SNEADS TOWN COUNCIL REGULAR MEETING/ Public Hearing JUNE 14, 2022

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Tuesday, June 14, 2022, at 6:00 p.m.

Mike Weeks called the meeting to order with the following present:

Mike Weeks, Tony Money,
Angela Locke and Donovan Weeks, Council Members
Daniel Cox, Attorney
Lee Garner, Town Manager
Mike Miller, Police Chief
Sherri Griffin, City Clerk
Danielle Guy, Deputy Clerk

And the following were absent:

George Alexander, Councilman

All stood for the Pledge of Allegiance.

Donovan Weeks made a motion to approve the **May** minutes as presented. Tony Money seconded. All voted aye.

Sherri Griffin, City Clerk presented Financial Statements and Budget Review Summary for **May**. (See Attached) Angie Locke made a motion to accept them as presented. Donovan Weeks seconded. All voted aye.

Tony Money made a motion to pay approved bills. Angie Locke seconded. All voted aye.

Mr. Garner presented Council with a new agreement from Castleberry Environmental Services, who we currently are contracted with for Water Treatment Operations at our plant. The agreement has no changes or cost increases in the current year. Donovan Weeks made a motion to approve the agreement as presented. Tony Money seconded. All voted aye.

Mr. Garner presented Council with the results of the lowest bidder for the Lift Station #4 Rehabilitation. The lowest bidder was Blankenship Contracting Inc for \$492,761.04. (See attached) Donovan Weeks made a motion to award the bid for Lift station #4 Rehabilitation to Blankenship Contracting pending approval of grant funding and authorizes the Town Manager to sign the required documents. Tony Money seconded. All voted aye.

Attorney Cox stated that he had tried to contact the owner of the Section Ave property and they have not returned calls. No action taken for purchase of this property.

Mr. Garner asked for Councils approval for him and President Weeks to attend the Florida League of Cities Annual Conference in August. Tony Money made a motion to approve for them to attend this conference as presented. Donovan Weeks seconded. All voted aye. Regular Meeting June 14, 2022 Page 2

Approval agreement for Grant Administration and Engineering Services for two CDBG- DR2 Projects M0110 and M0113- Transportation & Drainage and Roads Paving was presented. Tony Money made a motion to approve Grant Admin and Eng. Srv. for Projects M0110 and M0113, as presented. Donovan Weeks seconded. All voted aye.

Internal Grants Control Policy was presented to Council for approval. Mr. Garner explained that these are things we are already doing, we are just putting them on paper for the Federal Regulations. Angie Locke made a motion to approve the Internal Grants Control Policy as presented. Donovan Weeks seconded. All voted aye.

Mr. Garner asked for Council to approve for him to give the mid-year raises (July 1st) to Police Officers to compete with other constitutional officers, because of the salary increases the State Legislature passed during session. He explained that we will use ARPA funds to cover this increase. Donovan Weeks made a motion to approve the mid-year raises for Police Officers. Angie Locke seconded. All voted aye.

Council entered into a Public Hearing at 6:18pm.

Vance Coley, Melvin Engineering, came before the Council to obtain citizens comments concerning the Town's economic and community development needs. Mr. Coley went over the guidelines of the CDBG Program. He discussed several potential projects and answered questions from the citizens that were presented.

Council reconvened in regular session at 6:26 pm.

Ordinance #2022-01 entitled:

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA, ADOPTING THE 2022-26 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM ANNUAL UPDATE; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

was presented for first reading to Council and approved pending publication.

Next was an update on the Dodson Property that was donated to the Town. The Dodson Family was present and wanted to know where we were at developing the property and gave us some history about the property. Mr. Coley presented proposed plans and stated that FRDAP funding would be pursued again for this project.

Clay Dodson presented Council with information about his company that will provide education to seniors on social security and Medicare programs. He stated that he would like to provide classes to residents. All agreed that this was a great idea and for him to get with the Manager on dates.

Consultant, Andrew Kalel, gave a summary of the recent budget Governor DeSantis passed and vetoed. The lights for the ball part that we had asked for was in the budget, but unfortunately was not approved. He stated that he is looking into our funding revenues and that the project is still moving forward in FEMA.

Regular Meeting June 14, 2022 Page 3

Recreation Department had a wonderful week of Baseball Districts. The turn out was really well with teams and parents. Two teams are going to State. The girls start their Districts next week in Franklin County. Everyone thanked the Board on an excellent job they have done.

Mr Garner presented his Managers Report. (See attached)

- Plans to have a working draft of budget next meeting
- Sent nuisance letters out
- Working with Rural Water on Energy Efficiency Assessment
- Hurricane Season is here, everyone needs to be prepared
- JC is celebrating its 200th Birthday and wants everyone to consider partnering with them for the event
- Boat Ramp Dock Application has been received. It will be scored and ranked, and we should know of award in July.
- City of Chattahoochee would like to have a joint Ethics Class again with Sneads and asked that we provide them with some dates.

