



Freeport City Council
September 8, 2020 Regular Meeting Package



CITY COUNCIL:

Amanda Green/Seat 1
Elizabeth Brannon/Seat 2
Eddie Farris/Seat 3
Mark Martin/Seat 4
Elizabeth Haffner/At Large

MAYOR:

Russ Barley
P.O. Box 339/112 State Highway 20 West
Freeport, Florida 32439
Phone (850) 835-2822 / Fax: (850) 835-3137
www.freeportflorida.gov

**City of Freeport
REGULAR CITY COUNCIL MEETING AGENDA
City Hall Council Chambers
September 8, 2020 9:00am**

1. Meeting Called to Order
2. Invocation and Pledge of Allegiance
3. Recognition of Guests
4. Consent Agenda
 - a. Bills **(Tab 1)**
 - b. Minutes August 25, 2020 Blight Workshop **(Tab 2)**
 - c. Minutes August 27, 2020 City Council Meeting **(Tab 3)**
5. Public Comment on Consent Agenda
6. Approval of Consent Agenda
7. Consideration of Additions/Deletions to the Agenda
8. Approval of Agenda with Additions/Deletions
9. Staff Reports
 - a. Water
 - b. Sewer
 - c. Parks/Projects
 - i. Extension of Park Hours until 8PM
 - d. City Manager
 - i. Commercial Rates **(Tab 4)**
 - e. City Clerk
 - f. Finance
 - i. Budget Amendment #7 **(Tab 5)**
 - g. Billing
 - h. Planning
 - i. Legal
 - j. Engineering



- i. Bear Creek Update
- 10. Old Business
- 11. New Business
 - a. Mayor Russ Barley
 - b. Councilwoman Brannon
 - i. Private Property Rights
 - c. Councilman Farris
 - i. Future Fall Event
 - ii. 4th of July Fireworks
 - d. Councilwoman Green
 - e. Councilwoman Haffner
 - f. Councilman Martin
- 12. Public Comment
- 13. Adjournment

CITY OF FREEPORT
Print Invoice Edit Report for Batch: 13618

Batch: 13618 / Period: 08.27.2020 /Sorted By: Input Order

Vendor	Name						
1665	SHANNON BONDS	Invoice: 125-AUGUST2020	POOL SERVICE & SUPPLY AUG 2020 PO#: 0				
	Inv Date: 08.25.2020	Inv Amt: 1,692.75	Payment: 0	Name:			
	Due Date: 09.24.2020	Retain: 0.00	Amt Paid: 0.00	Addr:			
	Disc Date: 08.25.2020	Discount: 0.00	Pd Date:				
Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	POOL SERVICE AND PUMP TUBE FRO	0.00	0.00	1,692.75		001-572-44680 R&M - Community	
*** TOTAL ***			0.00	1,692.75			
9	CENTURY LINK	Invoice: 8.19.20	LANDLINE TELEPHONE SERVICE PO#: 0				
	Inv Date: 08.19.2020	Inv Amt: 478.52	Payment: 0	Name:			
	Due Date: 09.18.2020	Retain: 0.00	Amt Paid: 0.00	Addr:			
	Disc Date: 08.19.2020	Discount: 0.00	Pd Date:				
Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	LANDLINE SERVICE - PARKS	0.00	0.00	40.47		001-572-44100 Telephone Expen	
2	LANDLINE SERVICE - WATER	0.00	0.00	290.15		410-533-44100 Telephone Expen	
3	LANDLINE SERVICE - SEWER	0.00	0.00	147.90		420-535-44100 Telephone Expen	
*** TOTAL ***			0.00	478.52			
2019	MUNICODE	Invoice: 00346017	WEBSITE HOSTING 7/1/20-6/30/21 PO#: 0				
	Inv Date: 07.13.2020	Inv Amt: 2,700.00	Payment: 0	Name:			
	Due Date: 08.12.2020	Retain: 0.00	Amt Paid: 0.00	Addr:			
	Disc Date: 07.13.2020	Discount: 0.00	Pd Date:				
Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	WEBSITE HOSTING 7/1/20-6/30/21	0.00	0.00	2,700.00		001-510-43130 Outside Labor &	
*** TOTAL ***			0.00	2,700.00			
1955	FUTURE LABS, INC.	Invoice: 20-63DW-AUG	DRINKING WATER ANALYSIS AUG 20 PO#: 0				
	Inv Date: 08.26.2020	Inv Amt: 480.00	Payment: 0	Name:			
	Due Date: 09.25.2020	Retain: 0.00	Amt Paid: 0.00	Addr:			
	Disc Date: 08.26.2020	Discount: 0.00	Pd Date:				
Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	FREEPORT - DRINKING WATER ANAL	0.00	0.00	400.00		410-533-43135 Outside Lab Ser	
2	NORTH BAY - DRINKING WATER ANA	0.00	0.00	80.00		412-534-43135 Outside Lab Ser	
*** TOTAL ***			0.00	480.00			
1083	COMMUNITY COFFEE COMPANY LLC	Invoice: 2484024041	COFFEE SERVICE PO#: 0				
	Inv Date: 08.27.2020	Inv Amt: 80.00	Payment: 0	Name:			
	Due Date: 09.26.2020	Retain: 0.00	Amt Paid: 0.00	Addr:			
	Disc Date: 08.27.2020	Discount: 0.00	Pd Date:				
Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	COFFEE SERVICE - ADMIN HASN'T	0.00	0.00	80.00		410-533-45100 Office Supplies	
*** TOTAL ***			0.00	80.00			
93	CITY OF FREEPORT	Invoice: 08.25.20	CITY UTILITIES AUGUST 2020 PO#: 0				
	Inv Date: 08.25.2020	Inv Amt: 1,990.30	Payment: 0	Name:			
	Due Date: 09.24.2020	Retain: 0.00	Amt Paid: 0.00	Addr:			
	Disc Date: 08.25.2020	Discount: 0.00	Pd Date:				
Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	ADMIN - WATER/SEWER AUG 2020	0.00	0.00	228.09		001-510-44300 Utilities	
2	PLANNING - WATER/SEWER AUG 202	0.00	0.00	188.55		001-515-44300 Planning - Util	
3	PARKS - WATER/SEWER AUG 2020	0.00	0.00	890.10		001-572-44300 Utilities	
4	LIBRARY - WATER/SEWER AUG 2020	0.00	0.00	18.17		001-571-44300 Utilities	

