

**October 4, 2022
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 October 4, 2022

Call to Order

Consent Agenda

Minutes

- **Regular Commission Meeting 9/20/22** **Pages 4-8**
- **Joint City/County Workshop Meeting 9/21/22** **Pages 9-10**
- **Special Meeting 9/27/22** **Pages 11-18**

City Engineer

- **Long Ave. Water/Sewer/Paving**
- **Ave. C, D, & Dr. Joe Parking lot Paving- Out for Bid**
- **First Street Paving**
- **Downtown Utility Improvements**
- **Beacon Hill Sewer Design**
- **Sewer Plant Improvements**

City Attorney

- **ESAD Sewer MOU Update**

Old Business

- **City Projects** **Page 19**

New Business

- **SRF Loan Amendment DW230111** **Pages 20-21**

Public Works

- **CDBG-DR Engineering Task Order #2** **Pages 22-27**

Surface Water Plant

- **Update**

Wastewater Plant

- **Update**

Finance Director

- **FEMA- Update**

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants Update**

Pages 28-29

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, September 20, 2022, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Workshop Meeting of August 16, 2022, the Regular Meeting of August 16, 2022, the Special Meeting of August 23, 2022, the Workshop Meeting of August 23, 2022, the Joint City / County Workshop Meeting of August 25, 2022, and the Special Meeting of September 13, 2022. All in favor; Motion carried 5-0.

City Engineer – Josh Baxley

Long Avenue Water / Sewer / Paving –

BLD will begin mobilizing for video and cleaning of sewer laterals on September 20, 2022. The lateral lining is scheduled to begin on October 1, 2022. Long Avenue paving is out for bid.

Avenues C, D, and Dr. Joe Parking Lot Paving –

This project is out for bid.

First Street Paving –

A Motion was made by Commissioners Hoffman, second by Commissioner Langston, to use City funds for the \$76,314 needed for the project to cover design work from Dewberry and CEI services from SCE. All in favor; Motion carried 5-0. FDOT notified the City that they did not have any additional funds for this project.

Downtown Utility Improvements

This has been submitted to SRF.

Beacon Hill Sewer Design

The survey, master lift station capacity design and low-pressure sewer system capacity design have been completed. Dewberry is currently working on the master lift station design and low-pressure system layout. They will meet with City Staff next week to review the master lift station design.

Sewer Plant Improvements

Dewberry assisted the City in submitting a grant application to perform a Facilities Plan Study of the current Wastewater Treatment Facility. Dewberry will be meeting with Kevin Pettis to discuss

updating the current water model for the 18' transmission main to see if the current pumps can be upgraded to increase effluent discharge.

City Attorney –

ESAD Sewer, Memorandum of Understanding Update, Joint City / County Workshop September 21, 2022, at 5:00 P.M.

A discussion was held concerning the length of time it will take for the needed work to be completed before the purchase of the ESAD Sewer. The agreement was returned to the County with verbiage that there would be no way to misconstrue that the City will own the system. Timing of the project is critical.

Resolution 2022-12 Dumping Fees Price Change

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to adopt Resolution 2022-12. All in favor; Motion carried 5-0. This increase will be to haulers from out of county and not local residents.

Old Business

City Projects

Mr. Anderson shared that the Washington Gym Sidewalk Cover has been completed. Outdoor Exercise Equipment and Disc Golf Improvements have been completed at Dooder Parker Park and the Washington Gym Complex.

New Business –

Boat Dockage at Clifford Sims Park

Commissioners shared their thoughts on the letter from the St. Joe Company, Bill Little a boat captain addressed the Commission.

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, for the current lease with boat captains to remain in place until December 31, 2022, and seek an opinion from the Attorney General on the issue of water rights for docking. All in favor; Motion carried 5-0.

Christy McElroy shared her concerns on the issue.

Government Complex Property – Commissioner Hoffman

FL DEP notified the City that approximately 2.05 acres of the 5.21 acres purchased from the St. Joe Company for the new City Hall, Police Department, and Fire Station shows a FDEP Covenant Coverage area because of contamination.

Commissioners express their concerns about this, why it was not disclosed at the signing, and asked for other pieces of property that could possibly be considered. The Title Insurance Company has been notified of the issue and will be making some form of restitution on the project.

Exercise Equipment Covered Shelters

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to accept the quote from Tooltime Buildings of \$20,832 total for covered shelters for the exercise equipment at

Dooder Parker Park and the Washington Gym. There is approximately \$13,000 in remaining FRDAP Funds that can be used for this and the balance will come from City funds. Motion passed 3-2. Voting in favor of the Motion were Commissioner Hoffman, Langston, and Lowry. Voting against were Mayor Buzzett and Commissioner Ashbrook.

Change Order #1 Cape San Blas Lighthouse

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the \$2,000 Change Order for the Oil Shed Door. The contractor has been unable to locate an exact door, this will be custom made, and should be completed shortly. All in favor; Motion carried 5-0.

Public Works – John Grantland

RFP 2022-11 Control Panels

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to award the bid to Pump and Process for the Heron Walk Control Panel in the amount of \$147,740. All in favor; Motion carried 5-0. Mr. Grantland requested that the Stone Drive Lift Station be included in next year's budget.

