



**City of Chipley
City Council Regular Meeting**

December 12, 2023 at 5:00 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

D. CITIZENS REQUEST

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

E. APPROVAL OF MINUTES

- [1.](#) Regular Council Workshop - November 9, 2023
- [2.](#) Regular Council Meeting - November 14, 2023. (2 - Form 8b Voting Conflict attached).
- [3.](#) Special Council Meeting - November 28, 2023.

F. DEPARTMENT REPORTS

- [1.](#) City Attorney Report
- [2.](#) CRA Report
- [3.](#) Fire Department Report
- [4.](#) Code Enforcement Report
- [5.](#) Planning & Zoning Report
- [6.](#) Police Department Report

- [7.](#) Public Works Department Report
- [8.](#) Recreation Department Report
- [9.](#) Water Utilities Department Report
- [10.](#) Assistant City Administrator/City Clerk Report
- [11.](#) City Administrator Report

G. PRESENTATIONS

H. AGENDA ITEMS

- [1.](#) Ordinance No 979 (Public Hearing) – Amendment to Chapter 4 and Chapter 10 – Entertainment District.
- [2.](#) Ordinance No. 980 (First Reading) – Amendment to Chapter 2 – Administration.
- [3.](#) Resolution No. 24-09 – Parades.
- [4.](#) Resolution No. 24-10 - Schedule of Recreation Registration Fees
- [5.](#) Resolution No. 24-11 – Florida Department of Agriculture and Consumer Services – Energy Efficiency Grant.
- [6.](#) Award of RFQ No. 2024-02 - Professional Engineering Services for a Division of Historical Resources Grant – Historical Society.
- [7.](#) Request for Certificate of Appropriateness and Demo Permit – 5th Street – City of Chipley.
- [8.](#) Special Event Application - Early Learning Coalition of Northwest Florida (ELCNWF) - Outdoor Children's Art Festival - Tami Valdez.
- [9.](#) PanCare Introduction - Justin Perse
- [10.](#) Disc Golf at Jim Trawick Park – James Pageau - Discussion.
- [11.](#) Garden Club of Chipley - Arbor Day Tree Planting - Discussion.
12. Vehicle Mileage Logs – Discussion.
- [13.](#) Employee Classification Document – Additions/Changes.

I. OTHER BUSINESS

J. ADJOURN

Any subject on the agenda, regardless of how stated, may be acted upon by the Council. The Council reserves the right to add other items to the agenda. Anyone desiring a verbatim transcript of the meeting must make personal arrangements as the City takes only summary minutes. Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 638-6350, at least 48 prior to the proceedings.

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City of Chipley
Council Workshop
Minutes
November 9, 2023 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Mrs. Kristin Martin, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
 Mr. Scott Thompson, Police Chief
 Mr. Ambers Carter, Asst. Public Works Director
 Mr. David Pippin, Recreation Attendant
 Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
 Mr. Jimmy Cook, Water Utilities Director
 Mrs. Tamara Donjuan, Planning/Code Enf. Officer
 Mr. Michael Maxwell, CRA Executive Director

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. **Call to Order.** The meeting was called to order by Mayor Andrews at 5:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mayor Andrews and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #18 - Special Event Application - Project Downtown Chipley and item #19 - Employee Classification Document and Pay Scale. No further discussion.
- D. **Citizens Request.**

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

Juanita Stuart Finney - 562 Bennett Drive, Chipley, FL. Ms. Finney asked if the code issue had been resolved on the property at 1218 Campbellton Avenue. Mr. Miner stated Ms. Finney had asked if council would forgive the fines associated with the property that were filed against the previous owner. Mr. Miner further stated the Council agreed they would work with her, but no official action was taken. Mayor Andrews stated she would add that to the agenda for the regular meeting on Tuesday. Discussion ensued.

Michelle Suggs – 589 Main Street. Mrs. Suggs stated there was an order in August from code enforcement and she is asking Council to consider waiving the fees and consider the lien satisfied.

Mayor Andrews stated this would be addressed during the attorney report. No further discussion.

Jennifer Corbitt – 1346 North Railroad Avenue. Mrs. Corbitt stated she has 2 businesses at 1346 North Railroad Avenue, Suite A and Suite B, and there are drainage issues in the alleyway causing all the back doors in the alleyway to have water issues. She asked if they should collectively approach CRA for funding to help with this or is this a city issue. This issue affects 4 businesses. Mr. Russell stated the CRA would require each property owner to apply separately. Mr. Miner stated the water is coming from the buildings and engineering would need to be done to fix the issue correctly. Mr. Russell stated CRA meets on Tuesday and they could add that to their agenda. Discussion ensued.

Mickey Knapp – North Railroad Avenue. Mr. Knapp stated he is one of the owners on Railroad Avenue next door to Mrs. Jennifer Corbitt and he has talked to Mr. Miner and 2 contractors to find out where the water is coming from. He stated if anything could be done through the city or CRA it would help about 11 people. Discussion ensued.

Tom Poppy - 608 5th Street. Mr. Poppy stated 4th Street comes off Old Bonifay and goes North. Who is responsible for maintaining that road? Mr. Miner stated it is a private road and when that property was subdivided the front landowner gave an easement to Dr. George's house and the Buchanan house. Mr. Miner stated he can send this information to Attorney Jordan for her review and verification. Discussion ensued.

E. Presentation and Approval of Minutes.

1. Regular Council Workshop – September 7, 2023.
2. Budget Workshop – September 19, 2023.
3. Budget Workshop – September 21, 2023.
4. Regular Council Workshop – October 5, 2023.
5. Special Council Meeting – October 5, 2023.
6. Regular Council Meeting – October 10, 2023 (2 - Form 8b – Voting Conflict attached).

F. City Administrator and Department Reports.

City Attorney – Michelle Jordan. Attorney Jordan gave an update on the old dairy dip property and stated the city owns it now and will need to decide what to do with it. Mr. Miner stated the demo bid is ready for the property by the old fire department so we would need to get an asbestos survey on it and the old dairy dip so that is taken care of prior to demolition. Attorney Jordan stated the City Council voted to abate the daily fees for 1218 Campbellton Avenue that were continuing to accrue. The total attorney fees at this time are \$2,169.75 through the end of October 2023 and it is Council discretion how they want to handle that. Attorney Jordan further stated that 589 Main Street has a total lien of \$20,700.20 and a surplus amount of \$11,188.75. Mrs. Suggs is asking to waive the difference owed of \$9,511.45, but there are also attorney fees accrued in the amount of \$1,600.20. She said it is Council discretion but at this time you can vote to abate the fees that are continuing to accrue and then look at the balance once everything has been settled at the Clerk's office. Discussion ensued.

Recreation – David Pippin. Mr. Pippin explained there were a total of 250 kids that registered for soccer season. Mr. John Udochi with Melvin Engineering explained the preliminary structural review of the Music Park Building and stated it will cost more to rehab verse rebuild the building. Mr. Miner stated the building was not built to code. Mr. Russell stated rebuild verse rehab, so do we rebuild or add ballfields is the question. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell went over the CRA summary for November. Mr. Maxwell stated he attended the FRA conference last week and learned a lot. Council Member McCall asked if the CRA district boundaries have been looked at. Mr.

Maxwell stated it has been tabled. Council Member Russell stated Mr. Maxwell is having to do all the paperwork, grants, etc. Is there any way to look at getting a receptionist to handle people coming in and answer basic questions? Mrs. Tanner stated she isn't sure how it was handled prior but when we were meeting at the county office the reason for the increase in the monthly fees were for the position they were trying to hire. She asked if council wants to do that or handle it through an additional appropriation through CRA to fund that position. In the past the position was chamber and CRA and not a city position. Mr. Miner stated the CRA contract is on the agenda if Council wants to look into the funding. Mr. Maxwell stated Blues and Brews made a little over \$1,800.00 profit. Ms. McCall asked about the fire hydrants being repainted and Mr. Maxwell stated he will follow up with the Fire Department. Discussion ensued.

Fire Department – Floyd Aycock. Mr. Miner stated they are out working a fire. He added the county had issued a burn ban and there are no outside fires allowed at this time. No further discussion.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it there are 16 active cases at this time; posted 3 properties this month; opened 38 new cases; closed 37 cases. We had a Special Magistrate meeting with 3 cases scheduled. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained we had 10 Land Use Compliance Certificates; 1 Planning & Zoning Hearing; 1 Site Plan Review; and 1 Request for Certificate of Appropriateness. No further discussion.

Police Department – Scott Thompson. Chief Thompson explained they have been extremely busy. Mayor Andrews stated the Prayer Walk went smoothly and thanked the Department for assisting. Ms. McCall asked about a layering map and showing the areas of accidents on his report because there is a lot of safety money out there the city could apply for through FDOT. Chief Thompson stated he will look into the reporting and see what he can do. Discussion ensued.

Public Works – Ambers Carter. Mr. Carter went over the summary of his report and stated he needs clarification on the Farmers Market Christmas decorations and when to put them out. Mr. Russell stated he thinks Public Works putting out and taking down the decorations need to be looked at due to the time it takes. Mr. Carter asked about updating the Christmas decorations and the budget for that. Mr. Russell asked about adding a \$1.00 per month donation to the utility bill for Christmas decorations/beautification. Mrs. Tanner stated that would have to be approved by resolution and then we would be able to have it added to the utility bill. It was asked that Mrs. Tanner prepare the resolution to be reviewed at the council meeting. Mrs. Tanner stated she will have it ready for discussion, and/or approval. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been doing a lot of maintenance. Mr. Miner stated they would look at a haying operation once the new sprayfield was fully developed so the city would not have to maintain as much. No further discussion.

Finance – Patrice Tanner. Mrs. Tanner explained everything has been going well and very busy. She stated she has been working on the meeting management program and it should be in place for next month's meeting. We will have a consent agenda to put items such as reappointments for P&Z, CRA or things that council normally approves and if there's a question we would know at the workshop and could move it to a regular item. It would be just one motion to approve but council could still have discussion on each item. We also did a separate section for presentations. She stated she is also working on the purchasing card program and policy and has met with one bank and will be meeting with others. The vehicle has been ordered and we should be receiving it soon. The cybersecurity update has been completed by CLS. She added she is currently working on the reorganization and should have the information out to council in the next couple of weeks to review. Discussion ensued.

Mr. Larry Zezula asked about the utility office not offering to take the United Healthcare OTC card

for utility payments. Mrs. Tanner stated it is something we are looking into. She has been able to get contact information for this program at United Healthcare so we will be reaching out to them soon to see about getting that program on board. No further discussion.

Administration – Dan Miner. Mr. Miner explained the following project updates: Solar Field Feasibility Study - last month we mentioned submitting an application to DEO for solar panels at Public Works; we received a letter yesterday that we are approved for a site visit so that's a positive sign that we probably will get that funding; Comprehensive Stormwater Drainage - studies continue; Commercial Fire Pumper Apparatus – receipt of the truck has been moved back to March 2024; Flood Mitigation – will come off next month; all that work has been done at City Hall, Library and the Police Department; Surplus Property/Mongoven Property – Mr. Russell mentioned that earlier and we are looking at going ahead and advertising the demolition of that this month; we have a P&Z meeting scheduled for December 5th; advertising 30 days then contracts, bid bonds, etc. usually takes about 30 days to compile so we are looking at February or March to start the work; Lift Station Generators – there has been a lot of hold up on equipment and supplies that are scheduled to arrive January 2024; Chipley Lead Service Line Replacement – we have a resolution for funding through SRF this month for a total of \$815,000 to do the study and design; this will probably be a \$10 million project over a 10 year timeframe; Uniting Communities of Chipley through Equitable Access and Mobility – the \$6 million downtown revitalization of Chipley application has been submitted; Washington County Industrial Park Project – has been submitted and approved and David H. Melvin is working with the county doing the infrastructure for water, gas, sewer and roads. No further discussion.

G. Agenda Items.

1. **Ordinance No. 979 (1st Reading)** – Amendment to Chapter 4 and Chapter 10 – Entertainment District. Mr. Miner explained this Ordinance will establish a downtown entertainment district. Mr. Miner read Ordinance No. 979 by title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AMENDING CHAPTER 10, ARTICLE III OF THE CODE OF ORDINANCES TO ESTABLISH A DOWNTOWN ENTERTAINMENT DISTRICT, PROVIDING FOR A LEGAL DESCRIPTION OF THE DISTRICT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RULES FOR OUTSIDE CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN THE DISTRICT; PROVIDING FOR PERMITTING FOR SPECIAL EVENTS; PROVIDING FOR EMERGENCY SERVICES REQUIREMENTS FOR PERMITTED SPECIAL EVENTS; PROVIDING FOR HOURS OF MUSIC AND ENTERTAINMENT; AMENDING CHAPTER 4, ALCOHOLIC BEVERAGES, TO PROVIDE CERTAIN EXEMPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Miner stated he understood the council is satisfied with the language just the district boundaries are in question. He stated there is a map showing the district that could be modified if needed. He added the boundary on US 90 would be on the north side due to safety concerns. He further stated the center of the road will be the boundaries. Discussion ensued.

2. **Resolution No. 24-04** – FDEP State Revolving Fund Drinking Water Lead Service Line Replacement. Mr. Miner explained this resolution will allow for the submission of an application for the FDEP State Revolving Fund Drinking Water Lead Service Line Replacement Program. The survey has to be done by next year and we are moving forward

with the process. This part of the project would be \$815,000.00, which will be loan and grant funds. No further discussion.

3. **Resolution No. 24-05** – Florida Department of Commerce Community Planning Technical Assistance Grant Agreement. Mr. Miner explained the state asked us to have it on the agenda but we don't have the agreement yet but hope to have it prior to the Council Meeting. He stated it will approve the grant agreement in the amount of \$50,000 for the Community Planning Technical Assistant Program for downtown planning. No further discussion.
4. **Resolution No. 24-06** – Schedule of Fees. Mr. Miner explained this resolution will allow for additional fees to be added to the fee schedule to include a fee for Special Event Applications and a fee for use of the Farmers Market. Mr. Miner stated these numbers came from contacting other places and if the council would like to change them they can. Farmer's Market Space Rental - \$25.00 per month (plus applicable taxes); Farmers Market & Gazebo Rental - \$150.00 per event (plus applicable taxes); and Special Event Application - \$150.00 (due only when city services are required as a part of the event (ie. road closures, barricades, traffic control). Discussion ensued.
5. **Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement** – Washington County Chamber of Commerce. Mr. Miner explained this will approve the Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement for a period of 12 months in the amount of \$2,325.00, with no increase requested. Council Member McCall asked if we could add in the part time position later. Mrs. Tanner stated an amendment can be done at any time and approved by Council. Discussion ensued.
6. **Award of RFQ No. 2024-01** – Continuing Services Contract for Professional Surveying Services. Mr. Miner explained this will allow for negotiation per CCNA for a Continuing Services Contract for Professional Surveying Services. He stated the scoring committee ranked Southeastern Surveying number one and if Council approves he can negotiate a contract. Discussion ensued.
7. **Award of RFQ No. 2024-02** – Professional Engineering Services for a Division of Historical Resources Grant – Historical Society. Mr. Miner explained this will allow for negotiation per CCNA for a Professional Engineering Services Contract for the Division of Historical Resources Grant for the Historical Society. He stated we do not have this in the packets yet because the deadline is Monday. Mrs. Tanner stated it was a tight timeline and the agreements are only 12 months even though we just go the contract back. Mr. Miner stated they look at it with the timeline starting in June. Discussion ensued.
8. **Interlocal Agreement for Fire Protection** – Bonifay Fire Department. Mr. Miner explained this will approve an Interlocal Agreement for Fire Protection with the Bonifay Fire Department for a period of 10 years. No further discussion.
9. **Special Event Application** - Amended Christmas Fest of Chipley, Inc. Mrs. Heather Lopez explained this is for additional road closures on North and South Railroad Avenues from 2nd Street to 8th Street for the Christmas Festival on December 1st and 2nd, 2023. Discussion ensued.
10. **Planning & Zoning Recommendation** - Development Order and Certificate of Appropriateness – 1330 Jackson Avenue – Teramore Development, LLC. Mr. Miner explained this will approve a development order and certificate of appropriateness for Teramore Development to build a new Dollar General store located at 1330 Jackson Avenue. Ms. McCall stated there are no sidewalks on 2nd Street. Mr. Matthew Inman, Engineer stated there are no sidewalks on 2nd Street just on Highway 90 which has the most

access. Mr. Miner stated sidewalks would be required on 2nd Street. Mr. Inman stated he will look at this with the owner. Ms. McCall stated we also need sidewalks from the old Chipley High School to the railroad. Mr. Miner stated we can look at having that done. Ms. McCall asked if it can be done in conjunction with the project, so the sidewalk is available to pedestrians when the Dollar General opens. Mr. Miner stated we will get that done. Discussion ensued.

- 11. Planning & Zoning Recommendation** – Development Order – 1424 Jackson Avenue – Washington County Board of County Commissioners. Mr. Miner explained this will approve a development order for the Washington County Board of County Commissioners to build a new free-standing wood framed entrance portico located in the front of the Agriculture Center at 1330 Jackson Avenue. No further discussion.
- 12. Resignation of Planning & Zoning Commission Member** – Rebecca Cousson. Mr. Miner explained this will approve the resignation of Ms. Rebecca Cousson from the Planning & Zoning Commission effective October 24, 2023. Mrs. Cain asked that we prepare a Service Appreciation plaque for Ms. Cousson because she donated many years to the city. Discussion ensued.
- 13. Reappointment of Planning & Zoning Commission Member** - Jim Morris. Mr. Miner explained this will reappoint Mr. Jim Morris for a three-year term beginning December 19, 2023. No further discussion.
- 14. Reappointment of Planning & Zoning Commission Member** - Tom Lancaster. Mr. Miner explained this will reappoint Tom Lancaster for a three-year term beginning December 19, 2023. No further discussion.
- 15. Appointment of Planning & Zoning Commission Member** - David Ridley. Mr. Miner explained this will approve Mr. David Ridley to move from an alternate member to a vacant regular commission position on the Planning & Zoning Commission. Discussion ensued.
- 16. Appointment of CRA Board Member** – Deborah Brown. Mr. Miner explained this will approve Ms. Deborah Brown for a four-year term ending on December 1, 2027. No further discussion.
- 17. Appointment of CRA Board Member** – Tracey Kent-Bell. Mr. Miner explained this will approve Ms. Tracey Kent-Bell for a four-year term ending on December 1, 2027. No further discussion.
- 18. Special Event Application - Project Downtown Chipley.** Mrs. Kristin Martin explained Project Downtown Chipley would like to use the Farmer's Market Pavilion for an Artisan Market to be held during the monthly Thursday Night Lights. This specific application is for November 16th from 6:00 to 8:00 p.m. She further stated she would like to do this to support growth and commerce. Discussion ensued.
- 19. Employee Classification Document** – Mr. Miner explained you have the manning document that explains the employee classification and the pay scale. Mr. Miner stated it could be discussed Tuesday night or next month. The Council agreed to discuss this at the Council Meeting. No further discussion.

Other Matters:

Attorney Jordan requested the Council to hold an Executive Session for the Morris Case on November 13, 2023, at 5:00 p.m. The Council was in agreement. No further discussion.

Mayor Andrews reminded Council about the Northwest Florida League of Cities dinner to be held in DeFuniak Springs on December 7th. Discussion ensued.

Mrs. Tanner asked about the regular meeting time for December since we will not hold a workshop due to the NWFLC Dinner. Mayor Andrews stated she would prefer it to start at 5:00 p.m. The Council was in agreement.

The meeting was adjourned by Mayor Andrews at 7:14 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk

DRAFT

City of Chipley
Regular Council Meeting
Minutes
November 14, 2023 at 6:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Ms. Cheryl McCall, Council Member
 Mrs. Kristin Martin, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Mrs. Linda Cain, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
 Mr. Scott Thompson, Police Chief

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
 Mrs. Michelle Jordan, City Attorney

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. **Call to Order.** The meeting was called to order by Mayor Andrews at 6:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mrs. Cain and Mayor Andrews led the Pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews deleted agenda item #3 - Resolution No. 24-05 and item #7 - Award of RFQ No. 2024-02; and added item #23 – CRA.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the deletions and addition. The motion passed unanimously.

- D. **Citizens Request.**

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

Ms. Juanita Stuart Finney – 562 Bennett Drive. Ms. Finney asked if there was any further discussion about waiving the code enforcement fines at 1218 Campbellton Avenue. Mayor Andrews stated this is on the agenda to discuss tonight. No further discussion.

Mrs. Michelle Suggs 589 Main Street. Mrs. Suggs asked if there was any possibility of having the code enforcement fines waived for 589 Main Street. She stated they have been cleaning up and

hauling off debris. Mayor Andrews stated this is on the agenda to discuss tonight. No further discussion.

E. Presentation and Approval of Minutes.

1. Regular Council Workshop – September 7, 2023.
2. Budget Workshop – September 19, 2023.
3. Budget Workshop – September 21, 2023.
4. Regular Council Workshop – October 5, 2023.
5. Special Council Meeting – October 5, 2023.
6. Regular Council Meeting – October 10, 2023 (2 - Form 8b – Voting Conflict attached).

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the minutes as presented. The motion passed unanimously.

F. Agenda Items.

1. **Ordinance No 979 (1st Reading)** – Amendment to Chapter 4 and Chapter 10 – Entertainment District. Mr. Miner explained this Ordinance will establish a downtown entertainment district. Mr. Miner read Ordinance No. 979 by title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AMENDING CHAPTER 10, ARTICLE III OF THE CODE OF ORDINANCES TO ESTABLISH A DOWNTOWN ENTERTAINMENT DISTRICT, PROVIDING FOR A LEGAL DESCRIPTION OF THE DISTRICT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RULES FOR OUTSIDE CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN THE DISTRICT; PROVIDING FOR PERMITTING FOR SPECIAL EVENTS; PROVIDING FOR EMERGENCY SERVICES REQUIREMENTS FOR PERMITTED SPECIAL EVENTS; PROVIDING FOR HOURS OF MUSIC AND ENTERTAINMENT; AMENDING CHAPTER 4, ALCOHOLIC BEVERAGES, TO PROVIDE CERTAIN EXEMPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Miner stated there was a map showing the district boundaries. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the 1st reading of Ordinance No. 979. The motion passed unanimously.

2. **Resolution No. 24-04** – FDEP State Revolving Fund Drinking Water Lead Service Line Replacement. Mr. Miner explained this resolution will allow for the submission of an application for the FDEP State Revolving Fund Drinking Water Lead Service Line Replacement Program. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve Resolution No. 24-04. The motion passed unanimously.

3. **Resolution No. 24-05** – Florida Department of Commerce Community Planning Technical Assistance Grant Agreement. This item was removed from the agenda.
4. **Resolution No. 24-06** - Schedule of Fees. Mr. Miner explained this resolution, if approved, will allow for additional fees to be added to the fee schedule to include a fee for Special

Event Applications and a fee for use of the Farmers Market. Mrs. Cain asked if there would be signs placed at the Farmers Market to make people aware of the fees. Mr. Miner stated yes, there will be signs placed. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 24-06. The motion passed unanimously.

5. **Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement** – Washington County Chamber of Commerce. Mr. Miner explained this will approve the Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement for a period of 12 months in the amount of \$2,325.00, with no increase requested. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement. The motion passed unanimously.

6. **Award of RFQ No. 2024-01** – Continuing Services Contract for Professional Surveying Services. Mr. Miner explained this will allow for negotiations per CCNA for a Continuing Services Contract for Professional Surveying Services. He said there were 2 submittals received and the selection committee reviewed and submitted Southeastern Surveying as number one. He stated he would proceed to negotiate a contract with Southeastern Surveying and if unable to negotiate he would then move to the second company. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Award of RFQ No. 2024-01 for Professional Surveying Services to Southeastern Surveying (SSMC) if the contract was negotiated. The motion passed unanimously.

7. **Award of RFQ No. 2024-02** – Professional Engineering Services for a Division of Historical Resources Grant – Historical Society. This item was removed from the agenda.
8. **Interlocal Agreement for Fire Protection** – Bonifay Fire Department. Mr. Miner explained this will approve an Interlocal Agreement for Fire Protection with the Bonifay Fire Department for a period of 10 years. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Interlocal Agreement for Fire Protection with the Bonifay Fire Department. The motion passed unanimously.

9. **Special Event Application** - Amended Christmas Fest of Chipley, Inc. Mr. Miner explained this will approve additional road closures on North and South Railroad Avenues from 2nd Street to 8th Street to further enhance safety, for the Christmas Festival on December 1-2, 2023. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Amended Special Event Application for the Christmas Fest of Chipley. The motion passed unanimously.

10. **Planning & Zoning Recommendation** - Development Order and Certificate of Appropriateness – 1330 Jackson Avenue – Teramore Development, LLC. Mr. Miner explained this will approve a development order and certificate of appropriateness for Teramore Development to build a new Dollar General store located at 1330 Jackson Avenue. Ms. McCall asked if this included revised plans for sidewalks on 2nd Street and

Mr. Miner stated yes it does. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Development Order and Certificate of Appropriateness at 1330 Jackson Avenue for Teramore Development, LLC. The motion passed with four (4) ayes and one (1) naye. Mr. Russell opposed.

- 11. Planning & Zoning Recommendation** – Development Order – 1424 Jackson Avenue – Washington County Board of County Commissioners. Mr. Miner explained this will approve a development order for the Washington County Board of County Commissioners to build a new free-standing wood framed entrance portico located at the front of the Agriculture Center at 1330 Jackson Avenue. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Development Order at 1424 Jackson Avenue for the Washington County Board of County Commissioners. The motion passed unanimously.

- 12. Resignation of Planning & Zoning Commission Member** – Rebecca Cousson. Mr. Miner explained this will approve the resignation of Ms. Rebecca Cousson from the Planning & Zoning Commission effective October 24, 2023. Mrs. Cain asked if we would need an alternate board member and Mr. Miner stated we had an alternate because we had problems getting a quorum for the meetings, but we no longer seem to be having this problem. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to accept the Resignation of Planning & Zoning Commission Member Rebecca Cousson. The motion passed unanimously.

- 13. Reappointment of Planning & Zoning Commission Member** - Jim Morris. Mr. Miner explained this will reappoint Mr. Jim Morris for a three-year term beginning December 19, 2023. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Reappointment of Planning & Zoning Member Jim Morris for a term of 3 years beginning on December 19, 2023. The motion passed unanimously.

- 14. Reappointment of Planning & Zoning Commission Member** – Tom Lancaster. Mr. Miner explained this will reappoint Mr. Tom Lancaster for a three-year term beginning December 19, 2023. No further discussion.

A motion was made by Council Member Martin and seconded by Council Member Russell to approve the Reappointment of Planning & Zoning Member Tom Lancaster for a term of 3 years beginning on December 19, 2023. The motion passed unanimously.

- 15. Appointment of Planning & Zoning Commission Member** - David Ridley. Mr. Miner explained this will approve Mr. David Ridley to move from an alternate member to a vacant regular commission position on the Planning & Zoning Commission. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Martin to approve the Appointment of Planning & Zoning Commission Member David Ridley in a regular commission position. The motion passed unanimously.

- 16. Appointment of CRA Board Member** – Deborah Brown. Mr. Miner explained this will

approve Ms. Deborah Brown for a four-year term ending on December 1, 2027. Mr. Elijah Hooks via zoom congratulated Ms. Deborah Brown. Ms. Brown thanked the City Council. No further discussion.

A motion was made by Council Member Martin and seconded by Council Member Russell to approve the CRA Board Member Deborah Brown for a term of 4 years ending December 1, 2027. The motion passed unanimously.

- 17. Appointment of CRA Board Member** – Tracey Kent-Bell. Mr. Miner explained this will approve Ms. Tracey Kent-Bell for a four-year term ending on December 1, 2027. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Martin to approve the CRA Board Member Tracey Kent-Bell for a term of 4 years. The motion passed with four (4) ayes and zero (0) nays. Mrs. Cain abstained from voting due to this being her niece.

- 18. Special Event Application** – Project Downtown, Chipley Artisan Market. Mr. Miner explained this will approve the Artisan Market during the monthly Thursday Night Lights, which will create downtown business and support growth and commerce. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the Artisan Market during the monthly Thursday Night Lights. The motion passed with four (4) ayes and zero (0) nays. Mrs. Martin abstained from voting due to being the coordinator of the event.

- 19. Employee Classification Document and Pay Scale** – Discussion. There was discussion regarding frozen positions for the Recreation Department. Council Member Russell asked how much the county was contributing for the recreation department. There was discussion on the number of children in the city and county that utilize Jim Trawick Park. Mrs. Tanner stated she will bring a performance evaluation system and new pay scale that she is working on back to the City Council in February. Discussion ensued.

- 20. Code Enforcement Fees** – 1218 Campbellton Avenue. Mr. Miner explained that council agreed to forgive code fees and fines and for Ms. Juanita Stuart Finney to pay attorney fees only. Attorney Jordan stated the accrued fines are \$9,350.00 and she will calculate the total attorney fees due after she bills the city for her November services. Mr. Miner stated she bought the property not knowing there was a code enforcement lien on it. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve waiving the fees in the amount of \$9,350.00 and give her 30 days to pay the attorney fees after the attorney sends her a letter with the total due. The motion passed unanimously.

- 21. Code Enforcement Fees** – 589 Main Street. Mr. Miner explained that Mrs. Michelle Suggs requested relief for code fines. Mrs. Suggs stated they have cleaned up and removed debris and we are hoping to get some relief for the fines. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to abate continuing fines effective November 14, 2023. The motion passed unanimously.

- 22. Resolution No. 24-07** – Donations for Beautification. Mr. Miner explained this will

approve citizen donations with their monthly utility bill for purposes of city Christmas beautification for all to enjoy. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-07. The motion passed unanimously.

23. CRA – Kevin Russell. Mr. Russell stated there have been discussions about a walking path at Gilmore Park. Do you think this is something CRA would be interested in funding or possibly a FRDAP grant to improve the walking path. Mr. Miner stated a FRDAP grant would fund that and CRA wouldn't be needed. Mr. Russell asked the timeline. Mr. Miner stated we submit applications in August and you know by the following June if you are approved. Mrs. Tanner stated we have two applications submitted now and if they get approved, we still have the ability to apply for a third one. Mr. Miner stated he has the walking path, lighting, ADA play equipment and restroom renovations listed in the current application submission. Mr. Russell also discussed a position at the Tourist Development Council and Chamber of Commerce to assist with the workload. He suggested maybe paying a portion out of TDC and a portion out of CRA. Mrs. Tanner explained the cost of a part-time employee and the amount that would need to come from CRA and stated an amendment could be done to the CRA Administration Contract if that is something the Council is interested in doing. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 7:16 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk

City of Chipley
Special Council Meeting
Minutes
November 28, 2023 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Ms. Cheryl McCall, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Mrs. Kristin Martin, Council Member

Others Present Were

Mr. Dan Miner, City Administrator
 Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. **Call to Order.** The meeting was called to order by Mayor Andrews at 5:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mayor Andrews and she led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #6 – Executive Session – Attorney Michelle Jordan. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve the agenda with the additions. The motion passed unanimously.

D. **Agenda Items.**

- 1. **Resolution No. 24-05** – Fiscal Year 2022-2023 Budget Amendment No. 5. Mrs. Tanner explained the budget amendment, which was a total increase to the budget in the amount of \$581,282.00. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve Resolution No. 24-05. The motion passed unanimously.

- 2. **Resolution No. 24-08** – Capital City Bank Loan – Administration. Mr. Miner explained this resolution will approve a loan with Capital City Bank for the purchase of (1) 2023 Ford F-150 truck for the City Administrator in the amount of \$46,995.00, with an interest rate of 5.53% with five (5) annual payments. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-08. The motion passed unanimously.

3. **Professional Engineering Services Continuing Contract** – Amendment No. 1 - David H. Melvin, Inc. Mr. Miner explained this will approve Amendment No. 1 of the Professional Engineering Services Continuing Contract for David H. Melvin, Inc., to include additional federal requirements that were not in the original agreement. Discussion ensued.

A motion was made by Council Member Martin and seconded by Council Member McCall to approve the Professional Engineering Services Continuing Contract – Amendment No. 1 for David H. Melvin, Inc. The motion passed unanimously.

4. **Professional Grants Administration Services Continuing Contract** – Amendment No. 1 – David H. Melvin, Inc. Mr. Miner explained this will approve the Professional Grants Administration Services Continuing Contract for David H. Melvin, Inc., to include additional federal requirements that were not in the original agreement. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve the Professional Grants Administration Services Continuing Contract – Amendment No. 1 for David H. Melvin, Inc. The motion passed unanimously.

5. **Professional Surveying Services Continuing Contract** – Southeastern Surveying and Mapping Corporation. Mr. Miner explained this will approve the Professional Surveying Services Continuing Contract to Southeastern Surveying and Mapping Corporation. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Professional Surveying Services Continuing Contract with Southeastern Surveying and Mapping Corporation. The motion passed unanimously.

6. **Executive Session – Attorney Michelle Jordan.** Mrs. Jordan explained an executive session was needed in the Morris Case to discuss the ongoing litigation and settlement negotiations. Discussion ensued.

The City Council agreed on holding an Executive Session for the Morris Case on December 5, 2023 at either 4:00 or 5:00 p.m. Attorney Jordan will contact the attorney to see which time will work best.

Mayor Andrews adjourned the meeting at 5:16 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk

COC: Current Litigation

as of February 27, 2023

Section F, Item1.

