

March 7, 2017

**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
Brett Lowry, 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 March 7, 2017

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 2/21/17 Pages 1-3
- Workshop Meeting Page 4

PSJRA

- NPSJ Master Plan- Update

City Attorney

- Chad Mack v/s City of Port St. Joe- Update
- Ordinance 528 Boat Ramp Fees- Discussion Pages 5-7
- Ordinance 530 Capital Improvement Plan Update Pages 8-30
 - Public Hearing
 - First Reading
- Resolution 2017-03 Cross Connection Control Program Pages 31-61

Old Business

- Pickleball Court- Discussion
- Gulf Coast Workforce Development Board Lease Pages 62-64
- PSJRA Membership- Comm. Buzzett
- FRDAP Committee Membership- Mayor Patterson

New Business

- Utility Bill Deposit- Comm. Buzzett Pages 65-66
- Drinking Water Fountain- Washington Gym Playground Pages 67-72
- Write-Off Policy- Comm. Thursbay Pages 73-74

Public Works

- Update

Surface Water Plant

- 2016 Water Quality Report Pages 75-78

Waste Water Plant

- Update

City Engineer

- Projects Update
 - Frank Pate Park Boat Ramp Improvements
 - Long Avenue
 - Jones Homestead Sewer- Task Order Pages 79-80

Code Enforcement

- **Demolition Project- Update**
- **General Update**

Page 81

Police Department

- **Update**

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, February 21, 2017, AT 6:00 P.M.**

The following were present: Mayor Patterson, Commissioners Buzzett, Lowry, and Thursbay. City Manager Jim Anderson and Attorney Clinton McCahill were also present. Commissioner Ashbrook and City Clerk Charlotte Pierce were absent due to illness.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on February 7, 2017. All in favor; Motion carried 4-0.

Proclamation – Black History Month: Mayor Patterson presented Amy Rogers, Chester Davis and Johanna White a Proclamation recognizing February as Black History Month in Port St. Joe.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA)

CITY ATTORNEY –

RFP 2017-02 Recreational Trails Program (RTP) Grant

A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to approve Resolution 2017-02 which allows the Gulf County Board of County Commissioners to apply for a RTP Grant for the City of Port St. Joe. All in Favor; Motion carried 4-0.

Chad Mack vs. City of Port St. Joe, Update – Attorney McCahill shared that Oral Arguments will be held on March 14, 2017, at 2:30 P.M.

RFQ 2017-01 Special Master Position – A Motion was made by Commissioner Lowry, second by Commissioner Buzzett, to approve \$125 per hour as the rate of pay. Voting in favor of the Motion were Mayor Patterson Commissioners Buzzett and Lowry. Commissioner Thursbay voted no. Motion carried 3-1.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Pickle Ball Court, Discussion –Mr. Anderson is waiting to hear from Superintendent of Schools, Jim Norton. This item was Tabled to allow staff to look at putting stripes on Frank Pate Court.

Workshop Scheduled for 2/23 at 5:30 – Utility Billing and Boat Ramp Fees: Mr. Anderson reminded the Commission of the Workshop this Thursday.

City Managers Contract (Handout) - A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to enter into an additional 3 year contract with City Manager James Anderson. There will be an increase of \$3,967.67 which represents the 2014 and 2016 COLAS given to all City Employees. All in favor; Motion carried 4-0.

Grant Writer – Job Description: This item was Tabled.

Commerce Park Lot Contract – A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to accept the \$50,000 offer for the lot. All in favor; Motion carried 4-0.

Gulf Coast Workforce Development Board Lease (GCWDB) – A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to approve the Lease which includes a storage fee of \$50 for equipment storage. All in favor; Motion carried 4-0. The GCWDB will continue to operate the after school program as well as the summer program. The City will maintain the use of the Gym the remainder of the time.

New Business

PSJRA Membership – Commissioner Buzzett: This item was Tabled.

FRP 2017-03 FRDAP Grant – Request to Bid Playground Equipment: A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to use available FRDAP money to purchase the equipment. All in favor; Motion carried 4-0.

FRDAP Committee Membership – Mayor Paterson: This item was Tabled.

Washington Gym A/C – Mayor Patterson: A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to spend up to \$5,000 for an Air Conditioner. Funds will come from the sale of the Commerce Park Lot. All in favor; Motion carried 4-0. The County has also approved spending up to \$5,000 for half of the cost.

Public Works – John Grantland

FDEP Requirements - Cross Connection Control Plan and Valve Maintenance Plan: This was Tabled for further review.

Surface Water Plant – Larry McClamma

St. Joe Beach Tank – Request to Bid Repair: A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to advertise. All in favor; Motion carried 4-0.

Wastewater Plant – Kevin Pettis

Sick Leave Pool – A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to activate the Sick Leave Pool. All in favor; Motion carried 4-0.

City Engineer – Clay Smallwood, III

Project Updates -

Frank Pate Park Boat Ramp Improvements – The contract has been signed with North Florida Construction. There will be 3 – 4 weeks lead time on steel, waiting on a hard delivery date for the materials.

Long Avenue – This project is moving forward.

Jones Homestead Sewer – A Grant Agreement has been signed for \$250,000 on this project.

Code Enforcement –

Demolition Project, Update – The County has agreed to separate the wood from the houses. A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to use tipping fees to pay for the removal of 4 houses and have signed a Hold Harmless Agreement with the County.

Police Department – Chief Matt Herring announced there will be a Family Fun Day on March 4th.

City Clerk – Charlotte Pierce was absent.

Citizens to be Heard –

Amy Rogers invited the Commissioners to the Soul Food Fest on February 24, 2017, at 6:00 P.M. and to the High School Program at 9 A.M. on the same day. Mrs. Rogers requested a memorial for Alton Fennell's memory; noted there is an issue with a water fountain at Peter's Park; and lights are not working on Avenue B and MLK as well as Avenue C and MLK.

Chester Davis reminded the Commissioners of the Community event on March 4th and encouraged them to attend. He also asked about the NPSJ PAC Master Plan and requested that it be on the next Agenda.

Letha Mathews asked about the progress of the CDBG Grant for water lines in North Port St. Joe. Mr. Anderson shared that things are moving forward and we are waiting to hear from DOE to proceed.

Discussion Items by Commissioners

Commissioner Buzzett thanked Mr. Anderson for his service to the City and reminded everyone of the need for flu shots.

Commissioner Lowry noted that debris is stacked up on the right of ways and there are issues with the Mulley Grass.

Commissioner Ashbrook was absent.

Commissioner Thursbay thanked Staff for their work and asked that we look into having the Commission Meetings on TV again.

Mayor Patterson noted the passing of Mrs. Ann White and asked that citizens keep her family in their prayers. He also announced that he will be seeking reelection in May.

A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to adjourn the Meeting at 7:12 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

James A. Anderson for
Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE WORKSHOP MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA HELD AT 2775 GARRISON AVENUE, FEBRUARY 23, 2017, AT 5:30 P.M.

The following were present: Mayor Pro tem Tursbay, Commissioners Ashbrook and Buzzett. City Manager Jim Anderson and City Attorney Clinton McCahill were also present. Mayor Patterson and Commissioner Lowry were out of town and City Clerk Charlotte Pierce was absent due to illness.

The purpose of the Workshop was to discuss Ordinance 528, Frank Pate Boat Ramp Fees, and give an Overview of Utility Billing.

Ordinance 528 Frank Pate Boat Ramp Fee – Discussion:

Dr. Dusty May and Philip Cox offered their thoughts on the issue. After discussion, it was determined that Attorney McCahill would prepare the revisions and have Ordinance 528 on the Agenda for March 7, 2017.

Utility Billing Overview

Staff Carla Riley, Brienne Scheibe, and Jessie Elphinstone attended the Workshop. After discussion, Commissioner Ashbrook and Staff will get with Rick Lamberson to discuss Utility Billing Forms to see if they can be made submittable on line. Commissioner Buzzett also asked to have Utility Bill Deposits on the next agenda.

Citizens to be Heard – No one wished to address the Commission.

Discussion Items by Commissioners – None of the Commissioners had anything to discuss.

Motion to Adjourn – A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to adjourn the meeting at 6:25 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

James A. Anderson for
Charlotte M. Pierce, City Clerk

Date

DRAFT

ORDINANCE NO. 528

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA;
DESIGNATING THE CITY WATER FRONT AREA;
PROVIDING FOR SEGREGATION OF CERTAIN CITY
GENERAL FUND REVENUE; PROVIDING FOR LIMITS ON
THE EXPENDITURE OF SAID FUNDS; PROVIDING FOR
REPEAL OF ORDINANCES IN CONFLICT HERewith
PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN
EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Port St. Joe, Florida, by Resolution No. 2014-02, dated May 6, 2014, imposed boat launch fees for the public launch facility located in Frank Pate Park, and

WHEREAS, it is the intent of the City Commission to use funds collected from said boat launch fees and any other fees that may be imposed in the future (collectively "Fees") related to the use of said Boat Launch facilities only for expenses arising within the City Water Front Area ("Area") or expenses related to or providing benefit to the Area, and

WHEREAS, Fees should be segregated from other City General Fund Revenue;

NOW, THEREFORE be it enacted by the people of the City of Port St. Joe, Florida as follows:

1. The City Water Front Area ("Area") shall be described as set forth in Exhibit A attached hereto and made a part hereof.
2. City General Fund revenue generated by Fees shall be segregated from other General Fund revenue. City staff shall be responsible for the manner of segregation and a separate fund is not required.
3. No Fees shall be used for any expenditure other than those arising within the Area or expenses related to or providing benefit to the Area. Notwithstanding the foregoing the City Commission may approve expenditure of Fees outside of or unrelated to the Area. However, those expenditures of Fees outside of the Area cannot exceed ____% of the total amount of Fees held at that time and can only be in the form of a loan which must be paid back to the Boat Launch Fee Fund within a time period not to exceed _____ years and at an annual interest rate of ____ %.
4. REPEAL: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

6. EFFECTIVE DATE: This ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this ____ day of _____, 2017.

THE CITY OF PORT ST. JOE

By: _____
JAMES "BO" PATTERSON
MAYOR-COMMISSIONER

ATTEST:

CHARLOTTE PIERCE
CITY CLERK

The following commissioners voted yea:
The following commissioners voted nay:

EXHIBIT A

The City Water Front Area is defined as follows:

All land contained in the following parcels of land as identified by the Gulf County Property Appraiser's Parcel Numbers:

Gulf County Parcel No.: 04595-010 R

Gulf County Parcel No.: 06056-000 R

Gulf County Parcel No.: 06053-000 R

Gulf County Parcel No.: 05682-050 R

Gulf County Parcel No.: 04595-050 R

ORDINANCE NO. 530

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, AMENDING THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN; AMENDING THE FIVE YEAR CAPITAL IMPROVEMENT PLAN; ADOPTING THE UPDATED SCHOOL DISTRICT FIVE YEAR WORK PLAN; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the people of Port St. Joe, Florida.

1. The five year Capital Improvement Plan shown in Exhibit "A" is hereby amended as set forth in Exhibit "B".
2. The School District Five Year Work Plan as shown in Exhibit "C" is hereby amended as set forth in Exhibit "D".
3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
4. If any section, subsection, sentence, clause or provision of this ordinance is invalid, the remainder shall not be affected by such invalidity.
5. This ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida, this ____ day of _____, 2017.

The City of Port St. Joe

James "Bo" Patterson
Mayor-Commissioner

ATTEST:

Charlotte M. Pierce
City Clerk

EXHIBIT "A" PROPOSED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

ID #	Project Name General Location	Project Description	Required to meet LOS	FY 2015/2016 Funding	FY 2016/2017 Funding	FY 2017/2018 Funding	FY 2018/2019 Funding	FY 2019/2020 Funding	Project Funding Source
A Sewer									
1	Remainder Basin 10 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 1,500,000	Anticipate CDBG Grant
2	Basin 9 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 2,000,000	Anticipate CDBG Grant
3	Catch Basin 6 PH 11 Port St. Joe	No	No					\$ 2,000,000	Anticipate State Revolving Fund
4	1st Street Lift Station Port St. Joe	No	No					\$ 800,000	Anticipate State Revolving Fund
5	Lift Station Improvements Port St. Joe	Rehabilitate 6 existing lift stations throughout the No	No	\$ 60,000				\$ 750,000	City Budget/Grant Opportunities
6	WWTF Power Improvements Port St. Joe	Upgrade power at plant to include Emergency Power capabilities to buildings No	No		\$ 75,000				City Budget/Grant Opportunities
7	Cape Sewer Improvements Port St. Joe	Construct collection system to remove existing septic tanks No	No		\$ 75,000			\$ 2,000,000	City Budget/Grant Opportunities/ RESTORE/State Budget
8	WWTF Lagoon Study Port St. Joe	Evaluate modifying the WWTF lagoon No	No	\$ 175,000					Grant Opportunities/State Revolving Fund
9	Long Avenue Sewer Rehabilitation Port St. Joe	Gravity sewer rehab from 22nd St to 1st St No	No					\$ 500,000	City Budget/Grant Opportunities
10	Beacon Hill Sewer Beacon Hill	No	No					\$ 4,000,000	City Budget/Grant Opportunities/ RESTORE/State Budget
11	Gulf Aire Sewer Gulf Aire	Purchase Gulf Aire sewer system No	No					\$ 1,000,000	City Budget/Grant Opportunities
B Water				Sewer Total	\$ 310,000	\$ 75,000	\$ -	\$ 14,550,000	
1	CDBG Water Improvements Phase II Port St. Joe	Replace aging water pipes throughout city Yes	Yes	\$ 650,000					CDBG Grant
2	Water Distribution System Phase III Port St. Joe	Replace aging water pipes throughout city Yes	Yes			\$ 1,000,000			State Revolving Fund
3	St. Joe Beach Distribution Improvements Beaches	Replace fire hydrants and various valves throughout St. Joe Beach and Beacon Hill No	No					\$ 600,000	City Budget/Grant Opportunities
4	Surface Water Treatment Plant Improvements Port St. Joe	Construct line addition improvements No	No	\$ 285,000					NWFWMD
5	Hwy 71/Hwy 98 Water Improvements Port St. Joe	Replace water pipes along HWY 71 & HWY 98 No	No	\$ 126,728					NWFWMD
6	White City Booster Plant Improvements White City	Upgrade the fill line, Ground Storage Tank, and distribution lines No	No					\$ 1,000,000	City Budget/Grant Opportunities
7	Lighthouse Utilities Purchase Jones Homestead	Purchase and System Upgrades No	No					\$ 5,000,000	City Budget/Grant Opportunities
8	Utility Location Port St. Joe	Re-route utilities under existing buildings between 1st Street & 4th Street No	No					\$ 750,000	Grant Opportunities
9	Well Abandonment Old Primary Site	Abandon production well at old primary site No	No		\$ 30,000				City Budget/Grant Opportunities
10	Well Abandonment SWTP	Abandon #4 production well No	No				\$ 50,000		City Budget/Grant Opportunities
11	Booster Plant Improvements White City	Add telemetry equipment at the White City Booster Plant No	No		\$ 12,000				City Budget
12	SWTF Improvements Port St. Joe	Rehabilitate membrane modules No	No					\$ 600,000	City Budget
13	Transmission Main Port St. Joe	Replace transmission main from SWTF to Shark Tank No	No					\$ 750,000	City Budget/Grant Opportunities
14	St. Joe Beach Tank Beaches	Repair tank lid No	No		\$ 50,000			\$ 750,000	City Budget
Water Total				\$ 1,061,728	\$ 92,000	\$ -	\$ 1,050,000	\$ 9,450,000	

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"A"
EXHIBIT A PROPOSED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

ID #	Project Name	Project Description	Required to meet LOS	FY 2015/2016 Funding	FY 2016/2017 Funding	FY 2017/2018 Funding	FY 2018/2019 Funding	FY 2019/2020 Funding	Project Funding Source
C Drainage									
1	Stormwater Master Plan Update Port St. Joe	Create a City wide Master stormwater plan including alleyways No	No			\$ 50,000			City Budget/Grant Opportunities
2	Stormwater Improvements Port St. Joe	Construct stormwater improvements throughout No	No					\$ 1,000,000	City Budget/Grant Opportunities
3	Battles Street Outfall Port St. Joe	Construct stormwater facility at north end of Battles St. and improve the upstream collection No	No				\$ 450,000		NWFWMD
4	Forest Park Stormwater Improvements Port St. Joe	Construct stormwater facility in Forest Park and replace the stormwater pipe under 10th St. Ballfields No	No				\$ 790,000		NWFWMD
5	6th & 7th Street Alley Port St. Joe	Rehabilitate stormwater system between Long & Woodward Ave No	No	\$ 10,000					City Budget
D Recreation				Drainage Total	\$ 10,000	\$ -	\$ 50,000	\$ 1,240,000	\$ 1,000,000
1	Sports Complex Jones Homestead	Construct sports facility No	No					\$ 2,500,000	Grant Opportunities
2	Frank Pace Park Boat Ramp Port St. Joe	Boat Ramp Improvements No	No		\$ 750,000				Florida Boating Improvement Grant
3	George Core Park Port St. Joe	Construct recreational improvements. No	No					\$ 100,000	Other Grant Opportunities
4	Kayak Boat Launch Port St. Joe	Build kayak launch area on bay front No	No					\$ 75,000	PSIRA/Grant Opportunities
5	Centennial Building Improvements Port St. Joe	Construct improvements to the Centennial No	No					\$ 650,000	Florida Boating Improvement Grant
6	Lighthouse Complex Improvements Port St. Joe	Construct improvements to Lighthouse complex No	No		\$ 125,000				City Budget/Grant Opportunities
7	Forest Park South Port St. Joe	Rehabilitate restrooms, picnic, and playground No	No		\$ 50,000				PSIRA/Grant Opportunities/Donations
8	Frank Pace Park Tennis Courts Port St. Joe	Rehabilitate tennis courts No	No					\$ 50,000	FRDAP & Other Grant Opportunities
E Transportation				Recreation Total	\$ 175,000	\$ 750,000	\$ -	\$ 3,375,000	
1	David B. Lamson Drive Sidewalk Port St. Joe	Construct sidewalk along Lamson Drive No	No			\$ 70,000			FDOT
2	City Signs Port St. Joe	No	No				\$ 120,000		PSIRA/Grant Opportunities
3	City Roadway Improvements Port St. Joe	Mill and resurface Reid Ave, MLK Blvd, Garrison Ave, & other streets as required No	No				\$ 2,000,000		PSIRA/Grant Opportunities/FDOT
4	Sidewalk Improvements Port St. Joe	Rehabilitate aging sidewalks throughout the city No	No				\$ 250,000		PSIRA/Grant Opportunities
5	HWY 98 Golf Cart Crossing Port St. Joe	Construct Golf Cart crossing for HWY 98 No	No				\$ 7,500		PSIRA/Grant Opportunities
6	City Hall ADA Improvements Port St. Joe	Construct ADA improvements to City Hall No	No				\$ 100,000		City Budget/Grant Opportunities
7	Long Avenue Resurface Port St. Joe	Resurface Long Ave from HWY 71 to Madison No	No					\$ 700,000	City Budget/Grant Opportunities
8	Garrison Avenue Resurface Port St. Joe	Resurface Garrison Ave from HWY 71 to 16th St No	No		\$ 412,000				FDOT
Transportation Total				\$ 412,000	\$ -	\$ 70,000	\$ 220,000	\$ 3,057,500	

EXHIBIT "B" - PROPOSED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

ID	Project Name	Project Description	Required to	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	Project Funding Source
#	General Location	Yes/No Comp Plan Concurrence	meet LOS	Funding	Funding	Funding	Funding	Funding	
A Sewer									
1	Remainder Basin 10 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 1,500,000	Anticipate CDBG Grant
2	Basin 9 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 2,000,000	Anticipate CDBG Grant
3	Catch Basin 6 PH II Port St. Joe	No	No					\$ 2,000,000	City Budget/Grant Opportunities
4	1st Street Lift Station Port St. Joe	No	No					\$ 800,000	City Budget/Grant Opportunities
5	Lift Station Improvements Port St. Joe	Rehabilitate 6 existing lift stations throughout the No	No	\$ 60,000	\$ 75,000			\$ 750,000	City Budget/Grant Opportunities
6	WWTF Power Improvements Port St. Joe	Upgrade power at plant to include Emergency Power capabilities to buildings No	No					\$ 2,000,000	City Budget/Grant Opportunities/ RESTORE/State Budget
7	Cape Sewer Improvements Port St. Joe	Construct collection system to remove existing septic tanks	No	\$ 75,000					
8	WWTF Lagoon Study Port St. Joe	Evaluate modifying the WWTF lagoon	No	\$ 175,000					
9	Long Avenue Sewer Rehabilitation Port St. Joe	Gravity Sewer Rehabilitation from First Street to Madison Street	No					\$ 500,000	City Budget/Grant Opportunities
10	Bacon Hill Sewer Bacon Hill		No					\$ 4,000,000	City Budget/Grant Opportunities/ RESTORE/State Budget
11	Gulf Aire Sewer Gulf Aire	Purchase Gulf Aire sewer system	No					\$ 1,000,000	City Budget/Grant Opportunities
12	Jones Homestead Bacon Hill		No	\$ 250,000					
13	Biological Dredging Wastewater Plant	Lagoon Dredging	No					\$ 1,500,000	City Budget/Grant Opportunities/ RESTORE/State Budget
14	Youpon, St Joseph Dr CB5	Youpon & St Joseph Dr Lines	No					\$2,000,000	City Budget/Grant Opportunities
B Water				Sewer Total	\$ 560,000	\$ 75,000	\$ -	\$ -	\$ 18,050,000
CDBG Water Improvements Phase II									
1	Port St. Joe	Replace aging water pipes throughout city	Yes	\$755,000					CDBG Grant/City Budget/NRPMMD Grant
2	Water Distribution System Phase III Port St. Joe	Replace aging water pipes throughout city	Yes			\$ 1,000,000			City Budget/Grant Opportunities
3	St. Joe Beach Distribution Improvements Beaches	Replace fire hydrants and various valves throughout St. Joe Beach and Beacon Hill No	No					\$ 600,000	City Budget/Grant Opportunities
4	White City Booster Plant Improvements White City	Upgrade the fill line. Ground Storage Tank, and distribution lines No	No					\$ 1,000,000	City Budget/Grant Opportunities
5	Lighthouse Utilities Purchase	Purchase and System Upgrades No	No					\$ 5,000,000	City Budget/Grant Opportunities
6	Utility Location Port St. Joe	Re-route utilities under existing buildings between 1st Street & 4th Street No	No					\$ 750,000	Grant Opportunities

EXHIBIT "B" - PROPOSED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

ID #	Project Name General Location	Project Description Yes/No Comp Plan Concurrency	Required to meet LOS	FY 2016/2017 Funding	FY 2017/2018 Funding	FY 2018/2019 Funding	FY 2019/2020 Funding	FY 2020/2021 Funding	Project Funding Source
7	Well Abandonment Old Primary Site	Abandon production well at old primary site No	No		\$ 30,000				City Budget/Grant Opportunities
8	Well Abandonment SWTP	Abandon #4 production well No	No			\$ 50,000			City Budget/Grant Opportunities
9	Booster Plant Improvements White City	Add telemetry equipment at the White City Booster Plant	No	\$12,000					City Budget
10	SWTP Improvements Port St. Joe	Rehabilitate membrane modules No	No			\$100,000	\$100,000	\$100,000	City Budget/Grant Opportunities
11	Transmission Main Port St. Joe	Repair tank lid No	No				\$ 750,000	\$ 750,000	City Budget/Grant Opportunities
12	St. Joe Beach Tank Beaches	No	No	\$50,000				\$ 750,000	City Budget/Grant Opportunities
C Drainage				Water Total	\$ 817,000	\$ 30,000	\$ 100,000	\$ 1,150,000	\$ 8,950,000
1	Stormwater Master Plan Update Port St. Joe	Create a City wide Master stormwater plan including alleyways No	No			\$ 50,000			City Budget/Grant Opportunities
2	Stormwater Improvements Port St. Joe	Construct stormwater improvements throughout No	No					\$1,000,000	City Budget/Grant Opportunities
3	Bariles Street Outfall Port St. Joe	Construct stormwater facility at north end of Bariles St. and improve the upstream collection	No				\$ 450,000		City Budget/Grant Opportunities
4	Forest Park Stormwater Improvements Port St. Joe	Construct stormwater facility in Forest Park and replace the stormwater pipe under 10th St. Ballfields	No				\$ 790,000		City Budget/Grant Opportunities
5	6th & 7th Street Alley Port St. Joe	Rehabilitate stormwater system between Long & Woodward Ave	No			\$111,656			City Budget/Grant Opportunities
Drainage Total				\$ -	\$ -	\$ 161,656	\$ 1,240,000	\$ 1,000,000	

EXHIBIT "B" - PROPOSED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

ID #	Project Name General Location	Project Description Yes/No Comp Plan Concurrency	Required to meet LOS	FY 2016/2017 Funding	FY 2017/2018 Funding	FY 2018/2019 Funding	FY 2019/2020 Funding	FY 2020/2021 Funding	Project Funding Source
D Recreation									
1	Sports Complex Jones Homestead	Construct sports facility No	No					\$ 2,500,000	Grant Opportunities
2	Frank Pace Park Boat Ramp	Boat Ramp Improvements No	No	\$806,972					Natural Resources Damage Assessment (NRDA) Funding Grant
3	George Core Park Port St. Joe	Construct recreational improvements. No	No					\$ 100,000	PSJRA/Grant Opportunities
4	Kayak Boat Launch Port St. Joe	Build kayak launch area on bay front No	No					\$ 75,000	Florida Boating Improvement Grant
5	Centennial Building Improvements Port St. Joe	Construct improvements to the Centennial No	No					\$ 650,000	City Budget/Grant Opportunities
6	Lighthouse Complex Improvements Port St. Joe	Construct improvements to Lighthouse complex No	No	\$ 125,000					PSJRA/Grant Opportunities/Donations
6	Forest Park South Port St. Joe	Rehabilitate restrooms, picnic, and playground	No	\$ 50,000					FRDAP & Other Grant Opportunities
7	Frank Pace Park Tennis Courts Port St. Joe	Rehabilitate tennis courts	No					\$ 50,000	FRDAP & Other Grant Opportunities
8	Port City Trail Improvements Port St. Joe	Rehabilitate Port City Trail	No			\$ 200,000			FRDAP & Other Grant Opportunities
9									
E Transportation				Recreation Total					
				\$ 981,972	\$ -	\$ 200,000	\$ -	\$ 3,375,000	
1	David B. Laneston Drive Sidewalk Port St. Joe	Construct sidewalk along Laneston Drive No	No			\$ 70,000			FDOT Grant
2	City Signs Port St. Joe		No				\$ 120,000		PSJRA/Grant Opportunities
3	City Roadway Improvements Port St. Joe	Mill and resurface Reid Ave., MLK Blvd, and other streets as needed No	No				\$ 2,000,000		PSJRA/Grant Opportunities/FDOT
4	Sidewalk Improvements Port St. Joe	Rehabilitate aging sidewalks throughout the city No	No				\$ 250,000		PSJRA/Grant Opportunities
5	City Hall ADA Improvements Port St. Joe	Construct ADA improvements to City Hall No	No				\$ 100,000	\$ 100,000	City Budget/Grant Opportunities
6	Long Avenue Resurface Port St. Joe	Resurface Long Ave from HWY 71 to Madison No	No					\$ 700,000	City Budget/Grant Opportunities
7	Garrison Avenue Resurface Port St. Joe	Resurface Long Ave from HWY 71 to Madison No	No	\$ 412,000					FDOT SCOP Grant
8	8th St Resurface Port St. Joe	Resurface 8th St from Woodward to Martin No	No			\$ 412,000			Anticipate FDOT SCOP Grant
9	Bridge Rehab Port St. Joe	Bridge and Guard Rail rehabs, 16th St, Long, Monument Ave, & 20th St	No					\$200,000	Anticipate FDOT SCOP Grant
Transportation Total				\$ 412,000	\$ -	\$ 894,000	\$ 220,000	\$ 3,250,000	

Ex. (D)

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.

