

March 5, 2013

**Regular Public Meeting
6:00 p.m.**

**Commission Chamber
City Hall
Port St. Joe, Florida**



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
Bill Kennedy, Commissioner, Group I
Bo Patterson, Commissioner, Group II
Phil McCroan, Commissioner, Group III
Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

6:00 p.m.

City Hall

Commission Chamber

Tuesday March 5, 2013

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 2/19/13**
- **Workshop Meeting 2/26/13**

Pages 1-5

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City Attorney

- **Update**

Old Business

- **Lighthouse- Update**
 - **Project Manager Scope of Work (Handout)**
- **RESTORE Act Committee- Update**
- **Centennial Celebration- Update**
- **Marvin Ave. Water Line Replacement- Update**
- **Proposal to go out for bid- Architectural/Engineering Services**

New Business

- **Impact Fee Waiver Request- Lighthouse Pentecostal Ministries**
- **Bruce Ballister**
 - **Request for Reimbursement**
 - **CDBG Water Line Replacement Grant #2**
- **Request to Waive Rental Fees**
 - **Street Dance Committee**
 - **Covenant Hospice**

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Pages 8-10

Pages 11-12

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Public Works

- **Flushing- Update**

Surface Water Plant

- **10th Street Tank Cleaning**

Waste Water Plant

- **Update**

City Engineer

- **Headworks and Sprayfield- Update**
- **Water Distribution Phase I- Update**
- **Water Study- Update**

Code Enforcement

- Update

Page 15**Police Department**

- Update

PSJRA

- Office Relocation Status
- Follow-up Report on MLK Sidewalk Project Workshop
- Request Approval to Re-Advertise Phase IV Hwy 98 Landscaping
- PSJRA Annual Report
- Discuss Status of Lighthouse Documentary Bids
- Status of Billy Joe Rish Memorial Parking Lot Bids
- PSJRA Meeting Minutes

Pages 16-29**Pages 30-37****Pages 38-42****City Clerk**

- Cemetery Re-Platt

Page 43**Citizens to be Heard****Discussion Items by Commissioners****Motion to Adjourn**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE
COMMISSION CHAMBER AT CITY HALL, February 19, 2013, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Tom Gibson were also present.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the Minutes of the Regular Meeting of February 5, 2013. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Mr. Gibson met with Marina Pennington and Department of Economic Opportunity Staff concerning the availability of funding and technical assistance and he was very encouraged by their meeting.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update / Project Manager

A Motion was made by Commissioner Patterson, second by Commissioner Kennedy, to include Preble Rish as the engineering responsibilities as Project Manager for this project and when they come to us and say we need these architectural services we will deal with that issue at that time. All in Favor; Motion carried 5-0.

RESTORE Act Committee

The Committee met today and there are still no rules or regulations from the state or federal level. Pre applications are being presented to the Committee for review.

CDBG Water Grant Phase II – Bruce Ballister

Mr. Ballister updated the Commission on the North Florida Child Development Grant which has been completed and noted that the ADA Improvements for restrooms at the Fire Station, City Hall and Centennial Building are in the process of being closed out.

Phase I of the North Port St. Joe Water System Improvements has been approved and Mr. Ballister anticipates going to bid in April on the project. A Motion was made by Commissioner McCroan, second by Commissioner Kennedy, to enter into contract with Apalachee Regional Planning Council and Mr. Ballister for Phase II that will include Avenues E, F and G with a loop to the East. All in Favor; Motion carried 5-0.

Employee Sick Leave – Request to Utilize Sick Leave Pool

An employee is facing major surgery and is in need of additional leave time. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to allow fellow employees to donate leave time for their co-worker. All in Favor; Motion carried 5-0.

Chipola Pump Motor

Mr. Anderson noted that Gilbert Pump is having problems getting the replacement pump and now anticipates delivery in June. Northwest Florida Water Management District has been notified of the delay.

Centennial Celebration

Mayor Magidson shared that meetings are continuing and there will be a fund raising opportunity on May 11, 2013. Local bands, as well as the Villagers, will be participating in the event.

Water Study

Dave Kozan and Philip Jones have met with Mr. Anderson and Ms. Todd. They are now in the data gathering and fact finding mode.

Tree Removal, Fresh Water Canal

Mr. Gibson noted that the contract has been mailed to Whitfield Timber Company.

Marvin Avenue Water line Replacement

Mr. Anderson has notified SRF of the City's request and is waiting on their response.

New Business

TDC Update – Jennifer Jenkins

Ms. Jenkins presented the results of their Gulf County Vision Perception Interviews from November. Conclusions from the survey yielded: Mindful Growth – Fall and Spring Opportunities; Target like-minded, new visitors modeled from loyalists; Find and covert more brand ambassadors; Expand reach in Southern Geography; Explore emerging markets in Midwest Corridor; Stay true to Gulf County brand character – be specific. All indications are that those surveyed like Gulf County the way it is and like to visit because it is relaxing, quiet, beautiful, peaceful and friendly. Unique traits included uncrowded, laidback, friendly, unspoiled, pet friendly, beautiful, peaceful and pristine.

Small Business Development Center – Quen Lamb

Mr. Lamb shared that he works with the Small Business Development Center to assist people in establishing a business and help existing businesses improve their businesses. There is no charge for their services but workshops cost \$30. His programs are funded by the Small Business Administration. They also offer specialized assistance for the Veterans' Business Outreach Center. Mr. Lamb asked that referrals be made to him when people are looking for assistance with business start up.

Proposed RESTORE Act Application – Minnie Likely

Mrs. Likely requested assistance from the City in applying for a RESTORE Act Grant. The building she uses for an after school program is in dire need of repairs and she feels that approximately \$125,000 would cover the repairs. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to include her request in the City's applications for Phase II. All in Favor; Motion carried 5-0.

Proposal for Continuing Contract – Architectural / Engineering Services

After a discussion on the subject, consensus was to table the request to allow the Commissioners time to review the issue. The request will be on the Agenda for the March 5, 2013, Meeting.

Northwest Florida Water Management District – Stormwater Improvements

A request was received from the Northwest Florida Water Management District for proposed Stormwater Improvement Projects for the City of Port St. Joe. The following projects were deemed to be excellent ways to improve the water quality: Stormwater Master Plan \$50,000; Patton Bayou Outfall \$150,000; Battles Street Outfall \$250,000 and Forest Park Stormwater Improvements \$750,000. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to submit these projects to the NFWFMD for their review. All in Favor; Motion carried 5-0.

EDC / Chamber Funding

Invoice 11-625 has been received from the Gulf County Chamber of Commerce for \$20,000. It was noted that the funds are allocated as \$10,000 for the Gulf County EDC and \$10,000 for the Gulf County Chamber of Commerce. This is a budgeted expenditure and it will be made payable to the Chamber.

Highway 98 and First Street Intersection

Correspondence has been received from Charley E. Locke, Traffic Operations Special Project Coordinator for the Florida Department of Transportation concerning the "No Turn On Red" sign at the Highway 98 and First Street Intersection. Their review of the location indicated that the sign has improved the crashes history at this location and no crashes have occurred from the time the sign was installed August 4, 2011 until December 7, 2012. They do not recommend any changes at this time.

Public Works

Mr. Grantland was absent and there was nothing to report.

Surface Water Plant – Larry McClamma

Mr. McClamma shared that the White City Booster Station Pump repair will begin Thursday. He thanked Ms. Todd for her work with the demolition of the old water plant and noted that there should be forthcoming revenue from scrap in the old plant.

Wastewater Plant - Lynn Todd

Ms. Todd made the Commission aware of the Mechanical Bar Screen failure at the Headworks. The company was contacted but has not been very responsive to her calls to them. Bob Lyles located a switch and was able to put the screen back in service. The company did send a part after Mr. Lyles made the repair. Whether the equipment is still under warranty needs to be determined.

City Engineer – Clay Smallwood

Headworks and Sprayfields Update - Nothing to report at this time.

Water Distribution Phase I Update

Mr. Smallwood reported that all pipe from I-C Contractors is in the ground. Paving will begin in two weeks and grassing operations will follow that.

Code Enforcement

Mr. Burkett's Activity Report was reviewed, no action was required.

Police Department

Sergeant David Garner noted that it is illegal to burn trash or garbage in the City. A Permit is required and must be secured from Fire Chief John Ford.

PSJRA – Gail Alsobrook

MLK Sidewalk Project

Ms. Alsobrook, on behalf of Gulf County Commissioner Tan Smiley, has requested a City Workshop be held on Tuesday, February 26, 2013, at 6:00 P.M. to discuss this project. The Workshop will be held in the Washington Gym.

Office Location

There is a possibility that space will be available in the Local Color Building in March. Ms. Alsobrook is making inquiries as to the availability of the space and costs associated with it.

Final Deliverable for Bay Park Grant

Ms. Alsobrook noted the final deliverable for the Bay Park Master Plan: A comprehensive plan incorporating and coordinating all anticipated uses, landscape strategy, architectural visioning, lighting, educational strategy (including placement of display / kiosk, benches, trash receptacles), power distribution, security and other components.

