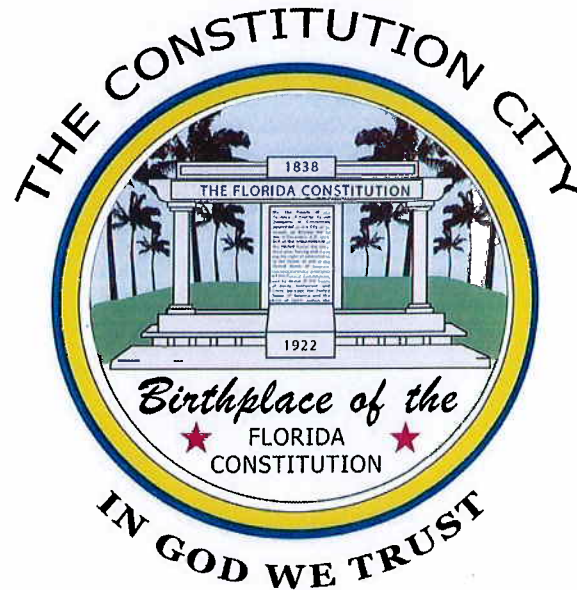


April 16, 2013

**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 April 16, 2013

Call to Order

Consent Agenda

- **Proclamation- National Library Week**

Minutes

- **Regular Meeting 4/2/13**
- **Workshop Meeting 4/4/13**

Pages 1-5

Page 6

City Attorney

- **Update**

Old Business

- **Lighthouse- Update**
- **Centennial Celebration- Update**

New Business

- **Holly Hill Cemetery Pavillion**
- **CDBG Grant Public Hearing- Bruce Ballister**
- **Rate Study Update**

Page 7

Page 8

Public Works

- **Update**

Surface Water Plant

- **Update**

Waste Water Plant

- **Update**

City Engineer

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

Code Enforcement

- **Update**

Page 9

Police Department

- **Update**

PSJRA

- **Lighthouse Film Documentary Contract**

Pages 10-24

- **Office Relocation**

City Clerk

- **Update**

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, April 2, 2013, AT 6:00 P.M.

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting of March 5, 2013 and the Special Meeting of March 25, 2013. All in Favor; Motion carried 4-0. For clarification purposes, it is noted in the Special Meeting of March 25, 2013 that the Port St. Joe Redevelopment Association (PSJRA) budgeted \$80,000 for foundations of the Lighthouse structures. The PSJRA has budgeted \$50,000 for construction, of which \$30,000 has been pledged for the foundations/structures; a CPI Grant in the amount of \$30,000 has also been secured.

CITY ATTORNEY – Tom Gibson

Mr. Gibson did not have anything to report at this time.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update / Project Manager Scope of Work

Deferred to City Engineer's Report

RESTORE Act Committee

Mr. Anderson shared that last Tuesday was the final meeting to review applications. The Committee is still waiting on guidelines from state and federal officials.

Centennial Celebration

Mayor Magidson noted that plans are progressing; a Fund Raising Event is scheduled for Saturday, May 11, 2013, at Core Park and will feature local bands; Commemorative coins for the celebration have been ordered and the two Photo Share Opportunities were successful.

New Business

Pastor James Wiley of Oak Grove Church announced that the *Day of Declaration* would be held in December and invited everyone to attend the *Roots of Liberty Seminar*, with Kris Anne Hall, that will be held on April 13, 2013, at the Oak Grove Church.

Request to waive rental fees for Goodwill Industries, Healthy Start Coalition, Port St. Joe High School, May Day Festival:

Mrs. Ann White stated that donations are given to Goodwill; they sell the donations, and asked if clothes were given to the needy.

Attorney Gibson advised that Goodwill is a 501 (c) (3) Organization.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to waive Rental Fees for *Goodwill Industries, Healthy Start Coalition, Port St. Joe High School, and the May Day Festival*. It was stipulated in the Motion that no charges were to be made to any participants of the events. All in Favor; Motion carried 4-0.

Florida Communities Trust – Stewardship Report

Mayor Magidson asked the Commissioners to review the report and have some recommendations for staff.

Early Learning Coalition

A Letter was received from the Early Learning Coalition requesting a contribution of \$1,500 for 2013 – 2014. This request will be considered when the City's FY 2013-2014 budget is prepared.

Waste Pro – Commissioner Kennedy

Mr. Anderson shared that Commissioner Kennedy's concerns had been discussed with Chester Davis and Fred Wood of Waste Pro.

Commissioner Buzzett asked Mr. Davis about the continued staining of City streets by their trucks. Mr. Davis noted that it is not from hydraulic leaks but liquids in the trucks from garbage pickup.

