

April 5, 2016

Regular Public Meeting

6:00 P.M.

2775 Garrison Avenue

Port St. Joe, Florida



City of Port St. Joe

Bo Patterson, Mayor-Commissioner
William Thursbay, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Phil McCroan, Commissioner, Group III
Rex Buzzett, 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

6:00 p.m.

2775 Garrison Avenue

Tuesday April 5, 2016

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 3/15/16 Pages 1-4
- Joint City/County Workshop 3/23/16 Page 5
- Special Commission Meeting 3/29/16 Page 6

Proclamation- National Library Week

PSJRA

- Update

City Attorney

- 102 Stone Drive Page 7
- Competitive Florida Meeting

Old Business

- Patton Park Lots- Update
- STAC House Flooring- Comm. Thursbay Page 8
- Water Plant Security- Comm. Ashbrook Pages 9-11
- Mexico Beach/PSJ Back-up Water Source- Comm. Buzzett
- Centennial Bldg. Roof- Comm. Buzzett Page 12
- Danny Bolden, Letter of Support Request- Mayor Patterson Page 13
- Catholic Church Vacant Lot- Mayor Patterson Page 14

New Business

- Purchasing Policy Pages 15-24
- Auto Repair Bill Pages 25-28
- 4th of July Fireworks
- 16th Street Park- Comm. McCroan
- 7th Street Lot Survey- Comm. Thursbay
- Fee Waiver Request- Tia Kilpatrick Page 29

Public Works

- Debris Laydown Yard Pad Page 30

Surface Water Plant

- 2015 Water Quality Report Pages 31-35

Waste Water Plant

- Update

City Engineer

- **Golf Cart Crossing- Update**
- **SCOP Grant Application**

Pages 36-38

Code Enforcement

- **Update**

Page 39

Police Department

- **Surplus Property**

Pages 40-41

City Clerk

- **Update**

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, March 15, 2016, AT 6:00 P.M.**

The following were present: Commissioners Ashbrook, Buzzett, McCroan, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Tom Gibson were also present. Mayor Pro tem Phil McCroan chaired the meeting due to the absence of Mayor Patterson.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve the Minutes of the Regular Meeting on March 1, 2016, and the Special Meeting of March 4, 2016. All in favor; Motion carried 4-0.

PORT ST. JOE REDEVELOPMENT ASSOCIATION (PSJRA) - Bill Kennedy

Mr. Kennedy commended the Auburn University students for the fantastic job they have done in our community. He complimented their work ethic and noted the progress that has been made by their endeavors.

Commissioner Thursbay also extended his appreciation to the students for the work they are doing here.

Mr. Kennedy shared that the Phase V Landscape project is underway.

A request has been received for the Forgotten Coast Sea Turtle Center for housing in the Sleeping Beauty Gift Shop. The Commission requested that Mr. Kennedy, Clerk Pierce and Jessica Swindall meet before the next meeting to discuss this request.

CITY ATTORNEY – Tom Gibson

102 Stone Drive Update – Mr. Gibson did not have anything new to report on this issue.

2015 – 2020 CIP Plan Update: 2nd Reading and Consideration of Adoption –

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to move improvements for the Centennial Building from FY 2019 – 2020 to FY 2017 – 2018, and have the Second Reading of the CIP Plan which is Ordinance 523. All in favor; Motion carried 4-0.

Mr. Gibson read Ordinance 523 by Title.

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to adopt the 2015 – 2020 CIP Plan Update / Ordinance 523. All in favor; Motion carried 4-0.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Patton Park Lots Update – Mr. Anderson noted that the two front lots are under contract at a price of \$110,000 each.

City Hall Façade Improvements Update – A proposal from Bob's Top Shop, Inc., has been received in the amount of \$3,465. A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to spend up to \$4,000 on this project. All in favor; Motion carried 4-0.

Fracking Discussion Update – This item is to be on the joint City / County Agenda for March 23, 2016. Commissioners requested that this issue be kept on the radar screen. Legislation on this issue died in the Senate; it should not be an issue in the City limits, but could impact areas around our water supply from the Chipola River.

STAC House Flooring: Commissioner Thursbay – A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to request bids for mid-grade vinyl floor covering that is not on a roll. All in favor; Motion carried 4-0.

Joint City/ County Meeting March 23, 2016, at 3:00 P.M. Update – Mr. Anderson asked that items for discussion be given to him for the meeting's Agenda.

Mexico Beach / Port St. Joe Back-up Water Source: Commissioner Buzzett shared that he has been talking with the Mexico Beach Mayor and they are very interested in having the City of Port St. Joe as their emergency water source.

New Business

Fair Housing Workshop: Bruce Ballister - Mayor Pro tem McCroan paused the regular meeting to convene a Fair Housing Workshop. Mr. Ballister provided and reviewed a handout, *Learning about the Fair Housing Act* to those attending the Workshop. He also provide copies of the handout for distribution at City Hall and shared there would be a Professional Workshop in May.

It was noted that Clerk Pierce is the Fair Housing Coordinator for the City and she will continue in that capacity.

There was no other discussion and the Workshop was adjourned.

Mr. Ballister is currently upgrading the CDBG New Phase II Grant application and anticipates that it will be submitted in May.

Danny Bolden, Letter of Support Request: Mayor Patterson – This item was Tabled due to the need for more information and the absence of Mayor Patterson.

Poem: Reverend Kenneth Frame, Mt. Carmel Missionary Baptist Church read his poem the Port St. Joe Love and asked that the City adopt it as the official City Poem. The Commissioners complimented him on the poem but stated that could not adopt it as it written because they felt like it was endorsement for several local businesses and not all businesses. Reverend Frame will look at the poem to see if he could make some adjustments to it.

Reverend Frame announced that their church will be hosting a First Responders Recognition on May 17, 2016, and invited those present to attend.

Tobacco Free Parks that contain Playground Equipment: Commissioner Ashbrook –

Kari Williams, Sara Hinds, and Madison Burkett requested that any City park that has playground equipment be designated as a Tobacco Free Park. Miss Burkett spoke of the impact that second hand smoke has on individuals with Asthma and when the smoke is present, children cannot play in the park. Ordinance 503 will need to be revised to address this issue. A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, for City Staff to review the Ordinance and bring the revisions back to the Commission. All in favor; Motion carried 4-0.

Water Plant Security: Commissioner Ashbrook asked that City Staff review the need of fencing and a gate with a security code for the plant. Staff will bring a recommendation back to the Commission.

Retirement Payout - A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve the retirement payout request for Charlotte Pierce. All in in favor; Motion carried 4-0.

Fee Waiver Request: Eighth Grade Class and Coastal Conservation Association –

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve the request of the Eighth Grade Class and deny the request of the Coastal Conservation Association as their event will be a fundraiser. Motion carried 3-1 with Commissioners Ashbrook, Buzzett and Mayor Pro tem McCroan in favor and Commissioner Thursbay voting nay. He clarified his vote as supporting the school request but did not feel anyone should be denied a waiver request to use the building.

Mr. Anderson shared that Highways 98 and 71 will have a landscape upgrade for the coming holiday weekend.

Public Works – John Grantland noted that work is continuing in the Boardwalk and Florida Avenue areas and the Pebble Beach area will be started next week. The equipment for Presnell's Lift Station is in and they are waiting on permits to begin the work.

Surface Water Plant – Larry McClamma shared that the Lime System is up and running and the computer software is working.

Wastewater Plant – Lynn Todd requested that a 1990 70 HP Johnson Outboard Motor be declared surplus. A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to declare the item as surplus. All in favor; Motion carried 4-0.

City Engineer - Clay Smallwood, III, was absent and Mr. Anderson shared that the Golf Cart Crossing Application has been resubmitted and there were no other updates.

Mr. Anderson also noted that Philip Jones of PRI has been working with FDEP on the Lagoon Study and he anticipates receiving the Loan Documents this week.

