 322 - City of Port Saint Joe -
Operating, General
(/trim/Summary/LevySummary?
Levyld=322)

Community Redevelopment 137 - City of Port Saint Joe CRA
Area: (Expansion; 2010)
(/trim/Summary/CraSummary?
Crald=137)

Base Year: 2010

Instructions

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*To abandon changes and return to the work list, click **Cancel**.*

i Form data has been saved Return to worklist

Section I

Completed by Property Appraiser

1.	Current year taxable value in the tax increment area:	\$	44,323,192
2.	Base year taxable value in the tax increment area:	\$	26,185,135
3.	Current year tax increment value:	\$	18,138,057
			(Line 1 minus Line 2)
4.	Prior year final taxable value:		41,219,980
5.	Prior year tax increment value:		15,034,845
			(Line 4 minus Line 2)

Section II

Completed by Principal Taxing Authority

6.	If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:
----	--

Section II

Completed by Principal Taxing Authority

6a. Enter the proportion on which the payment is based: %

6b. Dedicated increment value: \$
(If value is zero or less than zero, then enter zero on Line 6b)
(Line 3 multiplied by the percentage on Line 6a)

6c. Amount of payment to redevelopment trust fund in prior year: \$

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a. Amount of payment to redevelopment trust fund in prior year: \$

7b. Prior year operating millage levy:
(Form DR-420, Line 10)

7c. Taxes levied on prior year tax increment value: \$
(Line 5 multiplied by Line 7b, divided by 1,000)

7d. Prior year payment as proportion of taxes levied on increment value: %
(Line 7a divided by Line 7c, multiplied by 100)

7e. Dedicated increment value: \$
(If value is zero or less than zero, then enter zero on Line 7e)
(Line 3 multiplied by the percentage on Line 7d)

City
3.5914
\$61,883.95
County
5,900
\$101,663.8
Total EST
\$163,547.7

Questions and Answers (<http://floridarevenue.com/faq/Pages/FAQSearch.aspx>) | Report Technical Problems

Cancel

Save and Recalculate

Save and Close

(<https://taxapps3.floridarevenue.com/TechProblems/>) | Help with Downloading Files

Print PDF

(<http://floridarevenue.com/Pages/viewers.aspx>) | Privacy Notice (<http://floridarevenue.com/Pages/privacy.aspx>)

Jim House & Associates, Inc.
 1401 Georgia Road
 Irondale, AL 35210
 PO Box 101957 (35210)
 (205) 592-6302 (800) 292-6335
 Fax: (205) 951-0291



Since 1957

Gulf Coast Office
 24312 Highway 98
 Fairhope, AL 36532
 (251) 928-7867 (800) 919-7867
 Fax: (251) 928-7804

Quote

Date	FREIGHT	Quote #
6/16/2025	Allowed	24098

Name / Address
CITY OF PORT ST. JOE P.O. BOX 278 PORT ST. JOE FL 32457

Ship To
CITY OF PORT ST JOE WAREHOUSE 1002 10TH STREET PORT ST JOE, FL 32456 ATTN: JOHN GRANTLAND White City LS

*Dear customer,
 As requested, we are pleased to provide a quotation for the following equipment:*

Qty	Manufacturer	Item Description
1	Flygt	White City Lift Station Replacement Pump (Port St. Joe, FL) Flygt replacement pump model NP3202-467 (60hp/460v/3ph/1775rpm/FLS) with "Hard Iron" (25% chrome cast iron) impeller & volute insert, stainless steel cooling jacket with closed-loop cooling system, seal leakage & overtemp sensors, and 50' of electrical cable.
1		Freight Allowed

Only the items mentioned specifically herein are included. Additional equipment required for installation such as main electrical service, conduit and wire, discharge piping and/or valves, concrete, or any other necessary items are not included in our proposal and are to be provided by others. Pricing is subject to the attached terms and conditions. Service is available at the per diem rates shown in the attached terms and conditions. All pricing is firm for 30 days from the above date.