Batch: 13618 / Period: 08.27.2020 /Sorted By: Input Order

Vendor	Name						
5	STREETS - WATER/SEWER AUG 2020	0.00	0.00	34.86		001-541-44300	Utilities
6	WATER - WATER/SEWER AUG 2020	0.00	0.00	39.69		410-533-44300	Utilities
7	SEWER - WATER/SEWER AUG 2020	0.00	0.00	590.84		420-535-44300	Utilities

*** TOTAL *** 0.00 1,990.30

1202 QUILL Invoice: 9662803 BLANKET FOR SEWER PO#: 1706
 Inv Date: 08.18.2020 Inv Amt: 24.49 Payment: 0 Name:
 Due Date: 09.17.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.18.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	BLANKET FOR SEWER	1.00	24.49	24.49		420-535-45100 Office Supplies	

*** TOTAL *** 24.49 24.49

1202 QUILL Invoice: 9696984 BLANKET FOR SEWER PO#: 1706
 Inv Date: 08.18.2020 Inv Amt: 237.95 Payment: 0 Name:
 Due Date: 09.17.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.18.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	BLANKET FOR SEWER	0.00	237.95	237.95		420-535-45100 Office Supplies	

*** TOTAL *** 237.95 237.95

1202 QUILL Invoice: 9559215 BATTERY BACK UPS PO#: 1717
 Inv Date: 08.14.2020 Inv Amt: 169.98 Payment: 0 Name:
 Due Date: 09.13.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.14.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	BATTERY BACK UP FOR COMPUTER	1.00	84.99	84.99		001-510-45100 Office Supplies	
2	BATTERY BACK UP FOR COMPUTER	1.00	84.99	84.99		001-519-45100 BILLING - OFFIC	

*** TOTAL *** 169.98 169.98

1202 QUILL Invoice: 9404191 FOLDERS FOR PLANNING PO#: 1718
 Inv Date: 08.10.2020 Inv Amt: 94.99 Payment: 0 Name:
 Due Date: 09.09.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.10.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	FOLDERS FOR PLANNING PER MARGE	1.00	94.99	94.99		001-515-45100 PLANNING - OFFI	

*** TOTAL *** 94.99 94.99

1202 QUILL Invoice: 9382881 FOLDERS FOR PLANNING PO#: 1718
 Inv Date: 08.10.2020 Inv Amt: 94.99 Payment: 0 Name:
 Due Date: 09.09.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.10.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	FOLDERS FOR PLANNING PER MARGE	0.00	94.99	94.99		001-515-45100 PLANNING - OFFI	

*** TOTAL *** 94.99 94.99

1819 DEWBERRY ENGINEERS INC Invoice: 1865019 PRELIMINARY PH 1 WW IMPROVEMEN PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 26,500.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
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CITY OF FREEPORT
 Print Invoice Edit Report for Batch: 13618

Batch: 13618 / Period: 08.27.2020 /Sorted By: Input Order

Vendor	Name
1	PRELIMINARY PH 1 WW IMPROVEMEN

*** TOTAL *** 0.00 26,500.00

1819 DEWBERRY ENGINEERS INC Invoice: 1865030 US 331 WATER DISTRIBUTION MAIN PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 6,350.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	US 331 WATER DISTRIBUTION MAIN	0.00	0.00	6,350.00		410-16490 Water Dept Infrastr	

*** TOTAL *** 0.00 6,350.00

1819 DEWBERRY ENGINEERS INC Invoice: 1865022 E BAY LOOP WATER MAIN UPGRADE PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 1,450.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	E BAY LOOP WATER MAIN UPGRADE	0.00	0.00	1,450.00		410-16490 Water Dept Infrastr	

*** TOTAL *** 0.00 1,450.00

1819 DEWBERRY ENGINEERS INC Invoice: 1865036 BARRIER FREE PARK PH 1 IMPROVE PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 700.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	BARRIER FREE PARK PH 1 IMPROVE	0.00	0.00	700.00		001-541-45300 ROAD MATERIAL &	

*** TOTAL *** 0.00 700.00

1819 DEWBERRY ENGINEERS INC Invoice: 1865037 WASHINGTON ST IMPROVEMENTS PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 400.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	WASHINGTON ST RESURFACING & ST	0.00	0.00	400.00		001-541-45300 ROAD MATERIAL &	

