

September 1, 2020
Regular Meeting
12:00 Noon
App- Zoom
Phone #1-646-876-9923
Meeting ID: 816 6887 5415
Password: 010751



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 Noon

App- Zoom

Phone # 1-646-876-9923

Meeting ID:816 6887 5415

Password: 010751

Tuesday September 1, 2020

Call to Order

Consent Agenda

Minutes

- Regular Meeting 8/18/20
- Workshop 8/18/20
- Workshop 8/25/20

Pages 1-6

Page 7

Page 8

City Attorney

- Update

Old Business

- Coronavirus (COVID-19) Update
 - Resolution 2020-02 - State of Emergency, Currently Still in Place
- Census 2020 Contact Info. - 2020census.gov or 844-330-2020

New Business

- Insurance Stipend
- ARPC Contract
- Boat Ramp Lighting & Power

Pages 9-12

Page 13

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- FEMA Update
- Budget Update
- UF Student Project

City Engineer

- NRDA Grant- Update
- Walking Path FDOT Grant- Update

- **CDBG Grant- Update**
- **Garrison Ave. SCOP Grant- Update**
- **First Street Lift Station and Long Ave.- Update**
- **Commercial District- Water/Sewer Grant Application**

Code Enforcement

- **RFP 2020-12**
- **RFP 2020-13**
- **RFP 2020-14**

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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, August 18, 2020, at Noon.
Teleconference as allowed under Executive Order 20-69; App – ZOOM;
Phone 1-646-876-9923, Meeting ID: 85762548090; Password 672642**

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, City Attorney Clinton McCahill, and Administrative Assistant Brie Scheibe were also present.

Mayor Buzzett read a Proclamation declaring today a day of prayer for a speedy recovery for Jason Tunnell and encouragement for his family. The Proclamation was presented to two employees of BCC.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on August 4, 2020, and the Budget Workshops of August 6, 2020, and August 11, 2020. All in favor; Motion carried 5-0.

City Attorney –

Attorney McCahill shared that he had completed the Waste Contract Addendum and should have it signed today.

Old Business –

Coronavirus (COVID-19) Update – Resolution 2020-02 – State of Emergency Still in Place

Emergency Mask Order

2020 Census – City Manager, Jim Anderson, stated that numbers for Gulf County are still very low and he encouraged everyone to contact the Census and be counted. You may contact the Census Bureau by either social media at 2020census.gov or by calling 844-330-2020. Enumerators are currently going door to door and he encouraged everyone to be counted.

New Business –

CDBG Grant Modification Request #1 – Bruce Ballister:

Mr. Ballister was not on line at the time this item was discussed. He was able to log in prior to the close of the meeting.

Mr. Anderson reviewed the Modification Request. Mayor Buzzett asked if there was any comment from anyone in attendance, by Zoom, or telephone. There was no comment on the issue.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve Modification #1. All in favor; Motion carried 5-0. This will allow the Department of Economic Opportunity to help cover some of the costs for engineering and ARPC Administration for the grant.

Summer Pines Plat Approval – High and Tight Too LLC

Commissioner Lowry announced that he would be abstaining from voting as he has a business relationship with Mr. Rish. Commissioner Lowry completed Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers and it is attached as Exhibit A.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to approve the Summer Pines plat for High and Tight Too LLC. All in favor; Motion carried 4-0 with Commissioner Lowry abstaining. The City will provide sewer for the development and Lighthouse Utilities will cover the water.

Development Order Request – Gateway Phase II, PACES Foundation:

Michael Bauor, representing the PACES Foundation, asked for approval for their Development Order. He stated that 16 of the 16 units damaged by Hurricane Michael have been repaired and would be rented.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to grant a Conditional Development Order for 30 new units with the following stipulations that have been noted before. The parking ratio has been reduced from 2 to 1.5 per unit. All units damaged by Hurricane Michael have been repaired, the 25% reduction on impact fees will be given when the Certificate of Occupancy is provided for all 30 units, and the new entrance must be done first. All in favor; Motion carried 5-0.