Provisional PSJRA Directors Request approval for two new provisional members

A Motion was made by Commissioner McCroan, second by Commissioner Kennedy, to approve Patti Blaylock as a Provisional Member. An additional member will be presented at a later date. All in Favor; Motion carried 5-0.

FRQ 2013-01 – Lighthouse Film Documentary

Ms. Alsobrook requested guidance concerning the Film Documentary. The Commission instructed that she and Mr. Anderson should review the RFQs and make a recommendation to the Board at their next meeting.

PSJRA Minutes

Minutes of the December 13, 2012, and February 21, 2013, Meetings were included in the Agenda for perusal by the Commission.

City Clerk – Charlotte Pierce

Nothing to report at this time.

Citizens to be Heard

No one asked to speak.

Discussion Items by Commissioners

Commissioner Kennedy shared that the alley behind Port Cottages will need to be closed temporarily as the alley will be paved from Buy-Rite to Cadence Bank. The cottages will begin housing guests in March with the Grand Opening scheduled for April 6, 2013.

Commissioner Patterson continues to receive complaints of speeding on Avenue G. Sergeant Garner noted that they have patrolled the area and no speeding was observed. The Police Department will continue to monitor the location.

Questions are still being directed to Commissioner Patterson as to whether Eastern Shipbuilding will open their facility here. Barry Sellers, Executive Director of the Gulf County Economic Development Council, assured Commissioner Patterson that he has been talking with them and all indications are that they will be here within the next several months.

Commissioner McCroan inquired as to whether the problem with the red light at the Intersections of Highway 98 and Cecil G. Costin, Sr., Blvd., (Highway 71) had been resolved. Chief Barnes has discussed this with Mr. Anderson and the switch will be replaced.

Commissioner Buzzett requested that the landscaping around City Hall be included is a monthly treating service for weeding and fertilizing. A cost for this service is to be on the March 5, 2013, Agenda.

Commissioner Buzzett provided copies of a 1950 News Herald article on the Cape San Blas Lighthouse for the Board.

Mayor Magidson reminded everyone of the Photo Swap scheduled for Saturday, February 23, 2013, from 2:00 P.M. – 5:00 P.M., at the Gulf County Senior Citizen's Building. Photos will be scanned for possible use with Port St. Joe's Centennial Celebration June 28, 2013 – July 5, 2013.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adjourn the Meeting at 8:05 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE MARTIN LUTHER KING, JR., BOULEVARD SIDEWALK IMPROVEMENTS GRANT WORKSHOP BY THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT THE WASHINGTON IMPROVEMENT GROUP BUILDING FEBRUARY 26, 2013, AT 6:10 P.M.

This was a Public Meeting advertised by the Port St. Joe Redevelopment Agency for the purpose of sharing with the community about the Martin Luther King, Jr., Boulevard Sidewalk Improvement Grant. The Meeting was advertised so that the Mayor and Commissioners could attend without creating a Sunshine Law violation. There was no quorum of City Commissioners for the Meeting.

The following were present: Mayor Magidson and Commissioner Patterson. City Manager Jim Anderson, City Clerk Charlotte Pierce and Public Works Director John Grantland were also present. Commissioners Buzzett, McCroan, Kennedy and City Attorney Tom Gibson were absent.

Gail Alsobrook, Port St. Joe Redevelopment Agency (PSJRA), welcomed those attending. The Pledge of Allegiance was recited and a prayer was given by Mayor Magidson.

Ms. Alsobrook thanked Clay Smallwood of Preble Rish Engineering and Gulf County Commissioner Tan Smiley for their assistance with the project. She noted that this project is a collaboration with the City of Port St. Joe. Funding consist of \$200,000 from the USDA and \$10,000 will be provided by the PSJRA.

The purpose of the grant will be to fund infrastructure for storm water runoff, provide sidewalks and parking for Martin Luther King, Jr., Boulevard from Avenues A to D. The businesses at the time of the USDA RBEG Grant Application were B & C Autonet, TEW Video, Korner Stop & Go, Precious Moments, Nana's Treats, and Driesbach Cleaners. Emerging businesses were C & L Cleaners, Vision Building, and Byrd House Restaurant.

Clay Smallwood noted that ADA routes will be provided, the grant will improve storm water runoff, allow for green space and crosswalks at the intersections. He anticipates an April bid date for the project. Mr. Smallwood also shared that there is a possibility the CDBG Grant for the North Port St. Joe Water System Improvements will be done at the same time to eliminate damaging work done by this project.

Several citizens asked questions about the project.

Commissioner Patterson noted that any project takes time; that the goal is to make this area the best it can be and he encouraged citizens to call if with any problems related to the project.

Mayor Magidson reminded those present of the 100th Birthday Celebration for the City and asked them to share any photos they may have.

The workshop was adjourned at 6:45 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

March 1, 2013

Mr. Jim Anderson, Manager
City of Port St. Joe
P. O. Box 278
Port St. Joe, FL 32457

Dear Mr. Anderson,

I am writing to request your consideration to waive impact fees for the water and sewer for Lighthouse Pentecostal Ministries, which is located just south of the White City Bridge. Our congregation has been gathering in a home since 2007, and in 2009 we began the process of purchasing land to build a church on Highway 71 in this same area. In 2009 we were told by more than one official that, when the time came, impact fees for the water and sewer would likely be waived for the church.

After having received our final permits, we are now clearing out the stumps and getting ready to build the new church. We are in hopes that you will consider our request to waive the impact fees for the water and sewer.

Your consideration is greatly appreciated.

God Bless You,

Pastor Tim Bailey
Lighthouse Pentecostal Ministries

827-2545 (Home)



Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Liberty,
Leon and Wakulla Counties and their municipalities

March 1, 2013

Mayor Mel Magidson
City of Port St. Joe
P.O. Box 278
Port St. Joe, FL 32457

Re: Pay Request for Additional Services
ADA Restroom Improvements

Mayor Magidson and Members of the Commission:

As the NFCD project comes to a close in the next few weeks we have become aware that our costs for Administration have exceeded the original budget for that project by several thousands of dollars. Staff has represented numerous times to the City Commission that the City would not be responsible for any administrative charges for that project as all costs were to be payable by either the grant itself or by North Florida Child Development. The city was fortunate that the project came in well under its projected construction budget of \$600,000.

The City was also fortunate that the CDBG manager, Patrick Howard, was willing to allow the project to be modified to permit ADA bathroom improvements to three city buildings. This additional project was initiated by the CDBG office after ARPC staff performed an updated accessibility survey at CDBG's insistence and over the objections of the prior city manager. ARPC staff followed through in good faith; providing the ADA accessibility report, assisting in procuring an architect's services, overseeing the bid process for contractors and assisting in the timely inspection of the work, and performing the required Davis Bacon interviews of the various subcontractors. It is our understanding that the City is satisfied with the finished installations at City Hall, the Fire Station and at the Centennial Building.

We cannot recover fully the amount of project overrun, but we do feel justified in submitting a request for payment of services for the period covering June 1, 2012 through January, 2013. During this time, there was no construction activity to monitor on the Field of Dreams Drive project and all time and charges would be attributable to the ADA project. In fact charges are somewhat reduced for that period because trips were often shared with some of the survey trips required to obtain demographic data for the recently acquired Neighborhood Revitalization grant for the North Port St Joe neighborhood. During the time period mentioned above, we accumulated \$4,449.57 in charges assigned to Field or Dreams project that were expended on the ADA improvement project.

The City has benefited from our activity by utilizing excess CDBG funds. In fact almost \$75,000 will need to be de-obligated at project closeout. That office has made it clear that, although they are sympathetic to our situation, they are statutorily prohibited from providing payment in excess of 8% of the total grant award. The city has received \$10,125.00 in



Apalachee Regional Planning Council

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Leon and Wakulla Counties and their municipalities

March 1, 2013

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professional architectural services and restroom improvement valued at \$168,208.85 for a total benefit of \$179,333,85. In representing the City during this process, we are able to charge the CDBG office nothing whatsoever. Our modest request for reimbursement of \$4,449.57 for the June through January represents only 2.5% of that benefit and we feel justified in requesting reimbursement. During that period, no work other than minor updating of quarterly reports would have been required if not for the ADA improvements project.

We are somewhat discomfited by our numerous assertions over the preceding three years that the North Florida Child Development economic development grant which funded Field of Dreams Drive would cost the city nothing. We believe that our representation for those services was in fact completely covered by the CDBG fees. However, in these economic times, we are no longer supported by the State of Florida and must rely on our grant services to remain as an agency and continue to provide technical assistance to the 37 governments in our region. We have had a long and mutually beneficial relationship with the City of Port St. Joe and hope that this request will not strain that relationship.