*** TOTAL *** 0.00 400.00

1819 DEWBERRY ENGINEERS INC Invoice: 1865042 OPERATOR ON CALL SERVICES PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 192.50 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	FREEPORT WWTP OPERATOR ON CALL	0.00	0.00	192.50		420-535-43140 Engineering Ser	

*** TOTAL *** 0.00 192.50

1819 DEWBERRY ENGINEERS INC Invoice: 1865054 LETTER - DIXIE TRUCKING & ICE PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 220.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	WATER/SEWER LETTER - DIXIE TRU	0.00	0.00	220.00		001-515-43160 PLANNING - REVI	

*** TOTAL *** 0.00 220.00

CITY OF FREEPORT
Print Invoice Edit Report for Batch: 13618

Batch: 13618 / Period: 08.27.2020 /Sorted By: Input Order

Vendor	Name
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78 AQUA PRODUCTS Invoice: 20201270 CHEMICALS FOR SEWER PO#: 1729
 Inv Date: 08.19.2020 Inv Amt: 1,102.15 Payment: 0 Name:
 Due Date: 09.18.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.19.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	CHEMICALS FOR SEWER PLANT	1.00	1,102.15	1,102.15		420-535-45200 Operating Suppl	
*** TOTAL ***			1,102.15	1,102.15			

1180 U. S. TANK, INC. Invoice: PAY.APP.2 PAY APPLICATION #2 / TANK 5 RPO#: 0
 Inv Date: 08.27.2020 Inv Amt: 108,061.00 Payment: 0 Name:
 Due Date: 09.26.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.27.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	PAY APPLICATION #2 / TANK 5 R	0.00	0.00	108,061.00		410-533-44620 System Maint &	
*** TOTAL ***			0.00	108,061.00			

1878 SAM R. BRUNER, PSM Invoice: 02-08-20 1ST RVW VERANDAS PH 1C-3 PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 350.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	1ST REVIEW VERANDAS PH 1C-3	0.00	0.00	350.00		001-515-43160 PLANNING - REVI	
*** TOTAL ***			0.00	350.00			

1202 QUILL Invoice: 9591641 VARIOUS DEPT SUPPLIES PO#: 1688
 Inv Date: 08.14.2020 Inv Amt: 14.99 Payment: 0 Name:
 Due Date: 09.13.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.14.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	CLOROX WIPES	1.00	15.00	14.99		001-519-45100 BILLING - OFFIC	
*** TOTAL ***			15.00	14.99			

342 SUPERIOR INDUSTRIAL SERVICES Invoice: INV-1250 JETTING SEWER LINE PINTAIL BLV PO#: 0
 Inv Date: 07.27.2020 Inv Amt: 4,200.00 Payment: 0 Name:
 Due Date: 08.26.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 07.27.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	JETTING MAIN SEWER LINE AT PIN	0.00	0.00	4,200.00		420-535-43130 Outside Labor &	
*** TOTAL ***			0.00	4,200.00			

342 SUPERIOR INDUSTRIAL SERVICES Invoice: INV-1249 HYDROJET SEWER LINE 111-139 PI PO#: 0
 Inv Date: 07.24.2020 Inv Amt: 750.00 Payment: 0 Name:
 Due Date: 08.23.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 07.24.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	HYDROJET MAIN SEWER LINE 111-1	0.00	0.00	750.00		420-535-43130 Outside Labor &	
*** TOTAL ***			0.00	750.00			

30 UTILITY SUPPLY OF AMERICA Invoice: 322722 PARTS FOR SEWER PO#: 1721
 Inv Date: 08.10.2020 Inv Amt: 198.11 Payment: 0 Name:

CITY OF FREEPORT
 Print Invoice Edit Report for Batch: 13618

Batch: 13618 / Period: 08.27.2020 /Sorted By: Input Order

Vendor	Name
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Due Date: 09.09.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.10.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	PARTS FOR SEWER PER ROBERT	1.00	198.11	198.11		420-535-45200 Operating Suppl	
*** TOTAL ***			198.11	198.11			

1819 DEWBERRY ENGINEERS INC Invoice: 1865055 REVIEW - FREEPORT WAREHOUSES PO#: 0
 Inv Date: 08.21.2020 Inv Amt: 1,300.00 Payment: 0 Name:
 Due Date: 09.20.2020 Retain: 0.00 Amt Paid: 0.00 Addr:
 Disc Date: 08.21.2020 Discount: 0.00 Pd Date:

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	ENGINEERING REVIEW - FREEPORT	0.00	0.00	1,300.00		001-515-43160 PLANNING - REVI	
*** TOTAL ***			0.00	1,300.00			
*** GRAND TOTALS ***			1,937.66	159,832.72		0.00 DISCOUNTS	