If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.

If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	Five Year Total
Total Revenues	\$216,976	(\$551,190)	(\$612,492)	(\$252,848)	(\$500,399)	(\$1,699,953)
Total Project Costs	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Difference (Remaining Funds)	\$216,976	(\$751,190)	(\$612,492)	(\$252,848)	(\$500,399)	(\$1,899,953)

District GULF COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption	11/3/2016
Work Plan Submittal Date	10/26/2016
DISTRICT SUPERINTENDENT	Jim Norton
CHIEF FINANCIAL OFFICER	Sissy Worley
DISTRICT POINT-OF-CONTACT PERSON	Bill Carr
JOB TITLE	Assistant Superintendent
PHONE NUMBER	850-229-8256
E-MAIL ADDRESS	bcarr@gulf.k12.fl.us

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2016 - 2017 Actual Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total
HVAC	\$44,000	\$40,000	\$45,000	\$45,000	\$45,000	\$219,000
Locations:	DISTRICT ADMINISTRATIVE OFFICES, GULF ADULT SCHOOL, PORT SAINT JOE ELEMENTARY, PORT SAINT JOE JUNIOR SENIOR HIGH, WEWAHITCHKA ELEMENTARY, WEWAHITCHKA JUNIOR SENIOR HIGH					
Flooring	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Locations:	DISTRICT ADMINISTRATIVE OFFICES, GULF ADULT SCHOOL, PORT SAINT JOE ELEMENTARY, PORT SAINT JOE JUNIOR SENIOR HIGH, WEWAHITCHKA ELEMENTARY					
Roofing	\$20,000	\$100,000	\$100,000	\$100,000	\$100,000	\$420,000
Locations:	DISTRICT ADMINISTRATIVE OFFICES, GULF ADULT SCHOOL, PORT SAINT JOE ELEMENTARY, PORT SAINT JOE JUNIOR SENIOR HIGH, WEWAHITCHKA ELEMENTARY, WEWAHITCHKA JUNIOR SENIOR HIGH					
Safety to Life	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Fencing	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Parking	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Electrical	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Fire Alarm	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000	\$35,000
Locations:	DISTRICT ADMINISTRATIVE OFFICES, GULF ADULT SCHOOL, PORT SAINT JOE ELEMENTARY, PORT SAINT JOE JUNIOR SENIOR HIGH, WEWAHITCHKA ELEMENTARY, WEWAHITCHKA JUNIOR SENIOR HIGH					
Telephone/Intercom System	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Maintenance/Repair	\$124,579	\$70,000	\$70,000	\$70,000	\$70,000	\$404,579
Locations:	DISTRICT ADMINISTRATIVE OFFICES, GULF ADULT SCHOOL, PORT SAINT JOE ELEMENTARY, PORT SAINT JOE JUNIOR SENIOR HIGH, WEWAHITCHKA ELEMENTARY, WEWAHITCHKA JUNIOR SENIOR HIGH					
Sub Total:	\$253,579	\$265,000	\$270,000	\$270,000	\$270,000	\$1,328,579
PECO Maintenance Expenditures	\$124,579	\$124,579	\$124,579	\$127,921	\$130,370	\$632,028

1.50 Mill Sub Total:	\$279,000	\$140,421	\$145,421	\$142,079	\$139,630	\$846,551
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Other Items		2016 - 2017 Actual Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total
lighting		\$100,000	\$0	\$0	\$0	\$0	\$100,000
Locations	PORT SAINT JOE JUNIOR SENIOR HIGH						
technology		\$50,000	\$0	\$0	\$0	\$0	\$50,000
Locations	DISTRICT ADMINISTRATIVE OFFICES, GULF ADULT SCHOOL, PORT SAINT JOE ELEMENTARY, PORT SAINT JOE JUNIOR SENIOR HIGH, WEWAHITCHKA ELEMENTARY, WEWAHITCHKA JUNIOR SENIOR HIGH						
Total:		\$403,579	\$265,000	\$270,000	\$270,000	\$270,000	\$1,478,579

Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2016 - 2017 Actual Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$279,000	\$140,421	\$145,421	\$142,079	\$139,630	\$846,551
Maintenance/Repair Salaries	\$0	\$0	\$0	\$0	\$0	\$0
School Bus Purchases	\$415,000	\$0	\$250,000	\$0	\$250,000	\$915,000
Other Vehicle Purchases	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Capital Outlay Equipment	\$90,000	\$100,000	\$125,000	\$0	\$0	\$315,000
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Relocatables	\$0	\$0	\$0	\$0	\$0	\$0
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$83,246	\$120,000	\$101,302	\$120,000	\$120,000	\$544,548
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Doors & Restrooms	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Covered Play WEL	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Wewahitchka High Renovations	\$79,890	\$0	\$0	\$0	\$0	\$79,890
Local Expenditure Totals:	\$1,022,136	\$560,421	\$621,723	\$262,079	\$509,630	\$2,975,989

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2016 - 2017 Actual Value	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total
(1) Non-exempt property assessed valuation		\$1,594,396,993	\$1,591,018,156	\$1,665,812,987	\$1,746,425,950	\$1,841,728,014	\$8,439,382,100
(2) The Millage projected for discretionary capital outlay per s.1011.71		0.68	0.00	0.00	0.00	0.00	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$2,678,587	\$2,672,911	\$2,798,566	\$2,933,996	\$3,094,103	\$14,178,163
(4) Value of the portion of the 1.50-Mill ACTUALLY levied	370	\$1,040,822	\$0	\$0	\$0	\$0	\$1,040,822
(5) Difference of lines (3) and (4)		\$1,637,765	\$2,672,911	\$2,798,566	\$2,933,996	\$3,094,103	\$13,137,341

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2016 - 2017 Actual Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$124,579	\$124,579	\$124,579	\$127,921	\$130,370	\$632,028
		\$124,579	\$124,579	\$124,579	\$127,921	\$130,370	\$632,028

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2016 - 2017 Actual Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$3,373	\$3,373	\$3,373	\$3,373	\$3,373	\$16,865
CO & DS Interest on Undistributed CO	360	\$858	\$858	\$858	\$858	\$858	\$4,290
		\$4,231	\$4,231	\$4,231	\$4,231	\$4,231	\$21,155

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2015 - 2016?

No

Additional Revenue Source

Any additional revenue sources

Item	2016 - 2017 Actual Value	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$0	\$0	\$0	\$0	\$0	\$0
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$5,007	\$5,000	\$5,000	\$5,000	\$5,000	\$25,007
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$189,052	\$0	\$0	\$0	\$0	\$189,052
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0

Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$194,059	\$5,000	\$5,000	\$5,000	\$5,000	\$214,059

Total Revenue Summary

Item Name	2016 - 2017 Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$1,040,822	\$0	\$0	\$0	\$0	\$1,040,822
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$1,022,136)	(\$560,421)	(\$621,723)	(\$262,079)	(\$509,630)	(\$2,975,989)
PECO Maintenance Revenue	\$124,579	\$124,579	\$124,579	\$127,921	\$130,370	\$632,028
Available 1.50 Mill for New Construction	\$18,686	(\$560,421)	(\$621,723)	(\$262,079)	(\$509,630)	(\$1,935,167)

Item Name	2016 - 2017 Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Five Year Total
CO & DS Revenue	\$4,231	\$4,231	\$4,231	\$4,231	\$4,231	\$21,155
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$194,059	\$5,000	\$5,000	\$5,000	\$5,000	\$214,059
Total Additional Revenue	\$198,290	\$9,231	\$9,231	\$9,231	\$9,231	\$235,214
Total Available Revenue	\$216,976	(\$551,190)	(\$612,492)	(\$252,848)	(\$500,399)	(\$1,699,953)

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Nothing reported for this section.

Planned Cost:						
Student Stations:						
Total Classrooms:						
Gross Sq Ft:						

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2016 - 2017 Actual Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total	Funded
covered outdoor p.e. facility	WEWAHITCHKA ELEMENTARY	\$0	\$200,000	\$0	\$0	\$0	\$200,000	Yes
Project description not specified	Location not specified	\$0	\$0	\$0	\$0	\$0	\$0	No
Project description not specified	Location not specified	\$0	\$0	\$0	\$0	\$0	\$0	No
Project description not specified	Location not specified	\$0	\$0	\$0	\$0	\$0	\$0	No
Project description not specified	Location not specified	\$0	\$0	\$0	\$0	\$0	\$0	No
Project description not specified	Location not specified	\$0	\$0	\$0	\$0	\$0	\$0	No
Project description not specified	Location not specified	\$0	\$0	\$0	\$0	\$0	\$0	No
		\$0	\$200,000	\$0	\$0	\$0	\$200,000	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Project Description	Location	Num Classroom s	2016 - 2017 Actual Budget	2017 - 2018 Projected	2018 - 2019 Projected	2019 - 2020 Projected	2020 - 2021 Projected	Total	Funded
Project description not specified	Location not specified		\$0	\$0	\$0	\$0	\$0	\$0	No
			\$0	\$0	\$0	\$0	\$0	\$0	

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2016 - 2017 Satis. Stu. Sta.	Actual 2016 - 2017 FISH Capacity	Actual 2015 - 2016 COFTE	# Class Rooms	Actual Average 2016 - 2017 Class Size	Actual 2016 - 2017 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2020 - 2021 COFTE	Projected 2020 - 2021 Utilization	Projected 2020 - 2021 Class Size
WEWAHITCHKA ELEMENTARY	567	567	443	30	15	78.00 %	0	0	0	0.00 %	0
PORT SAINT JOE ELEMENTARY	760	760	548	37	15	72.00 %	0	0	0	0.00 %	0
PORT SAINT JOE JUNIOR SENIOR HIGH	1,108	997	521	47	11	52.00 %	0	0	0	0.00 %	0
HIGHLAND VIEW ELEMENTARY	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
WEWAHITCHKA JUNIOR SENIOR HIGH	786	707	362	35	10	51.00 %	0	0	0	0.00 %	0
GULF ADULT SCHOOL	72	108	2	3	1	2.00 %	0	0	0	0.00 %	0
	3,293	3,139	1,876	152	12	59.77 %	0	0	0	0.00 %	0

The COFTE Projected Total (0) for 2020 - 2021 must match the Official Forecasted COFTE Total (1,772) for 2020 - 2021 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2020 - 2021	
Elementary (PK-3)	561
Middle (4-8)	710
High (9-12)	501
	1,772

Grade Level Type	Balanced Projected COFTE for 2020 - 2021
Elementary (PK-3)	561
Middle (4-8)	710
High (9-12)	501
	1,772

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	Year 5 Total
Total Relocatable Replacements:	0	0	0	0	0	0

Charter Schools Tracking

Information regarding the use of charter schools.

Nothing reported for this section.

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
PORT SAINT JOE ELEMENTARY	Educational	0	2	0	0	0	2
PORT SAINT JOE JUNIOR SENIOR HIGH	Educational	0	0	2	0	0	2
WEWAHITCHKA JUNIOR SENIOR HIGH	Educational	0	0	2	0	0	2
Total Educational Classrooms:		0	2	4	0	0	6

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
PORT SAINT JOE ELEMENTARY	Co-Teaching	0	2	0	0	0	2
PORT SAINT JOE JUNIOR SENIOR HIGH	Co-Teaching	0	0	2	0	0	2
WEWAHITCHKA JUNIOR SENIOR HIGH	Co-Teaching	0	0	2	0	0	2
Total Co-Teaching Classrooms:		0	2	4	0	0	6

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2015 - 2016 fiscal year.					List the net new classrooms to be added in the 2016 - 2017 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2016 - 2017 should match totals in Section 15A.			
Location	2015 - 2016 # Permanent	2015 - 2016 # Modular	2015 - 2016 # Relocatable	2015 - 2016 Total	2016 - 2017 # Permanent	2016 - 2017 # Modular	2016 - 2017 # Relocatable	2016 - 2017 Total
Elementary (PK-3)	0	0	0	0	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	5 Year Average
WEWAHITCHKA ELEMENTARY	25	0	0	0	0	5
PORT SAINT JOE ELEMENTARY	0	0	0	0	0	0
PORT SAINT JOE JUNIOR SENIOR HIGH	0	0	0	0	0	0
HIGHLAND VIEW ELEMENTARY	0	0	0	0	0	0
WEWAHITCHKA JUNIOR SENIOR HIGH	0	0	0	0	0	0
GULF ADULT SCHOOL	0	0	0	0	0	0

Totals for GULF COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	25	0	0	0	0	5
Total number of COFTE students projected by year.	1,851	1,828	1,798	1,787	1,772	1,807
Percent in relocatables by year.	1 %	0 %	0 %	0 %	0 %	0 %

Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2016 - 2017	FISH Student Stations	Owner	# of Leased Classrooms 2020 - 2021	FISH Student Stations
WEWAHITCHKA ELEMENTARY	1	25		0	0
PORT SAINT JOE ELEMENTARY	0	0		0	0
PORT SAINT JOE JUNIOR SENIOR HIGH	0	0		0	0
HIGHLAND VIEW ELEMENTARY	0	0		0	0
WEWAHITCHKA JUNIOR SENIOR HIGH	0	0		0	0

GULF ADULT SCHOOL	0	0		0	0
	1	25		0	0

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

There is space available to meet the requirements for class size reduction. Projected COFTE numbers are predicted to drop in the next five years reducing the need for new classrooms.