Code Enforcement – Mr. Burkett's report was reviewed but no action was required.

Police Department – Chief Herring shared that the Port St. Joe Police Department is now a certified Safe Place Facility and everyone in the department has been trained in this program.

Chief Herring announced that Bin4Eleven is hosting a "Sweet Tea with the Chief" meet and greet on April 11, 2016, from 5:30 P.M. – 7:00 P.M. This will provide an opportunity for the community to meet Chief Herring, the officers and staff of the Port St. Joe Police Department, and discuss their concerns with them.

Commissioner Buzzett expressed his appreciation to Chief Herring for the prompt response Buy-Rite Pharmacy received when an alarm was set off.

City Clerk – Charlotte Pierce noted that the upcoming City Election has been advertised in the Star and a notice is posted in the case next to the entryway of City Hall.

Citizens to be Heard

Christy McElroy reiterated her concerns about the PSJ Terminal Services, LLC, and provided a handout about David Mazzeo to the Commissioners and City Staff.

Chester Davis announced he is the Chairman of the North Port St. Joe Project Area Committee and would be the spokesperson for the group.

Letha Mathews asked why the request from Danny Bolden for the Letter of Support for the North Port St. Joe Project Area Committee was not approved. Several of the Commissioners stated they knew nothing about WIM Associated and wanted to review the information.

Discussion Items by Commissioners

Commissioner Buzzett announced that he would be seeking reelection to the Commissioner Group IV seat in the upcoming election and noted that renovation of the Centennial Building would be a main focus for him.

Commissioner Ashbrook shared that he had spoken with Roni Coppock, Executive Director of the Gulf County Chamber of Commerce and they were suggesting a parking limit of 3 hours per employee vehicle from 9 A.M. – 5 P.M. on Reid Avenue.

Commissioner Buzzett suggested that a pledge be signed by the businesses that their employees would not park on Reid Avenue.

Commissioner Ashbrook asked about the possibility of changing the City Commission meeting time to 5:00 P.M., and move all City Staff reports to the beginning of the meeting.

Commissioner Thursbay objected to the change as other governmental entities have changed their meeting times and it is perceived as eliminating the public from the meetings.

Commissioner Buzzett stated he did not object to the change of time to 5:00 P.M., but was not in favor of rearranging the Agenda as Staff could be needed throughout the meeting.

Commissioner Thursbay commended the Auburn students for their involvement in our community, asked that recognition of their accomplishments be placed in the Star, thanked City Staff for their hard work, and commended Mayor Pro tem McCroan for a job well done tonight.

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to adjourn the Meeting at 7:10 P.M.

Approved this _____ day of _____ 2016.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE WORKSHOP FOR THE JOINT CITY / COUNTY
COMMISSION MEETING OF THE BOARD OF CITY COMMISSIONERS FOR
THE CITY OF PORT ST. JOE FLORIDA AND THE GULF COUNTY BOARD OF
COUNTY COMMISSIONERS HELD IN THE GULF COUNTY COUNTY
EMERGENCY MANAGEMENT BUILDING ON March 23, 2016, at 3:00 P.M.**

The following were present: Mayor Patterson, Commissioners Ashbrook, McCroan and Thursbay. City Manager Jim Anderson, Attorney Tom Gibson, City Clerk Charlotte Pierce, and Chief of Police Matt Herring. Commissioner Buzzett was absent. Representing the Gulf County Board of County Commissioners were Chairman Ward McDaniel, Commissioners Joanna Bryan, Sandy Quinn, and Jerry Barnes. County Administrator Don Butler, Attorney Jeremy Novak, and staff members Michael Hammond, Sherry Herring, Leanna Roberts, Rhonda Woodward, Bret Lowry, and Kari Summers, were also present.

There was no printed or set Agenda for the Meeting which was opened for round table discussion on the topics of Jones Homestead Sewer Project; Cape Sewer Project; Nuisance Houses removals; Road Bond Money; Lagoon Study; TDC Sign at Frank Pate Park and TDC Funding for Cities.

The meeting was called to order by Commissioner Ward McDaniel at 3:04 P.M. He expressed his appreciation for the joint meeting of the Boards and welcomed those present to the meeting. Mayor Patterson also thanked the members of both Commissions for their willingness to meet and work together on various projects.

Discussion ensued with all Commissioners sharing ideas on the various topics. The general consensus was that staff and both attorneys would work together on the issues involving the TDC Sign.

City Staff will contact Eastern Shipbuilding concerning funds for the Lagoon Study and will also make a formal request to the Gulf County Board of Commissioners for funds for the project.

City Staff will work with Preble-Rish on the scope of work and cost estimate for paving and utility repairs on Long Avenue Project

The meeting was adjourned at 4:30 P.M., by Chairman McDaniel.

Approved this _____ day of _____ 2016.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN
THE COMMISSION CHAMBER AT 2775 Garrison Avenue, March 29, 2016,
at 12 Noon.**

The following were present: Mayor Patterson, Commissioners Ashbrook and Buzzett. Commissioner Thursbay participated by telephone and Commissioner McCroan was absent. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Public Works Director John Grantland were also present.

The purpose of the Special Meeting was to award RFP 2016-03 for a Tapping Machine.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to purchase the Tapping Machine from Lanier Municipal Supply Company, the low bidder, for \$16,635.26. All in favor; Motion carried 4-0.

Commissioner Buzzett shared that he feels the sealant being used on the Centennial Building roof is working. He had checked the Centennial Building during and after all the rain we have had the last several days and found only two small areas near windows where there had been any leakage. Staff will check the windows and possibly add some caulk.

Motion to Adjourn

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to adjourn the Meeting at 12:06 P.M.

Approved this _____ day of _____ 2016.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Outlined below is the breakdown of \$73,038 in expenses that the City will have to pay to move Mr. Mike.

\$24,000 for the purchase of the 1st Lot
\$4,234 in closing costs on the first loan
\$6,705 water and sewer tap fees
\$725 building permit & service
\$8,600 fill dirt on the 1st lot
\$1,374 freight to Lot #2
\$16,000 higher land costs Lot #2
\$7,700 higher land improvement costs Lot #2 (clearing, dirt, etc.)
\$3,700 repairs to the home (drywall, paint, etc.)

\$73,038 Total

From: Tom Trexler [<mailto:tom@nobilityhomes.com>]

Sent: Friday, March 18, 2016 11:04 AM

To: 'Jim Ayotte' <jayotte@fmha.org>

Subject: RE: Robert Mike

I assumed you were telling Tom Gibson, answering his question for an update. That would be fine with me to let him know that amount. This keeps Mr. Mike at the same loan amount and monthly payment as before.

From: Jim Ayotte [<mailto:jayotte@fmha.org>]

Sent: Friday, March 18, 2016 10:40 AM

To: Tom Trexler <tom@nobilityhomes.com>

Subject: RE: Robert Mike

Tom,

Do you want me to do anything with this information? It is my understanding that Mr. Mike has retained an attorney, Julie Sombathy, to represent him.