CITY OF FREEPORT
 Print Invoice Edit Report for Batch: 13618

Batch: 13618 / Period: 08.27.2020 /Sorted By: Input Order

Account Number	Description	Debits	Credits	Other	
001-20200	Accounts Payable	0.00	9,137.94-	0.00	
001-24100	Encumbrance Reserve	374.96	0.00	0.00	
001-24300	Encumbrances	0.00	374.96-	0.00	
001-510-43130	Outside Labor & Services	2,700.00	0.00	0.00	
001-510-44300	Utilities	228.09	0.00	0.00	
001-510-45100	Office Supplies	84.99	0.00	0.00	
001-510-45100	Office Supplies	0.00	0.00	84.99	ENC LIQ
001-515-43160	PLANNING - REVIEW FEES	1,870.00	0.00	0.00	
001-515-44300	Planning - Utilities	188.55	0.00	0.00	
001-515-45100	PLANNING - OFFICE SUPPLIES	189.98	0.00	0.00	
001-515-45100	PLANNING - OFFICE SUPPLIES	0.00	0.00	189.98	ENC LIQ
001-519-45100	BILLING - OFFICE SUPPLIES	99.98	0.00	0.00	
001-519-45100	BILLING - OFFICE SUPPLIES	0.00	0.00	99.99	ENC LIQ
001-541-44300	Utilities	34.86	0.00	0.00	
001-541-45300	ROAD MATERIAL & SUPPLIES	1,100.00	0.00	0.00	
001-571-44300	Utilities	18.17	0.00	0.00	
001-572-44100	Telephone Expense	40.47	0.00	0.00	
001-572-44300	Utilities	890.10	0.00	0.00	
001-572-44680	R&M - Community Pool	1,692.75	0.00	0.00	
FUND TOTALS		9,512.90	9,512.90-	374.96	
410-16490	Water Dept Infrastructure/Impr	7,800.00	0.00	0.00	
410-20200	Accounts Payable	0.00	116,670.84-	0.00	
410-533-43135	Outside Lab Services	400.00	0.00	0.00	
410-533-44100	Telephone Expense	290.15	0.00	0.00	
410-533-44300	Utilities	39.69	0.00	0.00	
410-533-44620	System Maint & Repairs	108,061.00	0.00	0.00	
410-533-45100	Office Supplies	80.00	0.00	0.00	
FUND TOTALS		116,670.84	116,670.84-	0.00	
412-20200	Accounts Payable	0.00	80.00-	0.00	
412-534-43135	Outside Lab Services	80.00	0.00	0.00	
FUND TOTALS		80.00	80.00-	0.00	
420-16490	Sewer Dept Infrastructure/Impr	26,500.00	0.00	0.00	
420-20200	Accounts Payable	0.00	33,943.94-	0.00	
420-24100	Encumbrance Reserve	1,562.70	0.00	0.00	
420-24300	Encumbrances	0.00	1,562.70-	0.00	
420-535-43130	Outside Labor & Services	4,950.00	0.00	0.00	
420-535-43140	Engineering Services	192.50	0.00	0.00	
420-535-44100	Telephone Expense	147.90	0.00	0.00	
420-535-44300	Utilities	590.84	0.00	0.00	
420-535-45100	Office Supplies	262.44	0.00	0.00	
420-535-45100	Office Supplies	0.00	0.00	262.44	ENC LIQ
420-535-45200	Operating Supplies & Mat	1,300.26	0.00	0.00	
420-535-45200	Operating Supplies & Mat	0.00	0.00	1,300.26	ENC LIQ
FUND TOTALS		35,506.64	35,506.64-	1,562.70	
GRAND TOTALS		161,770.38	161,770.38-	1,937.66	

CITY OF FREEPORT
 Print Invoice Edit Report for Batch: 13619

Batch: 13619 / Period: 08.27.2020 /Sorted By: Input Order

Vendor	Name						
220	FLORIDA MUNICIPAL INSURANCE	Invoice: 0201-011	CITY INSURANCE		PO#: 0		
	Inv Date: 08.27.2020	Inv Amt: 46,641.00	Payment: 0	Name:			
	Due Date: 09.26.2020	Retain: 0.00	Amt Paid: 0.00	Addr:			
	Disc Date: 08.27.2020	Discount: 0.00	Pd Date:				

Line	Description	Qty	Liquidate	Expensed	Job#	Account	FA
1	Quarterly payment for city ins	0.00	0.00	1,350.02		001-510-42400 Worker s Compen	
2	Quarterly payment for city ins	0.00	0.00	2,242.50		001-510-44500 Liability Insur	
4	Quarterly payment for city ins	0.00	0.00	3,097.50		001-510-44560 Property Insura	
5	Quarterly payment for city ins	0.00	0.00	1,120.00		001-541-44500 Liability Insur	
6	Quarterly payment for city ins	0.00	0.00	69.70		001-541-44510 Vehicle Insuran	
7	Quarterly payment for city ins	0.00	0.00	1,049.85		001-572-42400 Worker s Compen	
8	Quarterly payment for city ins	0.00	0.00	1,120.00		001-572-44500 Liability Insur	
9	Quarterly payment for city ins	0.00	0.00	117.62		001-572-44510 Vehicle Insuran	
10	Quarterly payment for city ins	0.00	0.00	5,210.07		001-572-44560 Property Insura	
11	Quarterly payment for city ins	0.00	0.00	2,957.48		410-533-42400 Worker s Compen	
12	Quarterly payment for city ins	0.00	0.00	1,120.00		410-533-44500 Liability Insur	
13	Quarterly payment for city ins	0.00	0.00	980.00		410-533-44510 Vehicle Insuran	
14	Quarterly payment for city ins	0.00	0.00	5,532.21		410-533-44560 Property Insura	
15	Quarterly payment for city ins	0.00	0.00	1,120.00		412-534-44500 Liability Insur	
16	Quarterly payment for city ins	0.00	0.00	74.69		412-534-44510 Vehicle Insuran	
17	Quarterly payment for city ins	0.00	0.00	1,115.00		412-534-44560 Property Insura	
18	Quarterly payment for city ins	0.00	0.00	2,125.00		420-535-42400 Worker s Compen	
19	Quarterly payment for city ins	0.00	0.00	1,120.00		420-535-44500 Liability Insur	
20	Quarterly payment for city ins	0.00	0.00	642.00		420-535-44510 Vehicle Insuran	
21	Quarterly payment for city ins	0.00	0.00	10,633.93		420-535-44560 Property Insura	
22	Quarterly payment for city ins	0.00	0.00	32.50		001-513-42400 FINANCE - WORKE	
23	Quarterly payment for city ins	0.00	0.00	1,120.00		001-513-44500 FINANCE - LIABI	
24	Quarterly payment for city ins	0.00	0.00	59.77		001-515-42400 PLANNING - WORK	
25	Quarterly payment for city ins	0.00	0.00	1,120.00		001-515-44500 PLANNING - LIAB	
26	Quarterly payment for city ins	0.00	0.00	334.79		001-515-44560 Planning - Prop	
27	Quarterly payment for city ins	0.00	0.00	56.37		001-519-42400 BILLING - WORKE	
28	Quarterly payment for city ins	0.00	0.00	1,120.00		001-519-44500 BILLING - LIABI	
*** TOTAL ***			0.00	46,641.00			
*** GRAND TOTALS ***			0.00	46,641.00	0.00	DISCOUNTS	