Mike Miller informed Council that the Police Department had applied and was awarded the JAGS Grant.

Mrs. Locke asked about receiving phishing emails and whether we should have an IT audit. After discussion, all agreed to have our IT look into it.

Mrs. Locke stated the importance of keeping our schools in Sneads. She asked everyone listening to get involved and be informed about what is going if you do not want to lose our schools.

Mike Weeks asked Chief Miller to have the Police Department enforcement of the Golf Cart Ordinance and to stop the four wheelers and side by sides.

Public Comment:

Donovan Weeks made a motion to adjourn at 7:17 pm.

Respectfully Submitted,	
Danielle Guy, Deputy Clerk	

APPROVED:

MIKE WEEKS, COUNCIL PRESIDENT

Regular Meeting JUNE 14, 2022

Budget Summary

GENERAL FUND

MAY-Revenues are 22.84% below budgeted amount. Revenues will continue to show below budgeted amount due to large carryover.

Expenditures are 17.84% below budgeted amount.

GAS TAX

MAY- Gas Tax County is 7.86% above budgeted amount. Local Option Gas Tax is is 3.94% below budgeted amount.

Expenditures are 19.14% below budgeted amount.

SOLID WASTE

MAY-Garbage revenues are 6.86% above budgeted amount.

Expenditures are 9.94% below budgeted amount.

WATER & SEWER

MAY-Sewer Special is 11.04% below budgeted amount. ACI Sewer is 5.34% below budgeted amount. Water Sales and Sewer Sales are in line with budgeted amount.

Expenditures are 12.56% above budgeted amount.

RECREATION FUND

MAY- Signup fees are above budgeted amount. Expenditures are 33.9% below budgeted amount. Note: Expenditures allocated for hurricane repairs in the amount of \$250,000 are a large budgeted line item that have not yet been spent.

CASTLEBERRY ENVIRONMENTAL SERVICES 2810 STUART AVE. MARIANNA FL, 32448 850-209-0785

For the Town of Sneads

OVERVIEW

Castleberry Environmental Services is pleased to submit this proposal for services to provide a certified water treatment plant operator for the Town of Sneads. **These services are limited to the operations of the water treatment facility only** and does not include any duties of the distribution system operator.

OUR PROPOSAL

PWS#1320689 - Town of Sneads Water System

According to the last sanitary survey of PWS #1320689, the staffing requirements for the said water system is five (5) weekday visits and one (1) weekend visit totaling six (6) days per week.

Proposed Cost for staffing:

Daily - \$87.50 (Up to one (1) hour)

Monthly - \$2,275.00 based on annual average

Proposed Cost for Administrative:

Monthly operational report - \$75.00

All other administrative work-(Ex. DEP inspections, Annual CCR, Annual Water loss report, Meetings, etc.) will be charged at a rate of \$75.00/hour with a minimum of one hour.

Any travel that is incurred outside of routine required visits will be charged at a rate of \$1.00/mile (Ex. Travel to the laboratory or meetings)

This proposal does not include the costs of any disinfectant, equipment, laboratory analysis, or any maintenance to the treatment facility. All of these items and any other items that may be necessary for the proper operation and compliance of the drinking water treatment facility must be provided by the Town of Sneads.

This proposal is calculated for a one (1) year contract. July 1, 2022 - June 30, 2023

AGENDA ITEM #

AGENDA DATE: June 14, 2022

To: Town of Sneads Council

From: Marc Tomlinson, Project Manager

David H. Melvin, Inc.

SUBJECT/REQUEST:

Town of Sneads "Lift Station #4 Rehabilitation 2022"

BACKGROUND:

Town of Sneads has received Funding through FDEM (Federal Emergency Management Agency) to make the necessary repairs to the existing Lift Station #4 which was damaged during Hurricane Michael. Sewer lift station #4 rehabilitation, including new wetwell, duplex submersible pumps, valve box, piping and valves, emergency generator, electrical & controls, site grading, fencing, & demolition of existing facilities.

On Tuesday, May 31, 2022 the Town of Sneads opened bids for the above-referenced project. Three (3) companies responded to the advertisement and submitted sealed bids (see attached bid tabulation). The apparent low bidder is Blankenship

Contracting, Inc. located in Dothan, AL.

PREVIOUS ACTION:

Approved bidding out project

FUNDING SOURCE:

FDEM (Federal Emergency Management Agency)

ORIGINATING OFFICE:

David H. Melvin Inc.

RECOMMENDED MOTION:

I make a motion to award the Town of Sneads "Lift Station #4 Rehabilitation 2022" project to low bid contractor, **Blankenship Contracting, Inc.** for the base bid amount of **\$492,761.04** pending approval of the grant funding agency and authorize the Town Manager to sign required

documentation.

Town of Sneads CDBG-DR2 – Critical Transportation & Drainage CDBG Grant Administration and Program Delivery

AGREEMENT BETWEEN TOWN OF SNEADS AND DAVID H. MELVIN, INC.