Sales Tax (0.0%)	\$0.00
Total:	\$73,925.00



370 W. Burgess Road / Pensacola, FL. 32503 Office
(850) 432-0334 / Butch's Cell (850) 393-7686

Quotation No.062025BB1

To: John Grantland
The City of Port St. Joe, Florida

Date: 06/20/2025
Project: White City Lift Station - Pump Upgrade
Location: Port St. Joe, FL.

Equipment: 4" Sewage Pump to Replace old Flygt

Delivery: 8-10 Weeks

We are pleased to offer the following equipment:

SEWAGE PUMP: Replacement of the Flygt Pump

One (1) 147866-MBM, Barnes envie3 Model "4ESHDI60044", Submersible Non-Clog Pump, Liquid Temperature 40C, SH non clog, 4 inch discharge, hydraulic series DI, 60 HP, 1750 rpm, 460 volts, 3 phase, impeller trimmed to 315mm, Impeller Material White Iron "Hard Metal", Carbon / Sil Car Upper, Sil Car / Sil Car Lower seal, Explosion Proof = N, Sensors Standard, 5 Year Full Warranty from Shipment. Pump is rated 753 GPM @ 148' TDH.

One (1) 138318XF, POWER AND SENSOR CORD ASSY,6GA,50' LONG,SH,LG.

One (1) 131317B, KIT,RETROFIT,FAP-4X6. MOVEABLE FITTING TO ADAPT TO 3" FLYGT RAILS.

Note:

1. Pump and Process to perform startup and provide startup report to the City of St. Joe for file.
2. Pump and Process to install Crane Pump Safe Module for Seal Fail and Motor Temp.monitoring.
3. Pump and Process to install Omni Site XR50 to provide dual pump cycle counts, run times, GPM calculation, total inflow per day calculations, Pump Safe Fail alarm, loss of power alarm, excessive run time alarm and high level alarm.

Net Price, F.O.B Shipping Point.....\$37,687.28, Freight Included



Additional Notes:

1. Only items mentioned above are included. If it is not listed it is to be provided by others.
2. Delivery promise date begins upon return of a City of Port St. Joe Purchase Order.
3. Pump will direct ship from factory to the City of Port St. Joe.

This scope of supply has been prepared by Butch Branton

The undersigned agrees to and has the authority to bind the purchaser to the terms and conditions below and equipment as quoted and described above:

Signature

Date:



For Pump & Process Equipment, Inc.

Print Name

Quotation good for 15 days only. Prices do not include any applicable taxes. Payment terms are "Net 30 Days Upon Shipment". An order not released to production OR in submittal review for more than 15 days will be subject to re-quote because of market instability. When payments are not made when required, accounts will be charged interest at 2% per month. Should the services of an attorney, collection agency or other legal service become necessary for collection, purchaser will assume responsibility for all expenses accrued in the collection process including fees, court cost, serving charges, lien filing, etc. Manufacturer's warranties apply. Pump & Process Equipment, Inc. assumes no liability whatsoever for delays or damages caused by defects or any other equipment failure.

22



450 Magnolia Avenue
Panama City, FL 32401
P.850.215.1285 F.850.215.1286

July 26, 2025

Mr. Jim Anderson
City Manager
City of Port St. Joe
City Hall
Post Office Box 278
Port St. Joe, Florida 32457

Sent via email to: janderson@psj.fl.gov

Re: RFP 2025-04: Phase 3: Sewer Collection System Improvements
CDBG-DR Sewer Collection and Transmission System Rehabilitation
Recommendation of Award | Anchor Project No. 1680.006

Dear Mr. Anderson:

Anchor Consulting Engineering and Inspection, Inc. (Anchor) is pleased to present this **Recommendation of Award** for **Request for Proposals to Bid 2025-04 – CDBG-DR Sewer Collection and Transmission System Rehabilitation - Phase 3: Sewer Collection System Improvements** to the City of Port St. Joe (City) for review and City Commission approval. Based on the information contained herein, Anchor recommends awarding the project to Royal American Construction, LLC. contingent upon successful negotiation of a value engineered contract amount and adjusted scope that is within the grant's allowable limits.