Attorney	Case Name	Court Judge Docket No.	Parties	Opposing Counsel	Lit Hold? (Y/N)	Person in Charge of Lit Hold	Case Status
Goldhagen, Matt	[CASE NAME]	Court: Case No. Judge: [NAME OF JUDGE] Magistrate Judge: [NAME OF MAGISTRATE JUDGE]	Plaintiff(s): [PLAINTIFF] Defendant(s): [DEFENDANT] Third Parties: [THIRD PARTIES]	[ATTORNEY'S NAME] [LAW FIRM] [ADDRESS] [E-MAIL] [PHONE NO.]	[Y/N]	[PERSON IN CHARGE] [RESPONSIBLE] [PHONE NO.]	[DESCRIPTION OF RECENT FILINGS AND PROCEDURAL POSTURE]
Goldhagen, Matt	COC v Randy Kirkland et al	Court: Washington Co. - Civil Case No. N/A Judge: N/A Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Randy Kirkland and Teresa Kirkland Third Parties: N/A		Y		Complaint Not Filed. On Hold - Homestead Property as of 2/8/2023
Goldhagen, Matt	COC v Coalt Enterprises et al	Court: Washington Co. - County Civil Case No. 21-CC-76 Judge: Colby Peel Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Coalt Enterprises, Inc., James Caudle, and Tammy VU Ngo Third Parties: N/A		N		9/1/2021 under review by JM; reviewing documents;rough draft of complaint 10/12/2021 Filed Civil Cover Sheet / Complaint / Notice of Lis Pendens / Notice of Appearance / Summons 10/14/2021 All of above sent to Process Server in Alexandria, LA 10/19/2021 service pending 11/18/2021 rev docket-no return of service has been filed. Will need to publish notice. Calendared follow up for same 12/17/2021 due for notice publication in paper. Will file same within 14 days 1/24/2022 sent Notice for Publication to newspaper to begin 4 week publication and public notice. 2/21/2022 UPDATE: Legal Notice to run 2/23, 3/2, 3/9, 3/16. BILLED - invoice is pending 04/07/2022 Invoice received; combined with Bush. Emailed accounting@nevesmedia.net requesting separate invoice. 04/11/2022 Spoke with Ms. Blakley at Washington Co. News; invoice was separated to show total charges for COALT \$553.00. 04/12/2022 Invoice Paid 5/1/22 case on standby pending cleanup efforts as agreed to by Board 5/13/22 discussed case with Tamara D. Case is set for HRG on 6/2. A Second violation is pending now. 08/19/22 have calendared for follow up needed - no. of filing for the no. of publication. Will complete in coming days. May need to file to consolidate the other judgment on same property as well. 09/15/2022 Case Status set to CLOSED. 09/15/2022 Notice of Change of Case Number and Type. 9/19/22 efiled No of Publication; drafted and efiled Mo for Default. 09/20/2022 Motion for Default 09/28/2022 Default - clerk of court default 09/29/2022 Notice of Apperance of Counsel 11/1/22 sent cert mail to Caudle at address provided by T Donjuan Need to refile for clerk default n coming days 2/8/23 - Need to draft Amended Complaint to include 6/10/22 Code Enf. Order. Issues with serving James Caudle. Received phone # and email address from T. Donjuan 2/24/23 Draft Amended Complaint. 4/3/23 - Amended Complaint Filed & seved upon Caudle & COALT. Waiting for answer to be filed. Answer due 4/27/23. 4/11/23 - Email fm Caudle re: demo building, drop suit & pay atty fees/costs. 5/5/23 - MBJ read Caudle's email to Council. Building must be demo'd then he can submit request to waive fines, but still pay atty fees/costs. 6/12/23-Motion for Clerk's Default filed, Clerk's default entered & motion for default judgment filed. 6/26/23 - scheduling hearing on motion for default judgment. 7/18/23 - Hearing on Mtn for Default Jdgmt set for 8/14/23 @ 11:15 am. 9/1/23 - Amended Final Judgment entered 8/29/23 & recorded on 8/30/23. Sale set for 11/1/23. 10/27/23 Filed proof of publication of notice of sale & register for foreclosure auction website. 11/30/23 - property sold at auction on 11/1/23.
Goldhagen, Matt	COC v Cancun Mexican Grill	Court: Washington Co. - Circuit Civil Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Cancun Mexican Grill Third Parties: N/A		N		7/20/22 update: earlier this week Provided lawyer for Cancun's with steps/ info to file proper permit. 08/16/2022 City agreed to Continuance if Cancun's submits their application for approval for the new consruction. This is pending. 8/18/22 hearing was continued 60 days to allow Cancuns a chance to submit filings. Note we provided their counsel with forms and information to proceed with filing. 10/06/2022 Tamara Donjuan with City Hall informd Cancun's has NOT submitted filings. 2/23/23 status conference set on this case. 2/23/23 Pending the outcome of the variance hearing, will be set for "Case Managment" on our next hearing docket.
Goldhagen, Matt	COC v Annie Holmes	Court: Washington Co. - Circuit Civil Case No. 2023-CA-07 Judge: Christopher Patterson Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Annie Holmes Third Parties: N/A		N		1/13/23 - Complaint filed & Summons Issued. Waiting on USPS PO Box Request to come back with Street Address for Service of Complaint & Summons. 2/14/23 Sent Summons & Complaint to Sherrif for service upon Defendant. 4/10/23 - Waiting for ROS from Sherrif. 5/11/23-Receive Return of Non Service. 6/26/23 -Waiting on service by Publication due being unable to serve Annie Holmes. 7/26/23 - Proof of Publication for 7/12/23 & 7/19/23 filed. Waiting for Proof of Publication for 7/26/23 & 8/2/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. 8/22/23 - Clerk's default entered. Need to file Motion to Default Judgment & schedule hearing. 9/20/23 - Filed Notice of Substitution of Counsel.
Goldhagen, Matt	COC v Jeremie & Carlie Peters et al	Court: Washington Co. - County Civil Case No. 2023-CC-41 Judge: Frederick Peel Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Jeremie Peters, Carlie Petres, Kathy J. Warrington n/k/a Kathy Hartzog, John E. Hartzog, & Fareoffercashnow, Inc.		N		1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Followed up w/Atty re: file complaint. 4/21/23 Follow up w/Atty re filing Complaint and other pleadings. 5/1/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. 6/23/23 - waiting on returns of service. 7/26/23 - FairOffer served on 7/20/23 & 8/9/23 Answer due deadline calendared. Kathy & John Hartzog served of 7/26/23 & 8/15/23 Answer due deadline calendared. Return of Non-Service filed on 7/26/23 for Carlie Peters, may reside in Destin. 8/25/23 - Still awaiting service upon Carlie Peters and Jeremie Peters. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - No answers filed. Motion to default being preapred.
Goldhagen, Matt	COC v. Estate of Joseph R. Ledlow et al	Court: Washington Co. - Circuit Civil Case No. 2023-CA-59 Judge: Christopher Patterson Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Estate of Joseph R. Ledlow a/k/a Joseph R. Ledlow, Deceased; All Heirs, Beneficiaries, Devisees, Legatees, Spouses & Creditors of Joseph R. Ledlow a/k/a Joseph R. Ledlow, Deceased		N		1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Followed up w/Atty re: file complaint. 4/21/23 Follow up w/Atty re filing Complaint and other pleadings. 4/28/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. Waiting for service by Publication. 7/26/23 - Publications scheduled for 7/26/23, 8/2/23, 8/9/23, & 8/16/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. Need to file Motion to Appoint Admin Alitem. 9/20/23 - Filed Notice of Substitution of Counsel. 11/15/23 - Received a second recorded Order. Waiting for title work. Will amend the complaint to include new lien.

COC: Current Litigation

as of February 27, 2023

Section F, Item1.

Goldhagen, Matt	COC v. Estate of Mary Mydosh et al	Court: Washington Co. - County Civil Case No. 2023-CC-39 Judge: Frederick Peel Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Estate of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis; Charles Smejkal, Jr.; All Heirs, Beneficiaries, Devissees, Legatees, Spouses & Creditors of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis, Deceased		N		2/9/23 - Requested Title Work. 4/24/23 - Draft Complaint, Summons, Notice of Action, Notice of Lis Pendens, Affidavit of Const. Service, Notice of Appearance and emailed to JAM for review. 4/28/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court.Waiting on service. 6/23/23 - Waiting on service by publication. 7/26/23 - Waiting proof of publications (publications are scheduled for 7/26/23, 8/2/23, 8/9/23, & 8/16/23. 7/25/23 Mydosh served & 8/14/23 answer due deadline calendared. 7/25/23 - return of non service for Smejkal. 8/18/23 - Filed Notice of Filing Affidavit of Publications. Need to file Motion for Clerk's Default & Appoint Admin Alitem. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - In process of getting admin ad litem/attorney ad litem appointed.
Goldhagen, Matt	COC v. Charles Smejkal Jr. et al	Court: Washington Co. - County Civil Case No. 2023-CC-39 Judge: Frederick Peel Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Estate of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis; Charles Smejkal, Jr.; All Heirs, Beneficiaries, Devissees, Legatees, Spouses & Creditors of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis, Deceased		N		2/9/23 - Requested Title Work. 4/24/23 - Draft Complaint, Summons, Notice of Action, Notice of Lis Pendens, Affidavit of Const. Service, Notice of Appearance and emailed to JAM for review. 4/28/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. Waiting on service. 6/23/23 - Waiting on service by publication. 7/26/23 - Waiting on Return of Service for Smejkal & proof of publications (publications are scheduled for 7/26/23, 8/2/23, 8/9/23, & 8/16/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. Need to file Motion for Clerk's Default & Appoint Admin Alitem. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - In process of getting admin ad litem/attorney ad litem appointed.
Goldhagen, Matt	COC v. Nancy Elizabeth White	Court: Washington Co. Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Nancy Elizabeth White Third Parties: N/A		N		2/24/23 - Need to bring motion back to magistrate to enter an amended order that identifies both parcels (correct scriviners error). 3/20/23 - Tax deed sale scheduled. COC filed claim for surplus funds.
Goldhagen, Matt	COC v. Estate of Dennie Gilmore a/k/a Dennie Gilmore, Deceased et al	Court: Washington Co. - Circuit Court Case No. 2023-CA-47 Judge: Christopher Patterson Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Estate of Dennie Gilmore a/k/a Dennie Gilmore, Deceased; All Heirs, Beneficiaries, Devissees, Legatees, Spouses & Creditors of Dennie Gilmore a/k/a Dennie Gilmore, Deceased		N		1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Followed up w/Atty re: file complaint. 4/10/23 Notarized Aff. Const. Service. File Complaint, Summons, NOA & NOLis Pendens. Notice of Action in Foreclosure publication is currently running and will be complete on 5/10/23. Answer to complaint due May 19. 6/23/23 - Drafting motion to appoint administrator ad litem for estate. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - In process of getting admin ad litem/attorney ad litem appointed.
Goldhagen, Matt	COC v. Estate of Martha Pippin	Court: Washington Co. Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Estate of Martha D. Deal Pippin; Michael Brian Tylor; Amanda Taylor Third Parties: N/A		Y		5/17/23 - Homestead property - foreclosure on hold.
Goldhagen, Matt	COC v. Richard Barrentine	Court: Washington Co. Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Richard Barrentine and Diana Barrentine Third Parties:		N		4/28/23 - Waiting for recorded lien. 8/28/23 - received title work. 9/8/23 - Title work shows mortgage foreclosure suit filed. Researching whether junior lien foreclosure or intervene in existing foreclosure suit to claim surplus funds.
Goldhagen, Matt	COC v.BC Graham Theological Seminary	Court: Washington Co. - County Civil Case No. 2023-CC-81 Judge: Frederick Peel Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): BC Graham Theological Seminary Third Parties:		N		4/28/23- Waiting for recorded lien. 8/25/23 - Waiting for title work. 9/19/23 - File Complaint, Summonses, Notice of Lis Pendens, and Notice of Appearance. 10/10/23 - g. McGhee, D. Davis, J. Wilson & M. Wilson served. Wilson filed Mtn to Dismiss. 10/19/23 - Return of Non Service re: BC Graham. 10/24/23 - Peel Recusal Order entered & Order of Reassignment to Judge Roberts. 10/27/23 - Return of Non Service re: J. Kirkland.
Goldhagen, Matt	COC v. Sandra Brewer	Court: Washington Co. Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Sandra Brewer and Iplusive Expressions, LLC Third Parties:		N		4/12/23 - Lien recorded. 8/25/23 - Waiting for title work.
Goldhagen, Matt	COC v. Estate of Amy Hill	Court: Washington Co. Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Estate of Amy Hill and Nancy White Third Parties: [THIRD PARTIES]		N		6/22/23 - Order finding Violation. 30 day waiting period for appeal. 8/25/23 - Waiting for title work.
Goldhagen, Matt	COC v. Stephanie Broxton	Court: Washington Co. - Circuit Court Case No. 2023-CA-86 Judge: Christopher Patterson Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Stephanie Broxton Third Parties: [THIRD PARTIES]		N		6/22/23 - Order finding Violation. 30 day waiting period for appeal. Broxton filed appeal 31 days after Order. COC filed Motion to Dismiss. 8/22/23 - Judge denied Motion to Dismiss. 10/26/23 - Order dismissing appeal due to Appellant's failure to file the required brief.

COC: Current Litigation

as of February 27, 2023

Section F, Item1.

Goldhagen, Matt	COC v. Joshua Deans	Court: Washington Co. Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Joshua Deans and Jeremy Deans Third Parties: [THIRD PARTIES]		N		6/22/23 - Order finding Violation. 30 day waiting period for appeal. 9/25/23 - Waiting for title work.
Goldhagen, Matt	COC v. Latonia Mckinnie	Court: Washington Co. Case No. Judge: Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Latonia Mckinnie Third Parties: [THIRD PARTIES]		N		6/22/23 - Order finding Violation. 30 day waiting period for appeal. 11/15/23 - Received recorded Order. Waiting for title work.
Goldhagen, Matt	Lora Bell v. COC	Court: Washington Co. - Circuit Court Case No. 2023-CA-77 Judge: Christopher Patterson Magistrate Judge: N/A	Plaintiff(s): Hon. Lora Bell, Clerk of Court Defendant(s): City of Chipley, Nancy E. White, Amy K. Hill, William M. Hill, Andrew H. Hill, Tina M. Hill, Monica N. Hill, Christina Hill, and Teannah Hill		N		7/18/23 COC served with Complaint. Answer filed 8/9/23. 9/20/23 - Filed Notice of Substitution of Counsel. 11/17/23 - Clerk filed motion for interpleader. Hearing hasn't been scheduled due to all parties not being personally served.
Goldhagen, Matt	CPD v. Nipul Metha	Court: Washington Co. - Circuit Court Case No. 2023-CA-85 Judge: Christopher Patterson Magistrate Judge: N/A	Plaintiff(s): Chipley Police Department Defendant(s): Nipul Metha, Atul Modi, and Nitya, Inc. d/b/a Gas Mart/77 Gas Mart		N		8/4/23 - Petition for Final Order of Forfeiture filed with the Court. 8/9/23 - Atul Modi and Gas Mart served with Petition & Summons. 8/25/23 - Waiting for service upon Nipul Metha.
Goldhagen, Matt	CODE ENFORCEMENT - on-going						07/14/2022 @ 10:00am - Hearings; Ligated three Code Enforcement Hearings. All three resulted in findings of Violation by the Hearing Officer. Note next hrgs on 08/18/2022 @ 10:30am - Hearings our 7/14 hearings. 8/18/22 We litigated four cases before hearing officer. All resulted in findings of violation after hearing or by agreement of property owner. cancelled (none set in Feb. as of 1/25/23) 10/27/22 upcoming hearings set for COC code enf cases Ave/1218 Campbelton Ave/1400 Forrest Ave) 2/23/23 Litigated 2 of 3 cases (1 case Tamara settled prior to hearing) both resulting in findings of violation at hearing. May 18, 2023 code hearing cancelled. 2/8/23 - Upcoming hearings set for COC code enf. cases on 2/23/23 (1214 Johnson Ave/1218 Campbelton Ave/1400 Forrest Ave) 1/26/23 hearings

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
23-001	3/15/2023 15:12:43	dminer@cityofchipley.com	Draft Document	Draft ground lease for 7th street parking lot	3/15/2023	3/29/2023	Dan Miner	https://drive.google.com/open?id=15jGnmkrq15HIVzo3wIR-HbBTtBGqRsTq	4/3/2023	Emailed draft lease to counsel for WPA	Complete
23-002	3/20/2023 10:23:55	tdonjuan@cityofchipley.com	Document/Contract Review	Tamara Donjuan	3/20/2023	3/31/2023	Tamara Donjuan	https://drive.google.com/open?id=10P4NzY_qXvcETIylGB3OXzhmu-Ls-eD	4/1/2023	Emailed form to TD for execution with instruction	Complete
23-003	3/30/2023 9:49:33	ptanner@cityofchipley.com	Document/Contract Review	I have a public records request on the status of the old dairy dip. Can you please give me an update as to where we are at on that property. Thank you!	3/30/2023	3/31/2023	Patrice Tanner		3/31/2023	Emailed status update to PT	Complete
23-004	4/12/2023 11:57:02	dminer@cityofchipley.com	Document/Contract Review	The right of way was abandoned (see attached recording) and Mr. Ursery along with Gil Carter, Property Appraiser, is saying the City needs to issue a Warranty Deed. Can you please prepare and or advise otherwise.	4/12/2023	4/30/2023	Dan Miner	https://drive.google.com/open?id=1_akcss82veF0Co0sBkSFvcU006q38QhY	4/15/2023	Emailed memo to DM	Complete
23-005	4/12/2023 14:40:04	tdonjuan@cityofchipley.com	Document/Contract Review	2 new code cases with liens over 90 days.	4/12/2023	4/18/2023	Tamara Donjuan	https://drive.google.com/open?id=1DD7eOgz3Bqah3ol17mPjwAd6KKYueC60 , https://drive.google.com/open?id=1onKprbez5cTLdDWEeDlqOxPM4sGo58sa	4/13/2023	Emailed TD and DM re: submission	Complete
23-006	4/13/2023 11:09:58	tdonjuan@cityofchipley.com	Document/Contract Review	499 MLK Dr ready for foreclosure	4/13/2023	4/28/2023	Tamara Donjuan	https://drive.google.com/open?id=1PpdZ-G9TSEzOOz1AISG22e-TX8hBsUdS	4/15/2023	Ordered Title Search	PENDING
23-007	4/13/2023 11:12:47	tdonjuan@cityofchipley.com	Document/Contract Review	777 West Blvd	4/13/2023	4/28/2023	Tamara Donjuan	https://drive.google.com/open?id=18zO1185hjNAM2bjpyPjP-8PYiMJHL8	4/15/2023	Ordered Title Search	PENDING
23-008	4/18/2023 16:19:41	director@washcomall.com	Draft Document	Revise fee/permit grant to incorporate professional services like engineering/surveying	4/18/2023	4/28/2023	Michael Maxwell	https://drive.google.com/open?id=19a4bxJy9_0xedjsY9rgdPJJ7JkQGubSE	4/28/2023	Sent drafts to MM	Complete
23-009	4/18/2023 16:22:10	director@washcomall.com	Document/Contract Review	Revise City procurement policy to incorporate CRA grant funding caps based on 3 bids (not to approve a specific bidder)	4/18/2023	4/28/2023	Michael Maxwell		4/28/2023	Sent draft to PT	Complete
23-010	5/23/2023 8:39:01	DMiner@cityofchipley.com	Document/Contract Review	Review Verizon markup to tower lease	5/23/2023	5/30/2023	Dan Miner	https://drive.google.com/open?id=1KzH8VMY0GLKU0YrZ9ZPFbAEaYWitg2EJ , https://drive.google.com/open?id=1bj5CINLbacWzSC_IKS25e99g7mAEX7hz , https://drive.google.com/open?id=1deJSSTt0xKiYH7C9JMP5_YpVYxFWipbH	9/29/2023	LONGTERM PENDING	PENDING
23-011	5/25/2023 12:16:52	dminer@cityofchipley.com	Document/Contract Review	Need to end agreement with Golf Course for spraying reclaimed water to their site. I don't see anything in the agreement to do such. Can you draft a letter to Mr. Vines stating we are ending the agreement? Thanks!	5/25/2023	6/25/2023	Dan Miner	https://drive.google.com/open?id=1eWJCMGpUxfSNDBll6c1llgcRBuLknwQz	5/28/2023	Emailed draft termination letter to DM	Complete
23-012	6/13/2023 15:23:25	ptanner@cityofchipley.com	Document/Contract Review	CRA Revolving Loan - Brittany Wright - 1329 South Railroad Avenue. Mrs. Wright paid her \$25.00 Application Fee. Thank you.	6/13/2023	7/1/2023	Patrice Tanner	https://drive.google.com/open?id=18ow56ljOE_h3fpoGylwWxcifHuLsfwA6	10/18/2023	Sale closed 10/18/23	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
23-013	7/2/2023 13:49:25	ptanner@cityofchipley.com	Document/Contract Review	Purchase of Mongoven Building with FDEO Grant Funds - This item is on the July 11th agenda with the attached documents which were approved by FDEO prior to being signed by the owners and the city. Once approved, we will need to follow up with the closing. Let us know what else we will need to do in order to close, once approved. FDEO is requesting that we close on the property as quickly as possible in order to move forward with the advertising for bids for the demolition of the building.	7/2/2023	7/11/2023	Patrice Tanner	https://drive.google.com/open?id=1w9Dur6yz2l_Ch0utKqEhFp0hDcKencIK , https://drive.google.com/open?id=1yDL7SIFzC_zDqgdDL9jCzodTkLQXyg0V , https://drive.google.com/open?id=12wec_NjGQ1MoHly-i5nPKJPK-oA7jCk , https://drive.google.com/open?id=1IE_RZ9EOUzJjJcLed6frMISEzgiT7cq9 , https://drive.google.com/open?id=16rfCSq6ZQgYNvRioFxpMB8NVY5dAZYUg , https://drive.google.com/open?id=1VZ62jslpS6rnS8Qx0wJQfDyftH4P_k6H5	10/9/2023	Sale closed 10/5/23	Complete
23-014	7/5/2023 14:18:19	tdonjuan@cityofchipley.com	Document/Contract Review	There is a developer interested in using this new law that went into effect on July 1, 2023. He stated according to the new law he will be able to build affordable housing a total of 30 to 35 units on property that is currently zoned neighborhood commercial, not high density residential what you typically would need for his project. Please provide guidance if the developer is correct according to the attachment. Bill 102 thru Florida. Would he not need a zoning charge? Do we need to update Code. Your thoughts are welcomed.	7/5/2023	7/14/2023	Tamara Donjuan	https://drive.google.com/open?id=1ZBnhvAYLYmbekWGjxTeFuJxadBEaQxMt	7/8/2023	Sent memo to TD	Complete
23-015	7/7/2023 13:49:46	ptanner@cityofchipley.com	Document/Contract Review	Purchase of 1384 North Railroad Avenue - This item was approved at the Special Meeting on July 6th. Attached is the final offer pertaining to this purchase for \$110,000. Let us know what else we will need to do in order to close on the property. The realtor said he can draw up another contract quickly if he needs to, unless you will be preparing that.	7/7/2023	7/11/2023	Patrice Tanner	https://drive.google.com/open?id=1ielly3_bLnG36GKw0KytWtQCluHxz3c5 , https://drive.google.com/open?id=1ME4GWfw5QRHR7cubiQ1HT2OVwU2p10d4	9/19/2023	Sent contract to Panhandle	Complete
23-016	7/12/2023 11:17:35	TAndrews@cityofchipley.com	Draft Document	Draft Ordinance creating downtown entertainment district	7/12/2023	7/26/2023	Tracey Andrews	https://drive.google.com/open?id=1XNBpvKEIGUc-1SYmKjZ1wAdK4AZhV6Wp	11/14/2023	Ordinance approved by Council	Complete
23-017	7/12/2023 11:39:00	dminer@cityofchipley.com	Draft Document	The mayor asked that I have you look at our firework ordinance to reflect current state law and have it prepared for the next meeting.. I think we can address it in the Fireworks Prohibited section. See link https://library.municode.com/fl/chipley/codes/code_of_ordinances?nodeId=PTIICOOR_CH24OFMIPR_ARTIINGE_S24-6FIRO allowing it during those times as approved by state law. I think SB 170.	7/12/2023	7/27/2023	Dan	https://drive.google.com/open?id=1SRL-v267VWfJJS1jqCaskcumHlfiqAT	7/25/2023	Sent ordinance to DM	Complete
23-018	7/28/2023 14:46:17	ptanner@cityofchipley.com	Document/Contract Review	We received the attached Notice of Claim in the mail today.	7/28/2023	8/15/2023	Patrice Tanner	https://drive.google.com/open?id=1cVuXby1DfalbvU1ZWaW6-z5wmtvHnGgV	7/31/2023	Mailed response letter to attorneys	Complete
23-019	8/8/2023 10:54:29	tdonjuan@cityofchipley.com	Document/Contract Review	Stephanie Broxton is appealing the code enforcement order. Please advise on what needs to be done. The appeal date was up on August 5, 2023.	8/8/2023	8/14/2023	Tamara Donjuan	https://drive.google.com/open?id=113SmdajnbafjrXtqDPbbai-uyKZhYbw	8/8/2023	Sent memo to TD	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
23-020	8/29/2023 9:23:38	ptanner@cityofchipley.com	Draft Document	You stated in the meeting this month that we will need a resolution to approve the Chamber Blues & Brews Event since it does not follow code. Will you be sending us the verbiage for that resolution?	8/29/2023	9/1/2023	Patrice Tanner		9/5/2023	Sent draft to PT	Complete
23-021	9/12/2023 14:28:01	tdonjuan@cityofchipley.com	Document/Contract Review	This is a old code case that was sold at a tax deed auction and the city claimed the surplus from the sale. Can you file a satisfaction for this case? I have attached all documents in reference to this case.	9/12/2023	9/18/2023	Tamara Donjuan	https://drive.google.com/open?id=1q8JGSmiqEoFGIDKKl6SK6xDzekvoOd06	10/21/2023	Sent draft to TD	Complete
23-022	10/3/2023 10:34:42	SThompson@cityofchipley.com	Draft Document	<p>Good Morning Michelle,</p> <p>Could you help me prepare an agreement between the Police Department, CLS Technology and selected downtown businesses for the installation, use of power, and internet services for businesses allowing us to install surveillance cameras at their businesses.</p> <p>We will need to be able to access our equipment, perform maintenance, and install equipment as needed. We will also need to be notified if the business closes down or otherwise moves so that we can retrieve our equipment.</p> <p>I have a couple of businesses that tentatively agreed to allow us to install these cameras and use their internet services, so I guess you could leave the business name blank and we can fill that in as needed.</p>	10/3/2023	10/13/2023	Scott Thompson		11/20/2023	Sent agreement to CST	Complete
23-023	10/11/2023 8:08:33	tdonjuan@cityofchipley.com	Document/Contract Review	Gary Everett is quieting a title on an old code case that was sold at a tax deed auction on 9/14/21 the city did claim a surplus for \$13,248.44 he is requesting a satisfaction for the lien. Can you help with this request? his case number thru the clerk's office is 23CA102.	10/11/2023	10/20/2023	Tamara Donjuan		10/21/2023	Sent draft to TD	Complete
23-024	10/18/2023 10:22:43	tdonjuan@cityofchipley.com	Document/Contract Review	Will you please file a surplus claim for a code case? The Estate of Mary Mydosch, 589 Main Street. I have attached the surplus claim form and lien to the property. Please forward me a copy once complete for my records. Thank you. The surplus amount is \$11,188.75.	10/18/2023	10/27/2023	Tamara Donjuan	https://drive.google.com/open?id=1mEyKcgdBwtndmV7mp-yc4jRPRzGmNBuH,https://drive.google.com/open?id=1jAah1oGHU2j-1mp1o7yFrU4ST52xaUn	10/21/2023	Sent draft to TD	Complete
23-025	10/20/2023 9:51:43	tdonjuan@cityofchipley.com	Document/Contract Review	I am attaching an order on a code case that I need to have a final expense thru today to including fines that have been accessed. They are trying to pay the fines to sell the property. They have cleaned the lot up.	10/20/2023	10/24/2023	Tamara Donjuan	https://drive.google.com/open?id=1Bl6x6rPzSTRKSynX44i6Vq-0Y_QnmJuG	10/21/2023	Sent memo to TD	Complete
23-026	10/27/2023 10:23:36	tdonjuan@cityofchipley.com	Document/Contract Review	Quick question to the variance process in regards to the alcoholic beverage license. Can you review our ordinance? Alcoholic beverages are for only permitted in commercial land use areas. Variances may not be permitted in other land uses except for commercial is how I read the ordinance. Can you verify if this is correct?	10/27/2023	11/2/2023	Tamara Donjuan		10/30/2023	Sent memo to TD	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
23-027	11/14/2023 14:52:36	tdonjuan@cityofchipley.com	Document/Contract Review	The property owners have sold the sinclair property and have the check for us. Can you prepare a satisfaction?	11/14/2023	11/20/2023	Tamara Donjuan	https://drive.google.com/open?id=1uS98LfMT7a7q2_EQHV6_qlbq4OHjywtX	11/20/2023	Sent draft to TD	Complete

Chibley Redevelopment Agency December 2023 Report to Chibley City Council

- I. The CRA Board of Directors met on Tuesday, November 14, 2023.
- 1.1 The Board of Directors approved Heather Lopez as Chairperson and Crystal Abel as Vice-Chairperson for a one-year term.
- 1.2 The Board of Directors approved an Interior Improvement Grant Application for 1367 S. Railroad, Suite A, Keisha Williams in the amount of \$10,856.
- 1.3 The Board of Directors approved an Exterior Improvement Grant Application for 709 7th Street, Sherie Graham/Hometown Veterinarian in the amount of \$14,714.
- 1.4 The Board of Directors approved an Exterior Infrastructure Grant Application for 709 7th Street, Sherie Graham/Hometown Veterinarian in the amount of \$3000.
- 1.5 The Board of Directors approved a Demolition Assistance Grant Application for 709 7th Street, Sherie Graham/Hometown Veterinarian in the amount of \$9825.
- II. The Board of Directors participated in the required annual Ethics Training course on Tuesday, November 28.
- III. Fiscal Year 2024 Grants Status – See Attached
- IV. Loan Balances as of 11.30.2023 – See Attached
- IV. Account Balances as of 11.30.2023 – See Attached
- V. The next CRA Meeting is scheduled for Tuesday, December 19, 2023 at 3:30 PM.

Respectfully submitted by

Michael D. Maxwell
Executive Director

City of Chipley
Chipley Redevelopment Agency
FY 2024 Grant Summary

<u>Grant Number</u>	<u>Grantee</u>	<u>Property Address</u>	<u>Type of Grant</u>	<u>Date Approved</u>	<u>Amount Approved</u>	<u>Date Recorded</u>
01-2024	Sheri Graham	709 7th Street	Interior Improvement	10.17.2023	\$ 12,000.00	
02-2024	Stephanie Lee	653 Bennett Drive	Demolition Assistance	10.17.2023	\$ 2,250.00	
03-2024	Keisha Williams	1367A South Railroad	Interior Improvement	11.14.2023	\$ 10,856.00	
04-2024	Sheri Graham	709 7th Street	Exterior Improvement	11.14.2023	\$ 14,714.00	
05-2024	Sheri Graham	709 7th Street	Demolition Assistance	11.14.2023	\$ 9,825.00	
06-2024	Sheri Graham	709 7th Street	Exterior Infrastructure	11.14.2023	\$ 3,000.00	

\$ 52,645.00



City of Chipley

Section F, Item2.

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353

December 8, 2023

Chipley Redevelopment Agency
Post Office Box 457
Chipley, Florida 32428

Dear Mr. Maxwell:

The Chipley Redevelopment Agency bank accounts have the following balances as of November 30, 2023:

<u>Account Name</u>	<u>SBA Account</u>	<u>Checking Account</u>	<u>Total Amount</u>
CRA Trust Escrow	\$ 183,585.99	\$ 1,125.26	\$ 184,711.25
CRA Trust Fund	.00	3,022.29	3,022.29
CRA Revolving Loan	<u>60,621.72</u>	<u>28,566.05</u>	<u>89,187.77</u>
Total	<u>\$ 244,207.71</u>	<u>\$ 32,713.60</u>	<u>\$ 276,921.31</u>

If you have any questions or if you should need additional information, please contact me at the number listed above or by email at ptanner@cityofchipley.com.

Sincerely,

Patrice A. Tanner
Assistant City Administrator/City Clerk

City of Chipley
Community Redevelopment Agency
Revolving Loan Acitivity
Fiscal Year 2023-2024

Section F, Item2.