CDBG-DR Engineering Task Order #1

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approved the Anchor CEI Engineering and Inspection Task Order in the amount of \$43,570. All in favor; Motion carried 5-0. This will cover video inspection of the gravity sewer with the exception of Long Avenue and First Street as these segments have already been done.

Surface Water Plant – Larry McClamma

RFP 2022-12 Membrane Caustic Soda 50% Grade

Mr. McClamma noted that only one bid was received, he felt the price was rather high, and asked that this be rebid.

RFP 2022-13 Allied Universal Corporation

Mr. McClamma noted that only one bid was received for this RFP, he felt the price was rather high, and asked that this be rebid.

RFP 2022-14 Liquid Ferric Sulfate

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to accept the bid of Kemira of \$543.60 per dry ton delivered. All in favor; Motion carried 5-0. Mr. McClamma anticipates this bid will be a savings of approximately \$9,000 per year.

Wastewater Plant –

Mr. Pettis was out due to illness and Mr. Anderson shared that installation of the backup pump is in progress and the contractor is to be in town today. He noted that Dewberry is working with the City to increase the current line capacity going to the Sprayfields.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour shared that the Clifford Sims Park Project has been moved to Step 6 of 8, and FL PA has sent the project back to FEMA for their final review.

2022-23 Budget Hearing September 27, 2022, at 5:01 P.M.

Mr. Lacour reminded everyone of the Final Budget Hearing next Tuesday, September 27, 2022, at 5:01 P.M. in the Ward Ridge Building.

Code Enforcement –

Mr. Anderson noted that Special Master Hearings have been held and Code Enforcement is working on compliance.

The owners of 185 Avenue B and 318 Avenue D have requested voluntary compliance for the demolition of the structures on their property. The City has asked the County to work together on this and the property will have a Lien on it to recover the cost associated with the demolition.

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to proceed with working with the County on the demolition of the structures and place a Lien on the properties. All in favor; Motion carried 5-0.

Police Department – Chief Richards

Dispatching Contract

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to approve the Dispatching Contract with the Gulf County Sheriff's Department in the amount of \$80,000. All in favor; Motion carried 5-0. Chief Richards noted this is an 11% increase and will be used for salaries.

City Clerk – Charlotte Pierce

The Wave Learning Center Request

Jae Glass and Jera Horton requested the use of the STAC House on Fridays for extracurricular activities for homeschool groups and families. The Wave Learning Center is a 501 c 3 and the ladies requested that fees be waived for the use of the STAC House.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, for the Wave Learning Center to have the use of the STAC House until the end of the school year after paying the \$100 deposit for non-profit organizations. All in favor; Motion carried 5-0

Grants Update

Clerk Pierce shared that City Staff continues to work with our grant writers on the possibilities of grants for the City.

Citizens to be Heard –

Tim Deasy shared his concerns about mowing of the ditch at his home, 103 Tyler Terrance in Jones Homestead. Mayor Buzzett noted this address is not in the City limits and that Mr. Deasy should discuss this with the County.

Angela Scholl addressed the Commission on the skate park and noted the number one choice of property would be near the Tennis Courts on Gulf County School Board property.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to work with Superintendent Jim Norton to secure the first-choice property and amend the existing Tennis Court Contract to include the skate park. All in favor; Motion carried 5-0.

Christy McElroy expressed her concerns about the consideration of using the area between 10th and 20th Streets for a skate park or any other project.

Eddie Fields shared the need for additional funds for projects being offered by the Gulf County Senior Citizens Program.

Christy McElroy asked about the study done by the University of Florida concerning Storm Water Mitigation. Mr. Anderson responded that the study is still in progress.

Chester Davis noted his concerns about the condition of the bathrooms at the Concession Stand area of the Washington Gym.

Marvin Davis questioned why his sister was receiving a Utility Bill for trash for her home when she is not living there. Mr. Anderson noted that is a mandatory requirement if you have utilities on and shared that a temporary turn off could be done.

Discussion Items by Commissioners

Neither Commissioners Hoffman, Lowry, Ashbrook, Langston, nor Mayor Buzzett had any other items for discussion

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:55 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE ESAD SEWER WORKSHOP FOR THE JOINT CITY /
COUNTY COMMISSION MEETING OF THE BOARD OF CITY COMMISSIONERS
FOR THE CITY OF PORT ST. JOE FLORIDA AND THE GULF COUNTY BOARD
OF COUNTY COMMISSIONERS HELD IN THE COUNTY COMMISSION
CHAMBERS**

September 21, 2022 at 5:00 P.M.

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 Public Works Director John Grantland were also present. Representing the Gulf County Board of County Commissioners were Chairman Sandy Quinn, Commissioners Ward McDaniel, Patrick Ferrell, Phil McCroan, David Rich, and County Attorney Jeremy Novak. Other County Staff present were: Leanna Roberts, County Administrator Michael L. Hammond, and Assistant County Administrator Clay Smallwood.

The purpose of the meeting was to discuss the ESAD and Beacon Hill Sewer Project.

Call to Order

The meeting was called to order by Chairman Quinn at 5:00 P.M. He expressed his appreciation for the joint meeting of the Boards and welcomed those present to the meeting.

