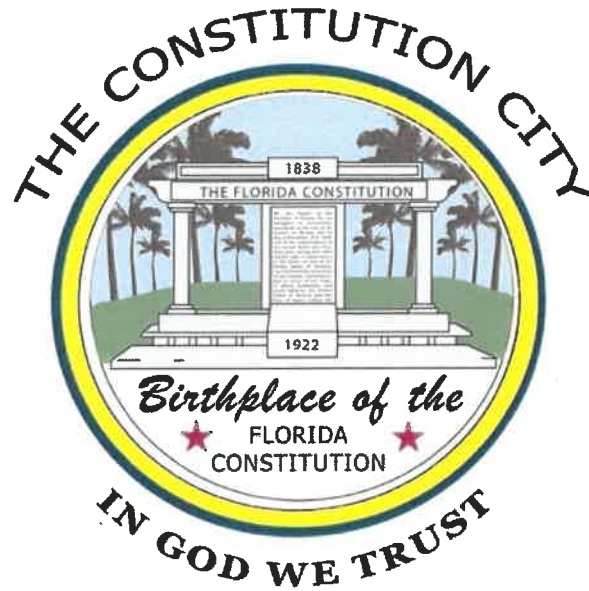


**August 16, 2022**  
**Budget Workshop**  
**11:00**  
**Regular Meeting**  
**12:00 Noon**



## City of Port St. Joe

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

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

# **BOARD OF CITY COMMISSION**

**Regular Public Meeting**

**12:00 Noon**

**Tuesday August 16, 2022**

## **Call to Order**

## **Consent Agenda**

### **Minutes**

- **Regular Meeting 8/2/22**
- **Workshop Meeting 8/2/22**

**Pages 4-7**

**Page 8**

### **Planning Board Recommendations**

- **Final Plat Approval- The Cove at Palmetto Bluff**

**Pages 9-12**

### **Workforce House Update- Michael Stodgrass, Oikos Development**

### **City Engineer**

- **Long Ave. Water/Sewer/Paving Project**
- **Ave. C, D, & Dr. Joe Parking lot Paving Bid Specs**
- **First Street Paving**
- **Downtown Utility Improvements**
- **Beacon Hill Sewer Design**
- **Consumptive Use Permit- Task Order**

**Page 13**

### **City Attorney**

- **ESAD Sewer MOU Update**
- **Resolution 2022-08 Madison Street SCOP**
- **Resolution 2022-09 Hwy 98 Beautification Grant Application**
- **Special Master Contract**

**Pages 14-15**

**Pages 16-17**

**Pages 18-20**

## **Old Business**

- **City Projects**
- **Joint City/County Workshop 8/25 at 5:00**

**Page 21**

## **New Business**

- **Sewer Connection Statute**
- **RFQ 2022-02 Environmental Review Services CDBG-DR**
- **RFQ 2022-03 CEI Services, First Street Resurfacing**
- **Safe Routes to School Grant Application**

**Pages 22-23**

**Pages 24-27**

**Pages 28-31**

**Pages 32-33**

**Public Works**

- Update

**Surface Water Plant**

- Update

**Wastewater Plant**

- Update

**Finance Director**

- FEMA- Update
- 2022-23 Budget- Update

**Code Enforcement**

- Update

**Police Department**

- Update

**City Clerk**

- Grants Update

**Pages 34-35**

**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 2, 2022, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of July 19, 2022. All in favor; Motion carried 3-0.

**City Engineer – Josh Baxley**

*Long Avenue Water and First Street Lift Station*

This project is under construction. Dewberry is working on final items including lateral lining, water main and altitude valve tie-ins, sidewalks and flowable fill. A Walkthrough is scheduled for the week of August 8, 2022.

Long Avenue paving – Revised plans were provided to the City for review on July 29, 2022. Dewberry is working on the stormwater modeling and bid package.

*Avenues C, D, and Dr. Joe Parking Lot Paving Bid Specs*

The 90% plan set was provided to the City for review on July 27, 2022. Dewberry is working on final plans and specifications for the bid package.

*First Street Paving*

We are still waiting on a response from FDOT for additional funding.

*Downtown Utility Improvements*

Dewberry is working on the plan review, FDOT Permit Application, facilities plan review, cost estimate and specification package for additional SRF Funding.

*Beacon Hill Sewer Design*

The survey has been completed and the project is in design.

**City Attorney –**

Attorney McCahill shared that the Interlocal Agreement with the County for the ESAD Sewer has been sent back to them with the changes made by the City. Attorney Novak acknowledged receipt of the Agreement.

*ESAD Sewer, Memorandum of Understanding Update*

Timing of the closing of the Agreement is an issue. City Engineers are reviewing the plans before the closing is completed.

*Boy Scout Building Lease Agreement*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve the amended Agreement. All in favor; Motion carried 3-0.

## **Old Business**

### *City Projects*

Mr. Anderson shared that a lot of movement is being made on a number of the projects. The Wastewater Treatment Plant, Maddox Park Gazebo, and the Long Avenue Improvements are the ones focused on today.

### *Joint City / County Workshop*

Gulf County Administrator, Michael Hammond, notified Mr. Anderson the date of August 25, 2022, at 5:00 P.M. in the Commission Chamber at Ward Ridge was acceptable to the Gulf County Commissioners for the Joint City / County Workshop.

Mayor Buzzett requested that the time, date, and location be posted on the City's Website and Facebook Page.

### *RFP 2022-06 Fish Cleaning Station Bid*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the purchase of the JWC Environmental Fish Cleaning Station from Monster Industrial in the amount of \$83,859. All in favor; Motion carried 3-0. Funds for the purchase will come from the fees for boat ramp launches.