Name	Loan Balance As of 10/01/23	New Loans (10/01/23-11/30/23)	Principal Paid (10/01/23-11/30/23)	Balance As of 11/30/23
Jerusalem Baptist Church (03/02/17)	4,292.19	0.00	496.81	3,795.38
Sister's Southern Charm (11/20/18)	10,499.31	0.00	0.00	10,499.31
Leanne and John Pedraja (07/18/19)	9,839.01	0.00	478.19	9,360.82
Cynthia H. Brown (02/10/22)	15,717.43	0.00	458.73	15,258.70
Tiffany Hitchcock (04/12/22)	16,174.62	0.00	457.20	15,717.42
Rachel & James Jenkins (05/27/22)	8,201.58	0.00	228.19	7,973.39
Brittany & James Wright (10/19/23)	20,000.00	0.00	222.04	19,777.96
Totals	\$ 84,724.14	\$ -	\$ 2,341.16	\$ 82,382.98

By: Patrice Tanner



Chipley Fire Department

November 2023 Monthly Activity Report

From: Hunter Aycock, Fire Chief

Type of Call	October	November	For the Year of 2022 – 2023	
	Totals	Totals	Total Calls	Responders
Structure Fires	3	3	Structure Fires	7
Vehicle Fires	1	2	Vehicle Fires	11
Wild land Fires	8	4	Wild Land Fires	3
Fire Alarms	4	8	Wild Land Fires	8
Meeting (Business & Training)	2	2	Fire Alarms	17
MVA (Traffic Crashes)	4	2	Meetings	7
First Responder	0	0	Meetings	17
Life Flight	0	0	Sig 4 (Traffic Crashes)	9
Public Service Calls:	5	5	First Responder	0
			Life Flights	0
			Public Service Calls:	8
			Average Response	9
Total # of calls for the month:	27	26	Total Calls:	71
Total # of calls in the City:	10	14	Total City calls:	33
Total # of calls in the County:	14	12	Total County calls:	33
Total # of Mutual Aids:	1	1	Total Mutual Aids:	2
Total # of Meetings:	2	2	Total Meetings:	6
Complaints:	0	0	Total Complaints:	0
Inspections:	2	4	Total Inspections:	10
Plan Reviews:	6	3	Total Plan Reviews:	10



City of Chipley

CODE ENFORCEMENT

1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



November 2023

1. Total Active Cases: 13

These active cases include subsection a) some cases may include multiple violations.

a. Public Nuisance: 18

- Junk, Trash and Debris: 4
- Building/Structure Violations: 7
- Junk Cars: 0
- Overgrown Lots: 6
- Fence Violations: 0
- 911 Addressing Violations: 1
- RV, Vehicle, Outbuilding used for residential living: 0
- Zoning Violations (to include Signage): 0
- Construction Container Violations: 0
- Swimming Pool Violations: 0
- Obstruction of Right-of-Way: 0
- Permit Violations: 0
- Pitbull Registration Violation: 0
- Utilities Violation: 0

2. New cases opened this month: 9

3. Properties Posted this month: 2

4. Cases brought before this month's Special Magistrate: 0

5. Citations written this month: 0

6. Cases Closed this Month: 14

These closed cases include subsection b) some cases may include multiple violations.

a. 10 of these closed cases are from previous months.

b. Public Nuisance: 22

- Junk, Trash and Debris: 6
- Building/Structure Violations: 1
- Junk Cars: 2
- Overgrown Lots: 6
- Fence Violations: 0

- 911 Addressing Violations: **2**
- RV, Vehicle, Outbuilding used for residential living: **0**
- Zoning Violations: **0**
- Garbage Container Left at Roadside: **4**
- Swimming Pool Violations: **0**
- Obstruction of Right-of-Way (to include Signage): **0**
- Permit Violations: **1**
- Animal Control Violations: **0**
- Utilities Violation: **0**
- Outside Burning of Household Trash: **0**
- Demo Debris: **0**

9. Code Enforcement Verification: 4

1. 1342 Holley Avenue
2. 1212 Main Street
3. 1172 McDougald Drive
4. Lost Lake Road

10. Pit bull Registration: 0

11. Properties with Active Liens: 13

1. 1209 Campbellton Avenue 08/05/2020 Sent to attorney.
2. 1278 Holley Avenue (Two Liens) 08/05/2020 & 08/26/2022 Sent to attorney.
3. 1471 S. Railroad Avenue 07/11/2022 Sent to attorney.
4. Church Avenue 07/11/2022 Sent to attorney.
5. 589 Main Street 09/19/2022 Surplus Claim **PENDING** for \$11,188.75 request on 10/24/2023
6. 592 Main Street 09/19/2022 Sent to attorney.
7. 777 West Boulevard 01/09/2023 Sent to attorney.
8. 499 Martin Luther King Drive 01/09/2023 Sent to attorney.
9. 746 West Boulevard 4/12/2023 Sent to attorney.
10. 1214 Johnson Avenue 05/08/2023 Sent to attorney.
11. 1218 Campbellton Avenue 05/08/2023 Sent to attorney.
12. 1167 6th Avenue 8/10/2023 Liens accruing.
13. 492 2nd Street 8/10/2023 Liens accruing.

Case Report

12/1/2022 - 11/30/2023

Case Date	Owner Name	Parcel #	Parcel Address	Description	Main Status
11/30/2023	MARSHA NELL GONZALES ESTATE & HEIR	00000000-00-1161-0001	1158 6TH AVE	Abandoned materials	Active
11/21/2023	CABEEAFL LLC % SHERRI WADE	00000000-00-2879-0002	541 5TH ST	Junk, trash, rubbish	Active
11/17/2023	SHIRLEY MORRIS	00000000-00-1090-0001	777 EAST BLVD	Abandoned materials	Active
11/16/2023	CHERYL WYNN	00000000-00-1061-0001	615 BENNETT DR	Structure in Disrepair	Active
11/16/2023	WINSTON S & TAMMY ROBINSON	00000000-00-2961-0000	1385 WARREN AVE	Structure in Disrepair	Active
11/15/2023	CHAUERS BROCK FURNITURE CO	00000000-00-1032-0000	1181 JACKSON AVE	Junk, abandoned materials	Active
10/26/2023	MARK DALDRY	00000000-00-2733-0001	1326 OLD BONIFAY RD	Disrepair	Active
10/16/2023	VANESSA W RHYNES	00000000-00-1167-0000	799 ORANGE ST	Disrepair and excessive grass weeds and vegetation	Active
7/27/2023	WILLIE JAMES L PATRICK ESTATE % VERNITA PATRICK	00000000-00-1288-0001	1239 COGGIN AVE	Disrepair, excessive grass, weeds, and vegetation	Active
7/14/2023	THELMA WOOD	00000000-00-1132-0000	771 PECAN ST	Excessive grass, weeds, and vegetation	Active
6/27/2023	PAMELA MOORE ETAL & DAVID MARSHALL	00000000-00-2144-0000	869 CHESNUT HILL ST	Disrepair, 911 address, excessive grass, weeds, and vegetation	Active

6/7/2023	EDITH JAUNITAHOGAN C/O JOHNNY SMITH	00000000- 00-1118- 0000	737 PECAN ST	Excessive grass, weeds, vegetation and disrepair	Active
4/13/2023	STEPHANIE L BROXTON	00000000- 00-1062- 0000	653 BENNETT DR	House in Disrepair, excessive grass, weeds, and vegetation	Active

Total Records: 13

12/1/2023

Monthly Closed Cases

11/01/2023 - 11/30/2023

Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main Status
11/17/2023	THOMAS JAMES SIMMONS III	00000000-00-2185-0000	1308 BRICKYARD RD	Abandoned materials	11/27/2023	Closed Case
11/13/2023	JAMES SPEARMAN	00000000-00-2792-0000	1330 OLD BONIFAY RD	No Permit	11/21/2023	Closed Case
11/2/2023	VIVIAN MORRIS	00000000-00-2814-0000	500 MARTIN LUTHER KING DR	Excessive grass, weeds, vegetation, abandoned materials.	11/15/2023	Closed Case
11/1/2023	WILLIAM HARRISON	00000000-00-1993-0000	1400 FORREST AVE	Excessive grass, weeds, vegetation and abandoned materials.	11/13/2023	Closed Case
10/26/2023	FOXMEADOW APARTMENTS LTD	00000000-00-2926-0001	844 GLENWOOD AVE	Abandoned materials	11/2/2023	Closed Case
10/25/2023	KAMAL UDDIN	00000000-00-1597-0000	1325 WATTS AVE	Garbage container for construction	11/2/2023	Closed Case
10/25/2023	JOSHUA & JEREMY DEANS INV TEAM	00000000-00-1688-0000	745-763 1ST ST	Utilities violations, abandoned materials, junk vehicles, trash	11/14/2023	Closed Case
10/24/2023	MILES A ANDERSON & J A PETERS	00000000-00-2955-0003	1300 KAY AVE	Junk vehicles, no 911 address	11/15/2023	Closed Case
10/20/2023	JIMMIE L COOPER	00000000-00-1397-0000	1247 CHURCH AVE	Excessive grass, weeds, and vegetation, garbage container, 911 address	11/13/2023	Closed Case

10/17/2023	LANE J KINNEY	00000000-00-2954-0003	483 2ND ST	Garbage container, junk, trash debris, junk vehicle.	11/15/2023	Closed Case
10/17/2023	CABEEAFL LLC	00000000-00-2762-0001	605 7TH ST	Garbage container, excessive grass, weeds, and vegetation	11/13/2023	Closed Case
10/12/2023	WENDOLA I NOWELL	00000000-00-1815-0000	772 EAST BLVD	Excessive grass, weeds, vegetation	11/27/2023	Closed Case
3/28/2023	Nancy Elizabeth White & Etal Amy Kathryn Hill	00000000-00-1694-0000	Sinclair Street	Excessive grass, weeds, and vegetation	11/14/2023	Closed Case
4/12/2022	COALT Enterprise % James Caudle	000000000016410000	1320 Jackson Avenue	Structure in Disrepair	11/14/2023	Closed Case

Total Records: 14

12/1/2023



**CITY OF CHIPLEY
PLANNING & ZONING REPORT
FOR THE MONTH OF NOVEMBER 2023**



TO: City Council

FROM: Tamara Donjuan – Planning Officer

DATE: December 1, 2023

(1) Land Use Compliance Certificates: 17

- 1- 1330 Jackson Avenue – New Construction
- 2 – 709 7th Street – Plumbing
- 3 – 1424 Jackson Avenue – Addition
- 4 – 4th Avenue – New Construction
- 5 – 789 2nd Street – Interior Remodel
- 6 – 1367 A Railroad Avenue – Renovating Flooring
- 7 – 1249 Hope Drive – Storage Shed
- 8 - 7th Street – Renovations In/Out
- 9 – 653 Bennett Drive – Demo
- 10 – 1332 Coggin Avenue – Fence Installation
- 11 – 1196 Church Avenue – Telecommunications Install
- 12 – 1330 Old Bonifay Road – New Construction of Storage Shed
- 13 – 595 2nd Street – Home Renovations
- 14 – 1187 Brickyard Road – Bathroom Addition
- 15 – 1297 McNeil Lane – Repairs and Renovations
- 16 – 599 4th Street – Roof Installation
- 17 – 587 Bennett Drive – Interior Home Renovations

(2) Tree Removal Permits: 0

(3) Demolition Permits: 1

- 1 – 653 Bennett Drive - Demo

(4) Zoning Changes: 0

(5) Planning and Zoning Hearing: 1

- 1 – 1424 Jackson Avenue - Addition

(6) Signage: 2

- 1 – 559 5th Street
- 2 – 1360 Brickyard Road

(7) Site Plan Reviews: 1

- 1- 1330 Jackson Avenue – New Construction

(8) Development Orders: 3

- 1- 1330 Jackson Avenue – New Construction
- 2 – 1424 Jackson Avenue – Addition
- 3 - 4th Avenue – New Construction

(9) Request to Site Manufactured Home Unit: 0

(10) Request for Certificate of Appropriateness: 2

- 1 – 1424 Jackson Avenue – Addition
- 2 - 1330 Jackson Avenue – New Construction

(11) Construction Permits: 0

(12) Zoning Verifications: 5

- 1 – 1212 Main Street
- 2 – Off Ramp I-10 & 77
- 3 – Leander Lane
- 4 – 1105 Lost Lake Road
- 5 – Lost Lake Road

(13) Solicitor Permit: 0

(14) Alcoholic Beverages and Tobacco: 1

- 1 – 1334 N. Railroad Avenue - Restaurant

Permit Report

Section F, Item5.

11/01/2023 - 11/30/2023

Permit #	Permit Type	Permit Type	Permit Type	Applicant Name	Description	Land Use Designation	Owner Name	Parcel #	Parcel Address	Flood Zone	Main Status
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Group: Alcoholic Beverages Zoning

447	Alcoholic Beverages Zoning			Casa Cable LLC DBA Happei Hour	Alcoholic Beverage License	Historic Commercial	GODFREY W G ET AL TRUSTEE	00000000-00-1379-0000	1334 NORTH RAILROAD AVE	No	Closed

Group Total: 1

Group: Business License

455	Business License			ARC Burger LLC	Business License / Fast Food Restaurant	Commercial	DEBRA JILER AKA HARDEE'S	00000000-00-2159-0001	1212 MAIN ST	No	Closed

Group Total: 1

Group: Development Order

450	Development Order	Land Use Compliance		Chipola Area Habitat For Humanity Inc	New Construction of Residential Home	Low Density Residential	Chipola Habitat for Humanity	00000000-00-1080-0000	747 EAST BLVD	No	Closed
445	Development Order	Certificate of Appropriateness	Land Use Compliance	Washington County BOCC	Addition	Public/Semi-Public/Educational	AGRICULTURE/STATE OF FLORIDA	00000000-00-2006-0000	1424 JACKSON AVE	No	Closed
425	Development Order	Site Plan Review	Certificate of Appropriateness	Teramore Development LLC	Commercial New Construction	Commercial	TERAMORE DEVELOPMENT LLC	00000000-00-1640-0000	1330 JACKSON AVE	No	Closed

Group Total: 3

Group: Land Use Compliance

466	Land Use Compliance			Daniel Finch	Repairs and Renovations at manufactured park	Medium Density Residential	DANIEL & MELISSA FINCH	00000000-00-2738-0002	1297 MC NEILL LANE	No	Closed
465	Land Use Compliance			Karen Bowden	Interior Home Renovations	Low Density Residential	KAREN R BOWDEN	00000000-00-2985-0006	587 BENNETT DR	No	
464	Land Use Compliance			Vivian Morris	Roof Installation	Low Density Residential	VIVIAN MORRIS	00000000-00-2778-0000	599 4TH ST	No	Closed
459	Land Use Compliance			Greg Sloan	Bathroom Addition	Low Density Residential	GREG K & PHYLLIS A SLOAN	00000000-00-2249-0002	1187 BRICKYARD RD	No	Closed
458	Land Use Compliance			Jerry Smith	Home Renovations	Low Density Residential	JERRY W SMITH	00000000-00-2788-0000	595 2ND ST	No	Closed
456	Land Use Compliance			James Spearman	New Construction of storage shed	Low Density Residential	JAMES SPEARMAN	00000000-00-2792-0000	1330 OLD BONIFAY RD	No	Closed
454	Land Use Compliance			Uniti	Telecommunications Install	Public/Semi-Public/Educational	CITY OF CHIPLEY	00000000-00-1045-0002	1196 CHURCH AVE	No	Closed
453	Land Use Compliance			Jose Riveria	Fence Installation	Low Density Residential	JOSE E PEREZ-RIVERA	00000000-00-1494-0000	1332 COGGIN AVE	No	Closed
452	Land Use Compliance	Demolition		Stephanie Broxton	Demo Old home	Low Density Residential	STEPHANIE L BROXTON	00000000-00-1062-0000	653 BENNETT DR	No	Closed
451	Land Use Compliance			Regina Graham	Renovations In/Out	Commercial	REGINA SHERIE GRAHAM	00000000-00-1824-0000	7TH ST	No	Closed
449	Land Use Compliance			Yes Lord Deliverance Church	Storage Shed	Low Density Residential	YES LORD DELIVERANCE CHURCH	00000000-00-1825-0044	1249 HOPE DR	No	Closed

Section F, Item5.

448	Land Use Compliance			Keisha Williams	Flooring renovating	Historic Commercial	JAN SWART	00000000-00-1448-0000	1367 A SOUTH RAILROAD AVENUE	No	Closed
446	Land Use Compliance			Austin Bass	Interior Remodel	Historical Residential	AUSTIN & MAKYNZIE BASS	00000000-00-1743-0000	789 2ND ST	No	Closed
443	Land Use Compliance			Sherie Graham	Plumbing	Commercial	Regina Sherie Owens Graham	00000000-00-1824-0000	705-709 7TH ST	No	Closed

Group Total: 14

Group: Sign

457	Sign			Eli Kessler	Signage (8 temporary)	Public/Semi-Public/Educational	NORTHWEST FL HEALTHCARE INC	00000000-00-2216-0000	1360 BRICKYARD RD	No	Closed
444	Sign			Regina Wolfgang	Signage	Low Density Residential	CHIPLEY KINGDOM CHURCH	00000000-00-2749-0000	559 5TH ST	No	Closed

Group Total: 2

Group: Zoning Verifications

463	Zoning Verifications			Mike Flounlacker	Zoning Verification	Commercial	4110 27TH AVENUE LLC	00000000-00-2355-0000	OFF RAMP I-10 & 77		Closed
462	Zoning Verifications			Mike Flounlacker	Zoning Verification	Commercial	4110 27TH AVENUE LLC	00000000-00-2329-0000	LEANDER LN		Closed
461	Zoning Verifications			Mike Flounlacker	Zoning Verification	Commercial	4110 27TH AVENUE LLC	00000000-00-2329-0003	1105 LOST LAKE RD		Closed
460	Zoning Verifications			Mike Flounlacker	Zoning Verification	Commercial	4110 27TH AVENUE LLC	00000000-00-2330-0005	LOST LAKE RD		Closed

Group Total: 4

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Total Records: 25

12/1/2023

Section F, Item5.



SCOTT THOMPSON, Chief of Police

Chipley Police Department City of Chipley, Florida

1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
PHONE (850) 638-6310 • FAX (850) 638-6327

MONTHLY ACTIVITY REPORT NOVEMBER 1 to NOVEMBER 30, 2023

OFFENSE	NUMBER
INFORMATION	3
WARRANT SERVICE	12
SUSPICIOUS INCIDENT	1
WELFARE CHECK	1
MARCHMAN ACT	1
BURGLARY(RESIDENCE)	2
BURGLARY(BUSINESS)	1
DISTRUBANCE	1
DRUG CASE	1
STABBING	1
CRIMINAL MISCHIEF	5
CHILD ABUSE	1
INJUNCTION VIOLATION	1
DECEASED PERSON	2
MISSING PERSON	1
FRAUD	3
CIVIL ISSUE	1
DWLSR	1
THEFT	<u>7</u>
	46

TOTALS

	OCT (LAST MONTH)	NOV (THIS MONTH)
TRAFFIC CITATIONS	23	20
TRAFFIC WARNINGS	115	103
TRAFFIC CRASHES	16	10



SCOTT THOMPSON, Chief of Police

Chipley Police Department City of Chipley, Florida

1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
PHONE (850) 638-6310 • FAX (850) 638-6327

NOVEMBER 1 to NOVEMBER 30, 2023

Traffic Crash Summary

<u>Date</u>	<u>Time</u>	<u>Road</u>	<u>Closest Crossroad</u>	<u>Intersection</u>	<u>Form</u>
11/6	8am	CR280 (Brickyard Rd)	4 th Street	Not Intersection Related	Long
11/10	1240pm	Hwy 77	Church St	Not Intersection Related	Short
11/10	945pm	Walmart Parking lot		Not Intersection Related	Long
11/12	2pm	CR273 (South Blvd)	2 nd Street	Not Intersection Related	Long
11/15	520pm	Hwy 90	Sinclair St.	Not Intersection Related	Short
11/15	9pm	Parking Lot 1039 Main Street		Not Intersection Related	Short
11/16	9am	Hwy 77	CR273 (South Blvd)	Not Intersection Related	Short
11/16	2pm	Dunkin Donuts Parking Lot		Not Intersection Related	Short
11/16	6pm	Imagination Station Parking Lot		Not Intersection Related	Short
11/27	8am	Hwy 77	CR280 (Brickyard Rd)	Not Intersection Related	Short



City of Chipley

Public Works Office NOVEMBER Activity Report From: Guy Lane



The following is a list of routine monthly duties and additions to by departments:

Bldg. Maintenance

Routine checks of all city buildings/Routine weekly checks of all flags, cleaning of all parks, removing trash and cleaning and stocking bathrooms/Routine monthly checks of all traffic signals, crosswalks and playground equipment at parks/Escorted Cross Country Exterminators to city buildings for monthly sprayings/Picked up trash downtown twice weekly for month/Picked up trash at Glenwood Cemetery weekly/Reset timers on antique street lamps downtown/Replaced filter in the water fountain at Public Works/Put out flags downtown for Veteran's Day/Changed out big USA flag at Wendy's/Lowered all flags to half-staff per Governor's order/Changed out USA flag at City Hall/Adjusted water flow to urinals in the men's bathroom at City Hall/Repaired electrical outlets that were not working at the Chamber of Commerce Office/Worked on Christmas lighting downtown and at Farmer's Market all month.

Street

Maintained ditches/Sign maintenance/Equipment maintenance/Maintained streets, sidewalks and driveways/Special pickups/Limb & leaf pickup/Patched potholes in various Wards/Spread millings in low spots on Pearson Street and on 3rd Street/Assisted in moving LP tank at the communications tower for Fire Department/Filled in ruts at the Farmer's Market/Installed "No Climbing" signs on caboose at the Farmer's Market/Cleaned dirt from ADA mats at 5th St. & Coggin Avenue/Set up road closure signs for Thursday Night Lights event downtown.

Gas

Locate Tickets (42)/Gas calls (4)/New Service (1)/Pressure test (2)/Replaced meter sets (0)/Pulled inactive meters (1)/Replaced gas warning signs (0)/Service Availability request (1)/Abandonments (0)/Performed rectifier and field odorization test/Performed valve maintenance/Serviced equipment/Took C.P. Readings/Changed gas charts 5 times for the month/Assisted Building Maintenance Department with Christmas lighting/Assisted Water Department with re-reads/Assisted Street Department with cleaning walkway on N. Railroad Avenue/Assisted Water Department with water leaks/Met with Branch Manager at Community South Credit Union on Main Street about natural gas/Odorization Solutions, Inc. replaced pump at Odorant Station on N. RR Ave./Remarked gas valves on South Blvd./Remarked gas lines behind the hospital.

Water

Water Connects (17)/Water Disconnects (34)/Gas Connects (1)/Gas Disconnects (0)/Re-reads (676)/Doorknockers (40)/Non-Payment Disconnects (0)/Non-Payment Reconnects (0)/Animal Complaints (7)/Cats Impounded (4)/Dogs Impounded (4)/Dead Animal Pick Up (3)/Replaced meter boxes (1)/Replaced meter box lids (3)/Hydrant meter sets (0)/Locates (31)/Service leaks (10)/After hours service leaks (1)/Water main breaks (2)/Measured length for water line between Coggin Avenue and MLK/Rebuilt backflow at Fire Department/Poured concrete at 827 Main Street/Took water samples from water main break at Orange Hill Rd. & Commerce Avenue/Flushed fire hydrant at Martin Woods Subdivision/Monitored bore crew on Hwy. 90 at the Community South Credit Union site/Assisted Gas Department with installing service on 2nd Street/Assisted Building Maintenance Department with Christmas lighting downtown.



City of Chipley

RECREATION DEPT.

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

(850) 638-6348 Fax: (850) 638-6318

Recreation Department

Report for November 2023

1. Finished up Soccer season.
2. Started Basketball Registration.
3. Field Maintenance.
4. Splashpad Maintenance.
5. Grounds Maintenance.
6. Janitorial Maintenance.



City of Chipley

Water Utilities Department
P. O. Box 1007
Chipley, Florida 32428
(850) 638-6347 - Fax: (850) 638-6052

December 3, 2023

Water Utilities Department Report for November 2023

To: City Council and Administrator

Wastewater Treatment Facility: The analytical results of the Wastewater Reclamation Facility for the month of October 2023 (Attached) show one violation for PH exceedance. We have not received all the results from November 2023, but what have received show no violations. Continuing to plot sewer lines and cleanouts in diamond maps. We had (7) manholes relined in the city this month. Completed grease trap inspections for the 4th quarter.

Lift Stations: Work has started at Jon Teal and Vo-Tech lift station to place generators. Cleaned Vo-Tech lift station.

Water Wells: The bacteriological samples for the month of November 2023 passed. Check generators weekly.

Spray Field: Relocated reclaim water main on Oswald Road. Installed fire extinguisher at spray field and state park road pump station.

Locates: 45

Work orders: 14

Sewer Stoppages: 7

Abonnement Sewer Lateral: 4

Replace Clean Out Caps: 3

Sewer Taps: 0

Replace Sewer Lateral: 1

Development Order: 1

Install Clean Out Boxes: 1

Replace Clean Outs: 0

Repair Sewer Main: 0

Manhole rain guards installed: 1

Recorded Rainfall for the month: 2.08 inches

Jimmy Cook
 Water Utilities Director

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When Completed submit this report to: Department of Environmental Protection, Data and Information Services, MS 3551, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

Section F, Item9.

PERMITTEE NAME: City of Chipley
 MAILING ADDRESS: PO Box 1007
 Chipley, Florida 32428- 7007

PERMIT NUMBER:

FLA027570-0 I 9-DW I P

FACILITY: Chipley WWTP
 LOCATION: 692 Rustin Avenue
 Chipley, FL 32428-1300

LIMIT:
 CLASS SIZE:
 MONITORING GROUP NUMBER:
 MONITORING GROUP DESCRIPTION:

Final
 N/A
 R-001

REPORT FREQUENCY:
 PROGRAM:

Monthly
 Domestic

Part III Reuse to general service area, with Influent

COUNTY: Washington
 OFFICE: Northwest District

RE-SUBMITTED DMR: ☐
 NO DISCHARGE FROM SITE: ☐

MONITORING PERIOD From: 10/1/2023 To: 10/31/2023

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Flow (Part III)	Sample Measurement		0.570						0000		
PARM Code 50050 Y Mon. Site No. FLW-02 _Requirement	Permit Requirement		0.64 (An.Avg.)	MOD						Continuous	Flow Totalizer
Flow (Part III)	Sample Measurement		0.394						0		
PARM Code 50050 1 Mon. Site No. FLW-02	Permit Requirement		Report (Mo.Avg.)	MOD						Continuous	Flow Totalizer
Flow (WWTP Reuse)	Sample Measure		0						0		
PARM Code 50050 P Mon. Site No. FLW-03	Permit Requirement		Report (An.Avg.)	MOD						Continuous	Meter
Flow (WWTP Reuse)	Sample Measurement		0						0		
PARM Code 50050 Q Mon. Site No. FLW-03	Permit Requirement		Report (Mo.Avg.)	MGD						Continuous	Meter
Flow (Industrial Park)	Sample Measurement		0.028						0		
PARM Code 50050 R Mon. Site No. FLW-IndPk	Permit Requirement		0.18 (An.Avg.)	MOD						Continuous	Calculated
Flow (Industrial Park)	Sample Measurement		0						0		
PARM Code 50050 S Mon. Site No. FLW-IndPk	Permit Requirement		Report (Mo.Avg.)	MOD						Continuous	Calculated

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

DEP Form 62-620.910(10), Effective Nov. 29, 1994

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (mm/dd/yyyy)
James H Cook		850-638-6094	

ISSUANCE/REISSUANCE DATE: June 2020

DMR R-001 Monthly Page 1 of 4

DMR EFFECTIVE DATE: 1st day of the 2nd month following effective date of permit - Permit expiration

DEP Form 62-620.910(10), Effective Nov. 29, 1994

DISCHARGE MONITORING REPORT - PART A (Continued)

Section F, Item 9.

FACILITY: Chipley WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA027570-019-1-0000

MONITORING PERIOD From:

To:

Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Flow (Davidson Property)	Sample Measurement	0.015				-		0		
PARM Code 50050 T Mon. Site No. FLW-DP	Permit Requirement	0.11 (An.Avg.)	MGD						Continuous	Calculated
Flow (Davidson Property)	Sample Measurement	0						0		
PARM Code 50050 U Mon. Site No. FLW-DP	Permit Requirement	Report (Mo.Avg.)	MGD						Continuous	Calculated
Flow (Falling Waters Golf Course)	Sample Measurement	0.024						0		
PARM Code 50050 V Mon. Site No. FLW-FWGC	Permit Requirement	0.35 (An.Avg.)	MGD						Continuous	Calculated
Flow (Falling Waters Golf Course)	Sample Measurement	0						0		
PARM Code 50050 W Mon. Site No. FLW-FWGC	Permit Requirement	Report (Mo.Avg.)	MGD						Continuous	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement				2.5			0		
PARM Code 80082 Y Mon. Site No. EFF-01	Permit Requirement				20.0 (An.Avg.)		mg/L		Weekly	8-hr FPC
BOD, Carbonaceous 5 day, 20C	Sample Measurement			3.0	3.0	2.4		0		
PARM Code 80082 1 Mon. Site No. EFF-01	Permit Requirement			60.0 (Max.)	45.0 (Max.Wk.Avg.)	30.0 (Mo.Avg.)	mg/L		Weekly	8-hr FPC
Solids, Total Suspended	Sample Measurement					1.2		0		
PARM Code 00530 B Mon. Site No. EFB-01	Permit Requirement					5.0 (Max.)	mg/L		Daily; 24 hours	Grab
Coliform, Fecal	Sample Measurement					1		0		
PARM Code 74055 1 Mon. Site No. EFF-01	Permit Requirement					25 (Max)	#/100mL		Daily; 24 hours	Grab
Coliform, Fecal, % less than detection	Sample Measurement			100				0		
FARM Code 51005 1 Mon. Site No. EFF-01	Permit Requirement			75 (Min.Mo.Total)			patent		Daily; 24 hours	Calculated
pH	Sample Measurement			7.5		8.7		1		
FARM Code 00400 1 Mon. Site No. EFF-01	Permit Requirement			6.0 (Min.)		8.5 (Max.)	s.u.		Continuous	Meter

ISSUANCE/REISSUANCE DATE: June 2020

DMR R-001 Monthly Page 2 of 4

DMR EFFECTIVE DATE: 1st day of the 2nd month following effective date of permit - Permit expiration

DEP Form 62-620.910(10), Effective Nov. 29, 1994

DISCHARGE MONITORING REPORT - PART A (Continued)

MONITORING GROUP NUMBER: R-001

Section F, Item9.

FACILITY: Chipley WWTP

MONITORING PERIOD From: To:

PERMIT NUMBER: FLA027570-019-DWIP

Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Chlorine, Total Residual (For Disinfection)	Sample Measurement			1.0				0		
PARM Code 50060 A Mon. Site No. EFA-01	Permit Requirement			1.0 (Min.)			mg/L		Continuous	Meter
Turbidity	Sample Measurement					9.0		0		
PARM Code 00070 B Mon. Site No. EFB-01	Permit Requirement					Report (Max.)	NTU		Continuous	Meter
Nitrogen, Total	Sample Measurement				1.46			0		
PARM Code 00600 Y Mon. Site No. EFF-01	Permit Requirement				Report (An.Avg.)		mg/L		Weekly	8-hr FPC
Nitrogen, Total	Sample Measurement				1.38	2.06		0		
PARM Code 00600 1 Mon. Site No. EFF-01	Permit Requirement				Report (Mo.Avg.)	Report (Max.)	mg/L		Weekly	8-hr FPC
Nitrogen, Kjeldahl, Total (as N)	Sample Measurement				0.736			0		
PARM Code 00625 Y Mon. Site No. EFF-01	Permit Requirement				Report (An.Avg.)		mg/L		Weekly	8-hr FPC
Nitrogen, Kjeldahl, Total (as N)	Sample Measurement				0.734	1.08		0		
FARM Code 00625 1 Mon. Site No. EFF-01	Permit Requirement				Report (Mo.Avg.)	Report (Max.)	mg/L		Weekly	8-hr FPC
Nitrite plus Nitrate, Total I det. (as N)	Sample Measurement				0.77			0		
PARM Code 00630 Y Mon. Site No. EFF-01	Permit Requirement				Report (An.Avg.)		mg/L		Weekly	8-hr FPC
Nitrite plus Nitrate, Total I det. (as N)	Sample Measurement				0.66	0.98		0		
PARM Code 00630 1 Mon. Site No. EFF-01	Permit Requirement				Report (Mo.Avg.)	Report (Max.)	mg/L		Weekly	8-hr FPC
Phosphorus, Total (as P)	Sample Measurement				2.53			00000		
PARM Code 00665 Y Mon. Site No. EFF-01	Permit Requirement				Report (An.Avg.)		mg/L		Weekly	8-hr FPC
Phosphorus, Total (as P)	Sample Measurement				3.82	4.72		0		
PARM Code 00665 1 Mon. Site No. EFF-01	Permit Requirement				Report (Mo.Avg.)	Report (Max.)	mg/L		Weekly	8-hr FPC

ISSUANCE/REISSUANCE DATE: June 2020

DMR R-001 Monthly Page 3 of 4

DMR EFFECTIVE DATE: 1st day of the 2nd month following effective date of permit - Permit expiration

DEP Form 62-620.910(10), Effective Nov. 29, 1994

Section F, Item9.

PERMIT NUMBER: PLA027570-019-DW IDEP Form 62-620.910(10), Effective Nov. 29, 1994

DAILY SAMPLE RESULTS - PART B

Section F, Item9.