CITY OF FREEPORT
 Print Invoice Edit Report for Batch: 13619

Batch: 13619 / Period: 08.27.2020 /Sorted By: Input Order

Account Number	Description	Debits	Credits	Other
001-20200	Accounts Payable	0.00	19,220.69-	0.00
001-510-42400	Worker s Compensation	1,350.02	0.00	0.00
001-510-44500	Liability Insurance	2,242.50	0.00	0.00
001-510-44560	Property Insurance	3,097.50	0.00	0.00
001-513-42400	FINANCE - WORKERS COMPENSATION	32.50	0.00	0.00
001-513-44500	FINANCE - LIABILITY INS.	1,120.00	0.00	0.00
001-515-42400	PLANNING - WORKERS COMPENSATIO	59.77	0.00	0.00
001-515-44500	PLANNING - LIABILITY INS.	1,120.00	0.00	0.00
001-515-44560	Planning - Property Ins.	334.79	0.00	0.00
001-519-42400	BILLING - WORKERS COMPENSATION	56.37	0.00	0.00
001-519-44500	BILLING - LIABILITY INS.	1,120.00	0.00	0.00
001-541-44500	Liability Insurance	1,120.00	0.00	0.00
001-541-44510	Vehicle Insurance	69.70	0.00	0.00
001-572-42400	Worker s Compensation	1,049.85	0.00	0.00
001-572-44500	Liability Insurance	1,120.00	0.00	0.00
001-572-44510	Vehicle Insurance	117.62	0.00	0.00
001-572-44560	Property Insurance	5,210.07	0.00	0.00
FUND TOTALS		19,220.69	19,220.69-	0.00
410-20200	Accounts Payable	0.00	10,589.69-	0.00
410-533-42400	Worker s Compensation	2,957.48	0.00	0.00
410-533-44500	Liability Insurance	1,120.00	0.00	0.00
410-533-44510	Vehicle Insurance	980.00	0.00	0.00
410-533-44560	Property Insurance	5,532.21	0.00	0.00
FUND TOTALS		10,589.69	10,589.69-	0.00
412-20200	Accounts Payable	0.00	2,309.69-	0.00
412-534-44500	Liability Insurance	1,120.00	0.00	0.00
412-534-44510	Vehicle Insurance	74.69	0.00	0.00
412-534-44560	Property Insurance	1,115.00	0.00	0.00
FUND TOTALS		2,309.69	2,309.69-	0.00
420-20200	Accounts Payable	0.00	14,520.93-	0.00
420-535-42400	Worker s Compensation	2,125.00	0.00	0.00
420-535-44500	Liability Insurance	1,120.00	0.00	0.00
420-535-44510	Vehicle Insurance	642.00	0.00	0.00
420-535-44560	Property Insurance	10,633.93	0.00	0.00
FUND TOTALS		14,520.93	14,520.93-	0.00
GRAND TOTALS		46,641.00	46,641.00-	0.00

City of Freeport
Budget Workshop Meeting Minutes

City Hall Council Chambers
August 20, 2020, 5:30pm

1. Meeting Called to Order

The August 20, 2020 City of Freeport Budget Workshop Meeting was called to Order at 5:30PM by Mayor Russ Barley. The meeting was held in the City Council Chambers of Freeport City Hall.

Council Members Present: Mayor Russ Barley, Councilman Farris, Councilwoman Brannon, Councilwoman Green, Councilman Martin, and Councilwoman Haffner.

Staff Present: City Attorney Clay Adkinson, City Manager Charlie Simmons, Finance Officer Sara Bowers, Utility Billing Manager Debbie Roberts, Sewer Manager Robert Fawcett, Joyce, and City Clerk Malani Robinson.

2. 2020-2021 Budget

Mayor Barley turned the meeting over to Finance Officer Sara Bowers who began with the changes from the last meeting.

- Increase Parks Budget
- Increase Water Budget

Finance Officer Bowers noted that the balancing of the books with these changes would be discussed at the Regular City Council Meeting.