Jim

7



CARPET COUNTRY
ABBEY CARPET & FLOOR
P.O. BOX 1125
PORT ST. JOE, FL 32457
Telephone: 850-227-7241 Fax: 850-229-9405

Page 1

ES500776

QUOTE

Sold To	Ship To
CITY OF PORT ST JOE P.O BOX 278 PORT ST. JOE, FL 32457	CITY OF PORT ST JOE P.O BOX 278 PORT ST. JOE, FL 32457

Quote Date	LOCAL #	PO Number	Quote Number
03/26/15	850-229-8261	STACK HOUSE / CARPET	ES500776

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
	PULL UP GLUED DOWN CARPET		220.00	SY	0.00	0.00
	CUSTOMER WILL HELP WITH MOVING POOL TABLES & FURNT.					
	SALISBURY 20 12'	BROWN 308	220.00	SY	0.00	0.00
	WHERE CARPET IS NOW					
GLUE SUPPLIED/ MUST SEAL SEAMS	GLUE DOWN INSTALLATION		220.00	SY	0.00	0.00
ECO185-4	ADHESIVE CARPET	ADHESIVE CARPET	5.00	PA	0.00	0.00
A15OSBH	METAL GOLD 1.5" FLAT	1.5" GOLD FLAT	36.00	LF	0.00	0.00
A399W-SBH	METAL GOLD 1.5" SN	GOLD 1.5" STAIRNOSE	12.00	LF	0.00	0.00
	AS PER AGREEMENT		1.00	EA	3,800.00	3,800.00

03/26/15

9:55AM

Sales Representative(s):

KENNY PEAK

Material: 0.00

Service: 3,800.00

Misc. Charges: 0.00

Sales Tax: 0.00

Misc. Tax: 0.00

QUOTE TOTAL: \$3,800.00



2019 N East Avenue
Panama City, FL 32405
Phone: 850-769-0624
Fax: (888) 397-4432



To: Larry Mcclamma
From: Jeremy Snyder
Re: St Joe Water plant Gate operator price
Date: 3/25/17

The following price includes all labor and material necessary to install the following:

- HySecurity Slidesmart DC15 gate operator with Built-in battery backup
- Doorking Telephone Entry with direct dial - requires dedicated phone line
- Doorking prox card reader and 15 cards
- Free Exit loop 4' x 12' – triggers gate for exiting vehicles
- Four (4) Reopen Loops 4' x 12' – stops gate from closing on vehicles
- Photo Beam with entrapment protection
- Bollards 2 ea

Total \$16,050

50% deposit required to order material

ALL POWER AND DEDICATED PHONE LINES PROVIDED BY OTHERS.



Quality Gates & Openers Inc.
2728 County Road 2321
Panama City, FL 32409
www.QualityGatesandOpeners.com

Port St Joe Water Plant
360 Water Plant Rd
Port St Joe, FL 32456-1223

Dear Larry McClamma:

Thank you for requesting a proposal from Quality Gates & Openers Inc. We pride ourselves in providing high-quality installations, which will give you years of reliable service. Our gates are custom manufactured at our local facility to fit your driveway perfectly. All equipment and wiring used is high-quality and installed in accordance with manufactures specifications. Attached you will find our cost estimate, gate drawing, gate operator spec sheet and our warranty. Please review this information and contact us if there is any way we can be of further help.

Chris W Harris

Vice President

OVERVIEW

Your new automated gate can be opened by swiping a card, or by pressing a button on your desk phone if called from the call box. The call box and card reader will be installed on stands in the center of the road, with protective bollards on either side. A free exit loop will be installed in the driveway and will trigger the gate to open from the inside, when approached by a vehicle. The gate operator has built-in battery backup, which can be set to open the gate automatically when power is lost. A partial-open option is also available, so the gate will only open halfway when necessary. A photo-electric eye and reopen loops will prevent vehicle entrapment, while an edge guard will stop the gate if it is obstructed while opening. Included in this price is one year of quarterly maintenance on the gate and operating system.

Proposal

This proposal includes:

1. **One (1)** HySecurity Slidesmart DC15 gate operator
 - a. 5 year manufactures warranty
 - b. Built-in battery backup
2. **One (1)** Doorking Telephone Entry
 - a. Will call the office phone (requires a dedicated phone line, by others)
3. **One (1)** Doorking prox card reader
 - a. Includes 15 cards
4. **One (1)** Free Exit loop 4' x 12' – triggers gate for exiting vehicles
5. **Four (4)** Reopen Loops 4' x 12' – stops gate from closing on vehicles
6. **One (1)** Photo Beam – entrapment protection for driveway
7. **One (1)** Edge Guard – entrapment protection for backside of the gate
8. **Two (2)** Bollards
 - a. Filled w/concrete
 - b. Yellow Plastic covers
9. **Misc. Parts** (wire, conduit, fasteners, screws, connectors, power supplies, etc.)
10. **Installation**

Total Cost \$11,995.00

Payment Terms: 60% deposit, remainder due upon completion.

Power to be provided by others.

Dedicated phone line provided by others.

Both parties whose signatures appear below hereby warrant that they are fully authorized and entitled to enter into this agreement, and do so agree on the dates written below by affixing their signatures below.

Client(s) Signature

Contractor(s) Signature

Date

Date

**Centennial Building Roof
EPDM Liquid Rubber
Material Cost**

Option #1

This option will include coating both front and rear flat roof sections in their entirety along with the edges of the center portion of the roof which will provide a 95'x8' strip with the EPDM Liquid Roof product as used on the two test sections previously. The approximate square footage and costs are listed below:

Square Footage -	4,580 SqFt
# of 5 gallon buckets of Liquid Rubber -	22 @ \$315.25 each = \$6,935.50
Gallons of Primer -	15 @ \$159.50 each = <u>\$2,392.50</u>
	Total Cost - \$9,328.00

Option #2

This option will include coating the front and rear flat roof sections only along the perimeter along with perimeter of the center section of roofing as listed above. Both perimeter coating will allow for an 8' wide strip along the edges of the building and includes the mechanical area above the rear roof section. The approximate square footage and costs are listed below:

Square Footage -	3,040 SqFt
# of 5 gallon buckets of Liquid Rubber -	14 @ \$315.25 each = \$4,413.50
Gallons of Primer -	10 @ \$159.50 each = <u>\$1,595.00</u>
	Total Cost - \$6,008.50

LETTER HEAD

Senior Program Officer
Jessie Ball DuPont Fund
One Independent Drive
Suite 1400
Jacksonville, FL 32202-0511

Dear _____,

The City of Port St Joe is pleased to offer this letter of support for the North Port St Joe Project Area Committee's (NPSTPAC) proposal for funding to engage WIM Associated, Inc., who prepared the North Port St Joe Master Plan, to provide consultant service to assist the North Port St Joe community in building local capacity to effectively participate in the implementation of redevelopment activities. The NPSJPAC is strategically positioned to pro-actively participate and benefit from the renewed redevelopment expansion efforts.

The City Commission voted 5-0 at its March 18, 2008 meeting to support the community's request for North Port St. Joe to be included as a redevelopment area and directed the Port St. Joe Redevelopment Agency to carryout the required procedures to facilitate the expansion of the redevelopment area to include North Port St. Joe. As is evidenced in the NPSJPAC diverse representation, there is an unprecedented show of solidarity and support between the North Port St. Joe stakeholders (property owners, business owners, residents, civic organizations and places of worship.

The NPSTPAC will function as the central governing council engaged in building consensus and devising a shared decision making approach to better utilize available resources to improve the quality of life for North Port St. Joe residents. As a consortium of eligible institutions, the NPSJPAC would be better able to leverage funding resources (Foundation/Redevelopment Agency) and develop a comprehensive strategy for redeveloping the community.

This is a great moment in North Port St. Joe's protracted struggle to establish a process, which provides perpetual involvement in determining how best to employ mutually beneficial public and private resources, that empower, inspire and improve the quality of life of residents.

Sincerely,

Mayor

St. Joseph Catholic Church

20th and Monument Ave • P. O. Box 820 • Port St. Joe, 32457 • (850) 227-1417

January 20, 2016

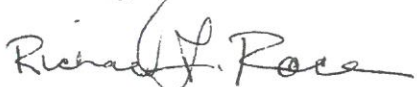
Dear City Council,

Due to a communication error, we were told by code enforcement the hedges overhanging the boundary fence of our adjacent empty lot needed to be cut. This cost \$1,400. We have also contracted out lawn service to spray herbicide around the perimeter so it will not be a problem in the future. However, we have since been told the entire lot needs to be cleared.