Permit Number: FLA027570-019-DW1P

Facility: Chipley WWTP

Monitoring Period: From: 10/1/2023

To: 10/31/2023

	Chlorine, Total Residual (For Disinfection) <i>mg/L</i>	Solids, Total Suspended mg/L	Turbidity NW	rBOO, Carbonace ous 5 day, 20C mg/L	Coliform, Fecal #/100mL	Nitrite plus Nitrate, Total I det. (as N) mg/L	Nitrogen, Kjeldahl, Total (as N) mg/L	Nitrogen, Total mg/L	Phosphorus, Total (as P) mg/L	pH s.u. (Minimum)	pH s.u. (Maximum)
Code	50060	00530	00070	80082	14055	00630	00625	00600	00665	00400	
Mon. Site	EFA-0 1	EFB-0 1	EFB-01	EFF-0 1	EFF-0 1	EFF-0 1	EFF-0 1	EFF-0 1	EFF-0 1	EFF-0 1	EFF-01
1	1.9	1.0	2.9		<1					7.5	7.9
2	1.1	1.0	2.7	2.0	<1	0.85	0.740	1.59	4.61	7.5	7.9
3	1.3	1.0	3.2		<1					7.5	7.9
4	1.0	1.2	3.0		<1					7.5	8.1
5	4.2	1.0	3.4		<1					7.6	8.1
6	3.2	1.0	3.4		<1					7.6	8.0
7	2.8	1.0	3.7		<1					7.6	8.2
8	5.0	1.0	4.2		<1					7.6	8.2
9	1.7	1.0	3.8	3.0	<1	0.1	0.404	0.404	4.72	7.7	7.9
10	1.0	1.0	3.6		<1					7.6	8.0
11	1.6	1.0	3.4		<1					7.6	7.7
12	1.6	1.0	3.7		<1					7.6	7.9
13	3.7	1.0	3.2		<1					7.5	8.0
14	2.9	1.0	3.0		<1					7.5	8.0
15	1.2	1.0	3.1		<1					7.6	7.7
16	1.0	1.0	5.4	3.0	<1	0.66	0.578	1.24	3.73	7.6	8.4
17	4.7	1.0	3.1		<1					7.6	8.1
18	3.0	1.0	9.0		<1					7.5	8.0
19	3.8	1.0	3.1		<1					7.6	8.7
20	4.5	1.0	2.7		<1					7.6	8.2
21	4.4	1.0	2.7		<1					7.6	8.0
22	3.6	1.0	2.8		<1					7.6	8.0
23	3.3	1.0	3.0	2.0	<1	0.72	0.868	1.59	3.63	7.6	7.9
24	3.2	1.0	4.1		<1					7.5	8.3
25	3.2	1.0	3.6		<1					7.6	8.2
26	5.0	1.0	3.1		<1					7.7	8.1
27	2.4	1.0	2.8		<1					7.7	8.1
28	4.2	1.0	2.9		<1					7.7	8.2
29	3.6	1.0	3.1		<1					7.7	8.3
30	2.3	1.0	4.2	2.0	<1	0.98	1.08	2.06	2.42	7.7	7.9
31	2.0	1.0	3.3		<1					7.6	7.9
Total											
Mo. Avg 1.0		1.2	9.0	2.4	<1	0.66	0.734	1.38	3.82	7.5	8.7

PLANT STAFFING:

Day Shift Operator

Class:

Certificate No:

Name:

Evening Shift Operator

Class:

Certificate No:

Name:

Night Shift Operator

Class:

Certificate No:

Name:

Lead Operator

Class:

Certificate No:

Name:

John Easton Nelson

Vincent Jones

James H Cook

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA027570-019-DW1P

Facility: Chipley WWTP

Monitoring Period From: _____ To: _____

	Flow (Part III) MGD	Flow (WWTP Reuse) MGD	Flow (Industrial Park)	Flow (Davidson Property)	Flow (Falling Waters Golf Course)	Flow (Treatment) MGD	BOD, Carbonaceou s 5 day, 20C (Influent) mg/L	Solids, Total Suspended (Influent) mg/L		
Code	50050	50050	50050	50050	50050	50050	80082	00530		
Mort.	FLW-02	FLW-03	FLW-IndPk	FLW-DP	FLW-FWGC	FLW-04	INF-01	INF-01		
1	0.223	0	0	0	0	0.330				
2	0.567	0	0	0	0	0.409	183	123		
3	0.464	0	0	0	0	0.404				
4	0.417	0	0	0	0	0.421				
5	0.308	0	0	0	0	0.396				
6	0.334	0	0	0	0	0.369				
7	0.521	0	0	0	0	0.362				
8	0.339	0	0	0	0	0.395				
9	0.286	0	0	0	0	0.410	265	351		
10	0.394	0	0	0	0	0.390				
11	0.604	0	0	0	0	0.382				
12	0.627	0	0	0	0	0.509				
13	0.340	0	0	0	0	0.361				
14	0.488	0	0	0	0	0.343				
15	0.376	0	0	0	0	0.342				
16	0.249	0	0	0	0	0.363	195	178		
17	0.373	0	0	0	0	0.382				
18	0.390	0	0	0	0	0.416				
19	0.446	0	0	0	0	0.357				
20	0.239	0	0	0	0	0.316				
21	0.359	0	0	0	0	0.321				
22	0.379	0	0	0	0	0.355				
23	0.506	0	0	0	0	0.393	186	97		
24	0.405	0	0	0	0	0.352				
25	0.347	0	0	0	0	0.607				
26	0.345	0	0	0	0	0.327				
27	0.315	0	0	0	0	0.312				
28	0.215	0	0	0	0	0.292				
29	0.457	0	0	0	0	0.303				
30	0.388	0	0	0	0	0.375	270	168		
31	0.508	0	0	0	0	0.360				
Total		0	0	0	0					
Mo. Avg	0.394	0	0	0	0	0.376	220	183		

PLANT STAFFING:

Day Shift Operator

Class:

Certificate No:

Name:

Evening Shift Operator

Class:

Certificate No:

Name:

Night Shift Operator

Class:

Certificate No:

Name:

Lead Operator

Class:

Certificate No: _____

Name:

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT PART A

Section F, Item9.

When Completed submit this report to: Department of Environmental Protection, Data and Information Services, MS 3551, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: City of Chipley
 MAILING ADDRESS: PO Box 1007
 Chipley, Florida 32428- 7007

PERMIT NUMBER:

FLA027570-019-DW IP

FACILITY: Chipley WWTP
 LOCATION: 692 Rustin Avenue
 Chipley, FL 32428-1300

LIMIT: Final
 CLASS SIZE: N/A
 MONITORING GROUP NUMBER: RMP-Q
 MONITORING GROUP DESCRIPTION: Biosolids Quantity

REPORT FREQUENCY: Monthly
 PROGRAM: Domestic

COUNTY: Washington
 OFFICE: Northwest District

RE-SUBMITTED DMR: ☐
 NO DISCHARGE FROM SITE: ☐
 MONITORING PERIOD
 From : 10 / 1 / 2023 To : 10 / 31 / 2023

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Biosolids Quantity (Land-Applied)	Sample		6.78		Measurement						Calcu
FARM Code B0006 + Mon. Site No. RMP-2	Permit Requirement		Report (Mo.Total)	dry tons						Monthly	Calculated
Biosolids Quantity (Transferred)	Sample Measurement		0								Calcu
FARM Code B0007 + Mon. Site No. RMP-3	Permit Requirement		Report (Mo.Total)	dry tons						Monthly	Calculated
Biosolids Quantity (Landfilled)	Sample Measurement		0								Calcu
PARM Code B0008 + Mon. Site No. FtMP-4	Permit Requirement		Report (Mo.Total)	dry tons						Monthly	Calculated

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (mm/dd/yyyy)
James H Cook		850-638-6094	11/3/2023

my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353

TO: Mayor and Council
City Administrator

FROM: Patrice A. Tanner, Asst. City Administrator/City Clerk

DATE: December 8, 2023

SUBJECT: Finance Office Report – November 2023

For the month of November, the finance staff processed the following:

	<u>October</u>	<u>November</u>
Number of utility bills for the normal billing cycle	2,040	2,027
Number of new accounts opened during the month	26	24
Number of accounts closed during the month	14	36
Number of accounts transferred during the month	5	4
Credit Card Payments at Counter/By Phone	299	286
Credit Card/E-check Payments Online	381	363
Issued Work Orders	173	90
Issued Availability of Service Forms	3	2
Issued Business Tax Licenses	15	6
Purchase Orders Issued	97(\$119,185.05)	102(\$149,354.53)
Accounts Payable Checks Issued	129(\$505,913.70)	193(\$754,845.69)

The following information pertains to disconnection of customer services for non-payment:

Number of customers with delinquent accounts	401(10/17/23)	440(11/16/23)
Door knockers and telephone calls made to customers	61	67
Number of customers with delinquent accounts	165(10/30/23)	112(12/05/23)
Actual disconnection of services for the month	56	37

Disconnects began on December 5, 2023.

Other Information:

1. We are continuing to work on fiscal year-end preparing for the FY 2022-2023 audit.
2. We have continued working with Civic Plus on a Meeting Management Program to help prepare our monthly City Council Packets and save valuable time in the process. We were able to utilize the new system in preparing our agenda packets this month. We ran into a couple of programming issues that we were able to quickly resolve with Civic Plus. You will notice some changes to the packets this month which include a new format for the agenda along with a staff report which explains each item that is included on the agenda. This new system allows us to click a button and the agenda and packet are created from the information that has been uploaded into the system and click another button and the agenda and packet are posted to the city website. Now all citizens will be able to review the packet online. We plan to utilize the system for a couple of months to make sure we do not have any additional issues that need to be tweaked, and then we will train the departments to also use the system.

3. We are working toward a Purchasing Card Program for city purchases. We have reached out to see if they offer a P-Card Program, and we are working with them to discuss their program and see what will work best for the city. We are also working on a policy for the Purchasing Card Program that will, once complete be brought to the Council for approval. We are continuing to reach out to banks. We have met with one bank at this time and the program will definitely be of great benefit to the city. We would like to see what else is out there before we make a final decision. We plan to bring the policy for the Purchasing Card Program to the Council in January.
4. We are working on gathering information on a Performance Management Program which will allow for an annual employee performance evaluation in place of the current employee evaluation we have in place, which is outdated. Along with this performance management program we will prepare a scale with an appropriate minimum and maximum pay for each position. We plan to bring this to the City Council in February.
5. We are continuing to reach out to companies and are researching further to see what else may be available. Since the inception of COVID there are now many companies that are offering these kiosks, and we want to make sure we choose the most beneficial kiosk for the city.
6. We are continuing to work with Wheeler EMC, Inc. on Hurricane Michael, Hurricane Sally and ARPA funding paperwork.
7. The vehicle for the City Administrator position has been received.
8. We plan to order an employee identification card system in the next couple of weeks. This will allow us to design and prepare ID cards for all employees.
9. We are working with ADG on the program changes in order to include the \$1.00 donation for Christmas Beautification on the monthly utility bill. They will have this complete in time for the utility bills printed at the end of December.
10. We are working with ADG on a work order program that will benefit us by allowing most work orders to be computer generated instead of handwritten, which will speed up the process as well as be more efficient. We plan to have this complete and ready to use by February.
11. We have been working with ADG on a backflow program that will benefit the City Hall and Public Works Departments in tracking annual backflow certifications.

Please let me know if you have any questions or if you need additional information.

City of Chipley
Schedule of Federal Financial Assistance

Section F, Item 10.

Federal Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
ARPA Coronavirus Funding U.S. Department of the Treasury, Coronavirus State & Local Fiscal Recovery Funds	Y5052	Government Services	21.027	\$ 1,808,070	09/03/21	12/31/26	\$ 383,542.00
Reporting Period - Annually	Costs incurred between 03/03/21 and 12/31/24.						Balance \$ 1,424,528.00
Speed Reduction Efforts Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program, Florida JAG Direct	2021-JAGD	Purchase Speed Radar Sign	16.738	\$ 1,434	10/01/22	09/30/23	\$ 1,434.00
Reporting Period - Quarterly	Closed						Balance \$ -
2022 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2022 BVP	Purchase Bulletproof Vests	16.607	\$ 1,600 50% Match Required	09/21/22	08/31/24	\$ 1,600.00
Reporting Period - N/A	Costs incurred between 04/01/22 and 08/31/24.						Balance \$ -
Chipley Lift Station Generators Project Federal Emergency Management Association, Florida Division of Emergency Managmeent	H0767	Engineering Purchase Generators	97.039	\$ 117,520	10/12/21	01/31/24	\$ -
Reporting Period - Quarterly							Balance \$ 117,520.00
Chipley Lift Station Generators Project Matching Funds U.S. Department of Housing & Urban Development, Florida Department of Economic Opportunity, Community Development Block Grant/State's Program and Non-Entitlement Grants in Hawaii	M0143	Engineering Purchase Generators	14.228	\$ 38,561	07/25/22	04/03/23 Extension: 12/31/24	\$ -
Reporting Period - Quarterly							Balance \$ 38,561.00

City of Chipley
Schedule of Federal Financial Assistance

Section F, Item 10.

Federal Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
NW Stormwater System Restoration U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant/State's Program and Non-Entitlement Grants in Hawaii	M0014	Administration Engineering Construction CEI David H. Melvin, Inc. Engineering & CEI	14.228	\$ 2,916,119	04/25/22	04/24/25	\$ 73,140.00 Balance \$ 2,842,979.00
Reporting Period - Monthly and Quarterly		\$362,942.10					
FEMA - Hurricane Sally Federal Emergency Management Agency, Public Assistance Program	Z2581 F#308	Hazard Mitigation Library	97.036	\$ 97,046.34	09/23/20		\$ 97,046.34 Balance \$ -
Reporting Period - Quarterly							
FEMA - Hurricane Sally Federal Emergency Management Agency, Public Assistance Program	Z2581 F#394	Hazard Mitigation Fire/Police	97.036	\$ 47,812.50	09/23/20		\$ 24,642.00 Balance \$ 23,170.50
Reporting Period - Quarterly							
FEMA - Hurricane Sally Federal Emergency Management Agency, Public Assistance Program	Z2581 F#493	Hazard Mitigation City Hall	97.036	\$ 178,104.42	09/23/20		\$ 178,104.42 Balance \$ -
Reporting Period - Quarterly							
Chipley Police Vehicles United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program	Resolution No. 21-30	Purchase Police Vehicles	10.766	\$ 92,400 Required Contribution \$ 30,880	09/03/21	09/03/24	\$ 92,400.00 Balance \$ -
Reporting Period - Quarterly					Closed		

City of Chipley
Schedule of Federal Financial Assistance

Section F, Item 10.

Federal Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
Chipley Public Works Equipment United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program Reporting Period - Quarterly	Resolution No. 22-28	Purchase PW Equipment	10.766	\$ 75,000 Required Contribution \$ 27,985			\$ 75,000.00 Balance \$ -
Chipley Fire Truck and Equipment United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program Reporting Period - Quarterly	Resolution No. 22-31	Purchase Fire Truck	10.766	\$ 238,000			\$ - Balance \$ 238,000.00
Chipley Fire Truck and Equipment United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program Reporting Period - Quarterly	Resolution No. 22-31	Purchase Fire Truck	10.766	\$ 100,000			\$ - Balance \$ 100,000.00
Chipley Effluent Disposal Project United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Waste Disposal Systems for Rural Communities Reporting Period - Quarterly	Resolution No. -01, 21-07, 22- eries 2022 Bon	FDEP SRF Loan Payoff Construction	10.760	\$ 2,404,000 Loan			\$ 2,404,000.00 Balance \$ -

City of Chipley
Schedule of Federal Financial Assistance

Section F, Item 10.

Federal Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
Chipley Effluent Disposal Project United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Waste Disposal Systems for Rural Communities	Resolution No. -01, 21-07, 22-	Planning Engineering Construction CEI Mott MacDonald Planning/Engineering/CEI	10.760	\$ 5,437,000 Grant			\$ 5,089,147.23 Balance \$ 347,852.77
Reporting Period - Quarterly		\$1,575,750.55					
Chipley Mongoven Building U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant/State's Program and Non-Entitlement Grants in Hawaii	M0041	Engineering Construction CEI David H. Melvin, Inc. Engineering/CEI	14.228	\$ 852,800	04/14/22	04/14/24	\$ 33,400.00 Balance \$ 819,400.00
Reporting Period - Monthly and Quarterly		\$62,500.00					
Chipley Peach Street Lift Station Improvements U.S. Department of Housing and Urban Development, Community Development Block Grant/State's Program and Non-Entitlement Grants in hawaii		Administration Engineering Construction CEI Mott MacDonald Engineering/CEI In Negotiations (\$)	14.228	\$ 700,000 Match Funds \$ 240,825			\$ - Balance \$ 700,000.00
Progress Reports - Quarterly							
Citywide Flooding Resiliency Improvements U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program		Administration Engineering Construction CEI David H. Melvin, Inc. Engineering/CEI	14.228	\$ 2,936,950			\$ - Balance \$ 2,936,950.00
Progress Reports - Quarterly		\$422,000.00					

City of Chipley
Schedule of Federal Financial Assistance

Section F, Item 10.

Federal Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
City Hall Generator Federal Emergency Management Association, Florida Division of Emergency Managmeent		Engineering Purchase Generators	97.039	\$ 126,000			\$ - Balance \$ -
Reporting Period - Quarterly							
2023 Reconnecting Communities Improvement Project U.S. Department of Transportation, Neighborhood Access and Equity, Reconnecting Communities and Neighborhoods (RCN) Program			20.205	\$ 6,002,198.21			\$ - Balance \$ -
Reporting Period - Semi-Annually							
Public Works Building Solar Panel Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program		Installation of Solar Panels	81.041	\$ 200,000.00 (Waiting on Agreement)			\$ - Balance \$ 200,000.00
Reporting Period - Monthly							

Funding Pending Approval
 \$ 6,128,198.21

Total Federal Financial Assistance Expenditures	\$ 8,453,455.99
Total Approved Federal Project Funding	\$ 18,042,417.05
Total Federal Projects (\$) to be Completed	\$ 9,588,961.06

City of Chipley
Schedule of State Financial Assistance

Section F, Item 10.

State Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
Chipley Downtown Improvement Plan State of Florida Department of Commerce, Community Planning & Technical Assistance Grants Reporting Period -		Planning		\$ 50,000 (Working with FDEO on Agreement Information)			\$ - Balance \$ 50,000.00
Chipley Stormwater Drainage Study Florida Department of Economic Opportunity, Regional Community Development and Infrastructure, Rural Infrastructure Fund Reporting Period - Quarterly	D0190	Planning David H. Melvin, Inc. Engineers \$291,785	40.042	\$ 291,785	11/12/21	11/12/23	\$ 79,035.00 Balance \$ 212,750.00
Chipley WW Effluent Disposal Project Florida Department of Environmental Protection, WW Treatment and Stormwater Management Trust Fund, WW Treatment Facility Construction Reporting Period - Quarterly	WW670111	Planning Engineering Construction	37.077	\$ 2,695,456 Loan	08/02/20	05/15/23 Extension: 2/15/2024	\$ 2,695,456.00 Balance \$ -
Chipley Effluent Disposal Project Florida Department of Environmental Protection, Small Community WW Grant, Federal Grants Trust Fund Reporting Period - Quarterly	WSG670112	Planning Engineering Construction	37.075	\$ 3,981,821 Grant	08/02/20	05/15/23 Extension: 2/15/2024	\$ 3,942,287.48 Balance \$ 39,533.52
Historical Society Museum Florida Department of State, Division of Historical Resources Reporting Period - Quarterly		Planning	45.031	\$ 50,000			\$ - Balance \$ 50,000.00

City of Chipley
Schedule of State Financial Assistance

Section F, Item 10.

State Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
Bennett Drive Improvements Florida Department of Transportation, Small County Outreach Program (SCOP)		Design Construction CEI	55.009	\$ 794,759.57 (Waiting on Agreement)			\$ - Balance \$ 794,759.57
Reporting Period - Quarterly							
First Responder Emergency Equipment State of Florida Department of Commerce, Local Economic Development Initiatives	HL175	Purchase of Truck & Equipment	40.038	\$ 500,000			\$ 90,905.00 Balance \$ 409,095.00
Reporting Period - Quarterly							
Purchase of Fire Equipment Florida Department of Agriculture & Consumer Services, Florida Forest Service, Volunteer Fire Assistance Grant		Equipment Purchase		\$ 6,725 Match Requirement \$ 6,725			\$ - Balance \$ 6,725.00
Reporting Period -							
Chipley Lead Service Line Replacement Florida Department of Environmental Protection, Drinking Water State Revolving Fund, Bipartisan Infrastructure Law		Planning Engineering Construction Technical Services		\$ 275,000 \$540,000 \$8,800,000 \$640,000 \$ 10,255,000.00			\$ - Balance \$ -
Reporting Period -							
Shivers Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000			\$ - Balance \$ -
Reporting Period - Tri-Annually							

City of Chipley
Schedule of State Financial Assistance

Section F, Item 10.

State Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
Gilmore Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP) Reporting Period - Tri-Annually		Development	37.017	\$ 50,000			\$ - Balance \$ -
Falling Waters State Park Water & Sewer Project Florida Department of Environmental Protection, Resilient Florida Grant Program Reporting Period - Quarterly		Planning Engineering Construction		\$ 4,998,042 Grant			\$ - Balance \$ -
Falling Waters State Park Water & Sewer Project Florida Department of Environmental Protection, Resilient Florida Grant Program Reporting Period - Quarterly		Equipment	43.006	\$ 47,235			\$ - Balance \$ 47,235.30

Funding Pending Approval
 \$ 15,503,042

Total State Financial Assistance Expenditures	\$ 6,807,683.48
Total Approved State Project Funding	\$ 8,417,781.87
Total State Projects (\$) to be Completed	\$ 1,610,098.39

From: Dan Miner, City Administrator
To: Mayor and City Council
CC: Department Heads
RE: City Projects and Activity Status Report
Reporting Period: 11/01/23

<u>Project Name</u>	<u>Project Description</u>	<u>Agreement No.</u>	<u>Project Cost</u>	<u>Advertised</u>	<u>Bids Received</u>	<u>Awarded</u>	<u>NTP Date</u>	<u>Completion Date</u>	<u>Current Updates/Comments</u>
Downtown Redevelopment	Scope consist of identifying future project to improve the downtown area.								The project is currently in the planning stages. Council looking at various downtown activities and will prioritize at a later meeting. TA Applications being accepted until February 23, 2023. Funding is 80% State/20% Local. Recommend applying for planning grant to identify scope and priorities. Agreement scheduled for approval in November.
Reclaimed Water Distribution System/Spray Field	The project includes construction of a 12.5-mile 14-inch reclaimed water main, an intermediate reclaimed water pump station, a lined 4.8-million-gallon (MG) wet weather storage pond and sprayfield pump station and approximately 200+ wetted acre sprayfield land application site.	WW670111/ SG670112	\$9,583,444.00	12/21/20	02/04/21	04/01/21	05/21/21	11/21/22	Project NTP: 05/21/21 Substantial Completion: 10/24/22 Completion: 11/23/22 Pond Liner installation is complete. Startup planned for Jan 5, 2023. We are now pumping to the new sprayfield. Emergency pump installed and working on configuration of SCADA. Change Order #5 prepared for council consideration at Special Meeting on June 8, 2023. FDEP permit authorization January 17, 2023 Contractor is working on Change Order #5 Actual work to begin August 2. Relining of pond complete. Line work is complete and area of work has been hydro seeded. Driveway repair is the only item left to do.
Solar Field Feasibility Study			\$276,000.00						Submitted project for solar panels at the Public Works Building. Estimated cost \$200,000. Grant is 100% Dept of Agriculture. Application submitted and site visit complete. The Agreement has been submitted to the state for review.
Comprehensive Stormwater Drainage and Flooding Study	Study of Chipley's drainage system, planning and preliminary engineering for prioritization of future stormwater projects.	D0190 RIF	\$291,785.00					November 12, 2023	FDEO Agreement received and approved. Task Order to David H Melving was issued in March. Approx 60% complete. Deliverable #3 is 50% complete with Task #1 being 100% complete and Task #2 at 80% completion. Initial drafting of the PFR is underway.
Northwest Stormwater System Restoration & Flood Resiliency Improvements Project	Project include reshaping of ditches in the Northwest section of Chipley to include new culverts and a major box culvert at Griffin Road.		\$291,611.79 CDBG-DR						Public Notice Comment period ended on March 7, 2023. Next step is to submit ER documents to FDEO for review and comment. ER approved and City approved to release funds for engineering and work. Met with Engineers to conduct site review of project. Survey and Design 50%
Brickyard Road Sanitary Sewer Improvements (Florida Commerce)	Rehabilitate and install 5500 LF of sewer main. To serve Northwest Florida Community Hospital, 20 businesses, one school, and approximately five residents on individual lift stations.		\$4,497,438.00						Project application submitted in October 2023.
Commercial Fire Pumper Aparatus			\$656,835.01						USDA Application submitted for \$200,000 to go toward purchasing a fire engine. Did not receive grant but they forwarded application to this years funding program. Truck and equipment has been ordered. Build to begin in April. Chief Aycock went to Bradenton this past week for the buildout of the fire engine. Anticipate delivery March 2024.
Old Chipley City Hall Phase I & Phase 2	Building inspection and structural determination.		\$33,333.00					June 30, 2023	Agreement date 7-1-22. RFP advertised. Met with Engineers 2-10-2023 to look at building to determine scope of work. Phase II grant application and scope was approved. Had one submission for the project.

Project Name	Project Description	Agreement No.	Project Cost	Advertised	Bids Received	Awarded	NTP Date	Completion Date	Current Updates/Comments
Surplus Property/Mongoven Property	Demolition of property and construction of green space.	CDBG-DR/HRP	\$852,000.00				2019		Agreement execution date is 4-14-2022. Received quotes from a MAI Appraisers with the low quote being \$2,400. Abbott Appraisal Associates, Inc. to perform appraisal on 1-4-2023. Tribal review letters have been sent out. The Public Comment Period ended on February 6, 2023 with no input at this time. Phase I ESA completed. Acquisition of property complete. Conducted Pre-Bid meeting on November 30. Schedule moving forward. Advertise for demo in November. Receive Bids December. Award Bid December 12. Receive Bonds and insurance from Contractor 1-16-24 and prepare contract documents. Preconstruction conference scheduled 2-15-24. Begin construction 3-18-24.
Annexation Study	Annexation of property to Chipley.						2022		Southeastern Surveying and Mapping issued order to perform description survey of property to be annexed. Anticipate work completion next week.
ARPA Funding Initiatives							11/29/21	04/01/22	A public meeting was held on 11/29/2021 to hear input from citizens and the city in regards to ARPA funding initiatives. Several good ideas were suggested. Future meetings to be held before final implementation of the plan in April of 2022. Final list submitted to council and approved at the April 2022 Meeting. Report has been submitted to FDEM.
CDBG 2021-2022 Application Submittal	Replace Peach Street Lift Station and Septic to Sewer on 1st Avenue		\$940,825.00						Agreement executed. Engineering Services advertised and awarded to Mott McDonald. Project in design phase.
PHSMA US DOT Pipeline Hazardous Materials Safety Administration	Project identifies the replacement of approximately 7500 lin. ft of galvanized and bare steel mains.		\$525,386.00						Application has been submitted. Anticipate letter in November to determine if the project was funded. Extended to February 17, 2023. No notice as of date. Tentively to hear something first week in April. Did not receive grant funding. The City has re-applied for this grant opportunity.
Chipley Flooding	Project consist of cleaning, reshaping, and stabilization of existing ditches; new lateral outfall ditches; restoration and expansion of existing cross drains, stormwater management facility.		\$2,936,950.00 CDBG-MIT						Currently working with DEO on a revised detailed Scope of Work (SOW) Approved Agreement at the January 2023 council meeting. Submitted Policies and Procedures, Org Charts, Job Descriptions, 30 Day Documents. Working on environmental assessment. ER in progress and submitted tribal and state agency review letters. The parties have 60 days for initial response. Engineers are working on surveying and design.
Lift station Generators	Emergency generators for the Vo-Tech and John Teal Lift Stations. This will help during power outages related to hurricanes and prevent sewage spills.			March-April	April 28, 2023	May 9, 2023			Received bids. Low bid Zabatt Power Systems in the amount of \$127677.84. Generators anticipated arrival date is January 2024.
Chipley First Responder Emergency Equipment For # 794	Submittal of Legislative Appropriations for a Tanker/ Tender Apparatus to replace a 1986 chassis and 1973 tank.								Legislative approval received cost breakdown submitted. Truck is being built. Tanker Tender Truck anticipated delivery 2025. 24 month build.
Chipley Lead Service Line Replacement	Perform system evaluation and complete a lead service line inventory. Complete design services and prepare construction plans. Bid and construct projects.	\$	\$10,212,000.00						Due to a required EPA ruling, there is a mandate that we identify lead throughout our system. Lead survey must be completed by 2024. Approval of Resolution 24-04 at the November meeting for State Revolving Fund Drinking Water Lead Service Line.

<u>Project Name</u>	<u>Project Description</u>	<u>Agreement No.</u>	<u>Project Cost</u>	<u>Advertised</u>	<u>Bids Received</u>	<u>Awarded</u>	<u>NTP Date</u>	<u>Completion Date</u>	<u>Current Updates/Comments</u>
Gas Infrastructure Replacement Project	This project will replace 2-inch bare and galvanized steel pipes, 4-inch valves, ¾-inch bare steel service lines, and related appurtenances throughout the distribution system. Approximately 1.6 miles of pipe.		\$675,960.00						We have submitted an application for the FY 2023 Natural Gas Distribution Infrastructure Safety and Modernization Grant (NGDISM Grant). The proposal takes several steps toward enhancing natural gas system safety, improving environmental sustainability, and preserving our community from economic loss.
Uniting Communities of Chipley thru Equitable Access and Mobility	Project consist of redevelopment of the downtown area with lighting, ADA upgrades, sidewalk upgrades, landscaping, parking and other. Metric (FDOT Neighborhood Access and Equity Grant)		\$6,002,198.21						Application submitted.
Washington County Industrial Park Project	The project consist of developing water, sewer, gas, 400,000 sf facility, and roadway within the Washington County Industrial Park.		\$7,714,100.00						Project has been submitted by Washington County for consideration.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No 979 (Public Hearing) – Amendment to Chapter 4 and Chapter 10 – Entertainment District.

MEETING DATE	PREPARED BY
Tuesday, December 12, 2023	Dan Miner, City Administrator

SUMMARY

This Ordinance, if approved, will establish a downtown entertainment district. The 1st reading was held on November 14, 2023 and was approved unanimously.

RECOMMENDATION

City Staff recommend approval of Ordinance No. 979.

ATTACHMENTS

1. Ordinance No. 979.

ORDINANCE NO. 979

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AMENDING CHAPTER 10, ARTICLE III OF THE CODE OF ORDINANCES TO ESTABLISH A DOWNTOWN ENTERTAINMENT DISTRICT; PROVIDING FOR A LEGAL DESCRIPTION OF THE DISTRICT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RULES FOR OUTSIDE CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN THE DISTRICT; PROVIDING FOR PERMITTING FOR SPECIAL EVENTS; PROVIDING FOR EMERGENCY SERVICES REQUIREMENTS FOR PERMITTED SPECIAL EVENTS; PROVIDING FOR HOURS OF MUSIC AND ENTERTAINMENT; AMENDING CHAPTER 4, ALCOHOLIC BEVERAGES, TO PROVIDE CERTAIN EXEMPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes, the City Council of the City of Chipley is vested with the authority to adopt this Ordinance; and

WHEREAS, the concept of local sustainability and a desire for an economically healthy Downtown has inspired the City to search for programs to attract more visitors to the area to ensure the long-term viability of the City's Downtown business area; and

WHEREAS, many communities around the country have been exploring the allowance of outside alcoholic beverage consumption as an engine for downtown revitalization; and

WHEREAS, the City Council desires to improve walkability between businesses and downtown events where customers stay in the area longer and move from business to business; and

WHEREAS, the City Council desires to increase activity within the new Entertainment District to promote district-wide and site-specific events; and

WHEREAS, the City Council desires to foster a mutually beneficial relationship among downtown merchants; and

WHEREAS, the City Council encourages private development of entertainment facilities which will enhance and complement the use of existing public facilities; and

WHEREAS, the City Council proposed the creation of an Entertainment District; and

WHEREAS, the City Council finds that this Ordinance is consistent with the Comprehensive Plan of the City of Chipley; and

WHEREAS, the City Council finds that the adoption of this Ordinance will be in the best interest of the citizens of the City of Chipley.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
CHIPLEY, FLORIDA, AS FOLLOWS:**

Section 1. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-24, as follows (additions are shown by underline and deletions are shown by strikethrough) to add authorizing provisions regarding the purpose and intent of the article:

Sec. 10-24. Purpose.

The purpose of this article is to encourage the location of entertainment, retail and restaurant uses within a limited defined area of the city hereafter referred to as the entertainment district. The regulations within this article create an opportunity to offer a variety of amenities to the public in a convenient physical location that will promote pedestrian use with an attendant decrease in vehicular traffic, provide for more efficient and effective public safety enforcement in a defined area, foster a mutual relationship among downtown merchants and property owners, and encourage private development of entertainment facilities which enhance and complement the use of the public facilities.

Section 2. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-25, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for district boundaries:

Sec. 10-25. District boundaries.

The Entertainment District shall mean an area described in the attached Exhibit "A" of this ordinance and shall be generally described as the area depicted on the aerial map attached to this ordinance as Exhibit "B."

Section 3. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-26, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for definitions:

Sec. 10-26. Definitions.

As used in this division, the term:

Alcoholic Beverages means beer, wine, and liquor, or any beverage containing any of the foregoing.

Approved Container means a clear plastic cup containing the City's approved design; for the consumption of alcoholic beverages within the boundaries of the District. Such open container may not exceed sixteen (16) fluid ounces in size.

District means the Entertainment District as set forth in section 10-25.

Event means all events held for the purpose of attracting an influx of visitors that occur one time and/or re-occur within the District that are outside the normal day-to-day business operation of the entities within the District.

Outside means all sidewalks, streets, alleyways, and designated street crossing paths within the District.

Registered Establishment means a State-licensed alcoholic beverage dispensing establishment within the District who registered with the City to serve alcoholic beverages for outside consumption.

Section 4. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-27, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for regulations for Outside Consumption within the District:

Sec. 10-27. Outside consumption in the District.

District possession/consumption hours. Possession/consumption of any alcoholic beverages dispensed or sold by a registered establishment is authorized within the boundaries of the District, Mondays to Saturdays, from 11am to 11 pm. Extended hours of consumption for city or city-sponsored events may be granted with prior approval by the City Administrator and/or designee.

Outside drink limit. Any registered establishment licensed to dispense or sell alcoholic beverages by the drink for consumption on the premises is authorized to dispense an alcoholic beverage in an approved container for removal from the premises, as specified in this article. No establishment shall dispense to any person, under the legal age of alcohol drinking, as provided by law, more than one such alcoholic beverage at a time for removal from the premises. No person shall remove at one time more than one such alcoholic beverages from the licensed premises.

Drinking from a bottle, aluminum, or glass container is prohibited. It shall be unlawful for any person to drink alcoholic beverages from an unapproved container, or to possess in an open aluminum or glass container any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether private or public, except as authorized and approved as outdoor dining.

Entertainment District Event Permit shall be required for events in the Entertainment District as required and approved by the City. Events are those as set forth under Sec. 10-28. Outside consumption shall be permitted as stated in these regulations for those events.

Section 5. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-28, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for Permitting for District Events.

Sec. 10-28. Entertainment District Event Permit.

