

**March 19, 2024
Regular Meeting
12:00 Noon**

**City Commission Chambers
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
Steve Kerigan, 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

March 19, 2024

Call to Order

Consent Agenda

Minutes

- Regular Meeting 3/5/24 Pages 1-4

Planning Board Recommendations

- Plat Approval Request- Rish LA ROCA LLC Pages 5-8
Parcel #03072-004R

City Engineer

- Government Complex- Conceptual Plan Page 9
- Resurfacing of Multiple Streets- Task Order Pages 10-12

City Attorney

- Update

Old Business

- City Projects Pages 13-14

New Business

- Port Authority Request Page 15

Public Works

- RFP 2024-01 & 02 Beacon Hill Sewer Materials (Handout , bids close 3/15/24)
- Purchase of (3) Godwin Pumps on State Contract- HMGP Grant Pages 16-20

Surface Water Plant

- Water Use Permit Renewal-Update
- RFP 2024-04 Water Filter Modules (Handout, bids close 3/15/24)

Wastewater Plant

- Wastewater Plant Study- Task Order Pages 21-27

Finance Director

- FEMA- Update
- Grants Reimbursement- Update

Code Enforcement

- Update

Police Department

- City Towing Rotation
- CJIS Security Policy
- Reserve Officer Policy

Pages 28-39**Pages 40-42****City Clerk**

- Grants Update

Pages 43-44**Citizens to be Heard****Discussion Items by Commissioners****Motion to Adjourn**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, March 5, 2024, at Noon.**

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

CONSENT AGENDA

Proclamation – Red Cross Month

Mayor Buzzett read the Proclamation from the City of Port St. Joe recognizing March as Red Cross Month. Joining Mayor Buzzett for the reading of the Proclamation were Red Cross Staff and Volunteers, Andy Cornett, Wayland Patterson, Gulf County School Superintendent Jim Norton, Samantha Marshall, and Denise Spears.

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of February 20, 2024. All in favor; Motion carried 5-0.

City Engineer

Government Complex – Conceptual Plan

Two drawings have been provided for review by the Commissioners and City Staff.

Monument Avenue Paving Task Order

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Dewberry Task Order in the amount of \$24,745. All in favor Motion carried 5-0. Money is in the General Fund, Street and Highways, to cover this expenditure.

Commissioner Langston questioned where the contractor is on repair work for Long Avenue and asked that a pothole problem be checked at Long Avenue and Twentieth Street.

City Attorney

Resolution 2024-02 Avenues C and D SCOP Grant Paving Application

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve Resolution 2024-02 for the SCOP Grant Paving Application to pave Avenues C and D from Highway 98 to MLK Blvd. All in favor; Motion carried 5-0.

Old Business

City Projects

Mr. Anderson advised the Commission that an undermined area has been found along the left corner of the seawall on the Marina side. Monolith is excavating the area to see what the issues are.

Mr. Anderson also noted a leak in the Centennial Building, the roofing contractor has been contacted, and they will be coming to address the situation. There is a 20 year guarantee on the roof and the contractor should be here next week.

New Business

Change Order #1 Madison Street Paving

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to approve Change Order #1 in the amount of \$2,094.09. All in favor; Motion carried 5-0.

Centennial Building Fee Waiver Request

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to deny the request. All in favor; Motion carried 5-0. Consensus was that although this is a worthwhile project, a fee structure has been established and we need to follow that.

Public Works – John Grantland

Mr. Grantland shared that the stainless sink and table recently installed still needs a little more work and that a cabinet should help with the issue.

The old, damaged Playground equipment has been removed from the Washington Site and he will be working with Commissioner Langston on what needs to be done there.

The Beacon Hill Bid will close next Friday and Mr. Grantland anticipates they will begin connecting customers in a few weeks.

Surface Water Plant – Larry McClamma

Water Use Permit Renewal Update

Mr. McClamma noted the issues with the Water Use Permit Renewal, the changes that have been made since the original permit was issued in 2009, and the 2014 rule change that prohibits secondary discharge. Staff will be meeting with the Northwest Florida Water Management District concerning this. He shared that once again the Water Plant passed the First Quarter Disinfectant By Products testing.

Wastewater Plant – Kevin Pettis

Mr. Pettis provided a handout of the time line for the DEP Consent Order that the City must meet. He shared that a contract has been signed with Baskerville-Donovan, Inc.

Mr. Pettis is currently working on bid specs for the Zone 3 Sprayfield, there is 1' 8' of free board in the lagoon, and .69" of rain was received during the night. He and Joe Harris continue to look at Bar Screens to determine what is best for the plant and they are working on the system that combated Algae odor last year.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour is waiting to close out the Clifford Sims Park Project.

Grants Reimbursement Update

FRDAP will be making their final site visit for the Sixteenth Street and Washington Site Parks. Upon completion of that, reimbursement should be forthcoming.

Code Enforcement

Mr. Anderson shared that a meeting is being set up with the Special Master to hear the violations and letters are being finalized for mailing to the property owners where the junk vehicles are located.

Police Department – Chief Richards

Chief Richards noted that his department is in the process of a technical audit with FDLE and the FBI. He cautioned that, in the past, the requirements for new policies from the audit are expensive, our IT Department will be involved in the upgrades and it will involve other City Departments.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that Deputy Clerk Kendall Falkner and Chief Richards submitted two grants last week for the police department and she is working on a grant for the fire department.

Ms. Pierce noted that City Staff continues to provide compliance reports to grantors and seek additional grant funds for the City.

Citizens to be Heard

Bucky Burkett stated that he has started a towing service and requested to be added to the police department rotation for calls. Chief Richards will discuss the rotation with Sheriff Harrison and have a recommendation for the Commission to possibly let the sheriff's department handle all calls as their dispatchers make the call to the towing service.

The following individuals continued to share their concerns about the Tenth Street Ball Park, Claire Morris, Jim Martin, Robert Branch, and Christy McElroy.

Discussion Items by Commissioners

Commissioner Langston thanked the Auburn Students for the work they are doing and their involvement with our community.

Commissioner Kerigan shared a text that he received during the meeting from Lobbyist Clark Smith. The House has approved \$1 Million for the road to the Workforce Housing Project and \$500,000 for the Police / Fire Department Complex.

Neither Commissioner Lowry nor Commissioner Hoffman had anything else to share with the Board.

Mayor Buzzett noted that he was at the Day of Baseball, is aware of the parking issues, and will be working with John Grantland and City Manager Jim Anderson on this. He reminded everyone that the Board voted 5-0 to improve the Tenth Street Complex, the County will match the costs, the vote will not be rescinded, everyone needs to move forward, make a nice park for the kids, and look to the future.

Motion to Adjourn

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:23 P.M.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**CITY OF PORT ST. JOE PLANNING DEPARTMENT
DEVELOPMENT ORDER APPLICATION PACKET**

INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED

(The Building Department requires separate forms and fees to obtain building permits.)

NOTE: THE ADDRESS OF THE PROPERTY MUST BE POSTED PRIOR TO SUBMITTAL.

1. _____ Two complete sets of plans, drawn to scale.
Including: A site plan with square feet of living, total square feet, impervious surface, and setbacks.
** Setbacks are measured from the closest overhang to property line**

A site plan showing any protected trees which will be removed from the property.
(Protected trees are any trees other than pine larger than 8" in diameter measure 54" from the base of the tree.)

2. _____ Development Order Packet
3. _____ New Address application
4. _____ Complete City water meter impact form
5. _____ Complete Driveway permit application

6. ☒ Plat

(Please refer to City of Port St. Joe's Land Development Regulations)

RISH LA ROCA LLC
Ralph Rish
1887 SR. 30A
Port St. Joe, FL 32456
850-227-5137
rrish@dewberry.com

DESCRIPTION

Project Address _____ Jones Homestead Road (Myers Park Dvd)

Lot Square Footage: _____ Dwelling Square Footage: _____

Driveway Square Footage: _____ Accessory Building Square Footage: _____

Pool Square Footage: _____ Patio/Deck Square Footage: _____

Setbacks: Front: _____ Left Side: _____

Rear: _____ Right Side: _____

Floor Area Ratio: _____ Lot Coverage: _____

Building Height in Feet: _____ Impervious Surface: _____

Landscape Buffers: (height x width) _____ Elevation: _____

Applicant Name _____

Applicant Address _____

Phone Number _____

Applicant Signature _____

Date _____

Gulf County, FL

IMPORTANT NOTICE

The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change. This website is NOT TO BE USED FOR FINANCING PURPOSES, INSURANCE PURPOSES, AND/OR ADDRESS VERIFICATION! If you need address verification contact the Emergency Management Addressing office at 850-229-9110

