

September 3, 2013

**Budget Workshop
5:00 p.m.**

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

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



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
William Thursbay, 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 September 3, 2013

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 8/20/13** **Pages 1-5**
- **Budget Workshop Meeting 8/20/13** **Page 6**
- **Affordable Housing Workshop 8/21/13** **Page 7**
- **Budget Workshop Meeting 8/27/13** **Page 8**

City Attorney

- **Interlocal Agreement** **Pages 9-11**
- **Interment Fees** **Pages 12-16**
- **Ordinance 494**
 - **First Reading and Request to Advertise Resolution 2013-05**

Old Business

- **CDBG Grant Update- Bruce Ballister**
- **RFP 2013-05 Lighthouse Relocation Bid Award** **Page 17**
- **Chipola Pump Station Motor Replacement- Update**
- **Affordable Housing MOU, Paces Foundation** **Page 18-19**
- **Workforce Board Lease Agreement** **Page 20-22**
- **Regions Bank Loan Refinance- Update**
- **Landscaping Contracts- Update**
 - **Coastal Design & Landscape**
 - **Gulf Coast Property Services**

New Business

- **FRDAP Committee- Update** **Page 23**
- **Computer System Repairs** **Page 24**
- **Planning Board Membership**
- **Business License Request for a Pawn Shop- Nicholas Dilallo** **Pages 25-26**
- **Rental Fee Waiver Request- St. Joseph bay Humane Society** **Page 27**
- **Roadside Pickup Amnesty Period- Comm. Thursday**

Public Works

- **Update**

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Traffic Study- Update
- Water Distribution Phase II- Update
- Water Study- Update

Code Enforcement

- Update

Page 28

Police Department

- Update

PSJRA

- MLK Sidewalk Project
- Memo- Board Development
- Phase IV Landscaping
- BayPark Recreation Area and Master Plan
- Tourist Corridor

Page 29

Page 30

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, August 20, 2013, AT 6:00 P.M.

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Thursbay. 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 Patterson, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting of August 6, 2013, and the Workshop Meetings of August 6, 2013 and August 13, 2013. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Interlocal Agreement

Commissioner Buzzett requested that this be tabled until the possibility of keeping the tipping fees the same for the City is explored.

Ordinances 491, 492 and 493 Comprehensive Plan Update

Commissioner Thursbay asked if Ordinance 491 would have any impact on the PACES Foundation Affordable Housing project. Attorney Gibson responded that none of the Ordinances had anything to do with the property off Clifford Sims Drive.

First Reading and Request to transmit to the Department of Economic Opportunity

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to read Ordinances 491, 492 and 493 by Title only. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinances 491, 492 and 493 by Title only.

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to approved transmitting Ordinances 491, 492 and 493 to the Florida Department of Economic Opportunity and other state agencies. All in Favor; Motion carried 5-0.

Ordinance 490 – Parking Requirements

A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, for the Second Reading of Ordinance 490 by Title only. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 490 by Title only.

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to adopt Ordinance 490. All in Favor; Motion carried 5-0.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Mr. Anderson noted that the mandatory pre-bid meeting was held last week, bids will be received on August 29th and Staff hopes to have a recommendation for the September 3, 2013 Commission meeting.

RFP 2013-04 Computer Services

Only one bid was received for RFP 2013-04. Staff recommendation was to award the bid to T. J. Network

Consulting. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to award the bid to T. J. Network Consulting. All in Favor; Motion carried 5-0.

RFP 2013-03 Water System Phase II Improvements

A low bid of \$623,537 was received for the project. A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to reject the bid. All in Favor; Motion carried 5-0.

Staff recommended that the City do the work in house and advertise for bids to provide the materials. A Construction Crew of current workers will be established and compensated for their time during the project. This compensation will be reflected in the FY '13 – '14 Budget.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to request materials by bid for the project. All in Favor; Motion carried 5-0.

Chipola Pump Station Motor Replacement

Mr. Anderson shared that the motor is in place and has been running smoothly. There will be a walk-through of the facility on August 29, 2013, at 10:00 A.M.

Commission Chamber Upgrades

With the exception of the overhead projector being installed, the upgrades have been completed. As soon as the projection bracket is received, the projector will be installed.