Sincerely,

Charles D. Blume,
Executive Director

**North FL Child Development CDBG-ED
Expenditure Breakdown By Line-Items
June 2012 - January 2013**

Salaries	\$1,473.34
Fringe Benefits	313.48
Postage	.90
Travel	487.29
Indirect Costs	<u>2,174.56</u>
 Total	 \$4,449.57



Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson
Liberty, Leon and Wakulla Counties and their municipalities

February 20, 2013

The Honorable Mel Magidson
City of Port St. Joe
Post Office Box 278
Port St. Joe, FL 32457

Re: Services Agreement for 2013 CDBG Grant Application for \$650,000.00
Phase 2 Water Improvements for North Port St. Joe

Dear Mayor Magidson:

The Apalachee Regional Planning Council has been successful in its efforts to obtain and coordinate and close several CDBG grants for the City of Port St Joe in the past. The ARPC seeks to continue providing these services as projects, opportunities and funding from that agency permit.

Florida's Administration of the HUD-CDBG grant process allows Regional Planning Councils to represent their local governments in grant application and administration without submitting to the RFP for services process because we are discouraged from competing with private service providers. Therefore, the ARPC would like to expand on its existing agreement for services to the City of Port St Joe to the 2013 CDBG grant cycle.

It is anticipated that the total amount of the grant sought will be the City's maximum of \$650,000.00. The standard allowable fee structure in the CDBG program allows for the fee to be based on 8% of the total award or \$52,000. However, the ARPC's total charge, which is reimbursable by CDBG, will be \$51,000 with \$1,000 reserved for the City to use in advertising and other ancillary costs. Based on HUD policy a portion of the surveys conducted in 2012 will be able to be used to cover a portion of the service area if those areas are not fundable in the 2012 project. Additional on the ground survey efforts will be required to reach areas included in the proposed water project not covered by the existing survey. ARPC staff will conduct these surveys in order to establish the required beneficiary ratios for scoring the application and will endeavor to work with the engineer to maximize the services that can be performed in the \$600,000 allowable for construction. If, the award for the project should be less than the anticipated \$650,000, the ARPC charges would be a maximum of 8% of that total as allowed by the CDBG regulations.

20776 Central Avenue East, Suite #1 • Blountstown, Florida 32424
Telephone: 850-674-4571 • Facsimile: 850-674-4574
www.thearpc.com

Hon. Mel Magidson
February 20, 2013
Page Two

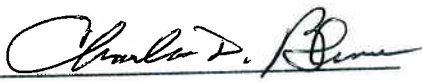
Upon acceptance of the grant and preliminary notification of award, the ARPC will submit to the City an application services reimbursement request for \$6,000. From time to time throughout the construction administration phase of the grant the ARPC will submit invoices for Administration Services not to exceed the ratio of work completed. As the project nears completion ten percent of the total fee will be held pending final closeout. Upon submission of closeout documents to DCA the ARPC will submit its invoice to the City for the final ten percent with the total maximum charges for grant writing and administration being: \$50,000.00

Upon notification of award of a CDBG grant to the City, the ARPC will present a formal Administrative Services Agreement for execution referencing the CDBG Contract. No invoices will be presented to the City until after completion of grant contracts with the Department of Economic Opportunity and upon its acceptance of the formal Administrative Services Agreement. If the City should, at its own discretion, determine that it will not submit an application for the proposed work to CDBG, the ARPC would ask to be reimbursed for demonstrable time and charges applied to the project up to the point of that determination. If the City is in agreement with the above, please sign below to indicate acceptance of the terms.

Countersigned by:

Hon. Mel Magidson,
Mayor, City of Port St. Joe

Date



Charles D. Blume,
Executive Director, ARPC

2/20/13

Date



Street Dance Committee
c/o Tan Smiley
414 Kenny Street
Port St. Joe, FL 32456

February 21, 2013

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

Dear: Mr. Anderson

This letter is requesting the fee for use of the Washington Recreation Center be waived. The event that will be hosted at the Washington Rec Center on February 23, 2013 will be a formal dinner where community members can come and enjoy dinner and live entertainment. All ticket proceeds will be donated to the Street Dance Committee in c/o the Annual 4th of July Celebration that is held every year in North Port St Joe.

Thank you in advance for your support.

Street Dance Committee: Tan Smiley, Bertha Harris, Sherry Prior, Ronald Lee, Charles White & Joe Fox

Covenant HOSPICE

Licensed in Florida in 1983

Corporate Office

5041 N. 12th Ave.
Pensacola, FL 32504
850-433-2155

Branch Offices

1023 Douglas Ave., Ste. 204
Brewton, AL 36426
251-867-6993

370 W. Redstone Dr.
Crestview, FL 32536
850-682-3628

1040 Stanton Rd., Ste. D
Daphne, AL 36526
251-626-5255

104 Rock Bridge Rd.
Dothan, AL 36303
334-794-7847

4215 Kelson Ave., Ste. E
Marianna, FL 32446
850-482-8520

6479 Caroline St., Ste. B
Milton, FL 32570
850-202-5930

3201 Dauphin St., Ste. D
Mobile, AL 36606
251-478-8671

101 Hart St.
Niceville, FL 32578
850-729-1800

107 W. 19th St.
Panama City, FL 32405
850-785-3040

2001 N. Palafox St.
Pensacola, FL 32501
850-202-0840

1545 Raymond Diehl Rd., Ste. 102
Tallahassee, FL 32308
850-575-4998

**Covenant Hospice Inpatient
& Palliative Care Center at
West Florida Hospital**

8383 N. Davis Hwy., 3 North
Pensacola, FL 32514
850-202-0920

**Joyce Goldenberg Hospice
Inpatient Residence**

10075 Hillview Rd.
Pensacola, FL 32514
850-484-3529

Community Support Centers

1147 Hwy. 90 W.
DeFuniak Springs, FL 32433
850-951-0127

2057 S. Byron Butler Pkwy., Ste. 9
Perry, FL 32347
850-584-9886

Alzheimer's Family Service

1901 N. Palafox St.
Pensacola, FL 32501
850-478-7790 or 866-478-7790
www.alzfamserv.org

Toll-Free AL: 877-244-7379
Toll-Free FL: 800-541-3072
www.covenanthospice.org

Mr. Jim Anderson
City of Port St. Joe
PO Box 278
Port St. Joe, FL 32457

February 26, 2013

Dear Mr. Anderson,

Thanks to generous supporters like the City of Port St. Joe, Covenant Hospice was able to raise more than \$16,000 net revenue through our signature fundraiser, Denim and Diamonds 2012, to assist those in need of end of life care in Gulf County. Last year the City was kind enough to donate the Centennial Building and tables for our organization to use the day before and the day of our event. We are writing to request your support again. We would like to reserve the building on **Thursday, September 12th** for set up and **Friday, September 13, 2013** for the actual event.

The 2012 event featured great entertainment, food, dancing, silent auction and even a diamond prize drawing. We are looking forward to bringing this event back to serve Gulf County. In exchange for your donation, we will happily provide the below entitlements:

- (2) Complimentary tickets to the event
- Business logo event signage, program, and website as the venue donor

Covenant Hospice is widely recognized as one of the most caring and comprehensive hospices in the nation, providing compassionate care for persons with life limiting illnesses as well as education and care for their families. As a 501(c) 3 non-profit organization, Covenant Hospice provides care based on need and not the ability to pay. Fundraising efforts aid unfunded and under-funded services that Covenant Hospice provides at non charge such as: caregivers, bereavement services, and children support services, chaplain services and volunteer services. The funds generated from this event will remain with our Gulf county patients and their families - helping us provide the absolute best palliative care in our area.

If you have any questions or would like further information, please feel free to contact me at 850-276-6040 or via email Nanisa.Anderson@covenanthospice.org.

Gratefully,



Nanisa Anderson
Development Manager

Gifts are tax deductible to the extent of IRS regulations. Covenant Hospice, Inc. operates in the State of Florida as a 501(c)3 charitable organization and is registered with the Florida Department of Agriculture & Consumer Services. Covenant Hospice does not engage outside solicitors, and one hundred percent of contributions are received by Covenant Hospice and its foundation. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. For additional information, call 1-800-435-7352. Registration # SC-04450.

	Open	Closed	Total	Increase Since 2/13/13
Unlawful Accumulation	7	8	15	2
Substandard Structure	10	1	11	2
Abandoned Vechicle	4		4	2
Unlawful Sewer				
Land regulation Violation	3		3	1
Business Lic. Violation				
Special Master Hearings				
Building Demolition	0	1	1	1
Waste Violation	13	31	44	13
Sign Violation	0	1	1	

Total	37	Total	45	Total	82	Total	24
				2013 Year Cases			

CITY OF PORT ST. JOE, FLORIDA
NOTICE TO RECEIVED SEALED BIDS
READVERTISEMENT – ALL BIDDERS MUST SUBMIT NEW BIDS
RFP 2013-_____

The City of Port St. Joe will receive sealed bids from any qualified and properly licensed company or corporation interested in providing construction services for the following project:

US-98 LANDSCAPING – North Port St. Joe Gateway

Project is located in the City of Port St. Joe, Florida, and consists of NEW LANDSCAPING AND IRRIGATION on US-98. Bids will be received at City Hall, 305 Cecil G. Costin, Sr., Blvd, Port St. Joe, Florida 32456 until **3 PM Eastern Time on Friday, March 29, 2013**. Bids will be publicly opened and acknowledged at that time in the City Commission Chambers. Bids shall be submitted in a sealed envelope, plainly marked with the bidder's name, address, date and time of opening, and project name/bid number as noted above. The complete Bid Solicitation can be downloaded from the Port St. Joe Redevelopment Agency website at www.PSJRA.com.