Sea / Tow Life Jacket Loaner Program

Dennis Douglas of Sea Tow Port St. Joe, requested permission to place a locked box containing life jackets near the Frank Pate Park Boat Ramp that can be loaned to individuals who fail to have a sufficient number of life jackets on their boat. There is no charge to the individuals using the jackets and the box will be maintained by the Sea Tow Foundation. Mr. Anderson and John Grantland will review the request, box size and location and get with Mr. Douglas. A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve the request pending the site review by Mr. Anderson and Mr. Grantland. All in Favor; Motion carried 4-0.

Planning Development Review Board Vacancy

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to advertise for the vacant position on the PDRB that was created by the resignation of Mitch Burke. All in Favor; Motion carried 4-0. Mr. Burke was recently elected as the Gulf County Proper Appraiser and has been advised that to continue to serve on the PDRB could constitute a violation of the dual office holding prohibition under Article II, section 5 (a), Florida Constitution.

Public Works – John Grantland

Mr. Grantland was unable to attend the meeting and there were no updates to be presented.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have anything to report at this time.

Wastewater Plant - Lynn Todd

Ms. Todd announced that Kevin Pettis passed his Class C Wastewater License Exam Monday.

The Grit Kings remain in by-pass mode and Preble Rish and North Florida Construction are working on a solution to this problem.

DEP was in town last week and they were very pleased with our Spray Fields.

City Engineer – Clay Smallwood

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

Water Distribution Phase I Update

Five minor items remain on the punch list and Mr. Smallwood anticipates those being resolved shortly.

Water Study Update David Kozan CDM Smith

Mr. Kozan noted that good information was provided to them by the City and all the data has been placed in a GIS

Format. CDM Smith will begin crafting a profile sampling kit with April 11, 2013, as the sample kick off date. An analysis of the sampling will be provided to the City as well as a report on what needs to be studied.

Lighthouse

A Professional Fee Proposal was dropped off from The Associates, LLC late this late afternoon offering their services for \$29,850. This item was not delivered in time to be placed on the agenda.

Commissioner Buzzett noted that Preble Rish is in charge of the project. Mayor Magidson stated that Preble Rish had been tasked with project management and it was encumbered upon them to recommend whatever they think should be done.

Mayor Magidson requested that a Workshop be held on Thursday, April 4, 2013, at Noon on location to determine where the structures would be placed. If the weather is not suitable, the Workshop will be held on Friday.

Lorinda Gingell questioned the bidding out of the project concerning the recommendation to work with MLD of Tallahassee. Recollections of the Commissioners were that all construction projects above \$5,000 would be bid. MLD will be a sub contractor under Preble Rish and their fee will not have to be bid.

Clay Smallwood, III, responded that, in the past when their continuing contract needed extra services, they secured them by tapping into extra resources they had used in the past or have experience with. This does not fall through a bid process like the construction side for the City.

Mayor Magidson asked if there was some specific reason that Preble Rish had sought MLD Architects expertise in this. Mr. Smallwood's response was that MLD was selected by Preble Rish because of their past restorations of these particular structures and having done work on the lighthouse for the government agency that had possession of it prior to the City. They are very knowledgeable of the structures and have the structural and architectural experience with them.

Commissioner Buzzett reiterated that Preble Rish and been put in charge of the project and we need to let them run with it.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to accept the breakdown of deliverables presented by Preble Rish from their architect of choice, MLD Architects, in the amount of \$49,880.00 All in Favor; Motion carried 4-0.

Code Enforcement

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

Police Department – Chief Barnes

Chief Barnes shared that the K-9 Unit receives requests for vehicle searches when a previously owned vehicle is purchased and by parents to have their teenager's vehicle checked. He noted that this is an acceptable request and wanted the public to know this service was available.

PSJRA – Gail Alsobrook

PSJRA Provisional Director – A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to approve Brian Hill as a Provisional Director. All in Favor; Motion carried 4-0.

Bo Spring of the PSJRA encouraged the Commissioners to accept the site suggested by the PSJRA for the lighthouse and other structures.

Bid Award RFP 2013-01 Highway 98 Landscaping Phase IV North Port St. Joe Gateway

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to award the Bid to Coastal Design and Landscape, Inc. All in Favor; Motion carried 4-0.

CPI Grant Status for lighthouse foundation

When the determination of the location of the lighthouse has been established, Ms. Alsobrook will proceed with the grant.

Billy Joe Rish Memorial Parking Lot Deck Award

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to award the Bid to EcoSeascape. EcoSeascape's plan will be presented at a later time. All in Favor; Motion carried 4-0.

New Banner series and location

Arrival of the series, "Port St. Joe Year Round", is anticipated by the end of the month. The banners will be placed on Reid Avenue, Martin Luther King, Jr., Boulevard, Marina Drive, Miss Zola's Drive, Highway 98, and at Dr. Joe Hendrix Park.

Historic Downtown Brochure and Map

The completed document will be going to print soon.

Ms. Alsobrook noted that the Chamber of Commerce will hold the office space for the PSJRA for 30 days at no charge while the issue of moving the PSJRA Office is resolved.