***An Actual Year of 1900 is not a true representation of the Actual Year built. This is a "default" setting where an actual date is not known. The Effective Year is simply reflective of the current market and the condition of the property. The Effective Year is evident by the condition and utility of the structure and may or may not represent the Actual Year Built.**

Parcel Summary

Parcel ID 03072-004R
 Location Address JONES HOMESTEAD RD
 PORT ST JOE
 Brief Tax Description S 19 T8S R10W 2.157 AC M/L ON JONES HOMESTEAD RD ORB 790/668 FR HIGH & TIGHT TOO LLC MAP 69B
 (Note: Not to be used on legal documents.)
 Property Use Code VACANT (0000)
 Sec/Twp/Rng 19-8S-10W
 Tax District Port St. Joe City (5)
 Millage Rate 15.5418
 Acreage 2.157
 Homestead N

[View Map](#)

Owner Information

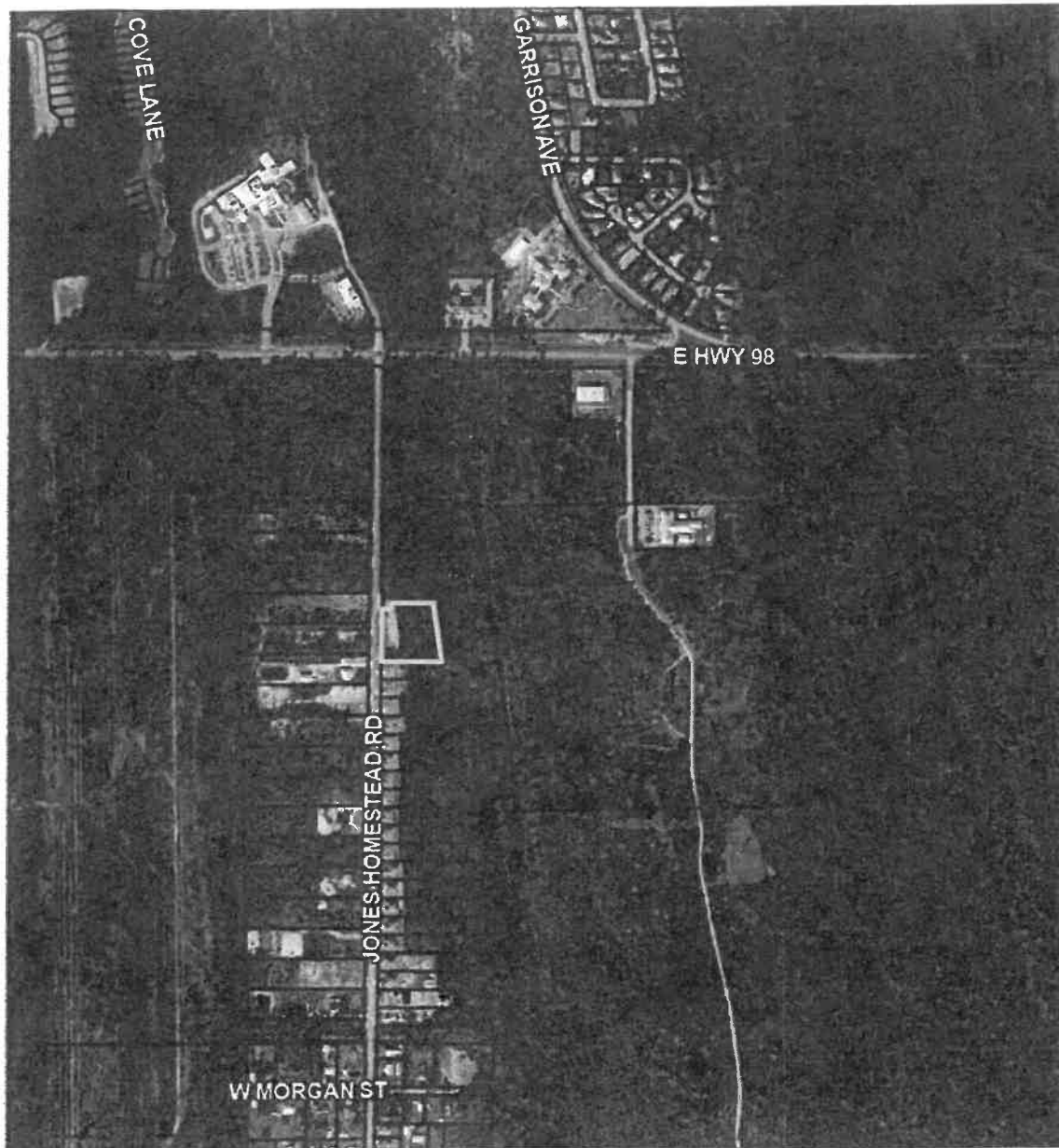
Primary Owner
 RISH LA ROCA LLC
 1887 SR-30
 PORT ST JOE, FL 32456

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
530050 - SUMMER PINES (8/18)	1	LT	0	0

Sales


Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Qualification	Vacant/Improved	Grantor	Grantee
N	3/1/2023	\$100	QC	<u>790/668</u>	Unqualified	Vacant	HIGH AND TIGHT TOO LLC	RISH LA ROCA LLC
N	7/15/2020	\$305,300	SW	<u>697/73</u>	Unqualified	Vacant	ST JOSEPH LAND & DEV CO	HIGH AND TIGHT TOO LLC



Overview

Legend

-  Parcels
-  Roads

Date created: 2/8/2024
Last Data Uploaded: 2/8/2024 8:05:40 AM
Developed by  **Schneider**
GEOSPATIAL



324 Ninth Drive
Port St. Joe, FL 32468
850.227.7720

PORT ST JOE
CITY COMPLEX
CITY OF PORT ST. JOE
GULF COUNTY, FLORIDA

6

JOSHA B. BAKER, P.E. 01258
ED 00000004

PRELIMINARY DOCUMENTS
NOT FOR CONSTRUCTION

SCALE



REVISIONS

NO.	DESCRIPTION	DATE

DESIGNED BY	K. CALANCA
APPROVED BY	J. BAKER
CHECKED BY	C. BROWN
DATE	MARCH 2024
TITLE	

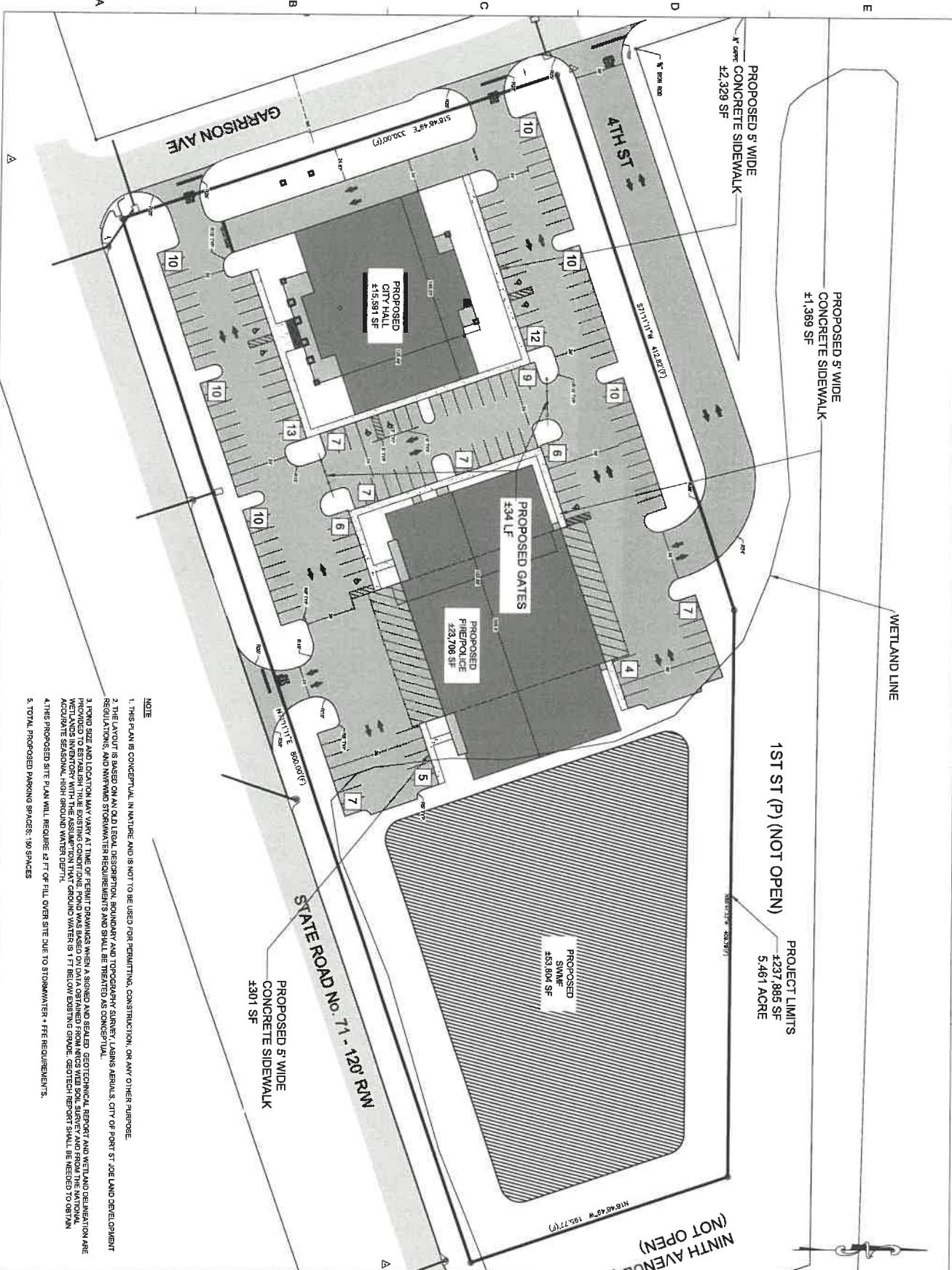
SITE PLAN

PROJECT NO. 2414873

P1

SHEET NO.