Commissioner Langston asked if PACES would consider returning the remaining 3 acres of the PACES Property to the City. Mr. Bauor replied that they would be willing to discuss this issue.

HESI / Transocean Settlement Agreement

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, for Mayor Buzzett to sign the settlement agreement. All in favor; Motion carried 5-0. It was noted this would be the final check from the BP Settlement and should be around \$20,000.

State Revolving Fund Amendment

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approved the State Revolving Fund Amendment. All in favor; Motion carried 5-0. This will allow remaining funds in the water side of the grant to be moved to the Long Avenue Project. Hopefully, the Wastewater side of the grant will be heard by the end of this month.

Public Works – John Grantland

Did not have any updates for the Commission.

Surface Water Plant – Larry McClamma participated by Zoom.

Mr. McClamma requested that he be allowed to go out for bid for the chemicals Ferric Sulfate, Caustic Soda, and Sodium Hypochlorite, that are used at the plant.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to request bids for the Ferric Sulfate, Caustic Soda, and Sodium Hypochlorite. All in favor; Motion carried 5-0.

Wastewater Plant – Kevin Pettis participated by Zoom.

Mr. Pettis shared that United Rentals was low bidder for RFP 2020-11 in the amount of \$12,069.76. He noted there is 4' of clearance in the pond, and the air conditioning system should be installed in the lab by the end of next week. Mr. Pettis announced that Joe Harris has passed his state Wastewater Class C License exam and he now has a Class C License for both Wastewater and Water.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry to accept the low bid of Untied Rental for \$12,069.76 for the WWTP Lagoon Intake Pipe Extension. All in favor; Motion carried 5-0.

Finance Director – Mike Lacour

FEMA Update

This was covered in the Workshop held at 11 A.M. today.

Budget Update

This was covered in the Workshop held at 11 A.M. today.

City Engineer – Josh Baxley

NRDA Grant Update

The conference call with Northwest Florida Water Management District and FL DEP resulted in a request for additional information to Mr. Baxley's last response. He will be providing the requested information over the next 30 – 45 days and then have a follow up call.

The cataloging of culverts and ditches continues and a master inventory of the City's infrastructure is underway for the Stormwater Master Plan.

Walking Path FDOT Grant Update

The project is out for advertisement and the bids are due on August 24, 2020.

CDBG Grant Update

Mr. Baxley is waiting on the Agreement and Bonds from the contractor. He expects to have them by the end of the week. Once received, he will move forward with the Notice to Proceed.

Garrison Avenue SCOP Grant Update

A Preconstruction meeting was held on August 12, 2020, and the project start date is September 8, 2020.

First Street Lift Station and Long Avenue Update

The EPA permit for the Long Avenue water line crossing the canal is in hand.

Commercial District – Water / Sewer TRIUMP Grant Application

Churchwell began their camera work on August 17, 2020, and should have that completed by the end of this week.

City Pier Update

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to award RFP 2020-05, Bid Alternate 1, to rebuild the City Pier in the amount of \$298,426.19 to R. J. Gorman as they were the only bidder and this is the third time this project has been bid. All in favor; Motion carried 5-0.

Code Enforcement –

Richard Robinson Property

Attorney McCahill shared that someone would like to purchase the property and be responsible for the demolition and cleanup. The City has approximately \$40,000 in liens on the property and there is a remaining mortgage.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to satisfy the City's liens, in the amount of \$1,500 and require cleanup of the property within 60 days. All in favor; Motion carried 5-0.

Police Department –

Police Chief Position

Mayor Buzzett expressed his appreciation to Chief Matt Herring for the work that he has done with the City and wished him well in the new position he will begin on October 1, 2020, with Gulf County.

Mayor Buzzett introduced Lt. Jake Richards as the City's Chief of Police effective October 1, 2020. Lt Richards thanked the Commission for the opportunity to serve as chief and said that he gratefully and humbly accepted the position.

Chief Herring thanked Mayor Buzzett and the Commission for the opportunity to serve the City the past five years and noted that he felt Lt. Richards will do a great job.