Mr. Gibson noted that he had spoken with Gulf County Attorney Jeremy Novak and the City's request has been circulated to the County Commissioners. Mr. Novak anticipates that this will be a topic of discussion at the County Commission meeting Tuesday.

Lighthouse Film Documentary

Work is in progress on the contract, scheduling and Scope of Work.

Grants – Langston Drive and Marketing / Promotion of Lighthouse Documentary

A request for funds will be submitted to the Jessie Ball DuPont Fund for improvements to Langston Drive.

A second request has been submitted to Gulf Tourism Fund (BP) for additional funding for the marketing and promotion of the Lighthouse Documentary.

PSJRA Minutes were included in the Agenda for the Commission's perusal.

Mayor Magidson noted the need for signage designating Public Restroom locations in the Business District. He suggested that the PSJRA should be tasked with looking at future public restroom development downtown. Ms. Alsobrook will get with Mr. Anderson to see if any funding can be found.

City Clerk – Charlotte Pierce

Nothing to report at this time.

Citizens to be Heard

Eric Davidson reported that the AVI Group has completed their work on the Bay Park Master Plan.

Lorinda Gingell reminded everyone that the Farmer's Market will be re-opening on April 6, 2013, and also asked if people could be notified by email of Workshops and Special Meetings.

Mr. Anderson responded that email information would need to be given to him, Terese Kent or Charlotte Pierce for inclusion on a notification list.

Steve Wick invited those present to the grand opening of the Port Cottages on Saturday, April 6, 2013, beginning at 9:00 A.M.

Ann White thanked I-C Contractors for their professionalism when replacing the water lines in her neighborhood.

Christy McElroy asked about the location placement of the lighthouse and keepers' quarters and what the elevation of the keepers' quarters would be.

Currently, they are approximately 32" off the ground and Clay Smallwood, III, responded that they would need to be set at least a foot higher than the flood plain.

Ms. McElroy requested clarification of the status of the Bay Park Focus Group. Ms. Pierce responded that an email had been sent earlier today notifying the Committee of a meeting on Monday, April 15, 2013, at 12:30 P.M., at the TDC Building. Mayor Magidson noted that the primary focus had been placed on the Lighthouse relocation and to avoid getting side-tracked, until that was resolved, the Focus Group had been placed on hold but would be resurrected.

Mayor Magidson requested that the Bay Park Focus Group be notified of the Workshop scheduled for Thursday, April 4, 2013, at Noon on the site location at Core Park.

Ms. McElroy asked if an update on the Bay Park Master Plan had been seen and Mayor Magidson responded, "No" as he did not think that it had been presented. He noted that the PSJRA was required to complete certain items of their grant to be in compliance and this has been done.

Ms. McElroy shared that the safest and best place for the lighthouse, keepers' quarters and oil shed should be determined and be the priority of the complex focus.

Mayor Magidson noted that the crown jewel of the Bay Park is the Ecology Center and he feels that it is the most important thing to that area. The proposed location for the lighthouse structures does not encroach on the proposed Ecology Center site.

Ms. McElroy reported that there are 14 parks in the City of Port St. Joe and noted that we are a park friendly community.

Discussion Items by Commissioners

Commissioner Patterson thanked those responsible for the cleanup of the Arizona Chemical site. He would like to see the old St. Joe Paper Company site improved as it is an eyesore and a first impression when people are coming into Port St. Joe.

Commissioner McCroan noted that lights are being left on at the baseball and softball fields and asked for help in seeing that those are turned off when practice is over. Chief Barnes stated that his department has been turning the lights off and notifying the coaches they had been left on.

Commissioner Buzzett – *Nothing at this time.*

A Motion was made by Commission McCroan, second by Commissioner Patterson, to adjourn the Meeting at 7:55 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE WORKSHOP WITH THE CITY OF PORT ST. JOE, BAY PARK FOCUS GROUP AND THE PORT ST. JOE REDEVELOPMENT ASSOCIATION CONCERNING THE LOCATION OF THE CAPE SAN BLAS LIGHTHOUSE, APRIL 4, 2013, 12:00 NOON HELD AT CORE PARK, 162 Miss Zola's Drive.

The following were present: Mayor Magidson, Commissioners Buzzett, Patterson and Kennedy. City Manager Jim Anderson, City Clerk Charlotte Pierce and Attorney Tom Gibson were also present. Commissioner McCroan was absent. Clay Smallwood, III, of Preble Rish was also present.

The purpose of the meeting was to discuss the location of the Cape San Blas Lighthouse, two Keepers' Quarters and the Oil Shed.

After looking at the site location and hearing thoughts shared by those present, Mayor Magidson asked Mr. Smallwood to provide drawings showing the Center Line Right of Way for Third Street and also the section of planted trees between Miss Zola's Drive and Baltzell Avenue.