Chairman Quinn asked Mayor Buzzett if he would like to say anything and he responded that he had nothing to add.

Aaron Little asked what the hold up to the project was and stated that the project has been going on for a long time. Mayor Buzzett responded that the project is a big puzzle, there are a lot of missing pieces, the City sent an MOU to the County in July which has not been executed as of today, the City provided a Task Order to Dewberry in February and is waiting on the lift station plans to be completed, and noted that the City could have already gone to bid if everything had been provided.

Michael Hammond shared that an amended Interlocal Agreement has been prepared and Beacon Hill Sewer is all contingent upon the City purchasing the private sewer ESAD, accepting the time line provided and the system has to be on line by June 2, 2023. He stated there is a dry line nearby, and he doesn't want to wait any longer for the project to be completed.

Commissioner McDaniel shared information on the number of hookups the City would acquire through the purchase of the systems.

Mayor Buzzett responded that without the lift station and Beacon Hill System, there would not be enough flow to accept the ESAD System. He read a statement from the Memorandum from Mr. Hammond that was provided as the meeting started.

Commissioner McCroan stated that as a former City Commissioner, he had opposed the purchase, but did not want to see the City take on a boondoggle and asked what the drop dead dates would be.

Clay Smallwood shared that it is a very straightforward solution, add a few pumps, take the lift station from ESAD and get the project on line.

Attorney Novak and McCahill had an exchange of opinions on items 1 – 4 on the Memorandum from Michael Hammond.

John Grantland shared that he had ordered a control panel today and was told that there would be a 6 months delay in getting it. He noted there are a lot of moving parts to this project. The ESAD System has issues with the state, there are I & I, as well as control issues, and during heavy rains, the system overflows. The City wants to walk into this, give time for everything to be checked out and it appears the County is pushing for acceptance of the ESAD System. The ESAD System should be purchased and brought on line after the property is available to the City.

Attorney Novak noted there is a narrow scope, the agreement should be signed with ESAD, and the County pledge is good until June 2, 2023.

Mr. Hammond reiterated that the County is not going to wait for 3 years to bring the ESAD System on line, the City has 9 months, 3 years is not acceptable and the Easement will be available only if the City signs with ESAD.

City Manager Jim Anderson shared that the City is waiting on Dewberry, and the City must have the Easement from the County to get the grant funds for the Beacon Hill Sewer Project.

Mayor Buzzett reminded everyone the City has no reason to delay the project and is waiting on the engineers and the lift station.

Mr. Hammond feels that nothing should happen until the ESAD Agreement is signed, and the City just needs to let the County know if they plan to move forward with the project or not.

Commissioner Hoffman shared his understanding of the issue, stressed the need to understand who would own the facility, Dewberry and the County need to sign off on the discussed documents, and the project needs to happen in a reasonable length of time when all issues have been resolved.

Commissioner Lowry feels the City needs to vote on the deadline provided by the County and decide whether to move forward with the project or not.

Mr. Hammond continued to stress the need to meet the deadlines set by the County, purchase the ESAD System before the Beacon Hill System, and get the septic tanks off the coast.

Mr. Novak reiterated the time line on the revisions and MOU that has been ongoing.

There was no further information to be shared and Chairman Quinn adjourned the meeting at 5:55 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING FOR THE FISCAL YEAR 2022 – 2023
BUDGET FOR THE CITY OF PORT ST. JOE; ORDINANCE 599 AD VALOREM
TAX; ORDINANCE 600 2022-2023 BUDGET; RESOLUTION 2022-11 UTILITY
RATES; PERSONNEL MANUAL UPDATE; RESOLUTION 2022-13 CITY PAY
SCALE; DELL LEASE AGREEMENT WITH THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE
WARD RIDGE BUILDING, September 27, 2022, at 5:01 P.M.**

The following were present: Mayor Buzzett, Commissioners Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, City Attorney Clinton McCahill, Finance Director Mike Lacour, and Public Works Director John Grantland were also present. Commissioners Ashbrook and Lowry were absent.

The purpose of the Special Meeting was Ordinance 599 – 2022 / 2023 Ad Valorem Tax Millage Rate Public Hearing, Second Reading and Adoption; Ordinance 600 – 2022 / 2023 Budget Public Hearing, Second Reading and Adoption; Resolution 2022-11 Utility Rates; Personnel Manual Update; Resolution 2022-13 City Pay Scale; Dale Lease Agreement

City Attorney –

Ordinance 599 Ad Valorem Property Taxes 2022 – 2023, Public Hearing, Second Reading and Adoption:

No one from the public attended the meeting.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 599. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 599 in its entirety.

The Ad Valorem Property Tax Millage Rate for Municipal Purposes to be levied on the taxable property within the City limits of the City of Port St. Joe for the Fiscal Year Beginning October 1, 2022, and ending September 30, 2023, is set at the rate of 3.5914 mills. The percentage by which this millage rate to be levied is more than the rolled-back rate of 3.0803 mills (computed pursuant to Florida law) is 16.59%.