Commissioner Hoffman noted that in his FWC days he had worked with Lt. Richards, offered his congratulations, and feels that he will do a great job.

Commissioner Langston offered his congratulations, noted that Lt. Richards had worked hard for the department, and felt he deserved the position.

Commissioner Lowry stated he was proud of Lt. Richards and noted that if you did not want the truth then don't ask Lt. Richards.

Commissioner Ashbrook offered his congratulations to Lt. Richards.

A congratulatory round of applause was given Lt. Richards by those present.

City Clerk – Charlotte Pierce

Clerk Pierce did not have any updates for the Commission.

Bruce Ballister, ARPC, joined the meeting via Zoom and asked about the CDBG Modification to Subgrant Agreement between the Department of Economic Opportunity and the City of Port St. Joe. Mayor Buzzett responded that had been approved earlier in the meeting. Mr. Ballister stated that he had minor adjustments to the cost calculation attachments, which had the approval of the Mayor, and was submitting it for approval.

Citizens to be Heard –

No one wished to address the Commission.

Discussion Items by Commissioners –

Neither Commissioners Hoffman, Langston, nor Lowry had anything else to discuss.

Commissioner Ashbrook thanked Josh Baxley for the project sheet of City projects that he provided.

Mayor Buzzett encouraged everyone to remember Jason Tunnell in their prayers for a speedy recovery.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:58 P.M.

Approved this _____ day of _____ 2020.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lowery Brett Charles</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners
MAILING ADDRESS <i>134 Gulf Coast Circle</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY Port St. Joe, FL	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED <i>8/18/2020</i>		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

ELECTED OFFICERS:

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

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

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

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett Charles Lowry, hereby disclose that on Aug 18th, 20 20:

(a) A measure came or will come before my agency which (check one or more)

☐ inured to my special private gain or loss;

☒ inured to the special gain or loss of my business associate, Ralph Bish;

☐ inured to the special gain or loss of my relative, _____;

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

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

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

Abstain from voting due to a business relationship with Ralph Bish, developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

08/18/2020

Signature

[Signature]

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

MINUTES OF THE FY 2020 – 2021 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBERS, 2775 GARRISON AVENUE, August 18, 2020, AT 11:00 A.M. Teleconference as allowed under Executive Order 20-69; App – ZOOM; Phone 1-646-876-9923, Meeting ID: 86453810185; Password 938223

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Administrative Assistant Brie Schiebe, Chief Matt Herring, Lt. Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Superintendent Larry McClamma, and Wastewater Treatment Plant Superintendent Kevin Pettis were also present.

The purpose of the Workshop was to review the 2020 – 2021 Budget

Mr. Anderson noted that if the current millage of 3.5914 was maintained, there would be an additional \$135,000 increase in funding.

A 2% rate increase has been suggested by the Rate Study Team on Water and Sewer Rates for years 1-5 and 3% for years 6 -10. The total cost per customer should be approximately 99 cents per month to implement the increase for the average user.

Mr. Anderson is to review the BCC Contract concerning rate increases. It was noted that any rate increase from BCC will need to be passed on to the customer.

Mr. Lacour reminded the Commissioners that the Port Authority Loan, in the amount of \$200,000 is due in May, 2021. He also shared that the General Fund Budget has been covered in a previous workshop, there is no change in the Water Fund, the Solid Waste Budget is okay, and the Wastewater Fund is good. At this point, the Budget is balanced.

Mayor Buzzett noted the Budget looks good and thanked Staff for their work on the Budget.

The next Workshop will be August 25, 2020, at Noon. Item to be discussed will include a Project Coordinator and projects to be addressed; the Recreation position, rate study review, debt reduction, and an amortization from Regions Bank.

Mr. Anderson reminded the Commissioners that the first Public Hearing on the 2020 – 2021 Tentative Budget will be held on September 15, 2020, at 5:01 P.M.

Mayor Buzzett adjourned the Workshop at 1:45 P.M.