Christy McElroy questioned if the St. Joe Marina will be putting in a fish cleaning station when they reopened and suggested the Commissioners talk with them about this issue.

## **New Business –**

### *Sewer Connection Statute*

Mr. Anderson shared that, if the City decides to follow the statutory requirements, anyone currently on a septic tank would have one year to connect to a municipal sewer system if it is available in their area when their system fails. This item was Tabled until all the Commissioners are present.

Efforts are still on going to let anyone on City Sewer know that the grant opportunity is still available. The grant expires in October of 2023.

### **Public Works – John Grantland**

#### *Septic to Sewer Grant; RFP 2022-10 Bore Bids (Handout, bid closed on July 29, 2022):*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to award RFP 2022-10 for Bores to Eric L. Spear, LLC in the amount of \$800 – 1 ½" Directional Bore 70' average. All in favor; Motion carried 3-0.

#### *Haven Road and Sea Grass Circle Sewer*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to Permit both Haven Road and Sea Grass Circle and install sewer, not to exceed \$30,000 on Haven Road only at this time. All in favor; Motion carried 3-0.

### **Surface Water Plant – Larry McClamma**

Mr. McClamma shared that the Altitude Valves for the Shark Tank and 10<sup>th</sup> Street Water Tower should be installed by Friday. This should increase pressure for City customers.

### **Wastewater Plant – Kevin Pettis**

Mr. Pettis noted there is 1' 2 ½" of freeboard in the lagoon. The big backup pump is on the concrete pad, some plumbing pieces are needed for it and there is a "T" to be installed at the bottom. The new Hypo Tank is in place and he anticipates repairing the filter drum next week which will cause the plant to lose two days of

production. Philip Jones is working on the permit modification and Mr. Pettis will be meeting with Deseret to come up with an agreement for grazing cattle on the spray field.

#### **Finance Director – Mike Lacour**

##### *FEMA Update*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to respectfully decline the offer of \$4,430.97, from FEMA and use insurance proceeds for the Maddox Park Gazebo. All in favor; Motion carried 3-0. An enormous amount of paper work, surveys, and environmental studies would be required for this very small amount of money and it is not feasible to spend the staff hours and expense of work required.

##### *2022-23 Budget Update*

Mr. Lacour reminded the Commissioners of the next Budget Workshop which will be held on Tuesday, August 16, 2022 at 11:00 A.M.

#### **Code Enforcement –**

Mr. Anderson shared that new hearings have been scheduled and currently the big push is controlling vegetation. He asked that citizens keep their grass cut and help with the growing vegetation issue.

#### **Police Department – Chief Richards**

##### *Speed Bump Policy*

Chief Richards did not have anything new to share with the Commission and asked that they review the proposed policy for consideration of adoption. He has created a form to be used when requesting a Speed Bump and asked that it be reviewed as well.

#### **City Clerk – Charlotte Pierce**

##### *Grants Update*

Clerk Pierce noted that City Staff continues to work with our grant writers providing needed documents for applications.

#### **Citizens to be Heard –**

*Christy McElroy* asked who the Engineer of Record would be for the ESAD Sewer Project. Mayor Buzzett responded that it would be Dewberry.

She asked about the Lawsuit concerning the City and County over a new water plant and drilling a well in the White City area. Mayor Buzzett noted that the County recognized the City's service area and no lawsuit has been filed at this time.

Ms. McElroy once again shared her concerns about golf carts and e-bikes on the walking trail. Mayor Buzzett noted that he and Mr. Grantland have been discussing new signage for the trails addressing this issue.

*Lanny Blair* shared his concerns about the golf carts and e-bikes on the walking trail as well as the need for a walkway at Clifford Sims Park from the parking lot to the concrete wall. Mayor Buzzett will get with Attorney McCahill to discuss the liabilities of this issue.

#### **Discussion Items by Commissioners**

*Commissioner Hoffman* did not have anything else to discuss with the Commissioners.

*Commissioner Langston* noted that the Brownfields Meeting went well and thanked City Staff for the exercise equipment at the parks. He shared that he has received a lot of compliments on the equipment.

*Mayor Buzzett* did not have any additional items to share with the Commission.

**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:05 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

**MINUTES OF THE FY 2022 - 2023 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 2, 2022, AT 11:00 A.M.**

The following were present: Mayor Buzzett, Commissioners Hoffman and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Police Chief Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Superintendent Larry McClamma, and Wastewater Treatment Plant Superintendent Kevin Pettis were also present. Commissioners Ashbrook and Lowry were absent due to illness.

The purpose of the Workshop was to review the FY 2022 – 2023 Budget.

Mr. Anderson provided the Commissioners with an overview of the budget, and requested direction from them on how to proceed with the budget. He noted that for Budget planning purposes, the Milage Rate of 4.5914 was submitted, but the proposed budget keeps the millage at 3.5914 and no increase to water or sewer rates.

Finance Director, Mike Lacour, reviewed budget issues.

The rates for Health insurance, Liability Insurance, Property Insurance, and Workers Comp have not been determined as of today. Mr. Van Lierop is working on this and will let the City know what the rates will be as soon as he receives them.

The next Budget Workshop will be held in the City Commission Meeting Room at Ward Ridge on Tuesday, August 16, 2022, at 11:00 A.M.

Mayor Buzzett adjourned the meeting at 11:55 A.M.

Approved this \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date



Date: July 27, 2022

To: City of Port St. Joe  
Jim Anderson

From: Ralph Rish

Re: The Cove at Palmetto Bluff

Dear Mr. Anderson,

It is our understanding that the planning board needs some clarification in regards to the final plat submitted for the Cove at Palmetto Bluff Subdivision and what we are asking for as conditional approvals. Please see the clarifications below.