Ordinance 600 Budget 2022 – 2023, Public Hearing, Second Reading, and Adoption:

No one from the public attended the meeting.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to have the Second Reading and Adoption of Ordinance 600. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 600 by Title only.

Resolution 2022-11 Utility Rates

No one from the public attended the meeting.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to adopt a temporary moratorium on Water and Sewer Rate increases for the 2022 – 2023 Fiscal Year Utility Rates. All in favor; Motion carried 3-0.

Personnel Manual Update

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to update the Personnel Manual to reflect the addition of the Juneteenth Holiday on June 19; reducing annual leave from 10 years to five years of service to receive 120 hours of annual leave; Employees after ten years of service will receive 160 hours of annual leave; increasing the annual leave cap from 240 hours to 360 hours; removing the cap on the amount of accumulated sick leave; allowing employees who were employed prior to February 20, 2018, with less than 10 years to receive twenty-five (25) percent of unused sick leave not to exceed 520 hours and employees with 10 years or more will receive 100 percent of unused sick leave not to exceed 520 hours. Employees who are employed after February 20, 2018, will receive the following payment for unused sick leave Employees shall not be paid for unused sick leave, except for those who have 10 years of continuous service with the City. If an employee leaves employment from the

City and has less than 10 years of continuous service, he/she will receive no payment of sick leave. If an employee has been employed 10 years or more of continuous service with the City, upon leaving his/her employment except termination, he/she shall be paid 25 percent of their unused sick leave not to exceed 520 hours. All in favor; Motion carried 3-0.

Resolution 2022-13 City Pay Scale

No one from the public attended the meeting.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to adopt the updated City Pay Scale; Motion carried 3-0.

Mr. Anderson announced that Matt Knight has passed his state license for the Wastewater Treatment Plant.

Dell Lease Agreement

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve the Dell Lease Agreement in the amount of \$87,106.06 for new Computer Hardware for the City. Motion carried 3-0.

Mayor Buzzett extended his thanks to the City Staff for their work on the Budget for FY 2022-2023.

Citizens to be Heard

No one from the public attended the meeting.

Discussion items by Commissioners

A discussion was held on the EASD Sewer, the lack of receiving the MOU from the Gulf County Commission, and demands from the County of certain deadlines to be met by the City to receive funding from the County.

Areas of ongoing concern are the lack of requested documents from ESAD Sewer, the County, and Dewberry Engineering. There are questions about Floodplain Mitigation and elevated control panels, the Wet Well size on Sea Shores and Americus, how to address I & I issues; and the low-pressure line along Highway 98 on the beach side. There was a recommendation to hire an outside engineer to evaluate the needed improvements and system; evaluate Atlantic and Americus Lift Station for adequate retention / pumping capacity for additional flow, to pressure test the 10" dryline that was constructed 10 years ago, and to secure a cost for the testing.

Motion to Adjourn

Mayor Buzzett adjourned the meeting at 5:40 P.M.

Approved this _____ day of _____ 2022.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

SECTION 4 BENEFITS / LEAVES

4.1 HOLIDAYS

The following and any other days which the City Commission may declare are City holidays. They shall be granted with pay to all eligible employees scheduled to work on such days.

1. New Years Day	January 1
2. Martin Luther King, Jr's Birthday	January (3 rd Monday)
3. Good Friday	Friday before Easter
4. Memorial Day	Last Monday in May
5. Junetenth	June 19
6. Independence Day	July 4
7. Labor Day	September (1 st Monday)
8. Veteran's Day	November 11
9. Thanksgiving Day	November (4 th Thursday)
10. Friday following Thanksgiving	
11. Christmas Eve	December 24
12. Christmas Day	December 25
13. Day after Christmas	December 26
14. Such other holidays as maybe determined by the City Commission	

Applicable rules for holiday leave are as follows:

When a holiday falls on a Saturday, the preceding Friday shall be observed as the official holiday for that year. When a holiday falls on a Sunday, the following Monday shall be observed as the official holiday.

Employees in departments working on a shift basis will receive credit for the holiday on the actual date of the holiday.

The City Manager will determine when any department or operation will be closed in observance of a holiday.

Holidays will not be counted as time worked for overtime computations.

All full time regular employees will receive one (1) day off with pay for each of the holidays earned. The holiday pay will be as follows:

For regular employees he/she will receive 8 hours, police will receive 8.4 hours.

An employee must be on "Active Pay Status" (see definition) on the regularly scheduled working day immediately prior to a holiday and the regularly scheduled working day immediately following a holiday in order to qualify for the holiday time.

Employees who work on the observed holiday will be paid at their regular rate of pay in addition to the regular pay granted for the holiday, or will be given compensatory time off, at the discretion of the department head.

An employee who is scheduled to work on the day observed as a holiday and calls in sick will still be charged with holiday time for that day and not sick leave.

Holidays which occur during annual leave shall be charged to holiday leave and not to annual leave.

When a holiday falls within a period of leave of absence without pay, the employee shall not be paid for the holiday.

If a holiday falls on the employee's normal day off, the employee will receive regular pay for the holiday.

Holiday pay will only be offered to regular full time employees.