Approved this _____ day of _____ 2020.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE FY 2020 – 2021 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBERS, 2775 GARRISON AVENUE, August 25, 2020, AT 12 Noon. Teleconference as allowed under Executive Order 20-69; App – ZOOM; Phone 1-646-876-9923, Meeting ID: 89539300309; Password 854526

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Administrative Assistant Brie Schiebe, Lt. Jake Richards, Public Works Director John Grantland, and Wastewater Treatment Plant Superintendent Kevin Pettis were also present.

The purpose of the Workshop was to review the FY 2020 – 2021 Budget.

Mr. Anderson provided a draft letter addressing the Utility Rate Study for the Commissioners to review.

He reminded the Commission of the first Public Hearing on the Tentative Budget to be held at 5:01 P.M. on Tuesday, September 15, 2020, and the Final Adoption of the Budget on Tuesday, September 29, 2020, at 5:01 P.M.

Mike Lacour provided a handout of the FY 2020 – 2021 Budget for the Workshop.

After a lengthy discussion, consensus was to make the Recreation Project Coordinator a Part time position of 30 hours per week with no benefits, and a pay rate of \$13.08 per hour as a Service Worker in Public Works. The Project Coordinator position will be 20 hours per week with a pay rate of \$25 per hour and no benefits. Mr. Lacour will adjust the budget to reflect these changes.

The Budget as presented is balanced.

Mayor Buzzett asked that an RFQ for banking services be on the Agenda for the September 1, 2020, Meeting.

Pioneer Bay provided a letter requesting a Letter of Support from the City to apply for the National Park Service administered by the Florida Division of Resources. The grant application deadline is August 31, 2020.

Kevin Pettis shared that the odor from the Lagoon Sunday was not caused by Algae but an enormous number of grease balls. Apparently, a customer discharged a large amount of grease into the system and caused the problem. There is a Grease Trap Ordinance and Mr. Pettis and Code Enforcement Officer Richard Burkett will be visiting the local restaurants to remind them of the Ordinance and review their records for grease pick up.

Mayor Buzzett adjourned the Workshop at 12:52 P.M.

Approved this _____ day of _____ 2020.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

CONTRACT FOR PROFESSIONAL GRANT ADMINISTRATION SERVICES

Community Development Block Grant Program
City of Port St. Joe FFY 2019 Neighborhood Revitalization
Project #19DB-ON-02-33-02-N09

I. Agreement

This Contract for professional services is by and between the City of Port St. Joe, Florida (hereinafter called the "City"), acting herein by Rex Buzzett, Mayor/Chairman, City of Port St. Joe City Commission, herein duly authorized and the Apalachee Regional Planning Council, (hereinafter called the "Consultant"), acting herein by Chris Rietow, Executive Director, hereunto duly authorized on this the ____th day of August 2020;

WITNESSETH THAT:

WHEREAS, the City is entering into a contract with the State of Florida Department of Economic Opportunity (DEO) for the implementation of a Community Development Block Grant (CDBG) Neighborhood Revitalization program pursuant to Title I of the Housing and Community development Act of 1974; and,

WHEREAS, the City desires to engage the Consultant to render certain administrative services in connection with its Community Development program:

NOW, THEREFORE, the parties do mutually agree as follows:

A. Employment of Consultant

The City hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the following Scope of Services, provided however, that no services may be rendered nor costs incurred under this contract unless and until the FY 2019 CDBG grant agreement for the project is entered into between the City and DEO. The exception being that certain grant preparation costs, and environmental review procedures may be required to obtain said grant agreement and are authorized for reimbursement.