City Manager Simmons suggested omitting positions within the Planning Department and to allow Planning Receptionist Gay to fulfill dual roles resulting in a fair pay increase, which would give more room within the budget to hire a skilled Planner for the department. Councilman Martin explained the importance of maintaining a chain of command with the Planning Department and recommended that the department maintain a Planner, Tech, and Director. Councilman Martin addressed the job responsibilities and recommended hiring a thorough subordinate that could convey information accurately in City Director Hughes-Neel's absence. Councilwoman Green inserted her concern about the demanding workload with over 500 permits and a lack of personnel. Councilman Farris noted the importance of customer service and the

City of Freeport
Budget Workshop Meeting Minutes

necessity of City Director Hughes- Neel having a competent subordinate that could share responsibilities with her. Councilwoman Brannon suggested teared positions for the Planning Department to maintain an effective chain of command, recommending the department keep four positions (Director, Planner, Tech, and Receptionist) moving forward. The Council continued to discuss an appropriate placement of Planning Receptionist Gay within the Planning Department, agreeing to allow City Director Hughes-Neel to decide on her promotion or bringing in a new hire. Finance Officer Bowers noted that implementing these changes would result in a decrease in the budget and a conservative pay increase for Planning Receptionist Gay. The Council shifted the discussion towards salary and qualifications for a Planner for the Planning Department. Finance Officer Bowers sought guidance for the salary, to which the Council referenced the salary study. The Council and Finance Officer Bowers agreed on \$40,000-\$50,000 for the salary of the Planner.

Finance Officer Bowers recommended promoting Billing Manager Roberts to senior status, resulting in better employee benefits. The Council agreed.

It was agreed upon that Finance Officer Bowers would compose a bottom-line budget and present it to the Council via e-mail prior to the public hearing.

City Manager Simmons submitted a Facilities Maintenance job description before the Council and reviewed the change made:

- Removed code enforcement from the job responsibilities

Councilman Martin inquired about the government revenue sharing policy and its potential to interfere with City funds. Finance Officer Bowers offered clarification on his concerns.

Mayor Barley adjourned the meeting at 6:02pm.



CITY COUNCIL:

Amanda Green/Seat 1
Elizabeth Brannon/Seat 2
Eddie Farris/Seat 3
Mark Martin/Seat 4
Elizabeth Haffner/At Large

MAYOR:

Russ Barley
P.O. Box 339/112 State Highway 20 West
Freeport, Florida 32439
Phone (850) 835-2822 / Fax: (850) 835-3137
www.freeportflorida.gov

**City of Freeport
REGULAR CITY COUNCIL MEETING AGENDA
City Hall Council Chambers
Freeport, FL
August 27, 2020 6:30pm**

1. Meeting Called to Order

-The August 27, 2020 City of Freeport City Regular City Council Meeting was called to Order at 9:00AM by Mayor Russ Barley. The meeting was held at the in Freeport, Florida.

Council Members Present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Amanda Green, Councilwoman Elizabeth Heffner, Councilman Eddie Farris, and Councilman Mark Martin.

Staff Present: City Attorney Clay Adkinson, City Planning Director Latilda Hughes-Neel, Finance Officer Sara Bowers, Utility Billing Manager Debbie Roberts, Parks and Recreation Director Charlie Simmons, Water Supervisor Larry Taggle, City Clerk Malani Robinson, Travis Diggs, Alex Rouchaleau, Joyce Sunday, and Marg Gay.

2. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris followed by the pledge of allegiance.

3. Recognition of Guests

4. Laura Sparks

a. Drug Awareness Day Proclamation (Tab 1)

Mrs.Sparks gave insight to the Drug Awareness initiative and the positive effect it would have on the local community. She noted that her activism was sparked by the loss of her son and how



signing this proclamation would be a progressive act for the city. Mrs. Sparks sought approval for the Mayor to sign the present proclamation.

Public Comment- Signing this proclamation is akin to the city giving visibility to those affected by drug addiction and is greatly appreciated.

COUNCIL ACTION: Motioned by: Councilman Farris.
Seconded by: Councilwoman Brannon. All ayes: motion carried.

5. Stephen Smith

a. Sewer Bill Credit Request

-Mr. Smith sought the Council's approval for a third adjustment to his account and expounded to the Council how the water leak accumulated over two months without his knowledge, resulting in a \$498.89 utility bill. Once the leak had been found Mr. Smith immediately repaired the damage and noted that the leak did not go into the sewer, which was the bulk of his high utility bill. Councilwoman Haffner queried Utility Manager Roberts for additional information on Mr. Smith's account, which began the Council's discussion on making an exception to the policy. Mr. Smith noted that his typical bill ranges between \$70-\$90 a month and how the severity of his last two bills have impacted him. City Attorney Clay reminded the Council of the Billing Adjustment Policy and advised them to find other grounds for granting an exception to the account other than it did not leak into the sewer, to set the standard for the policy moving forward. After much deliberation, the Council decided to not deviate from the policy and to set Mr. Smith up for a long-term payment plan with the Billing Department. Moving forward Mr. Smith advocated for the Council to implement a system that would flag accounts and notify customers of unusually high activity. Utility



Billing Manger Roberts noted that the new antennas being installed by December 2020 would allow early intervention. Councilman Martin remarked to the Council how issuing policies with iron clad rules leaves no room for flexibility for exceptions. Councilwoman Green disagreed and noted how structure protects the system from being abused.