1. The Homeowner Association (HOA) and Covenants and Restrictions have been completed and are attached with this letter.
2. The FDEP Permits for Water and Sewer apply to the full completion of both the Cove and the Retreat phases of the Palmetto Bluff Subdivision. Partial clearances for the Cove portion shall be completed as described in items 3 through 5 below.
3. A partial FDEP clearance for the water system will be requested for the watermain from its tie-in point on long avenue to the 8" gate valve located at the East end of Palmetto Bluff Trail and the watermain running South down Cove Lane. This will cover the service requirements for lots associated with the Cove. We will obtain the partial clearance from FDEP prior to the signing of the final plat.
4. A partial FDEP clearance for the sewer system will be requested for the force main from its beginning point at the cul-de-sac of Cove Lane to its termination point at the lift station serving Sacred Heart Hospital. Excluded from this certification request will be the 2" force main that is to serve lots 49-65, 91-93, and 99-106 in the Retreat Phase. As part of the clearance request the easement running through Sacred Heart's property shall be approved and in place. This partial clearance shall cover all service requirements for the lots associated with the Cove.
5. Proposed upgrades to the Sacred Heart Lift Station shall take place prior to the certification of the Retreat Phase of Palmetto Bluff Subdivision.
6. Due to wet weather, a portion of the stormwater structures have not been installed at this point. Prior to the signing of the plat, these will be installed and approved by the appropriate city staff.
7. The road is proposed to have two (2) 1-inch lifts of asphalt for final completion. Prior to the signing of the plat, one (1) 1-inch lift will be completed. We acknowledge that we will still be responsible for the final lift of asphalt prior to the road dedication to the city.

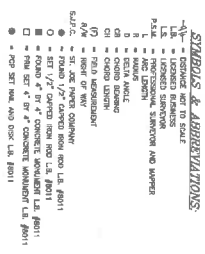
If you have any questions, please do not hesitate to contact me.

Sincerely,

Ralph Rish  
RRish@Dewberry.com  
850-227-5137



PLAT BOOK	PAGE
SHEET 2 OF 3	



Curve #	Length	Radius	Delta	Chord Bearing	Chord Length
68	34.75	138.00	14°44'46"	52°22'47"	34.63
69	28.31	110.00	14°44'46"	52°22'47"	28.23
610	21.86	86.00	14°44'46"	52°22'47"	21.82
611	20.53	80.00	13°39'17"	52°21'	20.21
612	21.56	66.00	14°32'53"	N 55°54' W	21.42
613	28.01	135.00	12°19'45"	S 70°30' E	28.43
614	39.01	178.00	11°07'48"	S 74°00' E	

ALL LOT CORNERS ARE 5/8" IRON ROD WITH  
CAP LB NO. 9011 UNLESS OTHERWISE NOTED

Line Table		
Line #	Bearing	Length
L1	S79°40'29"E	83.12
L2	S75°08'49"E	90.39
L3	S59°53'09"E	50.55
L4	S34°04'47"E	60.79
L5	S26°27'26"E	69.82
L6	S20°11'24"E	57.46
L7	S02°49'26"E	14.00
L8	S58°31'24"E	27.70
L9	S47°46'22"E	50.47
L10	N60°16'54"E	13.05
L11	S15°46'23"E	20.56
L12	S20°12'57"E	20.87
L13	S20°12'57"E	53.44

A SUBDIVISION OF A PORTION OF SECTION 13, TOWNSHIP 8 SOUTH, RANGE 11 WEST,  
CITY OF PORT ST. JOE, GULF COUNTY, FLORIDA

[illegible]

Line Table		
Line #	Bearing	Length
L14	S72°34'06"W	109.58
L15	S44°2'54"W	45.57
L16	S41°38'02"E	40.25
L17	S21°39'02"E	40.88
L18	S40°28'51"E	21.17
L19	S40°20'51"E	54.41





Dewberry Engineers Inc. | 850.227.7200  
324 Marina Drive | 850.227.7215 fax  
Port Saint Joe, FL 32456 | www.dewberry.com

August 9, 2022

Mr. Jim Anderson, City Manager  
City of Port St. Joe  
305 Cecil G. Costin Sr. Blvd.  
Port St. Joe, FL 32456

RE: Consumption Use Permit Renewal

Dear Mr. Anderson:

As you are aware, it is time to renew the City's Consumptive Use Permit (CUP) with Northwest Florida Water Management District (NFWFMD). Dewberry Engineers Inc. (DEI) is pleased to provide this task order for professional services to represent the city during the renewal process for the City's CUP No. 198300039. The active permit expires on July 1, 2023. In order to comply with the conditions of the permit, the City must submit an application for renewal prior to the expiration date. Based on our understanding of the project scope, DEI proposes to perform the following tasks:

**A. PERMITTING SERVICES**

1. Coordinate with client and NFWFMD
2. DEI representative to accompany a City staff member to the pre-application meeting at the NFWFMD office in Havana, Florida.
3. Prepare NFWFMD Form A2-A  
(Consumptive Use Permit Application for Public Supply Uses)
4. Prepare NFWFMD Form A2-C  
(Consumptive Use Permit Application for Landscape Uses)
5. Prepare NFWFMD Form A2-D  
(Consumptive Use Permit Application for Other Uses)
6. Address Formal Requests for NFWFMD

DEI proposes to provide the services described above on an hourly basis with a Not-to-Exceed amount of **\$10,000.00**. If additional services are required beyond this amount, DEI will provide the city with a task order for additional services.

**Exclusions:**

Services not included in this proposal are as follows:

1. Permit Renewal Application Fees
2. Laboratory Fees

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this task order is acceptable, please sign the space provided below. Should you have questions or need additional information, please give me a call at 850.693.2181.