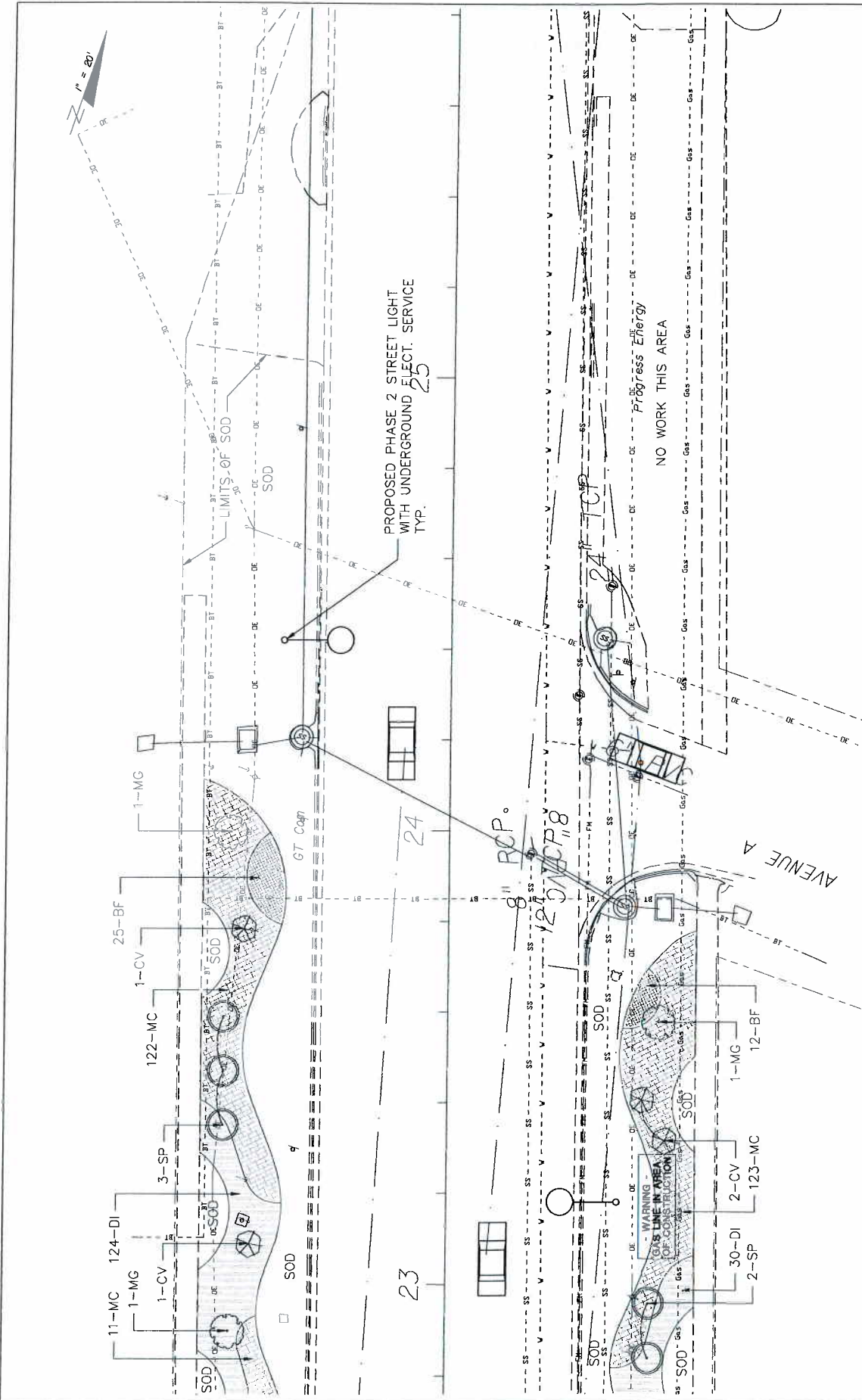
Advertise in the Star on 3/14 and 3/21



City of Port St Joe
Scope of Work
US-98 Landscaping Phase IV
North Port St. Joe Gateway
March 2013

1. All Work shall be in compliance with FDOT safety regulations for workers within the State ROW.
2. All Work shall conform to any and all applicable regulations and codes for the location of the Work. The installer shall obtain any necessary locates, permits, and inspections for both the installation and maintenance periods.
3. All bidders must schedule an on-site, pre-bid meeting with Port St. Joe Redevelopment Agency Executive Director prior to submitting bid. Without documentation of this onsite meeting, bids will not be considered.
4. Location of new landscaping is contiguous with existing landscaping, is similar in design, and is within the State ROW on the east and west sides of US-98 between Avenue A and Avenue D (approx. 1057 LF). Planting patterns shall be similar to those for completed work, a sample of which is shown on sheets LS.05, LS.06 & LS.07 included herein.
5. Provide & install new trees, plants, turf, and mulch in quantities identified in schedule of values.
6. Plants must be from Florida-based nursery stocks.
7. Except where prohibited by federal law or federal regulations and to the extent practical, a minimum of 50% of the budget must be for large plant material (five gallons or larger).
8. Removal and disposal of existing turf and weeds including weed eradication and application of pre-emergent weed killer. Tilling is prohibited.
9. Fine grading work including imported topsoil as required following removal of existing sod.
10. Fertilization and soil improvements as needed to support new plantings.
11. Bed preparation and planting shall include the following:
 - Loosen soil to a minimum depth of four (4) inches and remove all debris. Regrade the bed to its pre-planting subgrade.
 - Spread specified fabric-type weed barrier over all shrub beds.
 - Weed barrier fabric shall be 4.1-ounce, 20-year woven needlepunch weedbarrier, held in place with six (6)-inch soil staples.
 - Dig planting pits at two (2) times the diameter of the pot. Fill plant pit with 50% existing soil and 50% topsoil and compact so that the top of the root ball will settle 1/8 depth of root ball above finish grade. Set plant and fill remainder of hole with planting mix.
 - Fertilize each plant as recommended by soil analysis.
 - Provide Owner with yearly fertilization program as defined by soil analysis.
 - Water thoroughly and reset any plants that settle too deep.
 - Remove spoil dirt and rake the bed to its finish grading.

- Pine Straw shall be provided a minimum of three (3) inches in depth around all newly planted landscape. Remove all debris from mulch.
12. Topsoil shall be a natural, friable, fertile, fine loam soil. It shall be certified (by testing) to be free of weed seeds and pathogens. It shall also be free of litter, sod, clay, stones, roots, and stumps. It shall bear a PH of between 5.5 and 7.5.
 13. Installation of FDOT required tree bracing & removal at the end of establishment period.
 14. The installer shall ensure that all planting areas are clean of all trash, debris, or other non-indigenous material prior to any landscape installation.
 15. Install complete irrigation system for all new plantings. Utilize pop-up spray heads and drip; no wide range rotor sprays will be allowed. All heads shall be of the proper type for the areas where located and shall be installed plumb and with adequate and uniform clearance from all hardscaping to minimize water overspray on impervious areas.
 16. All piping and wire passing under paved areas shall be sleeved with SCH 40 PVC pipe, three (3)-inch minimum sleeves.
 17. The installer shall provide the Owner with an irrigation maintenance checklist & seasonal watering guidelines.
 18. The irrigation system shall be maintained and managed for twelve (12) months to ensure water efficiency and prevent wasteful practices. This shall include but not limited to resetting the automatic controller according to the season, flushing the filters, monitoring, adjusting & repairing equipment such that the efficiency of the system is maintained throughout the one-year maintenance/warranty period.
 19. The twelve (12)-month maintenance and warranty period must be conducted by the same company that performed the installation; this aspect of the Work may not be subcontracted.
 - Twelve (12) months of monthly turf management for fertilization, insects and weeds.
 - Twelve (12) months of regular landscape & irrigation maintenance shall be performed on a weekly basis in months April thru Sept and on a bi-weekly basis in months Oct thru Mar including:
 - a. Mow and edge sod
 - b. Blow or vacuum sidewalks of sand and trimmings
 - c. Keep trees trimmed of loose branches and seed pods
 - d. Keep all plantings trimmed
 - e. Remove all invasive weeds from planting beds
 - f. Adjust irrigation heads for complete coverage and avoidance of paving and sidewalks.
 - g. Monitor and maintain irrigation timers and valves
 - h. Occasional repair or replacement of irrigation small parts
 20. Throughout the warranty period, all plant material must be maintained in good, living condition. This includes keeping beds free of debris and weeds, all mechanical maintenance, fertilization, chemical treatments for disease or infestation, and watering.
 21. The landscape contractor shall be responsible for any and all necessary repairs to damage caused by the Work at no additional cost to the Owner.