Affordable Housing Workshop

Mr. Anderson shared that the PACES Affordable Housing Workshop will be held at 9:00 A.M., tomorrow, August 21, 2013. PACES requested a change in the meeting date to meet a submittal deadline for their application.

Tree Removal Gulf Pines Hospital

The two trees have been removed by H & H Tree Service.

Interment Fees – Commissioner Patterson

A lengthy discussion was held concerning the \$50 fee charged by the City for a Certificate of Interment to mark a cemetery plot for burial.

Mr. Anderson shared that the purpose of the Certificate of Interment was for compliance, to assure that burial is in the proper plot and provide a record of who is interred in each plot.

Elaine Maige addressed the Commission and felt that the fee was too harsh for a grieving family.

Mrs. Pierce noted that most funeral homes will pay the fee for the family and include the charge in their bill rather than a family having to come to City Hall to take care of the certificate.

Robert Nedley spoke in opposition of the fee and opposed it on principal. Mr. Nedley shared with the Commission how the local cemeteries were provided, surveyed and that they were given to the City at no cost.

Lorida Gingell expressed her concern about local citizens' tax dollars being used for other than local residents. She offered a compromise of local residents being exempt from the fee and anyone outside of the City limits being charged. She supports a user fee being charged for the service provided by the City.

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to amend the Ordinance to eliminate the Certificate of Interment Fee and increase the cost of cemetery plots. Voting in favor of the Motion were Commissioners Patterson, Thursbay and McCroan. Voting against the Motion were Mayor Magidson and Commissioner Buzzett because of the increased cost to citizens. Staff was instructed to come up with proposed cemetery plot cost increases.

Regions Bank Loan Update – Finance Committee Recommendation

Mr. Anderson presented the recommendation of the Finance Committee to accept the offer from Regions

Bank for a 3.39% interest rate, 25 year amortization with a 15 year balloon payment on our \$15,334,219 loan. The yearly payment will be \$910,380.

Michael McKenzie of Roberson and Associates shared that the Committee felt this was the best possible offer, would eliminate \$150,000 - \$200,000 in closing cost if the City chose to go with another institution and would keep attorney fees to around \$20,000.

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to approve the recommendation. All in Favor; Motion carried 5-0.

The Commission expressed their appreciation to the Finance Committee for their work on this project.

Landscaping Contracts

Staff is currently working with *Coastal Design and Landscape* and *Gulf Coast Property Services* to extend their respective contracts for an additional year.

Mr. Anderson shared that he spoke with a USDA representative today, the Martin Luther King, Jr., Sidewalk Project request is still sitting on a desk in Gainesville and they will have a state engineer in town on Thursday. Concerns are that the delay in approval is holding up the CDBG bidding process for water improvements in North Port St. Joe.

New Business

Tourist Development Council (TDC) Kiosk Frank Pate Park

Mr. Anderson noted that the TDC has requested permission to place a Kiosk near the Frank Pate Park boat ramp. This will be at no cost to the City. A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve the request but stipulated the TDC must work with John Grantland on the location for the Kiosk. All in Favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland reminded everyone of the City wide flushing of water lines that is currently being done.

Surface Water Plant – Larry McClamma

Mr. McClamma shared that the plant is currently being manned around the clock and things are going very well.

Wastewater Plant – Lynn Todd

Ms. Todd noted the plant has had several brief equipment failures but everything is currently working. They are staying ahead of the thunderstorms and the grass is growing very well at the sprayfields. The Grit Kings have been working correctly and not presented any problems.

City Engineer – Clay Smallwood

The *Traffic Study* is still being worked on and should be completed shortly.

Water Distribution Phase II Update

Mr. Smallwood noted that the Water Distribution Phase II Project has been turned over to the City and that Mr. Grantland will be responsible for this update in the future.

Water Study Update

Mr. Smallwood will schedule a workshop with CDM-Smith after the budget process is completed. Coupon harvesting of City pipe is scheduled to begin. Originally, VA Tech was not equipped to handle anything larger than 4" pipe. Revisions have been made and they will be able to handle the City's 6" pipe samples.

Code Enforcement

Mr. Burkett's report was reviewed. No action was taken.

Police Department – Chief Barnes

Chief Barnes did not have anything to report at this time.