We have estimates for the task. Cost Cutters will charge \$3500.00 (Not including hauling charges) and Hay Lister will charge \$2200.00 with no hauling needed.

The cost will be exorbitant, unexpected, and an undue hardship on our parish. We ask for an exemption. Meanwhile we will explore fund raising possibilities, such as a local Tapper grant to eventually get the area meet code.

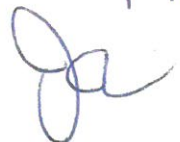
Sincerely,



Richard Race

Chairman, St Joseph Catholic Church Finance Council

No action taken by
the CC. on 2/2/16



PURCHASING POLICIES & PROCEDURES

CITY OF PORT ST. JOE, FLORIDA

Revised ~~December 15, 2004~~ April 5, 2016

PURCHASING POLICIES & PROCEDURES

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CITY OF PORT ST JOE, FLORIDA
PURCHASING POLICY

(Revised ~~October 16, 2004~~ April 5, 2016)

SECTION 1 – PURPOSE

This policy is adopted to promote the following purposes:

- A. To clarify the procurement practices used by the City of Port St. Joe, Florida.
- B. To promote the continued development of professional and equitable procurement policies and practices.
- C. To promote public confidence in the purchasing procedures followed by the City of Port St. Joe.
- D. To ensure the fair and equitable treatment of all persons who deal with the procurement system of Port St. Joe.
- E. To maximize economy in Port St. Joe procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds in Port St. Joe.
- F. To provide safeguards for the maintenance of a procurement system of quality and integrity in Port St. Joe.

SECTION 2 – APPLICATION OF POLICY

- A. Activities. This policy shall apply to the purchase/procurement of all materials, supplies, services, construction and equipment except as herein specifically exempted.
- B. Exemptions From the Purchasing Policy. The following types of purchasing activities shall be exempt from the purchasing policy except as noted:
 - 1. All heavy equipment repairs shall be exempted from the competitive sealed bid requirements. The Public Works Superintendent, or his/her designee, shall solicit and evaluate quotations and award the bid. Should a purchase exceed \$~~2,000~~5,000, the ~~City Clerk/Auditor~~City Manager shall agenda the item for ratification by the City Commission at a regular scheduled Commission meeting.
 - 2. All purchases of services from a utility whose rates are determined and controlled by the Public Service Commission or other governmental authority, including but not limited to, electricity; water; sewer; telephone; and cable television services.
 - 3. All supplies, materials, equipment, or services purchased at a price established in a State contract of the State of Florida Department of General Services, Division of Purchasing.

4. All supplies and materials, equipment, construction, or services purchased from another unit of government.
5. Sole source as provided in Section 6.07 hereof.
6. Emergency purchases as provided in Section 6.08 hereof.
7. All purchases of used equipment having a value of ~~two~~-five thousand dollars (\$~~2,000~~5,000) or less; however, each such purchase shall be supported by one equipment appraisal report from the vendor.
8. Grants (Direct Payment) and Social Services (e.g., burials and indigent patient services).
9. Advertisement (except Delinquent Tax Notice).

SECTION 3 – DEFINITIONS

The following terms defined in this section shall have the meanings set forth below whenever they appear in this policy.

- A. “Blanket Purchase Order” means a purchase order issued to a vendor for an amount not to exceed the face value of the purchase order. A blanket purchase order is for the procurement of commodities or services no single item of which shall exceed the threshold for small purchases unless the appropriate method of procurement was used to generate the Blanket Purchase Order.
- B. “City Commission” means the City Commission of Port St. Joe, Florida.
- C. “Commodity” means a product that the City may contract for or purchase for the use and benefit of the City. A specific item, it is different from the rendering of time and effort by a provider.
- D. “Competitive Sealed Bidding” (Invitation to Bid) means a written solicitation for sealed competitive bids used for the procurement of a commodity, group of commodities, or services valued more than the threshold for this category. The Invitation for Bids must be publicly advertised and have the title, date and hour of the public bid opening designated and specifically define the commodity, group of commodities, or services for which bids are sought. It shall include instructions prescribing all conditions for bidding and shall be distributed to all prospective bidders simultaneously. The Invitation for Bids is used when the City is capable of specifically defining the scope of work for which a contractual service is required or when the City is capable of establishing precise specifications defining the actual commodity or group of commodities required.
- E. “Construction” means the process of building, attaining, repairing, improving, or demolishing any public structure or building, or other public improvement of any kind to

- any public real property. It does not include routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.
- F. "Contract" means all types of Port St. Joe agreements, regardless of what they may be called, for the purpose or disposal of supplies, services, materials equipment or construction.
- G. "Contractual Services" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; and professional, technical, and social services.
- H. "Cooperative Purchasing" is procurement conducted y or on behalf of, more than one public procurement unit.
- I. "Emergency" means when there exists a threat to public health, welfare, or safety; natural unexpected events; accidents; or loss to the City under emergency conditions which shall be considered to mean those situations where the operation of a department would be seriously impaired if immediate action were not taken.
- J. "Emergency Purchase" is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riots, fires, floods, accidents or any circumstances or cause beyond the control of the department in the normal conduct of its business) where the delay of incident to competitive bidding would be detrimental to the interests of the City.
- K. "Field Quotes" is the procurement procedure used by the operating department to purchase commodities or contractual services with a value within the threshold amounts set for this category. Field Quotes are conducted by the department, consist of either written or oral quotations from two or more vendors, do not require a public bud opening, and are awarded by the City Clerk/ Auditor, or his/her designee. Written evidence of all quotations must be submitted to, and maintained in, the Purchasing Office.
- L. "Gratuity" is compensation for services (money, gifts, etc.)
- M. "Purchasing Quotes" is the procurement procedure used to purchase commodities or contractual services with a value within the threshold amounts set for this category. Purchasing quotes are obtained by the ~~City Clerk/Auditor~~City Manager, or his/her designee, either written or oral, from two or more vendors, and do not require a public bid opening. The purchase is awarded by the ~~City Clerk/Auditor~~City Manager, or his/her designee.
- N. "Request for Proposals" means a written solicitation for sealed proposals with the title, date, and hour of public opening designated. The request for proposals is used when the City is unable to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required, and when the City is requesting that a qualified offeror purpose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A request for proposal include, but is

not limited to, applicable laws and rules; functional or general specifications; statement of work; proposal instructions; and evaluation criteria. Evaluation of a proposal, when such proposal is for "professional services", shall be in accordance with Florida Statutes Chapter 287.055.

- O. "Small Purchases" means the procurement of commodities or services with a value within the threshold set for this category without the requirement of quotes, bids, or public notice.
- P. "Sole (single) Source Purchases" means the purchase of a commodity, service, equipment, or construction item(s) from one available practical source of supply. A sole (single) Source may be declared such by the City Commission for reasons acceptable to it.

SECTION 4 – AUTHORITY FOR PURCHASING

- A. The ~~City Clerk/Auditor~~City Manager shall serve as the central purchasing officer for the City of Port St. Joe.
- B. The ~~City Clerk/Auditor~~City Manager, or his/her designee, shall administer operational procedures governing internal functions of the purchasing program.
- C. Except as otherwise specifically provided in this policy, the ~~City clerk/Auditor~~City Manager, or his/her designee, shall purchase or supervise the purchase of all supplies, services, materials, equipment and construction services defined within the scope of this policy.

SECTION 5 – THRESHOLD AMOUNTS

A.	Small Purchas Procedures (Section 6.01) (Does not require documentation of bids and quotes. Responsibility of purchaser to obtain most economical source for good and services.)	\$1 to \$ 1,000 5,000
B.	Blanket Purchase Orders (Section 6.02)	(Made the beginning of fiscal year for repetitive costs)
C.	Field Quotes (Section 6.03) (Verbal Quotes recorded by purchaser)	\$ 15 ,001 to \$ 27 ,500
D.	Purchasing Quotes (Section 6.04) (Written Quotes from Vendor)	\$ 27 ,501 to \$ 510 ,000
E.	Competitive Sealed Bids (Section 6.05)	\$ 510 ,001 and above

SECTION 6 – PURCHASING CATEGORIES

Section 6.01 Small Purchases

The purchase of commodities, equipment and services which cost less than the threshold authorized in Section 5 does not require solicitation of quotes or bids. Small purchase shall be authorized by Department Superintendent or their designees.