REVISIONS				CITY OF		SHEET NO.
DATE	BY	DESCRIPTION	PORT ST. JOE, FLORIDA	FINANCIAL PROJECT ID	PLAN	
			COUNTY			
			ROAD NO.	GULF	46533-6-58-05	LS-07
			30(U.S.98)			
JOSEPH C. PETRICH, R.L.A. R.L.A. LICENSE NUMBER 1173 604 LC, 400 GENESIS GROUP 5802 TAPESTRY PARK CIRCLE, SUITE 201 JACKSONVILLE, FL 32246 LANDSCAPE ARCHITECTURE LC86000802						
LANDSCAPE PLAN						

Schedule of Values

US-98 LANDSCAPING PHASE - 4 (revised 3/1/13) City of Port St. Joe, Florida

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENDED COST
1	General Conditions	1	LS		
2	Clearing and Grubbing - 1057 LF	1	LS		
3	Soil Testing	1	LS		
4	Topsoil Improvements	1	LS		
5	Fringe Tree - 15 gal. 4-6' ht., 2-3' spr., @1" cal. Min.	18	EA		
6	Little Gem Southern Magnolia - 15 gal., 5-6' ht., 2-3' spr., 1" cal. min.	10	EA		
7	Cabbage Palm 8-10' C.T., Straight	15	EA		
8	Bulbine - 24" o.c. gal. full plant	198	EA		
9	White African Iris - 24" o.c. gal. full plant	490	EA		
10	Gulf Muhly Grass - 30" o.c. gal. full plant	735	EA		
11	Centipede Sod	12250	SF		
12	Pinestraw Mulch - min. 6" deep	10290	SF		
13	Weed Block fabric	10290	SF		
14	Irrigation System	1	LS		
15	Directional Boring - 4"	200	LF		
16	Tree staking	1	LS		
17	12 months maintenance and warranty	1	LS		
Total Project Cost:					\$

Alternate: Provide cost for landscape plans to be prepared by a registered Landscape Architect for FDOT approval prior to construction.

Submitted by: _____

\$

BID FORM

Revised 3-1-13

US-98 LANDSCAPING PHASE-4

**North Port St. Joe Gateway
*in Port St Joe, FL***

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

City of Port St. Joe, P. O. Box 278, Port St. Joe, FL 32457

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site.

E. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by

Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.

- F. Based on the information and observations referred to in Paragraph 3.01.E above, Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Owner-designated representative written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Owner-designated representative is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and

4. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

- 5.01 Bidder will complete the Work in accordance with the Contract Documents for the **"US-98 Landscaping Phase-4"** the following price(s):

See the attached Schedule of Values for which the Total Amount must equal:

_____ Dollars (in words)

\$ _____ (in numbers)

Unit prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

All tasks outlined in the Scope of Work will be performed by the Contractor unless the following is completed as part of the bid:

The following subcontractor(s) will perform the following task(s):

Name of Subcontractor

Task(s) to be Performed

Name of Subcontractor

Task(s) to be Performed

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before **(75) calendar days** from the Notice to Proceed as indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages of **\$100 per calendar day** in the event of failure to complete the work within the Contract Times.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:

- A. Scope of Work;
- B. Schedule of Values;
- C. Contractor's License No.: _____

ARTICLE 8 – DEFINED TERMS

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

9.01 This Bid is submitted by:
If Bidder is:

An Individual

Name (typed or printed): _____

By: _____
(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

An LLC

LLC Name: _____

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: _____ (SEAL)

State of Incorporation: _____

Type (General Business, Professional, Service, Limited Liability): _____

By: _____
(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____
(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is ____/____/____.

A Joint Venture

Name of Joint Venture: _____

First Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Second Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address _____

Phone No. _____ Fax No. _____

E-mail _____

SUBMITTED on _____, 20____.

State Contractor License No. _____. *[If applicable]*



ANNUAL REPORT

FY 2011—2012



The Mission of the Port St. Joe Redevelopment Agency is to serve the community by guiding redevelopment activities to create a vibrant downtown core and revitalized neighborhood, to improve the quality of life, and to stimulate economic growth within the Agency's District.

www.PSJRA.com
850-229-6899

2006—2012 SUMMARY



Small-town Redevelopment expert Robert Gibbs suggested in 2006 that Port St. Joe should “*make the business district look like somebody cares.*” Many took that to heart – certainly the PSJRA did – and now it shows.

2006 – 2012 PSJRA Stakeholders Seven-Year Summary

A Vision of Caring ... that works

Between 2006 and 2012, the *PSJRA* has

ATTRACTED OUTSIDE INVESTMENT THROUGH GRANT AWARDS \$1,125,830 - *Equaling a Return on Investment of 53%*

In FY 2012, the PSJRA nearly doubled the TIF through grant awards: \$249,231 in TIF and \$215,000 in grant awards.

IMPACT TO THE BUSINESS COMMUNITY – \$959,940



Façade Improvement Grants	\$388,601
Planning and Visioning	\$217,895
Merchant's Initiatives	\$157,328
NPSJ Expansion	\$76,834
Landscape & Shade	\$64,004
Banners & Branding	\$55,278



INVESTED IN INFRASTRUCTURE – \$1,449,406



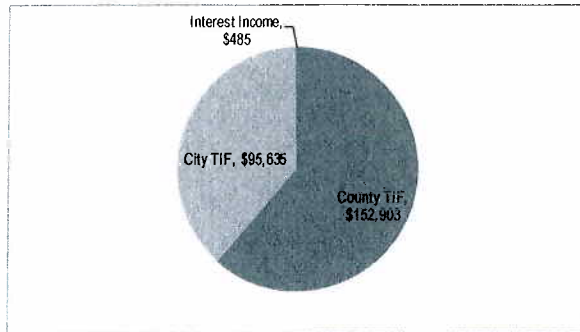
- Billy Joe Rish Memorial Parking Lot
- David B. Langston Drive
- Jetty Park
- Miss Zola's Drive
- Dr. Joe Memorial Parking Lot and Park
- Williams Avenue Sidewalks & Streetscape
- Reid Avenue Street/Landscaping
- US 98 Lighting and Street/Landscaping
- US 98/SR 71 Landscape Phases I, II & III



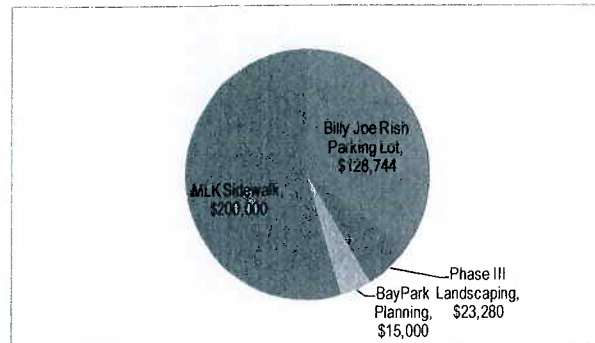
The PSJRA is... Redevelopment that WORKS... for you.