FOR CDBG GRANT ADMINISTRATION AND PROGRAM DELIVERY COST FOR

Town of Sneads Wastewater Infrastructure Restoration and Improvements Project CDBG-DR (DEO Agreement No. M0110)

This Contract is entered into this ____ day of _____, 2022 between the TOWN OF SNEADS, FLORIDA, hereinafter referred to as the "OWNER" and DAVID H. MELVIN, INC., a Florida Corporation, located at 4428 Lafayette Street, Post Office Box 840, Marianna, Florida 32447, hereinafter referred to as the "CONSULTANT". This Contract shall become effective immediately subject to and contingent upon receipt by the OWNER of the Community Development Block Grant. Each of the governmental Granting agencies shall hereinafter be referred to as the "AGENCY".

WITNESSETH

WHEREAS, the AGENCY, in furtherance of its duties under the respective Grant PROGRAM, hereinafter referred to as the "PROGRAM", has determined that the OWNER is eligible to receive funds under the PROGRAM, and

WHEREAS, the OWNER has determined that David H. Melvin, Inc., is fully qualified to perform Administrative Services as required to implement the Grant PROGRAM.

NOW THEREFORE, THE OWNER AND THE CONSULTANT DO MUTUALLY AGREE AS FOLLOWS:

I. Covenant for Services

The OWNER does hereby contract with the CONSULTANT to perform the services described herein and the CONSULTANT does hereby agree to perform such services under the terms and conditions set forth in this Contract.

II. Availability of Funds

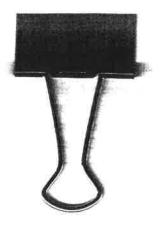
OWNER asserts funds are available for the payment. CDBG Grant Administration and Program Delivery Cost payment of funds pursuant to this Contract is subject to and conditioned upon the release of authorized appropriations from the PROGRAM. The Administrative Services will begin when a Grant Agreement is effective between the OWNER and the AGENCY for the receipt of Grant funds and the AGENCY issues a release of conditions on the Grant Agreement. The CONSULTANT shall be paid in accordance with Section IV of this Contract.

III. Scope of Services

The CONSULTANT agrees, under the terms and conditions of this contract and the applicable Federal, State and Local laws and regulations, to undertake, perform, and complete the necessary administration services required to implement and complete the OWNER's Grant Agreement with the AGENCY.

IV. Consideration and Method of Payment

- A. The OWNER agrees to pay the CONSULTANT the amount of <u>One Hundred Eighty-One Thousand</u> Four Hundred Eighty-Seven and 50/100 Dollars (\$181,487.50) for CDBG Grant Administration and Program Delivery.
- B. For CDBG Grant Administration and Program Delivery Cost Services, the CONSULTANT will submit invoices specifying accomplishments toward meeting the tasks as specified in Attachment A. The invoice shall be submitted to the OWNER's contract manager for review. Upon approval by the contract manager or their designated representative, the payment will be issued as soon as practicable.
- C. All financial reports shall be submitted in detail sufficient for a proper pre- and post- audit thereof.



AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

Prepared by

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

AGREEMENT BETWEEN
TOWN OF SNEADS, FLORIDA

AND

DAVID H. MELVIN, INC. CONSULTING ENGINEERS

FOR

TOWN OF SNEADS

WASTEWATER INFRASTRUCTURE RESTORATION & IMPROVEMENTS PROJECT, CDBG-DR (DEO AGREEMENT NO. M0110)

AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASSOCIATED GENERAL CONTRACTORS OF AMERICA

AMERICAN SOCIETY OF CIVIL ENGINEERS

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE A Practice Division of the NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS Town of Sneads CDBG-DR2 – Critical Transportation & Drainage CDBG Grant Administration and Program Delivery

AGREEMENT BETWEEN TOWN OF SNEADS AND DAVID H. MELVIN, INC.

FOR CDBG GRANT ADMINISTRATION AND PROGRAM DELIVERY COST FOR

Town of Sneads Critical Transportation & Drainage Infrastructure Restoration Project CDBG-DR (DEO Agreement No. M0113)

This Contract is entered into this _____ day of ______ 2022 between the TOWN OF SNEADS, FLORIDA, hereinafter referred to as the "OWNER" and DAVID H. MELVIN, INC., a Florida Corporation, located at 4428 Lafayette Street, Post Office Box 840, Marianna, Florida 32447, hereinafter referred to as the "CONSULTANT". This Contract shall become effective immediately subject to and contingent upon receipt by the OWNER of the Community Development Block Grant. Each of the governmental Granting agencies shall hereinafter be referred to as the "AGENCY".

WITNESSETH

WHEREAS, the AGENCY, in furtherance of its duties under the respective Grant PROGRAM, hereinafter referred to as the "PROGRAM", has determined that the OWNER is eligible to receive funds under the PROGRAM, and

WHEREAS, the OWNER has determined that David H. Melvin, Inc., is fully qualified to perform Administrative Services as required to implement the Grant PROGRAM.