Commissioner Thursbay asked where the Chief was on budget numbers for dispatch. Chief responded that his numbers had been provided to Mr. Anderson.

Mr. Anderson shared that he has spoken with Sheriff Harrison and he will not be going up on the cost.

Port St. Joe Redevelopment Association (PSJRA) – Gail Alsobrook

Meeting Minutes of the PSJRA were included for the perusal of the Commission.

Phase IV Landscaping

FRP 2013-01 has been revised and the PSJRA has received a Notice to Proceed from the FL DOT. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to advertise for Bids. All in Favor; Motion carried 5-0.

Bay Park Recreation Area and Master Plan

Ms. Alsobrook noted that the project has been closed out and payment made to the City by the State of Florida. She requested reimbursement of these funds from the City in the amount of \$7,000. Mr. Anderson questioned what project this was for as there was no project identification on the request. Ms. Alsobrook stated that it was for the Bay Park Master Plan. Mr. Anderson will take care of this.

Deck at Billy Joe Rish Memorial Parking Lot

The deck has been completed and a USDA Site Visit will be conducted Thursday. The PSJRA will seal the wood and Ms. Alsobrook would like to see a Kiosk placed on the deck for businesses to promote their business.

Board of Directors Resignations

Reverend Johnny Jenkins has resigned from the PSJRA due to business reasons. Willie Ramsey will rotate off the board this year and he has volunteered to serve out the 1 year remaining in Mr. Jenkins' term. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, for Mr. Ramsey to complete Mr. Jenkins' term.

Two Provisional Directors, Patti Blaylock and Brian Hill will move to full time directors on October 1, 2013.

Banner Art Collateral Material

The PSJRA will make banner art available for production and sale within the Community Redevelopment Area. Ms. Alsobrook is working with Attorney Gibson to resolve any legal issues on this. The series "People Who Have Been Here" is not currently included in this venture.

City Clerk – Charlotte Pierce

Mrs. Pierce did not have anything to report at this time.

Citizens to be Heard

Jai Bryant asked about the soil environmental cleanup of the cleaners and two gas stations in the USDA and CDBG project area. She is concerned that the area was not properly cleaned by EPA Guidelines. Mr. Anderson referred her to Zack Hodges who is responsible for Environmental issues in Gulf County. The issues in questions are on private property.

Christy McElroy noted that Attorney Marie Mattox has offered to drop the Federal Law Suit filed against her and she congratulated Mayor Magidson on the dismissal of the Federal Law Suit filed against him by Ms. Mattox.

Ms. McElroy asked the cost to Municipalities when such law suits are filed and also the cost to defend against such laws suits.

Attorney Gibson noted that the City is responsible for the deductible amount on the City's policy. Mr. Anderson stated that it is different with law suits. Mayor Magidson shared that the City cannot do anything about Ms. Mattox and her business plans.

Ms. McElroy is to make a Public Records Request for this information.

Discussion Items by Commissioners

Commissioner Thursbay noted that tonight's attendance was the largest he has seen since being in office. He thanked everyone for their participation.

Commissioner Patterson reminded citizens of the free water fill up at the Surface Water Treatment Plant and encouraged them to use it rather than buying bottled water. He also asked if anyone was familiar with the signage used in Ft. Walton for business purposes and plans to make a trip to look at them.

Commissioner McCroan did not have anything to discuss at this time.

Commissioner Buzzett asked about the anticipated cost of \$25,280 for the Phase II Water Improvements Construction Crew. When the project is completed, the workers will revert to their previous pay grade. This amount will need to be added to the FY '13 – '14 Budget. The source for funding this amount will be determined by Staff.

Mayor Magidson did not have anything to discuss at this time.

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to adjourn the Meeting at 7:40 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE BUDGET WORKSHOP MEETING FOR THE PROPOSED 2013 / 2014 BUDGET FOR THE WATER FUND ACCOUNT OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, August 20, 2013, AT 5:15 P.M.

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

The purpose of the Workshop was to review the Water Fund for the proposed 2013 / 2014 Budget and receive input from the Commissioners on structuring the Budget.

Documentation was provided to the Commissioners reflecting the current Water Fund Budget, Water Fund Proposed Budget and line item detail was provided for both Revenue and Expenditures.