Map 11, 2024 (0.0748 (8))
CITY OF PORT ST. JOE PROJECT 2414873 PORT ST. JOE CITY COMPLEX/REDEVELOPMENT, PROPOSED 14223 PM CITY COMPLEX - ENTIRE SITE, DND C2 BY: HOLLAND



- NOTE
1. THIS PLAN IS CONCEPTUAL IN NATURE AND IS NOT TO BE USED FOR PERMITTING, CONSTRUCTION, OR ANY OTHER PURPOSE.
 2. THE LAYOUT IS BASED ON AVAILABLE AERIAL PHOTOGRAPHY, SURVEY, LANDING AERIALS, CITY OF PORT ST. JOE LAND DEVELOPMENT REGULATIONS, AND WETLAND DETERMINATION REQUIREMENTS AND SHALL BE TREATED AS CONCEPTUAL.
 3. ROAD SIZE AND LOCATION MAY VARY AT TIME OF PERMIT DRAWINGS WHEN A SIGNED AND SEALED GEOTECHNICAL REPORT AND WETLAND DELINEATION ARE ACQUIRED. SEASONAL, HIGH GROUND WATER IS 11' BELOW GROUND SURFACE. GEOTECHNICAL REPORT SHALL BE NEEDED TO OBTAIN 4. THIS PROPOSED SITE PLAN WILL REQUIRE 21 FT OF FILL OVER SITE DUE TO STORMWATER + FEE REQUIREMENTS.
 5. TOTAL PROPOSED PARKING SPACES: 130 SPACES



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

March 12, 2024

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

RE: FPN: 453218-1-54-01 - Port St Joe City Street Resurfacing
Professional Services

Dear Mr. Anderson:

It is our understanding that the City has received funding from the FDOT for the resurfacing of various roads throughout City. It is also our understanding that the City has requested a proposal from Dewberry Engineers Inc. (DEI) to provide the professional services associated with this project. DEI is pleased to provide this proposed Task Order to provide these services. **Exhibit A** contains a detailed Task Order with a description of the scope of services for the pre-construction design services. DEI proposes to provide these services for a lump sum fee of **\$147,000.00.**

If you have any questions, please give me a call at 850.693.2181.

Sincerely,

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

Josh Baxley, P.E.
Associate, Branch Manager

**EXHIBIT A
PORT ST JOE CITY STREET RESURFACING
PROFESSIONAL ENGINEERING SERVICES
FOR CITY OF PORT ST JOE
MARCH 2024**

This Task Order is for the purpose of DEI as the ENGINEER to provide pre-construction design services for the Port St Joe City Street Resurfacing Project for the City of Port St Joe acting by and through its Commission.

DESCRIPTION OF ENGINEERING SERVICES
SCOPE OF SERVICES

A. SURVEYING (AS NEEDED)

1. DEI shall locate the right-of-way, existing improvements (i.e. fences, drainage structures, utilities, etc...), and horizontal and vertical alignments.
2. DEI shall acquire elevation points along the roadway every 100' in order to evaluate the existing roadway and shoulder cross-slopes.

B. DESIGN

1. DEI shall evaluate existing roadway widths, drainage patterns and infrastructure to determine necessary improvements.
2. DEI shall design the new roadway in accordance with approved standards.
3. DEI shall investigate existing roadway failures and apply corrective measures to ensure a reasonable lifetime for the new roadway.
4. DEI shall evaluate roadside obstructions to ensure new roadway meets all clear zone requirements.
5. Dewberry shall submit a 60% review plan set to the City and to FDOT.
6. DEI shall submit a 90% review plan set and cost estimate to the City and to FDOT.
7. DEI shall update construction plans based on 90% comments from FDOT and City staff.
8. DEI shall prepare construction plans and specifications necessary to bid the proposed project.
9. DEI shall prepare all bid documents.
10. DEI shall review bids and make a recommendation for bid award.

C. DELIVERABLES

1. DEI shall provide 3 sets of 100% plans and bid documents. Plan sets will include the following Streets:
 - Wescott Circle from Garrison Ave to Garrison Ave
 - Bellamy Circle from Garrison Ave to Garrison Ave
 - 10th Street from Long Ave to Garrison Ave Yaupon Street from Monument Ave to Palm Blvd Mimosa Ave from Dupont Dr to 20th St
 - Dupont Drive from Allen Memorial Way to 20th ST Gautier Memorial Lane from Constitution Dr to Long Ave St. Joseph Drive from Constitution Dr to Dupont Dr
 - Elm Circle from St. Joseph Dr to Dupont Dr 21st Street from Monument Ave to Cypress Ave

The following services will not be provided as a part of this contract and will be billed at our contracted hourly rates if deemed necessary:

1. Title searches
2. Stormwater Permitting with FDEP or NFWFMD
3. CEI
4. NPDES permitting

TOTAL (Tasks A-C) \$147,000

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

DEI

324 Marina Dr. _____

Port St. Joe, FL 32456 _____

By: _____ Josh Baxley _____

Name and Title: Josh Baxley, P.E. _____

Witnessed: Shannon Renfro _____

Date: 3/12/24 _____

CITY OF PORT ST JOE, FLORIDA

305 Cecil G. Costin, Sr. Blvd _____

Port St Joe, FL 32456 _____

By: _____ Jim Anderson _____

Name and Title: _____

Witnessed: _____

Date: _____

Current City Projects 3/19/24

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- RJ Gorman has completed construction and the rock bid was awarded to Monolith Construction.
- Centennial Bldg. Rehab- Under construction with Monolith Construction.
- Lighthouse Complex Sleeping Beauty Rehab- The project has been re-bid and is under review. We are waiting on the State to approve the modified scope of work.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans.
- Long Ave. Paving- Final pay request to mill and resurface 1" on the entire road to be completed in the Spring 2024
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is under Construction.
- 9/5/23 Dewberry tasked to draft a conceptual drawing to add parking along 2nd Street. The project is out for bids.
- 11/7/23 Dewberry has provided a conceptual drawings for the 10th Street Ballfields based on League Representatives. A decision by the Board is needed on how to proceed along with the required funding.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. A decision is needed by the Board on which option to utilize.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The project is out for bids
- 9/26/23 CW Roberts was awarded the contract for the Madison Street Paving Project. CEI Services were awarded to Anchor. Project Complete.
- Downtown Waterline Replacement Phase I, construction began 11/13 by Monolith.

- Downtown Waterline Replacement Phase II- SRF Funding approved and Dewberry is working on the final plans to go out for bids.
- 2/11/24 a Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements.
- 3/5/24 a Task Order was signed for the paving design of Monument Ave. from 19th Street to Allen Memorial.



PORT ST. JOE PORT AUTHORITY

101 Good Morning St, Ste 103
Port St. Joe, FL 32456-4770
Phone: (850) 229-5240

February 19, 2024

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

Mr. Anderson,

The Port Authority of the Port of Port St. Joe requests that the City consider revising the Mortgage Note of May 9, 2016, and the Amendment to the Promissory Note and Mortgage Note of October 14, 2019, by extending the terms of the note as follows. The Port Authority will continue to pay \$503.50 per month as before, which will be applied to the principle of the note until the balance of the note is paid in full.