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

No schools will be closed in Gulf County

Long Range Planning

Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2015 - 2016 FISH Capacity	Actual 2015 - 2016 COFTE	Actual 2015 - 2016 Utilization	Actual 2016 - 2017 / 2025 - 2026 new Student Capacity to be added/removed	Projected 2025 - 2026 COFTE	Projected 2025 - 2026 Utilization
Elementary - District Totals	1,327	1,327	990.35	74.60 %	1,327	1,327	50.00 %
Middle - District Totals	1,894	1,704	883.68	51.88 %	1,894	1,894	52.64 %
High - District Totals	0	0	0.00	0.00 %	0	0	0.00 %
Other - ESE, etc	72	108	2.25	1.85 %	72	72	40.00 %
	3,293	3,139	1,876.28	59.77 %	3,293	3,293	51.20 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Ten-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 06 thru 10 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 06 thru 10 out years (Section 29).

Nothing reported for this section.

Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2015 - 2016 FISH Capacity	Actual 2015 - 2016 COFTE	Actual 2015 - 2016 Utilization	Actual 2016 - 2017 / 2035 - 2036 new Student Capacity to be added/removed	Projected 2035 - 2036 COFTE	Projected 2035 - 2036 Utilization
Elementary - District Totals	1,327	1,327	990.35	74.60 %	1,327	1,327	50.00 %
Middle - District Totals	1,894	1,704	883.68	51.88 %	1,894	1,894	52.64 %
High - District Totals	0	0	0.00	0.00 %	0	0	0.00 %
Other - ESE, etc	72	108	2.25	1.85 %	72	72	40.00 %
	3,293	3,139	1,876.28	59.77 %	3,293	3,293	51.20 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Twenty-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 11 thru 20 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 thru 20 out years (Section 29).

Nothing reported for this section.

TITLE	PK	KG	01	02
GULF COUNTY ADULT SCHOOL		0	0	0
PORT ST. JOE ELEMENTARY SCHOOL		36	82	80
PORT ST. JOE JR./SR. HIGH SCHOOL		0	0	0
Pre-K ESE		12	0	0
WEWAHITCHKA ELEMENTARY SCHOOL		29	77	70
WEWAHITCHKA JR./SR. HIGH SCHOOL		0	0	0
X PAEC VIRTUAL FRANCHISE		0	0	0
X Summer Adult School		0	0	0
X Summer PSJ Elementary		0	0	0
X Summer PSJ High		0	0	0
X Summer Wewa Elem		0	0	0
X Summer Wewa High		0	0	0
Y GULF COAST STATE COLLEGE		0	0	0
Y HOME SCHOOL		0	0	0
Y MCKAY		0	0	0
Y NO ACCESS		0	0	0
Y PRIVATE SCHOOL		0	0	0
Z Course History		0	0	0
Z Florida Agricultural and Mechanical University		0	0	0
Z FLORIDA VIRTUAL HIGH SCHOOL		0	0	0
Z FLORIDA VIRTUAL MIDDLE SCHOOL		0	0	0
Z GULF COUNTY SUPERINTENDENTS OFFICE		0	0	0
Z HIGHLAND VIEW ELEMENTARY		0	0	0
Z PORT ST. JOE MIDDLE SCHOOL		0	0	0
Z WEWAHITCHKA MIDDLE SCHOOL		0	0	0

03	04	05	06	07	08	09		10	11
	0	0	0	0	0	0	0	0	2
	86	78	64	75	0	0	0	0	0
	0	0	0	1	94	83	80	95	76
	0	0	0	0	0	0	0	0	0
	66	72	63	55	0	0	0	0	0
	0	0	0	1	50	51	73	52	64
	0	0	0	0	0	0	29	39	34
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	1	0	0	1	1	0	2	0
	0	0	0	2	0	0	0	0	0
	0	0	2	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0

12 OT	TOTAL	
2	14	18
0	0	579
88	0	517
0	0	12
0	0	489
59	0	350
23	0	125
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
2	0	7
0	0	2
0	0	2
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0

RESOLUTION NO. 2017-03

A RESOLUTION OF THE CITY OF PORT ST. JOE ESTABLISHING A CROSS-CONNECTION CONTROL PROGRAM

WHEREAS, a community water system is responsible for supplying its customers with water that meets federal and State drinking water standards;

WHEREAS, a community water system is responsible for the protection of its water distribution system from contamination or pollution due to backflow of contaminants or pollutants through water service connections; and

WHEREAS, Rule 62-555.360, Florida Administrative Code, requires that each community water system shall establish and implement a cross-connection control program utilizing backflow protection at or for service connections in order to protect the community water system from contamination caused by cross-connections on customer's premises.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PORT ST. JOE:

Component II in the Cross-Connection Control Program Plan for the City of Port St. Joe, dated March 7, 2017, shall establish where backflow protection at or for service connections is mandatory.

Component III in the Cross-Connection Control Program Plan for the City of Port St. Joe, dated March 7, 2017, shall establish requirements regarding ownership, installation, inspection/testing, and maintenance of mandatory backflow protection at or for service connections.

Upon the effective date of this resolution, all prior and conflicting resolutions, or parts of resolutions, establishing a cross-connection control program, or parts of a cross-connection control program, shall be repealed, rescinded, superseded, and replaced by this resolution.

This resolution shall become effective March 7, 2017.

PASSED AND ADOPTED by the City of Port St. Joe on the 7th day of March, 2017.

CITY OF PORT ST. JOE

Charlotte Pierce, City Clerk

James "Bo" Patterson - Mayor

FRWA

Example Cross-Connection Control Program Plan and Resolution for a Small Community Water System

Contents

This document contains an example written cross-connection control (CCC) program plan and an example resolution for a small community water system (CWS). The resolution establishes the authority of a CWS to adopt and implement a CCC program.

How to Use This Document

The example written CCC program plan and resolution in this document have been designed for use by CWSs where the majority of the service connections are residences or premises owned or occupied by private or public entities separate from the CWS.

The example written CCC program plan in this document has been arranged and formatted for ease of review by the Florida Department of Environmental Protection (FDEP), or the approved county health department, when it evaluates the plan with respect to Rule 62-555.360, Florida Administrative Code. It is recommended that CWSs follow the format (i.e., use the example written CCC program plan as a template) whenever possible. *However, CWSs are not required to use the example written CCC program plan.* Some CWSs may have a particular approach or institutional requirements that may dictate a different format or wording in their written CCC program plan.

It is recommended that CWSs consult with legal counsel when using the example written CCC plan and resolution.

Instructions

To use the example written CCC program plan, CWSs are encouraged to:

1. Download the example plan file (in Microsoft Word format) from the Florida Rural Water Association (FRWA) website or obtain it from the FRWA electronically; www.FRWA.net or email FRWA@FRWA.Net
2. Retain the basic formatting and text of the example plan and fill in the blanks indicated by yellow highlighting to “customize” the example plan; and
3. Include or delete alternative language indicated by yellow highlighting in the example plan to reflect system-specific decisions.

Cross-Connection Control Program Plan for the City of Port St. Joe

March 7, 2017

Requirement for Program Plan

The City of Port St. Joe, PWS - 1230545, hereinafter referred to as the “community water system (CWS),” has the responsibility to protect itself from contamination caused by cross-connections on customers’ premises. A cross-connection is defined in Rule 62-550.200, Florida Administrative Code (F.A.C.), as follows:

“CROSS-CONNECTION” means any physical arrangement whereby a public water supply is connected, directly or indirectly, with any other water supply system, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or other device which contains or may contain contaminated water, sewage or other waste, or liquid of unknown or unsafe quality which may be capable of imparting contamination to the public water supply as the result of backflow. By-pass arrangements, jumper connections, removable sections, swivel or changeable devices, and other temporary or permanent devices through which or because of which backflow could occur are considered to be cross-connections.

Pursuant to Rule 62-555.360, F.A.C., the CWS is required to establish and implement a cross-connection control (CCC) program utilizing backflow protection at or for service connections from the CWS. The CCC program must include a written plan that contains, as a minimum, the following components:

- I. Legal authority for the CWS’s CCC program.
- II. The CWS’s policy establishing where backflow protection at or for service connections from the CWS is mandatory.
- III. The CWS’s policy regarding ownership, installation, inspection/testing, and maintenance of backflow protection that the CWS is requiring at or for service connections from the CWS.
- IV. The CWS’s procedures for evaluating customers’ premises to establish the category of customer and the backflow protection being required at or for the service connection(s) from the CWS to the customer.
- V. The CWS’s procedures for maintaining CCC program records.

Note: Throughout this CCC program plan, the term “customer” is used. Customer, as used herein, means the property owner and/or occupant of the premises served by the CWS (i.e., whoever interfaces with the CWS regarding water service). Also, unless otherwise defined, all CCC-related terms used in this CCC program plan have the same definitions as those contained in Rules 62-550.200 and 62-555.360, F.A.C.

Program Plan Components

Rule 62-555.360, F.A.C., requires that written CCC program plans include certain minimum components. The minimum components are listed in Table 62-555.360-1 in Rule 62-555.360. This section includes the required minimum components. Components are numbered the same as they appear in Table 62-555.360-1.

Component I: *Legal authority for the CWS's CCC program (i.e., an ordinance, a bylaw or resolution, or water service rules and regulations).*

The CWS has adopted Resolution No. [insert resolution number], which is included in Appendix A. The resolution authorizes the CWS to establish and implement a CCC program and references the following CWS policies:

- The CWS's policy establishing where backflow protection at or for service connections from the CWS is mandatory.
- The CWS's policy regarding ownership, installation, inspection/testing, and maintenance of backflow protection that the CWS is requiring at or for service connections from the CWS.

Component II: *The CWS's policy establishing where backflow protection at or for service connections from the CWS is mandatory.*

This policy applies to all new or existing customers.

The following minimum backflow protection shall be provided at or for service connections from the CWS to the following categories of customers:

Category of Customer	Minimum Backflow Protection ¹ to Be Provided at or for the Service Connection from the CWS to the Customer
Beverage processing plant, including any brewery	DC if the plant presents a low hazard ² ; or RP if the plant presents a high hazard ²
Cannery, packing house, rendering plant, or any facility where fruit, vegetable, or animal matter is processed, excluding any premises where there is only a restaurant or food service facility	RP
Car wash	RP
Chemical plant or facility using water in the manufacturing, processing, compounding, or treatment of chemicals, including any facility where a chemical that does not meet the requirements in paragraph 62-555.320(3)(a), F.A.C., is used as an additive to the water	RP
Dairy, creamery, ice cream plant, cold-storage plant, or ice manufacturing plant	RP ³
Dye plant	RP
Film laboratory or processing facility or film manufacturing plant, excluding any small, noncommercial darkroom facility	RP

Category of Customer	Minimum Backflow Protection ¹ to Be Provided at or for the Service Connection from the CWS to the Customer
Hospital; medical research center; sanitarium; autopsy facility; medical, dental, or veterinary clinic where surgery is performed; or plasma center	RP
Laboratory, excluding any laboratory at an elementary, middle, or high school	RP
Laundry (commercial), excluding any self-service laundry or Laundromat	RP
Marine repair facility, marine cargo handling facility, or boat moorage	RP
Metal manufacturing, cleaning, processing, or fabricating facility using water in any of its operations or processes, including any aircraft or automotive manufacturing plant	DC if the facility presents a low hazard ² ; or RP if the facility presents a high hazard ²
Mortuary	RP
Premises where oil or gas is produced, developed, processed, blended, stored, refined, or transmitted in a pipeline or where oil or gas tanks are repaired or tested, excluding any premises where there is only a fuel dispensing facility	RP
Premises where there is an auxiliary or reclaimed water system ^{4,5}	A. At or for a residential service connection ⁶ : DuC ⁷ B. At or for a non-residential service connection ⁶ : DC if the auxiliary or reclaimed water system presents a low hazard ^{8,9} ; or RP if the auxiliary or reclaimed water system presents a high hazard ^{8,9}
Premises where there is a cooling tower	RP
Premises where there is an irrigation system that is using potable water and that... I. Is connected directly to the CWS's distribution system via a dedicated irrigation service connection II. Is connected internally to the customer's plumbing system	I. At or for a residential or non-residential dedicated irrigation service connection ⁶ : PVB if backpressure cannot develop in the downstream piping ¹⁰ ; or RP if backpressure could develop in the downstream piping ¹⁰ II. None ¹¹

Category of Customer	Minimum Backflow Protection ¹ to Be Provided at or for the Service Connection from the CWS to the Customer
<p>Premises where there is a wet-pipe sprinkler, or wet standpipe, fire protection system that is using potable water and that...</p> <p>I. Is connected directly to the CWS's distribution system via a dedicated fire service connection¹²</p> <p>II. Is connected internally to the customer's plumbing system</p>	<p>I.A. At or for a residential dedicated fire service connection⁶: DuC if the fire protection system contains no chemical additives and is not connected to an auxiliary water system⁴; or RP/RPDA if the fire protection system contains chemical additives or is connected to an auxiliary water system^{4,13}</p> <p>I.B. At or for a non-residential dedicated fire service connection⁶: DC/DCDA if the fire protection system contains no chemical additives and is not connected to an auxiliary water system⁴; or RP/RPDA if the fire protection system contains chemical additives or is connected to an auxiliary water system^{4,13}</p> <p>II. None¹¹</p>
Radioactive material processing or handling facility or nuclear reactor	RP
Paper products plant using a wet process	RP
Plating facility, including any aircraft or automotive manufacturing plant	RP
Restricted-access facility	RP
Steam boiler plant	RP
Tall building – i.e., a building with five or more floors at or above ground level	DC if the customer has no potable water distribution lines connected to the suction side of a booster pump; or RP if the customer has one or more potable water distribution lines connected to the suction side of a booster pump
Wastewater treatment plant or wastewater pumping station	RP
Customer supplied with potable water via a temporary or permanent service connection from a CWS fire hydrant	Varies ¹⁴

¹ Means of backflow protection, listed in an increasing level of protection, include the following: a dual check device (DuC); a double check valve assembly (DC) or double check detector assembly (DCDA); a pressure vacuum breaker assembly (PVB); a reduced-pressure principle assembly (RP) or reduced-pressure principle detector assembly (RPDA); and an air gap. A PVB may not be used if backpressure could develop in the downstream piping.