B. Scope of Services

The Consultant shall provide services consistent with the terms and conditions of the contract between the City and DEO; and will in a satisfactory and proper manner, perform the following additional services:

1. Prepare the Grant Application, to include appropriate surveys, project scoping and development, narrative and scoring sheets in coordination with the City's Engineer and Staff.
2. Prepare the initial Environmental Assessment" and proper publication of environmental advertisements.
3. Establish and maintain an adequate record keeping system (project files) to allow for fiscal accountability, compliance with applicable rules and regulations, including post grant award procurement and a clear, concise audit trail at program close-out.
4. Ensure that the City has an acceptable financial management system as it pertains to project specific expenditures of CDBG funds.
5. Serve as a liaison between the City Commission and DEO to assure a timely and efficiently managed program. Coordinate the contracting process and general

- construction oversight including compliance with Davis-Bacon requirements and construction employee interviews.
6. Assist the City with Fair Housing requirements.
 7. Coordinate submission of Requests for Funds, supervise all disbursements, notify DEO of construction progress, and submit project/budget summarizations to the City, as needed.
 8. Prepare any project amendments necessary during the implementation of the project.
 9. Prepare and submit the necessary progress reports to the City and DEO.
 10. Document contractor compliance with all HUD requirements to include spot inspections for Davis-Bacon requirements.
 11. Work with the City to document local match requirements.
 12. Upon completion of all program activities, prepare necessary close-out documentation to be forwarded to DEO for review and approval.
 13. Be available for all DEO monitoring visits to represent the City during those visits. Prepare responses to monitoring findings and concerns for Recipient to submit to DEO or HUD.

C. Time of Performance

The services of the Consultant shall commence consistent with the effective date of contract between the City and the Department of Economic Opportunity and will be provided on a per-day basis as requested by the Chairman or his/her designated representative. Such services shall be continued in such sequence as to assure their relevance to the purposes of this Contract. In any event, all of the services required and performed hereunder shall be completed no later than the completion date of the contract between the City and the Department of Economic Opportunity. The effective period of this contract shall terminate upon notice from DEO of its acceptance of Closeout documentation.

D. Access to Information

It is agreed that all information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work outlined above, shall be furnished to the Consultant by the City and its agencies. No charge will be made to the Consultant for such information, and the City will cooperate with the Consultant in every way possible to facilitate the performance of the work described in this Contract.

E. Compensation and Method of Payment

1. The compensation and reimbursement to be paid hereunder for the total project will be \$50,000.00. Compensation shall be paid on a fixed fee basis for the anticipated period of the contract between the City and the Department of Economic Opportunity. The fee is calculated based on the Grant Administration Cost Analysis attached to this contract.
2. The parties to this agreement acknowledge that the fixed fee basis entitles the Consultant to total project cost of \$50,000.00. The City understands that as the amount of this grant is significantly less than the maximum grant available to the City, the total fee may not be totally reimbursable by DEO per its maximum compensation ratio.
3. Invoices shall be submitted as the project construction commences and shall not exceed the percent of construction with the exception of the initial invoice for grant preparation and environmental review and the final invoice which must be submitted as a condition of and prior to final closeout.

F. Ownership of Documents

All documents, including original drawings, estimates, surveys, specifications, field notes and data are the property of the City. Consultant may retain reproducible copies of drawings and other documents.

G. Indemnification

The Consultant shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of Consultant, and shall exonerate, indemnify and hold harmless the City, its officers, agents and all employees from and against them for local taxes or contributions required under Social Security, Worker's Compensation, and Income Tax laws. Further, Consultant shall exonerate, indemnify, and hold harmless the City with respect to any damages, expenses or claims arising from or in connection with any of the work performed under this Contract by Consultant. The City agrees to indemnify and to hold harmless the Consultant against any and all claims, real or asserted, which may arise out of the Consultant's performance under any of the provisions of this contract.

H. Other

The City and the Consultant agree that this is a personal service contract and that it does not make any provisions for the following services: architect, engineering, construction inspection, construction, legal, or audit.

I. Terms and Conditions

This Contract is subject to the provisions titled, "Part II -- Terms and Conditions," attached hereto and incorporated by reference herein.

J. Address of Notices and Communications

City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

Apalachee Regional Planning Council
2507 Callaway Road, Suite 200,
Tallahassee, Florida 32303

K. Captions

Each paragraph of this contract has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation or application.