4.2 ANNUAL LEAVE (VACATION)

Each employee shall accumulate annual leave with pay at the rates shown in the schedule below. Annual leave may not be taken until probationary status is completed and regular status is attained. In extenuating circumstances this may be waived at the request of the responsible Supervisor with concurrence of the Department Director recommendation of the City Manager and approval of the City Commission. However, in the event the employee resigns or is otherwise terminated before the end of the six (6) month period, any annual leave taken will be reimbursed to the City by deduction from the employee's final pay. Annual leave does not accumulate while on leave without pay unless required otherwise by local, State and /or Federal Law. Annual leave is accrued **on the employee anniversary date** and available to the employee at the time of accrual. Use of annual leave is not contingent on an employee anniversary date.

The City of Port St. Joe regular employees working 2,080 hours per year will accrue the following:

	Total
Less than one year	None
After one year	40 Hrs
After two years	80 Hrs
After five years	120 Hrs
After ten years	160 Hrs

Leave time accrued to the benefit of an employee shall be subject to the following regulations:

- A. Unused annual leave accrued to an employee may be taken in subsequent calendar years.
- B. Annual leave may be taken only after approval by the City Manager or the department head.
- C. Supervisors will arrange vacation schedules and re-allocate duties on such a basis as to cause minimum interference with normal functions and operations of the department. The Department head or supervisor has the right to deny leave.

- D. Not more than (360) hours of annual leave shall accumulate for the benefit of an employee. Any annual leave in excess of (360) hours accruing to the benefit of an employee which is not taken in accordance with this section shall lapse.
- E. Annual Leave can be charged in increments of no less than one quarter of an hour.
- F. Holidays which occur during the period selected by the employee for annual leave shall be charged against holiday leave and not to annual leave.
- G. For purposes of determining overtime payments, annual leave hours shall not be counted as time worked.
- H. Request for annual leave must be submitted in a timely manner and may be denied if granting leave would unduly disrupt or hinder the normal operation of the department.
- I. Employees are responsible for monitoring his/her accrued leave.

Annual Leave may be granted for the following purposes:

- A. Vacation.
- B. Absences for transacting personal business which cannot be conducted during off-duty hours.
- C. Religious holidays other than those designated by the City as official holidays.
- D. For uncovered portions of absences due to medical reasons once sick leave has been exhausted.
- E. Any scheduled absence from work not covered by other types of leave provisions established by these policies.

The City of Port St. Joe regular employees who have satisfactory completed (3) year of continual employment with the City and is leaving in good standing shall be paid for their accumulated annual leave. In no case shall accumulated annual leave (1) be paid in excess of the cumulative hour maximum according to length of service; (2) be paid to any employee who has any disciplinary action(s) pending against him or her; (3) be paid if the employee has a deficit balance in his/her annual leave account; (4) be used to extend an employee's employment time; (5) be paid if an employee is terminated from his/her employment with cause.

Annual leave will not be offered to temporary and auxiliary employees.

4.3 SICK LEAVE

The City of Port St. Joe realizes that inability to work because of illness or injury may cause a serious economic hardship. The City provides a plan of sick leave to ensure a continuation of pay for employees who are temporarily unable to perform their duties because of illness or injury.

Each regular full-time employee will earn 8 hours sick leave with pay, each month; the unused portion of which shall be cumulative.

Leave time accrued to the benefit of an employee shall be subject to the following regulations:

- A. No cap on the amount of accumulation of sick leave.
- B. If an employee has no sick leave available then he/she will be required to use annual leave prior to leave without pay. If the employee doesn't have annual leave then the employee will be required to take leave without pay. An employee will not be allowed to take leave without pay if he/she has sick or annual leave available.
- C. Days which an employee is absent from work as a result of any illness, disease or injury covered by the State Worker's Compensation law or as a result of any provision of such law as applied to such illness, disease or injury shall be charged against sick leave until such time as the worker's compensation begins payment of a salary. If employee has exasperated all earned sick leave then he/she will be permitted to use earned annual leave.
- D. Sick leave may be authorized during the employee's probationary period. However, in the event the employee resigns or is otherwise terminated before the end of the first six (6) month period of employment, any sick leave taken will be reimbursed to the City by deduction from the employee's final pay.
- E. Sick leave will not be granted in advance of accrual.
- F. Sick leave will not be considered as time worked for overtime computation.
- G. Sick leave can be charged in increments of no less than one quarter of an hour.
- H. Should a holiday occur during sick leave, the holiday shall be charged to holiday leave.

To receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor or department head in accordance with department regulations.

The department head or immediate supervisor may request a physician's certificate to verify the illness of any employee on sick leave if there is reasonable cause to believe that the employee is abusing the intent of sick leave.

Sick leave may be granted for the following purposes:

- A. Personal injury, pregnancy or illness of the employee.
- B. Medical, dental, optical or chiropractic examination or treatment when it is not possible to arrange the appointment for off-duty hours
- C. Exposure to contagious disease which would endanger others as determined by a physician.
- D. Illness of a member of the employee's immediate family.