² The CWS shall determine the degree of hazard. "Low hazard" or "non-health hazard" and "high hazard" or "health hazard" are defined in American Water Works Association Manual of Water Supply Practices—M14, Third Edition, *Recommended Practice for Backflow Prevention and Cross-Connection Control* as follows:

- “Non-health hazard (low hazard)” means a cross-connection or potential cross-connection involving any substance that generally would not be a health hazard but would constitute a nuisance or be aesthetically objectionable if introduced into the potable water supply.
- “Health hazard (high hazard)” a cross-connection or potential cross-connection involving any substance that could, if introduced into the potable water supply, cause death or illness, spread disease, or have a high probability of causing such effects.

³ A DC may be provided if it was installed before 5-5-14; and if such a DC is replaced on or after 5-5-14, it may be replaced with another DC.

⁴ For the purpose of this table, “auxiliary water system” means a pressurized system of piping and appurtenances using auxiliary water, which is water other than the potable water being supplied by the CWS and which includes water from any natural source such as a well, pond, lake, spring, stream, river, etc., includes reclaimed water, and includes other used water or industrial fluids described in American Water Works Association Manual of Water Supply Practices—M14, Third Edition, *Recommended Practice for Backflow Prevention and Cross-Connection Control*; however, “auxiliary water system” specifically excludes any water recirculation or treatment system for a swimming pool, hot tub, or spa. (Note that reclaimed water is a specific type of auxiliary water and a reclaimed water system is a specific type of auxiliary water system.)

⁵ The Department of Environmental Protection shall allow an exception to the requirement for backflow protection at or for a residential or non-residential service connection from a CWS to premises where there is an auxiliary or reclaimed water system if all of the following conditions are met:

- The CWS is distributing water only to land owned by the owner of the CWS.
- The owner of the CWS is also the owner of the entire auxiliary or reclaimed water system up to the points of auxiliary or reclaimed water use.
- The CWS conducts at least biennial inspections of the CWS and the entire auxiliary or reclaimed water system to detect and eliminate any cross-connections between the two systems.

⁶ For the purpose of this table, “residential service connection” means any service connection, including any dedicated irrigation or fire service connection, that is two inches or less in diameter and that supplies water to a building, or premises, containing only dwelling units; and “non-residential service connection” means any other service connection.

⁷ A DuC may be provided only if there is no known cross-connection between the plumbing system and the auxiliary or reclaimed water system on the customer’s premises. Upon discovery of any cross-connection between the plumbing system and any reclaimed water system on the customer’s premises, the CWS shall ensure that the cross-connection is eliminated. Upon discovery of any cross-connection between the plumbing system and any auxiliary water system other than a reclaimed water system on the customer’s premises, the CWS shall ensure that the cross-connection is eliminated or shall ensure that the backflow protection provided at or for the service connection is equal to that required at or for a non-residential service connection.

⁸ A reclaimed water system using reclaimed water regulated under Part III of Chapter 62-610, F.A.C., is a low hazard unless the reclaimed water is stored with surface water in a pond that is part of a stormwater management system, in which case the system is a high hazard; an auxiliary water system using well water is a low hazard unless determined otherwise by the CWS; an auxiliary water system using industrial fluids or used water other than reclaimed water is a high hazard unless determined otherwise by the CWS; an auxiliary or reclaimed water system using reclaimed water not regulated under Part III of Chapter 62-610, F.A.C., or surface water is a high hazard.

⁹ Upon discovery of any cross-connection between the plumbing system and any reclaimed water system on the customer’s premises, the CWS shall ensure that the cross-connection is eliminated.

¹⁰ A DC may be provided if both of the following conditions are met:

- The dedicated irrigation service connection initially was constructed before 5-5-14.
- No chemicals are fed into the irrigation system.

¹¹ The CWS may rely on the internal backflow protection required under the *Florida Building Code* or the

predecessor State plumbing code. The CWS may, but is not required to, ensure that such internal backflow protection is inspected/tested and maintained the same as backflow protection provided at or for service connections from the CWS.

¹² The Department of Environmental Protection shall allow an exception to the requirement for backflow protection at or for a residential or non-residential dedicated fire service connection from a CWS to a wet-pipe sprinkler, or wet standpipe, fire protection system if both of the following conditions are met:

- The fire protection system was installed and last altered before 5-5-14.
- The fire protection system contains no chemical additives and is not connected to an auxiliary water system as defined in Footnote 4.

¹³ Upon discovery of any cross-connection between the fire protection system and any reclaimed water system on the customer's premises, the CWS shall ensure that the cross-connection is eliminated.

¹⁴ The CWS shall ensure that backflow protection commensurate with the degree of hazard is provided at or for the service connection from its fire hydrant.

Component III: *The CWS's policy regarding ownership, installation, inspection/testing, and maintenance of backflow protection that the CWS is requiring at or for service connections from the CWS.*

- A. Except for dual check devices (DuCs), the customer shall own, and shall be responsible for installation, inspection/testing, and maintenance of, any backflow protection required at or for a service connection from the CWS. The CWS shall own, and shall be responsible for installation and maintenance of, any DuC required at a service connection from the CWS; however, the customer shall be responsible for installation and maintenance of the thermal expansion control that is necessary, and required under the *Florida Building Code*, where a DuC is installed at a service connection to a customer using storage water heating equipment. At least 60 days before the CWS installs a DuC at the service connection to a customer, the CWS will notify the customer in writing and advise the customer to install thermal expansion control if the customer's plumbing system includes storage water heating equipment but does not include thermal expansion control. There shall be a \$50.00 fee for the CWS to install the DuC to an existing residence that has an auxiliary water supply on premise and requires such backflow device to be installed. In addition to the initial fee there will also be a monthly fee of \$1.00 added to the customer's utility bill for the replacement of the DuC at the end of its useful life. (5 years)

The following table shows the schedule that the CWS will follow for installation of backflow protection required at or for service connections.

Type of Service Connection	Schedule
New service connection to a customer in a category listed in Component II.	Before water service is initiated.
Existing—i.e., previously constructed—service connection to a premises where there is a reclaimed water system.	Before reclaimed water service is initiated.

Type of Service Connection	Schedule
Existing—i.e., previously constructed—service connection where the CWS will install a dual check device (DuC).	At least 60 days after the customer receives written notification from the CWS advising the customer to install thermal expansion control if the customer's plumbing system includes storage water heating equipment but does not include thermal expansion control. (A notice/letter is included in Appendix C.) If the service connection is to a premises where there is an auxiliary water system, the CWS shall deliver the aforementioned written notification within 30 days after the CWS discovers the auxiliary water system and shall install the DuC 30 days after the customer receives the aforementioned written notification.
Existing—i.e., previously constructed—service connection to a customer in any category listed in Component II except premises where there is a reclaimed water system or service connections where the CWS will install a DuC.	Within 60 days after the CWS notifies the customer in writing to install backflow protection at or for the service connection. (A notice/letter is included in Appendix C.)

B. All new backflow protection required at or for service connections from the CWS shall conform to, or comply with, the following standards:

- New dual check devices (DuCs) shall conform to the latest edition of American Society of Sanitary Engineering (ASSE) Standard 1024 or Canadian Standards Association (CSA) Standard B64.6 or B64.6.1.
- New double check valve assemblies shall conform to the latest edition of ASSE Standard 1015, American Water Works Association (AWWA) Standard C510, or CSA Standard B64.5.
- New double check detector assemblies shall conform to the latest edition of ASSE Standard 1048.
- New pressure vacuum breaker assemblies shall conform to the latest edition of ASSE Standard 1020 or CSA Standard B64.1.2.
- New reduced-pressure principle assemblies shall conform to the latest edition of ASSE Standard 1013, AWWA Standard C511, or CSA Standard B64.4.
- New reduced-pressure principle detector assemblies shall conform to the latest edition of ASSE Standard 1047.
- New air gaps shall comply with the latest edition of American Society of Mechanical Engineers Standard A112.1.2.

Additionally, all new customer-owned backflow preventers required at or for dedicated fire service connections from the CWS shall be listed by a nationally recognized testing laboratory, such as Underwriters Laboratories, Inc., or Factory Mutual, Inc., pursuant to Chapter 633, Florida Statutes.

New DuCs required at or for service connections from the CWS will be installed immediately downstream of the water meter and in the meter box **by the CWS**. All other backflow protection required at or for service connections from the CWS shall be installed downstream from, and within five feet after, the CWS's water meter box or the customer's property line unless a deviation is approved by the CWS. The CWS will consider, and may approve, on a case-by-case basis deviations requested and justified in writing; but in no case shall there be any outlet, tee, tap, or connection of any type to or from the water piping between the water meter, or property line, and the required backflow protection.

All new backflow protection required at or for service connections from the CWS shall be installed in accordance with the manufacturer's instructions and the installation criteria in American Water Works Association Manual of Water Supply Practices—M14, Third Edition, *Recommended Practice for Backflow Prevention and Cross-Connection Control*. Installation criteria in the third edition of M14 are reproduced in Appendix B. Additionally, all new customer-owned backflow preventers required at or for dedicated fire service connections from the CWS shall be installed in accordance with applicable National Fire Protection Association standards adopted in Chapter 69A-3, Florida Administrative Code, and all other new customer-owned backflow protection required at or for service connections from the CWS shall be installed in accordance with the latest edition of the *Florida Building Code*.

- C. All air gaps (AGs) required at or for service connections from the CWS shall be inspected at least annually. Persons inspecting AGs required at or for service connections from the CWS shall be a certified or registered plumbing contractor or shall be a backflow preventer tester holding a current certification from one of the following organizations or schools:
- The American Backflow Prevention Association;
 - The American Society of Sanitary Engineering;
 - The American Water Works Association;
 - The Florida Water and Pollution Control Operators Association;
 - The University of Florida Center for Training, Research, and Education for Environmental Occupations; or
 - Any other organization or school approved in writing by the CWS.
- D. All backflow preventer assemblies (i.e., double check valve assemblies and double check detector assemblies; pressure vacuum breaker assemblies; and reduced-pressure principle assemblies and reduced-pressure principle detector assemblies) required at or for non-residential service connections from the CWS shall be tested after installation or repair and at least annually thereafter and shall be repaired if they fail to meet performance standards. All backflow preventer assemblies required at or for residential service connections from the CWS shall be tested after installation or repair **per the manufacturer's recommendation** thereafter and shall be repaired **or replaced** if they fail to meet performance standards. Residential service connections are service connections, including dedicated irrigation or fire service connections, that are two inches or less in diameter and that supply water to a building, or premises, containing only dwelling units; all other service connections are non-residential service connections.

Persons testing backflow preventer assemblies required at or for dedicated fire service connections from the CWS shall be a certified Fire Protection System Contractor I or II pursuant to Chapter 633, Florida Statutes. Persons testing backflow preventer assemblies required at or for all other service connections from the CWS shall be a certified or registered plumbing contractor or shall be a backflow preventer tester holding a current certification from one of the following organizations or schools:

- The American Backflow Prevention Association;
- The American Society of Sanitary Engineering;
- The American Water Works Association;
- The Florida Water and Pollution Control Operators Association;
- The University of Florida Center for Training, Research, and Education for Environmental Occupations; or
- Any other organization or school approved in writing by the CWS.

Backflow preventer assemblies required at or for service connections from the CWS shall be tested using the procedures in one of the following standards or manuals:

- The latest edition of American Society of Sanitary Engineering Standards 5013, 5015, 5020, 5047, and 5048;
- The latest edition of Canadian Standards Association Standard B64.10.1;
- The latest edition of *Backflow Prevention: Theory & Practice* by the University of Florida Center for Training, Research, and Education for Environmental Occupations;
- The latest edition of the *Manual of Cross-Connection Control* by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research Center; or
- Any other standard or manual approved in writing by the CWS.