Sincerely,

Josh Baxley, P.E., Associate, Branch Manager

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION 2022-08

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE, AUTHORIZING THE EXECUTION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION (DEPARTMENT) SMALL COUNTY OUTREACH PROGRAM AGREEMENT; APPOINTING AND AUTHORIZING A PROJECT MANAGER; AUTHORIZING THE MAYOR TO ACT ON BEHALF OF THE CITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Small County Outreach Program ("SCOP") has been created within the Department pursuant to Section 339.2818, Florida Statutes, to provide funds to counties to assist small counties in resurfacing or reconstructing county roads or in constructing capacity or safety improvements to county roads and also to municipalities within rural areas of critical concern (rural areas of opportunity ("RAO")) with projects, excluding capacity improvements projects; and

WHEREAS, the Department has determined that the transportation project described in Exhibit "A" attached and incorporated in this Agreement ("Project"), is necessary to facilitate the economic development and growth of the State and the Department is authorized by Section 339.2821, Florida Statutes, to approve an expenditure to the Recipient for the direct costs of the Project; and

WHEREAS, the City of Port St. Joe, Florida recognizes the Mayor as the official authorized to act on behalf of the City in such matters and further acknowledges that his signature shall be binding upon the City in such matters; and

WHEREAS, the City Manager shall be responsible for project management,

NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of Port St. Joe, Florida, as follows:

1. Approves the attached SCOP Agreement and authorizes its execution.
2. That this legislative body of the City of Port St. Joe, Florida hereby authorizes the Mayor and/or the City Manager, in his absence, to act as the appropriate official on behalf of the City of Port St. Joe, Florida in dealing with the Department and to sign any and all necessary application and other forms; as well as, submitting any additional information required and signing any necessary contracts and/or other agreements between the Department and the City of Port St. Joe, Florida, that may result from this application.
3. This Resolution shall be effective upon adoption.

THIS RESOLUTION ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by the Board of City Commissioners, City of Port St. Joe, Florida.

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

By: \_\_\_\_\_  
Rex Buzzett  
Mayor-Commissioner

ATTEST:

\_\_\_\_\_  
Charlotte M. Pierce  
City Clerk

CITY OF PORT ST. JOE

RESOLUTION NO. 2022-09

FDOT District Three Beautification Grant Program

**WHEREAS**, as a part of the continual updating of the State of Florida Highway System, the Department of Transportation of the State of Florida, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain highway facilities, specifically State Road 30/ U.S. 98, within the corporate limits of the City of Port St. Joe; and

**WHEREAS**, a Roadside Beautification Assistance Program has been created by Section 339.2405, Florida Statutes, to "provide for the conservation of natural roadside growth and scenery and for the implementation and maintenance of roadside beautification programs"; and

**WHEREAS**, the City of Port St. Joe desires to participate in this Roadside Beautification Assistance Program for the enjoyment of its citizens and is therefore making application; and

**WHEREAS**, the City of Port St. Joe and the Department of Transportation mutually recognize the need for an agreement providing for the planning and completion of this Roadside Beautification Project, on US Highway 98 from First Street to Fourth Street;

NOW THEREFORE BE IT RESOLVED, that the City of Port St. Joe desires to enter into such agreement and has authorized its officers to do so.

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022, by the City of Port St. Joe, Florida.

\_\_\_\_\_  
City Official – Rex Buzzett

\_\_\_\_\_  
Title - Mayor

\_\_\_\_\_  
Attest: Charlotte M. Pierce, City Clerk



**Leelee Clement Doughty  
290 Treasure Drive  
Port St Joe, FL 32456**

August 10, 2022

Mayor Rex Buzzett and the City Commissioners  
P. O. Box 278  
Port St Joe, FL 32457

Dear Mayor Buzzett:

I understand the City Commissioners is considering the City of Port St Joe applying to the Florida Department of Transportation (FLDOT) for a grant up to \$100,000 to plant trees and shrubs and install irrigation along Highways 98 from Cecil G. Costin Sr. Blvd. to 1st Street. This letter is to confirm that I have offered Charlotte Pierce to work with her and the City to complete the application and the attachments needed without charge for my time. Out of pocket expenses (renderings, photographs, plant selection, etc.) will need to be funded elsewhere, perhaps with donations.

I believe in this project strongly, as our downtown area needs to beautify its entrance to the residents and passers-by to attract them to come to Reid Ave to shop and eat in our wonderful stores and restaurants. The area has still not recovered esthetically from Michael, we all might agree. So I want to help.

The deadline is October 1, 2022. I expect to have the City's support to help me get this done, as it will be a lot of work in a tight time frame. Should we not be able to complete the application in time, we can postpone for the next year and file it then.

My experience in grant application includes my work on large Boards of Directors in California, both private and public, including the Los Angeles County Arboretum and the Los Angeles County Food Bank, where we raised significant amounts of money, as well as my work here with the Port St Joe Garden Club's Beautification Project on Reid Avenue.

Sincerely yours,



Leelee Clement Doughty

## SPECIAL MASTER AGREEMENT

THIS Agreement is entered into this \_\_\_\_\_ day of ~~December~~August, 20~~19~~22, by and between the CITY OF PORT ST. JOE, FLORIDA, hereinafter referred to as CITY, and MEL MAGIDSON, JR., hereinafter referred to as SPECIAL MASTER.

WHEREAS, MEL MAGIDSON, JR., is a member of the Florida bar in good standing and as such is licensed to practice law in the State of Florida and meets all qualifications required by the CITY for Code Enforcement Special Services; and

WHEREAS, CITY in accordance with its Code desires to contract with SPECIAL MASTEER to serve as its Code Enforcement Hearing Officer and particularize the services and compensation for that service.