Mr. Anderson reminded the Commissioners of the State Retirement and Health Insurance increases for the coming fiscal year. Nothing has been received from FL League of Cities on the Property and Casualty Insurance as of today.

Staff reviewed the Water Fund in its entirety, had a brief discussion on items that will be discussed in length next Tuesday in reference to the Solid Waste and Waste Water Funds.

A discussion was held on the option of the entire Water Distribution Phase II Project being handled by staff.

The recommendation of the Finance Committee for the Regions Bank Loan was discussed. The recommendation is to stay with Regions Bank with a 3.39% interest rate, 25 year amortization and a 15 year balloon payment on our \$15,334,219 loan. The yearly payment will be \$910,380.

Mr. Anderson and Mr. Lacour reviewed the budget and answered questions.

Commissioners shared their thoughts on various items.

The next Budget Workshop will be on August 27, 2013, when the Wastewater and Solid Waste Funds will be reviewed.

Mayor Magidson adjourned the Workshop at 5:50 P.M.

Approved this ____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE WORKSHOP MEETING BETWEEN THE PACES FOUNDATION AND THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, August 21, 2013, AT 9:00 A.M.

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

PACES Foundation President Mark Dumas, AICP Consultant Ron Thompson and Rick Haymond Development Associate met with the Commission to propose a partnership between the PACES Foundation and the City of Port St. Joe. The PACES Foundation, Inc., a 501 (c) (3) and CHDO, is a community housing development organization. The St. Joe Company gave the City approximately 40 acres of land on the North side of Clifford Sims Drive to be used for affordable housing. PACES is proposing to use a portion of the property to provide 50 -70 affordable housing units to residents in Phase I. The properties are professionally managed and discretionary income is available.

Rent levels are based on the income of the residents and units would run \$419 - \$588 per month for a 2 Bedroom; \$468 - \$663 for a 3 Bedroom and \$508 - \$725 for a 4 bedroom unit.

After the presentation by PACES Foundation representatives, Commissioners shared their concerns.

Commissioner Buzzett noted the need for the project, was concerned about the homeless issue, who would pay the property taxes, issues with rail traffic, how water and sewer payments would be made and if PACES would sell the units to other entities. Mr. Dumas noted the units are not for homeless people nor are they Section 8 based. In year 15 of the project, the units will be given to PACES and may then be purchased by the tenants.

Attorney Gibson questioned the number of units that would be built over 15 years and changes that may be necessary in the Comp Plan. Mr. Haymond noted there would be 50 – 70 units and there should not be any need to change the Comp Plan.

Mr. Anderson asked about the PACES Foundation application, tax credits, what the real cost to the City would be, who would be responsible for the water / sewer infrastructure and the cost for a new lift station. Mr. Haymond responded that they would provide the forms and would need Zoning Letters; a commitment from the local governments, and Water, Sewer and road access. He also stated they would hope the City would waive the large item expenses.

Mayor Magidson questioned who would pay the property taxes, the cost of Building Permits, Impact Fee costs, and stated he would not support an added burden to the local tax payers. Mayor Magidson verified that the proposed area is in the extended Port St. Joe Redevelopment Agency boundaries. He is ready to get the project going but wants to know all the cost upfront.

Mr. Anderson asked about the Memorandum of Understanding and verified that there would be no out of pocket cost for the City.

Commissioner Thursbay questioned if the taps would be separately metered, he sees this as a good project for the community but noted that the City could not obligate any money.

Commissioner McCroan asked if the PACES Foundation was tied to any builders and requested that local individuals be considered for any available work.

A contribution, in the amount of \$2,500 was requested from the City as a show of local support for the project.

Mayor Magidson asked that the PACES Foundation work with the City to craft the Memorandum of Understanding.

Mayor Magidson adjourned the Workshop at 10:10 A.M.

Approved this ____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE BUDGET WORKSHOP MEETING FOR THE PROPOSED 2013 / 2014 BUDGET FOR THE WASTEWATER AND SOLID WASTE FUND ACCOUNTS OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, August 27, 2013, AT 5:00 P.M.