Mayor Magidson adjourned the Meeting at 12:42 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

Gaynell Jones
2807 Malone Drive
Panama City, FL 21304
March 29, 2013

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

Dear Mr. Jim Anderson:

My family and I would like to request an appearance before the City Commissioners in reference to the Pavilion at Holly Hill Cemetery. During my dad's, Charles H. Stephens, service as City Commissioner, he initiated and followed through on the construction of this pavilion.

My family and I would like to present this information to the City Commissioners Board and request that this building be named in Honor of Charles H. Stephens.

Sincerely,



Gaynell Jones

774-5545

1ST PUBLIC HEARING NOTICE

The City of Port St. Joe is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2013 Small Cities Community Development Block Grant (CDBG) of up to \$650,000. These funds must be used for one of the following purposes:

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing rehabilitation, neighborhood revitalization, commercial revitalization, or economic development and include such improvement activities as acquisition of real property, construction of infrastructure, rehabilitation of houses and commercial buildings, loans to private-for-profit businesses, and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DEO, the City of Port St. Joe must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, the City of Port St. Joe is required to develop a plan to assist displaced persons.

A public hearing to receive citizen views concerning the community's economic and community development needs will be held at Port St. Joe City Hall on Tuesday, April 12th, 2013 as a part of the regularly scheduled meeting of the City Commission which begins at 6:00p.m. For information concerning the public hearing contact Ms. Charlotte Pierce, Grants Coordinator at 850-229-8261.

The public hearing is not being conducted in a handicapped accessible location. Any mobility impaired person requiring access must notify the City at least five (5) calendar days prior to the meeting. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact Ms. Charlotte Pierce, at least five (5) calendar days prior to the meeting and an interpreter will be provided. Any non-English speaking person wishing to attend the public hearing should contact Ms. Charlotte Pierce at least five (5) calendar days prior to the meeting and a language interpreter will be provided. To access a Telecommunication Device for Deaf Persons (TDD) please call 850-229-8261. Any handicapped person requiring special accommodation at this meeting should contact Ms. Charlotte Pierce at least five (5) calendar days prior to the meeting.

= Port St. Joe is a Fair Housing community and an Equal Opportunity Employer =

RT: One time April 4th.

Richard Burkett
Code Enforcement Insepctor

Code Enforcement
2013 Activity

Activity As of 4-11-13
City Of Port St. joe

	Open	Closed	Total	Increase Since 3/28/13
Unlawful Accumulation	12	18	30	12
Substandard Structure	12	3	15	
Abandoned Vechicle	2	3	5	
Unlawful Sewer				
Land regulation Violation	2	1	3	
Business Lic. Violation	1	0	1	
Special Master Hearings				
Building Demolition	0	1	1	
Waste Violation	14	77	91	10
Sign Violation	0	3	3	

Total	43	Total	106	Total	149	Total	22
				2013 Year Cases			

FILMMAKER AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 2013, by and between **THE CITY OF PORT ST. JOE** ("Financier") and **ELIZABETH W. CURRY and T. CLAYTON LONG** ("Filmmaker") regarding the development and production of a documentary motion picture on the subject of the proposed relocation of the Cape San Blas Lighthouse ("Picture").

The Picture shall be a documentary motion picture to be produced and directed by the Filmmaker.

The proposed relocation of the Cape San Blas Lighthouse, two Keeper's Quarters buildings and the Oil Shed shall take place on or before August 22, 2013 ("Relocation Date"). The Relocation Date is subject to change. In the event that the proposed relocation of the Cape San Blas Lighthouse is postponed, cancelled, or transferred to the authority of a third-party, the Financier shall still furnish the full Grant to the Filmmaker, and the Filmmaker shall still deliver the completed Picture. Should other unforeseen circumstances necessitate the extension of the Delivery Date, the Filmmaker may petition the Financier in writing.

The Financier shall furnish the non-refundable sum of \$125,000.00 (the "Grant") to the Filmmaker, for the development, production and limited marketing of the Picture. The Filmmaker shall determine expenditure of the Grant. Total expenditure shall not exceed the amount of the Grant unless the Financier gives prior written consent. These funds are the proceeds of a Promotional Fund Grant Agreement ("Grant Agreement") dated January 8, 2013 between Financier and the Settlement Trust. The Grant Agreement is incorporated herein by reference and Filmmaker acknowledges receipt of a copy. Filmmaker agrees to be bound by the terms of the Grant Agreement. No funds of Financier outside of grant funds actually received by Financier as a result of the Grant Agreement shall be available to pay any obligation of Financier hereunder without further written agreement between the parties.

Financier shall petition Settlement Trust for a three month extension ("Extension") of the Expiration Date stipulated in the Grant Agreement. If the Extension is granted, Filmmaker shall deliver the Picture to the Financier before the adjusted expiration date. If the Extension is not granted, Filmmaker shall deliver the Picture to the Financier by the original Expiration Date stipulated in the Grant Agreement.