NOW THEREFORE, THE OWNER AND THE CONSULTANT DO MUTUALLY AGREE AS FOLLOWS:

I. Covenant for Services

The OWNER does hereby contract with the CONSULTANT to perform the services described herein and the CONSULTANT does hereby agree to perform such services under the terms and conditions set forth in this Contract.

II. Availability of Funds

OWNER asserts funds are available for the payment. CDBG Grant Administration and Program Delivery Cost payment of funds pursuant to this Contract is subject to and conditioned upon the release of authorized appropriations from the PROGRAM. The Administrative Services will begin when a Grant Agreement is effective between the OWNER and the AGENCY for the receipt of Grant funds and the AGENCY issues a release of conditions on the Grant Agreement. The CONSULTANT shall be paid in accordance with Section IV of this Contract.

III. Scope of Services

The CONSULTANT agrees, under the terms and conditions of this contract and the applicable Federal, State and Local laws and regulations, to undertake, perform, and complete the necessary administration services required to implement and complete the OWNER's Grant Agreement with the AGENCY.

IV. Consideration and Method of Payment

- A. The OWNER agrees to pay the CONSULTANT the amount of Ninety-Five Thousand Three Hundred Ninety-Six and 25/100 Dollars (\$95,396.25) for CDBG Grant Administration and Program Delivery.
- B. For CDBG Grant Administration and Program Delivery Cost Services, the CONSULTANT will submit invoices specifying accomplishments toward meeting the tasks as specified in Attachment A. The invoice shall be submitted to the OWNER's contract manager for review. Upon approval by the contract manager or their designated representative, the payment will be issued as soon as practicable.
- C. All financial reports shall be submitted in detail sufficient for a proper pre- and post- audit thereof.

V. Public Records



AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

Prepared by

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

AGREEMENT BETWEEN TOWN OF SNEADS, FLORIDA

AND

DAVID H. MELVIN, INC. CONSULTING ENGINEERS

FOR

TOWN OF SNEADS

CRITICAL TRANSPORTATION & DRAINAGE INFRASTRUCTURE RESTORATION PROJECT,

CDBG-DR (DEO AGREEMENT NO. M0113)

AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASSOCIATED GENERAL CONTRACTORS OF AMERICA

AMERICAN SOCIETY OF CIVIL ENGINEERS

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE $\it A \ Practice \ Division \ of the$ NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

Town of Sneads Internal Controls Monitoring and Oversight of State and/or Federal Grant Awards

The Town is knowledgeable and aware of the requirements that are to be reported and utilizes accounting software which adequately allows the Town to record grant expenditures separately by Fund for each grantawarded. The Town acknowledges that it will follow all of the guidelines included in the Code of Federal Regulations — Title 2 — Grants and Agreements.

Acceptance of the Award

Upon receipt of the State/Federal grantaward, the Town Clerk/Deputy Town Clerk reviews the agreement in order to determine the following:

- Is the funding federal, state or other?
- Identifying number CFDA, if Federal in origin? CSFA, if State in origin?
- Is there a pass-through entity?
- What fund will the transactions be recorded in?
- What function(s) will be permissible for grant expenditures?
- Who is the Project Manager with responsibility for the project?

This information is then discussed with the Town Marage and if he agrees, a resolution (with grant agreement attached as an exhibit) is then prepared for the Town Council toconsider. The Town's Attorney receives a copy of the agenda item materials to make sure they comply with applicable law. Following legal approval and Town Council approval the authorized representative (per the approved resolution) signs the documents and submits to the granting agency for full execution. Upon receipt of the fully executed grant agreement, the original is retained in Town Hall.

Appropriation of Award

Once acceptance of the award process takes place, the Town Clerk/Deputy Town Clerk will notify the Town Manager and appropriate personnel withind department and account number(s) will be used for the grant within the accounting software to record all transactions related to the specific grant award. This information is then presented to the Town Council for concurrence.

Maintaining Grant Files

Upon receipt of the award, establish a unique grant file for each grant award. The following documents must be contained in the grant file:

- Grant proposal/application
- Grant award letter/executed agreement
- All modifications to the grant award, i.e., continuations, supplements, modifications
- Council resolution(s) and any other agenda items associated with the award
- Subcontract(s)
- Reimbursement request packages
- Expenditure documentation
- All progress reports and final reports
- Any correspondence pertaining to the grant, including emails

Town of Sneads CDBG First Public Hearing Notice

Town of Sneads is considering applying to the Florida Department of Economic Opportunity for a FFY 2020 and 2021 Small Cities Community Development Block Grant (CDBG). The Town intends to reapply in FY2021 if funding is not available in prior cycle. The Town is eligible to apply for up to \$650,000.00 in the neighborhood revitalization, commercial revitalization and housing rehabilitation categories and up to \$1,500,000.00 in the economic development category. Construction activities funded through the CDBG Program must meet one of the following National Objectives:

- Benefit to low- and moderate- income (LMI) persons;
- Prevent or eliminate slum or blight conditions; or
- Meet a need of recent origin having a particular urgency.