The following were present: Mayor Pro Tem Buzzett, Commissioners Buzzett, McCroan, Patterson and Thursbay. City Manager Jim Anderson and City Clerk Charlotte Pierce were also present. Mayor Magidson was absent due to a doctor's appointment. The Workshop was chaired by Mayor Pro tem Buzzett.

The purpose of the Workshop was to review the Wastewater and Solid Waste Accounts of the proposed 2013 / 2014 Budget and receive input from the Commissioners on structuring the Budget.

Documentation was provided to the Commissioners reflecting the current Wastewater and Solid Waste Budgets. The Wastewater and Solid Waste Budgets and line item detail was provided for both Revenue and Expenditures.

Mr. Anderson reminded the Commissioners of the State Retirement and health insurance increases for the coming fiscal year. Nothing has been received from FL League of Cities on the Property and Casualty Insurance as of today.

The provided information was reviewed and there are no big movers in the budget this year.

A wrap up Budget Workshop will be held on September 3, 2013, at 5:00 P.M.

The first Public Hearing will be held on September 12, 2013, at 5:01 P.M., and the final Public Hearing on September 24, 2013, at 5:01 P.M.

Mayor Pro tem Buzzett adjourned the Workshop at 5:45 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

AMENDED AND RESTATED INTERLOCAL AGREEMENT

WHEREAS, Gulf County, Florida, a political subdivision of the State of Florida and the City of Port St. Joe, a Florida municipal corporation, each acting by and through its respective Board of Commissioners entered into an Interlocal Agreement (hereinafter "Agreement") which the City executed on November 29, 2005 and the County executed on November 30, 2005, and

WHEREAS, the Agreement set forth various agreements and obligations related to the City's annexation of the Windmark Beach area, and

WHEREAS, the annexation of the Windmark Beach Area described in the Agreement has been completed and with the exception of those identified herein, the various agreements and obligations have either been completed or waived by the parties, and

WHEREAS, it is in the best interest of the County and the City to amend the Agreement to eliminate the portions of the Agreement that have been completed and/or waived and to amend and restate the agreement as to continuing and/or additional obligations,

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein City and County agree as follows:

1. The following paragraphs of the Agreement have been completed, waived or covered by current state law and are hereby eliminated and removed and neither party is under any further obligation pursuant to these paragraphs: 1, 3, 5, 6, 7, 8, 9, 10, 11, and 15.
2. The City shall provide primary fire protection coverage in the Area of Oak Grove.
3. Within 30 days of the date hereof, City shall prepare and execute a warranty deed transferring ownership of the real property upon which the Tourist Development Council building is located. City shall retain a reversionary interest in the property in the event that it is used for any non-public purpose. City shall retain the portion of the property necessary to construct a north-south road link between Fourth Street and Fifth Street.
4. City acknowledges that a portion of the consideration for the transfer of County water systems to City ownership which occurred on June 21, 2008 was an

agreement that water rates be equal within the City limits and in the unincorporated service area. Rates for water and sewer services on systems existing as of the date of this agreement (including the planned sewage collection system in the Beacon Hill area) provided by the City in unincorporated areas of the county will be the same for City and County residents. This paragraph does not apply to any maintenance charge assessed for grinder pumps required in connection with pressurized sewer lines.

5. City agrees to notify County of any application for changes to the Windmark DRI and will coordinate review of any such application with County staff.
6. City agrees to strictly comply with state law with regard to future annexations and will notify County of any proposed annexation activity prior to any public hearing. As required by state law, no involuntary annexation shall take place without a referendum.
7. City and County shall continue to cooperate in the joint development of the Sports Complex to be located on approximately 60 acres donated to City by the St. Joe Company.
8. City shall develop a program for water rescue in coastal waters adjacent to the incorporated area.
9. City shall waive water and sewer tap/impact fees for future designated affordable housing areas until sales transaction date of the first sale.
10. This Amended Interlocal Agreement shall be filed with the Clerk of Circuit Court pursuant to Florida Statutes section 163.01(11) and shall be effective as of the date of filing.
11. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by both parties.
12. This document represents the complete and final understanding of the parties and incorporates and supersedes all prior negotiations, agreements and understandings applicable to the matters contained herein.

DATED this ____ day of August, 2013.