On Thursday, April 24, 2025, the above-referenced invitation to bid was advertised on the City's website. On Thursday, April 24, 2025 and Thursday, May 1, 2025 the Bid Advertisement was published in Port St. Joe – The Star. In addition, on Sunday, April 27, 2025 the bid advertisement was published in the Panama City News Herald. Prospective Bidders were directed to Anchor Consulting Engineering and Inspection, Inc. to be added to the Plan Holder's List and to obtain the digital copies of the bid documents via e-mail. Anchor also sent out a mass distribution e-mail to all Minority, Disadvantaged, Women, Veteran-Owned Business Enterprises (D/M/W/VBE) within the State of Florida per the CDBG-DR procurement requirements.

Addenda for this project were e-mailed to all respective bidders who registered through Anchor and who submitted questions on:

- ❖ Addendum No. 1 – Issued Tuesday, May 13, 2025
- ❖ Addendum No. 2 – Issued Tuesday, June 3, 2025
- ❖ Addendum No. 3 – Issued Tuesday, June 10, 2025

Bids were received up to 3:00 p.m. EST on Friday, June 13, 2025. Bids were opened and publicly read aloud at 3:05 p.m. EST on Friday, June 13, 2025.

Bid Packages were received from the following Bidders for the following Base Bid Amounts:

CONTRACTOR	BID AMOUNT
C.W. ROBERTS CONTRACTING, INC.	\$7,358,035.00
GULF COAST UTILITY CONTRACTORS, LLC	\$7,747,669.25
L&K CONTRACTING, INC.	\$11,867,337.00
MAINLINE CONSTRUCTION, LLC	\$6,553,287.40
ROYAL AMERICAN CONSTRUCTION COMPANY, INC.	\$6,225,262.76

Please refer to **Attachment 1** for the completed Detailed Bid Tabulation, **Attachment 2** for the Bid Package Checklist, and **Attachment 3** for the Subcontractor List Summary.

It should be noted that the Bid Form contained a Lining Alternate Section. This was to include additive costs for any proposed and pre-approved lining manufacturers. If the Bidder proposed “no alternate liners,” then this portion of the Bid Form could be left blank. Below are the total alternate costs for the alternate manhole liner proposed by Bidders to be used.

CONTRACTOR	ADDITIVE AMOUNT	PRODUCT PROPOSED
C.W. ROBERTS CONTRACTING, INC.	\$00.00	
GULF COAST UTILITY CONTRACTORS, LLC	\$67,500.00	NUKOTE
L&K CONTRACTING, INC.	\$110,000.00	NUKOTE
MAINLINE CONSTRUCTION, LLC	\$00.00	
ROYAL AMERICAN CONSTRUCTION COMPANY, INC.	\$98,109.12	NUKOTE

With the original Manhole Lining (all areas) removed from the Base Bid and the Manhole Lining Alternate added to the Base Bid, the total bid costs from the Bidders are as follows:

CONTRACTOR	BID AMOUNT
C.W. ROBERTS CONTRACTING, INC.	\$7,358,035.00
GULF COAST UTILITY CONTRACTORS, LLC	\$7,707,269.25
L&K CONTRACTING, INC.	\$11,710,077.00
MAINLINE CONSTRUCTION, LLC	\$6,553,287.40
ROYAL AMERICAN CONSTRUCTION COMPANY, INC.	\$6,221,163.23

As dictated by the Funding Agency, this bid is to be awarded based on a set scoring criteria. A Technical Review Committee was convened to score the proposals. The proposals included a Statement of Experience Requirement Form, which was required to be returned with each Bid to determine the Contractor's experience and qualifications, availability to perform the work as required, ability to perform the work within the cost submitted, project approach, D/M/W/VBE certification. The following scores were obtained by averaging the scores of the Technical Review Committee members. See **Attachment 4** for individual scores.