The types of activities for which CDBG funds may be used include constructing stormwater ponds, paving roads and sidewalks, installing sewer and water lines, building a community center or park, making improvements to a sewage treatment plant, and rehabilitating low-income homes. Additional information regarding the range of activities that could be funded will be provided at the public hearing.

In developing a CDBG application, Town of Sneads must plan to minimize displacement of persons as a result of the activities. In addition, the Town of Sneads is required to develop a plan to assist displaced persons.

A public hearing to obtain citizen comment concerning the Town's economic and community development needs will be held at Town Hall, 2028 3rd Avenue, Sneads FL, 32460 on **June 14, 2022 at 6:00 p.m.** or soon thereafter. For information concerning the public hearing, contact Lee Garner, Town Manager, at (850) 593-6636 or by e-mail at sneadsmgr@sneadsfl.com.

The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing is asked to advise the Town at least five days before the hearing by contacting Lee Garner, Town Manager, at (850) 593-6636 or by e-mail at sneadsmgr@sneadsfl.com. If you are hearing or speech impaired, please contact the Town using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

Any non-English speaking person wishing to attend the public hearing should contact the office of the Town Manager, at (850) 593-6636 or by e-mail at sneadsmgr@sneadsfl.com, at least five (5) days prior to the hearing and an interpreter will be provided.

La audiencia pública se lleva a cabo en un lugar accesible para discapacitados. De conformidad con las disposiciones de la Ley de Americanos con Discapacidades, se pide a cualquier persona que requiera adaptaciones especiales para participar en la audiencia que informe a la Ciudad al menos cinco días antes de la audiencia contactando a Lee Garner, Gerente de la Ciudad, al (850) 593-6636 o por correo electrónico a sneadsmgr-sneadsfl.com. Si usted tiene problemas de audición o habla, por favor comuníquese con la Ciudad usando el Servicio de Relevo de Florida, 1(800) 955-8771 (TDD) o 1(800) 955-8770 (Voz)

Cualquier persona que no hable inglés y desee asistir a la audiencia pública debe ponerse en contacto con la oficina del Administrador de la Ciudad, al (850) 593-6636 o por correo electrónico a sneadsmgr@sneadsfl.com, al menos cinco (5) días antes de la audiencia y se le proporcionará un intérprete.

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA, ADOPTING THE 2022-26 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM ANNUAL UPDATE; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3177(3)(a), Florida Statutes, requires that local government comprehensive plans contain a capital improvements element designed to consider the need for and the location of public facilities; and

WHEREAS, Section 163.3177(3)(b), Florida Statutes, requires that local governments review the capital improvements element on an annual basis, and provides that modifications to update the five-year capital improvements schedule may be accomplished by ordinance; and

WHEREAS, "capital improvement" generally means physical assets constructed or purchased to provide, improve, or replace a public facility, typically large scale, high in cost, and may require multi-year financing; and

WHEREAS, Section 163.3177(3)(a)(4), Florida Statutes, requires that projects necessary to achieve and maintain adopted levels of service for the five-year planning period be included in the capital improvement schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF SNEADS AS FOLLOWS:

- SECTION 1: The recitals set forth above are true and correct and constitute legislative findings of the Town Council.
- SECTION 2: The Capital Improvement Program Annual Update is hereby adopted as set forth in Exhibit 'A', attached hereto and incorporated herein by reference.
 - SECTION 3: The effective date of this Ordinance shall be immediately upon adoption.
- SECTION 4: This ordinance shall supersede any ordinances in conflict herewith to the extent that such conflict exists.
- SECTION 5: If any provisions or portions of this Ordinance are declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portion of this ordinance shall remain in full force and effect.

FIRST READING CONDUCTED		·	
PASSED AND ADOPTED THIS	_ DAY OF	<u>,</u> 2022.	
ATTEST:		TOWN OF SNEADS	
Sherri Griffin, Clerk	-,	Mike Weeks, Council President	
SEAL			