Best regards,

Guerry P. Magidson, Sr.
Chairman

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CITY OF PORT ST. JOE
ATTN: ACCOUNTS PAYABLE
P.O. BOX 278
PORT ST. JOE, FL
32457-0278

Mail Invoices In Duplicate To
Above Address

Purchase
Order 20240051-00 FY 2024

The Above Purchase Order Number Must Appear
On All Correspondence - Packing Sheets And
Bills Of Lading

ORIGINAL

Page 1

Vendor
XYLEM DEWATERING SOLUTIONS, INC.
26717 NETWORK PLACE

CHICAGO, IL
60673-1267
Tel 904-695-2131

Ship To
WAREHOUSE
1002 10TH STREET

PORT ST. JOE, FL
32456

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
03/07/24	007765				PSJ

LN	Description / Account	Unit	Qty	Unit Price	Net Price
001	450 -30-0-538-565003 SALES QUOTE # 119031268 DRI PRIME CD150S CRITICALLY, GLOBAL SERIES 6 TRIALER KIT, PRIMEGUARD FLOAT SET	EACH	1.00	193868.55000	193868.55

PO Expiration Date 09/30/2024

PO Total 193868.55

FEDERAL ID #59-0953785
TAX EXEMPT CERTIFICATE
#85-8012674233C-1


Chief Procurement Officer

February 23, 2024

Mr. John Grantland
City of Port St Joe
PO Box 278
Port Saint Joe, FL 32456-0278

Phone: 850-229-8247
Email: jgrantland@psj.fl.gov

RE: CD150S-CS - FSA
Sale Quotation 119031268

Dear Mr. Grantland:

Thank you for your interest in Xylem Dewatering Solutions Inc, and our Godwin Pumps of America line of Critically Silenced pumps.

I have prepared the following quote for our Godwin Pumps of America model CD150S with trailer and sound attenuated enclosure.

The Godwin Dri-Prime CD150M pump offers flow rates to 2080 USGPM and has the capability of handling solids up to 3.0" in diameter. The CD150M is able to automatically prime to 28' of suction lift from dry. Automatic or manual starting/stopping available through integral mounted control panel or optional wireless remote access.

The Critically Silenced unit is engineered from start to finish for quiet operation. The enclosure consists of 14 gauge sheet metal lined with 1" and 2" layers of polydamp acoustical sound deadening material. The engine is designed with a critical grade silenced muffler, silenced the priming exhaust, and isolated engine vibration to further reduce operating noise. Hinged, lockable doors provide convenient access to operating controls and service locations. Sound levels are approximately 69 dBA at 30 feet.

All pricing is based on the Florida Sheriff's Contract #FSA23-EQU21.0, Specification #313. There are no delivery / freight charges when utilizing the FSA Contract.

Please call or contact me at your convenience with any additional questions or comments regarding this quote or additional needs.

Sincerely,

Brent Jackson
Regional Director

BJ / gy

450538
565003


3/7/24

Home Office:

84 Floodgate Road, Bridgeport, NJ 08014 • www.godwinpumps.com • (856) 467-3636 • (856) 467-4841

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February 23, 2024
City of Port St Joe
Attention: Mr. John Grantland
Sale Quotation # 119031268
Page 2 of 3

202 Winston Creek Parkway
Lakeland, FL 33810-2866
Tel: 863-682-8800



SALE QUOTATION

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL
Contract Items:				
A	3	Dri-Prime CD150S Critically <ul style="list-style-type: none"> • Silenced Sound Attenuated Enclosure • 6" 150# Flange Suction and Discharge • Isuzu 4LE2X FT4 Diesel Engine with FST • Global Series 6 Skid-mounted, • Spill Containment, 110% Fuel Containment 	\$ 61,029.64	\$ 183,088.92
B	3	Global Series 6 Trailer Kit <ul style="list-style-type: none"> • with Bolt on Tongue, Fenders, • Axle with Electric Brakes, • and Wiring Harness • Fits N32-10374 	3,104.00	9,312.00
C	3	PrimeGuard Float Set <ul style="list-style-type: none"> • w/ 65' Mechanical Floats 	489.21	1,467.63

THE PRICE PROVIDED IS BASED UPON XYLEM'S REVIEW OF THE APPLICABLE PLAN DRAWINGS AND RELEVANT TECHNICAL SPECIFICATION SECTIONS BEARING ON THE EQUIPMENT DESCRIBED IN THIS QUOTATION. SUBMISSION OF THIS QUOTATION SHOULD NOT BE MISCONSTRUED AS XYLEM'S ACCEPTANCE OF ANY OTHER PROVISIONS OF THE PRIME CONTRACT BETWEEN CONTRACTOR AND PROJECT OWNER (HOWSOEVER REFERENCED) AND ATTEMPTS IN ANY SUBSEQUENT SUBCONTRACT TO BIND XYLEM TO SUCH OWNER DOCUMENTS ARE HEREBY REJECTED AND SHALL BE OF NO FORCE AND EFFECT, IRRESPECTIVE OF ANYTHING STATED ELSEWHERE TO THE CONTRARY.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All quotations are subject to credit approval. All prices quoted in US dollars.

SALE QUOTATION

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL
<div>Our current delivery lead-times associated with this Quotation are best estimates at this time. Due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics, these lead-times are an estimate only and not a commitment. Xylem is and will continue to use all commercially reasonable efforts to minimize any delivery delay impacts.</div>				
<div><div>A signed copy of this Quotation is acceptable as a binding contract.</div><div><div><div>Signature:</div><div>Company/Utility:</div><div>Address:</div></div><div><div>Name: (PLEASE PRINT)</div><div>Reference #:</div><div>Date:</div><div>Phone:</div><div>Email:</div><div>Fax:</div></div></div></div>				
NET SALE TOTAL				\$ 193,868.55

THE PRICE PROVIDED IS BASED UPON XYLEM'S REVIEW OF THE APPLICABLE PLAN DRAWINGS AND RELEVANT TECHNICAL SPECIFICATION SECTIONS BEARING ON THE EQUIPMENT DESCRIBED IN THIS QUOTATION. SUBMISSION OF THIS QUOTATION SHOULD NOT BE MISCONSTRUED AS XYLEM'S ACCEPTANCE OF ANY OTHER PROVISIONS OF THE PRIME CONTRACT BETWEEN CONTRACTOR AND PROJECT OWNER (HOWSOEVER REFERENCED) AND ATTEMPTS IN ANY SUBSEQUENT SUBCONTRACT TO BIND XYLEM TO SUCH OWNER DOCUMENTS ARE HEREBY REJECTED AND SHALL BE OF NO FORCE AND EFFECT, IRRESPECTIVE OF ANYTHING STATED ELSEWHERE TO THE CONTRARY.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All quotations are subject to credit approval. All prices quoted in US dollars.



QUOTE PER THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT

Quote Prepared For: City of Port St. Joe

Attention: Mr. Grantland

Date: 02/23/2024 Quote #119031268

CONTRACT DETAILS

FLORIDA SHERIFF'S ASSOC, FLORIDA ASSOC. OF COUNTIES & FLORIDA FIRE CHIEFS' ASSOCIATION
 BID #: FSA23-EQU21.0
 Item #: 313, 6 INCH MOBILE PUMP PACKAGE
 EFFECTIVE: OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2025

CONTRACT PRICING

BASE	BASE BID - Godwin CD150S 6" Isuzu FT4 Dri-Prime Diesel Pump-Trailer	3	50,119.00	150,357.00
ADD	Upgrade to CD150S-CS 6" FT4 Isuzu / Trailer	3	14,014.64	42,043.92
CONTRACT PRICING TOTAL				192,400.92

SPECIFIED OPTIONS

		QTY	UNIT PRICE	
CAPGMA005	PrimeGuard Float Set	3	489.21	1,467.63
SUB TOTAL				1,467.63
SPECIFIED OPTIONS TOTAL				1,467.63

TOTAL (3) CD150S-CS

193,868.55

Xylem Dewatering Solutions / Godwin Pumps appreciates the opportunity to assist with the above quote per the Florida Sheriff's Association. We look forward to serving your needs throughout the future.

BASKERVILLE-DONOVAN, INC
PROFESSIONAL SERVICES PROPOSAL FOR THE
CITY OF PORT ST. JOE**CITY OF PORT ST. JOE WWTF (FLA020206) – 3.1 MGD FACILITY UPGRADE**
FDEP CLEAN WATER STATE REVOLVING FUND (CWSRF) APPLICATION
PRELIMINARY ENGINEERING REPORT, FACILITIES PLAN, AND CAPITAL FINANCE PLAN**March 12, 2024****Section I. BACKGROUND**

The Port St. Joe Wastewater Treatment Facility (WWTF) is an existing 3.1 million gallons per day (MGD) annual average daily flow (AADF) WWTF. The WWTF includes an influent mechanical bar screen with a manual bar screen for redundancy, two (2) grit separators, a 70-acre aerated facultative lagoon, two (2) cloth media filters, and two (2) chlorine contact chambers. Treated effluent is disposed of via a sprayfield land application system (R-001), which is rated for 1.90 MGD AADF. Currently, the WWTF is flow limited due to the 1.9 MGD AADF effluent disposal capacity. The City of Port St. Joe (the "City") intends to modify the existing sprayfield system and construct two (2) new rapid infiltration basins. Once completed, the WWTF will have an effluent disposal capacity of 2.95 MGD.