6. Chris Moore

a. Freeport Sports Complex Youth Sports Lights Usage

-Mr.Moore was unable to attend and requested to be on next month's agenda.

7. Consent Agenda

a. Bills (Tab 2)

b. Revenue and Expenditure Report (Tab 3)

c. Minutes August 6, 2020 Budget Workshop (Tab 4)

d. Minutes August 11, 2020 Regular Council Meeting (Tab 5)

e. Minutes August 20, 2020 Budget Workshop (Tab 6)

8. Public Comment on Consent Agenda- none.

9. Approval of Consent Agenda

COUNCIL ACTION: Motioned by: Councilman Farris. Seconded by: Councilwoman Haffner. All ayes: motion carried.

10. Consideration of Additions/Deletions to the Agenda

- Old Business, Ratification of Employment Agreement of City Manager Charlie Simmons.

-Planning, Parking Issues/Large Home Construction, Education Reimbursement Program.

-Parks/Projects- Updates.

-City Manager- Updates.

Mayor Russ Barley- City Events, and Hurricane Relief Collection.

11. Approval of Agenda with Additions/Deletions



-COUNCIL ACTION: Motioned by: Councilman Farris, Seconded by: Councilwoman Haffner. All ayes: motion carried.

12. Staff Reports

- a. Water
- b. Sewer
- c. Parks/Projects-

-Travis Diggs gave updates on the golf course renovations, resulting in the rearrangement of two holes. The department has also uprooted an old Oak Tree and poured a new walkway. There has also been renovations on the playground area to allow more wheelchair accessibility. Overall, Mr. Diggs noted that there has been positive feedback from the public.

d. City Manager

i. Parks Director Appointment

-City Manager Simmons began by confirming to the Council that there was an internal job posting, resulting in one applicant applying and receiving the position. City Manager Simmons acknowledged Mr. Travis Diggs's impeccable work ethic and expressed his belief in his ability to meet the expectations of fulfilling the Parks Director position. City Manager Simmons asked for a motion to appoint Travis Diggs as the new Parks Director.

COUNCIL ACTION: Motioned by: Councilman Farris. Seconded by: Councilwoman Haffner. All ayes: motion carried. *(Travis Diggs was appointed to Parks Director on a 5:0 vote by the Council.)*

Mr. Diggs expressed his thanks to the Council and his commitment to serving in the appointed position.

ii. Updates



-City Manager Simmons gave an update on the approval of the Franchise Agreement, which was passed on a 5-0 vote.

-The Water and Sewer Department are on the last leg of getting the water tank working. Due to excessive rain the Sewer Department has had to work longer hours to ensure its completion.

-The City Manager and the Mayor have been in communication with Senator Gainey which has resulted in his excitement for the City of Freeport and his belief that the City of Freeport can get bills passed on its behalf.

Mayor Barley noted that Mr. "Boots" McCormick was in the audience and congratulated him on becoming a new County Commissioner.

e. City Clerk

f. Finance

i. FlexNet (Tab 7)

-Finance Officer Bowers requested approval for the \$301,987.63 FlexNet Remote Reading System.

COUNCIL ACTION: Motioned by: Councilwoman Haffner. Seconded by: Councilwoman Brannon. All ayes: Motion Carried.

ii. Budget Amendment (Tab 8)

-Finance Officer Bowers requested approval for the proposed amendment.



COUNCIL ACTION: Motioned by: Councilman Farris.
Seconded by: Councilwoman Haffner. All ayes: motion
carried.

g. Billing

i. Commercial Rate Information

- Utility Billing Manager Roberts asked for any concerns regarding the email she sent regarding the increase in Commercial Rates and sought guidance for any changes. City Manager Simmons noted that there had not been an increase in commercial rates since 2005, and that it was overdue. Councilwoman Green inserted that for the city to progress their must be an increase in commercial rates and should await the new rate study before back tracking. Councilwoman Brannon asked for more time to review the information and to investigate tiering the payment increase and for staff recommendations. Councilman Martin requested the original rate study packet for review, as he was not on the Council at the time.

ii. September Disconnect Guidance

- Councilwoman Green asked for an update on the disconnects for the past billing cycle. Utility Billing Manager Roberts informed the council that there were 17 accounts paid in full that were 90 days past due, 9 disconnects, and 5 were on a payment plan; there was no excessive shift. There was a motion to resume normal billing operations.



COUNCIL ACTION: Motioned by: Councilwoman Haffner. Seconded by: Councilwoman Green. All ayes: motion carried.

h. Planning

i. **April Court Abandonment Resolution (Tab 9)**

-City Director Hughes Neel opened the discussion by giving a brief history of the April Court dilemma. Being that there is a structure built on the right of way, which is a code violation, the Miller's which own the property, were advised to abandon the far end of the easement to resolve the issue. The county however has been maintaining a portion of the easement, which is unusual and has sparked confusion. The Miller family has agreed that the abandonment would not interfere with use of the road and would still grant access to each owner's property. When notices were sent out to the property owners concerning the abandonment City Director Hughes- Neel received several rejections. City Director Hughes- Neel relinquished the podium for public comments.

-Attorney Willis who represents the Miller family approached the Council stating his involvement with the case and opened the floor for questions from the Council. There were no questions.

The Council sought out clarification from City Director Hughes Neel concerning the map and the properties involved.