TOWN OF SNEADS 2022-26 FIVE-YEAR CAPITAL IMPROVEMENTS PROJECTION

Element	FIVE-YEAR CAPIT	Priority	Funding	2022	2023	2024	2025	
	1.10,000	THOTILY	Source	2022	2023	2024	2025	2026
<u>Wastewater</u>	Main Line Extension to Sneads Park	С	RD					
	Extension to I-10	С	FDEP			3,000,000		
	River Rd. Lift Station	С	FDEP				350,000	
	City-Wide Wastewater Infrastructure Restoration	A	CDBG-DR	3,629,750				
Solid Waste	Dump Truck/Grapple	В	GR		100,000			
Potable Water	Additional Water Source Well	В	FDEP	7///	250,000			
	Increase Size of Line to Sneads Park	В	GR		100,000			
Parks & Recreation	Adam Tucker Wilson Park, PHVIII	В	FRDAP	200,000				
	Adam Tucker Wilson Park, PHIX	В	FRDAP		200,000			
	Sneads Park, PH I	c	FRDAP	Alo.	100,000			
	Sneads Park Boat Silps	С	BIMF, TDC		300,000			
	Sneads Park Restaurant	,c	GR	3 ₄ .	250,000			
	Sneads Park, PH II	C	FRDAP		75,000			
	Dodson Park, PH I	<u>C</u>	FRDAP	200,000				
Police/Fire Safety	Vehicles Console Dispatch Unit	В В	GR GR					
	Police Bldg. Security Modifications	В						
	Critical Public Safety Bldg.	<u>B</u>	CDBG-MIT	3,872,800				
Public Works/Maint.	Vehicles	В	GR		30,000			
	Dump Truck	В	GR	80,000				
	Wet Tap Machine	В	GR	30,000				
<u>ransportation</u>	Paving/Resurfacing of Streets	В	GR/FDOT	W	200,000	200,000	200,000	200,00
	<u>Transportation/Drainage</u> <u>Improvements</u>	Α	CDBG-DR	1,907,925				
lannina	Connectivity Study	<u>C</u>	RIF	162,150				
	USACOE Environmental Assessment	С	TDC	30,000				
ommunity nprovements	Hometown Revitalization	Α	CDBG-HR	951,762				
ublic Schools	Stormwater Infrastructure Jackson County DFWP	Δ.	CDBG-DR School	4,945,146				

Priority: A = Immediate, B = Required, C = Planned

*=Required to meet LOS (none as of July 2022)

TOWN OF SNEADS 2022-26 FIVE-YEAR CAPITAL IMPROVEMENTS PROJECTION

Element	Project	Priority	Funding Source	2022	2023	2024	2025	2026
<u>Wastewater</u>	Main Line Extension to Sneads Park	С	RD					
	Extension to I-10	С	FDEP			3,000,000		
	River Rd. Lift Station	С	FDEP				350,000	
	City-Wide Wastewater Infrastructure Restoration	A	CDBG-DR	3,629,750				
Solid Waste	Dump Truck/Grapple	В	GR		100,000			
Potable Water	Additional Water Source Well	В	FDEP	-000	250,000			
	Increase Size of Line to Sneads Park	В	GR		100,000			
Parks & Recreation	Adam Tucker Wilson Park, PHVIII	В	FRDAP	200,000				
	Adam Tucker Wilson Park, PHIX	В	FRDAP		200,000			
	Sneads Park, PH I	С	FRDAP		100,000			
	Sneads Park Boat Slips	С	BIMF, TDC	P.	300,000	ip.		
	Sneads Park Restaurant	С	GR		250,000			
	Sneads Park, PH II	С	FRDAP	100	75,000			
	<u>Dodson Park, PH I</u>	C	FRDAP	200,000				
Police/Fire Safety	Vehicles	В	GR	erells.				
	Console Dispatch Unit	В	GR					
	Police Bldg. Security Modifications	В						
16	Critical Public Safety Bldg.	<u>B</u>	CDBG-MIT	3,872,800				
Public Works/Maint.	Vehicles	В	GR		30,000			
	Dump Truck	В	GR	80,000				
	Wet Tap Machine	В	GR	30,000				
ransportation	Paving/Resurfacing of Streets	В	GR/FDOT		200,000	200,000	200,000	200,000
	<u>Transportation/Drainage</u> <u>Improvements</u>	А	CDBG-DR	1,907,925				
lanning	Connectivity Study	<u>C</u>	RIF	162,150				
	USACOE Environmental Assessment	С	TDC	30,000				
ommunity mprovements	Hometown Revitalization	Α	CDBG-HR	951,762				
ublic Schools	Stormwater Infrastructure Jackson County DFWP	<u>A</u>	CDBG-DR School	4,945,146				

Priority: A = Immediate, B = Required, C = Planned

^{*=}Required to meet LOS (none as of July 2022)



Town of Sneads

PO Drawer 159 Sneads, Florida 32460 PH (850) 593-6636 Fax (850)593-5079

Website: sneadsfl.com

Facebook: Town of Sneads - City Hall

June 14, 2022

MEMO TO: Council President and Council Members

SUBJECT: Town Manager's Report to Council – June 2014

- 1. First, thank each of you for your calls and concerns during my recent COVID illness. It really hit me hard, and I do not want it again.
- 2. I would like for you to ratify the attached pending increase in police department interim budget for the remainder of this fiscal year. Official approval will be provided when we do a budget revision for end of FY.
- 3. Since we do not have certified water operator, we must contract for this service to comply with DEP rules and regulations. Attached is a copy of the revised agreement with Castleberry Environmental for the same service they are currently performing for us, at no increase for next FY for approval.
- 4. Attached please find agenda item for approving Lift Station No. 4 Rehabilitation 2022 repairs and awarding the contract to Blankenship Contracting, Inc. in the amount of \$492,761.04.
- 5. I have attached FLC Annual Conference Announcement for August 2022 for Council President Weeks and me to attend. Mike will attend free as a first-time attendee. Need confirmation for travel.
- 6. In view of the large documents on the agenda for approval, and in the interest of not killing too many trees, I have just made a copy of the first page of each document for your review. I have also included several sheets of information received regarding several topics for your review. If you would be interested in being part of the 200th anniversary of Jackson County let me know and I will try to set something up.