The Grant shall be payable to the Filmmaker in increments ("Draws"). The Filmmaker shall submit written requests for Draws to Gail Alsobrook, Executive Director of the Port St. Joe Redevelopment Agency ("RA") for approval. RA shall either approve request and deliver to Financier or recommend revisions within 7 days of receipt. Upon delivery of approved Draw request by RA, Financier shall make payment within 14 days of receipt. Draw requests may be submitted as often as every two weeks and must be received by RA in two- or four-week increments in accordance with attached 2013

calendar. At the end of each Draw period, Filmmaker shall submit documentation (receipts or other proof of payment) for all actual expenses.

Upon commencement of services, the Filmmaker shall supply the Financier with a written line-item budget ("Budget") and a shooting schedule ("Schedule"). A Draw schedule shall be developed by the parties based on these Exhibits. The Budget and Schedule are subject to change. Financier will be apprised in writing of modifications to the Budget and Schedule at the beginning of each Draw period.

Per the terms of the Grant Agreement, the Settlement Trust shall retain 25% of the Grant (\$25,000.00) in a contingency fund, payable to the Financier upon receipt of deliverables. The Financier shall furnish these funds to the Filmmaker within 20 days of receipt.

Should the Financier secure funds in excess of the Grant for the development, production, or exploitation of the Picture, the Filmmaker shall have the option to determine expenditure of said additional funds, provided that such expenditure complies with the stipulations of the contribution.

The Financier shall have the opportunity to give editorial input on the Picture. The Filmmaker shall have final editorial authority over the Picture.

Subject to the terms of the Grant Agreement, the Financier shall own the copyright of the Picture. The Financier shall grant the Filmmaker permission to use the Picture and shall not require payment from the Filmmaker for use of the Picture.

Subject to the terms of the Grant Agreement, if the Picture is sold, or if exploitation of the Picture generates revenues of any kind, those revenues shall be paid 75% to the Financier, 25% to the Filmmaker, starting with the first dollar.

All notices, Draws, deliverables or other communication shall be delivered to Financier at:

Gail Alsobrook
Port St. Joe Redevelopment Agency
150 Captain Fred's Place
Port St. Joe, Fl. 32456
gail@psjra.com

All notices, payments or other communication shall be delivered to Filmmaker at:

Elizabeth Curry and T. Clayton Long
3206 Larissa Dr.
Los Angeles, CA 90026
capelighthousedoc@gmail.com

[remainder of this page intentionally left blank. Signature lines appear on next page]

FINANCIER:

THE CITY OF PORT ST. JOE

By: _____
Mel C. Magidson, Mayor-Commissoner

Attest:

Charlotte M. Pierce, Clerk

FILMMAKER:

Elizabeth W. Curry

T. Clayton Long

CSB Lighthouse Documentary

Production Plan

as of 3/30/13

Schedule Summary

In our experience, a year of full-time work is the minimum time frame for completing a feature-length documentary (run time of 50 minutes or longer). We drafted our preliminary schedule based on the assumption that BP will approve a three-month extension of its contract with PSJ, making February 28, 2014, the final deadline for submitting deliverables to BP.

If BP does not approve the three-month extension of its deadline, we will adjust our schedule accordingly so we're able to provide the final deliverables by the original deadline of November 30, 2013. Please understand that this would also require us to narrow the scope of the project and, most likely, shorten the run time of the final documentary.

We've divided the schedule into six phases of work (please see accompanying Schedule table included in the Budget document). Each phase outlines specific work that will be our primary focus during a given time period, but please note that we'll likely be conducting work from various phases concurrently. For example, we've drafted a budget and schedule before the pre-production phase officially begins, and we plan to do some shooting before the production period officially begins. We've projected dates as a helpful guideline, but the nature of the process will require these dates to be somewhat fluid. The six phases are as follows:

1) Research and Development

- Collect and read written materials pertaining to the history of Gulf County, the history of the Cape San Blas lighthouses, and the current events relating to the relocation of the current Cape San Blas lighthouse.
- Research existing photographs, maps, video clips, and other archival materials that we might want to incorporate into the documentary.
- Compile a list of interview subjects.
- Conduct pre-interviews with interview subjects via telephone.
- Begin the writing of the script based on research and pre-interviews. In documentary work, the script is not a verbatim, written version of the movie, but rather a narrative guide.
- Research visual style.
- Conduct camera, lighting, and sound tests to determine the best on-set workflow for this project.

2) Pre-production

- Compose budget and schedule (see attached).

- Complete the script.
- Scout locations.
- Interview and hire crew.
- Rent and purchase equipment.

3) Production

- Conduct principal photography, including interviews, verite footage, and b-roll.
- Ingest and log footage in editing system and sync sound with picture on an ongoing basis.