Employees shall receive compensation for unused sick leave upon separation from City employment in accordance with the following guidelines:

- A. In no case shall accumulated sick leave (1) be paid in excess of the cumulative hour maximum according to length of service; (2) be paid to any employee who has any disciplinary action(s) pending against him or her; (3) be paid if the employee has a deficit balance in his/her sick leave account; (4) be used to extend an employee's employment time; (5) be paid if an employee is terminated from his/her employment with cause.
- B. Employees who were employed prior to **February 20, 2018** will receive the following payment for unused sick leave:
 - a) Less than (10) years he/she will receive twenty-five (25) percent of unused sick leave not to exceed 520 hours.
 - b) Ten (10) years or more he/she will receive (100) percent of unused sick leave not to exceed 520 hours.
- C. Employees who are employed after **February 20, 2018** will receive the following payment for unused sick leave:
 - a) Employees shall not be paid for unused sick leave, except for those who have 10 years of continuous service with the City. If an employee leaves employment from the City and has less than 10 years of continuous service, he/she will receive no payment of sick leave. If an employee has been employed 10 years or more of continuous service with the City, upon leaving his/her employment except termination, he/she shall be paid 25 percent of their unused sick leave not to exceed 520 hours.
 - b) Employees will be allowed to contribute to the sick leave pool to assist employees who experience extraordinary medical conditions and have no accumulated sick leave to cover their absence. Sick leave pool will be used on an exceptional basis and only after recommendation by the Department Head and approval by the City Manager.

4.4 BEREAVEMENT LEAVE

In the event of a death in an employee's immediate family, the employee shall be allowed a maximum of three (3) consecutive work days to attend the funeral without loss in regular pay, provided adequate notice is given to his/her Supervisor; and such leave is approved by the responsible Supervisor.

4.5 COURT LEAVE / JURY DUTY

An employee attending court as a witness on behalf of a governmental agency or for jury duty during their normal working hours shall receive pay at their regular rate for the hours they attend court.

Those employees who become plaintiffs or defendants in personal litigation are not eligible for leave with pay. In such cases, annual leave or leave without pay may be granted.

Employees who attend court for only a portion of a regularly scheduled work day are expected to report to their supervisor when excused or released by the court.

Employees required to attend court on behalf of a governmental agency, who are on scheduled vacation may be allowed to take additional leave with pay for that court time.

4.6 TRAVEL POLICY

An employee may be granted leave with pay to attend professional and technical institutes, conferences, or other meetings which contribute to the effectiveness of the employee's service. All such leave and travel expenses will be subject to the approval of the City Manager. The City will follow the State of Florida Travel Policy F.S. 112.061.

Conference leave is not offered to permanent part-time, temporary or auxiliary employees.

4.7 MILITARY LEAVE

An employee who is a member of the United States Armed Forces Reserve or Florida National Guard shall, upon presentation of a copy of the employee's official orders or appropriate military certification, be entitled to leave without loss of pay, time or efficiency rating during periods in which the employee is engaged in annual field training or other active duty for training exercises.

Time off for military duty (Armed Forces and National Guard) will comply with Federal and State Statutes.

4.8 FAMILY AND MEDICAL LEAVE POLICY (FMLA)

The City of Port St. Joe will comply with the Family Medical Leave Act as revised effective January 16, 2009. The City of Port St. Joe posts the mandatory FMLA Notice in specified designated areas and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act.

Employees who wish to take Family and Medical leave should contact the office of Human Resources to determine if they are eligible for Family and Medical Leave and if so, to obtain necessary documentation and make arrangements for their leave.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the office of Human Resources in writing.

The following applies to FMLA:

A. Regular Provisions - Under this policy, the City of Port St. Joe will grant up to twelve (12) weeks (or twenty-six (26) weeks of military caregiver leave to care for a covered service

Current City Projects 10/4/22

- 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, Under Construction.
- Centennial Bldg. Rehab- Bids to be opened on 8/12/22, received one high bid.
- Lighthouse Complex Rehab- Bids to be opened on 8/12/22. No Bids received. The Project has been re-bid.
- Lighthouse Painting- Bid Awarded Razerback- Under Construction
- Core Park Stage, Splash Pad, & Restroom- Was not Approved
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, working on Task Orders.
- City Hall Complex- Working on USDA Grant/Loan Docs. Currently on hold.
- Community Garden- Lease Agreement signed
- First Street Paving from First Street to Hwy 71 SCOP- Contract signed with Pigottt. Pre-Construction meeting on 10/4.
- Long Ave Water/Sewer- Under Construction
- Long Ave. Paving- Out for bids
- Ave. C, D, & Dr. Joe Parking Lot Paving- Out for bids
- Haven Road & Sea Grass Circle Sewer- Materials have been ordered
- New Boat Ramp Access Road- Tabled
- Beacon Hill Sewer- Task order signed for design by Dewberry 2/22, Working on an interlocal agreement for the Lift Station location & ESAD Sewer Purchase

**STATE REVOLVING FUND
AMENDMENT 1 TO LOAN AGREEMENT DW230111
CITY OF PORT ST. JOE**

This amendment is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF PORT ST. JOE, FLORIDA, (Project Sponsor) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Project Sponsor shall be referred to as "Parties" or individually as "Party".

The Department and the Project Sponsor entered into a State Revolving Fund Loan Agreement, Number DW230111; and

Loan repayment activities need rescheduling to give the Project Sponsor additional time to complete construction; and

Certain provisions of the Agreement need revision.