Testing equipment used to test backflow preventer assemblies required at or for service connections from the CWS shall be verified/calibrated at least annually in accordance with the equipment manufacturer's recommendations.

- E. All dual check devices (DuCs) required at service connections from the CWS shall be refurbished or replaced **at least once every 5 to 10 years by the CWS** or at a lesser frequency if the CWS determines and documents that the lesser frequency is appropriate based on data from spot-testing DuCs at service connections or based on data from backflow sensing meters at service connections.

Component IV: *The CWS's procedures for evaluating customers' premises to establish the category of customer and the backflow protection being required at or for the service connection(s) from the CWS to the customer.*

- A. The CWS will evaluate the customer's premises at a newly constructed service connection before the CWS begins supplying water to the service connection.

- B. The CWS will evaluate the customer's premises at an existing—i.e., previously constructed—service connection whenever any of the following events occur:
- Whenever the customer connects to a reclaimed water distribution system. The CWS will coordinate with the reclaimed water supplier to ensure that reclaimed water service is not turned on until appropriate backflow protection is provided at the potable water service connection.
 - Whenever an auxiliary water system is discovered on the customer's premises.
 - Whenever a prohibited or inappropriately protected cross-connection is discovered on the customer's premises.
 - Whenever the customer's premises is altered under a building permit in a manner that could change the backflow protection required at or for a service connection to the customer. The CWS will coordinate with the local building department so the CWS will know when building permits are being applied for or issued.
- C. To evaluate the customer's premises at a service connection from the CWS, the CWS will use "a water use questionnaire" and, if necessary, will also review construction plans or conduct an on-site inspection. ("Water use questionnaire" forms are included in Appendix C.)

Component V: *The CWS's procedures for maintaining CCC program records.*

- A. The CWS will maintain, in either electronic or paper format, a current inventory of all backflow protection required at or for service connections from the CWS. The inventory will include the following for each service connection where backflow protection is required:
- The service connection number or other identification number used by the CWS;
 - The service connection address;
 - The service connection category (i.e., non-residential or residential) and subcategory (standard, dedicated irrigation, or dedicated fire);
 - The location of the backflow protection at/for the service connection;
 - The type of hazard isolated (i.e., the category of customer);
 - The date when backflow protection was initially installed at or for the service connection;
 - The type of current backflow protection (i.e., air gap, reduced-pressure principle assembly, reduced-pressure principle detector assembly, pressure vacuum breaker assembly, double check valve assembly, double check detector assembly, or dual check device [DuC]);
 - If the type of current backflow protection is a backflow preventer assembly, the size, manufacturer, model, serial number, and date installed; and
 - If the type of backflow protection is a DuC, the size, manufacturer, model, date installed, and if any DuC is refurbished (instead of replaced), the date refurbished.
- B. The CWS will maintain, in either electronic or paper format, records of the installation, inspection/testing, and repair of all backflow protection required at or for service connections from the CWS.

The inventory described in Component V.A. will include the date when backflow protection was initially installed at or for any service connection where backflow protection is required.

Also, the inventory described in Component V.A. will include the date when any current backflow preventer assembly or any current dual check device (DuC) was installed.

Furthermore, if any DuC is refurbished (instead of replaced), the inventory described in Component V.A. will include the date the DuC was refurbished.

Records of the inspection of air gaps (AGs) required at or for service connections from the CWS will be maintained by keeping either an electronic or paper copy of AG inspection reports. (An AG inspection report form is included in Appendix C.) Records of the testing and repair of backflow preventer assemblies required at or for service connections from the CWS will be maintained by keeping either an electronic or paper copy of backflow preventer assembly testing and repair reports. (A backflow preventer assembly testing and repair report form is included in Appendix C.) All AG inspection reports and all backflow preventer assembly testing and repair reports will be kept for not less than 10 years.

- C. The CWS will prepare and submit CCC program annual reports. The first annual report will cover calendar year 2016, and subsequent annual reports will cover each calendar year thereafter. Each annual report will be prepared using the latest version of Form 62-555.900 (13), Cross-Connection Control Program Annual Report. Each annual report will be submitted to the appropriate Department of Environmental Protection district office or Approved County Health Department within three months after the end of the calendar year covered by the report.

Program Administration Documents

Appendix C contains forms and notices/letters used to administer the CCC program.

The CWS will notify in writing each customer who owns an air gap (AG) or backflow preventer assembly required at or for a service connection and will request that the customer have the AG inspected or backflow preventer assembly tested. Notices/letters will be delivered at least 30 days before the due date of the inspection or test. Notices/letters will specify that the inspection or test report must be returned to the CWS within 60 days after the date of the notice/letter. The CWS will notify in writing each customer who owns required service-connection backflow protection that needs to be repaired as indicated by CWS inspection or testing.

Appendix A

Appendix B

Installation Criteria for a Dual Check Device (DuC)

- A DuC must be installed in the orientation as it was approved by the testing agency.
- A DuC must not be subjected to conditions that would exceed its maximum working water pressure and temperature rating. The increased pressure that can happen from creation of a closed system also must be evaluated because excessive pressure can damage the device or other plumbing components.
- A DuC should be sized hydraulically, taking into account both volume requirements and pressure loss through the device.
- A pipeline should be thoroughly flushed before a DuC is installed to ensure that no dirt or debris is delivered into the device because dirt or debris might adversely affect the DuC's working abilities.
- A DuC shall be installed where it can be inspected or replaced as necessary.

Installation Criteria for a Double Check Valve Assembly (DC) or Double Check Detector Assembly (DCDA)

- A DC or DCDA must be installed in the orientation as it was approved by the testing agency with no field modifications allowed.
- A DC or DCDA must not be subjected to conditions that would exceed its maximum working water pressure and temperature rating. The increased pressure that can happen from the creation of a closed system also must be evaluated to prevent damage to the assembly or other plumbing-system components.
- A DC or DCDA shall be sized hydraulically, taking into account both volume requirements and pressure loss through the assembly.
- A DC or DCDA should not be installed in a pit or below grade when possible. If the DC or DCDA must be installed in a vault, adequate space for testing and maintenance must be provided. If the DC or DCDA must be installed below grade, the test cocks shall be sealed or plugged so water or debris cannot collect in the test cock.
- A pipeline should be thoroughly flushed before a DC or DCDA is installed to ensure that no dirt or debris is delivered to the assembly because dirt or debris might adversely affect the assembly's working abilities.
- A DC or DCDA shall be installed a minimum of 12 inches above the surrounding grade and floodplain. The installation shall not be installed where platforms, ladders, or lifts are required for access. If an assembly must be installed higher than 5 feet above grade, a permanent platform shall be installed around the assembly to provide access for workers.
- A DC or DCDA shall be installed where it can be easily field-tested and repaired as necessary. The assembly shall have adequate clearance around it to facilitate testing, disassembly, and assembly of the DC or DCDA.
- If a DC or DCDA must be subjected to environmental conditions that could freeze or heat the assembly beyond working temperatures, some means of protection should be installed to provide the correct temperature environment in and around the assembly.

Installation Criteria for a Pressure Vacuum Breaker Assembly (PVB)

- A PVB must be installed in the orientation as it was approved by the testing agency.
- A PVB must not be subjected to conditions that would exceed its maximum working water pressure and temperature rating. The increased pressure that can happen from the creation of a closed system also must be evaluated because a PVB cannot be exposed to backpressure.
- A PVB shall not be installed where it is subjected to backpressure.
- A PVB should be sized hydraulically, taking into account both volume requirements and pressure loss through the assembly.
- A pipeline should be thoroughly flushed before a PVB is installed to ensure that no dirt or debris is delivered into the assembly because dirt or debris might affect the PVB's working abilities.
- A PVB must not be installed in a pit or below grade where the air inlet could become submerged in water or where fumes could be present at the air inlet because this installation might allow water or fumes to enter the assembly.
- A PVB shall be installed a minimum of 12 inches above the highest point of use and any downstream piping supplied from the assembly. The installation should not be installed where platforms, ladders, or lifts are required for access. If an assembly must be installed higher than 5 feet above grade, a permanent platform should be installed around the assembly to provide access for workers.
- A PVB shall be installed where it can be easily field-tested and repaired as necessary. The assembly shall have adequate clearance around it to facilitate disassembly, repairs, testing, and other maintenance.
- A PVB may periodically discharge water from the air inlet. The effect of this discharge on the area around the assembly must be evaluated.
- If a PVB must be subjected to environmental conditions that could freeze or heat the assembly beyond its working temperatures, some means of protection should be installed to provide the correct temperature environment in and around the assembly.

Installation Criteria for a Reduced-Pressure Principle Assembly (RP) or Reduced-Pressure Principle Detector Assembly (RPDA)

- An RP or RPDA must be installed in the orientation as it was approved by the testing agency.
- An RP or RPDA must not be subjected to conditions that would exceed its maximum working water pressure and temperature rating. The increased pressure that can occur because of the creation of a closed system also must be evaluated because excessive backpressure can damage the assembly or other plumbing components.
- An RP or RPDA should be sized hydraulically, taking into account both volume requirements and pressure loss through the assembly.
- A pipeline should be thoroughly flushed before an RP or RPDA is installed to ensure that no dirt or debris is delivered into the assembly because dirt or debris might adversely affect the assembly's working abilities.
- An RP or RPDA must not be installed in a pit or below grade where the relief valve could become submerged in water or where fumes could be present at the relief-valve discharge because this installation might allow water or fumes to enter the assembly.
- An RP or RPDA shall be installed a minimum of 12 inches above the relief-valve discharge-port opening and the surrounding grade and floodplain. The installation should not be installed where platforms, ladders, or lifts are required for access. If an assembly is installed higher than 5 feet above grade, a permanent platform should be installed around the assembly to provide access for workers.
- An RP or RPDA shall be installed where it can be easily tested and repaired as necessary. The assembly shall have adequate clearance around it to facilitate disassembly, repairs, testing, and other maintenance.
- An RP or RPDA might periodically discharge water from the relief valve. The effect of this discharge from the relief valve around the assembly must be evaluated. If the RP or RPDA discharge is piped to a drain, an air-gap separation must be installed between the relief-valve discharge opening and the drain line leading to the drain.
- If an RP or RPDA must be subjected to environmental conditions that could freeze or heat the assembly beyond its working temperatures, some means of protection should be installed to provide the correct temperature environment in and around the assembly.

Air Gap Description

- An air gap is a piping arrangement that provides an unobstructed vertical distance through free atmosphere between the lowest point of a water supply outlet and the overflow rim of an open, nonpressurized receiving vessel into which the outlet discharges.
- These vertical separations must be at least twice the effective opening (inside diameter) of the water supply outlet but never less than 1 inch.
- In locations where the outlet discharges within three times the inside diameter of the pipe from a single wall or other obstruction, the air gap must be increased to three times the effective opening but never less than 1.5 inches.
- In locations where the outlet discharges within four times the inside diameter of the pipe from two intersecting walls, the air gap must be increased to four times the effective opening but never less than 2 inches.
- Air gaps should not be approved for locations where there is potential for the atmosphere around the air gap to be contaminated nor should the inlet pipe be in contact with a contaminated surface or material.

Appendix C

“Water Use Questionnaire” for Non-Residential Service Connections

Public Water System (PWS) No. 1230545 PWS Name City of Port St. Joe

Customer's Name/Address: _____

Customer's Phone No: _____

Service Connection Number(s): _____

Service Connection Address: _____

Description of Customer's Business or Premises at Service Connection Address: _____

Is your business or premises in one or more of the following categories (check all that apply)?

Beverage processing plant, including any brewery	
Cannery, packing house, rendering plant, or any facility where fruit, vegetable, or animal matter is processed, excluding any premises where there is only a restaurant or food service facility	
Chemical plant or facility using water in the manufacturing, processing, compounding, or treatment of chemicals, including any facility where a chemical that does not meet the requirements in Rule 62-555.320(3)(a), F.A.C., is used as an additive to the water	
Dairy, creamery, ice cream plant, cold-storage plant, or ice manufacturing plant	
Dye plant	
Film laboratory or processing facility or film manufacturing plant, excluding any small, noncommercial darkroom facility	
Hospital; medical research facility; sanitarium; autopsy facility; medical, dental, or veterinary clinic where surgery is performed; or plasma center	
Laboratory, excluding any laboratory at an elementary, middle, or high school	
Laundry (commercial), excluding any self-service laundry or Laundromat	
Marine repair facility, marine cargo handling facility, or boat moorage	
Metal manufacturing, cleaning, processing, or fabricating facility using water in any of its operations or processes, including any aircraft or automotive manufacturing plant	
Mortuary	
Premises where oil or gas is produced, developed, processed, blended, stored, refined, or transmitted in a pipeline or where oil or gas tanks are repaired or tested, excluding any premises where there is only a fuel dispensing facility	
Premises where there is an auxiliary or reclaimed water system	
Premises where there is a cooling tower	
Premises where there is an irrigation system that is using potable water and that is connected directly to the PWS's distribution system via a dedicated irrigation service connection	
Premises where there is a wet-pipe sprinkler, or wet standpipe, fire protection system that is using potable water and that is connected directly to the PWS's distribution system via a dedicated fire service connection	
Radioactive material processing or handling facility or nuclear reactor	
Paper products plant using a wet process	
Plating facility, including any aircraft or automotive manufacturing plant	
Restricted-access facility	
Steam boiler plant	
Tall building—i.e., a building with five or more floors at or above ground level	
Wastewater treatment plant or wastewater pumping station	

Customer Representative's Signature: _____ Date: _____

Customer Representative's Printed Name: _____

“Water Use Questionnaire” for Residential Service Connections

Public Water System No. 1230545

Public Water System Name City of Port St. Joe

Customer's Name/Address: _____

Customer's Phone No: _____

Service Connection Number(s): _____

Service Connection Address: _____

Does your premises have one or more of the following (check all that apply)?