7. My plans are to have a draft 2022-2023 FY budget ready for you at our July meeting and then schedule work sessions after that to discuss and get approved prior to October 1, 2023.

ELMON LEE GARNER TOWN MANAGER

CC: Town Clerk, Deputy Clerk, Town Attorney

Town of Sneads Wastewater Treatment Plant Energy Efficiency Assessment

This assessment is prepared by Mark Hallett, EMIT, Energy Efficiency Circuit Rider.

Thank you for being a member of our rural water association!



Committed to the future of rural communities.

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Program Overview

Florida Rural Water Association (FRWA) strives to help its members in every possible way. Thanks to funding received from the United States Department of Agriculture (USDA), FRWA now provides free energy assessments to its members. Energy use is often the largest part of a water system's total operating cost. This program aims to help systems improve their energy efficiency with the following goals: reduce energy costs, increase awareness, and provide information concerning improvements. This report details current and past energy use, identifies primary energy consuming components, and identifies methods to lower consumption.

This report was prepared for Town of Sneads Wastewater Treatment Plant following the on-site visit on January 27, 2020.

This report is fair and impartial. Any products named are solely named as examples of potential investments for the system to use. This report is not advertising any product. All estimates contained within this report are for parts and equipment only and do not include additional fees or services such as installation or engineering fees.

Section 1: Executive Summary

Project Item	Energy Conservation Measure Description	Annual Energy Savings (kWh)		Estimated Cost of Improvement (\$)	Rebate Total (\$)	Payback (Years)	Reference Pages
DO Probes, VFDs, and Automation	Install DO probes to allow the VFDs to atmatically adjust run speeds on motors.	38579	\$4,321.00	\$15,600.00	l (i	3.61	
Lighting Upgrade	Install energy efficient LED bulbs in place of fluorescent bulbs. 80 bulbs were observed during the on-site visit.	T.	\$2,616.00	\$485.00	\$0.00	0.19	
	10000000000000000000000000000000000000	61939	\$6,937.00	\$16,085.00	\$0.00		

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Pr	e Assessment Po	st Assessment Sa	vings
Total Energy Consumption (kWh)	870174	808235	61939
Currect energy rate (\$)	0.112	0.112	0
Total Energy Costs (\$)	\$97,459.49	\$90,522.32	\$6,937.17

This system serves about 2,000 people and treats approximately 700,000 gallons per day for its users. Sneads is a small community in Florida's panhandle. Its largest attraction is the Three Rivers State Park that features a thriving forest ecosystem with several water features. Hurricane Michael, which hit the Florida Panhandle in 2019, caused minor damage to the town. Repairs and recovery are underway. The system's potential energy savings are found in the tables above. They will be discussed in detail later in this report.

Section 2: Initial Findings and Baseline

2.1 Operations and Facility Overview

Town of Sneads's Wastewater Treatment Plant is a simple affair. It primarily uses air driven systems to treat the wastewater. The air is provided by 3 blowers that run almost constantly. While the system is equipped with variable frequency drives (VFDs), there are no control sensors attached to them. By automating VFDs with dissolved oxygen (DO) probes, the system could be improved. This will be discussed in greater detail in Section 3.1. The system uses gravity feeding to transfer the wastewater between the various treatment areas. This method is excellent for energy efficiency as pumps are not used to transfer the wastewater between zones. The final material is dewatered with a belt press that uses very small motors. This method of dying solids is not the most efficient, but ultimately the system uses the belt press very little to cause it to be a contributing factor to the overall energy usage.

2.2 Electric Bills and Baseline Consumption

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The system receives their electricity from West Florida Electric Cooperative. Overall the system uses slightly more power than systems of a similar size. This difference most likely stems from the air driven system used to treat the wastewater. On average, the system consumes 73,275 kWh each month, which costs an average of \$8,182. This makes the average cost per kWh, including taxes and other fees,

\$0.112 which is just above the State average of \$0.10 per kWh. The system is also charged for demand; demand is a measure of how much power the system needs at any given point in time and is usually measured in fifteen minute windows. The systems generates an average of 240 kW of demand each month; the charges for demand make up an average of 15% of the monthly bill. Typically 30% of a system's bill goes to demand charges. These figures will be used to generate the estimates contained below.