On November 8, 2023, the Florida Department of Environmental Protection (FDEP) issued a Consent Order (OGC File No. 23-0366) to resolve issues relating to the Port St. Joe WWTF. The Consent Order identified three (3) violations with one of the violations being related directly to the WWTF. From April 2020 through December 2022, FDEP received two odor complaints due to the algae growth occurring in the 70-acre aerated facultative lagoon. With the Consent Order, FDEP provided a *Facility's Improvement Plan* for the City to implement to the WWTF. The facility improvement plan is provided below.

	Improvement Plan Projects	Facility Timeline	Completion Deadline
1	Submit a finalized Facilities Plan with Design Modifications & Tentative Timeline	August 31, 2025	Within two (2) years of the effective date of this Order.
2	Secure Funding	August 31, 2026	Within three (3) years of the effective date of this Order.
3	Submit a Complete Application for Department of Wastewater Permit to Construct Modifications provided in the Facilities Plan	-	Within 60 days of receipt of Funding Approval.
4	New Activated Sludge Wastewater Treatment Plant	August 31, 2023	Within ten (10) years of the effective date of this Order.
5	Dewatering Facility for Ferric Sludge at the Water Plant	August 31, 2028	Within five (5) years of the effective date of this Order.
6	Lagoon Demolition	August 31, 2033	Within ten (10) years of the effective date of this Order.

With the need for the WWTF to move forward with the *Facility's Improvement Plan* and meet the necessary completion deadlines, the "City" has requested assistance from Baskerville-Donovan, Inc. (BDI) to apply for a Clean Water State Revolving Fund (CWSRF) loan through FDEP. The purpose of the loan request is to obtain low interest financing for the City of Port St. Joe WWTF – 3.1 MGD Facility Upgrade. BDI is submitting the task order to provide the first step to entering the CWSRF program. This involves the necessary documentation to accompany a Request for Inclusion (RFI), which provides the "City" an opportunity to be placed on the fundable list. Once the RFI application and supporting documents are completed, BDI will provide the "City" the completed application to submit to the CWSRF Program. This task order also includes services for the second step of the loan application, which is the completion of the Facilities Plan and Capital Finance Plan. Once the project has been placed on the fundable list, BDI will provide the "City" with the completed Facilities Plan and Capital Finance Plan to submit with the CWSRF loan application.

Section II. SCOPE OF SERVICES

Task 1 – Preliminary Engineering Report

This task includes the identification and evaluation of unit processes including grit removal, biological nutrient removal, secondary clarification, tertiary filtration, disinfection, residuals treatment and dewatering, septage receiving station (optional), the evaluation of repurposing the existing 70-acre lagoon for wet weather, reject, and influent equalization (IEQ) storage, and support systems (electrical, instrumentation and control, and sitework) for improvements needed to design and construct a wastewater treatment facility with an anticipated capacity of 3.1 MGD. Consideration will be given in this evaluation for anticipated needs to accommodate the projected ultimate capacity of at least 3.6 MGD or more if site conditions allow this. The evaluation will also include non-economic factors such as process reliability and flexibility, safety, power requirements, utilities required, instrumentation and controls required, and proven equipment operation and maintenance support history. The "City" indicated the mechanical screens are in the process of being replaced, so the evaluation of the mechanical screen equipment is not required and is excluded from this task order.

The preliminary site layout presented in the Report of Findings will be adjusted with staff input to maximize the treatment capacity of the proposed plant site. The design and layout should build-out the existing plant site with a minimum 3.1 MGD treatment capacity. The planning phase will also determine the design influent and effluent parameters for the treatment plant and the level of treatment requirements to meet existing and future effluent disposal options. The results of these evaluations and calculations will be documented in a Preliminary Engineering Report of the findings including BDI's Opinions of Probable Construction Cost (OPCC) for these improvements (See additional OPCC details below). This report will be tailored to match the documentation requirements of the FDEP - Domestic Wastewater Facilities Permit Application.

BDI will conduct and attend (1) Preliminary Engineering Report Kick-Off meeting and one (1) Preliminary Engineering Draft Report meeting with the "City" to discuss the draft report, process equipment selection, and site layout. Based on the comments received from the "City", BDI will incorporate the comments into the final Preliminary Engineering Report.

Opinion of Probable Construction Cost Note: BDI's OPCC are to be made on the basis of Engineer's experience and qualifications and represent BDI's best judgment as an experienced and qualified

professional generally familiar with the construction industry. However, since BDI has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, BDI cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from the OPCC prepared by BDI.

If the Owner wishes greater assurance as to probable Construction Cost, the "City" shall employ an independent cost estimator to provide an estimate based on the finalized Preliminary Engineering Report. The OPCC provided by the independent cost estimator will be included in the Task 2 – CWSRF – Request for Inclusion form.

Task 2 – CWSRF – Request for Inclusion

BDI shall assist with the compilation of the data necessary to complete the Request for Inclusion Form 62-503.900(1), F.A.C (RFI). The specific date required to accompany the RFI includes, but is not limited to, the following:

- A narrative of the proposed capital improvements to be included in the loan.
- Maps showing system boundaries, existing and proposed service area and project area.
- Listing of the census tracts within the service area.
- An Opinion of Probable Construction Cost for the proposed work provided by BDI or an independent cost estimator.
- Develop an estimated schedule when all of the components of the SRF loan program will be completed.
- Provide existing population and proposed population to be served.
- Provide evaluation of criteria necessary for development of project priority for application scoring.

Responses to Requests for Additional Information (RAI) Note: BDI will assist the "City" and prepare responses for one (1) round of request for additional information from the CWSRF following their review of the RFI application. All additional rounds of requests for additional information responses or additional services outside this scope of work will be provided on a time and material basis utilizing BDI's 2024 billing rates with prior authorization from the "City".

Tasks 3 – City of Port St. Joe WWTF – Facilities Plan

BDI will prepare the CWSRF Facilities Plan in accordance with FAC 62-503.700 (2), to be approved and submitted to FDEP by the "City". The Facilities Plan will include the following information (not necessarily in this order):

- Project description including description of existing and recommended facilities.
- Need/justification for the 3.1 MGD WWTF Upgrade.
- Project location maps.
- Cost comparison of three equipment alternatives with a selection of one of the equipment alternatives.
- Cost and Effectiveness Analysis.
- Environmental Review including environmental benefits; effects upon flora, fauna, threatened or endangered plant and animal species, surface water bodies, prime agricultural lands, wetlands, and undisturbed areas; list of endangered/threatened plant and animal species for the project area; any significant adverse human health or environmental effects on minority or low-income communities; documentation of investigations/site visits to determine the environmental effects of the project.
- Public Participation includes a public meeting to explain the proposed project, the capital cost, and the long-term financial impact on rate payers.

- A copy of the adopted resolution to implement the planning recommendations.

Upon request of the "City", BDI will attend meetings with the "City" and the CWSRF to answer questions and facilitate approval of the Planning Document.

- BDI will conduct and attend one (1) public hearing in accordance with the public notification requirements of the CWSRF rules.
- BDI will respond to up to two (2) requests for additional information (RAI) from FDEP on the Planning Document.
- BDI will submit the Planning Document to the CWSRF for their submittal to the State Clearinghouse for review. BDI will respond to up to two (2) sets of comments on the Planning Document from the agencies.

Responses to Requests for Additional Information (RAI) Note: BDI will assist the "City" and prepare responses for two (2) rounds of requests for additional information from the CWSRF following their review of the Planning Documents. All additional rounds of request for additional information responses or additional services outside this scope of work will be provided on a time and material basis utilizing BDI's 2024 billing rates with prior authorization from the "City".

Tasks 4 – City of Port St. Joe WWTF – Capital Financing Plan

BDI will prepare the CWSRF Capital Financing Plan in accordance with FAC 62-503.700 (2), to be approved and submitted to FDEP by the "City". The Capital Financing Plan will include the following information:

- Financial feasibility including a capital financing plan worksheet demonstrating the proposed system of charges, rates, fees, and other collections that will generate the revenues dedicated to loan repayment.

Responses to Requests for Additional Information (RAI) Note: BDI will assist the "City" and prepare responses for two (2) rounds of requests for additional information from the CWSRF following their review of the Planning Documents. All additional rounds of request for additional information responses or additional services outside this scope of work will be provided on a time and material basis utilizing BDI's 2024 billing rates with prior authorization from the "City".

Section III. OWNER'S RESPONSIBILITY

Task 1 - The "City" will provide all available information (FDEP DMRs, drawings, permits, reports, etc.) to assist with the development of the Preliminary Engineering Report. The City shall participate in equipment evaluation, provide input into the design and layout, and provide written comments on the preliminary design construction plans.