ATTEST:

City of Port St. Joe, City Commission

By: _____
Rex Buzzett, Mayor/Chairman

ATTEST:

Apalachee Regional Planning Council

Janice Watson
Janice Watson, Finance Director

By: Chris Rietow
Chris Rietow, Executive Director

**Proposed Project Budget for Ballister Planning & Design Services for North Port St. Joe Sewer Replacement
CDBG FFY 2017**

WORK ELEMENT		Miles	Mileage @ 0.45	HOURS	FEE	FEE
Neighborhood Surveys		1442	\$ 649	60	Hourly	\$ 3,649
Consultation w/ Staff/Engineer		206	\$ 93	10	Hourly	\$ 593
CATF and Public Hearings		820	\$ 369	40	Hourly	\$ 2,369
Environmental Review		206	\$ 93	50	Hourly	\$ 2,593
Initial App Development & Submission		16	\$ 7	60	Hourly	\$ 3,007
Subtotal						\$ 12,211
Financial Requirements		206	\$ 93	30	Hourly	\$ 1,593
Procurement of Professional Services		206	\$ 93	20	Hourly	\$ 1,093
Technical Consultation			\$ -	20	Hourly	\$ 1,000
Bookkeeping Requirements		206	\$ 93	40	Hourly	\$ 2,093
Record Keeping Requirements		824	\$ 371	50	Hourly	\$ 2,871
Acquisition			\$ -		Hourly	\$ -
Contract Administration & Monitoring		412	\$ 185	72	Hourly	\$ 3,785
Labor Standards (includes PreCon)		206	\$ 93	35	Hourly	\$ 1,843
Davis Bacon & Construction Monitoring		1236	\$ 556	80	Hourly	\$ 4,556
Modifications			\$ -	32	Hourly	\$ 1,600
Quarterly Fair Housing Activities and Reporting		1854	\$ 834	60	Hourly	\$ 3,834
Progress Monthly/Quarterly Reporting				40	Hourly	\$ 2,800
Public Hearings/Meetings/Conferences		1236	\$ 556	40	Hourly	\$ 2,800
Project Closeout			\$ -	20	Hourly	\$ 1,400
Total Direct Labor and Mileage				759		\$ 43,478
Travel Total @ 103 miles one-way		9076	\$ 4,084			
Total Sub Contract Services						\$ 43,478
Per Diem Costs					Per Day	\$ -
BP&D Indirect Costs					10%	\$ 4,348
General & Administrative Due ARPC				\$ 43,478	5%	\$ 2,174
SUB TOTAL CDBG NR						\$ 50,000
PROFIT CDBG NR						\$ -
TOTAL PROPOSED GRANT ADMINISTRATION SERVICES FOR: CITY OF PORT ST. JOE FFY 2017 CDBG NR PROJECT - North PSJ Sewer Repair						\$ 50,000



INVOICE

Invoice: F3786729301
Invoice Date: 8/25/2020
Page: 1 of 1

Email sent to customer on 08/25/2020

Bill to: CITY OF PORT SAINT JOE
CITY OF PORT SAINT JOE
PO BOX 278,
JOHN GRANTLAND
PORT SAINT JOE FL 32456

Customer ID: 000195650
PO / Contract No:
Payment Terms: Net 30
Due Date: 9/24/2020

Amount Due: \$1,235.28

Invoice for work or services performed at: 225 5TH ST. LITE PORT ST JOE FL

For questions about your invoice, please contact Butler, Dewayne at 850 2295501

Line	Date of Charge	Description	Net Amount
1	08/24/2020	Customer contribution COST TO RPOVIDE LIGHTING AT FRANK PATE BOAT RAMP.	\$1,235.28

Amount Due: \$1,235.28

To pay electronically, please allow 24 hours from the time this invoice is received and use website <https://www.e-billexpress.com/ebpp/DukeEnergy>. Enter your customer ID and billing zip code from above.