IN CONSIDERATION THEREOF, the parties do hereby covenant and agree, in return for the mutual promises set forth herein, as follows:

1. CITY hereby retains and contracts with SPECIAL MASTER to serve as its Code Enforcement Hearing Officer. This contract shall be for a two - year period to be effective ~~December 1, 2019~~August 16, 2022 and terminate, unless extended by written agreement of the parties, on ~~December 1, 2021~~August 16, 2024 subject to the provisions of paragraph six (6) below.
2. CITY shall pay compensation for SPECIAL MASTER's services as Code Enforcement Hearing Officer on an hourly basis in accordance with the following fee schedule. A rate of \$1~~50~~75.00 an hour for all of SPECIAL MASTER's time and inclusive of all costs incurred to provide said services. There will be no additional charges for office overhead to include administrative assistants/secretaries and other support personnel.
  - a. Monthly invoices for time charges shall include the following information: a description of the service, the name of the individual performing the service, the date on which the service was performed.
  - b. CITY agrees to provide such clerical, administrative personnel and legal services deemed reasonably necessary to support the SPECIAL MASTER activities and assist in the proper performance of duties as contemplated in the City Code. The SPECIAL MASTER shall not be authorized to engage, hire, or use any person

and/or entity except those provided by the CITY to assist in the performance of duties hereunder.

3. In consideration for the fee payment, SPECIAL MASTER shall perform Code Enforcement Services including but not limited to the following specific duties:
  - a. Hearing and deciding alleged violations of Port St. Joe Code of Ordinances, as it now exists and/or as it is amended in the future.
  - b. Assessing fines against violators of city codes and ordinances; and determining the amount of reasonable expenses incurred by the CITY as a result of orders issued pursuant to the authority granted.
  - c. Conducting code violation hearings. All hearing shall be properly noticed and held in a designated facility owned by the CITY and accessible to the general public.
  - d. Consistent with Florida Statue Chapter 162, adopting rules for the conduct of hearings; subpoenaing to hearings alleged violators, witnesses and evidence; taking testimony under oath; and issuing orders having the force of law to command whatever steps are necessary to bring a violation into compliance.
  - e. As soon as practicable after the conclusion of the hearing, issue findings of fact based on evidence of record, and conclusions of law, and issue an order affording the proper relief consistent with powers granted herein and in accord with Florida Statutes Chapter 162.
  - f. Such other duties as may be necessary to perform all Code Enforcement Services under Chapter 162 of the Florida Statutes and the City Code.
4. In the event that SPECIAL MASTER shall determine that a conflict of interest may arise or has arisen in reference to any matter that SPECIAL MASTER is handling for CITY, SPECIAL MASTER shall promptly notify the City Commission and City Manager thereof. In the event that the conflict cannot be resolved, the City Attorney shall recommend that the City Commission retain a specially appointed attorney to act as SPECIAL MASTER to perform code enforcement services for the CITY in such action.
5. CITY and SPECIAL MASTER understand and agree that SPECIAL MASTER may maintain his private practice of law and may represent clients other than the CITY provided that representation of such other clients does not create a conflict of interest

concerning Code Enforcement Services that are being provided by SPECIAL MASTER on behalf of CITY. SPECIAL MASTER, as a non-employee lawyer, is not confined or restricted to acting as the CITY's SPECIAL MASTER, exclusively, in the exercise of SPECIAL MASTER's firm a conflict arises then SPECIAL MASTER shall promptly notify City Commission thereof. In the event that the conflict cannot be resolved, the City Attorney shall recommend that the City Commission and City Manager retain a specially appointed attorney to act as the CITY's Special Master in such action.

6. This Agreement may be terminated during the term hereof by CITY immediately without notice, or by SPECIAL MASTER upon thirty (30) days written notice to CITY. If terminated then CITY shall pay SPECIAL MASTER for all services rendered through termination.
7. The interpretation of this Agreement shall be governed by the law of the State of Florida.
8. This Agreement revokes and supersedes any prior agreements, written and oral. No representations or promises other than those set forth herein may be relied upon by either party. This Agreement represents the entire agreement between the parties and shall not be subject to modification or amendment by any oral representation, or any written statement by either party, except for a dated written amendment of this Agreement signed by both the parties.

ATTEST:

CITY OF PORT ST. JOE

\_\_\_\_\_  
Charlotte Pierce, City Clerk

\_\_\_\_\_  
Rex Buzzett

SPECIAL MASTER

\_\_\_\_\_  
Mel Magidson

## Current City Projects 8/16/22

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- The Bids have been sent to FEMA/FDEM for approval
- Maddox Park Gazebo- Bid Awarded, Construction to bid shortly.
- Centennial Bldg. Rehab- Bids to be opened on 8/12/22
- Lighthouse Complex Rehab- Bids to be opened on 8/12/22
- Lighthouse Painting- Bid Awarded Razerback, The contract has been signed
- Core Park Stage, Splash Pad, & Restroom- Was not Approved
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, working on compliance to begin.
- City Hall Complex- Working on USDA Grant/Loan Docs
- Community Garden- Lease Agreement signed
- First Street Paving from First Street to Hwy 71 SCOP- Contract signed with Pigottt
- Long Ave Water/Sewer- Under Construction
- Long Ave. Paving- Working on Bid Specs
- Ave. C, D, & Dr. Joe Parking Lot Paving- Working on Bid Specs
- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Under Construction
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Under Construction
- Haven Road & Sea Grass Circle Sewer- Working on Permitting
- New Boat Ramp Access Road- Tabled
- Washington Gym Sidewalk Cover- Under Construction
- Beacon Hill Sewer- Task order signed for design by Dewberry, Working on an interlocal agreement for the Lift Station location & ESAD Sewer Purchase