An auxiliary or reclaimed water system*	
An irrigation system that is using potable water and that is connected directly to the PWS's distribution system via a separate, dedicated irrigation service connection	
A wet-pipe sprinkler, or wet standpipe, fire protection system that is using potable water and that is connected directly to the PWS's distribution system via a separate, dedicated fire service connection	

* “Auxiliary water system” means a pressurized system of piping and appurtenances using auxiliary water, which is water other than the potable water being supplied by the public water system and which includes water from any natural source such as a well, pond, lake, spring, stream, river, etc., and includes reclaimed water; however, “auxiliary water system” specifically excludes any water recirculation or treatment system for a swimming pool, hot tub, or spa. (Note that reclaimed water is a specific type of auxiliary water and a reclaimed water system is a specific type of auxiliary water system.)

Customer's Signature: _____

Date: _____

Customer's Printed Name: _____

Air Gap Inspection Report

Public Water System (PWS) No.: 1230545

PWS Name: City of Port St. Joe

Customer's Name/Address: _____

Service Connection No.: _____

Service Connection Address: _____

Service Connection Category: non-residential ☐ residential ☐

Service Connection Subcategory: standard ☐ irrigation ☐ fire ☐

Location of Air Gap at/for Service Connection: _____

Comments:

I certify that the air gap at/for the above identified service connection complies with the requirements of the above identified PWS and has not been bypassed or otherwise been made ineffective.

Inspector's Signature: _____ Date: _____

Inspector's Printed Name: _____

Inspector's Qualification: * _____

* The inspector's plumbing contractor certification or registration number or the inspector's backflow preventer tester certification organization and number.

Backflow Preventer Assembly (BPA) Testing and Repair Report

Public Water System (PWS): No. **1230545** Name: **City of Port St. Joe**
 Customer Name/Address: _____
 Service Connection (SC): No.: _____ Address: _____
 SC: Category: non-residential ☐ residential ☐ Subcategory: standard ☐ irrigation ☐ fire ☐
 Location of BPA at/for SC: _____
 BPA: Type: DC ☐ DCDA ☐ PVB ☐ RP ☐ RPDA ☐ Size: _____
 BPA: Manufacturer: _____ Model: _____ Serial No. _____
 Detector Assembly Water Meter Reading: Before Test: _____ After Test: _____

Reduced-Pressure Principle Assembly				
Double Check Valve Assembly				
	Check Valve #1	Check Valve #2	Relief Valve	PVB
Initial Test	Closed Tight <input type="checkbox"/> _____ PSID	Closed Tight <input type="checkbox"/> _____ PSID	Opened at _____ PSID	Air Inlet: Opened at _____ PSID Did Not Open <input type="checkbox"/>
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Leaked <input type="checkbox"/>	Leaked <input type="checkbox"/>	Did Not Open <input type="checkbox"/>	Check Valve: Held at _____ PSID Leaked <input type="checkbox"/>
Repair	<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced following:	<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced following:	<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced following:	<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced following:
Final Test	Closed Tight <input type="checkbox"/> _____ PSID	Closed Tight <input type="checkbox"/> _____ PSID	Opened at _____ PSID	Air Inlet: Opened at _____ PSID
Pass <input type="checkbox"/> Fail <input type="checkbox"/>				Check Valve: Held at _____ PSID
Comments:				
Initial Test	I certify that I used testing procedures meeting the requirements of the above identified PWS. Tester's Signature: _____ Date: _____ Tester's Printed Name: _____ Tester's Qualification: * _____ Tester's Gauge: Manufacturer: _____ Model: _____ Serial No.: _____ Date of Last Verification/Calibration: _____			
Repair	Repairer's Signature: _____ Date: _____ Repairer's Printed Name: _____			
Final Test	I certify that I used testing procedures meeting the requirements of the above identified PWS. Tester's Signature: _____ Date: _____ Tester's Printed Name: _____ Tester's Qualification: * _____ Tester's Gauge: Manufacturer: _____ Model: _____ Serial No.: _____ Date of Last Verification/Calibration: _____			

* For any assembly at a dedicated fire service connection, the tester's Fire Protection System Contractor I or II certification number; for any other assembly, the tester's plumbing contractor certification or registration number or the tester's backflow preventer tester certification organization and number.

**Notice/Letter To A Customer Advising the Customer to Install Thermal Expansion Control
if the Customer's Plumbing System Includes Storage Water Heating Equipment but Does
Not Include Thermal Expansion Control**

[Insert date]

[Insert Customer Name]

[Insert Customer Street Address]

[Insert Customer City, State, and Zip Code]

RE: [Insert service connection number]
[Insert service connection address]

Dear [Insert Customer Name]:

As required by Rule 62-555.360, Florida Administrative Code, the City of Port St. Joe has established, and is implementing, a cross-connection control (CCC) program utilizing backflow protection at or for service connections from the water system in order to protect the water system from contamination caused by cross-connections on customers' premises. Under our CCC program, we will install a backflow preventer in the meter box at the above referenced service connection.

This letter is to advise you that you might need to have thermal expansion control installed in the plumbing system connected to the above referenced service connection. When water is heated, it expands and requires more volume; this is called thermal expansion. A backflow preventer installed at a service connection will stop heated water in the customer's plumbing system from expanding back into the public water system; the backflow preventer creates what is called a closed plumbing system at the customer's premises. Thermal expansion in a closed plumbing system will cause an increase in pressure in the system. The increased pressure usually causes the temperature and pressure relief (T&P) valve on a water heater tank to open and discharge water from the water heater tank. But a T&P valve is not intended to be used for routine thermal expansion control, and if a T&P valve fails, the water heater tank might explode.

The current *Florida Building Code* requires that thermal expansion control shall be installed in closed plumbing systems using a water heater tank. **If your plumbing system includes a water heater tank but does not include thermal expansion control, you are advised to have thermal expansion control installed in your plumbing system within 60 days of the date of**

this letter. We recommend you consult with a certified or registered plumbing contractor to determine the best solution for your specific needs.

If you have any questions, please contact me at 850-229-8247 or jgrantland@psj.fl.gov.

Sincerely,

John Grantland
Public Works Director

Notice/Letter to a Customer Requesting Installation of a Backflow Preventer at or for a Service Connection

[Insert date]

[Insert Customer Name]

[Insert Customer Street Address]

[Insert Customer City, State, and Zip Code]

RE: [Insert service connection number]
[Insert service connection address]
[Insert service connection category and subcategory]

Dear [Insert Customer Name]:

As required by Rule 62-555.360, Florida Administrative Code, the City of Port St. Joe has established, and is implementing, a cross-connection control (CCC) program utilizing backflow protection at or for service connections from the water system in order to protect the water system from contamination caused by cross-connections on customers' premises. Under our CCC program, we have evaluated the above referenced service connection and the premises served by the connection, and we have determined backflow protection is required at or for the connection because [insert "it is a dedicated irrigation service connection", "it is a dedicated fire service connection", or "it serves premises in the following category: ..."].

This letter is to request you have a [insert the minimum type of backflow preventer required] [insert "(or a more protective backflow preventer)"] unless the minimum type of backflow preventer required is a reduced-pressure principle assembly or reduced-pressure principle detector assembly installed at or for the above referenced water service connection within 60 days after the date of this letter. The backflow preventer must be installed in accordance with the requirements in our CCC Program Plan, [insert "a copy of which is enclosed" or "which you can view at the following webpage: ..."]. An appropriately certified fire protection system contractor must install backflow protection at or for a fire service connection. We recommend you consult with a certified or registered plumbing contractor regarding installation of other backflow protection.

The new backflow preventer must be tested immediately after it is installed. The testing must be conducted by an appropriately certified fire protection system contractor if the new backflow preventer is installed at or for a fire service connection; otherwise, the testing must be conducted by a certified or registered plumbing contractor or by a backflow preventer tester holding a current certification from [insert names of organizations/schools listed in Component III.D. of the public water system's CCC program plan]. [For your convenience, we are enclosing a list of fire protection system contractors, certified or registered plumbing contractors, and certified backflow preventer testers who are pre-approved to test assemblies that protect our water system.] **The enclosed Backflow Preventer Assembly Testing and Repair Report form must be completed**

by the backflow preventer tester and returned to us at the letterhead address within 60 days after the date of this letter.

If you have any questions, please contact me at 850-229-8247 or jgrantland@psj.fl.gov.

Sincerely,

John Grantland
Public Works Director

Enclosures: CCC Program Plan

Backflow Preventer Assembly Testing and Repair Report Form

**Notice/Letter to a Customer Requesting Testing of a Backflow Preventer Assembly at or
for a Service Connection**

[Insert date]

[Insert Customer Name]

[Insert Customer Street Address]

[Insert Customer City, State, and Zip Code]

RE: [Insert service connection number]
[Insert service connection address]

Dear [Insert Customer Name]:

As required by Rule 62-555.360, Florida Administrative Code, the [insert name of public water system] has established, and is implementing, a cross-connection control (CCC) program utilizing backflow protection at or for service connections from the water system in order to protect the water system from contamination caused by cross-connections on customers' premises. Under our CCC program, a customer-owned backflow preventer assembly has been installed at or for the above referenced water service connection, and [insert "annual" or "biennial"] testing of the assembly is required to ensure that it is functioning properly.

This letter is to request you now arrange for the [insert "annual" or "biennial"] testing of the customer-owned backflow preventer assembly that is installed at or for the above referenced water service connection and that is described on the enclosed Backflow Preventer Assembly Testing and Repair Report form. The testing must be conducted by a certified Fire Protection System Contractor I or II if the enclosed report form indicates that the assembly is at a fire service connection; otherwise, the testing must be conducted by a certified or registered plumbing contractor or by a backflow preventer tester holding a current certification from [insert names of organizations/schools listed in Component III.D. of the public water system's CCC program plan]. [For your convenience, we are enclosing a list of fire protection system contractors, certified or registered plumbing contractors, and certified backflow preventer testers who are pre-approved to test assemblies that protect our water system.]

If the testing discloses the assembly is not functioning properly, please have the necessary repairs made and have the assembly retested. **The enclosed testing and repair report form must be completed by the backflow preventer tester(s), and by the backflow preventer repairer if**

repairs are made, and returned to us at the letterhead address within 60 days after the date of this letter.

If you have any questions, please contact me at [insert phone number] or [insert e-mail address].

Sincerely,

[Insert name and title of public water system representative]

Enclosures: Backflow Preventer Assembly Testing and Repair Report Form
[Pre-Approved Backflow Preventer Tester List]

LEASE AGREEMENT

THIS LEASE AGREEMENT MADE AND ENTERED INTO THIS _____ day of _____ 2017, by and between CITY OF PORT ST. JOE, FLORIDA, a municipal corporation organized under the laws of the State of Florida, 305 Cecil G. Costin, Sr., Blvd., P.O. Box 278, Port St. Joe, Florida 32457, *Lessor*, and Gulf Coast Workforce Development Board, Inc., doing business as Career Source Gulf Coast, hereinafter called *Lessee*,

WITNESSETH:

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

TERMS

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

1. The term of this Lease shall be the 15th day of May to the 15th day of August 2017. Upon complying with the terms, agreements and covenants thereof, Lessee shall have peaceable possession of the leased premises.
2. The Leased premises includes the Washington Gym, including the "Storage Room", and surrounding grounds.
3. Lessee shall pay and be responsible for any and all utilities incurred in connection with the leased premises during the lease period and will further pay the amount of \$50.00 (Fifty dollars) per month for use of the "Storage Room". The first \$50.00 rental payment for the use of the "Storage Room" will be due on May 15, 2017.
4. Lessee will provide general liability insurance with extended coverage in an amount of \$500,000.00, naming the City of Port St. Joe, Florida as an additional named insured. The Lessor shall hold Lessee harmless for damage to the premises caused by wind, flood, or other acts of God.
5. Lessee leases and accepts the premises, as is, and may make alterations to the building only as agreed upon in writing by the City, at its own expense and at the end of said lease period, the Lessee will return the property to the Lessor in as good as condition as is presently, ordinary wear and tear excepted. Alterations and improvements to the leased premises require Lessor's written consent and shall become the property of Lessor unless otherwise agreed in writing. All

minor repairs of less than \$250 shall be the responsibility of the Lessee. All major repairs above \$250 shall be reported to the City for inspection and determination of the corrective action that will be needed.

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

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

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

9. Any notices of communications from Lessee to Lessor under this agreement shall be in writing sent to Lessor by United States Mail, postage prepaid, addressed to Lessor, or delivered to Lessor, City of Port St. Joe, Florida, at P.O. Box 278, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida 32457.

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

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

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

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

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

13. No security deposit shall be required by Lessor.

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

injury or property damage arising from or out of any occurrence in, upon or at, or from the leased premises, or the occupancy or use by Lessee of said leased premises or any part thereof, or occasioned wholly or in part by any act of omission of Lessee its agents, contractors, employees, servants, invitees, licenses, or concessionaires. In addition, Lessor shall not be responsible or liable to Lessee or to those claiming by, through or under Lessee for any loss or damage to either persons or the personal property of the Lessee that may be occasioned by or through the acts or omissions of persons occupying adjacent, connecting or adjoining premises, other than equipment or inventory specifically listed in item 6.