4) Wrap / Prep for Edit

- Return rented equipment.
- Clean up and make sure all locations are in the condition in which we found them.
- Set up edit suite and troubleshoot technical glitches.
- Continue to log footage and sync sound.

5) Edit

- An assistant editor will first watch all recorded footage, name clips, transcribe interviews, and mark areas of interest.
- The assistant editor will then create a rough assembly of the documentary using the script as a guide.
- A professional editor will then take over, familiarize him/herself with all recorded footage, help to re-envision the story with a fresh perspective, re-assemble the film if necessary, and fine-tune the cutting.
- The editor will also do preliminary sound editing and mixing, as well as preliminary title-design and visual effects.
- During this time we will also shoot "pick-ups" to fill in any gaps we discover in the story while editing.
- Record temporary voiceover.

At this point in the process, we will have completed what is called a "picture-locked" version of the documentary, meaning that all video elements of the film will be final. We believe this version will satisfy BP's request for the finished, edited film.

Upon BP's acceptance of this final deliverable, we expect them to furnish the final grant installment of \$25,000. Once received, we will move forward with the final phase:

6) Post sound & HD Finish

- Hire voiceover talent and record final voiceover.
- Compose and record a musical score.
- Professional sound edit, mixing, and output.
- Online edit.
- Color correction.
- HD output.

At this point the documentary will be ready for theatrical screening and/or television broadcast.

Budget Summary

Our understanding is that BP has paid PSJ a first installment of \$100,000, and will pay a final installment of \$25,000 upon receipt of all deliverables listed in the grant contract.

Based on this, we've drafted two complementary budgets:

• Production Budget

- Accounts for the spending of the first \$100,000.
- Includes the final \$25,000 only as a contingency fee being withheld by BP.
- Designed to accompany Phases 1-5 of our schedule (will see us through the edit phase).
- Ensures that at minimum we'll be able to deliver a professional-quality documentary suitable for the small screen.

• Deferred Budget

- Accounts for the spending of the final \$25,000.
- Designed to accompany Phase 6 of our schedule (post sound & HD finish).
- Will fund the post-production processes necessary for screening the documentary theatrically or on television.
- Additionally, includes any services and materials for which payment can be deferred until receipt of final grant installment.
- If something unforeseeable happens to BP that prevents them from supplying the final \$25,000, there are many established "finishing funds" within the film industry to which we could apply for money to perform the services outlined in this portion of the budget.

Please note that the budget, like the schedule, is a work in progress. We will continue to edit and update it as we move forward with the project.

CSB LIGHTHOUSE DOCUMENTARY // BUDGET

Producer/Director: Lisa Curry & Clayton Long

Budget date: 3/30/13

ABOVE THE LINE		TOTAL BUDGET
Development & Pre-Production		2,620
Producing Staff		23,500
Rights, Talent, & Music		5,950
TOTAL ABOVE THE LINE (ATL)		32,070
BELOW THE LINE		TOTAL BUDGET
Crew & Personnel		38,070
Production Expenses		35,450
Post-production		11,410
Insurance		2,500
Office & Administration		500
TOTAL BELOW THE LINE (BTL)		87,930
SUBTOTAL (ATL + BTL)		120,000
PRELIMINARY MARKETING		5,000
GRAND TOTAL		125,000

CSB LIGHTHOUSE DOCUMENTARY
Schedule as of 3/30/13

PRODUCTION SCHEDULE

Phase	Description	Work Period	Calendar Period	Projected Dates
1	Research & Development	12 weeks	12 weeks	3/1/13 - 5/24/13
2	Pre-production	4 weeks	4 weeks	5/24/13 - 6/21/13
3	Production	35 days (5 weeks)	over 14 weeks	6/21/13 - 9/27/13
4	Wrap / Prep for Edit	1 week	1 week	9/27/13 - 10/4/13
5	Edit	16 weeks	over 20 weeks	10/4/13 - 2/21/14
	SUBTOTAL	38 weeks	over 51 weeks	
Picture-locked version of documentary to be delivered upon completion of Phase 5.				
Phase 6 to commence upon receipt of final \$25,000 grant installment.				
6	Post sound & HD finish	6 weeks	6 weeks	TBD
	TOTAL	44 weeks	over 55 weeks	

CONSTANTS TABLE

44 weeks w/Producer
44 weeks w/Director
35 days shooting
35 days w/Sound
35 days w/PA
14 days w/BCAM
days
14 w/Hair/Makeup
15 days w/DP
14 days w/Add'l PA
12 weeks w/Asst Editor
7 weeks w/Editor
8 trips for Producer
8 trips for Director
2 trips for DP