CONTRACTOR	BID AMOUNT
C.W. ROBERTS CONTRACTING, INC.	67.9
GULF COAST UTILITY CONTRACTORS, LLC	77.5
L&K CONTRACTING, INC.	40.4
MAINLINE CONSTRUCTION, LLC	88.1
ROYAL AMERICAN CONSTRUCTION COMPANY, INC.	90.7

The apparent highest overall score based on Bid Amount and other Scoring Criteria is:

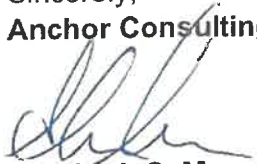
Royal American Construction Company, Inc.
1022 West 23rd Street, Suite 300
Panama City, Florida 32405

The Preliminary Project Schedule is as follows with the understanding that the date agreed upon in the Notice to Proceed will determine the Final Project Schedule:

Recommendation of Award (Commission Approval):	Tuesday, July 1, 2025
Notice of Award (NOA) to Contractor: 1 day after Award	Wednesday, July 2, 2025
Notice to Proceed (NTP) to Contractor: 15 days after NOA (includes 1 extra calendar day due to July 4th Holiday)	Thursday, July 17, 2025
Pre-Construction Meeting: 15 days after NOA	Thursday, July 17, 2025
Conformed Plans & Specifications: 15 days after NOA	Thursday, July 17, 2025
Substantial Construction Completion: 335 days following NTP	Wednesday, June 17, 2026
Final Construction Completion: 30 days following Substantial Completion Walkthrough	Friday, July 17, 2026
Closeout Documentation to City: 14 days following Final Completion	Friday, July 31, 2026

We appreciate the opportunity to be of continued service to the City and look forward to awarding this important project. If you have any questions or comments, please call me at your earliest convenience.

Sincerely,
Anchor Consulting Engineering and Inspection, Inc.



Elizabeth S. Moore, P.E.
President

June 27, 2025

Ms. Jim Anderson
City Manager
City of Port St. Joe
City Hall
305 Cecil G. Costin, Sr. Boulevard
Port St. Joe, Florida 32456

Sent via email to: janderson@psj.fl.gov and cpierce@psj.fl.gov

**RE: CDBG-DR Sewer Collection and Transmission System Rehabilitation
Phase 3: Sewer Collection System Improvements
Construction Administration and Inspection Services**

Dear Mr. Anderson:

At the request of the City of Port St. Joe (City), Anchor Consulting Engineering and Inspection, Inc. (Anchor) is pleased to submit the below proposal and attached Task Order for professional construction administration and construction engineering and inspection services for the **Phase 3: Sewer Collection System Improvements** project. This proposal/task order is attached to and made part of the Agreement between the City of Port St. Joe and Anchor dated July 25, 2022 for **CDBG-DR Sewer Collection and Transmission System Rehabilitation**.

SCOPE OF SERVICES

Construction Administration and Construction Engineering

Anchor shall provide construction administration during the duration of the project which will consist of:

1. Anchor shall prepare for and attend, when requested, any periodic or in-depth City inspections that may be conducted on the project related to project work, progress, or records.
2. Anchor shall prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc.
3. Anchor shall provide ample inspectors and assistance to oversee all work being done on the contract.
4. Anchor shall provide engineering design services during construction to address unforeseen conditions and other related project modifications.
5. Anchor will perform value engineering on the awarded Base Bid to adjust the scope that is within the grant's allowable limits. This will include design changes to the Released for Construction Civil Drawings.

Construction Conferences

1. Anchor will schedule and conduct Construction Conferences, including the Pre-Construction and periodic Progress Meetings, with the City, Contractor, Permitting Agencies, Utilities, and other stakeholder, as needed.
2. Anchor will prepare and distribute the Agenda and other meeting-related documents to the Construction Team members prior to the meeting via e-mail and will have copies available for those that attend the meetings in person.
3. Anchor will address and resolve issues that arise at the meeting with appropriate offices, agencies, and divisions.
4. Anchor will prepare and distribute detailed minutes of the meeting and the list of the participants that attended both in person and virtually.

Supplemental Agreements/Construction Change Orders

1. Anchor shall notify the City of the necessity of any Supplemental Agreements/Construction Changes Orders.
2. Anchor may assist the City's efforts to negotiate prices for additional pay items with the Contractor while adhering to the Construction Contract.
3. Anchor shall coordinate the execution of Change Orders with the City and the Contractor.
4. Anchor will track all Change Orders against the budget and time and will provide a summary of those changes per Change Order.