CITY OF PORT ST. JOE
a Florida municipal corporation

ATTEST:

By: _____
Mel Magidson, Jr., Mayor-Commissioner

James A. Anderson, Clerk-Auditor

Thomas S. Gibson
FL BAR NO. 0350583
Rish, Gibson & Scholz, P.A.
116 Sailor's Cove Drive
P. O. Box 39
Port St. Joe, FL 32457
ATTORNEY FOR CITY OF PORT ST. JOE
BOARD OF COMMISSIONERS

GULF COUNTY, FLORIDA

By: _____
Chairman

ATTEST:

Rebecca L. Norris, Clerk
Gulf County, Florida

Jeremy T. Novak
FL BAR NO. 44698
Novak Law Offices, PLLC

Port St. Joe, FL 32456
ATTORNEY FOR GULF COUNTY

**CURRENT AND PROPOSED
CEMETERY PLOT CHARGES
August 26, 2013**

| CURRENT RATES | | PREPARE, RECORD AND MAIL DEED | CERTIFICATE OF INTERMENT | MAXIMUM COST TO OWNER |
|--------------------------|-------|--|-------------------------------------|----------------------------------|
| Single Plot | \$300 | \$25 | \$50 | \$375 |
| Double Plot | \$400 | \$25 | \$50 / \$100 | \$525 |
| Plot for 4 | \$600 | \$25 | \$50 / \$200 | \$825 |
| Plot for 8 | \$800 | \$25 | \$50 / \$400 | \$1,225 |

| PROPOSED RATES | | PREPARE, RECORD AND MAIL DEED | CERTIFICATE OF INTERMENT | MAXIMUM COST TO OWNER |
|---------------------------|---------|--|-------------------------------------|----------------------------------|
| Single Plot | \$400 | \$35 | 0 | \$435 |
| Double Plot | \$600 | \$35 | 0 | \$635 |
| Plot for 4 | \$800 | \$35 | 0 | \$835 |
| Plot for 8 | \$1,200 | \$35 | 0 | \$1,235 |

ORDINANCE #445

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA RELATING TO CEMETERIES, PROVIDING FOR CERTIFICATE OF INTERMENT, PROVIDING FOR FEES, PROVIDING FOR STANDARDS FOR INTERMENT WITHIN CITY OWNED CEMETERIES, PROVIDING FOR MAINTENANCE AND LANDSCAPING REQUIREMENTS, PROVIDING FOR RESTRICTIVE COVENANTS IN CEMETERY DEEDS, PROVIDING FOR AUTHORITY TO ESTABLISH RULES, PROVIDING FOR PENALTIES, PROVIDING FOR REPEAL OF ANY ORDINANCE IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA

SECTION 1: Certificate of interment.

No interment shall be made in any City cemetery and no grave shall be opened therein or body removed there from except by written permit or certificate issued by the City Clerk or their designate.

SECTION 2: Fees.

A. City shall charge an administrative fee of at least \$50.00 \$35.00 payable at the time of purchase of any cemetery plot which will cover deed preparation and recording, including any documentary stamps, which shall be paid at the time of application for a permit or certificate. The City Commission may impose a fee in excess of \$50.00 by resolution.

B. -The City Commission shall, by Resolution shall set the price to be charged from time to time for cemetery plots within the city owned cemeteries.

SECTION 3: Standards for interment.

- A. No interment (with the exception of cremations) shall take place in any City owned cemetery without the use of concrete vault or concrete grave liner.
- B. All vaults or grave liners shall be installed in such a manner that the top of the vault is at least eight (8) inches below grade.
- C. Each grave shall have a permanent marker installed within six (6) months of the date of interment.

SECTION 4: Maintenance and landscaping.

- A. The owner of record of any cemetery lot is responsible for maintenance and repair. Any repair work required as a result of damage to the grave site or vault shall be in compliance with any City maintenance requirements in effect at the time of the repair.
- B. Any lot owner, by acceptance of a deed to any cemetery lot, thereby authorizes City, its agents, employees or contractors to enter on the lot for the purpose of repair or maintenance.
 - 1. Prior to commencing any work pursuant to this paragraph, City shall notify the lot owner at the address contained in City records.
 - 2. Any lot owner shall hold City harmless for any liability incurred as a result of City's entry on the lot for purposes of maintenance and repair.
 - 3. City may perform any work required hereunder with its own work crews or may employ subcontractors.
- C. Landscaping shall comply with City landscaping requirements in effect at the time of interment. No planting shall be allowed of anything larger than dogwood, crepe myrtle, sago palm, azaleas or other similar, native plants.
- D. No invasive species or any species otherwise prohibited by City Land Development Regulations shall be allowed.