TO AVOID SERVICE INTERRUPTION, PLEASE DO NOT SEND MONTHLY UTILITY ACCOUNT PAYMENTS TO THIS ADDRESS

↓ Please detach and return with your payment. Please indicate invoice number on check. ↓

Payment Coupon

Please make check payable to:

Duke Energy
PO Box 602880
Charlotte NC 28260-2880

ACH Instructions:

Wells Fargo - Florida
121000248
Duke Energy
002062640508238

Invoice Number:

F3786729301

Corporation Code:

50226

Please Pay By:

9/24/2020

Customer ID:

000195650

Total Amount Due:

\$1,235.28

Fed Tax ID # 56-2155481

CITY OF PORT SAINT JOE
CITY OF PORT SAINT JOE
PO BOX 278,
JOHN GRANTLAND
PORT SAINT JOE FL 32456

Amount Enclosed



1806333738363732393330310000400001235281

RFP # 2020-12
522 6th Street William P. Thursday Clean Up
3:05 P.M.
August 25, 2020
City Commission Conference Room

[illegible]

City Commission Conference Room



RFP # 2020-14
302 16th Street Richard Robinson Demolition and Clean Up
3:05 P.M.
August 25, 2020
City Commission Conference Room

VENDOR	BID AMOUNT
Bean Sprouts	\$ 17,250.00
Monolith Construction	\$ 12,859.00
LAG Construction	\$ 12,500.00
12,859	
x 7%	
<hr/>	
900.13	
12,859.00	
- 900.00	
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\$ 11,959.00	

RESOLUTION 2017-09

A RESOLUTION OF THE CITY OF PORT ST. JOE REPEALING RESOLUTION #2008-09, ESTABLISHING A LOCAL PREFERENCE POLICY IN AWARDING OF CITY'S CONTRACTS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Port St. Joe desires to enhance the opportunities of its citizens; and

WHEREAS, the City of Port St. Joe has an interest to stimulate the local economy and ensure jobs for its citizens; and

NOW THEREFORE, BE IT RESOLVED BY THE PEOPLE OF PORT ST. JOE, FLORIDA, that:

1. Resolution #2008-09 is repealed in its entirety;

2. If a responsible resident bidder gives a responsive bid within the percentages set forth below of a bid from the lowest non-resident responsive bidder then that responsible resident bidder shall be given the opportunity to match the bid of the lowest responsible non-resident bidder. If the responsible resident bidder matches the lowest non-resident responsive bid within five(5) business days from the opening of the bids they shall be awarded the contract.

If the lowest responsive bid submitted by a non-resident responsive bidder is:

If the responsive bid by a responsible resident bidder is within the below percentages of the lowest responsive non-resident bid, then the responsible resident bidder shall be given the opportunity to match the lowest responsible non-resident bidder as set forth above.

\$50,000 or less	7%
\$50,001 to \$250,000.....	6%
\$250,000 to \$500,000.....	4%
\$500,001 to \$1,000,000.....	3%
Over \$1,000,000.....	1%

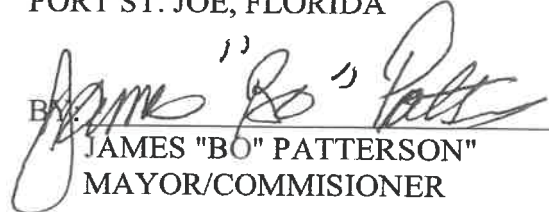
3. A resident bidder shall mean:

- a. An individual whose primary residence is within Gulf County, Florida;
- b. A partnership whose principals are all residents of Gulf County, Florida;
- c. A Florida corporation, limited liability company, or other business entity whose principal place of business is within Gulf County, Florida, or which maintains a full time business office open to the public within Gulf County, Florida.

With these and other contributing factors the Board of City Commissioners reserve the right to award a bid which will be in the best interest of the City.

THIS RESOLUTION ADOPTED this the 13th day of June, 2017.

CITY COMMISSION OF THE CITY OF
PORT ST. JOE, FLORIDA


BY: JAMES "BO" PATTERSON
MAYOR/COMMISSIONER

Attest: 
Charlotte M. Pierce
Auditor/Clerk