The Parties hereto agree as follows:

1. Unless repayment is further deferred by amendment of the Agreement, Semiannual Loan Payments as set forth in Section 10.05 shall be received by the Department beginning on November 15, 2023, and semiannually thereafter on May 15 and November 15 of each year until all amounts due under the Agreement have been fully paid.

2. The items scheduled under Section 10.07 of the Agreement are rescheduled as follows:

(2) Completion of Project construction is scheduled for May 15, 2023.

(3) Establish the Loan Debt Service Account and begin Monthly Loan Deposits no later than May 15, 2023.

(4) The first Semiannual Loan Payment in the amount of \$14,048 shall be due November 15, 2023.

3. All other terms and provisions of the Loan Agreement shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

This Amendment 1 to Loan Agreement DW230111 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this amendment to the Loan Agreement to be executed on its behalf by the Secretary or Designee and the Project Sponsor has caused this amendment to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this amendment shall be as set forth below by the Department.

for
CITY OF PORT ST. JOE

Mayor

Attest:

Approved as to form and legal sufficiency:

City Clerk
SEAL

City Attorney

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Secretary or Designee

Date



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

September 26, 2022

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

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

**RE: CDBG-DR Sewer Collection and Transmission System Rehabilitation
Phase 2: Lift Stations Design Services
Professional Scope of Services
Anchor Project No. 1680.002**

Dear Mr. Anderson:

The City of Port St. Joe (City) has received federal funding from the Department of Economic Opportunity (DEO) Community Development Block Grant – Disaster Recovery Program (CDBG-DR) and Hazard Mitigation Grant Program (HMGP) to rehabilitate many areas throughout Port St. Joe that were heavily damaged during 2018's Hurricane Michael.

The City has contracted with Anchor Consulting Engineering and Inspection, Inc. (Anchor) to professionally provide engineering and related services for these grant-funded projects.

Through conversations with the City, Anchor understands that the City has three dry pit lift stations that were heavily damaged as a result of Hurricane Michael:

1. The Clifford Sims Lift Station will be completely demolished and replaced with a new submersible station. Options to rehabilitate the existing wet well will be considered. The forcemain leaving this station will be rerouted to manifold with the existing Cape Sewer FM, eliminating an estimated 4,000 LF of forcemain that currently flows into the Hodrick Lift Station.
2. The 20th Street Lift Station will be demolished and replaced with a new submersible station within the existing right of way and closer to Hwy 98.
3. The Hodrick Lift Station will be rehabilitated to include demolition of the existing dry pit, new controls, rails, and pumps.

The City has requested that Anchor design these lift stations with submersible 3-phase stations with variable frequency drives and no soft start equipment. They have also requested that generator receptacles for temporary use only at each lift station location.

PHASE 2: LIFT STATION DESIGN SERVICES

Task A. Data Collection, Site Visit, Preliminary Concept Design

Anchor will provide the following preliminary services:

- Schedule and attend meeting with the City staff to discuss expectations and requirements for the project.
- Attend meetings with representatives from DEO and/or the City's Environmental Consultant.
- Collect City-data related to existing lift stations' preferred design.
- Flood plain analysis for each structure to determine final height requirements.
- Evaluate the City's maps and records to determine the contributing area.
- Calculate estimated flow for each station.
- Conduct on-site inspections to visually inspect each lift station.
- Conduct draw-down tests at each lift station

This data will be compiled and evaluated by Anchor staff. Preliminary design sketches will be drafted based on the supporting documentation collected and will be discussed with City staff. Any comments received will be further evaluated, incorporated, and resubmitted for further review and discussion. Once a concept design is agreed upon, Anchor will coordinate with staff and subcontractors to further develop the construction drawings.

Task B. Surveying Services (by others)

Anchor will coordinate with a Registered State of Florida Professional Land Surveyor to provide a survey for the three separate sites to include property limits, topography, and any other relevant elements that would assist with the design.

The Land Surveyor will provide Anchor with a signed and sealed survey as well as survey data that will be used during the design phase.

Task C. Geotechnical Investigation Services (by others)

Anchor will coordinate with a Registered State of Florida Professional Geotechnical Engineer to perform soil borings at each lift station location of sufficient depth to effectively investigate the soil types surrounding the wetwell and the soils below the base. The geotechnical report will also provide depth to seasonal high-water table.

The Geotechnical Engineer will provide Anchor with a signed and sealed Geotechnical Report which will be used during the design phase.

Task D. Electrical Design Services (by others)

Anchor will coordinate with a Registered State of Florida Professional Electrical Engineer who will provide construction documents for electrical improvements. The design will include new controls at each station that incorporate the City's preferred electrical layout exclusive of SCADA and a permanent back up power source.

The Electrical Engineer will provide Anchor with signed and sealed electrical plans and specifications for the three lift stations.

Task E. Lift Station / Forcemain Design and Construction Documents

An analysis will be completed to determine the estimated incoming flows to each lift station and estimated static and dynamic head conditions. In addition, Anchor will coordinate with City staff to determine the future potential flow changes to the lift station and incorporate those changes into the design when economically feasible. Anchor will work with the City to determine the manifold pressure, where applicable. From this data, a flow rate and head condition will be determined. A pump from several pump manufacturers will be evaluated and the best fitting designs will be noted in the plans.