Submittal/Shop Drawing Review

Anchor shall review all shop drawings/submittals for conformance with the plans and specifications. Anchor shall submit a Engineer-stamped response indicating whether the submittal has *No Exceptions Taken, Furnish with Changes Noted, Amend and Resubmit* or *Rejected* with the submittal marked up with corrections, if needed. Anchor will log all submittals as they come in and when they are returned with the status of the return.

Applications for Payment

1. Anchor shall document and ensure accurate quantities during inspection which will be used to verify Monthly Payment Applications.
2. Anchor shall recommend that test reports be on file prior to payment. The Engineer of Record may approve any waiver of testing documents prior to payment.
3. Anchor shall review all Pay Applications to ensure Pay Applications are priced at the Contractor's Unit Bid Pricing and will ensure accuracy of calculations and documentation.
4. Anchor will submit comments to the Contractor, if any, and will certify the Application for Payment when all comments are addressed by the Contractor.
5. Anchor will submit the Anchor-Certified Application for Payment to the City for payment processing.

Construction Inspection

Anchor shall provide effective and qualified construction inspection services. All field technicians are certified in the applicable FDOT certification workshops listed below:

1. Earthworks 1 & 2
2. Asphalt Paving 1 & 2
3. Advanced MOT

Anchor shall submit inspection reports to the Construction Team on a weekly basis for all inspections conducted the week prior.

Inspection of Work

1. Anchor shall provide inspection services for conformance to Plans and Specifications for the project.
2. Anchor shall observe, estimate, and record quantities for payment. The quantities and field measurements shall be recorded in the project records.
3. Anchor shall notify the Contractor of deficiencies or problems immediately.
4. Anchor shall inspect daily erosion control items for conformance to the plans as well as effectiveness in the field.
5. Anchor shall inspect for conformance with any permitting requirements that may be included as part of the construction contract.
6. Anchor shall notify the City of deficiencies.
7. Anchor shall prepare to justify all pay quantities in the case of questions by the City.
8. Anchor shall prepare an accurate report after each onsite inspection, signed by the inspector, which will consist of the following details:
 - a. A record of the contractors on the project.
 - b. Their personnel (number and classification).
 - c. Equipment (number and type or size).
 - d. Location and work performed by each contractor or subcontractor.
 - e. Events of note on the project.
 - f. Any accidents on the project and any details surrounding the accident such as police report number, injuries, causes, time, etc. Anchor will obtain a copy of the police report for the project records, whenever possible
 - g. Weather conditions, an estimated amount of precipitation, and the average daily temperature. A total rain day schedule should be kept.
 - h. Any other details that may be important later in the project life.

9. Anchor's inspector will be on site and will record the events and testing scheduled throughout the project.

Certificate of Completion

1. Anchor will provide certificates of construction completion. Anchor will provide a letter of assurance for the regulatory permit completion certifications to include "based on as-builts provided," or similar language.
2. Anchor will note changes made in the field on the Field Copy of the drawings that will be submitted at the end of the project.
3. Anchor will review the as-builts and coordinate with the surveyor and the City on any necessary changes or additions. As-builts will be submitted with the Certificate of Completion.
4. Project Claims
5. Anchor will prepare documentation and assist in the defense of the Owner, when requested, in preparation for claims or possible claims (limited to 20 hours of administrative or inspection time per project).

Section 3 and Davis Bacon Assistance

It was determined that Anchor would be assisting with Section 3 and Davis Bacon by providing the following additional services:

1. Anchor shall verify Davis Bacon and Section 3 Compliance of Contractor
2. Anchor shall verify Wage Determinations.
3. Anchor shall conduct on site employee interviews and site compliance visits.
4. Anchor shall review and verify certified payroll to include.
5. Anchor shall report Contractor Violations.
6. Anchor shall collect the percentage of work completed by low- and very-low income from the contractor, which will be tracked and verified against the weekly payrolls.
7. Anchor shall track the Contractor's efforts in hiring low- and very-low income workers.

Reporting

Anchor may assist the City in ensuring that all reporting required by the City and other agencies (i.e., FDEP or others) is correctly completed and submitted in a timely manner.