Section 6.02 Blanket Purchase Orders

No purchase order shall be issued for an amount greater than the limit established for a blanket purchase order in Section % of this policy for the purchase of goods or services unless approved by the City Commission.

Section 6.03 Field Quotes

The purchase of goods and services which cost within the range authorized for field quotes in Section 5 shall require competitive quotations from two or more vendors. The quotations may be obtained by the Department. The ~~City Clerk/Auditor~~City Manager, or his/her designee, shall review the quotations and make the award or require additional quotations prior to award.

Section 6.04 Purchasing Quotes

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 5 shall require competitive written quotations from two or more vendors. The quotations shall be obtained, reviewed and awarded by the ~~City Clerk/Auditor~~City Manager or his/her designee.

Section 6.05 – Competitive Sealed Bids

- A. Conditions for Use. All contracts for purchases of a single item or aggregate in excess of the established base amount for competitive sealed bidding, except as provided in Section 6.06, Competitive Sealed Proposals.
- B. Invitation to Bid An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place, date, and time for opening or submittal.

No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any City employee prior to the opening of proposals. Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the City Commission. Also, only communications from firms or individuals which are in writing and signed will be recognized by the City Commission as duly authorize expressions on behalf of proposers.

- 1. Alternate(s). Alternate bids will not be considered unless authorized by and defined in the bid specifications.
- C. Public Notice. Public notice shall be by publication in a newspaper of general circulation at least ten (10) working days prior to bid opening. Notice of the Invitation to Bid shall give the date, time, and place set forth for the submittal of proposals and opening of bids. Bids shall be opened publicly.

- D. Award. The contract shall be awarded with reasonable promptness to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid. The City reserves the right to waive any informality in bids and to make an award in whole or in part when either or both conditions are in the best interest of the City of Port St. Joe.
- E. Cancellation of Invitations for Bids. An Invitation for Bids or other solicitation may be canceled, or any or all bids may be rejected in whole or in part when it is in the best interests of the City, as determined by the City Commission. Notice of cancellation shall be sent to all businesses solicited.

Section 6.06 – Competitive Sealed Proposals

- A. Conditions for Use. When it is determined that the use of competitive sealed bidding is either not practical or not advantageous to the City, a contract may be entered into by the use of competitive sealed proposals.
- B. Professional, Architectural, Engineering, Landscape Architectural, and Land Surveying Services. Professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, shall be obtained in accordance with the Consultant's Competitive Negotiation Act, Section 287.055, Florida Statutes.
- C. Commission Approval. Proposals anticipated to exceed the threshold established in Section 5 for Competitive Sealed Proposals shall be approved by the City Commission prior to solicitation.

Section 6.07 – Sole Source Purchases

- A. Sole Source Certification. A contract may be awarded for a supply, service, material, equipment, or construction items(s) without competitive bidding when the ~~City Clerk/Auditor~~ City Manager, or his/her designee, certifies in writing, after conducting a good faith review of available sources, equipment, or construction item(s). Such awards will be made within the authorized procurement limits. When a purchase exceeds the two thousand dollar (\$~~2,000~~5,000) limit, the item will be agendaed for Commission approval and certification that the vendor has been determined to be a sole source.
- B. Additional Purchases from Certified Sole Source. The ~~City Clerk/Auditor~~ City Manager, or his/her designee, shall be authorized, after initial sole source certification, to make additional purchases from a sole source vendor for not more than one year or until such time as contrary evidence is presented regarding sole source eligibility, whichever period is less.

Section 6.08. – Emergency Purchases

- A. Authorization During Normal Business Hours. In the case of emergencies which require the immediate purchase of goods, equipment or services, the ~~City~~

~~Clerk/Auditor~~City Manager, or his/her designee, or Department Superintendent, or his/her designee, shall be empowered to secure such goods or services without competitive bidding when there exists: a threat to public health, welfare, or safety; natural unexpected events; accidents; or loss to the City under emergency conditions. In this event, all measures reasonably possible under the circumstances shall be taken to assure the maximum cost benefit to the City of goods or services procured.

- B. Authorization Outside of Normal Business Hours. A department head, during non-business hours, is authorized to make purchases without competitive bids when an emergency arises and such purchases are necessary to protect the safety, health, welfare, or property of the City or any of its citizens.
- C. Documentation and Approval. Documentation for emergency purchases pertaining to the above shall be submitted to the ~~City Clerk/Auditor~~City Manager, or his/her designee, on the standard requisition form with a detailed explanation, and support material attached, if applicable, within the (10) working days after the event occurred. Emergency purchases that exceed the competitive sealed bid threshold shall be ratified by the Board.

Section 6.09 – Cooperative Purchasing.

- A. State Contracts. The Purchasing Agent is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts for the Department of General services. Such purchases shall be made without competitive bids provided that funding has been appropriated and approved by the City Commission in department accounts.
- B. Other Governmental Units. The ~~City Clerk/Auditor~~City Manager, or his/her designee, shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the City would be served thereby, and the same is in accordance with the City and State law.

SECTION 7 – ETHICS IN PUBLIC CONTRACTING

Section 7.01 – Employee Conflict of Interest

- A. Participation. It shall be unethical for any City employee to participate directly or indirectly in a procurement contract when the City employee knows that:
1. the city employee or any member of the City employee's immediate family (father, mother, brother, sister, child, grandparent, or grandchild of employee or spouse) has a financial interest pertaining to the procurement contract; or
 2. any other person, business, or organization with whom the City employee or any member of a City employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

Section 7.02 Use of Confidential Information

It shall be unethical for any City employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Section 7.03 – Gratuities

- A. Gratuities. It shall be unethical for any person to offer, give or agree to give any City employee, or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of a purchase request.

Section 7.04 Sanctions

- A. Employee Sanctions. Upon violation of the ethical standards by an employee, the ~~City Clerk/Auditor~~ City Manager, or his/her designee, or other appropriate authority may:
1. impose one or more appropriate disciplinary actions as defined in the City Personnel Manual, up to and including termination of employment; and,
 2. may request investigation and prosecution.

Non-employee Sanctions. The City Commission may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:

1. written warnings; or
2. termination of contracts.



5 STAR COLLISION CENTRE'

Workfile ID: 32a3e9d1
State ID: MV-41279

**** FREE ESTIMATES ****

770 HIGHWAY 98, PORT SAINT JOE, FL 32456

Phone: (850) 229-7827

FAX: (850) 227-9898

Preliminary Estimate

Customer: CITY OF PSJ

Job Number:

Written By: Matthew Scoggins

Insured: CITY OF PSJ

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 0

Point of Impact:

Owner:

CITY OF PSJ
7872 AMERICUS AVE
PORT ST. JOE, FL 32456
(850) 340-0613 Cell

Inspection Location:

5 STAR COLLISION CENTRE'
770 HIGHWAY 98
PORT SAINT JOE, FL 32456
Repair Facility
(850) 229-7827 Business

Insurance Company:

VEHICLE

Year: 2015

Body Style: 4D SED

VIN: 1N4AL3AP2FC124406

Mileage In:

Make: NISS

Engine: 4-2.5L-FI

License:

Mileage Out:

Model: ALTIMA SL

Production Date:

State:

Vehicle Out:

Color: Int:

Condition:

Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

Heated Mirrors

Power Driver Seat

Power Passenger Seat

DECOR

Dual Mirrors

Tinted Glass

Console/Storage

Overhead Console

Wood Interior Trim

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Alarm

Message Center

Steering Wheel Touch Controls

Telescopic Wheel

Climate Control

Remote Starter

Backup Camera w/Parking Sensors

Home Link

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

Premium Radio

Satellite Radio

SAFETY

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

Front Side Impact Air Bags

Head/Curtain Air Bags

Hands Free Device

SEATS

Bucket Seats

Leather Seats

Heated Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Three Stage Paint

OTHER

Fog Lamps

Traction Control

Stability Control

Signal Integrated Mirrors

Power Trunk/Gate Release

Preliminary Estimate

Customer: CITY OF PSJ

Job Number:

Vehicle: 2015 NISS ALTIMA SL 4D SED 4-2.5L-FI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER					
2		O/H bumper assy				2.7	
3	*	Rpr Bumper cover w/o park sensors				2.5	3.2
4		Add for Three Stage					2.2
5		HOOD					
6	*	Rpr Hood				1.0	2.8
7		Add for Three Stage					2.0
8		FENDER					
9	*	Rpr RT Fender				0.5	2.2
10		Overlap Major Adj. Panel					-0.4
11		Add for Three Stage					0.7
12		FRONT LAMPS					
13	R&I	RT Headlamp assy w/o xenon type				0.4	
14		PILLARS, ROCKER & FLOOR					
15	*	Rpr LT Aperture panel (HSS) -WINDSHILED POST			s	0.5	1.0
16		Overlap Major Non-Adj. Panel					-0.2
17		Add for Three Stage					0.3
18		WINDSHIELD					
19	R&I	LT Side molding				0.2	
20	#	HAZARDOUS WASTE REMOVAL		1	5.00		
SUBTOTALS					5.00	7.8	13.8

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			5.00
Body Labor	7.8 hrs @	\$ 42.00 /hr	327.60
Paint Labor	13.8 hrs @	\$ 42.00 /hr	579.60
Paint Supplies	13.8 hrs @	\$ 26.00 /hr	358.80
Subtotal			1,271.00
Grand Total			1,271.00

IF YOU RECIEVE AN INSURANCE CHECK AND DEPOSIT THAT CHECK, THERE WILL BE A 3% CHARGE WHEN USING A CREDIT CARD.

Limited lifetime warranty, except for rust - no warranty on rust - no limit on mileage

PAYMENT DUE IN FULL WHEN COMPLETED - CASH, CHECK, VISA, OR MC

A \$20.00 PER DAY STORAGE FEE WILL BE CHARGED ON VEHICLES THAT ARE LEFT ON THE PROPERTY. THIS FEE IS CHARGED TO THE INSURANCE COMPAINES ALONG WITH TEAR DOWN CHARGES AND TOW BILLS. IN THE RARE INSTANCE THAT THERE IS NO INSURANCE COMPANY INVOLVED THESE CHARGES WILL BE COLLECTED FROM THE

Preliminary Estimate

Customer: CITY OF PSJ

Job Number:

Vehicle: 2015 NISS ALTIMA SL 4D SED 4-2.5L-FI

CUSTOMER.

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE (FLORIDA STATUTES TITLE XLVI, CHAPTER 817.234). FAILURE TO USE THE INSURANCE PROCEEDS IN ACCORDANCE WITH THE SECURITY AGREEMENT, IF ANY, COULD BE A VIOLATION OF S. 812.014, FLORIDA STATUTES. IF YOU HAVE ANY QUESTIONS, CONTACT YOUR LENDING INSTITUTION. IF A CHARGE FOR SHOP SUPPLIES OR HAZARDOUS OR OTHER WASTE REMOVAL IS INCLUDED ON THIS ESTIMATE, PLEASE NOTE THE FOLLOWING: "THIS CHARGE REPRESENTS COSTS AND PROFITS TO THE MOTOR VEHICLE REPAIR FACILITY FOR MISCELLANEOUS SHOP SUPPLIES OR WASTE DISPOSAL." IF A CHARGE FOR NEW TIRES OR A NEW OR REMANUFACTURED LEAD-ACID BATTERY IS INCLUDED ON THIS ESTIMATE, PLEASE NOTE THE FOLLOWING: A \$1.00 FEE FOR EACH NEW MOTOR VEHICLE TIRE SOLD AT RETAIL IS IMPOSED ON ANY PERSON ENGAGING IN THE BUSINESS OF MAKING RETAIL SALES OF NEW MOTOR VEHICLE TIRES WITHIN THE STATE OF FLORIDA. FLORIDA STATUTES TITLE XXIX CHAPTER 403.718. A \$1.50 FEE FOR EACH NEW OR REMANUFACTURED LEAD-ACID BATTERY SOLD AT RETAIL IS IMPOSED ON ANY PERSON ENGAGING IN THE BUSINESS OF MAKING RETAIL SALES OF NEW OR REMANUFACTURED LEAD-ACID BATTERIES WITHIN THE STATE OF FLORIDA. FLORIDA STATUTES TITLE XXIX 403.7185.

Preliminary Estimate

Customer: CITY OF PSJ

Job Number:

Vehicle: 2015 NISS ALTIMA SL 4D SED 4-2.5L-FI

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide ARF3748, CCC Data Date 3/17/2016, and potentially other third party sources of data; and (b) the parts presented are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2016 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

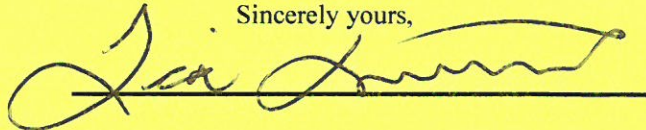
BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