- a) All events held within the District require an Entertainment District Event Permit in accordance with the provisions of this article, unless expressly exempted. No event organizer required by this article to obtain an

Entertainment District Event Permit shall advertise, engage in, participate in, aid, form, or start any special event prior to obtaining an Entertainment District Event Permit from the City of Chipley.

- b) The organizers of any re-occurring events are to renew permitting documentation upon passage of a calendar year since the date of the initial permit approval or once twelve (12) re-occurrences of the event have taken place, whichever comes first.
- c) The City Administrator or his/her designee shall review the application and provide approval or denial. City Departments have the opportunity to comment on the application and provide their recommendation to the City Administrator or his/her designee.
- d) The City of Chipley, including all Departments within, is exempt from the Entertainment District Event Permit process.
- e) The issuance of an Entertainment District Event Permit by the City of Chipley shall not relieve any person from the duty to secure any other permits or approvals as may be required by the City's Code of Ordinances to include, but not be limited to, a Business Tax Receipt, street closure authorization, or other permits/authorizations.
- f) Filing period. A complete application with all required documents for a special event permit shall be filed with the City Administrator or his/her designee not more than 180 days before, and not less than 45 calendar days before the date and time at which it is proposed to commence the event. The City Administrator may waive the minimum 45-day filing period and accept an application filed within a shorter period if the City of Chipley or designee determines that such waiver will not present a hazard to the public safety because of the reduced amount of time available to fully process the application after due consideration of the date, time, place, and nature of the event, the anticipated number of participants, and the necessity for the amount of City services that will be required in connection therewith.
- g) Contents. The application shall, at a minimum, state the following:
 - a. The name of the event organizer, sponsor, or responsible person or entity.
 - b. The mailing address, email address, and telephone number of the event organizer, sponsor, or responsible person or entity.
 - c. The name, address, and telephone number of the headquarters of an organization and of the authorized and responsible heads of such organization if the event is to be conducted for, on behalf of, or by such organization.
 - d. The specific location(s) of the proposed event.
 - e. The date of the event and the hours of operation.
 - f. The approximate number of spectators and/or participants present or participating in the event.

- g. A designation of any public facilities or equipment proposed to be utilized.
- h. State permit if state roadway is to be used.
- i. Proof of general liability insurance, with the City of Chipley named as an additional insured if the event is held on public or city-owned property.
- j. A security plan with the name of the company providing staffing, including certified crowd managers (if applicable), for the event. A predetermined manpower allocation table shall be used as a guideline in order to determine how many officers with arrest powers will be assigned to the event (if any). The chief of police or designee may adjust the requirement of officers with arrest powers as he/she determines necessary.
- k. A site plan, which shall show at a minimum the following:
 - i. The dimensions and locations of all permanent and proposed temporary structures to be located on the property. Should any temporary structures be required for the event, the applicants will be responsible for obtaining all necessary building permits and meeting all requirements of applicable building and fire codes;
 - ii. Ingress and egress locations; access to the site must not impede normal traffic flow on adjacent roadways;
 - iii. The capacity and location of restroom facilities (either permanent or temporary) sufficient to meet the anticipated demand at the event;
 - iv. Adequate provision for solid waste collection and disposal;
 - v. A parking plan with all on-site and overflow parking (if necessary) and proposed traffic flow, in addition to any necessary traffic control devices at the special event location.
- l. A certificate of good standing certifying that the event organizer is authorized to do business in Florida if the event organizer is a corporation or limited liability company or some other business entity required to be registered with the department of state.
- m. Copies of all fliers, handbills, newspaper advertisements and other advertising that the event organizer anticipates using to promote or advertise the special event.
- n. Written proof of permission from the owner of the regulated property for the use of said property by the event organizer for the special event. The owner shall be required to sign the application and agree to any conditions placed on the special event by the city. If the owner of the property is the city or the property is public property, this term shall not be required.

- o. Copies of all required federal, state and local business or regulatory licenses required to be held by the event organizer.
- p. Any other documentation or information that city staff or the city council determines to be reasonably necessary to properly evaluate the application.
- h) Fees. A non-refundable application fee as approved by resolution of the City Council shall be paid to the City of Chipley at the time the application is filed. Any changes to the original permit application are subject to a new application process and its payment of its associated fees as established herein.

Section 6. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-29, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for police, fire, and emergency medical services review.

Sec. 10-29. Police, Fire, and Emergency Medical Services.

(a) Police. During the permit review process, the Chief of Police or his/her designee shall determine whether and to what extent additional police protection reasonably will be required for the event for purposes of traffic, crowd control, and security. If additional police protection for the event is deemed necessary by the Chief of Police or his/her designee, he/she shall so inform the applicant for the permit. The applicant then shall have the duty to secure police protection acceptable to the Chief of Police or his/her designee at the sole expense of the applicant and shall prepay the expenses of such protection as required. The Chief of Police or his/her designee shall consider what additional manpower, equipment and supplies are needed, as well as any other items or expenses which will be necessary.

(b) Fire and Emergency Medical Services. During the review process, the Fire Chief, the Fire Marshal, or their designee shall determine the need for on-site fire watch, crowd managers or emergency medical personnel. The Fire Marshal or his/her designee shall consider such factors as the location, number of anticipated participants and spectators, and type of event, including the application of appropriate codes and ordinances. If fire watch, crowd managers and/or emergency medical personnel for the event are deemed necessary by the Fire Chief or Fire Marshal, he/she shall so inform the applicant who shall have the responsibility to secure fire watch/emergency medical personnel/crowd managers reasonably acceptable to the Fire Chief and/or Fire Marshal or their designee at the sole expense of the applicant and shall prepay the expenses of such protection. Only state-certified licensed professional fire/emergency medical personnel shall be used for this purpose, preferably City of Chipley Fire Department employees and equipment. The conduct of the event shall not introduce extraordinary hazards to fire protection and/or life safety in the immediate or adjacent areas.

Section 7. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-30, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for restrictions on hours for music and entertainment.

Sec. 10-31. Hours for music and entertainment.

Music, singing, and/or other forms of entertainment, whether amplified or not, shall be permitted indoors at any time during business hours of any facility or business enterprise within the district. Outdoor music, singing and entertainment shall be permitted until 12:00 am, providing compliance with the City's Noise Ordinance (section 22-6), unless otherwise permitted by way of an Entertainment District Event Permit.

Section 8. Chapter 10 of the Code of the City of Chipley is hereby amended, to provide for the addition of Section 10-31, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for temporary street closures.

Sec. 10-31. Temporary street closures.

Authorized temporary street closures in the district area will be limited to city events, city-sponsored events, or city-approved events, as authorized by the City Administrator or his/her designee.

Section 9. Chapter 4 of the Code of the City of Chipley is hereby amended, to provide for the changes of Section 4-2, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for exemptions from Prohibitions.

Sec. 4-2. Prohibitions.

Except within the Entertainment District as authorized in Chapter 10, it shall be unlawful for any person to publicly consume any alcoholic beverage within a radius of 100 feet of any package store, food store, or any other place of business which sells alcoholic beverages, unless being consumed within the privacy of any home. No vendor, bottle club, or private club shall sell, furnish or deliver, or permit any person in the vendor's, bottle club's or private club's employ to sell, furnish or deliver, or allow the consumption on the premises of any alcoholic beverages in any quantity to or by any person who is intoxicated.

Section 10. Chapter 4 of the Code of the City of Chipley is hereby amended, to provide for the changes of Section 4-31, as follows (additions are shown by underline and deletions are shown by strikethrough) to provide for exemptions from Loitering.

Except within the Entertainment District as authorized in Chapter 10, nNo person shall loaf or loiter in or near any establishment where alcoholic beverages are sold or dispensed. No proprietor of any such establishment shall permit any person to

loaf or loiter in or near such establishment. Any person that violates any provision of this chapter shall be punished as provided in section 1-9.

Section 11. Severability. It is declared to be the intent of the City Council that, if any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 12. Conflicts. This action supersedes all codes and ordinances of the City, or parts of, in conflict with this ordinance, to the extent of the conflict. The provisions of the Code of Ordinances of the City of Chipley shall be amended to include the foregoing, with the Chapter and Section number as indicated above.

Section 13. Effective Date. This ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED on first reading in the City Council on November 14, 2023.

PASSED after second reading by the City Council on December 12, 2023.

CITY OF CHIPLEY, FLORIDA

ATTEST:

By its Mayor, Tracy Andrews

By the City Clerk, Patrice Tanner

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney



CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 980 (First Reading) – Amendment to Chapter 2 – Administration.

MEETING DATE	PREPARED BY
Tuesday, December 12, 2023	Patti Tanner, Assistant City Administrator/City Clerk

SUMMARY

This Ordinance, if approved, will approve an Amendment to Chapter 2 – Administration to include additional staff and separation of duties. This will allow for the City Clerk position to become a Finance Director position that will be separate from the City Clerk position, which will allow for long-term success for the City’s Administration.

RECOMMENDATION

City Staff recommend approval of First Reading for Ordinance No. 980.

ATTACHMENTS

- 1. Ordinance No. 980.

ORDINANCE NO. 980

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE III. OFFICERS AND EMPLOYEES; AND ARTICLE IV. FINANCES OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes, the City Council of the City of Chipley is vested with the authority to adopt this Ordinance; and

WHEREAS, the city has grown over the years and in order to continue with exceptional coverage and success in all areas of administration, there is a need to amend the current code to include additional staff to ensure the long-term success of the City's Administration.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, AS FOLLOWS:

Section 1. Chapter 2, Article III. Officers and Employees of the Code of the City of Chipley is hereby amended, as follows (additions are shown by underline and deletions are shown by strikethrough):

ARTICLE III. OFFICERS AND EMPLOYEES

Sec. 2-63. Officers enumerated.

Elected officers of the city are the five members of the city council. A mayor and a mayor pro tem are appointed from among its members by the city council on an annual basis. Appointed officers of the city are the city administrator, assistant city administrator, city clerk, finance director, chief of police, fire chief, public works director, recreation director, water utilities ~~department~~ director, and city attorney. The city council shall appoint the city administrator and city attorney. The city administrator shall nominate all other appointed officials for confirmation by the city council.

Sec. 2-64. City administrator.

There shall be a city administrator who shall be the chief administrative officer of the city. The administrator shall be appointed by a majority vote of the council and shall be responsible for the administration of all city affairs placed in the administrator's charge by the council. The city council shall have power to remove the city administrator pursuant to the personnel policies of the city at any time by a majority vote of the council, or, in the event of an employment agreement between the parties, removal shall occur pursuant to the terms of said agreement. The city administrator shall have the following responsibilities and duties:

- (1) Nominate for appointment and, when deemed necessary for the good of the service, suspend or remove all city department heads provided for by this article, subject to

the confirmation of the city council. Department heads shall have the authority to appoint, remove, or suspend all employees in the department heads' respective departments pursuant to adopted personnel policies.

- (2) Direct and supervise the administration of all departments, offices, and agencies of the city, except as otherwise provided by this article or by law.
- (3) Attend all city council meetings and have the right to take part in discussion, but may not vote.
- (4) See that all laws, provisions of this Code, and acts of the city council, subject to enforcement by the city administrator or by officers subject to the city administrator's direction and supervision, are faithfully executed.
- (5) Prepare and submit the annual budget and capital improvements program to the city council.
- (6) Submit to the city council and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year.
- (7) Make other such reports as the city council may require concerning the operations of all city departments, offices and agencies subject to the administrator's direction and supervision.
- (8) Keep the city council fully advised as to the status of overall personnel, operational, and financial activities of the city, and make such recommendations to the city council concerning the affairs of the city.
- (9) Perform such other duties as directed and required by the city council.

Sec. 2-65. Assistant city administrator.

The city administrator shall nominate an assistant city administrator for confirmation by the city council. In the absence of the city administrator, the assistant city administrator shall have the same responsibilities and duties as assigned by the city council to the city administrator. This position shall be a dual position with one of the other appointed officers of the city.

Sec. 2-66. City clerk.

The city administrator shall nominate a city clerk for confirmation by the city council. The clerk shall attend all meetings of the council, planning & zoning commission, code enforcement hearings, and recreation committee meetings, keep a correct record of all council proceedings, and shall record and attest all ordinances and resolutions for publication; ~~shall draw and sign vouchers upon the depositories, and keep a true and correct account of the same.~~ The city clerk shall serve as the ~~city treasurer, purchasing officer,~~ elections officer, custodian of public records, occupational licensing officer, and perform all other duties and functions as directed by the city administrator or by resolution of the city council. ~~The clerk shall provide such bond as the city council may fix for the faithful performance and discharge of duties.~~

Sec. 2-67. Finance director.

The finance director shall serve as the city chief financial officer, purchasing officer, business tax ~~occupational~~-licensing officer. The finance director shall draw and sign vouchers upon the depositories and keep a true and correct account of the same. The finance director monitors the City budget and administers payroll, accounts payable, accounts receivable, and grants accounting system. Assists in the preparation of the annual budget. Coordinates and assists auditors with investigation and verification of budget data and records.

Sec. 2-678. City attorney.

There shall be appointed by the council a city attorney. Compensation shall be as agreed upon between the attorney and the city council. In addition, the city attorney shall receive such additional fees for services rendered as agreed upon by the city council. The attorney shall:

- (1) Serve as the legal advisor for the city and all of its officers in all matters relating to the officers' official powers and duties.
- (2) Prepare and/or review all ordinances, resolutions, contracts, bonds and other written instruments in which the municipality is concerned and endorse on each the attorney's approval of the form, language, and execution thereof.
- (3) When requested by the council, prosecute or defend, for and on behalf of the city, all complaints, suits and controversies in which the city is a party, before any court or other legally constituted tribunal.
- (4) Attend all meetings of the city council.
- (5) Render opinions and/or reports on legal matters affecting the city as the council may direct.

Sec. 2-689. Personnel system.

All appointments and promotions of city officials and employees, except those specifically exempted by ordinance, shall be made pursuant to the city's adopted personnel classification system. The council may, from time to time, by ordinance or resolution, change the personnel policies and rules of the city.

Section 2. Chapter 2, Article IV. Finances of the Code of the City of Chipley is hereby amended, as follows (additions are shown by underline and deletions are shown by strikethrough):

Article IV. Finances.

Sec. 2-95. Issuance of city checks.

All checks issued by the city in payment of claims, accounts, and obligations owed by the city shall be approved and signed by the city administrator, or in the city administrator's absence, shall be approved and signed by the assistant city administrator, finance director ~~city clerk~~ or the mayor. The approval of such checks by the city administrator may be indicated by the approval of the payroll journals or cash disbursement journals. Only the checks of the city so approved and executed shall be obligations of the city, provided that in the absence of

written notice by any official of the city to the depository of the city as to any particularly described check of the city to the effect that such check was not so approved and executed, no responsibility shall be charged to such depository with respect to whether or not any of the checks so issued and presented for payment were approved and executed in the manner required by this section.

Sec. 2-96. Disposition of revenues received.

All revenue received as proceeds from the sale of revenue certificates, or as rates, fees, rentals, and other revenues, shall be held and applied as provided by the state regulations. The city council may, in the resolution authorizing the issuance of certificates or in the trust indenture, provide for payment of the proceeds of the sale of the certificates and sufficient of the rates, revenues, rentals and other revenues received for the requirements of the sinking fund, to any individuals who or to any bank or trust company which shall act as trustees of such funds, and hold and apply the same to the purposes hereof, subject to such state regulations and as such resolution or trust indenture may provide.

Sec. 2-97. Contracts, general; validity.

No contract made by the mayor, city council, or any appointed city official shall be binding on the city unless the same is made in open session of the council at a regular or special meeting.

Sec. 2-98. When public bids are required.

No contract shall be made by the city for any material or the furnishing to the city of any work, labor, or services, when the amount to be paid thereof exceeds ~~\$15,000.00~~~~\$10,000.00~~ with city administrator approval or ~~\$35,000.00~~~~\$25,000.00~~ with city council approval, unless notice is first published in at least two weekly issues of a newspaper of general circulation within the city calling for bids for the sale or furnishing to the city of such material, work, labor, or services. In each case, the bid which is the lowest and most advantageous to the city will be accepted. This is not construed to mean that the lowest bid will be the most advantageous. All other requests for materials or the furnishing to the city of any work, labor, or services will be made pursuant to the purchasing policies adopted by resolution of the city council.

Sec. 2-99. Payment of claims; order required.

The finance director ~~city clerk~~ shall not be authorized to pay on any contract or debt made by the city or for any claim against the city unless an order is made for such payment by the city council in open session. Such order shall appear in the minutes of the meeting.

Sec. 2-100. Redevelopment trust fund.

The purpose of this section is to establish and fund a redevelopment trust fund according to the purposes and directives of the state statutes and with the overall redevelopment plan of the city. A trust fund is hereby created, established and funded according to the guidelines and regulations of the state statutes, which references are hereby adopted by the city.

Section 3. Severability. It is declared to be the intent of the City Council that, if any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Conflicts. This action supersedes all codes and ordinances of the City, or parts of, in conflict with this ordinance, to the extent of the conflict. The provisions of the Code of Ordinances of the City of Chipley shall be amended to include the foregoing, with the Chapter and Section number as indicated above.

Section 5. Effective Date. This ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED on first reading in the City Council on December 12, 2023.

PASSED after second reading by the City Council on January 9, 2024.

CITY OF CHIPLEY, FLORIDA

ATTEST:

By its Mayor, Tracy Andrews

By the City Clerk, Patrice Tanner

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 24-09 - Parades

MEETING DATE	PREPARED BY
Tuesday, December 12, 2023	Patti Tanner, Assistant City Administrator/City Clerk

SUMMARY

This resolution, if approved, will approve the parade list for 2024. The Police Chief and FDOT then approve each parade prior to the scheduled date.

RECOMMENDATION

City Staff recommend approval of Resolution No. 24-09.

ATTACHMENTS

1. Resolution No. 24-09.

RESOLUTION NO. 24-09

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, DETERMINING THAT THE TEMPORARY CLOSURE OF STATE ROADS IS NECESSARY FOR SPECIAL EVENTS AND AUTHORIZING THE APPROPRIATE ADMINISTRATIVE OFFICIALS TO APPLY TO THE DEPARTMENT OF TRANSPORTATION FOR APPROVAL FOR TEMPORARY ROAD CLOSURES.

WHEREAS, the City Council is the governing body of the City of Chipley, Florida, and has the responsibility for traffic control and other operational duties on the state highway system within the City of Chipley; and

WHEREAS, there are a number of recurring and non-recurring public events scheduled throughout the year within the City of Chipley which require the temporary closure of state roads; and

WHEREAS, the administrative officials of the City of Chipley will attempt to minimize the time that the roads are closed for these events.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY AS FOLLOWS:

1. The City has determined that the closure of certain state roads is necessary for the recurring special events listed on the attached Exhibit "A" and for other non-recurring events approved by the City Administrator.
2. The Chief of Police is authorized to obtain prior written approval for the temporary road closures from the Department of Transportation and the City Administrator is authorized to vary the time and date of road closures.

PASSED AND ADOPTED THIS 12TH DAY OF DECEMBER, 2023.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk

EXHIBIT “A”

MARTIN LUTHER KING PARADE – JANUARY

SHADDAI SHRINERS SPRING CEREMONIAL PARADE – MAY

WATERMELON FESTIVAL PARADE – JUNE

T.J. ROULHAC HIGH SCHOOL REUNION PARADE – JUNE/JULY

CHIPLEY HIGH SCHOOL HOMECOMING PARADE – OCTOBER/NOVEMBER

VETERANS DAY PARADE – NOVEMBER

CHRISTMAS FESTIVAL & PARADE – DECEMBER

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 24-10 – Schedule of Recreation Registration Fees

MEETING DATE	PREPARED BY
Tuesday, December 12, 2023	Brock Tate, Recreation Director

SUMMARY

This resolution, if approved, will approve the increase of fees related to the Recreation Department for sports registrations to include:

- | | |
|----------------------------|-----------------|
| Current Registration Fees: | Early \$40.00 |
| | Regular \$45.00 |
| | Late \$50.00 |
| New Registration Fees: | Early \$45.00 |
| | Regular \$50.00 |
| | Late \$55.00 |

In order to keep up with rising costs of sports equipment and other related costs for sports, we have a need for an increase in registration fees.

RECOMMENDATION

City Staff recommend approval of Resolution No. 24-10.

ATTACHMENTS

1. Resolution No. 24-10.

RESOLUTION NO. 24-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA APPROVING THE SCHEDULE OF FEES FOR SERVICES PROVIDED BY THE CITY, PER THE CITY OF CHIPLEY CODE OF ORDINANCES; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City charges fees to be paid by consumers of city services in order to help defray the administrative costs of these services, and

WHEREAS, the City has a need to increase fees related to the Recreation Department for Sports Registrations to include:

- Current Registration Fees: Early \$40.00
 Regular \$45.00
 Late \$50.00
- New Registration Fees: Early \$45.00
 Regular \$50.00
 Late \$55.00

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby approves the increase in fees for the Recreation Department for Sports Registrations.
2. These fees are to become effective immediately upon adoption.

PASSED AND ADOPTED THIS 12TH DAY OF DECEMBER, 2023.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Patrice A. Tanner,
Assistant City Administrator/City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 24-11 - Florida Department of Agriculture and Consumer Services – Energy Efficiency Grant.

MEETING DATEPREPARED BY

Tuesday, December 12, 2023Patti Tanner, Assistant City Administrator/City Clerk

SUMMARY

This resolution, if approved, will approve the Florida Department of Agriculture and Consumer Services Energy Efficiency Grant in the amount of \$200,000.00. This funding will allow the installation of solar panels at the City of Chipley Public Works Facility located at 671 Rustin Drive, Chipley to offset increasing energy costs, improve energy resilience, and reduce the city’s environmental footprint.

RECOMMENDATION

City Staff recommend approval of Resolution No. 24-11.

ATTACHMENTS

1. Resolution No. 24-11.

RESOLUTION NO. 24-11

A RESOLUTION APPROVING AN AGREEMENT IDENTIFIED AS THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, OFFICE OF ENERGY, FLORIDA’S FISCALLY CONSTRAINED ENERGY EFFICIENCY PROGRAM (CFDA NO. 81.041), BETWEEN THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, the Florida Department of Agriculture and Consumer Services, Office of Energy, hereinafter referred to as "Department" has approved the Florida’s Fiscally Constrained Energy Efficiency Program Grant Agreement for the City of Chipley, hereinafter referred to as the "Grantee"; and

WHEREAS, this funding will allow the installation of solar panels at the City of Chipley Public Works Facility located at 671 Rustin Drive, Chipley, to offset increasing energy costs, improve energy resilience, and reduce the city’s environmental footprint; and

WHEREAS, by harnessing renewable energy, this project will lower operational expenses and align with Chipley’s sustainability goals, contributing to a more environmentally friendly community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby approves the Florida Department of Agriculture and Consumer Services, Office of Energy, Florida’s Fiscally Constrained Energy Efficiency Program Agreement in the amount of \$200,000.00, with an agreement end date of September 30, 2025 (with all installation completed by September 30, 2024).
2. A certified copy of this Resolution be forwarded to the Florida Department of Agriculture and Consumer Services, Office of Energy, along with the executed Agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 12th day of December, 2023.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk



Florida Department of Agriculture and Consumer Services
Division of Administration

**FEDERAL FINANCIAL ASSISTANCE
SUBRECIPIENT AGREEMENT**

WILTON SIMPSON
COMMISSIONER

This Federal Financial Assistance Subrecipient Agreement ("AGREEMENT") made and entered into this _____ day of _____, 20____ by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, ("RECIPIENT"), and CITY OF CHIPLEY, ("SUBRECIPIENT"). The SUBRECIPIENT'S application package for federal financial assistance, dated October 11, 2023 ("APPLICATION") is incorporated by reference. The SUBRECIPIENT shall perform the Scope of Work contained in the SUBRECIPIENT'S APPLICATION.

The Department of Management Services' designated United Nations Standard Products and Services Code (UNSPSC) is: 83101902 (Energy Use Reduction Measures)

A. SUBAWARD AMOUNT

1. The total award amount for satisfactorily completing the Scope of Work is \$200,000.00. In no event shall the RECIPIENT be liable for payment of any amount, which exceeds the total award amount.

B. EFFECTIVE DATE/TERM

1. The effective date of this AGREEMENT shall commence upon execution and, unless sooner terminated or canceled, shall end on the 30 day of September of 2025 ("Term"). **All installation work must be completed by September 30, 2024 ("Term").**
2. No-cost extensions require the prior written approval of the RECIPIENT and must be submitted not less than sixty (60) days prior to the end of the Term. Extension requests, which exceed the federal agency award period, will not be granted.

C. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT

1. The SUBRECIPIENT shall comply with 2 CFR, Part 25, "Financial Assistance Use of Universal Identifier and System of Award Management" (SAM). The SUBRECIPIENT must register and maintain a registration in SAM until submittal of the final financial

report. A data universal numbering system (DUNS) number is required for registration in SAM.

2. Compliance with 2 CFR, Part 25 is not required for individuals.

D. FINANCIAL AND PROGRAM MANAGEMENT

1. Statutory and National Policy Requirements

- a. All expenditures of federal financial assistance under the AGREEMENT shall be in compliance with all applicable laws, rules and regulations applicable to expenditures of federal funds.
- b. The SUBRECIPIENT shall implement applicable National Policy Requirements.

2. Deliverables

- a. The SUBRECIPIENT must provide quantifiable, measurable and verifiable units of Deliverables (Deliverables) which must be received and accepted in writing by the RECIPIENT before payment. Deliverables must be directly related to the Scope of Work; specify minimum levels of service to be performed; and contain criteria for evaluating the successful completion of each Deliverable. The Deliverables are set forth in the Scope of Work contained in the SUBRECIPIENT APPLICATION.

3. Financial Management

- a. The SUBRECIPIENT shall maintain an accounting system and a set of accounting records, which allow for the identification of revenues and expenditures related to this AGREEMENT.
- b. The SUBRECIPIENT shall comply with 2 CFR, Part 200 and adhere to the accounting principles and procedures required therein, use adequate internal controls and maintain necessary source documentation for all costs incurred.

4. Reimbursement Requests

- a. The allowability of costs shall be in accordance with the federal financial assistance cost principles applicable to the SUBRECIPIENT and terms of this AGREEMENT.
- b. The SUBRECIPIENT shall submit the payment request packet to the RECIPIENT's grant manager not more often than monthly, but not less often than quarterly. To be eligible for reimbursement, costs shall be allowable, necessary and

reasonable, and must be submitted by budget category consistent with the budget plan submitted with the SUBRECIPIENT APPLICATION.

- c. All reimbursement requests must be submitted using the RECIPIENT's standard payment request packet and provide supporting documentation for each cost. An authorized SUBRECIPIENT representative shall sign the certifications on the payment request packet submitted.
- d. The payment request packet is downloadable from <http://forms.freshfromflorida.com/02019.pdf>.
- e. A SUBRECIPIENT whose federal financial assistance grant provides an online reimbursement system for reporting reimbursement details shall use the online reimbursement system instead of the payment request packet.
- f. Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the State for travel expenses. Any travel expenses must be specified in the Budget Plan and Scope of Work.

5. Payment of Reimbursement Requests

- a. Payment for allowable, necessary and reasonable costs shall be made within thirty (30) days after acceptance by the RECIPIENT. Payment request packets returned to the SUBRECIPIENT due to omissions or preparation errors will result in a payment delay.
- b. Payment requests for a percentage of work completed on each task deliverable are allowed.
- c. Payment is contingent upon the availability of funding from the federal agency and SUBRECIPIENT'S compliance with the terms and conditions of this AGREEMENT.
- d. The final payment under this AGREEMENT shall be made upon completion of the Scope of Work including all deliverables and the receipt and approval of all reports required hereunder.
- e. Disallowance or adjustments due to audit findings may require the SUBRECIPIENT to return funds to the RECIPIENT. The SUBRECIPIENT is solely responsible for reimbursing the RECIPIENT for amounts incorrectly paid to the SUBRECIPIENT.

6. Program Income

- a. "Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds". 2 CFR, 200.80
- b. The SUBRECIPIENT must report to the RECIPIENT any program income received or anticipated from the activities performed under this AGREEMENT.

7. Revision of Budget Plan

- a. The Budget Plan contained in the SUBRECIPIENT APPLICATION lists costs and budget categories to fund the SUBRECIPIENT'S performance of the Scope of Work, including the completion of Deliverables.
- b. SUBRECIPIENT is required to report any transfers from one approved budget category to another approved budget category. If the cumulative budget transfers meet or exceed ten percent (10%), prior approval, evidenced by contract amendment, is required.
- c. Prior approval, evidenced by contract amendment, is required for:
 - (1) any transfers from an approved budget category to an unapproved budget category. An unapproved budget category is defined as having no funds allocated in the original Budget Plan.
 - (2) any equipment purchases not noted in the original Budget Plan and/or Scope of Work.
 - (3) any subawarding or contracting out of any work not noted in the original Budget Plan and/or Scope of Work.

8. Revision of Scope of Work

- a. The SUBRECIPIENT shall report any changes to the Scope of Work including but not limited to changes in the objectives, changes in key personnel, reduction of work effort by key personnel and delays in completion of the work.

9. Acknowledgements

- a. The SUBRECIPIENT shall have an acknowledgement of the (insert name of federal agency) support placed on any publication written or published or audiovisual produced with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity, or audiovisuals produced with grant support. This requirement does not apply to audiovisuals produced as research instruments or for documenting experimentations or findings and not intended for presentation or distribution to the public.
- b. Publication means a published book, periodical, pamphlet, brochure, flier, or similar item.
- c. Audiovisual means a product containing visual imagery or sound or both.
- d. The SUBRECIPIENT acknowledgement must contain a disclaimer that says: "Any opinions, findings, conclusions, or recommendations expressed in this publication or audiovisual are those of the author(s) and do not necessarily reflect the view of the (insert name of federal agency)".
- e. Language shall read:

The work upon which this (insert publication or audiovisual or both) is based was funded, in whole or in part through a subrecipient grant awarded by the (United States Department of Energy) through the Florida Department of Agriculture and Consumer Services. The contents do not necessarily reflect the views or policies of the (United States Department of Energy) nor does mention of trade names, commercial productions, services or organization imply endorsement by the U.S. Government.

E. PROPERTY STANDARDS

1. Equipment and Real Property

- a. Equipment must be used in the project for which the federal funds are derived.
- b. The federal agency has a vested interest in equipment and/or real property which, when purchased, exceeds \$5,000 in value. If a title is issued for the equipment and/or real property, the federal agency must be listed on the title.

- c. The SUBRECIPIENT must maintain property records, which include, but are not limited to, the description, serial number or other identification number, acquisition date, cost, location, percentage of federal participation in the cost of the property, use and condition of the property. When the property is disposed of, the property records must be updated with the date of disposal and sale price of the property.
- d. A physical inventory is required at least once every two years.
- e. If the equipment and/or real property are to be sold or used as a trade-in, approval of the RECIPIENT is required.
- f. At the end of the award period, the SUBRECIPIENT is required to request from the RECIPIENT disposal instructions and is required to notify the RECIPIENT of the fair market value of the equipment and/or real property.

2. Insurance Coverage

- a. The SUBRECIPIENT will carry sufficient insurance coverage to protect all assets required under the AGREEMENT from loss due to theft, fraud and/or undue physical damage. SUBRECIPIENT shall carry insurance on its own assets in commercially reasonable amounts and all statutorily required insurance, including without limitation Workers' Compensation insurance.

3. Intellectual Property

- a. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this AGREEMENT shall become the exclusive property of the RECIPIENT and may be copyrighted, patented or otherwise restricted as provided by Florida or federal law. Neither the SUBRECIPIENT nor any individual employed under this AGREEMENT shall have any proprietary interest in such property.
- b. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the RECIPIENT.
- c. In the event it is determined as a matter of law that any such work is not a "work for hire," SUBRECIPIENT shall immediately assign to the RECIPIENT all copyrights subsisting

therein for the consideration set forth in the AGREEMENT and with no additional compensation.

- d. The foregoing shall not apply to any preexisting software, or other work of authorship used by SUBRECIPIENT to create a Deliverable but which exists as work independent of the Deliverable, unless the preexisting software or work was developed by SUBRECIPIENT pursuant to a previous AGREEMENT with the RECIPIENT or by a purchase by the RECIPIENT under a state term contract.

F. MATCHING OR COST SHARE (IF APPLICABLE)

1. The matching or cost share portion must be tracked using a unique identifier in the SUBRECIPIENT accounting system.
2. If the matching or cost share portion is not met, the RECIPIENT may disallow costs paid with federal funds in proportion to the reduction in the matching or cost share amount.
3. The matching or cost share portion must be incurred in direct proportion to the amount of federal funds used.
4. The matching or cost share portion must be reported based upon the Budget Plan submitted with the APPLICATION.
5. Records for in-kind contributions, which are based upon volunteer hours, must have timesheets or a sign in/sign out log and must explicitly state the method for valuation of the hours. The value must be reasonable.
6. Records for in-kind contributions, which are based upon goods or services provided, must have an invoice, if available, or must explicitly state the method for the valuation. The value must be reasonable.
7. In-kind contributions must be provided by a third party during the period for which they are being claimed.
8. The matching or cost share portion must not be counted towards other cost sharing requirements. Neither costs nor values of third party in-kind contributions may count if they have been used towards other cost sharing requirements.

G. GENERAL PROCUREMENT STANDARDS

1. The SUBRECIPIENT will follow the same policies and procedures it uses for procurements from other funding sources.

2. The SUBRECIPIENT must have documented procurement procedures.
3. The SUBRECIPIENT must have written policies on standards of conduct covering conflicts of interest. No employee, officer, or agency may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest.