FEES

Anchor proposes to provide the construction administration and inspection services to the City of Port St. Joe for the **CDBG-DR Sewer Collection and Transmission System Rehabilitation - Phase 3: Sewer Collection System Improvements - Construction Administration and Inspection Services** project for a not-to-exceed fee of **\$274,640.00**.

**CDBG-DR Sewer Collection and Transmission System Rehabilitation
Phase 3: Sewer Collection System Improvements
Construction Administration and Inspection Services
June 27, 2025**

Construction Administration and Construction Engineering	\$79,950.00
Construction Inspection	\$122,130.00
Section 3 and Davis Bacon Assistance	\$79,560.00
Total Fee:	\$274,640.00

This project is anticipated to reach final completion within 365 days of the Notice to Proceed. In the event that the project is extended beyond 365 days or additional services are required outside of this scope of services, an Amendment may be submitted to the City to cover the additional cost incurred by Anchor.

CLOSING

If the City is in agreement with the above scope of services, please execute the Task Order attached (**Attachment A**) and return to Anchor as our Notice to Proceed. Anchor appreciates the opportunity to be of continued service to the City and we look forward to completing the construction phase of this important project.

If you have any questions or comments, please call me at emoore@anchorcei.com or call me at 850.215.1285.

Anchor Consulting Engineering and Inspection, Inc.



**Elizabeth S. Moore, PE
President**

Attachments

COPY: Brittany Trumbull, PE, Vice President, Anchor (via email emoore@anchorcei.com)
Mandy O'Regan, Planning Technician, Anchor (via email moregan@anchorcei.com)



ATTACHMENT A

ANCHOR TASK ORDER

ATTACHMENT A

**COMBINED TASK ORDER
AND NOTICE TO PROCEED**

TASK ORDER NO. 1680.010

Reference is made to that certain **AGREEMENT FOR PROFESSIONAL SERVICES** between the **CITY OF PORT ST. JOE** and **ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.** (Consultant) dated **JULY 25, 2022** (the "Agreement"), the terms, conditions and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated **June 27, 2025** relating to the **CDBG-DR Sewer Collection and Transmission System Rehabilitation - Phase 3: Sewer Collection System Improvements - Construction Administration and Inspection Services** project.

Consultant's total compensation shall be a not to exceed amount of **\$274,640.00**.

Work shall begin immediately upon signed Task Order.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the City of Port St. Joe, Consultant is directed to proceed.

Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.



Elizabeth S. Moore, P.E.
President

06/27/2025

Date

CITY OF PORT ST. JOE

Jim Anderson
City Manager

Date

STEP ONE FORD CRESTVIEW

DATE 6-24-25

Port St Joe Police Department Towing and Vehicle Impound Policy

6/25/2025

**General
Order 37**

Purpose. To prescribe regulations for the towing/impoundment of vehicles by members of the Port St. Joe Police Department.

37.1 POLICY. It is the policy of the Port St. Joe Police Department to provide procedures for the towing, impoundment and storage of vehicles.

37.2 PROCEDURE

A. Vehicles shall be towed and impounded in the following situations:

1. To secure evidence of a crime
2. To protect the public or property of the public
3. To protect the owner's/driver's vehicle and property within that vehicle
4. To protect the Department from liability claims
5. If the driver has been arrested for Driving Under the Influence and no other licensed driver is available. No vehicle will be left in the possession of any person who appears to be impaired from the use of alcohol or drugs.
6. If the vehicle has been vandalized
7. Violations of City Ordinance 602 Parking Violations in which the vehicle is a hazard or impedes the flow of traffic on city streets or roadways.

8. If the owner is present and has a driver with a valid license available the vehicle the Officer may release the vehicle to the owner unless probable cause exists for further investigation.

B. The Port St. Joe Police Department Contracts Dispatch Services through Gulf County Sheriff's Office. The Sheriff's Office Dispatch maintains a Tow/Wrecker Rotation. A member shall call for a rotation wrecker through Dispatch.

37.2.1 VEHICLE INVENTORY / VEHICLE TOW REPORT

1. Any time a vehicle is towed pursuant to this policy and a member is present at the scene, an Inventory and Vehicle Storage Receipt (also known as the "Vehicle Tow Report" on MobileForms) will be completed.