Task 4 - Provide all financial information for completion of the Capital Finance Plan, schedule public hearing and facilitate public hearing.

Section IV. DELIVERABLES

BDI will provide the following deliverables to the "City":

- BDI deliverables for **Task 1** include:
 - a. Two (2) copies of draft Preliminary Engineering Report and one (1) electronic copy (PDF) of the City of Port St. Joe WWTF – 3.1 MGD Facility Upgrade.
 - b. Two (2) copies of final Preliminary Engineering Report and one (1) electronic copy (PDF) of the City of Port St. Joe WWTF – 3.1 MGD Facility Upgrade.
- BDI deliverable for **Task 2** include:
 - a. Prepare and submit Form 62-503.900(1) to the "City" for submittal to the CWSRF loan program.
- BDI deliverables for **Task 3** include:
 - a. Two (2) printed copies and one (1) electronic copy (PDF) of the City of Port St. Joe WWTF - Facilities Plan to include and submit to FDEP.
- BDI deliverables for **Task 4** include:
 - a. Two (2) printed copies and one (1) electronic copy (PDF) of the City of Port St. Joe WWTF - Capital Finance Plan to include and submit to FDEP.

Section V. SCHEDULE

Task 1 Schedule

Task 1 Milestones		Calendar Days (each Task)	Calendar Days (from NTP)
1	Notice to Proceed	0	0
2	Schedule a Preliminary Engineering Report Kick-Off Meeting	14	14
3	Preliminary Engineering Report (Draft)	90	104
4	Client Review Duration	21	125
5	Final Preliminary Engineering Report	30	155
Total Project Duration		-	155

Task 2 Schedule

Task 2 Milestones		Calendar Days (each Task)	Calendar Days (from NTP)
1	Notice to Proceed	0	0
2	Prepare all documents for Request for Inclusion (Form 62-503.900(1))	104	104
3	Client Review Duration	21	125
4	Complete Request for Inclusion (Form 62-503.900(1))	29	154
5	Submit Request for Inclusion (Form 62-503.900(1)) to the "City"	1	155
Total Project Duration (Concurrent with Task 1)		-	155

Task 3 Schedule

Task 3 Milestones		Calendar Days (each Task)	Calendar Days (from NTP)
1	Request of Inclusion (Form 62-503.900(1)) Submitted and Receipt Acknowledged by CWSRF	0	0
2	Facilities Plan - Draft Report	45	45
3	Client Review Duration	21	66
4	Facilities Plan - Final Report	24	90
Total Project Duration		-	90

Task 4 Schedule

Task 4 Milestones		Calendar Days (each Task)	Calendar Days (from NTP)
1	Request of Inclusion (Form 62-503.900(1)) Submitted and Receipt Acknowledged by CWSRF	0	0
2	Capital Financing Plan - Draft	45	45
3	Client Review Duration	21	66
4	Capital Financing Plan - Final	24	90
Total Project Duration		-	90

***Schedule Note:** Schedules are subject to change based on time of receipt of a Notice to Proceed (NTP), but changes will be coordinated with the "City". The proposed schedule assumes a review period for the "City" staff to review the reports and loan applications mentioned above. Change in review times, delays in the "City" approval and non-considered events may impact the proposed schedule.*

Section VI. Fee Schedule:

Task 1 – Preliminary Engineering Report	<u>\$52,360.00</u>
Task 2 – CWSRF – Request for Inclusion	<u>\$7,620.00</u>
Task 3 – City of Port St. Joe – Facilities Plan	<u>\$36,520.00</u>
Task 4 – City of Port St. Joe – Capital Finance Plan	<u>\$18,160.00</u>
Total Service Fee	<u>\$114,660.00</u>

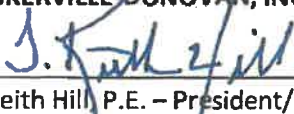
Excluded Items:

- Permitting and Loan Application Fees

Section VII. ACCEPTANCE

Acceptance and approval of the above scope and fees is indicated by signature in the space provided below. This signed Task Order will constitute an "Agreement and Notice to Proceed" for the accomplishment of this Work.

Submitted By:
BASKERVILLE-DONOVAN, INC.


T. Keith Hill P.E. – President/CEO

Date:

3/12/2024

Accepted By:
CITY OF PORT ST. JOE

Jim Anderson – City Manager

Date: _____

Port St Joe Police Department Policy and Procedures for CJIS Compliance

GENERAL ORDER

- 29.0 PURPOSE: The Department shall adhere at a minimum to the CJIS Security Policy, the Department may augment or increase the standards, but will not detract from the CJIS Security Policy Standards.

The Department will post the CJIS Security Policy online and will notify and disseminate updates and changes when needed.

- 29.1 PERSONALLY IDENTIFIABLE INFORMATION (PII): PII is information which can be used to distinguish or trace an individual's identity such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name.

PII may be extracted from criminal justice information (CJI), but only for the official purposes only. Once PII has been used, personnel must dispose of all information properly. PII must not be disseminated to other agencies.

- 29.2 INFORMATION EXCHANGE: Information obtained from the CJI systems, must only be used for criminal justice purposes. Personnel must follow all CJIS Security Policy, state and federal rules and regulations regarding CJI information. All personnel with access to CJI, audio as well as visual, shall receive the proper training within 30 days of hire. CJI or PII will not be transmitted via email unless it meets the encryption requirements of the CSP. All information outlined in the information exchange and disposal of physical media shall be followed as well. These procedures shall include all inquiries for both criminal justice and non-criminal justice purposes.

PSJPD utilizes servers for storage of criminal justice information. The servers are kept in a physically secured building inaccessible to non-authorized individuals. The doors have key locks that are only accessible to Agency employees. The servers are encrypted with FIPS 140-2 certified encryption in order to secure the criminal justice data stored on them.

Physical information, such as reports that contain criminal justice information, is stored in the areas and/or rooms that is only accessible to Agency personnel. The documents are stored in what type of secured container/room and are only removed when needed for operational purposes. When removed, the information is kept by an authorized individual and then returned. The removal is documented in a log.

Any information that must leave the facility for transport will be done so only by authorized personnel and only for operational purposes.

29.3 INFORMATION HANDLING: Information obtained from the CJI systems, must only be used for criminal justice purposes only. Personnel must follow all CJIS Security Policy, state and federal rules and regulations regarding CJI information. All personnel with access to CJI, audio as well as visual, shall receive the proper training within 30 days of hire. CJI or PII will not be transmitted via email unless encrypted. All information outlined in the information exchange and disposal of physical media shall be followed as well. These procedures shall include all inquiries for both criminal justice and non-criminal justice purposes.

29.4 INCIDENT RESPONSE: Should an incidence occur involving any device (workstations, smart phones, laptops, tablets, etc.) that is on the Port St Joe Police Department's network, the LASO shall be contacted immediately. If it is deemed by the LASO to be a security breach of confidential information, a Security Incident Response Form will be filled out and submitted to FDLE ISO at fdlecjisiso@flcjn.net.

The Agency's name will identify the security breach by conducting the following:

1. Confirm the discovery of a compromised resource(s).
2. Evaluate the security incident.
3. Evaluate the security incident.
4. Identify the system(s) of information affected.
5. Review all preliminary details
6. Characterize the impact on the agency as: minimal, serious, or critical.
7. Determine where and how the breach occurred.
 - A. Identify the source of compromise and the time frame involved. Review the network to identify all compromised or affected systems.
8. Examine appropriate system and audit logs for further irregularities
 - A. Document all internet protocol (IP) addresses, operating systems, domain system names and other pertinent system information.
9. Initiate measures to contain and control the incident to prevent further unauthorized access.
10. Document actions throughout the process from initial detection to final resolution.

29.5 ACCOUNT MANAGEMENT: The management of CJI system accounts shall be conducted by Information Technology personnel at the direction of the LASO in accordance with all policies and CJIS Security Policy requirements. New employee personnel will gain access to all systems upon start date, but will lose access to CJI systems if training courses are not completed/ or passed within 30 days. All user accounts of retired, terminated or otherwise former and non-working employees shall be disabled and revoked immediately or as soon as practicable. User accounts suspected of compromise shall be immediately disabled upon first discovery of compromise. Logs of access privilege changes shall be maintained for a minimum of one year and document the validation process.