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

Signed, sealed and delivered

In presence of:

LESSOR:

CITY OF PORT ST. JOE

James "Bo" Patterson, Mayor

Attest: _____
Charlotte M. Pierce, City Clerk

Printed Name of Witness

LESSEE:

CAREERSOURCE GULF COAST

Kimberly L. Bodine, Executive Director

Printed Name of Witness

Printed Name of Witness

ORDINANCE NO. 311

**AN ORDINANCE AMENDING SECTION 70-187 OF THE
CODE OF THE CITY OF PORT ST. JOE PERTAINING TO
APPLICATION; DEPOSIT, CONNECTION AND ACCOUNT
TRANSFER FEES; PROVIDING FOR THE REPEAL OF ALL
ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT
HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE,
FLORIDA:**

Section 70-187 of the Code of Ordinances of the City of Port St. Joe is hereby amended by deleting therefrom the following:

- (a) Before service of water and/or sewerage shall be installed or furnished by the city; the person desiring such service shall make written application to the city auditor and clerk for the service desired, and shall deposit with the city treasurer the sum of \$50.00, provided that in case of larger consumers, where the monthly consumption and the established rate will likely exceed the sum of \$50.00, the amount of the deposit to be required shall be such sum as in the judgment of the city auditor and clerk will be adequate to protect the city from loss.
- (b) Upon receipt of the deposit provided for in this section, the city-treasurer shall issue receipt to the party paying the sum. All deposits made under the provisions of this section will be refunded on demand whenever the service is discontinued and all accrued bills for service have been paid. Any person changing residence or business location may withdraw any deposit made for service at such place, but before service is again furnished such person at a new location, written request therefore and deposit must be made for service at such new location as provided in this section.
- (c) There shall be a charge of \$5.00 for each service connection and for transferring the utility account from the name of one person to the name of another, which shall be paid before service connection is made or account changed, provided that there shall be no service connection charge or change account charge when a new service connection is made for which a tapping fee is paid.

And inserting:

- (a) Before service of water and/or sewerage shall be installed or furnished by the city; the person desiring such service shall make written application to the city auditor and clerk for the service desired, and shall deposit with the city treasurer the sum of \$100.00, provided that in case of larger consumers, where the monthly consumption and the established rate will likely exceed the sum of \$100.00, the amount of the deposit to be required shall be such sum as in the judgment of the city auditor and clerk will be adequate to protect the city from loss.
- (b) Upon receipt of the deposit provided for in this section, the city-treasurer shall issue receipt to the party paying the sum. All deposits made under the provisions of this section will be refunded on demand whenever the service is discontinued and all accrued bills for service have been paid. Any person changing residence or business location may withdraw any deposit made for service at such place, but before service is again furnished such person at a

new location, written request therefore and deposit must be made for service at such new location as provided in this section.

- (c) There shall be a charge of \$10.00 for each service connection and for transferring the utility account from the name of one person to the name of another, which shall be paid before service connection is made or account changed, provided that there shall be no service connection charge or change account charge when a new service connection is made for which a tapping fee is paid.

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

EFFECTIVE DATE: This ordinance shall become effective upon adoption.

THIS ORDINANCE ADOPTED this 17th day of August, 2004.

COMMISSIONERS

**BOARD OF CITY
PORT ST. JOE, FLORIDA**

ATTEST:



Mayor-Commissioner



City Clerk



Home / Outdoor / Cast Iron / Halsey Taylor Outdoor Cast Iron Fountain, Non-Filtered, Non-Refrigerated, Forest Green



\$421.00 - in stock



Image May Not Reflect Selected Options

Halsey Taylor Outdoor Cast Iron Fountain, Non-Filtered, Non-Refrigerated, Forest Green

4617 FTN - 36 INCH

Where to Buy

68

\$787

(List price shown in US dollars. Actual selling price may vary.)

Product Description/Details

Outdoor cast iron fountain ideal for parks and recreational areas. Powder-coated exterior over a corrosion-resistant primary coating to provide protection from the elements.

Downloads

- [Installation Instructions \(PDF\)](#)
- [Specification Sheets \(PDF\)](#)
- [Warranty \(PDF\)](#)

Product Specifications

Finish	Forest Green
Chilling Capacity	Non-Refrigerated
Bubbler Style	Pushbutton
Mounting	Floor Mount/Freestanding
Power	No Electrical Required
Recommended Application	Outdoor Parks & Pet Friendly Public Facilities Government/Municipal
Installation Location	OUTDOOR
Shipping Dimensions	L: 42-1/4" W: 13-1/4" H: 12-7/8"
Shipping Weight	27 lbs
ADA Compliance	No
Compliance	ASME A112.19.3/CSA B45.4 Buy American Act NSF 372 (lead free) NSF 61

- Built In USA

Includes:

- Outdoor Fountain

Halsey Taylor

© Copyright 2017 Halsey Taylor

ELKAY

Drinking Solutions

Drinking Solutions / Drinking Fountains / Elkay Outdoor Stone Fountain Pedestal Non-Filtered, Non-Refrigerated

*\$ 979.⁰⁰ - 10 Day lead time*

Image May Not Reflect Selected Options

Elkay Outdoor Stone Fountain Pedestal Non-Filtered, Non-Refrigerated

LK4591

\$1,298

(List price shown in US dollars. Actual selling price may vary.)

Product Specifications

Finish	Stone Aggregate
Power	No Electrical Required
Bubbler Style	Vandal-Resistant
Mounting Option	Floor Mount/Freestanding
Chilling Option	Non-Refrigerated GPH

71

Installation Location	Outdoor
No. of Stations	Single Station
Fountain Dimensions	L: 19-1/2" W: 11-1/2" H: 35-1/4"
Shipping Dimensions	L: 39-1/2" W: 12" H: 17-1/2"
Shipping Weight	125 lbs
Product Compliance	ASME A112.19.3/CSA B45.4 Buy American Act NSF 61 NSF 372 (lead free)

Built In USA

Includes:

Outdoor Fountain

ELKAY

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Policy for Utility Billing Adjustments

Revision approved by the City Commission on 8/4/15

WATER & SEWER charges eligible for credit adjustments based on (6) months of average use:

- All leaks including residential and commercial accounts caused by city staff or a city contractor and incorrect excessive usage readings caused by equipment error, reading error or billing errors.
- Residential water leaks documented by a certified plumber, including a receipt for the repair cost. Limited to (1) adjustment in a (12) month period for (2) consecutive billing periods.

******The City Auditor's suggestion's to reduce the water charge to total gallons multiplied by water production cost per 1000 gallons, instead of the (6) month average, limited to (1) adjustment in a (12) month period for (2) consecutive billing periods. Calculations to be determined by the City's Rate Study conducted and certified by Burton & Associates******

SEWER charges eligible for credit adjustment based on (6) month of average use:

- Residential and Commercial accounts with excessive usage *NOT* due to a water leak, equipment or billing error to include but not limited to pool installation and/or refill. Limited to (1) adjustment in a (12) month period for (2) consecutive billing periods.

All requests for water and sewer credit adjustments must be submitted to the City Utility Department on the "Request for Utility Billing Adjustment Form"

Utility charges related to a water leak determined to be due and payable may be eligible by the Utility Department for payment over a reasonable amount of time based on hardship but not to exceed a (12) month period. A payment agreement must be signed by the account holder and approved by the Utility Billing Supervisor. Interest or penalties will be not applied as long as the plan is in good standings. If the account becomes delinquent the City reserves the right to disconnect the service until the delinquents charges are paid in full and the account is current.

Policy for Utility Billing Adjustments Passed by City Commission on 12/3/13

Requests for utility billing adjustments must be submitted to the City Utility Department on the "Request for Utility Billing Adjustment" form. This form will require documented evidence of the leak such as one of the following: paid receipt for repairing the leak, receipt for parts purchased to repair the leak, or a picture evidencing the leak.

All water leaks on the customer side of the meter are the responsibility of the customer, with the exception of a leak caused by a city employee, or a city contractor.

Documented water leaks may be considered for adjustment by the Utility Department if total month's usage is at least twice the six month average usage. Excessive usage readings caused by a bad meter as determined by the City will be credited to the customer.

If approved, the Utility Department will determine the gallons approved for credit based on the evidence of the leak and the usage history of the customer in prior comparable periods.

Water leaks approved for credit will be eligible for:

- 100% credit for the related sewer charge, but not less than six month usage average.
- Reduction of water charge to total gallons multiplied by lowest per 1000 gallon charge in place during month of the requested adjustment. Limited to (1) adjustment in a (12) month period for (2) billing periods.
- Confirmed (By City Staff and/or Private Contractor) water leaks (8) times their normal bill will be reduced to their (6) month average.

Utility charges related to a water leak determined to be due and payable may be approved by the Utility Department for payment over a reasonable amount of time, based on hardship but not to exceed twelve months.

Sewer charge adjustments may be allowed by the Utility Department for a new pool installation or a refill. Limited to (1) adjustment in a (12) month period for (1) billing period. A request must be made on the "Request for Utility Billing Adjustment Form".

Decisions of the Utility Department may be appealed by submitting additional information regarding the leak in writing to the City Manager within 10 days of notification of the decision by the Utility Department.

2016 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 2016. 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 pre-treated with lime followed 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 or Chad Mack at 850-229-1421. 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, 2016. Data obtained before January 1, 2016, 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.

2016 TEST RESULTS TABLE

Microbiological Contaminants							
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)	1-12/16	N	0.20	100	N/A	TT	Soil runoff

Inorganic Contaminants							
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
Sodium (ppm)	6/16	N	19	NA	N/A	160	Salt water intrusion, leaching from soil
Barium (ppm)	6/16	N	0.018	NA	2	2	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits
Nickel (ppb)	6/16	N	2.6	NA	NA	100	Pollution from mining and refining operations. Natural occurrence in soil
Nitrate (as Nitrogen) (ppm)	6/16	N	0.03	NA	10	10	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits

Lead and Copper (Tap Water)							
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
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)	1-12/16	N	43.36	20.4-58.9	NA	60	By-product of drinking water disinfection
Total Trihalomethanes (TTHM) (ppb)	1-12/16	N	67.99	28.7-87.8	NA	80	By-product of drinking water disinfection
Chlorine (ppm) -Stage 1	1-12/16	N	0.9	0.62-1.01	MRDLG = 4	MRDL = 4.0	Water additive used to control microbes

Radioactive Contaminants							
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
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

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. However, our system has had no violations of any MCL's in 2016.

***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 2016.*

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.

In 2016 the Florida Department of Environmental Protection performed a Source Water Assessment on our system. The assessment was conducted to provide information about any potential sources of contamination in the vicinity of our surface water intakes. The surface water system is considered to be at high risk because of the many potential sources of contamination present in the assessment area. The assessment results are available on the FDEP Source Water Assessment and Protection Program website at <https://fldep.dep.state.fl.us/swapp/> or they can be obtained from Larry McClamma @ 850-229-1421.

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.



PREBLE-RISH

Dewberry Engineers Inc.
324 Marina Drive
Port Saint Joe, FL 32456

850.227.7200
850.227.7215 fax
www.dewberry.com

March 2, 2017

City of Port St. Joe
Attn: Jim Anderson, City Manager
P.O. Box 278
Port St. Joe, FL 32457

RE: Jones Homestead Sewer – DEP Agreement No. LP23013
DPR Project No. 50085417

Dear Mr. Anderson,

Dewberry | Preble-Rish (DPR) is pleased to provide this proposal for professional services. It is our understanding the City would like to extend a low pressure sewer collection system in the Jones Homestead Area. The proposed collection system would connect to the existing Cape Sewer Force main along Rutherford Street and Jones Homestead Road. This project will include design, FDEP permitting, and record drawings. A "Project Area Map" is attached and highlights the project area. The following list defines the services that will be provided in order to complete this project.

A. DESIGN AND PERMITTING

1. Design low pressure collection system improvements including necessary details and specifications
2. Prepare and submit FDEP Wastewater Collection System Permit Application
3. Respond to all Requests for Additional Information from FDEP
4. Provide plans, details, and specifications that conform to the City's standards for sewer system construction
5. Submit 30%, 60%, and final design drawings to the City and FDEP for review and comment.

B. PROJECT MANAGEMENT

1. Create record drawings in AutoCAD format from hand drawn as-builts and directional bore logs provided by the City
2. Prepare and submit FDEP Clearance Request

DPR proposes to provide the services described above for a lump sum fee of **\$25,000.00**.

The following services are not included in this proposal:

1. Permit Application Fees – per FDEP the fee for the City is \$0.00.
2. Inspection Services
3. Wetland delineation/permitting
4. Surveying/Legal Descriptions for utility easements (this can be provided under a separate proposal if necessary)

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign the space provided below. Should you have questions or need additional information, please give me a call at 850.571.1217.

Sincerely,

Clay Smallwood, P.E.
Project Manager

Accepted By: _____
Jim Anderson, City Manager

Date: _____



**Code Enforcement 2017 Activity
As of 3/3/2017**

	Open		Closed		Total		Increase
Unlawful Accumulation	44		3		47		9
Substandard Structure	12				12		
Abandoned Vehicle	4		1		5		
Unlawful Sewer							
Land regulation Violation	1				1		
Business Lic. Violation	0						
Special Master Hearings							
Building Demolition	4		1		5		2
Waste Violation	48		25		73		19
Sign Violation			61		61		
Total	113	Total	91	Total	204	Total	30