- a. If the driver/owner is arrested and vehicle is being towed.
- b. If the vehicle is removed from a traffic stop due to legal issues that warrant the vehicle not driving on the roadway (no tags, not registered, no insurance)
- c. Vehicles being towed from crashes, secured vehicles towed due to abandonment and tow aways from parking violations to tow yards may be secured and not inventoried.

2. Anytime an inventory of a vehicle is conducted, the following areas will be inventoried and any property contained therein will be listed on the report:

- a. The passenger compartment of the vehicle, including all packages and containers
- b. The trunk compartment of the vehicle, including all packages and containers
- c. The glove compartment of the vehicle

d. Any other areas that may be designated and normally used to hold personal property of the owner

e. Any locked, secured or wrapped packages or containers shall be noted as being locked and will not be opened unless prescribed by law or with the owner's consent.

35.3 HOLDS PLACED ON VEHICLES

1. Holds, or tows to Department Impound may be placed on vehicles only for the following reasons:

a. There is probable cause to believe that the vehicle may be seized and forfeited under the Florida Contraband Forfeiture Act.

b. There is probable cause to believe that the vehicle may be seized and forfeited in accordance with Section 372.312, F.S. for a violation of the wildlife laws.

c. There is probable cause to believe that the vehicle was used as the means of committing a crime.

d. There is probable cause to believe that the vehicle is itself evidence that tends to show that a crime has been committed or that the vehicle contains evidence, which cannot be readily removed, that tends to show that a crime has been committed.

e. There is probable cause to believe that the vehicle was involved in a traffic crash resulting in death or personal injury and should be sealed for investigation and collection of evidence by a traffic crash investigator.

f. The vehicle is impounded or immobilized pursuant to Section 316.193, Florida Statutes; Driving Under the Influence or Section 322.34, Florida Statutes; Driving while

License Suspended, Revoked, Canceled, or Disqualified.

g. In compliance with a court order.

2. Holds are not to be placed on vehicles solely for the purpose of requiring the owner/driver to contact the Department, where the driver has fled the scene on foot.

3. Holds should be released as soon as possible. If there is justification and need to hold a vehicle longer than five days, the wrecker operator must be notified in writing and provided the following information:

a. The name and agency of the member placing the hold on the vehicle

b. The date and time the hold is placed on the vehicle

c. A description of the vehicle including its year, make, model, body style, and color; VIN; tag number, state and year; and validation sticker number, state, and year

d. The specific reason for placing the hold

e. The condition of the vehicle

f. The name, address, and telephone number of the storage facility

5. If the vehicle will be held longer than five days, arrangements shall be made to have the vehicle stored at a facility where storage fees will not accrue. Proof of payment of applicable wrecker bills must be presented prior to release of the vehicle.

Grants Updated- 7/1/25

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
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. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23. The project is complete and we have requested reimbursement.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
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. The project has been re-bid. Approval has been given for the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The funding request is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 th Street Sports Complex & \$786,545 for Road Paving already spent.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I is complete.
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. The collection system and lift station is constructed. City Staff is making taps.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year. The contract was awarded to Roberts & Roberts.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24

Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/\$10,200 Loan Approved as well. The project is complete.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
FDOT	\$43,000	Police Dept. - Occupant Protection. Application submitted on 2/27/24. The grant was approved and signed by the City on 10/15/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted 3/25.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.
NWFWMD	\$80,000	Water Plant Backwash Reuse Project. Estimated \$200,000 project, Grant has been approved.
Legislative Request 2025	\$2,000,000 \$300,000	Fire/Police Public Safety Facility Core Park Restrooms
CDBG	\$1,780,790 \$1,723,660	MLK Blvd. Revitalization- Submitted 5/25 Washington Gym Improvements- Submitted 5/25
National Fish & Wildlife	\$400K \$100K	60% Design for a Stormwater Pond on Ave A 60% Design for a new Weir at Buck Griffin Lake- Submitted 5/6/25
FDEP/SRF	\$5,539,463.14	Wastewater Plant Improvements. Submitted 6/18/25