- 29.6 SYSTEM ACCESS CONTROL: Access to all CJI systems will be granted by the agency's LASO. Once access is granted, the Information Technology (IT) Department will control access. Multiple concurrent sessions are only allowed for training purpose. All other purposes must be approved by the LASO.
- 29.7 REMOTE ACCESS: Remote access shall only be used for official use only. This includes those on duty patrol officers remoting in to agency's network using a VPN tunnel. IT personnel may remote access into the agency's network only for emergency purposes only. Vendor companies may be granted access to the agency's network only if they are virtually escorted by authorized personnel at all times.
- 29.8 PERSONALLY OWNED INFORMATION SYSTEMS: Personally owned devices are not allowed to access the agency's network. Therefore, a device that is not owned by Port St Joe Police Department, shall not process, store, access or transmit CJI.
- 29.9 AUTHENTICATION STRATEGY: Personnel are required a user name and password. All passwords should:
1. Be a minimum length of eight (8) characters on all systems.
 2. Not be a dictionary word or proper name.
 3. Not be the same as the User name.
 4. Expire within a maximum of 90 calendar days.
 5. Not be identical to the previous ten (10) passwords.
 6. Not be transmitted in the clear outside the secure location.
 7. Not be displayed when entered.
- User name will always be structured as such firstnameinitialLastname (jrichards).

29.10 AUTHENTICATOR MANAGEMENT: Authenticators will be assigned to personnel during training or upon reassignment. Any lost, compromised, or damaged authenticators should be reported to the LASO immediately. Authenticators shall be deactivated immediately if personnel is terminated, retired, or has been reassigned.

29.11 MEDIA PROTECTION: Media in all forms shall be protected at all times. Electronic media (i.e. hard drives, disks, flash drives, etc.) shall be behind locked doors at all times with access granted only to authorized personnel only. All portable media shall be assigned to individual users and shall be encrypted at rest and require secure authentication to access.

Physical media (i.e. physical documents) shall only be stored for case file and validation purposes. CJI stored will be placed in locked filing cabinets behind locked doors. Only authorized personnel will be granted access. All other forms of CJI shall be shredded when not in use.

a. MEDIA MARKING

For CJI Information and Information Systems:

1) Security marking refers to the application or use of human-readable security attributes. Digital media includes diskettes, magnetic tapes, external or removable hard disk drives, flash drives, compact discs, and digital versatile discs. Non-digital media includes paper and microfilm.

2) The Information Technology Team, in conjunction with the Agency LASO will ensure the following procedures are conducted by Agency personnel in regards to media marking:

a) Validate that Agency personnel and Information System personnel mark paper and other output products appropriately in accordance with Agency protection requirements, the FBI CJIS Security Policy, and 32 Code of Federal Regulations (C.F.R).

b) Direct information system personnel and users to adhere to the following when marking documents that contain Criminal Justice Information (CJI)

i) Mark documents appropriately in accordance with applicable policies and procedures set forth by PSJPD so that it is immediately apparent that the information shall be protected from unauthorized disclosure.

ii) Apply applicable stamps or marks that detail the highest level of protected information contained in the document.

iii) If a document appears as though it may contain information other than “unrestricted” treat the document as if it is “restricted” until its status can be verified via chain of command.

iv) If personnel are providing the documents to an approved outside source, such as another law enforcement agency, the user must log the exchange in the dissemination log. The user must confirm the identity of the requestor prior to providing the information. When providing the requestor, the documentation, the user must stamp the documents as outlined above.

c) Mark restricted and sensitive information appropriately and clearly.

d) Mark digital media and cover sheets with the following:

i) “Law Enforcement Use Only”

b. MEDIA TRANSPORT

For CJI Information and Information Systems:

1) The LASO in connection with The Information Technology Team must ensure all information removed from the physically secured location must be protected at all times. Agency personnel are responsible for maintaining control of “CJI” when removed from the Agency.

a) Guarantee the protection and control of all digital and non-digital media during transport outside of secured locations using defined security measures.

b) Maintain accountability for information system media during transport outside of the secured location using defined security measures that are agency-approved. PSJPD only authorizes the transport of CJI on Agency issued fully encrypted FIPS compliant flash drive.

c) Only authorized individuals may conduct activities associated with transport of information system media and no other type of media is allowable.

2) All non-digital media shall be stamped or stickered “Law Enforcement Use Only” and shall be securely transported to the recipient by the record clerk or Agency personnel only. All transfers will be denoted in the transmission log.

29.12 ELECTRONIC MEDIA SANITIZATION AND DISPOSAL: All electronic media no longer in use will be overwritten a minimum of 3 times through an industry approved process and shall be stored behind locked door until disposed of by

agency's LASO destroyed. The device will be then destroyed by drilling or smashing or burning, witnessed or carried out by authorized Agency personnel.

29.13 DISPOSAL OF PHYSICAL MEDIA: All physical media, when no longer in use, will be disposed of by agency's contracted shredding company (Shred-It). Media shall be stored in a locked box provided by the shredding company.

29.14 PHYSICAL PROTECTION: The agency's hardware, software, and media containing confidential information will be stored behind locked doors. Only authorized personnel with a "need to know" or "right to know" based on job duties will have access.

The agency shall control physical access by authenticating all visitors before authorizing escorted access to the physically secure location. The agency shall escort visitors at all times and monitor visitor activity.

29.15 ENCRYPTION: When CJI is transmitted outside the physically secure location, the agency will encrypt all data with at least 128-bit encryption. The encryption mechanism shall meet FIPS 140-2 requirements and certificate shall be kept on file at all times.

At the moment the agency does not utilize PKI.

29.16 VOICE OVER INTERNET PROTOCOL: At the moment the agency does not utilize Voice over Internet Protocol (VoIP).

29.17 PATCH MANAGEMENT: The agency's LASO shall review all security relevant patches, service packs, and hot fixes from the vendors. The IT staff shall test and implement all updates and patches. Once reviewed, the patches will be fixed promptly.

29.18 SECURITY ALERTS AND ADVISORIES: Security alerts and advisories will be subscribed by the LASO. The LASO shall evaluate each security alert to determine its urgency and relevance to the agency. Then promptly develop a plan of action to respond to any changes in threats or vulnerabilities exposed by those alerts and notify the proper agency personnel.

29.19 WIRELESS ACCESS RESTRICTIONS: Access to the agency's wireless network shall only be used for official business only. All personnel will be authorized and monitored by the LASO to use the wireless network.

The review of Wi-Fi logs will be reviewed on a monthly basis.

29.20 BLUETOOTH: At the moment the agency does not utilize Bluetooth.

29.21 PERSONNEL SANCTIONS: All personnel with the Port St Joe Police Department shall adhere to all policies. Failure to do so will require review by the agency head. Once reviewed personnel may receive disciplinary actions, up to and including termination and/or criminal prosecution.

29.22 Awareness & Training (AT) Policy and Procedure

I. Purpose

This procedure establishes the Agency's awareness and training program to inform and assess all Agency personnel, internal and external, regarding their information security obligations. This policy shall be provided to all personnel when their unescorted logical or physical access to any information system results in the ability, right, or privilege to view, modify, or make use of unencrypted criminal justice information.

Technical security controls are a vital part of our information security framework but are insufficient to secure all information assets. Adequate information security also requires the awareness and proactive support of all personnel, supplementing and making full use of the technical security controls to include literacy awareness and security awareness education. This need is evident in

the case of social engineering attacks and other current exploits, which specifically target humans rather than IT and network systems.

Insufficient security awareness training and education for Agency personnel can produce scenarios where they are less likely to recognize or react appropriately to information security threats and incidents and are more likely to place information assets at risk of compromise. All agency personnel, users, contractors, and affiliates must be informed about relevant, current information security matters and motivated to fulfill their information security obligations to protect information assets.

II. Source of Authority

This procedure is issued in support of the requirements outlined by the FBI CJIS Security Policy.

III. Scope

This procedure applies to all Agency personnel, staff, volunteers, affiliates, vendors, contractors, and consultants. The procedure applies to the latter whether they are explicitly bound (e.g., by contractual terms and conditions) or implicitly bound (e.g., by generally held standards of ethics and acceptable behavior) to comply with Agency information security procedures.

Whether an individual uses computer systems and networks, everyone is expected to protect all information resources, including computer data, written materials/paperwork, and even intangible forms of knowledge and experience related to the Agency.

IV. Procedure Requirements

All awareness training must fulfill the requirements for the security awareness program as listed below:

- The information security awareness training program must ensure that all Agency personnel, staff, vendors, volunteers, consultants, and contractors achieve and maintain a basic understanding of information security matters.
- Security awareness and literacy training activities must be completed prior to personnel receiving unescorted access to a physically secured location and any access to any criminal justice information or systems that access criminal justice information.
- The training activities should continue at a minimum of once a year, when there are changes to the information systems, due to a breach of the network, within 30 days of a security incident, and when changes are made to the FBI CJIS Security Policy.
- The Agency will provide personnel, vendors, contractors, volunteers,

consultants and all Agency staff with security awareness training materials, security procedures, rules, standards, and guidance on a wide variety of information security matters.

- Additional techniques to increase security awareness training will be employed throughout the agency. This includes screensavers, posters, and/or email advisories.