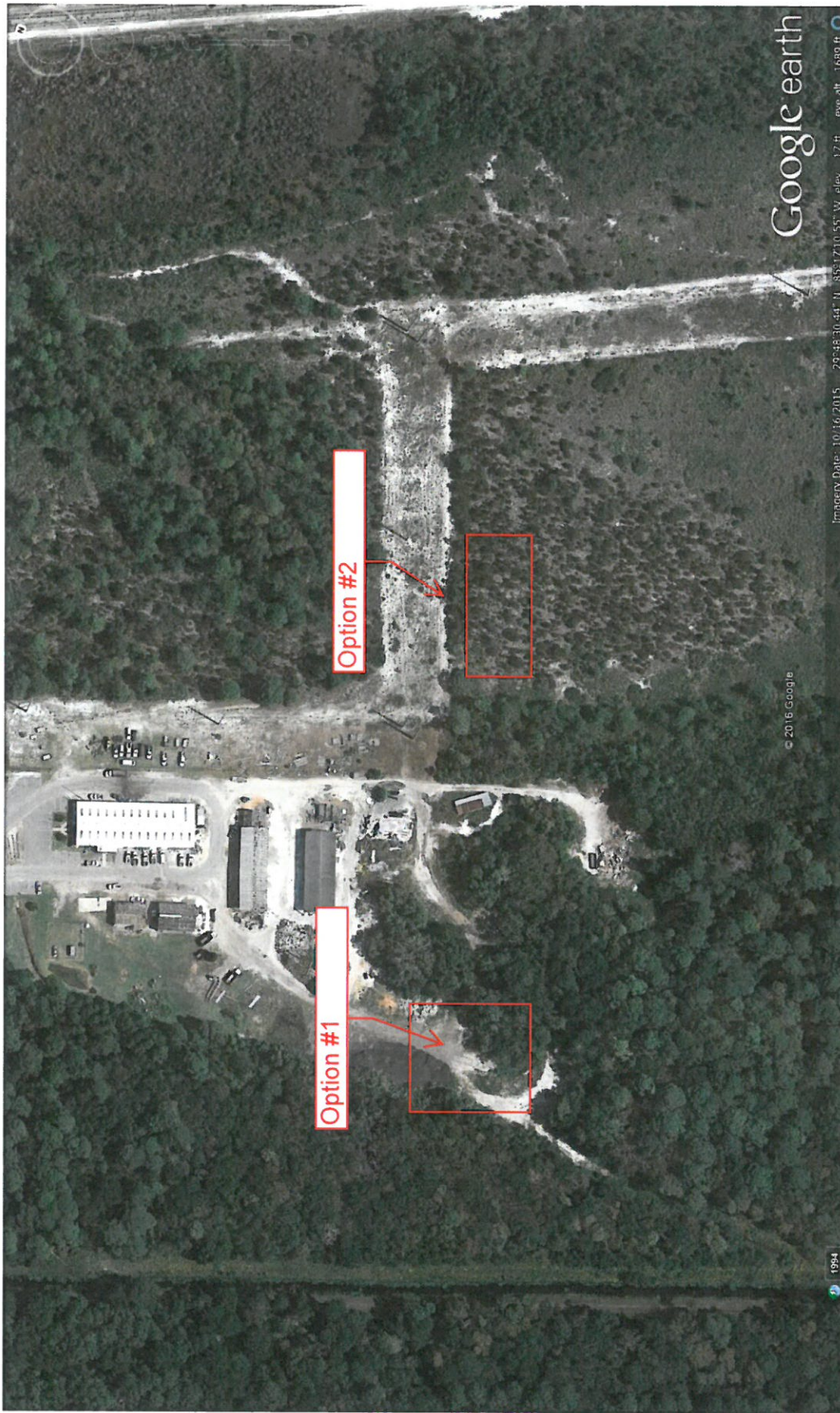
Friday, April 1, 2016

To the City Commissioners of Gulf County:

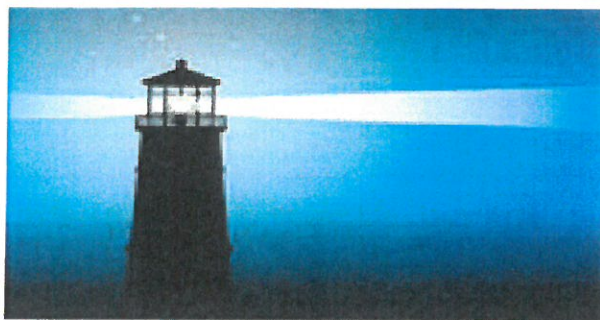
I, **Tia Kilpatrick**, am requesting to reserve the Peters Park all day on Memorial day. May 30th, 2016. We are having a family and community gathering/reunion on this day and are also asking that all fees be waived. Thank you in advance.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Tia Kilpatrick", written over a horizontal line.



2015 Annual Drinking Water Quality Report The City of Port St. Joe



**We are pleased to report that our drinking water meets
all federal and state requirements.**

*We're pleased to present to you this year's Annual Water Quality Report. We are proud to report we had **no** violations of our primary water quality standards in 2015. This report is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water. Our water source is surface water from the Chipola River Canal. This water is treated by enhanced coagulation and flocculation, clarification, submerged membrane micro-filtration, disinfection, pH adjustment and dosed with a corrosion inhibitor.*

If you have any questions about this report or concerning your water utility, please contact Larry McClamma at 850-229-1421 or Kevin Pettis at 850-229-6395. We encourage our valued customers to be informed about their water utility. If you want to learn more, please attend any of our regularly scheduled City commission meetings. They are held on first and third Tuesdays of the month at 6:00 pm in the Commission meeting room at 2775 Garrison Ave.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

The City of Port St. Joe routinely monitors for contaminants in your drinking water according to Federal and State laws, rules, and regulations. Except where indicated otherwise, this report is based on the results of our monitoring for the period of January 1 to December 31, 2015. Data obtained before January 1, 2015, and presented in this report are from the most recent testing done in accordance with the laws, rules, and regulations.

In the table below, you may find unfamiliar terms and abbreviations. To help you better understand these terms we've provided the following definitions:

Maximum Contaminant Level or MCL: *The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.*

Maximum Contaminant Level Goal or MCLG: *The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.*

Action Level (AL): *The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.*

Picocurie per liter (pCi/L) - measure of the radioactivity in water.

"ND" means not detected and indicates that the substance was not found by laboratory analysis.

Parts per million (ppm) or Milligrams per liter (mg/l) – one part by weight of analyte to 1 million parts by weight of the water sample.

Parts per billion (ppb) or Micrograms per liter (µg/l) – one part by weight of analyte to 1 billion parts by weight of the water sample.

Maximum residual disinfectant level or MRDL: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum residual disinfectant level goal or MRDLG: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Nephelometric Turbidity Unit (NTU): measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

2015 TEST RESULTS TABLE

Microbiological Contaminants						
Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	Highest Monthly Number	MCLG	MCL	Likely Source of Contamination
Total Coliform Bacteria	1-12/15	N	1	0	For systems collecting fewer than 40 samples per month: presence of coliform bacteria in 1 sample collected during a month.	Naturally present in the environment

Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	The Highest Single Measurement	The Lowest Monthly Percentage of Samples Meeting Regulatory Limits	MCLG	MCL	Likely Source of Contamination
Turbidity (NTU)	1-12/15	N	0.28	100	N/A	TT	Soil runoff

Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
Inorganic Contaminants							
Sodium (ppm)	6/15	N	50	NA	N/A	160	Salt water intrusion, leaching from soil
Barium (ppm)	6/15	N	0.016	NA	2	2	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits
Fluoride (ppm)	6/15	N	0.042	NA	4	4.0	Erosion of natural deposits; discharge from fertilizer and aluminum factories. Water additive which promotes strong teeth when at the optimum level of 0.7 ppm
Arsenic (ppb)	6/15	N	0.7	NA	0	10	Erosion of natural deposits; runoff from orchards; runoff from glass and electronics production wastes
Nickel (ppb)	6/15	N	3.6	NA	NA	100	Pollution from mining and refining operations. Natural occurrence in soil
Nitrate (as Nitrogen) (ppm)	6/15	N	0.023	NA	10	10	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits

Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
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Synthetic Organic Contaminants including Pesticides and Herbicides

Dalapon (ppb)	6-10/15	N	1.6	ND-1.6	200	200	Runoff from herbicide used on rights of way
PCBs [Polychlorinated biphenyls] (nanograms/l)	6-10/15	N	0.37	ND-0.37	0	500	Runoff from landfills; discharge of waste chemicals

Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	AL Exceeded Y/N	90th Percentile Result	No. of sampling sites exceeding the AL	MCLG	AL (Action Level)	Likely Source of Contamination
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Lead and Copper (Tap Water)

Copper (tap water) (ppm)	6-9/14	N	0.21	0 of 60	1.3	1.3	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (tap water) (ppb)	6-9/14	N	1.3	0 of 60	0	15	Corrosion of household plumbing systems, erosion of natural deposits

Stage 2 Disinfectants and Disinfection By-Products

Contaminant and Unit of Measurement	Dates of sampling (mo/yr)	MCL Violation (Y/N)	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
Haloacetic Acids (HAA5) (ppb)	1-12/15	N	31.86	14.9-42.4	NA	60	By-product of drinking water disinfection
Total Trihalomethanes (TTHM) (ppb)	1-12/15	N	66.33	30.5-83.7	NA	80	By-product of drinking water disinfection
Chlorine (ppm) -Stage 1	1-12/15	N	1.75	0.2-1.75	MRDLG = 4	MRDL = 4.0	Water additive used to control microbes

Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
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Radioactive Contaminants

Uranium(ug/l)	6/14	N	0.45	NA	0	30	Erosion of natural deposits
Radium 226 or combined radium (pCi/l)	6/14	N	2.4	NA	0	5	Erosion of natural deposits

Unregulated Contaminants

Contaminant and Unit of Measurement	Date of Sampling (mo/yr)	Level Detected	Range	Likely Source of Contamination
Strontium	2-11/15	21	15 - 25	Unavailable
Chlorate	2-11/15	778	280 – 1300	Unavailable
Chromium, Hexavalent	2-11/15	0.018	ND - 0.04	Unavailable

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Port St. Joe is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- (A) Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.*
- (B) Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.*
- (C) Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.*
- (D) Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.*
- (E) Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.*

*Turbidity is a measure of cloudiness of the water and has no health effects. We monitor it because it is a good indicator of the effectiveness of our filtration system. High turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches. The city had **no** turbidity exceedances in 2015.*

We monitored for Unregulated Contaminants (UCs) in 2015 as part of a study to help the U.S. Environmental Protection Agency (EPA) determine the occurrence in drinking water of UCs and whether or not these contaminants need to be regulated. At present, no health standards (for example, maximum contaminant levels) or likely sources have been established for UCs. However, we are required to publish the analytical results of our UC monitoring in our annual water quality report. If you would like more information on the EPA's Unregulated Contaminants Monitoring Rule, please call the Safe Drinking Water Hotline at (800) 426-4791.