Margaret Bennett a resident of April Court informed the Council of the matters which caused her to have an issue with the abandonment. Due to a disgruntle resident who is



parking in new construction builds, commonly in Hammock Bay . After careful review City Director Hughes Neel noticed that the city's code for parking requirements is very vague and is silent after noting a three-bedroom build. Councilwoman Haffner inquired if the lack of parking and regulations would be an HOA issue. City Director Hughes-Neel presented the alternative argument that the city reviews and approves the building plans therefor the city holds some accountability in resolving the issue. City Director Hughes-Neel suggested presenting the code to the Planning Board for review and allowing them to give recommendations for appropriate language to address the issue. The Council agreed. Mr.Pucket a resident of the Verandas offered insight on the issue, noting that aside from his parking garage he owns no specific parking spots for his townhouse.

COUNCIL ACTION: Motioned by: Councilman Farris. Seconded by: Councilwoman Haffner. All ayes: motion carried.

viii. **Education Reimbursement Program**

- With assistance City Director Hughes-Neel composed draft documents for the Education Reimbursement Program and requested setting a workshop to review the documents. The Council reviewed potential dates to hold the event and agreed on September 21, 2020 at 5:15 PM.

COUNCIL ACTION: Motioned by: Councilwoman Haffner. Seconded by: Councilwoman Green. All ayes: motion carried.



- i. Legal
- j. Engineering

13. Old Business

- City Attorney Adkinson requested a motion to approve and ratify City Manager Simmons's contract. There were some modifications to the contract which permits City Manager Simmons to maintain operation of his business and fulfill the role as the City Manager.

COUNCIL ACTION: Motioned by: Councilman Farris. Seconded by Councilwoman Brannon. All ayes: motion carried.

14. New Business

a. Mayor Russ Barley

- Mayor Barley informed the Council that the Mayor's Ball had been cancelled due to COVID-19 concerns, and he sought input from the Council regarding the Christmas Parade and Tree Lighting events. Mayor Barley noted that to host the events they would scale back to address health regulations. Councilwoman Haffner noted her concerns with the attendance of the parade and following COVID regulations. Councilman Farris advised to play it by ear, noting that participation in any of the events was an adult decision. Being that there was no set date on the event the Council agreed to wait for more information to be COVID-19 compliant before deciding.

- Mayor Barley informed the Council that he would like to start a hurricane relief collection for the city of DeQuincy, Louisiana. To grasp the needs of the community Mayor Barley would reach out to the mayor of DeQuincy prior to donations. The Council agreed that it would be a good initiative.

- b. Councilwoman Brannon
- c. Councilman Farris
- d. Councilwoman Green



i. COVID-19 Waiver

-Councilwoman Green would like to initiate a COVID-19 Waiver for events held at city parks or fields, this would cover the city from liability issues. City Attorney Adkinson recommended having a waiver for group activities, an individual waiver for city events, and a general notice for city sites cautioning use at one's own risk. The Council agreed that City Attorney Adkinson would create the waiver documents.

e. Councilwoman Haffner

f. Councilman Martin

15. Public Comment-

-Tim informed the Council the Veteran's Day Ceremony would be moving forward and there would be implementation of plans for safety.

16. Adjournment

-Mayor Barley adjourned the meeting at 8:37 PM.

COMMERCIAL RATES

****BILL BASED ON 86,500 GALLONS OF USAGE**

	RATE EFFECTIVE 10/1/2019	
WATER	RATE	BILLED AMOUNT
TO 2,500 GALLONS	\$20.09	\$20.09
NEXT 3,000 GALLONS (2,501 TO 5,500)	\$1.59	\$4.77
NEXT 5,000 GALLONS (5,501 TO 10,500)	\$1.32	\$6.60
OVER 10,500 GALLONS	\$1.06	\$80.56
		TOTAL: \$112.02
SEWER		
BASE RATE	\$15.00	\$15.00
SEWER PER 1,000 GALLONS	\$2.20	\$190.03
		TOTAL: \$205.30
		TOTAL BILL: \$317.32

	RATE EFFECTIVE 07/1/2020	
WATER	RATE	BILLED AMOUNT
TO 2,500 GALLONS	\$20.09	\$20.09
NEXT 8,000 GALLONS (2,501 TO 10,500)	\$2.04	\$16.32
NEXT 9,499 GALLONS (10,501 TO 20,000)	\$3.17	\$30.11
OVER 20,000 GALLONS	\$5.29	\$407.33
		TOTAL: \$473.85
SEWER		
BASE RATE	\$16.59	\$16.59
SEWER PER 1,000 GALLONS	\$6.16	\$532.84
		TOTAL: \$549.43
		TOTAL BILL: \$1023.28

INCREASE OF 222.48%

	PROPOSED RATE 10/1/2020	
WATER	RATE	BILLED AMOUNT
TO 2,500 GALLONS	\$20.09	\$20.09
NEXT 8,000 GALLONS (2,501 TO 10,500)	\$2.04	\$16.32
OVER 10,500 GALLONS	\$3.17	\$240.92
		TOTAL: \$277.33
SEWER		
BASE RATE	\$16.59	\$16.59
1ST 20,000 GALLONS	\$6.16	\$123.20
OVER 20,000 GALLONS	\$4.00	\$266.00
		TOTAL: \$405.79

INCREASE OF 115.27%

		TOTAL BILL: \$683.12
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