2011-2012 FINANCIAL REPORT

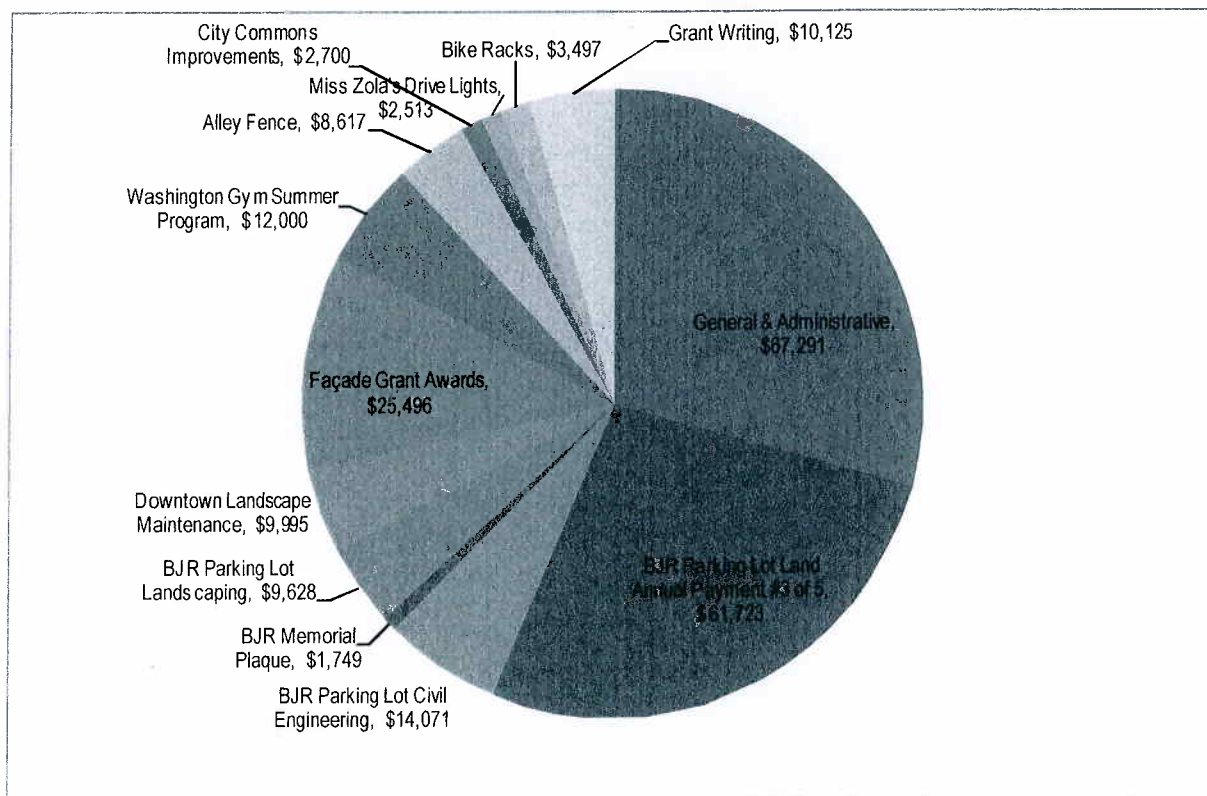
TIF & Interest Income—249,023



**Grant-Funded Projects—\$367,024
Pending and Complete**



EXPENSE—\$229,406

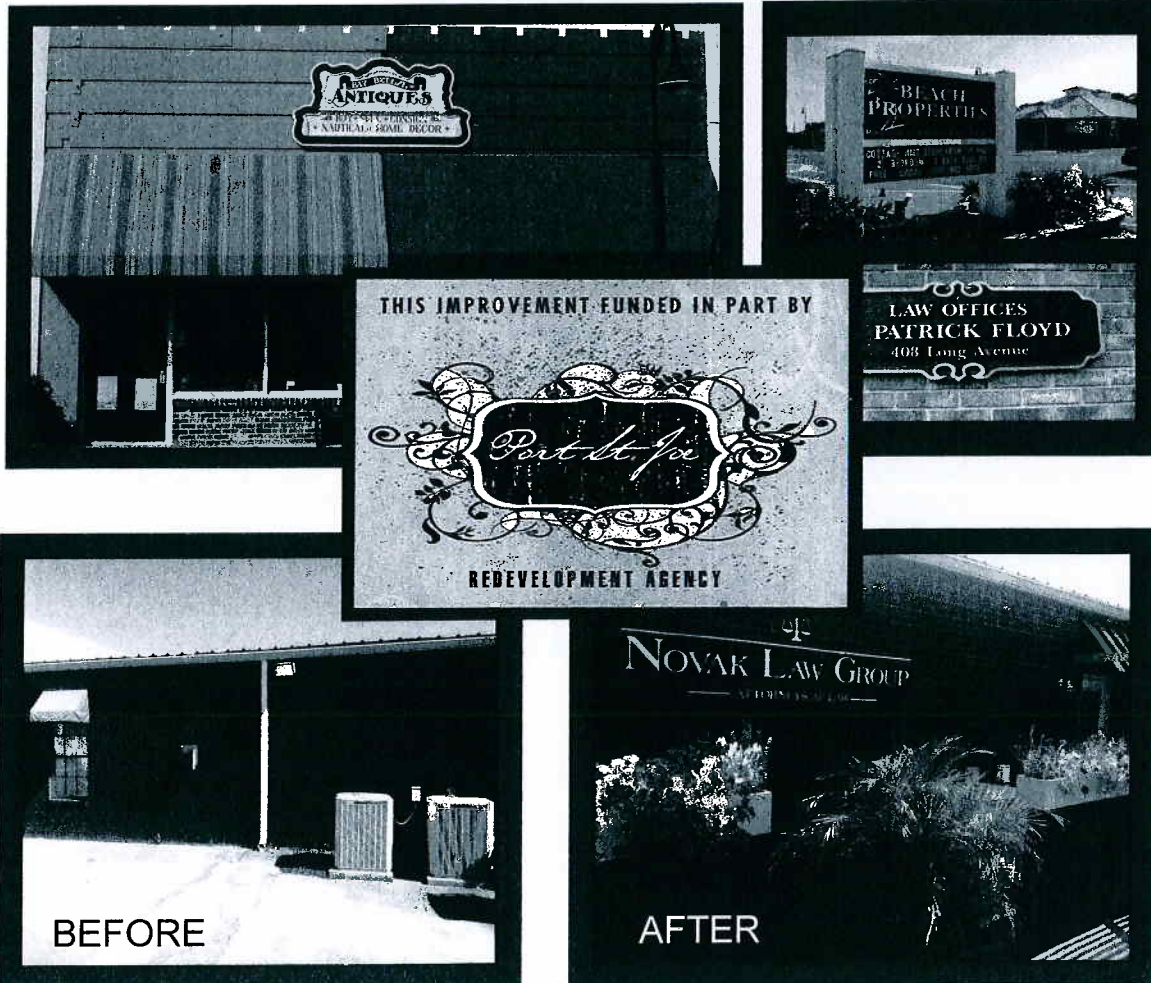


The Independent Auditor's Report includes the PSJRA as a "component unit" in the City of Port St. Joe's audit. A component unit is an entity for which the City is considered to be financially accountable and is included in the City's reporting because of the significance of its financial relationship with the City. The Auditor's Reports are available for review from the City of Port St. Joe and on our website: www.PSJRA.com.

FAÇADE GRANT PROGRAM

The Façade Grant Program offers partial funding of improvements to buildings within the Community Redevelopment Area. The goal of the program is to help businesses make a good first impression to customers and to attract visitors to stop and shop. Typical improvements include new windows, doors, paint, stucco, awnings, and signage. Since 2008, the PSJRA has awarded over \$370,000 to local businesses through this program. In 2012, the following projects were completed for a total of \$25,496:

Dewey Blaylock and Jim Norton	220 Reid Avenue Front & Rear	\$3,915
Beach Properties	Signage	\$5,201
No Name Café	Awning Replacement	\$1,382
Pelican Roost	New Windows	\$4,500
J. Patrick Floyd Law Offices	Signage	\$ 859
Novak Law Group	Paint, Doors, Awnings, Signage	\$9,639



COMMUNITY PROJECTS

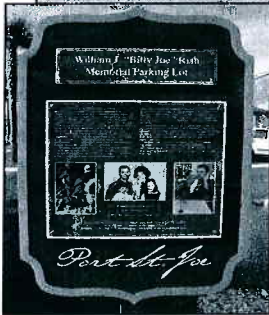
City Commons Gazebo

The City Commons gazebo was completed this year with the application of clear sealer to the wood. A natural gathering place, the Commons hosted several community events, including the SaltAir Market that runs on the first and third Saturdays from April through November and the award ceremony for the Merchants Association Old-Fashioned Fourth of July Celebration.



Alley Fence

At the request of the City of Port St. Joe, the PSJRA constructed a fence to shield the working alley and associated dumpsters from US-98 view corridor.



Billy Joe Rish Memorial Parking Lot

In collaboration with the City of Port St. Joe, the PSJRA was awarded a \$128,744 Rural Business Enterprise Grant from USDA and constructed the Billy Joe Rish Memorial Parking Lot.



Summer Youth Program

In collaboration with the Gulf County Workforce Board, the PSJRA funded a summer youth program at the Washington Gym.