## The 2021 Florida Statutes

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[Title XXIX](#)[PUBLIC HEALTH](#)[Chapter 381](#)[PUBLIC HEALTH: GENERAL PROVISIONS](#)[View Entire Chapter](#)**381.00655 Connection of existing onsite sewage treatment and disposal systems to central sewerage system; requirements.—**

(1)(a) The owner of a properly functioning onsite sewage treatment and disposal system, excluding an approved onsite graywater system, must connect the system or the building's plumbing to an available publicly owned or investor-owned sewerage system within 365 days after written notification by the owner of the publicly owned or investor-owned sewerage system that the system is available for connection. The publicly owned or investor-owned sewerage system must notify the owner of the onsite sewage treatment and disposal system of the availability of the central sewerage system. No less than 1 year prior to the date the sewerage system will become available, the publicly owned or investor-owned sewerage system shall notify the affected owner of the onsite sewage treatment and disposal system of the anticipated availability of the sewerage system and shall also notify the owner that the owner will be required to connect to the sewerage system within 1 year of the actual availability. The owner shall have the option of prepaying the amortized value of required connection charges in equal monthly installments over a period not to exceed 2 years from the date of the initial notification of anticipated availability. Nothing in this section shall operate to impair contracts or other binding obligations relating to payment schedules in existence as of October 1, 1993. Nothing in this paragraph limits the power of a municipality or county to enforce other laws for the protection of the public health and safety.

(b) The owner of an onsite sewage treatment and disposal system that needs repair or modification to function in a sanitary manner or to comply with the requirements of ss. [381.0065](#)-[381.0067](#) or rules adopted under those sections must connect to an available publicly owned or investor-owned sewerage system within 90 days after written notification from the department. In hardship cases, upon request of the owner, the department may approve an extension of not more than 90 days for sewerage connection. The department may approve only one extension. This paragraph does not authorize the owner of the onsite sewage treatment and disposal system to create or maintain a sanitary nuisance.

(2) The provisions of subsection (1) or any other provision of law to the contrary notwithstanding:

(a) The local governing body of the jurisdiction in which the owner of the onsite sewage treatment and disposal system resides may provide that any connection fee charged under this section by an investor-owned sewerage system may be paid without interest in monthly installments, over a period of time not to exceed 5 years from the date the sewerage system becomes available if it determines that the owner has demonstrated a financial hardship. The local governing body shall establish criteria for making this determination which take into account the owner's net worth, income, and financial needs.

(b) A publicly owned or investor-owned sewerage system may, with the approval of the department, waive the requirement of mandatory onsite sewage disposal connection if it determines that such connection is not required in the public interest due to public health considerations.

(c) A local government or water and sewer district responsible for the operation of a centralized sewer system under s. [153.62](#) may grant a variance to an owner of a performance-based onsite sewage treatment and disposal system permitted by the department as long as the onsite system is functioning properly and satisfying the conditions of the operating permit. Nothing in this paragraph shall be construed to require a local government or water and sewer district to issue a variance under any circumstance. Nothing in this paragraph shall be construed

as limiting local government authority to enact ordinances under s. 4, chapter 99-395, Laws of Florida. A local government or water and sewer district located in any of the following areas shall not be required to issue a variance under any circumstance:

1. An area of critical state concern.
2. An area that was designated as an area of critical state concern for at least 20 consecutive years prior to removal of the designation.
3. An area in the South Florida Water Management District west C-11 basin that discharges through the S-9 pump into the Everglades.
4. An area designated by the Lake Okeechobee Protection Act.

**History.**—s. 2, ch. 93-151; s. 5, ch. 2006-252.

**RFQ # 2022-02 Request for Qualifications for Environmental Review Services for  
Community Development Block Grants (CDBG-DR)**

**Friday, August 2, 2022**

**3:05 P.M.**

**City Commission Conference Room**

**VENDOR**

*Ared Fox Enterprises*

*\$ 35,000<sup>00</sup>*



EVALUATION OF PROPOSALS / SELECTION FACTORS: The evaluation criteria that will be utilized in the selection as follows:

Evaluation Criteria and Considerations	0	1	2	3	4	Wt	Subtotal
The individual's or firm's years of successful experience with Florida Small Cities Community Development Block Grant Program as well as other Government funding sources					✓	40	40
Management, staffing and qualifications				✓		25	18.75
Proposed approach to meeting local needs including an outline of tasks to be performed				✓		25	18.75
Cost of Services				✓		10	7.5
<b>Total</b>						100	85

RATING	EVALUATION CRITERIA
Exceptional (4)	The submission exceeds expectations, excellent probability of success and in achieving all objectives. Very innovative.
Good (3)	Very good probability of success. Achieves all objectives in reasonable fashion.
Acceptable (2)	Has reasonable probability of success. Some objectives may not be met.
Poor (1)	Falls short of expectations and has a low probability of success.
Not Acceptable (0)	Submission fails to meet requirements and the approach has no probability of success.

The proposal should include all references representative of CDGB projects for the past 3 years. References should include the following:

- A) NAME OF CONTACT PERSON (S).
- B) NAME OF THE GOVERNMENTAL ENTITY OR PRIVATE PARTY.
- C) THE ADDRESS OF THE REFERENCED SOURCE.
- D) THE TELEPHONE NUMBER OF THE REFERENCED SOURCE.
- E) A BRIEF DESCRIPTION OF THE WORK PERFORMED FOR THE REFERENCED SOURCE.
- F) WHETHER OR NOT THERE WAS ANY STATE OR COMMUNITY AUDIT FINDINGS.