CSB LIGHTHOUSE DOCUMENTARY Production Budget as of 3/30/13				
ABOVE THE LINE:				
Development & Pre-Production	#	UNIT	PRICE	TOTAL \$ COST
RESEARCH				2,620
Research materials	1	allow	250	250
Camera tests	1	allow	750	750
Airfare: LAX to ECP or TLH	2	RT flight	600	1,200
Lodging	14	days	100	in kind
Meals and gas	14	days	30	420
SUBTOTAL				2,620
Producing Staff	#	UNIT	PRICE	TOTAL \$ COST
DIRECTORS, PRODUCERS, WRITERS				20,500
Director: Research phase - Edit phase	38	weeks	250	9,500
Producer: Research phase - Edit phase	38	weeks	250	9,500
Script	1	allow	1,500	1,500
SUBTOTAL				20,500
TOTAL ABOVE THE LINE				23,120
BELOW THE LINE:				
Crew & Personnel	#	UNIT	PRICE	TOTAL \$ COST
PRODUCTION STAFF				21,570
"A" Camera Operator (Director/Producer)	35	days	500	in kind
Director of Photography: Prep	1	day	500	500
Director of Photography: Shoot	14	days	500	7,000
"B" Camera Operator: Shoot	14	days	250	3,500
Sound Recordist	35	days	150	5,250
Hair/Makeup/Wardrobe Stylist	14	days	100	1,400
Production Assistant #1	35	days	80	2,800
Production Assistant #2	14	days	80	1,120
EDITORIAL STAFF				14,500
Editor	6	weeks	1,500	9,000
Assistant Editor: setup of edit system	1	weeks	500	500
Assistant Editor: assembly	10	weeks	500	5,000
SUBTOTAL				36,070
Production Expenses	#	UNIT	PRICE	TOTAL \$ COST
CAMERA				12,850
Canon 60D body or similar	1	allow	1000	1,000
Lenses	1	allow	7000	7,000
Filters	1	allow	400	400
Viewfinder	1	allow	400	400

Monitor	1	allow	700	700
Follow focus	1	allow	400	400
Tripod	1	allow	600	600
DSLR rig	1	allow	1000	1,000
Slider	1	allow	350	350
"B" Camera package rental	14	days	500	in kind
Misc camera accessories	1	allow	1000	1,000
SOUND				1,650
Rode video mic pro	1	allow	250	in kind
Rode NTG2 shotgun mic	1	allow	300	in kind
Zoom H4N Handy Recorder	1	allow	400	in kind
Pre-amp	1	allow	400	400
Wireless lav kit	1	allow	800	800
Boom pole	1	allow	150	150
Wind socks	1	allow	100	100
XLR cables	1	allow	50	50
Batteries and expendables	1	allow	150	150
LIGHTING & GRIP				2,950
Flourescent interview kit	1	allow	1500	1,500
Additional lighting	1	allow	200	200
Grip package	1	allow	1000	1,000
Expendables	1	allow	250	250
LOGGING & TRANSCRIPTIONS				1,600
Transcriptions	80	hours	20	1,600
TRAVEL EXPENSES				9,600
Airfare				
-Director/Producer: LAX to ECP or TLH	14	RT ticket	600	8,400
-Director of Photography	2	RT ticket	600	1,200
Lodging				
-Director/Producer	35	days	100	in kind
-Director of Photography	15	days	100	in kind
LOCAL EXPENSES				6,800
Location fees and permits	1	allow	500	500
Nautical/aerial shoots	1	allow	500	500
Gas/mileage	35	days	30	1,050
Meals and craft services	35	days	100	3,500
Add'l meals for days w/DP and add'l PA	15	days	50	750
Miscellaneous	1	allow	500	500
SUBTOTAL				35,450
Post-production	#	UNIT	PRICE	TOTAL \$ COST
EDITORIAL EQUIPMENT & FACILITY				2,360
Edit Suite	1	allow	260	260
Hard Drives	6	drives	350	2,100
SUBTOTAL				2,360
Insurance	#	UNIT	PRICE	TOTAL \$ COST
INSURANCE				2,500
General Liability insurance	1	allow	2,500	2,500

SUBTOTAL				2,500
Office & Administration	#	UNIT	PRICE	TOTAL \$ COST
OFFICE/ADMIN				500
Operations	1	allow	500	500
SUBTOTAL				500
TOTAL BELOW THE LINE				76,880
TOTAL ABOVE THE LINE				23,120
TOTAL BELOW THE LINE				76,880
PRODUCTION SUBTOTAL				100,000
CONTINGENCY	25.0%		125,000	25,000
GRAND TOTAL				125,000