Awareness Training

- The Agency requires that all personnel complete the required level of CJIS Security Awareness Training/NexTEST training and literacy awareness training upon hire and at least annually after that. Specific staff may be required to complete additional training modules depending on their particular job requirements upon hire and at least annually.

- The Agency IT department, in conjunction with the LASO will conduct periodic simulated social engineering exercises, including but not limited to phishing (email), USB testing, and physical assessments. The Agency IT department will conduct these tests at random throughout the year with no set schedule or frequency. The Agency IT may perform targeted exercises against specific departments or individuals based on a risk determination.

Compliance

All agency personnel will be provided with role-based training via FDLE provided systems. The role-based training will be completed annually.

Literacy Awareness training will be provided by the agency during the onboarding process. The training will be reviewed by all agency personnel and the LASO and/or FAC will maintain records of each user's training completion.

The Agency's LASO and FAC will monitor to assure compliance with this procedure and periodically report to the Agency Administration the results of training and social engineering exercises.

Specific actions or non-actions by Agency personnel may result in a compliance incident. A compliance incident includes but is not limited to:

- Not completing required training within the time allotted
- Choosing an incorrect action during a social engineering exercise

Incorrect actions during a social engineering exercise include but are not limited to:

- Clicking on an unknown link within a phishing test
- Replying with any information to a phishing test
- Opening an attachment that is part of a phishing test
- Enabling macros that are within an attachment as part of a phishing test

- Allowing exploit code to run as part of a phishing test
- Entering any data within a landing page as part of a phishing test
- Transmitting any information as part of a phishing test
- Plugging in a USB stick or removable drive as part of a social engineering exercise
- Failing to follow Agency policies during a physical, social engineering exercise

Agency IT may also determine, on a case-by-case basis, that specific compliance incidents are a false positive and should not count negatively on an employee's compliance profile.

Compliance Assurance

The Agency's IT Department ensures ongoing compliance with security protocol by utilizing specific preventative and remedial actions, including:

- Computer or network access revocation
- Mandatory remedial online training
- Mandatory remedial in-person training

Agency IT in conjunction with Agency Administration reserves the right to determine which preventative or remedial actions are most appropriate based on the severity of non-compliance.

V. Roles and Responsibilities

A. The Agency's LASO and FAC are accountable for running an effective information security awareness and training program that informs and motivates workers to help protect the Agency's information assets.

B. The Agency's LASO and FAC are accountable for maintaining three years' worth of training documentation on each individual. Training records will be reviewed during audits conducted during Florida Department of Law Enforcement and FBI triennial audits.

C. Agency Administration is responsible for developing and maintaining a comprehensive suite of information security regulations, rules, standards, procedures, and guidelines mandated and endorsed in conjunction with the IT department.

D. All Supervisors are responsible for ensuring that their staff and other workers within their responsibility participate in the information security awareness, training, and educational activities where appropriate and required.

E. All Agency staff, vendors, contractors, volunteers, and consultants are personally accountable for completing the security awareness training activities

and complying with applicable regulations, policies, rules, laws, and procedures.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce

Date

GENERAL ORDER 33.0 - Reserve/Part-Time Police Officer Policy

Port St. Joe Police Department

Purpose

The purpose of this policy is to establish guidelines and procedures for the recruitment, selection, training, and utilization of Reserve/Part-Time Police Officers within the Port St. Joe Police Department. Reserve/Part-Time Police Officers are valuable assets who provide additional support to the department in various law enforcement functions.

Definitions

- a. Reserve/Part-Time Police Officer: A sworn law enforcement officer who serves on a voluntary or part-time basis and has the same powers and duties as full-time police officers when activated.
- b. Department: Port St. Joe Police Department.

Recruitment and Selection

- a. The Department may employ qualified individuals for Reserve/Part-Time Police Officer positions with prior Law Enforcement experience.
- b. Reserve Officers must meet the minimum requirements established by the department, which may include a minimum age, education, physical fitness standards, and a clean criminal record.
- c. The selection process may include a comprehensive background investigation, including but not limited to criminal history checks, driving record checks, and character references.
- d. Officers who successfully pass the background investigation shall be interviewed and evaluated by the Chief of Police.
- e. The final selection of Reserve/Part-Time Police Officers shall be made by the Chief of Police or their designee.

Training

- a. Reserve/Part-Time Police Officers shall participate in ongoing training and professional development activities to maintain their skills and stay updated on new laws and procedures.

Duties and Responsibilities

- a. Reserve/Part-Time Police Officers shall perform the same duties and responsibilities as full-time police officers when activated, including but not limited to responding to calls for service, conducting patrols, making arrests, enforcing laws and ordinances, conducting investigations, and providing support to other officers.
- b. Reserve/Part-Time Police Officers may be assigned to special events, traffic control, community outreach programs, or other duties as directed by the Chief of Police or their designee.

c. Reserve/Part-Time Police Officers shall adhere to all department policies, procedures, and code of conduct.

Activation and Scheduling

a. Reserve/Part-Time Police Officers may volunteer and work at anytime with approval of the Chief of Police, Lieutenant, or Supervisor on duty.

b. Reserve/Part-Time Police Officers may be activated based on the needs of the department, including staffing shortages, special events, emergencies, or other operational requirements.

c. Reserve/Part-Time Police Officers shall be notified of their activation and scheduling in a timely manner.

Uniforms and Equipment

a. Reserve/Part-Time Police Officers may be issued a department-approved uniform and may be issued equipment necessary to perform their duties. If equipment is not available then the Officer may supply his own approved duty gear and weapon to be approved by the Chief of Police

b. Reserve/Part-Time Police Officers shall be responsible for the care, maintenance, and cleanliness of their issued equipment.

Supervision and Chain of Command

a. Reserve/Part-Time Police Officers shall be under the direct supervision of a full-time police officer or supervisor while on duty.

b. Reserve/Part-Time Police Officers shall follow the chain of command established within the department.

Use of Force and Authority

a. Reserve/Part-Time Police Officers shall have the same authority and powers as full-time police officers when activated and shall use force in accordance with department policies and applicable laws.

b. Reserve/Part-Time Police Officers shall receive regular training on use of force and de-escalation techniques.

Code of Conduct and Professionalism

a. Reserve/Part-Time Police Officers shall adhere to the department's code of conduct and uphold the highest standards of professionalism, ethics, and integrity.

b. Reserve/Part-Time Police Officers shall treat all individuals with respect and dignity, regardless of race, ethnicity, gender, religion, or any other protected characteristic.

Reporting and Documentation

a. Reserve/Part-Time Police Officers shall complete all necessary reports, forms, and documentation accurately and in a timely manner.

b. Reserve/Part-Time Police Officers shall maintain confidentiality and handle sensitive information in accordance with department policies and applicable laws.

Liability and Insurance

a. Reserve/Part-Time Police Officers shall be covered by the department's liability insurance while performing official duties.

b. Reserve/Part-Time Police Officers shall report any incidents, accidents, injuries, or use of force situations to their immediate supervisor as soon as possible.

Performance Evaluation

a. Reserve/Part-Time Police Officers shall undergo periodic performance evaluations conducted by their supervisor or designated personnel.

b. The evaluation process shall assess the officer's competency, adherence to policies and procedures, professionalism, and overall performance.

Termination and Resignation

a. Reserve/Part-Time Police Officers may be terminated or removed from duty for reasons including but not limited to misconduct, violations of policies and procedures, failure to meet performance standards, or resignation.

b. Reserve/Part-Time Police Officers who wish to resign shall provide written notice to their immediate supervisor.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Grants Updated- 3/19/24

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
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. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
FDOT/SCOP	\$479,428	Madison Street from Garrison to Long Ave Re-surfacing. Approved. 100% Plan Set sent to FDOT
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. The project has been re-bid. Waiting on Approval of the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The project is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 th Street Sports Complex & \$786,545 for Road Paving.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I under construction.
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. The collection system is out for bids and the lift station is being constructed.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FRDAP	\$150,000	Core Park Splash Pad & Restroom, 25% City Match. Submitted 8/27/23. Second Request.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23

FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24
Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/ \$10,200 Loan Approved as well.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Legislative Request 2023	\$6,000,000 \$2,000,000	Fire/Police Public Safety Facility Road Paving Workforce Housing Project Submitted 11/10/23
Army Corps of Engineers	TBD, up to \$15,000,000	Stormwater Improvements, Application submitted on 10/18/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
Dept. of Commerce	\$2,000,000	Rural Infrastructure Fund, Workforce Housing Access Road. Application submitted 11/3/23. Was not approved.
FDOT	\$47,302	Police Dept. - Occupant Protection. Application submitted on 2/27/24.
FDOT	\$84,302	Police Dept. -Speed & Aggressive Driving. Application submitted on 2/27/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted the first week in March 2024.