In the event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked above the other firm or firms involved in the tie.

Proposals should include a fee for the Services and an explanation or basis for the fees proposed.

*Charlotte Pierce 8/12/22*

EVALUATION OF PROPOSALS / SELECTION FACTORS: The evaluation criteria that will be utilized in the selection as follows:

Evaluation Criteria and Considerations	0	1	2	3	4	Wt	Subtotal
The individual's or firm's years of successful experience with Florida Small Cities Community Development Block Grant Program as well as other Government funding sources				✓		40	30
Management, staffing and qualifications				✓		25	18.75
Proposed approach to meeting local needs including an outline of tasks to be performed				✓		25	18.75
Cost of Services					✓	10	10
<b>Total</b>						100	77.5

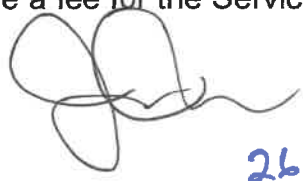
RATING	EVALUATION CRITERIA
Exceptional (4)	The submission exceeds expectations, excellent probability of success and in achieving all objectives. Very innovative.
Good (3)	Very good probability of success. Achieves all objectives in reasonable fashion.
Acceptable (2)	Has reasonable probability of success. Some objectives may not be met.
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Proposals should include a fee for the Services and an explanation or basis for the fees proposed.



8/12/22

EVALUATION OF PROPOSALS / SELECTION FACTORS: The evaluation criteria that will be utilized in the selection as follows:

Evaluation Criteria and Considerations	0	1	2	3	4	Wt	Subtotal
The individual's or firm's years of successful experience with Florida Small Cities Community Development Block Grant Program as well as other Government funding sources				✓	✓	40	40
Management, staffing and qualifications				✓		25	18.75
Proposed approach to meeting local needs including an outline of tasks to be performed				✓		25	18.75
Cost of Services					✓	10	10
<b>Total</b>						100	87.5

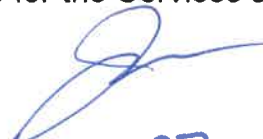
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Exceptional (4)	The submission exceeds expectations, excellent probability of success and in achieving all objectives. Very innovative.
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- D) THE TELEPHONE NUMBER OF THE REFERENCED SOURCE.
- E) A BRIEF DESCRIPTION OF THE WORK PERFORMED FOR THE REFERENCED SOURCE.
- F) WHETHER OR NOT THERE WAS ANY STATE OR COMMUNITY AUDIT FINDINGS.

In the event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked above the other firm or firms involved in the tie.

Proposals should include a fee for the Services and an explanation or basis for the fees proposed.

 8-12-22  
27

**RFQ # 2022-03 First Street Resurfacing SCOP – Construction <sup>Inspection</sup> Engineering Services**  
**Friday, July 15, 2022**  
**3:05 P.M.**  
**City Commission Conference Room**

## Engineering Services

**Friday, July 15, 2022**

## City Commission Conference Room

[illegible]

SEME Inc.

## Anchor CEI

## Infrastructure

# RFQ 2022-03 First Street Resurfacing SCOP Construction Inspection Services Score Sheet

Evaluation Criteria	Points	Anchor CEI	Infrastructure	SCE	S&ME Inc.
Organization and Staffing	25	20	20	22	20
Experience of the firm & References	25	22	22	22	22
Availability of workload & willingness to meet time requirement	30	25	25	25	25
Project approach and understanding of critical issues	20	20	20	20	20
Total	100	87	87	89	87

  
8-4-22

# RFQ 2022-03 First Street Resurfacing SCOP Construction Inspection Services Score Sheet

Evaluation Criteria	Points	Anchor CEI	Infrastructure	SCE	S&ME Inc.
Organization and Staffing	25	20	20	22	22
Experience of the firm & References	25	22	23	23	23
Availability of workload & willingness to meet time requirement	30	25	24	27	23
Project approach and understanding of critical issues	20	17	16	18	16
Total	100	84	83	90	84

30

 8/4/22

# RFQ 2022-03 First Street Resurfacing SCOP Construction Inspection Services Score Sheet

Evaluation Criteria	Points	Anchor CEI	Infrastructure	SCE	S&ME Inc.
Organization and Staffing	25	23	22	23	22
Experience of the firm & References	25	22	21	23	22
Availability of workload & willingness to meet time requirement	30	28	28	29	28
Project approach and understanding of critical issues	20	18	17	18	17
Total	100	91	88	93	89

*Charlotte M. Hearn*  
8/4/22

# Safe Routes to Schools (SRTS)

## What is Safe Routes to School?

Safe Routes to School is a growing movement that has taken hold in communities throughout the United States. The concept is to increase the number of children who walk or bicycle to school by funding projects that remove the barriers currently preventing them from doing so. Those barriers include lack of infrastructure, unsafe infrastructure and a lack of programs that promote walking and bicycling through education/encouragement programs aimed at children, parents, and the community.

## Safe Routes in Florida

Walking or biking to school gives children a sense of freedom and responsibility, allows them to enjoy the fresh air and provides opportunities to get to know their neighborhood while arriving at school alert, refreshed and ready to start their day. Communities and community-based organizations are devoting increased attention to pedestrian and bicycle safety issues to improve the conditions for walking or biking to school.

Florida's Safe Routes to School (SRTS) program can help communities address their school transportation needs and encourage more students to walk or cycle to school. It strives to enable and encourage children in grades Kindergarten through High School, including those with disabilities, to walk and bike to school; to make walking and biking to school safer and more appealing, and to facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic, fuel consumption, and improve air quality in the vicinity of schools. In addition to encouraging more children to walk or cycle to school, the program also seeks to address the safety needs of children already walking or biking in less than ideal conditions.