H. PERFORMANCE MONITORING AND REPORTING

1. The SUBRECIPIENT shall submit detailed quarterly reports using the format and content shown on the RECIPIENT's performance progress report. The performance progress report is downloadable from <http://forms.freshfromflorida.com/02018.pdf>.
2. In the event the AGREEMENT is terminated, the SUBRECIPIENT shall furnish a report detailing progress made under this AGREEMENT through the date of termination within twenty (20) days of termination.
3. The SUBRECIPIENT shall cooperate in all on-site reviews from the RECIPIENT, its authorized representatives or federal government personnel.
4. The review personnel will be given full and complete access during normal business hours to all information related to the performance of this AGREEMENT to ensure compliance with project activities and statutes, regulations and rules.
5. The RECIPIENT will give 48 hours of notice of any on site review.
6. The SUBRECIPIENT shall make available all personnel involved in the performance of work on this AGREEMENT.
7. Failure to correct substandard performance within thirty (30) days after written notice from the RECIPIENT shall result in suspension and/or termination of the AGREEMENT.

I. RECORD RETENTION AND ACCESS

1. Retention Requirements for Records
 - a. Upon reasonable notice, the RECIPIENT shall have access to the SUBRECIPIENT'S records during normal business hours.
 - b. The SUBRECIPIENT shall maintain all records pertinent to the activities to be funded under this AGREEMENT for a period of five (5) years after final payment is received and for such

additional period as may be required until all claims, litigation and appeals pertaining or related to the AGREEMENT have been completely resolved.

2. Public Access to Records

- a. The SUBRECIPIENT shall comply with all applicable requirements of Chapter 119, Florida Statutes.

IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENTS' S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

**OFFICE OF GENERAL COUNSEL
407 SOUTH CALHOUN STREET, SUITE 520
TALLAHASSEE, FL 32399
PHONE: (850) 245-1000
EMAIL: PRCUSTODIAN@FDACS.GOV**

J. REMEDIES FOR NONCOMPLIANCE

1. Prior to the exercise of any remedy provided for herein, the RECIPIENT shall provide thirty (30) calendar days written notice of default and shall provide the SUBRECIPIENT the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the RECIPIENT shall have all rights and remedies provided at law or in equity, including without limitation the following:
 - a. Temporarily withhold cash payments pending correction of the deficiency by the SUBRECIPIENT.
 - b. Disallow all or part of the cost of the services not in compliance.
 - c. Wholly or partly suspend or terminate this AGREEMENT.

2. Termination

- a. The RECIPIENT may suspend or terminate this AGREEMENT if the SUBRECIPIENT:
 - (1) Fails to comply with any applicable rules, regulations or provisions referred to herein, or any other applicable state or federal statutes, rules, regulations, executive orders, federal guidelines, policies or directives;

(2) Fails, to timely fulfill its obligations under the AGREEMENT;

(3) Improperly or illegally uses funds provided under this AGREEMENT; or

(4) Submits reports that are incorrect in any material respect.

b. This AGREEMENT may be terminated for convenience by either party upon giving not less than thirty (30) days advance written notice to the other party. SUBRECIPIENT shall be paid for all work satisfactorily performed prior to the date of termination provided SUBRECIPIENT has otherwise complied with the terms of this AGREEMENT, including the submission of all reports.

K. CLOSE OUT

1. Notwithstanding the termination or expiration of this AGREEMENT, the SUBRECIPIENT'S obligations to the RECIPIENT shall survive until all close out requirements are completed. Close out activities shall include but are not limited to: completing and submitting final reports, properly disposing of property, accounting for unspent cash advances and program income and transferring custodianship of records to RECIPIENT or its designee.

2. Post-close Out Adjustments

a. Any funds paid in excess of the amount to which the SUBRECIPIENT is entitled under the AGREEMENT must be refunded to the RECIPIENT within thirty (30) days after demand therefore by RECIPIENT.

L. AUDIT REQUIREMENTS

1. Audit Provisions

a. If the SUBRECIPIENT is a state or local government or a nonprofit organization, the audit provisions as defined in 2 CFR, Part 200 Subpart F are applicable.

b. If the SUBRECIPIENT is a commercial organization (For-Profit), the organization will provide the RECIPIENT with its annual audited financial statement or the annual tax return provided to the Internal Revenue Service.

- c. Audit provisions are not required for a SUBRECIPIENT who is an individual.
- d. In the event that the SUBRECIPIENT expends \$750,000 or more in federal awards in its fiscal year, the SUBRECIPIENT must have a single or program-specific audit conducted in accordance with the 2 CFR, Part 200 Subpart F.
- e. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR, Part 200 Subpart F is not required. Records must be available for audit or review if necessary.
- f. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted, the cost of the audit must be paid from non-federal resources.

2. Basis for Determining Federal Awards Expended

- a. In determining the federal awards expended in its fiscal year, the SUBRECIPIENT shall consider all sources of federal awards, including federal resources received from the RECIPIENT.
- b. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR, Part 200 Subpart F.

3. Relation to Other Audit Requirements

- a. If the SUBRECIPIENT has an audit conducted in relationship to any other federal regulation or statute, the RECIPIENT may determine upon review if the audit reports meet the needs of the RECIPIENT. If so, an additional audit will not be required.
- b. An audit of the SUBRECIPIENT conducted by the Auditor General in accordance with provisions of 2 CFR, Part 200 Subpart F will meet these requirements.
- c. These provisions do not limit the authority of the federal agency, Inspector General, General Accounting Office (GAO) or RECIPIENT to conduct or arrange for the conduct of audits or evaluations of federal financial assistance awards.

4. Frequency of Audits

- a. Audits shall be performed annually to meet this requirement.

5. Sanctions

- a. If the SUBRECIPIENT is unwilling or has a continued inability to have an audit conducted, the provisions for noncompliance will be enforced.

6. Subrecipient Responsibilities

- a. The SUBRECIPIENT shall arrange for the audit to be conducted in a timely manner and submitted as required in 2 CFR, 200.512.
- b. The SUBRECIPIENT shall prepare the financial statements in accordance with 2 CFR, 200.510.
- c. The SUBRECIPIENT shall promptly follow up and take corrective action on audit findings.
- d. The SUBRECIPIENT will provide the auditor with access to records, personnel, documentation and other information as needed by the auditor.

7. Audit Findings Follow-up

- a. At the completion of the audit, the SUBRECIPIENT must prepare, in a document separate from the auditor's findings a corrective action plan to address each audit finding included in the current year auditor's reports.
- b. The corrective action plan must provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned and the anticipated completion date.
- c. If the SUBRECIPIENT does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons.
- d. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within thirty (30) days after receipt by the SUBRECIPIENT.
- e. Failure of the SUBRECIPIENT to comply with the above requirement will constitute a violation of this AGREEMENT and may result in the withholding of future payments.

8. Report Submission

- a. The audit must be completed and the data collection form and reporting package must be submitted within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day.
- b. The SUBRECIPIENT must submit required data elements described in Appendix X to 2 CFR, Part 200 - Data Collection Form (SF-SAC), which states whether the audit was completed in accordance with this part and provide information about the SUBRECIPIENT, its federal programs and the results of the audit.
- c. A senior representative of the SUBRECIPIENT must sign a statement to be included as part of the data collection that the SUBRECIPIENT has complied with the audit requirements, the data was prepared in accordance with 2 CFR, 200.512, the reporting package does not include protected personally identifiable information, the information is accurate and complete and the reporting package and form will be publicly available on the web.
- d. The SUBRECIPIENT shall also submit to the RECIPIENT's Grant Manager one copy of the audit report, reporting package, any management letter issued by the auditor and data collection form described in Appendix X to 2 CFR, Part 200.
- e. The SUBRECIPIENT is required to use the internet submission form on the Federal Audit Clearinghouse (FAC) website. The FAC website is located at <https://facweb-census.gov>.
- f. The SUBRECIPIENT shall ensure that audit working papers are made available to the RECIPIENT, or its designee, Chief Financial Officer or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the RECIPIENT.

M. GENERAL CONDITIONS

1. Nothing contained in this AGREEMENT is intended to, or will be construed in any manner, as creating or establishing the relationship of principal and agent or employer and employee between the parties. The SUBRECIPIENT will at all times remain an independent contractor with respect to the services to be performed under this AGREEMENT.

2. The RECIPIENT shall have the right of unilateral cancellation for refusal by the SUBRECIPIENT to allow public access to all documents, papers, letters or other material made or received by the SUBRECIPIENT in conjunction with this AGREEMENT, unless the records are confidential or exempt from s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.
3. The SUBRECIPIENT acknowledges and agrees that:
 - i. Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
 - ii. Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

- iii. Pursuant to Section 287.137(2) (a), Florida Statutes, a person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.
4. The SUBRECIPIENT shall not discriminate on the basis of race, sex, religion, color, national origin, age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).
5. The SUBRECIPIENT acknowledges and agrees that the employment of unauthorized aliens by any person or entity is considered a violation of 8 U.S.C. § 1324a. If the SUBRECIPIENT knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this AGREEMENT. SUBRECIPIENT avers that it is registered in the E-Verify system and further agrees to comply with the provisions of Section 448.095(2), Florida Statutes during the term of the contract, including receiving and maintaining required affidavits from subcontractors.
6. This AGREEMENT is contingent upon the availability of funding from the federal agency. This AGREEMENT may be terminated by RECIPIENT if funding from the federal agency is reduced or terminated.
7. The SUBRECIPIENT represents and warrants that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the SUBRECIPIENT shall not knowingly enter into any lower tier contract, or

other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction. Any lower tier contract provider who receives funds as a result of this AGREEMENT shall be verified by SUBRECIPIENT through the General Services Administration (GSA) Federal Excluded Parties List: <https://sam.gov/SAM/>.

8. The SUBRECIPIENT shall comply with the Federal Acquisition Regulation 52.204-25, prohibition on contracting for certain telecommunications and video surveillance services or equipment pursuant to the National Defense Authorization Act. Failure to comply or if the SUBRECIPIENT knowingly provides funds to any entity prohibited from receiving a contract or award pursuant to the Federal Acquisition Regulation 52.204-25 shall be cause for unilateral cancellation of this AGREEMENT.
9. The SUBRECIPIENT acknowledges it has completed the certification regarding lobbying.
10. Any work or services subcontracted by the SUBRECIPIENT shall be specifically by written contract or agreement, and such subcontracts shall be subject to each provision of this AGREEMENT and applicable Federal, State or County guidelines and regulations. Prior to execution by the SUBRECIPIENT of any subcontract hereunder, the SUBRECIPIENT must submit such subcontracts to the RECIPIENT for its review and approval.
11. The SUBRECIPIENT will, to the extent permitted by law, hold harmless, defend and indemnify the RECIPIENT from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the SUBRECIPIENT's performance or nonperformance of the services or subject matter called for in this AGREEMENT. Nothing herein contained shall be construed or operate as a waiver of sovereign immunity to the extent sovereign immunity may otherwise apply.
12. The SUBRECIPIENT will comply with section 20.055, Florida Statutes.
13. This AGREEMENT may not be modified except by a written instrument executed by a duly authorized representative of each party hereto.
14. In the event that two or more documents combine to form this AGREEMENT, and in the event that there is any contradictory or conflicting clause or requirement in

these documents, the provisions of the document(s) prepared by the RECIPIENT shall be controlling.

15. This AGREEMENT shall be controlled by Florida law, without regard to any conflict of law provisions thereof.

16. In the event that any clause or requirement of this AGREEMENT is contradictory to, or conflicts with the requirements of Florida law, such clause or requirement shall be without force and effect and the requirements of the applicable Florida law shall substitute for that clause or requirement and be binding on all parties hereto.

Special Conditions: See attachment:

- A - Scope of Work
- B - Monthly Progress Report
- C - Special Audit Requirements, Exhibit 1
- D - Certification Regrading Lobbying; Debarments, Suspension and Other Responsibility Matters for Expenditure of Federal Funds
- E - Final Report
- F - Property Reporting Form
- G - Federal Funding Grantee, Sub-Grantee and Contractor Provisions
- H - Special Conditions (N/A)

This AGREEMENT constitutes the entire AGREEMENT between the RECIPIENT and the SUBRECIPIENT for the use of the funds received under this AGREEMENT.

The Grant Manager for the RECIPIENT is Natasha Gonder and is located at 600 South Calhoun Street Ste B04 Tallahassee, Florida 32399.

The Grant Manager for the SUBRECIPIENT is Patrice A. Tanner and is located at 1442 Jackson Avenue, Chipley, Florida 32428.

Federal resources awarded to the SUBRECIPIENT pursuant to this agreement are from (United States Department of Energy), federal financial assistance funding opportunity under FAIN # (DE-FOA-0000052 AND DE-SEP-0002023) and Catalog of Federal Domestic Assistance (81.041).

Signed by parties to this AGREEMENT:

FLORIDA DEPARTMENT OF AGRICULTURE SUBRECIPIENT
AND CONSUMER SERVICES

Signature

Director of Administration

Title

Date

Signature

Mayor

Title

Date



Florida Department of Agriculture and Consumer Services
Division of Administration

ATTACHMENT A
GRANT AGREEMENT NO. _____
SCOPE OF WORK

A. PROJECT TITLE: Public Works Building – Solar Panel Project

B. PROJECT LOCATION: 671 Rustin Drive, Chipley, Florida 32428

C. PROJECT BACKGROUND: The project proposes the installation of solar panels at the City of Chipley Public Works Facility located at 671 Rustin Drive to offset increasing energy costs, improve energy resilience, and reduce the city’s environmental footprint. By harnessing renewable energy, this project will lower operational expenses and align with Chipley's sustainability goals, contributing to a more environmentally friendly community. The City is a small rural community and part of Washington County, which is a fiscally constrained County as defined by Florida Statutes. The City is also part of the State Rural Area of Opportunity (RAO). It is imperative to operate the facility as economically as possible, in order to continue to provide services, the City needs to implement practices and features that reduce costs of operation. This project is a solar panel project which will reduce reliance on fossil fuel and reduce the City's carbon footprint. These reductions will offset negative impacts on the public. Further it is estimated to create a reduction in energy and maintenance costs by 50 to 65%, over the traditional power consumption.

D. PROJECT OBJECTIVES:

- Objective 1: Reduce energy costs to the City of Chipley at the Public Works Facility
- Objective 2: Reduce the City of Chipley’s carbon footprint by utilizing alternative energy
- Objective 3: Improve the City of Chipley’s sustainability and resiliency

E. PROJECT DESCRIPTION: The project proposed the acquisition of professional engineering services to assist the City of Chipley in preparing the necessary bid documents (include plans and

specifications) required to obtain bids for the installation of a 40 Kilowatt photovoltaic solar power system at the Public Work Building. These professional engineering services will also include evaluating the bids received and providing a recommendation of award to the City of Chipley. The City will then contract for the installation of the solar power system. Upon completion of the project, the City of Chipley will then complete the necessary close out procedure for the project.

F. PROJECT MILESTONES/DELIVERABLES/OUTPUTS:

No.	Task/Activity Description	Deliverables/ Outputs	Start Month	Deadline Month
1	Procurement of Professional Services	Task Work Order	January 2024	February 2024
2	Planning and Design	Bid Documents (plans, specifications) prepared by a Florida-registered Professional Engineer	February 2024	March 2024
3	Advertisement of Bid	Affidavit of Advertisement	March 2024	April 2024
4	Selection of Contractor	Recommendation of Award Letter, Council Approval of Contractor Selection	April 2024	May 2024
5	Installation	Bi-weekly installation progress reports	May 2024	August 2024
6	Installation Inspection	Bi-weekly installation progress reports, record drawings, Certificated of Completion signed by a Florida-registered Professional Engineer	May 2024	August 2024
7	Completion of Project Installation	Completion of project installation, submit reimbursement request and invoice receipts and coordination of final site visit with the Department	August 2024	September 2024
8	Track Energy Savings Results	Provide 1-year pre-award, at conclusion, and 1-year post energy savings metrics	September 2024	September 2025
9.	Project Closeout	completion of all closeout documents	August 2025	September 2025

G. PROJECT BUDGET:

The budget below summarizes the project by Funding Category. All dollar amounts are rounded to the nearest whole dollar value.

Funding Category	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
1. Salaries	N/A	N/A	
2. Fringe Benefits	N/A	N/A	
3. Travel (if authorized)	N/A	N/A	
4. Supplies/Other Expenses	N/A	N/A	
5. Equipment	N/A	N/A	
6. Contractual Services	\$200,000.00	N/A	
7. Indirect (if authorized)	N/A	N/A	
Total Project Budget	\$200,000.00	\$0.00	
Total Project Cost	\$200,000.00	= Grants Funds + Cost Share	
Cost Share Percentage*	0%	= Cost Share / Total Project Cost	

H. TOTAL BUDGET BY TASK:

The project budget below summarizes the project by Project Task. Project Tasks correspond to the “Project Description” section. All dollar amounts are rounded to the nearest whole dollar value.

Project Task		Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
			Matching Funds	Source
1	Procurement of Professional Services	\$0.00	N/A	
2	Planning and Design	\$5,000.00	N/A	
3	Advertisement of Bid	\$0.00		

4	Selection of Contractor	\$0.00	N/A	
5	Installation	\$180,000.00	N/A	
6	Installation Inspection	\$10,000.00	N/A	
7	Installation Complete	\$5,000.00	N/A	
8	Track Energy Savings	\$0.00	N/A	
9	Project Closeout	\$0.00	N/A	
Totals:		\$200,000.00	N/A	
Total Project Cost:		\$200,000.00	= Grant Funds + Cost Share	

I. BUDGET DETAIL:

Using the definitions provided below, the detailed, line-item budget clarifies the Budget Summary shown in Section G. Budget Category Sub-Totals have been rounded to the nearest whole dollar value. Up to 10% of grant funds may be used for administrative costs, excluding the cost of meeting reporting requirements of the program. Administrative costs are defined as: allowable, reasonable, and allocable Direct and Indirect costs related to overall management of the awarded grant (including travel). For each budget line-item, the appropriate column identifies if the cost is: 1) Grant or Match, 2) a Direct cost used to calculate Indirect Costs (if approved) and 3) whether the cost is Administrative in nature. A description of what is required for each budget category is as follows:

1. Salaries – Identify the persons to be compensated for work on this project by name (if known), position, and title. Show the hourly cost and total hours to be charged for each person or position. Divide annual salaries by 2080 hours and nine-month academic salaries by 1560 hours, to find the hourly rate.
2. Fringe Benefits – Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations.
3. Travel – List trips by their purpose and/or destination. Indicate the number of days for each trip. The Department will only reimburse for travel at the appropriate State of Florida rate (Section 112.061, Florida Statutes), using the forms referenced in Payment Request Packet. Be prepared to provide the Department with details on costs utilized to calculate the “Amount Budgeted” for each trip.
4. Supplies & Other Expenses – List expendable supplies by category description, unit costs and quantity. List other expenses not included in any of the above categories. Examples would be printing, copying, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expenses directly related to the project, not expenses of a general nature. For Match only, list costs related to donated real property such as land (not to exceed the fair market value of the property).

5. Equipment – List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost, and quantity. Computers and data-processing equipment should be described in detail.
6. Contractual Services – Subcontractors should provide the same information required by this budget table, with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount.
7. Total Budget Category – Show the total of all line-items within a Budget Category.
8. Total Budget – Show the total of all categories.

DRAFT

1. Salaries								
Salaries (Name/Position)	Hourly Cost (\$)	*	Hours/w k. or % FTE	=	Total Gross Salary (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost? Y/N
N/A		*		=				
		*		=				
Sub-Totals for Salaries Category					\$0			

2. Fringe Benefits									
Name of Employee	Amount Gross Salary (\$)	Approved % per Work Plan or enter "N/A" & provide break-out	Benefit # 1 & Cost	Benefit # 2 & Cost	Benefit # 3 & Cost	Total Fringe Benefits (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A									
Sub-Total of Fringe Benefits Category						\$0			

3. Travel * Cannot exceed cost limitations required by Section 112.061, Florida Statutes							
Name of Employee	Destination	Period of Trip (# of days)	Purpose of Trip	Amount Budgeted	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A							
Sub-Total of Travel Category				\$0			

4. Supplies – Other Expenses								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A								
Sub-Total of Supplies – Other Expenses Category					\$0			

5. Equipment								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A								
Sub-Total of Equipment Category					\$0			

6. Contractual Services									
Name of Vendor	Description	Fee/Rate (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
TBD	Professional Engineering Services	\$20,000		1		\$20,000	G	N	N
TBD	Installation Services	\$180,000		1		\$180,000	G	N	N
Sub-Total of Contractual Services Category						\$200,000			

7. Indirect Cost (if approved)									
Budget Category included in Base of Indirect Cost Calculations	Total Direct Costs for Budget Category	*	Approved Indirect Cost Rate (%) from Scope of Work	=	Total Indirect Cost for Budget Category (\$)	=	Total Indirect Costs for Grant	+	Total Indirect Costs for Match
N/A		*		=		=		+	
		*		=		=		+	
Sub-Total of Indirect Costs Category					\$0	=	\$0	+	\$0

8. Total Project Budget						
Budget Category	Total Costs for Budget Category	=	Total Grant Costs	+	Total Match Costs	
Salaries	\$0	=	\$0	+	\$0	
Fringe Benefits	\$0	=	\$0	+	\$0	
Travel	\$0	=	\$0	+	\$0	
Supplies	\$0	=	\$0	+	\$0	
Equipment	\$0	=	\$0	+	\$0	
Contractual	\$200,000.00	=	\$200,000.00	+	\$0	
Total Project Budget	\$200,000.00	=	\$200,000.00	+	\$0	

J. MEASURES OF SUCCESS:

The disbursement of cost-share funds under this Agreement shall be allowable, necessary, and reasonable, and must be submitted by budget category consistent with the budget plan submitted with applicant’s application. Energy savings must be tracked by the subrecipient for at least one year following completion of the project and reported to the department.

In the **Final Report**, the Subrecipient shall address how the project objectives were accomplished.



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Florida Department of Agriculture and Consumer Services
Division of Administration



ATTACHMENT B
GRANT AGREEMENT NO. _____
MONTHLY PROGRESS REPORT FORM

Grant Agreement No.:			
Grantee Name:			
Grantee Address:			
Grantee's Representative:		Telephone No.:	
Monthly Reporting Period:			
Project Number and Title:			
A. Provide a summary of project accomplishments to date. (Include a comparison of actual accomplishments to the objectives established for the period. If goals were not met, provide reasons why.)			
B. Provide an update on the number of jobs created or retained, quantify the reduction of greenhouse gasses and the energy saved in kWh or BTU.			
C. Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.			

D. Provide any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

E. Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., report data sets, links to on-line photographs, etc.).

F. REPORTING

Activities:

Metric Area Description	Metric Description	Unit of Measure
Emissions Reductions	Criteria air pollutants reduced (tons)	
	Greenhouse gases reduced (CO2 equivalents)	
Energy Cost Savings	Dollars Saved	
Energy Savings	Reduction in natural gas consumption (million cu ft)	
	Reduction in electricity consumption (megawatt hours)	
	Reduction in electricity demand (megawatts)	
	Reduction in fuel oil consumption (gallons)	
	Reduction in propane consumption (gallons)	

G. SUBCONTRACTOR LIST

The Grantee may subcontract work under this Grant Agreement without the prior approval of the Grant Manager, upon the condition that each Monthly/Quarterly Progress Report must contain a current list of subcontractors.

**If grantee does not have subcontractors, please state 'None' below.*

Name of Subcontractor	Address	Current Total Amount of each Subcontract	Description of Work Performed

H. MINORITY/WOMAN/SERVICE-DISABLED VETERAN-OWNED BUSINESS LIST

The Grantee is encouraged to use small businesses, including minority, woman and service-disabled veteran-owned businesses as subcontractors under this Grant Agreement. The Grantee is required to report information concerning their use of such businesses in each Monthly/Quarterly Progress Report.

**If grantee does not have any subcontracts with minority/woman/service-disabled veteran- owned businesses, please state 'None' below.*

Name of Business	Address	Reporting Period (month)	Total Amount Paid to Business during this Reporting Period	Description of Goods/Services provided by Business	Type of Business (Minority, Woman, Service-disabled veteran-owned)

This report is submitted in accordance with the reporting requirements of Grant Agreement No. and accurately reflects the activities and costs associated with the subject project.

Signature of Grantee’s Representative

Date





**WILTON SIMPSON
COMMISSIONER**

Florida Department of Agriculture and Consumer Services
Office of Energy

**ATTACHMENT C
GRANT AGREEMENT NO. _____
SPECIAL AUDIT REQUIREMENTS**

The administration of resources awarded by the Florida Department of Agriculture and Consumer Services (hereinafter referred to as the "Department") to the subrecipient (hereinafter referred to as the "grantee" or "subrecipient"), may be subject to audits and/or monitoring by the Department, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR 200, Subpart F, as revised, and/or other procedures. By entering into this Agreement, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the subrecipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by the Department to the subrecipient regarding such audit. The subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the subrecipient is a State or local government or a nonprofit organization as defined in 2 CFR 200, Subpart F, as revised.

1. In the event that the subrecipient expends \$750,000 or more in Federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, as revised. In determining the Federal awards expended in its fiscal year, the subrecipient shall consider all sources of Federal awards. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F, as revised. An audit of the subrecipient conducted by the Auditor General in accordance with the provisions of 2 CFR 200, Subpart F, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in Subtitle III of 2 CFR 200, Subpart F, as revised.
3. If the subrecipient expends less than \$750,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, as revised, is not required. In the event that the subrecipient expends less than \$750,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from other than Federal entities).
4. The subrecipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://12.46.245.173/cfda/cfda.html>.

PART II: STATE FUNDED

This part is applicable if the subrecipient is a nonstate entity as defined by Section 215.97(2)(m), Florida Statutes.

1. In the event that the subrecipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such subrecipient, the subrecipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the subrecipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in paragraph 1, the subrecipient shall ensure that the audit complies with the requirements of Section 215.97, Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the subrecipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the subrecipient expends less than \$500,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the subrecipient's resources obtained from other than State entities).
4. The subrecipient must include the record keeping requirements found herein in subcontractor agreements entered into for work required under terms of this Agreement. In the executed subcontract, the subrecipient shall provide each subcontractor of state financial assistance the information needed by the subcontractor to comply with the requirements of Section 215.97, Florida Statutes. Pursuant to Section 215.97, Florida Statutes, the subrecipient shall review and monitor subcontractor audit reports and perform other procedures as specified in the agreement with the subcontractor, which may include onsite visits. The subrecipient shall require subcontractors, as a condition of receiving state financial assistance, to permit the independent auditor of the subrecipient, the Department, the Chief Financial Officer, the Chief Inspector General and the Auditor General access to the subcontractor's records and independent auditor's working papers as necessary to comply with the requirements of Section 215.97, Florida Statutes.
5. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a subrecipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: The Florida Legislature's website at <http://www.leg.state.fl.us/Welcome/index.cfm>, the State of Florida's website at <http://www.myflorida.com/>, the Department of Financial Services' website at <http://www.myfloridacfo.com/> and the Auditor General's Website at <http://www.state.fl.us/audgen>.

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PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F, as revised, and required by Part I of this Attachment shall be submitted, when required by Subtitle III of 2 CFR 200, Subpart F, as revised, by or on behalf of the subrecipient directly to each of the following:

- A. The Florida Department of Agriculture and Consumer Services at the following address:

Compliance Administrator or Grant Manager
 Florida Department of Agriculture and Consumer Services
 Office of Energy
 600 South Calhoun Street, Suite 251
 Tallahassee, FL 32399-0001

- B. The Federal Audit Clearinghouse designated in 2 CFR 200, Subpart F, as revised (the number of copies required by Subtitle III of 2 CFR 200, Subpart F, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
 Bureau of the Census
 1201 East 10th Street
 Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Subtitle III of 2 CFR 200, Subpart F, as revised.

2. Pursuant to Subtitle III of 2 CFR 200, Subpart F, as revised, the subrecipient shall submit a copy of the reporting package described in Subtitle III of 2 CFR 200, Subpart F, as revised, and any management letters issued by the auditor, to the Department at the following address:

Compliance Administrator or Grant Manager
 Florida Department of Agriculture and Consumer Services
 Office of Energy
 600 South Calhoun Street, Suite 251
 Tallahassee, FL 32399-0001

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the subrecipient directly to each of the following:

- A. The Florida Department of Agriculture and Consumer Services at the following address:

Compliance Administrator or Grant Manager
 Florida Department of Agriculture and Consumer Services
 Office of Energy
 600 South Calhoun Street, Suite 251
 Tallahassee, FL 32399-0001

- B. The Auditor General's Office at the following address:

State of Florida Auditor General
 Room 401, Claude Pepper Building
 111 West Madison Street
 Tallahassee, FL 32399-1450

RECORD RETENTION

The subrecipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow access to such records upon request by the Department or its designee, Chief Financial Officer or Auditor General. The subrecipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department.

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WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

ATTACHMENT C
EXHIBIT 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
DE-FOA-0000052	United States Department of Energy	81.041	State Energy Program	\$200,000.00	146556

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program Number	Funding Source	State Fiscal Year	SFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category

Total Award	\$200,000.00	
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For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<http://12.46.245.173/cfda/cfda.html>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/catalog.aspx>]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.



**WILTON SIMPSON
COMMISSIONER**

**Florida Department of Agriculture and Consumer Services
Division of Administration**

**ATTACHMENT D
CERTIFICATION REGARDING LOBBYING;
DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS
FOR EXPENDITURE OF FEDERAL FUNDS**

LOBBYING

As required by 2 CFR 200, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE / DATE

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by 2 CFR 200, for persons entering into a contract, grant or cooperative agreement over **\$25,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE / DATE



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

ATTACHMENT E
GRANT AGREEMENT NO. _____
FINAL REPORT

Grant Agreement No.:			
Grantee Name:			
Grantee Address:			
Grantee's Representative:		Telephone No.:	
Reporting Period:			
Project Number and Title:			
A. Provide a summary of project accomplishments to date. (Include a comparison of actual accomplishments to the objectives established for the period. If goals were not met, provide reasons why.)			
B. Provide an update on the number of jobs created or retained, quantify the reduction of greenhouse gasses and the energy saved in kWh or BTU.			
C. Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.			

D. Provide any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

E. Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., report data sets, links to on-line photographs, etc.).

F. REPORTING

Activities:

Metric Area Description	Metric Description	Unit Of Measure
Emissions Reductions	Criteria air pollutants reduced (tons)	
	Greenhouse gases reduced (CO2 equivalents)	
Energy Cost Savings	Dollars Saved	
Energy Savings	Reduction in natural gas consumption (million cu ft)	
	Reduction in electricity consumption (megawatt hours)	
	Reduction in electricity demand (megawatts)	
	Reduction in fuel oil consumption (gallons)	
	Reduction in propane consumption (gallons)	
	Reduction in gasoline consumption (gallons)	

H. SUBCONTRACTOR LIST

The Grantee may subcontract work under this Grant Agreement without the prior approval of the Grant Manager, upon the condition that each Monthly/Quarterly Progress Report must contain a current list of subcontractors.

**If grantee does not have subcontractors, please state 'None' below.*

Name of Subcontractor	Address	Current Total Amount of each Subcontract	Description of Work Performed

I. MINORITY/WOMAN/SERVICE-DISABLED VETERAN-OWNED BUSINESS LIST

The Grantee is encouraged to use small businesses, including minority, woman and service-disabled veteran-owned businesses as subcontractors under this Grant Agreement. The Grantee is required to report information concerning their use of such businesses in each Monthly/Quarterly Progress Report.

**If grantee does not have any subcontracts with minority/woman/service-disabled veteran- owned businesses, please state 'None' below.*

Name of Business	Address	Reporting Period (month)	Total Amount Paid to Business during this Reporting Period	Description of Goods/Services provided by Business	Type of Business (Minority, Woman, Service-disabled veteran-owned)

This report is submitted in accordance with the reporting requirements of Grant Agreement No. and accurately reflects the activities and costs associated with the subject project.

Signature of Grantee’s Representative

Date





**WILTON SIMPSON
COMMISSIONER**

**Florida Department of Agriculture and Consumer Services
Division of Administration**

**ATTACHMENT F
PROPERTY REPORTING FORM FOR GRANT AGREEMENT NO. _____
(For Property With Grantee/Recipient Assigned Property Control Numbers)
UNITED STATES DEPARTMENT OF ENERGY AWARDS**

GRANTEE: List non-expendable equipment/personal property* costing \$1,000 or more purchased under the above Agreement. Also list all upgrades* under this Agreement, costing \$1,000 or more, of property previously purchased under a Department Grant Agreement (identify the property upgraded and the applicable Department Agreement on a separate sheet). Complete the description (including manufacturer & model no.)/serial no cost, location/address and property control number columns of this form. The Grantee shall establish a unique identifier for tracking all personal property/equipment purchased under this Agreement and shall report the inventory of said property, on an annual basis, to the Department's Grant Manager, by Grant Agreement number, no later than January 31 for each year this Agreement is in effect.

DESCRIPTION (INCLUDING MANUFACTURER & MODEL NO.)	SERIAL NO./COST**	LOCATION/ADDRESS	GRANTEE/RECIPIENT ASSIGNED PROPERTY CONTROL NUMBER

*Not including software. **Attach copy of invoice, bill of sale, or other documentation to support purchase.

Grantee/Recipient:	Grantee's/Recipient's Project Manager:	Date:
--------------------	--	-------

BELOW FOR DEPARTMENT USE ONLY	
GRANT MANAGER:	MAINTAIN THIS DOCUMENT WITH A COPY OF THE INVOICES SUPPORTING THE COST OF EACH ITEM IDENTIFIED ABOVE IN YOUR AGREEMENT FILE. IF THE AGREEMENT IS A COST REIMBURSEMENT AGREEMENT, MAKE SURE TO SEND INVOICES SUPPORTING THE COST OF THE ITEMS TO FINANCE AND ACCOUNTING FOR THE PROCESSING OF THE GRANTEE'S/RECIPIENT'S INVOICE FOR PAYMENT.
Grant Manager Signature: _____	Date: _____

FINANCE AND ACCOUNTING: No processing required by Finance & Accounting as the Grantee/Recipient is responsible for retaining ownership of the equipment/property upon satisfactory completion of the Agreement.