Lights on Miss Zola's Drive

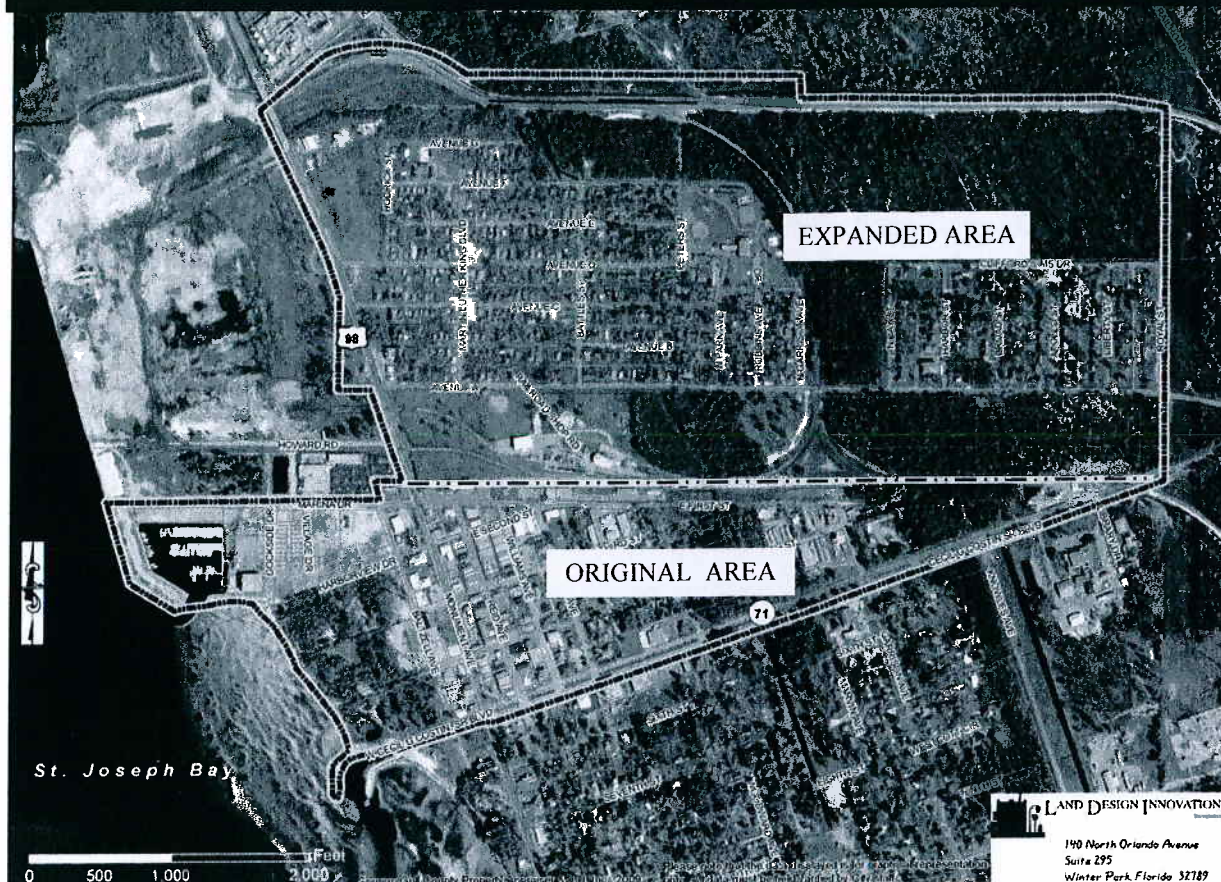
In collaboration with the City of Port St. Joe and the Gulf County Chamber of Commerce, the PSJRA funded the additional of lights to the newly constructed Miss Zola's Drive.

Bicycle Racks

The PSJRA purchased bike racks to be placed throughout the area to accommodate both local bike enthusiasts and the 53 percent of tourists who bring their bicycles with them on vacation to enable them to shop in the Historic Downtown or visit other businesses throughout the redevelopment area.



PSJRA BOUNDARIES—ORIGINAL AND EXPANDED AREAS



The original redevelopment area was established in 1989. It encompasses approximately 115 acres and approximately 142 parcels. The expanded redevelopment area, established in 2009, is approximately 452 acres, with 731 parcels. Combined, the five primary existing uses include

• Vacant Industrial	22%
• Single Family Residential	20%
• Municipal Land	18%
• Professional Office	14%
• Vacant Commercial Land	5%

The remaining 21 percent include institutional, conservation, mixed use, multi-family, and vacant residential. Roadways and streets represent approximately 114 acres.

The Redevelopment Plan was updated in 1990 to harmonize the shared community concerns and objectives as articulated in the 2005 Waterfront Steering Committee Work Plan, the 2005 PSJRA Redevelopment Plan, the 2006 Friends of North Port St. Joe Strategic Plan, the 2007 PSJRA Design Guidelines, the 2006-2008 Gulf County Economic Development Council Strategic Economic Development Plan: Vision for Prosperity, and the 2008 North Port St. Joe Master Plan.

Every expenditure made by the PSJRA must (1) conform to Florida statutory requirements, and (2) correlate with projects listed in the approved plan.

COMMUNITY REDEVELOPMENT AGENCIES

A Community Redevelopment Agency (CRA) is a Dependent Special District

- Special Districts serve a special public service.
- The first special district was created in 1736 by Benjamin Franklin: the Union Fire Company of Philadelphia.
- Special Districts operate within the Department of Economic Opportunity, who administers the general law for all Special Districts.
- A CRA is a "legal entity, separate, distinct, and independent from the governing body of the county or municipality." FS 163.357(b)

Advantages of Special Districts

- Allow municipalities and counties to focus on general government issues.
- Allow for a governing board of appointed members who have the expertise to focus on specific community needs within the district.
- Generate money to pay for projected growth without putting an excessive burden on other taxpayers or government.
- Ensure accountability of public resources, since Special Districts are held to the same high standards as municipalities and counties.

Day-to-Day Operation of a CRA

- The activities and programs offered within a Community Redevelopment Area are administered by the Community Redevelopment Agency. A five, seven or nine-member CRA "Board" appointed by the local government (city or county) directs the agency.
- Although one local government may establish multiple CRA districts, there generally may be only one CRA Board. Generally, each district must maintain separate trust funds, and expend those funds only in that district.

CRA Funding: Tax Increment Financing

- TIF is a tax reallocation process that promotes redevelopment and business within the redevelopment area *without raising property taxes*.
- TIF funds must be used for specific redevelopment purposes within the targeted area and not for general government purposes.
- Expenditures must relate to programs and projects included in the adopted Redevelopment Plan.

Sunshine and Ethics

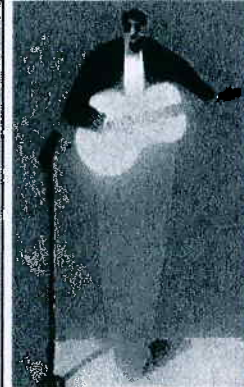
- CRA's are covered under Florida's Government-in-the-Sunshine law, which provides a right of access to governmental proceedings at both the state and local levels.
- The Sunshine law requires that 1) meetings must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.

Mission 2013

Through a grant from BP, a new **Banner Series**, designed by local artist Richard Henderson, will highlight the year-round culture and events available in Port St. Joe. Included in the grant is an update and reprinting of the **Historic Downtown Brochure**.

A grant from USDA RBEG will fund new **Sidewalks and improved Stormwater Drainage** at Martin Luther King Boulevard between Avenues A and D.

Port St. Joe



Coastal Partnership Initiative, Florida Department of Environmental Protection, and the National Oceanic and Atmospheric Administration will fund the **BayPark Master Plan** to highlight the cultural and historical heritage of our region.

FDOT will fund the completion of the US-98 Landscaping project: North Port St. Joe Gateway.



PSJRA BOARD OF DIRECTORS FY 2011-2012

As the PSJRA is entrusted with valuable tax public tax dollars, the expertise of our Board of Directors is essential to sound decision making. These community leaders serve tirelessly as volunteers.

Patrick Jones	Chair	Business Owner—NAI Talcor Corporate Real Estate
Willie Ramsey	Vice Chair	Business Owner—Ramsey's Printing
Bill Reid	Secretary	Realtor/Business Owner—Beach Realty & Laundry Basket
Jeff Anderson		Business Owner—PoJo Art
Aaron Farnsley		Business Owner—Farnsley Financial Consultants
Linda Gant		Business Owner—Gant Barbeque & Catering
Boyd Pickett		Business Owner—The Port Fine Wine & Spirits
Bo Spring		Business Owner—Big Fish Construction & The Fuss
Marie Todd		Business Owner—Portside Trading

The PSJRA is grateful to our Provisional Directors, who are included in Agency business to ensure a seamless transition when a seat becomes available, either through attrition or completion of a four-year term.

Clarence Monette	Former Educator & Member St. Joseph Historical Society
Johnny Jenkins	Pastor
Michael McKenzie	Certified Public Accountant—Roberson & Associates, PA

Port St. Joe Redevelopment Agency
Board of Directors
Gulf County Welcome Center Conference Room
150 Captain Fred's Place

MEETING MINUTES

January 17, 2012
10:00 AM

The Mission of the Port St. Joe Redevelopment Agency is to serve the community by guiding redevelopment activities to create a vibrant downtown core and revitalized neighborhood, to improve quality of life, and to stimulate economic growth within the Agency's District.

ATTENDANCE

Willie Ramsey	Chairman	(WR)	Present
Boyd Pickett	Vice Chair	(BP)	Present
Aaron Farnsley	Treasurer	(AF)	Absent (Excused)
Linda Gant	Director	(LG)	Absent
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
John Jenkins	Provisional Director	(JJ)	Present
Gail Alsobrook	Executive Director	(GA)	Present

Voting Key – (motion by / second by, votes for – votes against)

I. Call to Order - The meeting was called to order by the chair at 10:07 AM.

II. Citizens to Be Heard

None.

III. Consent Agenda - The minutes of the December 13 regular meeting were approved (BS/CM, 7-0).

IV. Agency Operations

A. The financial report was presented without question or modification.

B. Governance

1. The board voted (BP/BS, 7-0) to consider the following for provisional director:

Brian Hill
Patty Blaylock
Ron Reid

Leisa Pickett
Anna Duren

GA will contact each in the order listed to determine the first two who are willing and able to serve. The remainder will be held for future positions.

V. Project Status Report

The BayPark public workshop was held on January 15, with 30 people in attendance. Three Cape San Blas residents utilized some of the time as a forum to express their displeasure at the award of the lighthouse structures to the city. The sole relevant question was related to parking and was addressed by Commission Buzzett, responding that the city has a shared-parking agreement with the Baptist Church.