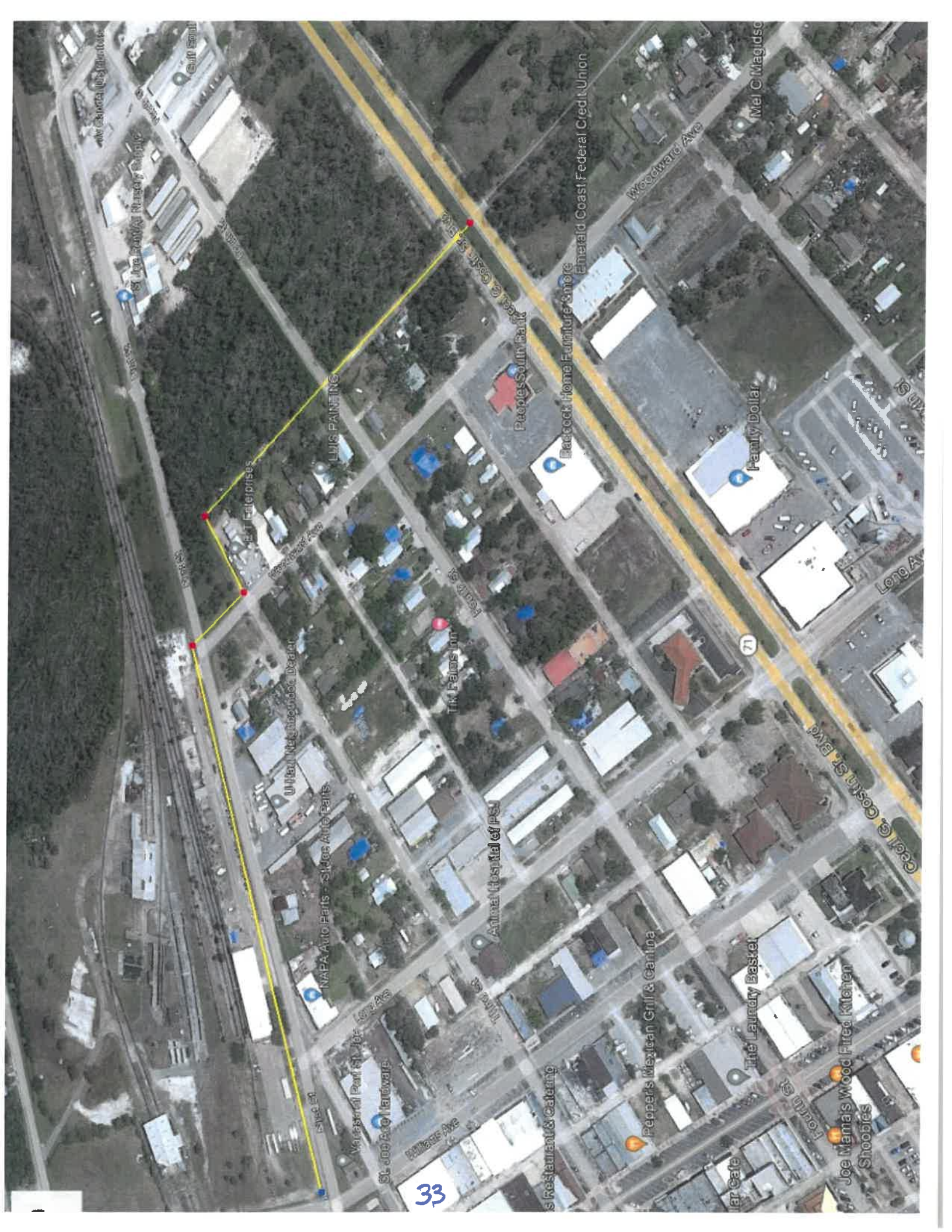
A successful program integrates safety, traffic relief, health, environmental awareness and physical activity and fitness under one program. The program encompasses routes and techniques used to encourage children to walk or cycle to or from school. We encourage schools, local transportation officials and other qualified groups to cooperate and apply to meet some of the identified needs, while they address other identified needs locally or through other methods.

[GUIDELINES / SRTS TOOLKIT](#)
[FLORIDA CONTACTS](#)
[LESSONS & CURRICULA](#)
[RESOURCES](#)
[SUPERHERO SAFETY SQUAD](#)
[10 YEAR REPORT](#)
[SRTS STRATEGIC PLAN](#)
[SRTS Workshops](#) **NEW**

### USEFUL LINKS

[> Florida Initiatives](#)
[> Web Policies & Notices](#)







## Grants Updated- 8/16/22

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FEMA PA	\$9,778,787	Damage from Hurricane Michael
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match.
FRDAP	\$100,000	Applied for (2) grants on 10/15/20. Washington Gym Complex and Dodder Parker Park for exercise equipment, playground Equipmt. & Disc Golf. Grants approved 7/21 Waiting on State Approval to Award Bids
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded out for Bids to be opened on 8/12/22
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21. Application not approved.
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Approved, waiting on Grant Agreement.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Bids to be opened on 8/12/22.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. 50% disbursement received.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Application submitted 1/2022. Grant Approved 4/8/22.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. Dewberry is working on the Design.
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 <sup>th</sup> Street Park. Grant Application submitted 7/15/21. Was not approved.

CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21. Application not approved.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF Approved, waiting on Grant Agreement
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
Legislative Appropriation	\$500,000	Core Park Splash Pad, Rest Room, & Stage. Was not Approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial submitted 3/22
Legislative Request Rep. Shoaf	\$500,000 \$2,000,000	Core Park Stage Field of Dreams, both submitted on 7/8/22