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

ATTACHMENT G
FEDERAL FUNDING GRANTEE,
SUBGRANTEE AND CONTRACTORS PROVISIONS

PURSUANT TO AMERICAN RECOVERY AND REINVESTMENT ACT
UNITED STATES DEPARTMENT OF ENERGY AWARDS

All subgrants and contracts awarded by the Grantee, including small purchases, shall contain the following provisions as applicable:

1. **Equal Employment Opportunity** - All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)** - All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
3. **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)** - When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)** - Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
5. **Rights to Inventions Made Under a Contract or Agreement** - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 10 CFR part 600.325, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. **Clean Air Act (42 U.S.C. 7401 et seq.), and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended** - Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
8. **Debarment and Suspension (E.O.s 12549 and 12689)** - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
9. **Section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1368) and Section 1424(e) of the Safe Drinking Water Act, (42 U.S.C. 300h-3(e))** - Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to Section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1368) and Section 1424(e) of the Safe Drinking Water Act, (42 U.S.C. 300h-3(e)). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
10. **Compliance with all Federal statutes relating to nondiscrimination.** These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of sex; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 795), which prohibits discrimination on the basis of handicaps; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (d) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (e) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (f) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) any other nondiscrimination provisions in the specific statute(s) made; and, (i) the requirements of any other nondiscrimination statute(s) which may apply.
11. **Compliance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646)** which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. **Compliance with the provision of the Hatch Act (5 U.S.C. 1501 – 1508 and 7324 – 7328)** which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. **Comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234)** which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

14. **Compliance with environmental standards which may be prescribed to the following:** (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EP 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplain in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
15. **Compliance with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.)** related to protecting components or potential components of the national wild and scenic rivers system.
16. **Compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)**
17. **Compliance with P.L. 93-348** regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
18. **Compliance with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.)** pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this Agreement.
19. **Compliance with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.)** which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
20. **Compliance with the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in accordance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).**
21. **Assist the Commission in complying with the State Energy Conservation Program as described in the Code of Federal Regulations, Title 10, Parts 420 and 450 and guidance issued by the U.S. Department of Energy and subsequent guidance issued by the U.S. Department of Energy; the Financial Assistance Rules described in Title 10, Part 600, as well as those regulations concerning the use of oil overcharge recovery funds.**
22. **The Commission reserves the right to transfer equipment acquired under this grant as provided in Title 10, Part 600.117. The Recipient can obtain a release of this right upon application containing certain commitments.**
23. **Compliance with the Buy American Act (41 U.S.C. 10a-10c)** By accepting funds under this Agreement, the Grantee agrees to comply with sections 2 through 4 of the Act of March 3, 1933, popularly known as the "Buy American Act." The Grantee should review the provisions of the Act to ensure that expenditures made under this Agreement are in accordance with it. It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Agreement should be American-made.
24. **Preservation of open and competition and government neutrality towards contractors' labor relations on federally funded construction projects**
 - a. Unless in conflict with State or local laws, you must ensure that bid specifications, project agreement, or other controlling documents in construction contracts awarded pursuant to this agreement, or pursuant to a subaward to this agreement, do not:
 1. Require or prohibit bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other related construction project(s); or
 2. Otherwise discriminate against bidders, offerors, contractors, or subcontractors for becoming or refusing to become or remain signatories or otherwise to adhere to agreements with one or more labor organizations, on the same or other related construction project(s).

b. The term “construction contract” as used in this provision means any contract for the construction, rehabilitation, alteration, conversion, extension, or repair of buildings, highways, or other improvements to real property.

c. Nothing in this provision prohibits bidders, offerors, contractors, or subcontractors from voluntarily entering into agreements with labor organizations.

25. Compliance with the provision included in Title XV and Title XVI of Public Law 111-5, the American Recovery and Reinvestment Act of 2009.

26. Segregation of Costs – Recipients must segregate the obligations and expenditures related to funding under the Recovery Act. Financial and accounting systems should be revised as necessary to segregate, track, and maintain these funds apart and separate from other revenue streams. No part of the funds from the Recovery Act shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for Recovery Act projects.

27. False Claims Act – Recipient and sub-recipients shall promptly refer to the DOE or other appropriate Inspector General any credible evidence that a principle, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those funds.





Florida Department of Agriculture and Consumer Services
Division of Administration

ATTACHMENT H
GRANT AGREEMENT NO. _____

SPECIAL AWARD CONDITIONS

N/A

Based on the sub-recipient pre-award site visit the following Special Award Conditions shall be included.

The Special Award Condition will be removed once the deficiency(s) that caused the special condition has been resolved or corrected.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Award of RFQ No. 2024-02 - Professional Engineering Services for a Division of Historical Resources Grant – Historical Society.

MEETING DATEPREPARED BY

Tuesday, December 12, 2023Dan Miner, City Administrator

SUMMARY

This will award the Professional Engineering Services for a Division of Historical Resources Grant for the Historical Society to Baker Design Build subject to negotiation of fair and reasonable compensation.

RECOMMENDATION

City Staff recommend approval of award to Baker Design Build subject to negotiation of fair and reasonable compensation.

ATTACHMENTS

1. Recommendation Memo

2. RFQ No. 2024-02 Advertisement

3. Addendum #1



CITY OF CHIPLEY



Memo

To: City Council
From: Dan Miner, City Administrator
Date: December 6, 2023
Re: RFQ No. 2024-02 Engineering Services for a Division of Historical Resources Grant

SUMMARY:

The City advertised for an engineering services for the Washington County Historical Society Museum to assess the structure to determine any additional structural damage from Hurricanes Michael and Sally with a plan for restoration and repair, as well as develop a plan to expand the internal square footage of the structure for additional display and storage space to address future needs of the museum.

Only one firm submitted an RFQ for this project.

RECOMMENDATION:

Recommendation is that City Council award RFQ 2024-02 to Baker Design Build and staff will negotiate a contract with the firm for fair and reasonable compensation, and bring it to the City Council for approval.

CITY OF CHIPLEY, FLORIDA
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR A DIVISION OF HISTORICAL RESOURCES GRANT
RFQ NO. 2024-02

The City of Chipley, herein referred to as the “City”, is seeking statements of qualifications from qualified Engineering Firms. One firm is expected to be selected to enter into a service contract with the City to perform services related to a Division of Historical Resources grant through the State of Florida for inspection and creation of a plan for repairs, restoration, and storm hardening of the existing building and creation of a separate plan for expansion of the Washington County Historical Society Museum, owned by the City. The service contract from this RFQ will have all necessary clauses and language required by the State of Florida, Division of Historical Resources Office.

All questions must be submitted in writing to Mrs. Heather Lopez, Director of the Washington County Tourist Development Council, and may be emailed to director@visitwcfra.com. A complete copy of the RFQ may be downloaded at www.cityofchipley.com. All Statements of Qualifications will be ranked on an individual and equal basis.

To be considered, the Firm must submit an original and three (3) copies of the Statement of Qualifications in a sealed envelope or package, clearly marked with the Firm’s or individual’s name and address, and the words “RFQ No. 2024-02 - ENGINEERING SERVICES FOR CITY OF CHIPLEY”. Statements of Qualifications will be received by either hand delivery to the City of Chipley – City Clerk’s Office located at 1442 Jackson Avenue, Chipley, Florida or by regular mail to City of Chipley, Attention: City Clerk’s Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

RFP Deadline: November 13, 2023 at 2:00 p.m., local time.

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received in the City of Chipley City Hall – City Clerk’s Office. It is the sole responsibility of the firm for assuring that the RFP is received in the City Clerk’s Office by the designated date and time. No faxed, electronic or oral Statement of Qualifications will be accepted.

Award will be made to the best responsive Firm, but the City reserves the right to reject any or all Statements of Qualifications. The City of Chipley reserves the right to reject the Statement of Qualifications of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

SPECIAL NOTE:

The City requires a business license tax be paid for the privilege of engaging in any business within the city limits. Please contact the City Clerk’s Office for requirements and a fee schedule.

**EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING
JURISDICTION**

Advertised: Panama City News Herald – October 24, 2023
Washington County News – October 25, 2023



CITY OF CHIPLEY



Addendum No. 1

CITY OF CHIPLEY, FLORIDA REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES FOR A DIVISION OF HISTORICAL RESOURCES GRANT

RFQ NO. 2024-02

November 13, 2023

1:59 PM CST Local Time

The closing date will be changed to November 28, 2023 at 2:00 p.m. local time.

If you have any questions please contact Dan Miner at (850) 638-6350.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Planning & Zoning Recommendation - Request for Certificate of Appropriateness and Demo Permit – 5th Street – City of Chipley.

MEETING DATE

Tuesday, December 12, 2023

PREPARED BY

Tamara Donjuan, Planning Officer

SUMMARY

This will approve a certificate of appropriateness and demolition permit for the Mongoven Building on 5th Street. The Planning & Zoning Commission met December 5, 2023 and voted unanimously to approve.

RECOMMENDATION

City Staff recommend approval of a certificate of appropriateness and demolition permit for the Mongoven Building on 5th Street.

ATTACHMENTS

1. Planning & Zoning Staff Report.

2. Project Plans.



CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



City of Chipley Planning and Zoning Commission

Staff Report

Date: December 5, 2023

Board: Planning and Zoning — December 5, 2023

Presenter: Tamara Donjuan, Planning and Zoning Officer

Application: Certificate of Appropriateness and Demo Permit

Property Owner: City of Chipley

Location: 5th Street, Chipley, Florida

Parcel Size: 0.106 acres

Parcel Numbers: 00000000-00-1449-0000

Background Information:

City of Chipley is requesting a certificate of appropriateness and demo permit. The property is located in the corridor development district and zoned historical commercial. The proposed demo would eliminate any and all nuisances that are continuing condition that endanger the comfort, health, and safety of the general public.

References Reviewed and Applied:

Chapter 44 – Zoning

Sec. 44-163. - Corridor Development District.

Chapter 18 – Historic Preservation

Attachments:

1. Proposed demo and post demolition sketched plans.

Environmentally Sensitive Areas

According NFWFMD data maps approximately 100% of the property is in Flood Zone "X" which is an area of minimal flood hazard chance of flooding over 30 years.

Public Notice:

Publication of the hearing was done on November 22, 2023 with the local newspaper.

Planning and Zoning Commission Meeting:

The Planning and Zoning Commission will conduct a public hearing on December 5, 2023, at 3:00 pm. CST

City Council Meeting:

City Council will review the proposed request at the meeting of December 12, 2023, at 6:00 pm. CST

Findings:

1. Proposed demo is necessary to remove all nuisances that may endanger the comfort, health, and safety of the general public.
2. Proposed post demolition sketch will enhance the area and best use in the interest of the health, and safety of the general public.

Recommendation:

Staff recommends approval for a certificate of appropriateness and demo permit.

APPROVED 4-0

BID PROPOSAL CONTRACT DOCUMENTS AND SPECIFICATIONS FOR

CITY OF CHIPLEY 687 5TH STREET (MONGOVEN BUILDING) - SELECTIVE DEMOLITION

PREPARED FOR:

CITY OF CHIPLEY, FLORIDA

Tracy Andrews, Mayor
Kevin Russell, Mayor Pro Tem
John Sasser
Wesley Adams
Linda Cain
Dan Miner, City Administrator

FUNDED BY:

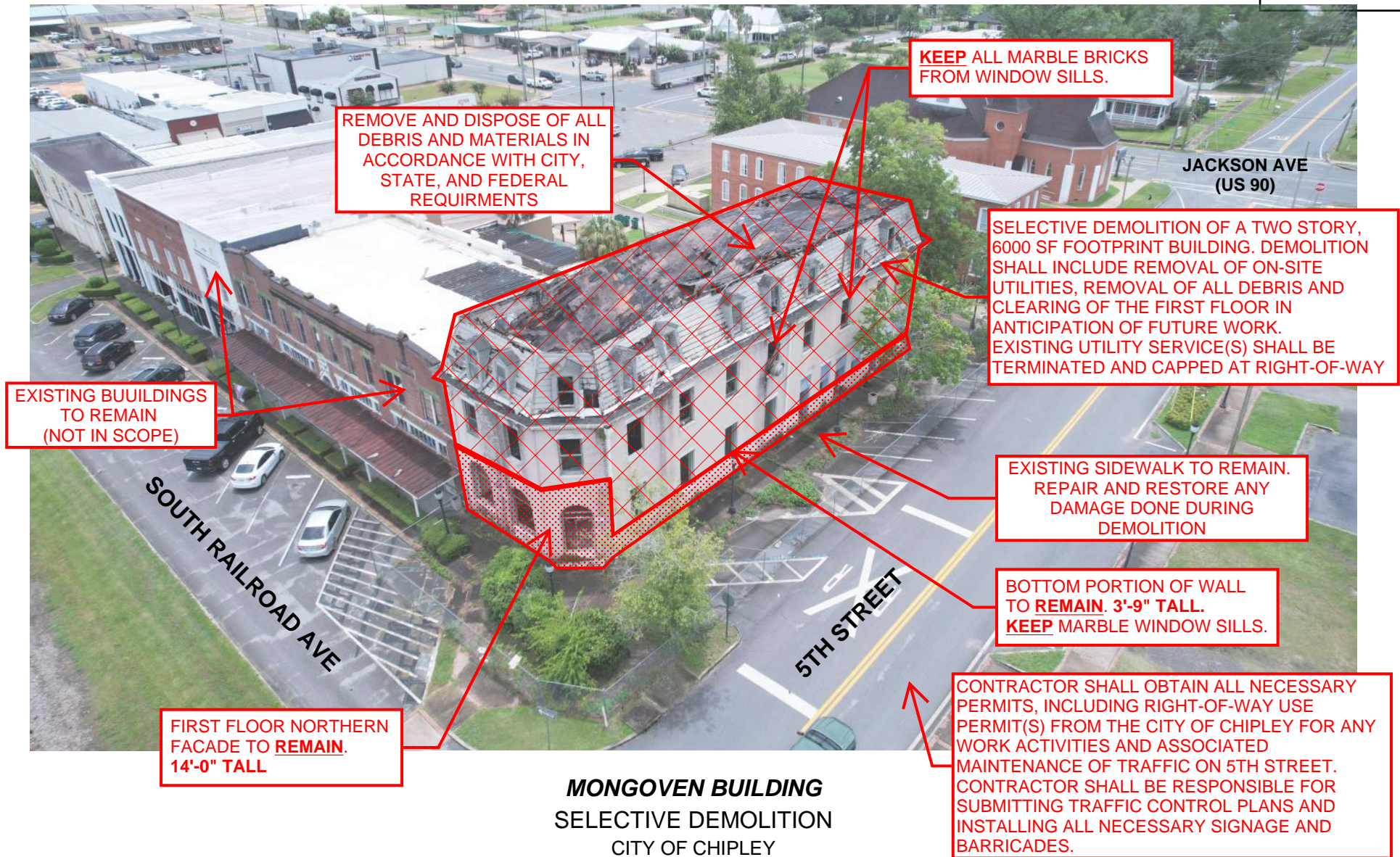
Florida Department of Commerce
CDBG-DR Grant No. M0041

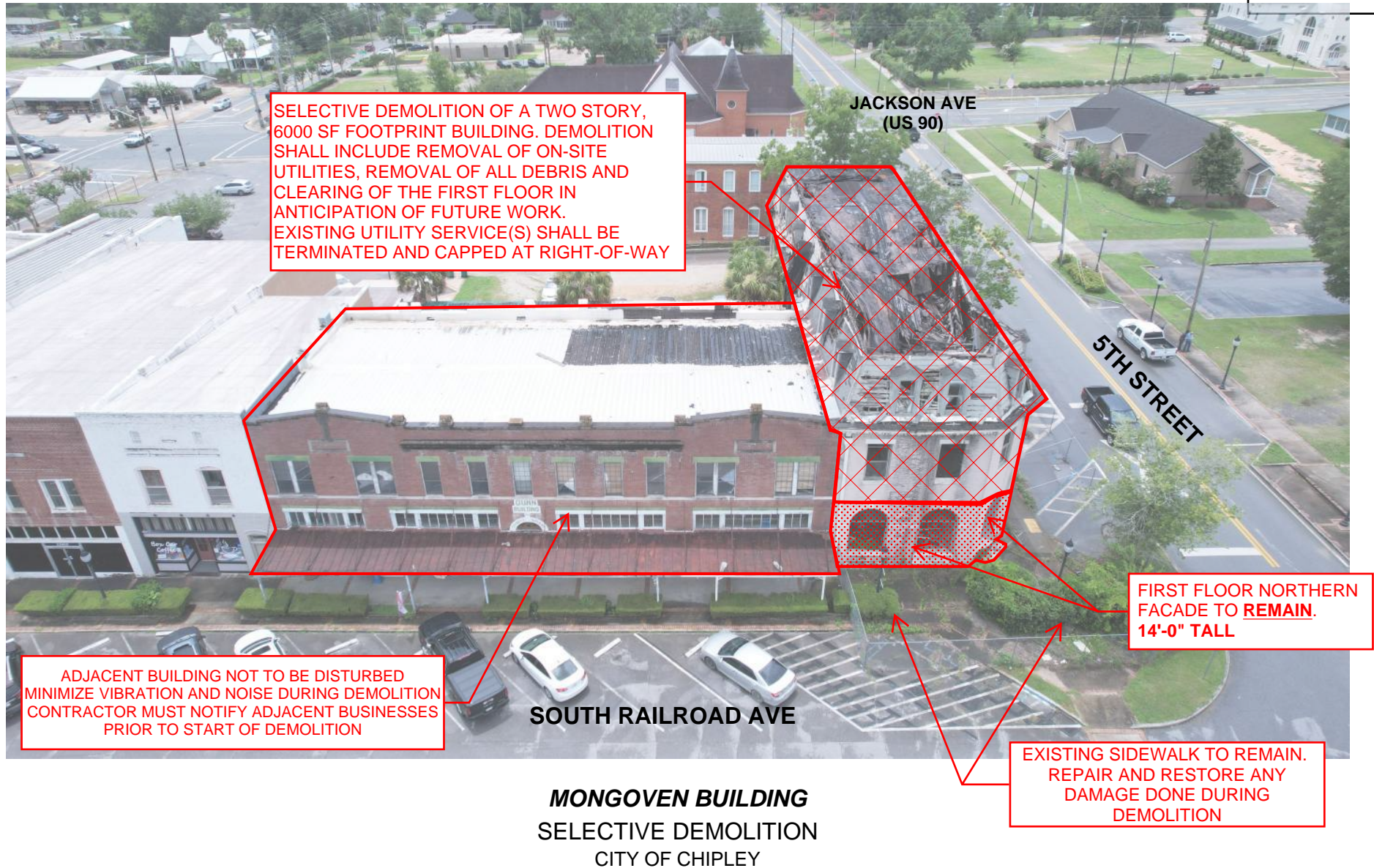
PREPARED BY:



4428 Lafayette Street
Marianna, Florida 32446
Phone (850) 482-3045
Fax (850) 482-3957
EB-0005637



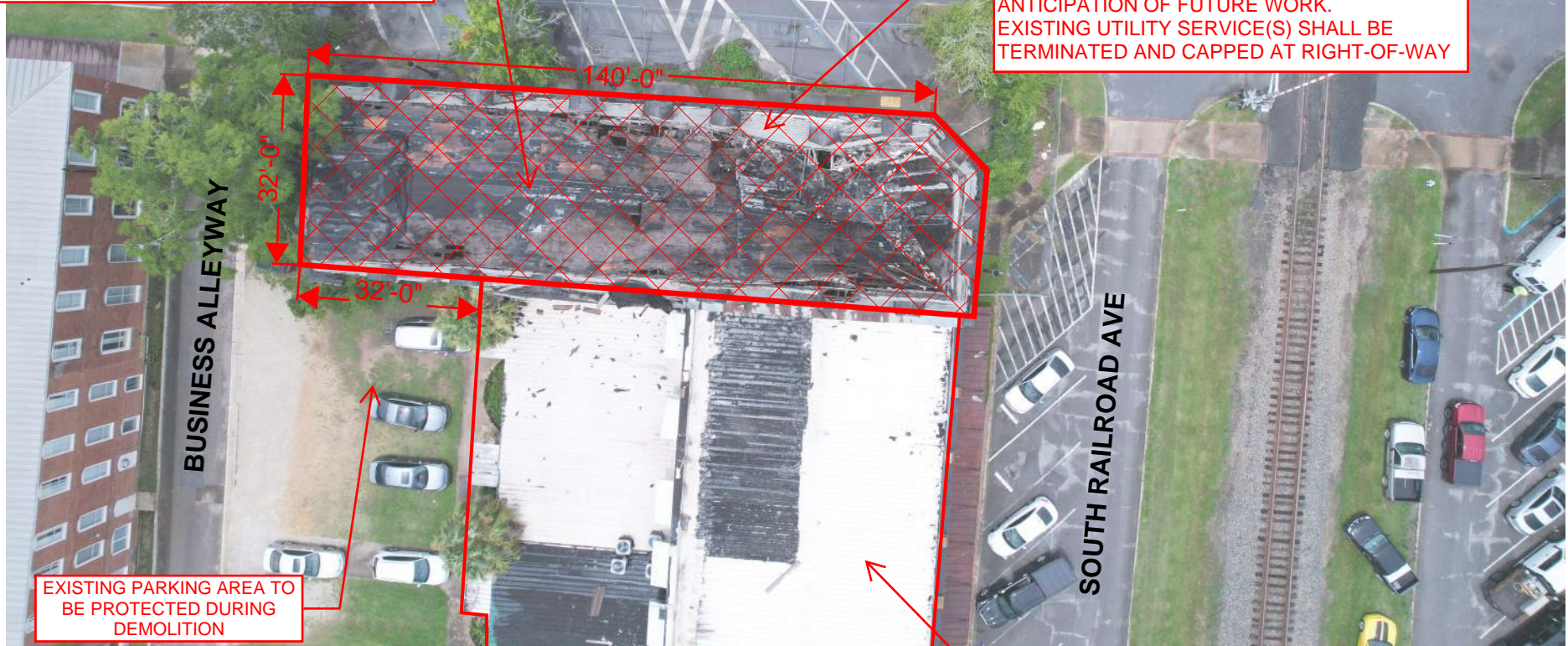




UPON COMPLETION OF SELECTIVE DEMOLITION ACTIVITIES, THE AREA MUST BE LEFT CLEAR AND FREE OF DEBRIS, DUST, AND IN A CLEAN CONDITION, SUITABLE FOR FUTURE HARDSCAPE AND LANDSCAPE WORK.

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SELECTIVE DEMOLITION OF A TWO STORY, 6000 SF FOOTPRINT BUILDING. DEMOLITION SHALL INCLUDE REMOVAL OF ON-SITE UTILITIES, REMOVAL OF ALL DEBRIS AND CLEARING OF THE FIRST FLOOR IN ANTICIPATION OF FUTURE WORK. EXISTING UTILITY SERVICE(S) SHALL BE TERMINATED AND CAPPED AT RIGHT-OF-WAY



EXISTING PARKING AREA TO BE PROTECTED DURING DEMOLITION

MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY

ADJACENT BUILDING NOT IN SCOPE. MINIMIZE VIBRATION AND NOISE DURING DEMOLITION. CONTRACTOR MUST NOTIFY ADJACENT BUSINESSES PRIOR TO START OF DEMOLITION



MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY

T-100

Section H, Item 7.

SELECTIVE DEMOLITION OF A TWO STORY, 6000 SF FOOTPRINT BUILDING. DEMOLITION SHALL INCLUDE REMOVAL OF ON-SITE UTILITIES, REMOVAL OF ALL DEBRIS AND CLEARING OF THE FIRST FLOOR IN ANTICIPATION OF FUTURE WORK. EXISTING UTILITY SERVICE(S) SHALL BE TERMINATED AND CAPPED AT RIGHT-OF-WAY

KEEP ALL MARBLE BRICKS FROM WINDOW SILLS.

BOTTOM PORTION OF WALL TO **REMAIN**.
KEEP MARBLE WINDOW SILLS.

TEMPORARILY REMOVE OR PROTECT EXISTING LAMP POST DURING DEMOLITION

3'-9"

EXISTING SIDEWALK TO REMAIN. REPAIR AND RESTORE ANY DAMAGE DONE DURING DEMOLITION

MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY



SELECTIVE DEMOLITION OF A TWO STORY, 6000 SF FOOTPRINT BUILDING. DEMOLITION SHALL INCLUDE REMOVAL OF ON-SITE UTILITIES, REMOVAL OF ALL DEBRIS AND CLEARING OF THE FIRST FLOOR IN ANTICIPATION OF FUTURE WORK. EXISTING UTILITY SERVICE(S) SHALL BE TERMINATED AND CAPPED AT RIGHT-OF-WAY

PROTECT PARKING AREA DURING DEMOLITION

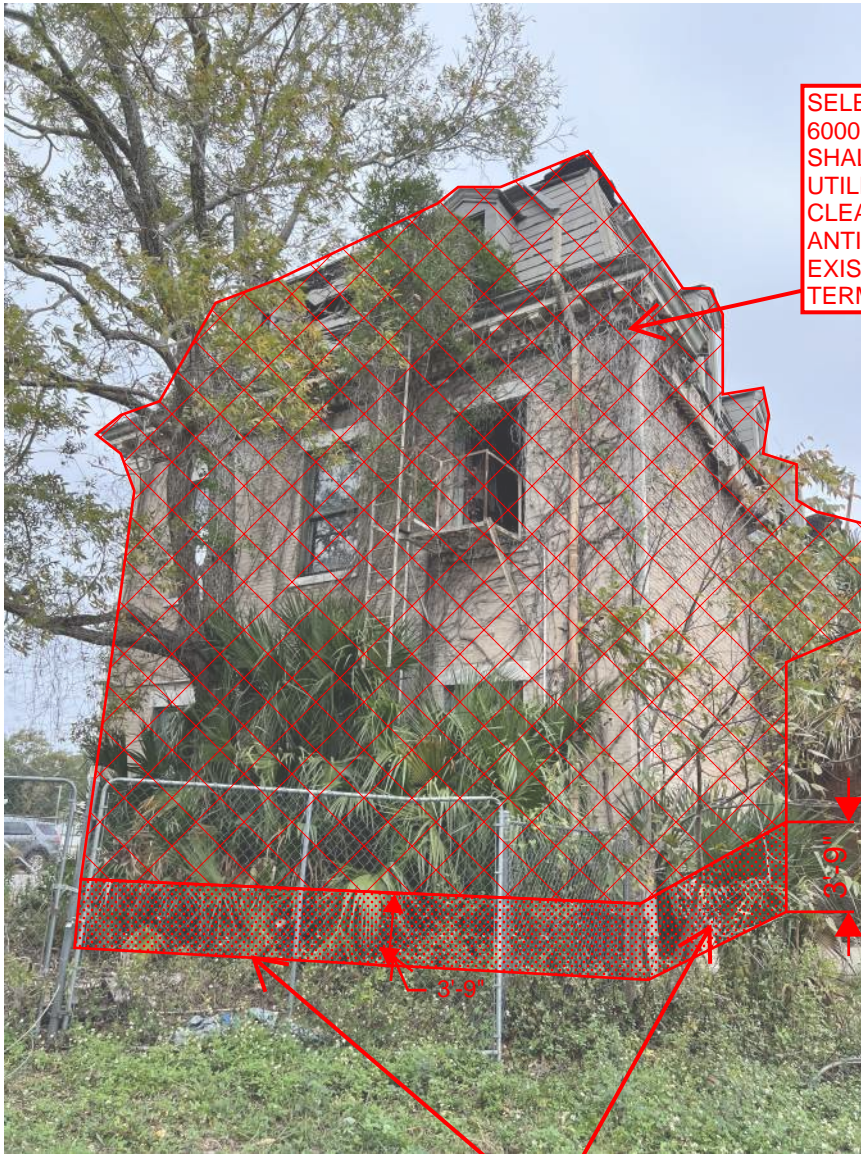
MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY

BOTTOM PART OF WALL TO **REMAIN**. APPROXIMATELY 3'-9"

ADJACENT BUILDING NOT TO BE DISTURBED
MINIMIZE VIBRATION AND NOISE DURING DEMOLITION
CONTRACTOR MUST NOTIFY ADJACENT BUSINESSES
PRIOR TO START OF DEMOLITION

SELECTIVE DEMOLITION OF A TWO STORY, 6000 SF FOOTPRINT BUILDING. DEMOLITION SHALL INCLUDE REMOVAL OF ON-SITE UTILITIES, REMOVAL OF ALL DEBRIS AND CLEARING OF THE FIRST FLOOR IN ANTICIPATION OF FUTURE WORK. EXISTING UTILITY SERVICE(S) SHALL BE TERMINATED AND CAPPED AT RIGHT-OF-WAY

KEEP ALL MARBLE BRICKS FROM WINDOW SILLS

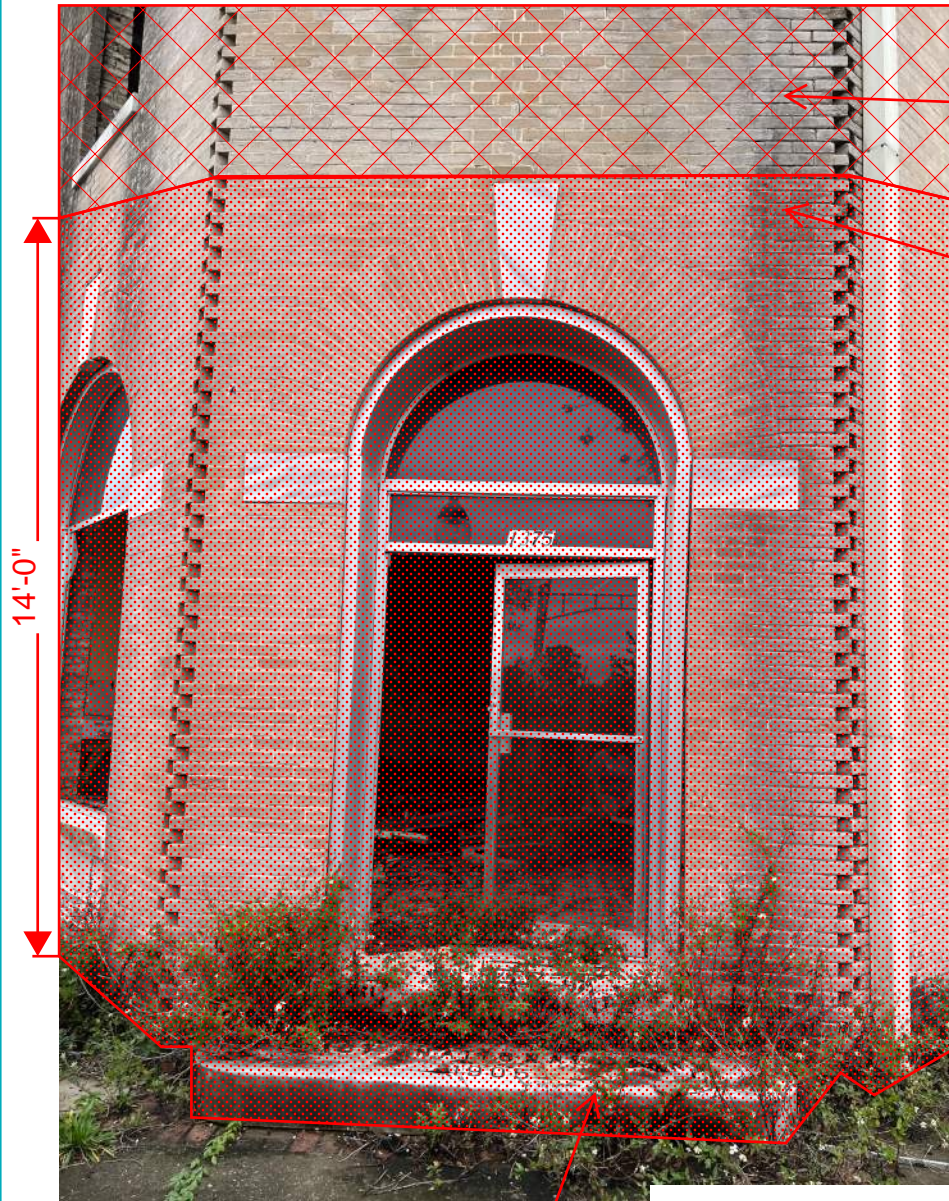


BOTTOM PART OF WALL TO **REMAIN**.

MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY



BOTTOM PORTION OF WALL TO **REMAIN**.
KEEP MARBLE WINDOW SILLS.