A site plan of the lift station sites will be developed as part of this task indicating the location of any structural, electrical and site improvements as well as other relevant design data.

The wetwell parameters will be determined based on the incoming flows and recommended pump cycle times. The wetwell diameter and base will be designed to counteract the effects of buoyancy.

A new force main and redirection of flow from the Clifford Sims lift station to the existing Cape Sewer forcemain is also included in this in this task.

The City will be consulted with and will be provided design documents for review and comment throughout the life of the design. The City's comments and direction will be incorporated in the design and those comment will be coordinated with Anchor's subcontractors and staff.

Anchor shall also prepare general specifications, technical specifications, bidding documents, contract documents, technical specifications in combination with a set of construction plans for biding purposes. These will be coordinate with the City and provided to the City prior to advertisement of the solicitation.

Task F. Permitting

Anchor will prepare and submit permit applications to the Florida Department of Environmental Protection (FDEP) for the three lift stations to include an FDEP Notification/Application for Constructing a Domestic Wastewater Collection Transmissions System, General or Individual permit, as applicable.

Task G. Bidding, RFIs and Procurement

Anchor will assist the City in advertising (if needed) the project, respond to requests for information (RFIs) from prospective bidders, and issue any addenda deemed relative to the project. In addition, Anchor will analyze bids to determine the apparent lowest responsive bidder and provide a recommendation of award to the City. Upon acceptance of the award, Anchor will prepare all contracts between the City and the Awarded Contractor(s) as well as prepare the Conformed Set of Contract Documents and Plans for the City and Awarded Contractor.

Task H. Grant Management and Subcontractor Management

Anchor will coordinate with the selected subcontractors listed in Tasks B through D referenced above throughout this project. The fee for this task covers the time for Anchor to review agreements with subcontractors, schedule, and direct subcontractor work, review any material submitted to Anchor for accuracy to ensure it meets the City and State Design Standards.

In addition, Anchor will coordinate with the City and/or the City's consultants to provide documentation to the State to demonstrate compliance with the terms of the grant. This task may include adding language to the bid documents, providing statements regarding the project design, close-out information and other data, as needed.

PROFESSIONAL SERVICES FEE/COMPENSATION

Anchor will complete the above-referenced services for a not-to-exceed fee of **\$146,804.50**.

Task A. Data Collection, Preliminary Concept Design	\$29,730.00
Task B. Surveying Services (by others)	\$6,459.50
Task C. Geotechnical Investigation Services (by others)	\$6,450.00
Task D. Electrical Design Services (by others)	\$3,600.00
Task E. Lift Station/FM Design /Construction Documents	\$63,980.00
Task F. Permitting	\$4,740.00
Task F. Bidding, RFIs and Procurement	\$16,425.00
Task G. Grant and Subcontractor Management	\$15,420.00
Total	\$146,804.50

EXCLUSIONS

The following tasks are not included in this proposal:

- Any services other not specifically listed above.
- Structural plans for the platforms if needed to provide access to elevated controls.
- Construction Inspection and Administration (to be provided in a separate task order if requested)
- ROW or easement dedication or vacation
- Permitting Application Fees, if any (application, permit, service, etc.)
- Environmental Services

- FEMA Base Flood Elevation Determination – two lift stations appear to be in an unnumbered AE zone or an A Zone.
- SCADA design
- Permanent backup power design

CITY REQUESTED ASSISTANCE

As part of this contract Anchor will need the following information/assistance:

- Location of existing utilities in the area of the lift stations prior to initiating survey company
- Data to determine tie-in pressures
- Personnel to open lift stations and some manholes

To execute this proposal, please sign the attached Task Order and Notice to Proceed (**Attachment A**).

Anchor Consulting Engineering and Inspection, Inc.



**Elizabeth S. Moore, P.E.
President**

EM/mor

Attachments

COPY: Ms. Brittany Trumbull, P.E., Vice President Anchor (emoore@anchorcei.com)
Ms. Mandy O'Regan, Planning Tech, Anchor (moregan@anchorcei.com)

ATTACHMENT A

**COMBINED TASK ORDER
AND NOTICE TO PROCEED**

TASK ORDER NO. 1680.002

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

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated **September 26, 2022** relating to the **CDBG-DR Sewer Collection and Transmission System Rehabilitation, Phase 2: Lift Station Design Services** project.

Consultant's total compensation shall be a not to exceed amount of **\$146,804.50**

Work shall begin immediately upon signed Task Order.

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

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

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

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.



Elizabeth S. Moore, P.E.
President

9/26/2022

Date

CITY OF PORT ST. JOE

Jim Anderson
City Manager

Date

Grants Updated- 10/4/22

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 Equipt. & 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 th 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.
FDEP	\$145,000	Wastewater Treatment Plant Feasibility Study, submitted 8/22.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
Legislative Request Rep. Shoaf	\$500,000 \$2,000,000	Core Park Stage Field of Dreams, both submitted on 7/8/22