In order to ensure that tap water is safe to drink, the EPA prescribes regulations, which limit the amount of certain contaminants in water provided by public water systems. The Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

The FDEP began conducting statewide assessments of public drinking water systems in 2004. To date, no assessment of this system has been published on the FDEP Source Water Assessment and Protection Program website at www.dep.state.fl.us/swap.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

We at the City of Port St. Joe work diligently to provide top quality water to every tap. We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children's future.

The City of Port St. Joe is committed to insuring the quality of your water. If you have any questions or concerns about the information provided, please feel free to call any of the numbers listed.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

March 24, 2016

RE: Small County Outreach Program Municipalities Application Cycle for the FY 2016/2017 and FY 2017/2018 Tentative Work Program

The Florida Department of Transportation (Department) is pleased to notify you the Small County Outreach Program (SCOP) Specific Appropriation for Rural Areas of Opportunity Application cycle is now open. This program is also known as the SCOP "Municipalities" special funding cycle and is available to Rural Areas of Opportunity designated under *Section 288.0656(7)(a), Florida Statutes (F.S.)*. Projects programmed for this cycle will be funded in FY 2016/2017 and FY 2017/2018 Work Program.

Funding Available for Application Cycle:

The specific appropriations in Fiscal Years 2017 and 2018 are \$9 million per year. This \$9 million appropriation per year is outside the main SCOP funding program available to designated Counties and authorized under *Section 339.2818, F.S.*. A local match is not required for qualifying projects.

General Information:

Rural Areas of Opportunity (RAO) include 92 municipalities and communities in more than 30 counties statewide that are eligible to apply under Florida Statutes. A complete list of municipalities and communities are provided on the Local Programs Website at http://www.dot.state.fl.us/programmanagement/LP/SCOP/RAO_List.pdf.

Prior year applicants are greatly encouraged to reapply. Due to the limited appropriation for a great number of eligible municipalities and communities, we recommend applying solely for your agency's number one priority project. If the decision is made to apply for multiple projects, you must complete a separate application for each project and the projects must be ranked in priority order, otherwise the projects cannot be considered.

Selected projects require the municipality or community to enter into an Agreement with the Department and will require project delivery in FY 2016/2017 or FY 2017/2018. Please consider carefully whether your agency is prepared to deliver the project within this timeframe.

Applications for County owned and maintained facilities within your municipality or community require coordination with the County. It is recommended the County manage the design and construction work

on behalf of the municipality in these instances. In limited cases, the Department may also be authorized to administer contracts on behalf of the agency selected to receive funding under this program.

Eligibility Requirements:

1. The transportation facility must be within a Municipality or Community in a RAO designated under *s. 288.0656(7)(a) F.S.*
2. The transportation facility must be publically owned and maintained.
3. Per F.S. requirements, the proposed project is for:
 - a) repair and rehabilitation of bridges
 - b) paving unpaved roads
 - c) addressing road-related drainage improvements
 - d) resurfacing or reconstruction of roads
 - e) constructing safety improvements to roads
4. The proposed project is consistent with the long range transportation plan of the local MPO if applicable, and to the maximum extent feasible with any local comprehensive plan.

Minimum Eligibility Criteria for All Project Applications:

1. The primary criterion is the physical condition of the road as measured by the Department.
2. As secondary criteria the Department may consider:
 - a) Whether the road is used as an evacuation route.
 - b) Whether the road has high levels of agricultural travel.
 - c) Whether the road is considered a major arterial route.
 - d) Whether the road is considered a feeder road.
 - e) Information as evidenced to the Department through an established pavement management plan.
 - f) Other criteria related to the impact of a project on the public road system or on the state or local economy as determined by the Department.

How to Apply:

Application documents must be downloaded from the SCOP Municipalities webpage at

http://www.dot.state.fl.us/programmanagement/LP/SCOP/SCOP_RAO.shtm.

The key to a successful project application is providing enough information for the Department to evaluate the project based on clearly demonstrated need for improvement(s). Each application package must contain the following items:

- ☐ SCOP Municipalities Program Application
- ☐ Location Map
- ☐ Scope
- ☐ Cost Estimate Spreadsheet (preferably prepared and signed by a Professional Engineer)
- ☐ Typical Section (recommended, but not required)

Applications are due to the Department no later than **May 2, 2016**. Please submit all materials to Lorraine Moyle at lorraine.moyle@dot.state.fl.us or by mail to the following address:

SCOP Municipal Application
Attention: Lorraine Moyle, Program Management Office
Florida Department of Transportation
605 Suwanee Street, M.S. 75
Tallahassee, Florida 32399

We look forward to working with your agency in the near future!

Code Enforcement 2016 Activity
As of 4/1/2016

	Open	Closed	Total	Increase
Unlawful				
Accumulation	65	10	75	6
Substandard				
Structure	10		10	2
Abandoned				
Vechicle	6	6	12	2
Unlawful				
Sewer	0	1	1	
Land regulation				
Violation	7	12	19	2
Business Lic.				
Violation				
Special Master				
Hearings		1	1	
Building				
Demolition	3		3	
Waste				
Violation	29	101	130	22
Sign				
Violation	0	97	97	43
Total	120	228	348	77

The information for the seven laptops for Faith Christian School.

Make/Model	Property number	Under Battery Serial Number	Service Tag Number
Dell Latitude D630	0376	CN-0KU184-12961-89C-4774	CW9GKH1
Dell Latitude D630	0553	CN-0KU184-12961-89C-2443	JW9GKH1
Dell Latitude D630	0381	CN-0KU184-12961-89C-4699	DW9GKH1
Dell Latitude E6430 ATG		CN-0DV71K-12961-31R-00E2-A00	6RQ8CW1
Dell Latitude	0554	CN-0CD0GX-12961-219-0008-A02	4Z1P6R1
Dell Latitude	0384	CN-0CD0GX-12961-215-000C-A02	CBVG6R1
Dell Latitude	0383	CN-0CD0GX-12961-215-000D-A02	BRTG6R1



FAITH CHRISTIAN SCHOOL
A MINISTRY OF FAITH BIBLE CHURCH

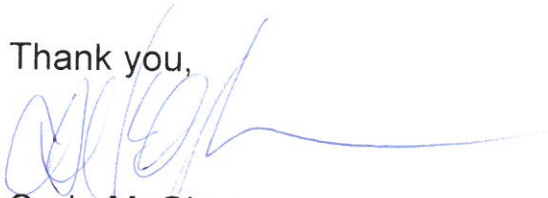
801 Twentieth St.
Port St. Joe, FL 32456
Phone (850) 229-6707
Fax (850) 227-1307
www.FaithChristianPSJ.net

March 23, 2016

Dear Sir or Madam,

Faith Christian School will greatly appreciate the surplus of laptops from the City Police Department of the City of Port St. Joe.

Thank you,



Carla McGhee
Principal