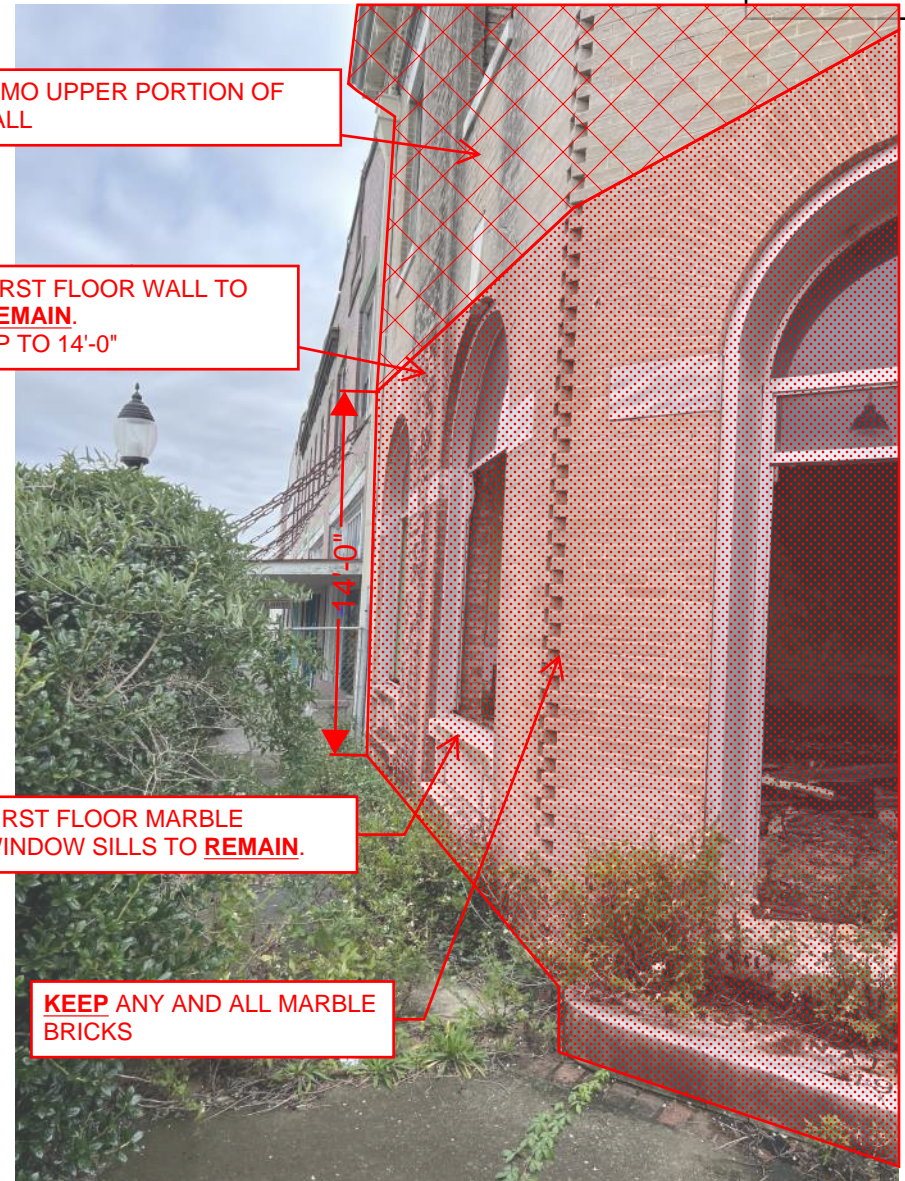
CONCRETE STEP TO **REMAIN.**

DEMO UPPER PORTION OF WALL

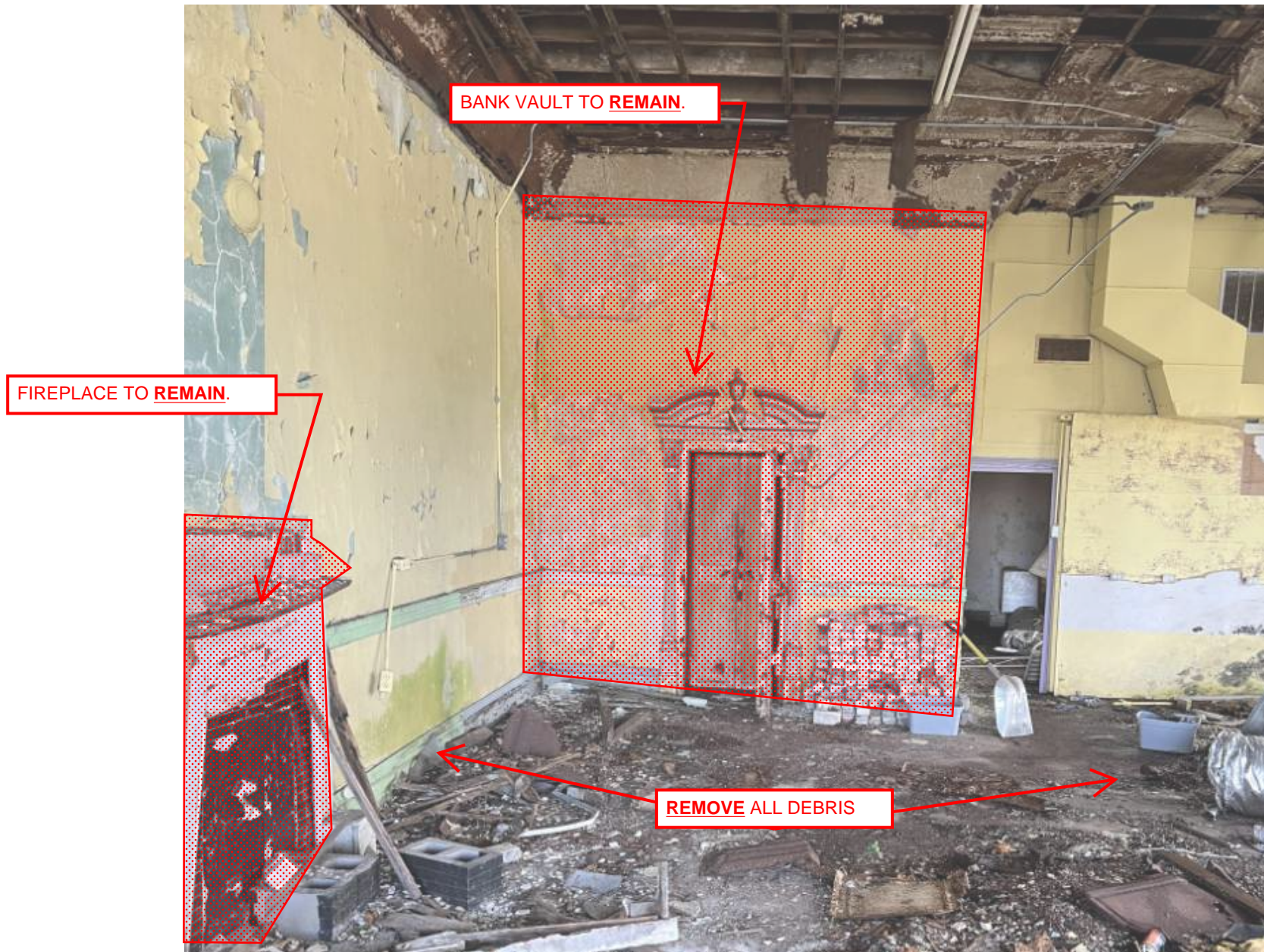
FIRST FLOOR WALL TO **REMAIN.**
UP TO 14'-0"

FIRST FLOOR MARBLE WINDOW SILLS TO **REMAIN.**

KEEP ANY AND ALL MARBLE BRICKS



MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY



MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY

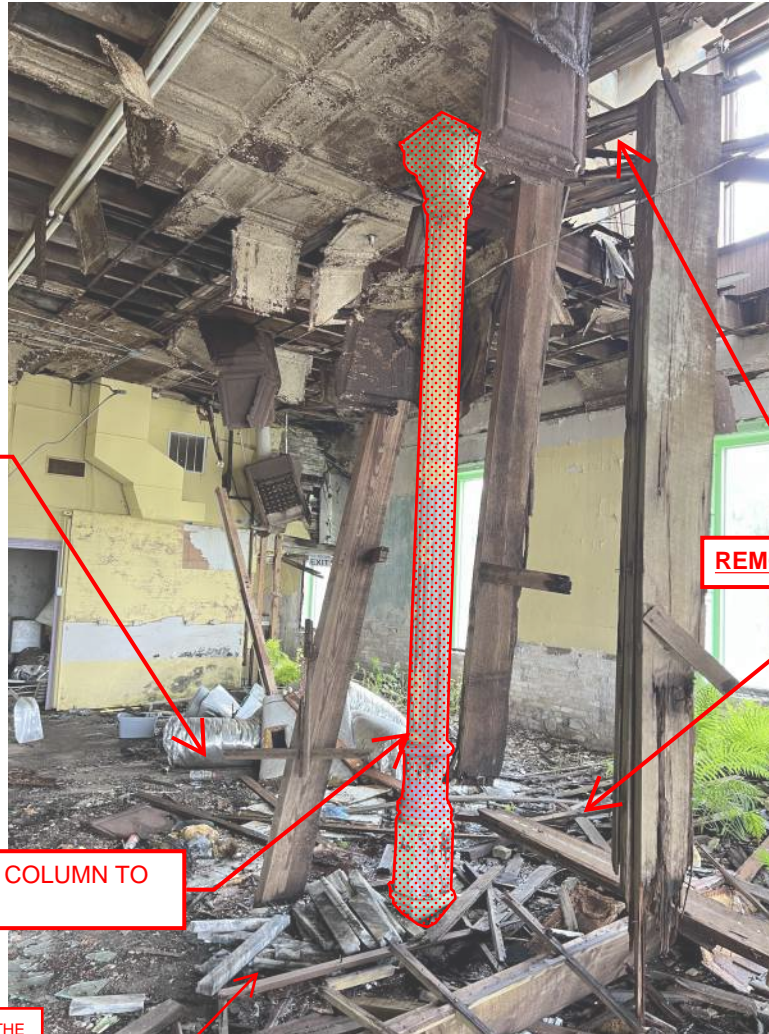
CLEAN AND SWEEP
FLOORS IN PREPARATION
FOR FUTURE WORK.

REMOVE ALL DEBRIS

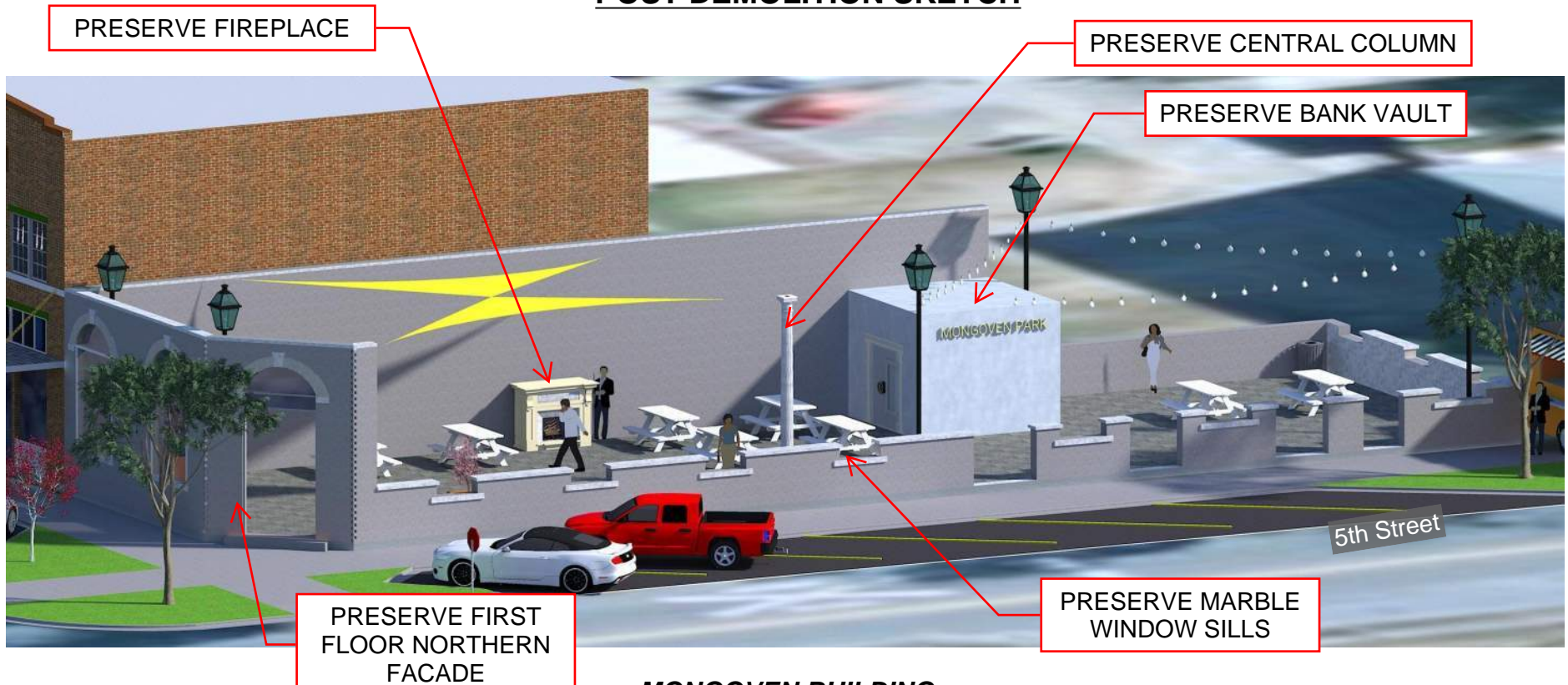
CENTRAL COLUMN TO
REMAIN.

UPON COMPLETION OF SELECTIVE DEMOLITION ACTIVITIES, THE AREA MUST BE LEFT CLEAR AND FREE OF DEBRIS, DUST, AND IN A CLEAN CONDITION, SUITABLE FOR FUTURE HARDSCAPE AND LANDSCAPE WORK.

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**MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY**

POST DEMOLITION SKETCH

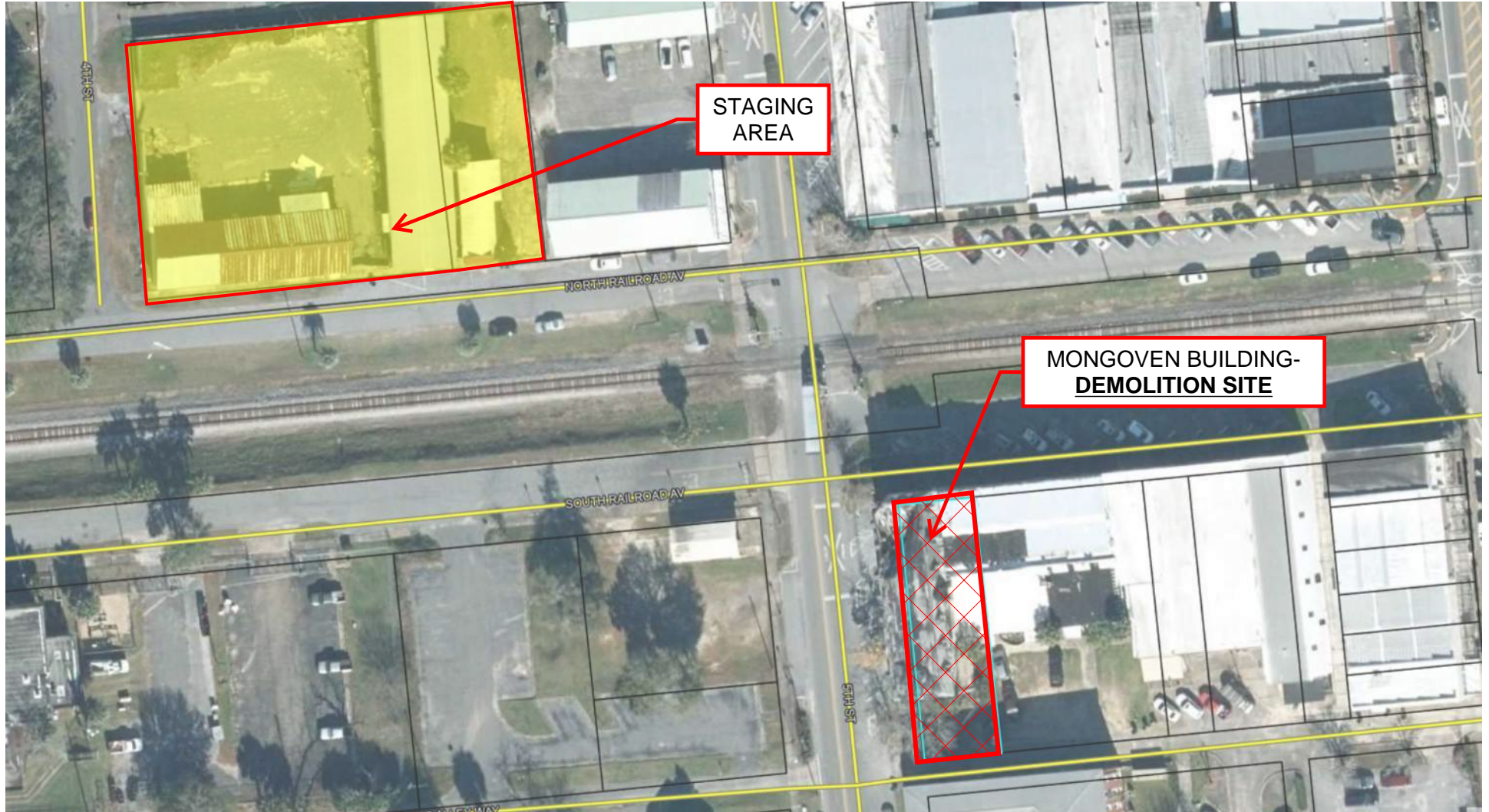
MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY

FOR INFORMATIONAL PURPOSES ONLY
PROPOSED POST DEMOLITION ITEMS ARE NOT INCLUDED WITHIN THIS SCOPE

T-100

Section H, Item 7.

DEMOLITION STAGING AREA



MONGOVEN BUILDING
SELECTIVE DEMOLITION
CITY OF CHIPLEY

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application - Early Learning Coalition of Northwest Florida (ELCNWF) - Outdoor Children's Art Festival - Tami Valdez.

MEETING DATEPREPARED BY

Tuesday, December 12, 2023Dan Miner, City Administrator

SUMMARY

ArtKiDoo in the Park will be an outdoor festival for families with children ages birth – 12 years. The focus will be on Children and the Arts. This event will be held on Saturday, February 17, 2024, from 11:00 a.m. – 3:00 p.m. at Shiver’s Park.

RECOMMENDATION

City Staff recommend approval of the Special Event Application for the Outdoor Children’s Art Festival.

ATTACHMENTS

1. Special Event Application.



1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



City of Chipley

Special Event Application

Name/Organization: Early Learning Coalition of Northwest Florida (ELCNWF)

Address: 4636 US-90, Suite P, Marianna, FL 32446

Contact person: Tami Valdez Phone: 850-6258882 Fax: 850-757-5450

E-mail: Tami.Valdez@elcnwf.org

Type of Event: Outdoor Children's Art Festival

Purpose of Event: To provide a free, outdoor festival targeted to families with children ages birth-12 years old. The focus will be on Children and the Arts

ArtKidDoo in the Park

Location of Event: Shiver's Park Indoors ☐ Outdoors ☒

Date(s) & Time(s) of Event: Saturday February 17, 2024. 11am-3pm

Amount of Liability Insurance: 1,000,000.00 (attach copy of policy)

Concert Yes/No ☒ If yes, What type of music? We may have a dj, if permissible

Will food and nonalcoholic beverages be sold? We are hoping to get all food donated.

Will fireworks be displayed? Yes/No ☒ If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? NO

Number of participants anticipated per day: 700

Are security and/or medical services provided? If required.

Applicant Signature: Tami Valdez Date: 10/23/2023

Approved [] Denied []

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Children's Art Festival upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases and forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 15 day of Nov, 2023.

FIRM OR ORGANIZATION: EARLY LEARNING COALITION OF NW FLORIDA

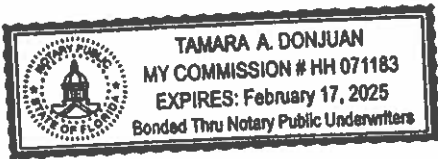
[Signature]
Signature
[Signature]
Witness
TAMARA DONJUAN
Print Name

Suzan Gage
Print Name
[Signature]
Witness
Dan Miner
Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by Suzan Gage, who is personally known to me or who produced PERSONALLY KNOWN as identification, and who executed the foregoing instrument and acknowledged before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this 15 day of Nov, 2023.



[Signature]
Notary Public

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: PanCare Introduction – Justin Perse - Discussion

MEETING DATE	PREPARED BY
Tuesday, December 12, 2023	Dan Miner, City Administrator

SUMMARY

Mr. Perse would like to introduce himself and tell council more about PanCare.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. PanCare Information.



Townhall Meeting Talking Points;

- Starting Point Introduction. benefits and mission, and referral process
- Prison Re-Entry Involvement
- Drug Take back Kiosks and locations
- School Involvement at Prevention Level
- Stigma Reduction/Stigma Education
- Narcan Distribution/Administration
- Barriers to care
- Ryan White Program
- B.H. Mobile Unit and M.A.T. Program
- Telehealth
- PanCare Medical Home

Referrals		Survey
		



Connecting Rural Communities with Resources for Opioid Use Disorder

Wrap-around support is provided through case management, linkage to care, motivational peer coaching, behavioral health services, and resource identification to promote lasting success for participants and their families.

Case Management

- + Develop Individualized Treatment Plan
- + Assist Participants and their Support System
- + Provide Diverse Care Options and Resources
- + Monitor and Evaluate Participant Progress
- + Link Participants with Treatment Options
- + Manages Multi-organization Transitions
- + Identify Ways to Overcome Barriers to Treatment

Recovery Coaching

- + Personalized Recovery Experience
- + Participant Care Plan Navigation
- + Encourage Open and Consistent Communication
- + Collaborate with Program Case Manager
- + Goal-focused Achievement
- + Peer Recovery Support
- + Available for Local Support

Narcan available at no cost, please call the number below for more information.

Serving Calhoun, Franklin, Gulf, Jackson, Liberty, and Washington Counties.

850.215.5111



RAN CARE
OF FLORIDA, INC.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Disc Golf at Jim Trawick Park – James Pageau - Discussion

MEETING DATE

Tuesday, December 12, 2023

PREPARED BY

Dan Miner, City Administrator

SUMMARY

Mr. Pageau would like to present a proposal on disc golf at Jim Trawick Park.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Disc Golf Information.

DISC GOLF

@ Jim Trawick Park

Thomas Anderson (co-designer)
Pdga #98721
513-926-5590
Andersonthomas@gmail.com

James Pageau
PDGA #165122
850-258-2623
Jamie.pageau@gmail.com

WHY DOES DISC GOLF MATTER?

Section H, Item 10.

Many parks departments are looking for **low-cost, high-yield, and environmentally friendly** ways to use their existing land. Disc golf provides a **unique solution**. A disc golf course is designed around other park attractions in order to provide an activity that draws in a **new group** of people with the added benefit of being **low maintenance** when compared to many other park activities. Because of the nature of the sport and the low barrier to entry, people of all income levels, physical ability, and age can enjoy disc golf. A course in Chipley will help the Recreation Department **fulfill their mission** to maintain their quality parks and green spaces and provide an enriching recreation activity to all the people in Chipley.





BENEFIT DATA FOR CHIPLEY

Several courses have been installed recently in the surrounding area. All of them have seen exponential growth in the number of rounds played and the unique individuals playing. About 25% of all rounds of disc golf played in the US are logged on an app called UDisc. Based on the numbers from the surrounding area, I expect an 18 hole course in Chipley to have the following results

- Between 4,000 and 8,000 rounds played per year
- Between 1,000 and 2,000 unique players per year
- 2-4 Tournaments can be held each year drawing in 72-90 players each from surrounding communities and raising money for future improvements to the property
- Disc golfers will walk about 3 miles per round for a total of 12,000-24,000 miles walked per year

Name of Course	Location of Course	2022 Number of Rounds Played	2022 Number of Unique Players	Players Who Traveled More Than 30 Miles	# of States Represented
The Monster at Majette	Panama City, FL	12,464	4,256		
Tom Brown DGC	Tallahassee, FL	34,512	7,040		
Citizen’s Lodge DGC	Marianna, FL	5,295	1,525	240	24
Taylor Park DGC	Taylor (Dothan), AL	9,134	2,990		



WHAT IS DISC GOLF?

Section H, Item 10.

Disc Golf is played much like traditional golf. But instead of hitting a ball into a hole, you throw a more streamlined looking Frisbee® **disc** from a **tee pad** into a supported metal **basket** 200 or more feet away. The goal is the same: to complete the course in the fewest number of shots guided by course par.

A golf **disc** is thrown from a **tee area** (usually concrete) to each basket, which is the "hole."



As players progress down the **fairway**, they must make each consecutive shot from the spot where the previous throw has landed. The trees, shrubs and terrain changes in and around the fairways provide challenging **obstacles** for the golfer.

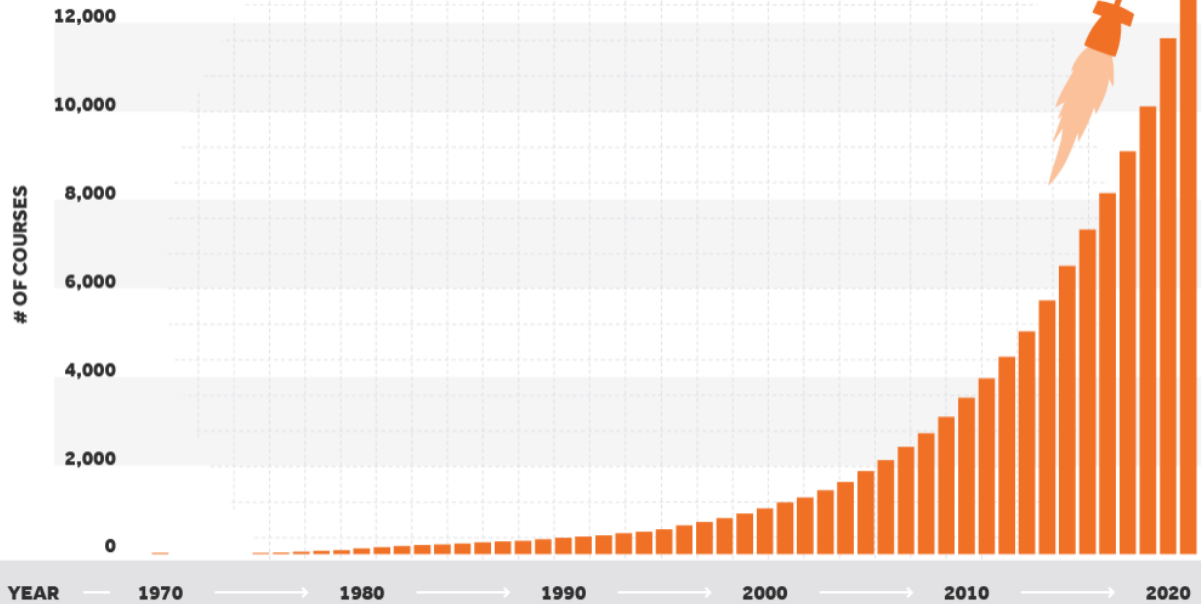
Finally, the **putt** lands in the **basket** and the hole is completed.



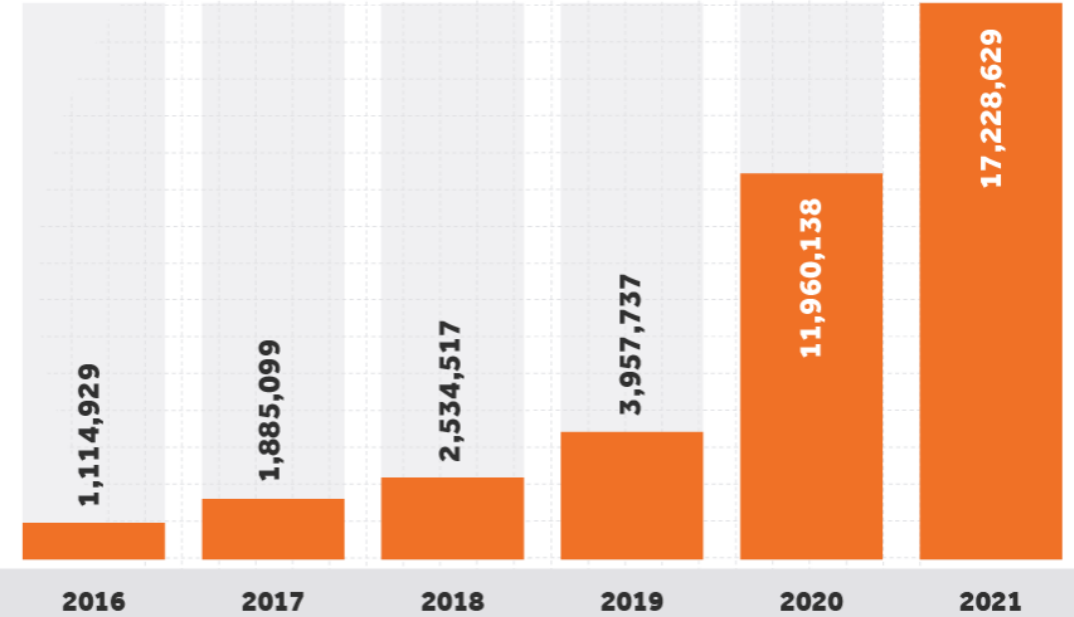
DISC GOLF IS GROWING

Section H, Item 10.

Disc Golf Courses Over Time



Rounds Scored



90%

Of Players Introduced at Least One Person to the Sport



59%

Of Disc Golfers Play at Least Once a Month



79

Countries With Disc Golf Courses



5.28

Courses Built Per

166

CONSIDER THIS

Section H, Item 10.

There are now more than **7000 Disc Golf courses** in the United States. Most courses are installed and maintained by city and county parks departments. Many have found that there are few recreational activities that offer the high benefit-to-cost ratio of disc golf.

Some of the reasons people choose to install a course include

- **Low cost** to begin playing (only one \$10 disc is required)
- Environmentally friendly
- Can be played by people of **all ages** and abilities
- Low cost to design, install, and maintain a course
- Great exercise and recreational opportunity
- Disc golf **brings in players** from out of town
- Can be designed around existing structures and incorporated into existing plans
- Disc golfers are an added presence on the property helping to **reduce vandalism** and theft
- Tournaments can be held regularly
- Course costs can be offset with fundraising efforts



COST TO INSTALL

Section H, Item 10.

Baskets - \$550 per hole for one basket installed

These are typically the biggest expense for any disc golf course. Basket prices including a metal sleeve concreted into the ground and a lock typically run between \$350 for cheaper models and \$550 for galvanized metal.

Signs - \$50 per hole for one sign

Signs are an important feature and allow new visitors to safely navigate the course. Most signs are made of aluminum, will require a pole or post to be displayed, and range in size but are typically 12"x18". I can design the signs for free or work with your designer.

Tees - \$250 per hole for one pad

Tees for most disc golf courses are at least 5'x10' concrete pads to allow for safe, reliable platforms for the disc golfer to throw their tee shot. We recommend a short tee for the novice player and long tee for the intermediate to advanced player if possible. Most parks departments can use their workers to install pads, lowering cost.

Course Design - Free

Design costs can range in price from \$5,000 to \$20,000. I would be willing to design the course for free.

Estimated Total Cost

\$850 with one pad or \$1150 with two (recommended) per hole for a total of \$15,300-\$20,700 before fundraising efforts. Often that cost can be offset by 25-50% with fundraising or grants.





APPROXIMATE TIMELINE

Section H, Item 10.



Design and Approval >>> 3-4 months

I will spend time evaluating the park and putting together a design with a satellite map and GPS coordinates. At this stage, baskets should be ordered to assure they arrive when needed.

Marking the Course and Preparing the Land >>> 1-2 months

Once everything is approved, I will mark the course with stakes and ribbon to allow workers to easily clear trees or brush. This is also a great time to involve the local disc golf community to help do any type of course work.

Installing Baskets and Tee Pads >>> 1-2 months

Baskets can be installed by 1 or 2 people with an auger in about 2 days. Assuming the tee pad locations have been properly prepared, a 3-5 person team can frame and pour them in a few days to a week.

Tee Sign Design and Installation >>> 2 weeks

Tee signs install easily on t-bar sign stakes. Signs will be designed and ordered prior to installation.

Total Design and Install Time >>> 4-8 months

WHY JIM TRAWICK PARK?

Section H, Item 10.

Jim Trawick Park is an great location for disc golf in the area. Not only does the property feature open and wooded land and a pond, but it would introduce disc golf to families through the proximity to other outdoor activities. I would recommend an **18 hole course** with **two tee pads** per hole that caters toward novice and recreational players. This type of premier course would draw players from Marianna, Dothan, Defuniak Springs, and Panama City to the area.

Here are some of the highlights of a course at Jim Trawick Park

- Some **fundraising** can be done to help offset the total cost (hole sponsorships, tournaments, etc.)
- Places disc golf in front of **families**
- Plenty of beautiful open and wooded land to use that is **already being maintained**
- Will be designed around the **current use and development plans** for the property



CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Garden Club of Chipley – Arbor Day Tree Planting - Discussion

MEETING DATE

Tuesday, December 12, 2023

PREPARED BY

Patti Tanner, Assistant City Administrator/City Clerk

SUMMARY

Arbor Day is a holiday that celebrates the planting, upkeep, and preservation of trees. For centuries, communities spanning the globe have found various ways to honor nature and the environment.

The Garden Club of Chipley would like to discuss planting a tree for Arbor Day, which is January 19, 2024.

RECOMMENDATION

Discussion.

ATTACHMENTS

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Employee Classification Document – Additions/Changes.

MEETING DATE

Tuesday, December 12, 2023

PREPARED BY

Patti Tanner, Assistant City Administrator/City Clerk

SUMMARY

This will approve changes in the employee classification document to include changing the Administrative Assistant position to the City Clerk position and changing the Assistant City Administrator/City Clerk position to the Assistant City Administrator position. This will also add the positions of Finance Director and Project Manager. The project manager will handle all grants and projects.

The salary costs involved will come from the Assistant City Administrator/City Clerk position, and we will need an additional approximately \$15,000 to cover the balance. This will allow the City Hall to function efficiently with the current workload and allow for continued success in all areas.

RECOMMENDATION

City Staff recommend approval of Employee Classification Document additions and changes.

ATTACHMENTS

1. Employee Classification Document Memo.



City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428

(850) 638-6350 Fax: (850) 638-6353

To: Mayor and Council Members

From: Patrice A. Tanner, Assistant City Administrator/City Clerk

Date: December 8, 2023

Re: Employee Classification Document – Additions/Changes

The following position, upon approval, will be added to the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Finance Director	301	S15	FTR	E
Project Manager	204	K	FTR	NE

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Administrative Assistant	202	E	FTR	NE
TO City Clerk	202	L	FTR	NE

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Asst. City Administrator/City Clerk	203	S15	FTR	E
TO Assistant City Administrator	203	S15	FTR	E

Please let me know if you have any questions.