One last thing to note about the electric bills is that the electric provider began charging a "Hurricane Recovery Fee" to affected users in May 2019. This fee is being charged by the electric provider to recover their costs for upgrading and rebuilding the energy infrastructure damage by Hurricane Michael in 2019. The monthly average for this fee is \$297.94 and the fee should stop being charged in the next few months. If the charges do not stop by October 2020, the system is urged to contact their provider and ask for additional information concerning the fee and when it will no longer be charged.

Section 3: Suggested Improvements

3.1 DO Probes and VFD Automation

The system already has variable frequency drives (VFDs) installed on their blowers and uses them in the manual setting. This helps reduce energy costs a little bit already, but the overall savings can be improved. By adding dissolved oxygen (DO) probes or oxygen reduction potential (ORP) probes the system can better monitor their aeration levels in the plant. While oxygen needs vary from day to day within the plant and from plant to plant, the probes can help automate the system and maintain the ideal amount.

The system has already obtained a quote for the DO probes. The estimated cost is \$15,600. While the VFD will vary the speed throughout the day, an estimated running speed of 90% is expected, though the speed could go lower increasing the savings. Running the blowers at 90% speed results in an estimated \$4,321 savings. This yields an estimated simple payback if 3 years and 7 months.

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3.2 Lighting Upgrade

While fluorescent lighting was a huge energy saver when it first debuted, it has since been out done by a more energy efficient form of lighting: LED bulbs. The advantage a LED bulb as over a traditional fluorescent bulb is that the LED bulb does not need a ballast. In a traditional fluorescent fixture a ballast is used to regulate the voltage and current running into the bulbs. This tends to increase the electrical usage of the bulb. By removing the ballast all together the overall efficiency of the bulb increases. The system is advised to have a licensed electrician remove the ballast and rewire the fixture.

During the on-site visit 80 fluorescent bulbs were counted. The estimated cost to replace these bulbs with LED bulbs, not including the cost to rewire the fixtures, is \$485. The estimated annual energy savings is \$2,616. This yields an estimated simple payback of three months.

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Section 4: Financing Options

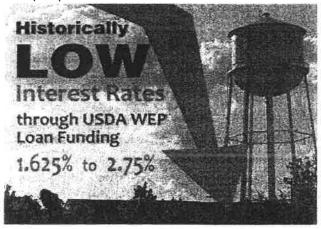
4.1 USDA Rural Development Loan

The USDA Rural Development Loan program loans rural communities the funds to finance installations of and improvements to water, sanitary sewerage, solid waste, and storm wastewater facilities. Town of Sneads is eligible to apply. In addition to the programs related to improving infrastructure, Rural Development has many other programs designed to help improve rural communities. FRWA can help your system apply to the program. Contact your circuit rider for more information. You can also contact your local State Rural Development Office with the information below:

MARIANNA AREA OFFICE

Loria Phillips, Area Director 2741 Pennsylvania Avenue, Suite 5 Marianna, Florida 32448 Telephone: (850) 526-2610

Fax: (855) 474-6969



4.2 State Revolving Fund

Town of Sneads can apply for a loan from the State Revolving Fund (SRF) managed by the Department of Environmental Protection (DEP). This program helps communities and municipalities install and improve their water systems. The system features two distinct branches, Clean Water SRF and Drinking Water SRF, which have distinct rules for qualifying projects. Additional information can be found on the SRF website, https://floridadep.gov/wra/srf, or by contacting your FRWA Circuit rider.

4.3 Sustainability Partners

Sustainability Partners is an alternative solution to traditional funding methods. Sustainability Partners offers, "a usage based utility model. [Sustainability Partners] assume the ownership responsibilities and risks for essential services while our clients pay a monthly fee for usage. [Sustainability Partners] generate significant cost savings for partners through our stream-lined engineer/design process, direct procurement, maintenance and energy savings." This method is often faster than other funding sources allowing systems to obtain their capital improvements in about a year. Additional information can be found at their website: https://www.sustainability.partners/ or by contacting Michael Tari (mtari@s.partners).



Florida Fish and Wildlife Conservation Commission

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Managing fish and wildlife resources for their long-term well-being and the benefit of people.

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Hearing/speech-impaired: 800-955-8771 (T) 800 955-8770 (V) May 20, 2022

Lee Garner, Town Manager Town of Sneads PO Drawer 159 Sneads, FL 32460

RE: Florida Boating Improvement Program Application #22-026 Sneads Park Boat Ramp Dock Improvements Project

Lee Garner:

The Fish and Wildlife Conservation Commission (FWC) has received your application for a Florida Boating Improvement Program grant. The application has been assigned number **22-026**. Please use this number in all future correspondence regarding your application.

The Florida Boating Improvement Program Evaluation Committee is scheduled to meet on June 28, 2022 to score and rank all eligible applications. Grant awards will be announced in July of 2022.

If you have any questions, please call me at (850) 617-9559 or email FBIP@MyFWC.com.

Sincerely,

Nickie Stricker, Program Administrator Florida Boating Improvement Program Boating and Waterways Section