CSB LIGHTHOUSE DOCUMENTARY Deferred Budget as of 3/30/13				
ABOVE THE LINE:				
<u>Producing Staff</u>	#	UNIT	PRICE	TOTAL \$ COST
DIRECTORS, PRODUCERS, WRITERS				3,000
Director: Finishing phase	6	weeks	250	1,500
Producer: Finishing phase	6	weeks	250	1,500
SUBTOTAL				3,000
<u>Rights, Talent, & Music</u>	#	UNIT	PRICE	TOTAL \$ COST
ARCHIVAL PHOTOGRAPHS & STILLS				650
Stills licensing	1	allow	500	500
Stills duplication costs	1	allow	150	150
STOCK FOOTAGE				1,000
Stock footage licensing	20	seconds	50	1,000
TALENT				1,200
Union & Guild Performers (Narration)	3	hours	400	1,200
MUSIC				3,100
Composer	1	allow	1,600	1,600
Studio recording session	1	allow	1,000	1,000
Add'l song licensing	1	allow	500	500
SUBTOTAL				5,950
TOTAL ABOVE THE LINE				8,950
BELOW THE LINE:				
<u>Crew & Personnel</u>	#	UNIT	PRICE	TOTAL \$ COST
EDITORIAL STAFF				2,000
Editor: post sound, online, color	1	week	1500	1,500
Asstant Editor: post sound, online, color	1	week	500	500
SUBTOTAL				2,000
<u>Post-production</u>	#	UNIT	PRICE	TOTAL \$ COST
COLOR CORRECTION				2,000
Color Correction	5	hours	400	2,000
POST SOUND				3,500
Sound design, edit, and mix (combined pkg)	1	allow	3500	3,500
GRAPHICS AND TITLES				2,250
Graphic and title design (combined pkg)	1	allow	2250	2,250

ONLINE EDIT & HD OUTPUT				1,300
Online edit	2	hours	600	1,200
D5 HD masters	2	tapes	50	100
SUBTOTAL				9,050
TOTAL BELOW THE LINE				11,050
PRELIMINARY MARKETING:				
Promotion & Publicity	#	UNIT	PRICE	TOTAL \$ COST
FILM FESTIVALS				5,000
Printing of publicity materials	1	allow	1500	1,500
Festival screener tapes/DVDs	1	allow	1500	1,500
Festival entry fees and shipping	1	allow	2000	2,000
SUBTOTAL				5,000
TOTAL PRELIMINARY MARKETING				5,000
TOTAL ABOVE THE LINE				8,950
TOTAL BELOW THE LINE				11,050
TOTAL PRELIMINARY MARKETING				5,000
TOTAL DEFERRED				25,000

Draw Schedule 2013 Payment requests must be received by RA by the highlighted dates for payment to be processed within 14 days.

January							February							March							April									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6			
6	7	8	9	10	11	12		3	4	5	6	7	8	9		3	4	5	6	7	8	9		7	8	9	10	11	12	13
13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16		14	15	16	17	18	19	20
20	21	22	23	24	25	26		17	18	19	20	21	22	23		17	18	19	20	21	22	23		21	22	23	24	25	26	27
27	28	29	30	31				24	25	26	27	28				24	25	26	27	28	29	30		28	29	30				
														31																
May							June							July							August									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
													1		1	2	3	4	5	6						1	2	3		
5	6	7	8	9	10	11		2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10
12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17
19	20	21	22	23	24	25		16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24
26	27	28	29	30	31			23	24	25	26	27	28	29		28	29	30	31					25	26	27	28	29	30	31
							30																							
September							October							November							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6	7		1	2	3	4	5							1	2		1	2	3	4	5	6	7	
8	9	10	11	12	13	14		6	7	8	9	10	11	12		3	4	5	6	7	8	9		8	9	10	11	12	13	14
15	16	17	18	19	20	21		13	14	15	16	17	18	19		10	11	12	13	14	15	16		15	16	17	18	19	20	21
22	23	24	25	26	27	28		20	21	22	23	24	25	26		17	18	19	20	21	22	23		22	23	24	25	26	27	28
29	30							27	28	29	30	31				24	25	26	27	28	29	30		29	30	31				

Request for Payment
RE: Cape San Blas Lighthouse Documentary

Elizabeth W. Curry and T. Clayton Long
3206 Larissa Drive
Los Angeles, CA 90026

Draw Request #	Date of Request	Dates Included in this Period	Terms
			Due in 14 days

Task	Contract Amount	Percent Complete	Amount Previously Invoiced	Amount Due this Invoice	Amount Remaining in Contract
Research	2,620				
Producing Staff	20,500				
Production Staff	21,570				
Editorial Staff	14,500				
Camera	12,850				
Sound	1,650				
Lighting & Grip	2,950				
Logging & Transcriptions	1,600				
Travel Expense	9,600				
Local Expense	6,800				
Editorial Equipment & Facility	2,360				
Insurance	2,500				
Administrative Expense	500				
Contingency	25,000				
TOTALS	125,000		0	0	0

Contingency Breakdown

Producing Staff	3,000				
Archival Photographs & Stills	650				
Stock Footage	1,000				
Talent	1,200				
Music	3,100				
Editorial Staff	2,000				
Color Correction	2,000				
Post Sound	3,500				
Graphics & Titles	2,250				
Online Edit & Output	1,300				
Promotion & Publicity	5,000				
TOTALS	25,000		0	0	0