Subsequent to the workshop, GA was notified that some commissioners expressed concern over not being included in the process. GA noted a December 12 email to the commissioners, inviting them to the first presentation of the schematic plan and inviting them to request separate meetings as needed. No city commissioners attended the presentation, and no commissioners requested separate meetings, with the exception of Mayor Magidson, who has been present and engaged throughout the process.

Some city commissioners have requested a special meeting to appoint a focus group review the plans. The PSJRA Board of Directors welcomes input from any individuals proposed by the city; however, the consulting group, The Associates LLC, is under contract to present to two public workshops. This is also part of the grant requirement. The PSJRA board noted their extensive oversight of the project and expressed concern over engaging an outside independent group without defined authority in lieu of a public workshop that is open to all. The board will recommend that the city extend invitations to their selected individuals requesting their participation in the next scheduled workshop. Upon the city's request, the PSJRA will provide each with the schematic report prior to the workshop.

The PSJRA Board of Directors will address these issues at the city commission special meeting, scheduled for Tuesday, January 22, at 5 PM. During that meeting, the date of the final public workshop will also be determined.

VI. Grant Program Status Report

A. Façade Grants

1. WR passed the chair to BP to review a grant request from Coastal Connection TV. A total of \$404.55 for signage was approved (MT/CM, 6-0). WR abstained from voting due to conflict of interest; Form 5B filed. Subsequent to the vote, the chair was passed back to WR.

B. Grant Report

1. The PSJRA is beginning to seek funding sources for the BayPark project.
2. Billy Joe Rish Park Deck and Gazebo

The gazebo/kiosk will serve the marketing/promotional function to attract passers-by to community events and to the downtown area and as such will require custom design. The PSJRA will publish an RFQ for the project, including the requirements for signed-and-sealed engineering and a one-page concept as part of the submission.

3. The Ford Foundation rejected our grant request. New requests will be filed.
4. BP Gulf Coast Tourism Promotional Fund –
 - The board reviewed the mockup of the downtown brochure; revisions were outlined and will be incorporated.
 - The RFP for the new banner fabrication is being published, with a deadline of February 8. The project will be awarded at the next PSJRA board meeting.
 - The City of Port St. Joe will manage the bid/award portion of the documentary video of the rescue/relocation of the lighthouse. Subsequent to award of the project, the City requests the PSJRA manage the process.

VII. New Business

A. PSJRA as a Dependent Special District

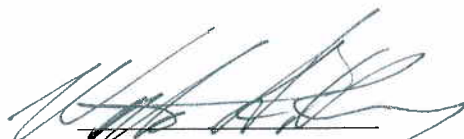
1. The City of Port St. Joe has recently requested a change in policy of the PSJRA, and the PSJRA will investigate and confirm the level of independence/dependence it legally has relative to city policy and city management.

B. Next Meeting

1. The next meeting will be held on Thursday, February 21 at 10 AM. GA will advertise accordingly

VIII. Meeting Adjournment - The meeting was adjourned at 11:25am (BP/MT, 7-0).

Approved:


Willie Ramsey – Chair
Boyd Pickett – Vice Chair

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Ramsey William Howard</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Port St Joe Redevelopment Agency</i>	
MAILING ADDRESS <i>1004 Marvin Ave</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Port St. Joe</i> COUNTY <i>FL Gulf</i>		<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>1/17/13</i>		NAME OF POLITICAL SUBDIVISION: <i>N/A</i>	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, William Howard Ramsey, hereby disclose that on January 17, 20 13:

(a) A measure came or will come before my agency which (check one)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

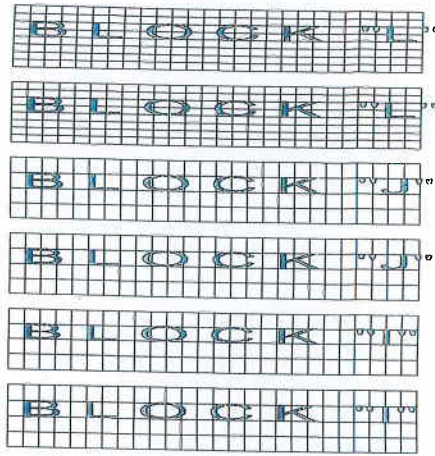
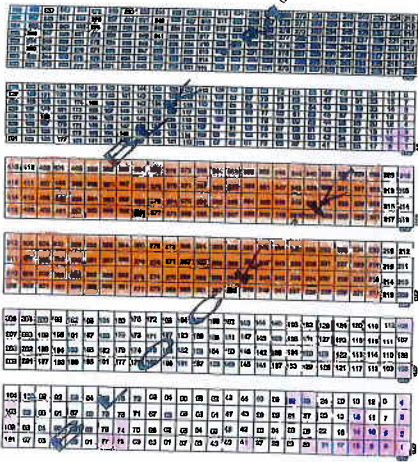
Vote on Sign Bod which my company (Ramsey's Printing & Office Products) was the Low bid.

1/17/13
Date Filed

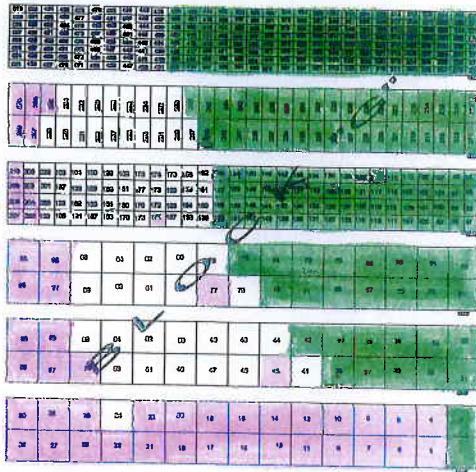
William Howard Ramsey
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

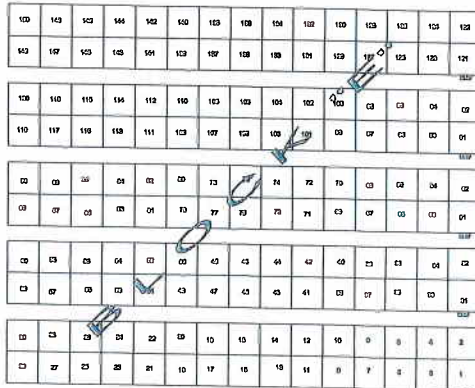
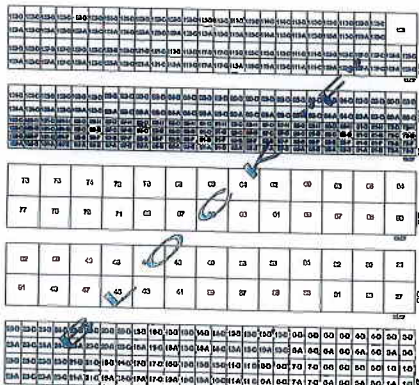
BAY STREET



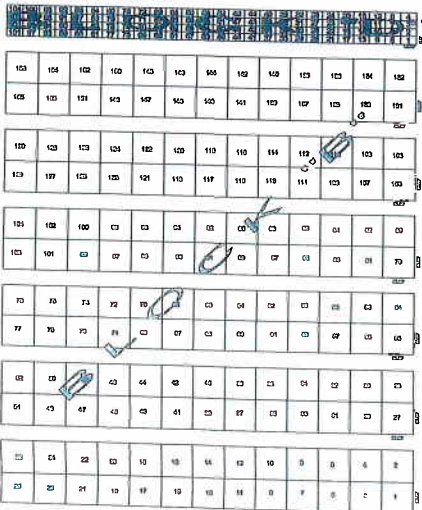
CHESTNUT STREET



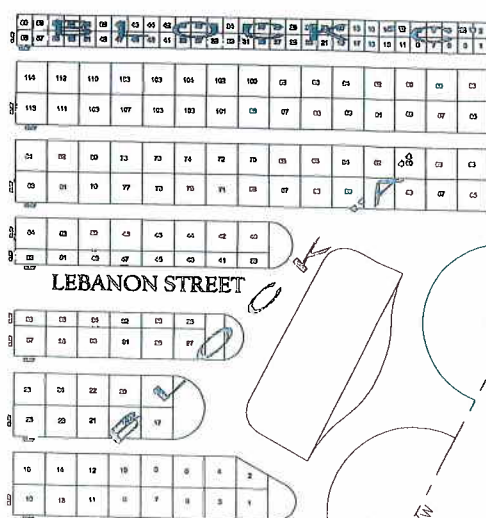
POPLAR STREET



CEDAR STREET



LEBANON STREET



Holly Hill Cemetery

2 plot 20x20 \$800.00
4 plot 20x10 \$600.00
2 plot 10x10 \$400.00
Single 5x10 \$300.00

Sold
Trees
Proposed
cant use

ST. JAMES AVENUE

ST. PAUL AVENUE

ST. SIMON AVENUE

PALM STREET

43

R/W