SECTION 5: Restrictive covenants.

The requirements of this ordinance shall constitute covenants running with the land and shall be reflected in every cemetery deed issued by City. A copy of this ordinance shall be provided each lot owner at the time of purchase of any cemetery lot.

SECTION 6: Authority to establish rules.

The City Manager shall have the authority to promulgate rules and regulations pertaining to all City cemeteries. Such rules shall be made available to the public at the City Hall.

SECTION 7. Penalties.

Any person who violates such rules or regulations or refuses to comply with a directive from a City official enforcing such rules and regulations shall be punished in accordance with Section 1-15 of the City of Port St. Joe Code of Ordinances.

SECTION 8. Repeal.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 9. Severability.

If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.

SECTION 10. Effective date.

This ordinance shall become effective upon passage by the City Commission.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port
St. Joe, Florida this ____ day of _____, 2013.

THE CITY OF PORT ST. JOE

By: _____
MEL C. MAGIDSON, JR.
MAYOR-COMMISSIONER

ATTEST:

Charlotte M. Pierce
City Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE ADOPTING A SCHEDULE OF FEES AND CHARGES FOR CEMETERY PLOTS OWNED BY THE CITY OF PORT ST. JOE AND LOCATED WITHIN THE CITY OWNED CEMETERIES, PROVIDING FOR REPEAL OF ANY RESOLUTION IN CONFLICT HEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Ordinance _____ provides that the City Commission shall determine the fees and charges for cemetery plots located in City owned cemeteries,

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Port St. Joe, Florida as follows:

1. The City Commission hereby adopts the schedule of fees and charges for cemetery plots located in City owned cemeteries as follows:

Single plot \$400.00 (5' x 10')
Double plot \$600.00 (10' x 10')
Four plot \$800.00 (20' x 10')
Eight plot \$1200.00 (20' x 20')
2. Resolutions or other schedules of fees and charges of any kind associated with City cemeteries adopted prior to the date hereof is repealed.
3. This Resolution is effective immediately upon passing.

THIS RESOLUTION ADOPTED this _____ day of September, 2013.

CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

BY: _____
Mel Magidson, Jr., Mayor-Commissioner

Attest: _____
Charlotte M. Pierce
City Clerk

**CITY OF PORT ST. JOE
CAPE SAN BLAS LIGHTHOUSE & KEEPER'S QUARTERS
RELOCATION AND RESTORATION PROJECT
PROJECT #019.203**

**BID TABULATION FOR BIDS RECEIVED
AT THE CITY OF PORT ST. JOE
ON AUGUST 29, 2013 AT 3:00 P.M. E.T.
AND OPENED AT 3:05 P.M. E.T.**

2013.05

[illegible]

Jim, Clay, Charlotte



Post Office Box 278 * Phone (850) 229-8261
Port St. Joe, Florida 32457

Memorandum

**To: Paces Foundation, Inc.
Mark du Mas, President**

**From: City of Port St. Joe
Jim Anderson, City Manager**

Date: August 27, 2013

This Memorandum of Understanding is intended to document in general terms the agreement between the City of Port St. Joe, Florida, Gulf County Florida and Paces Foundation, Inc. to produce quality affordable housing in Port St. Joe, Gulf County Florida.

Paces Foundation, Inc. agrees to:

- 1. At our expense, engage a qualified market research firm to analyze the housing market in Port St. Joe and Gulf County to determine the housing needs and market conditions in the area. (We have received the preliminary results of the market study which indicates an estimated existing need of 74 family housing units as well as a substantial need for senior units. We are beginning work now to determine the economic feasibility of various unit counts and mixes, which will determine the ultimate number of initial units we build.)**
- 2. At our expense, prepare a preliminary master plan to place appropriate housing products on the 41.96 acre parcel being made available by the City of Port St. Joe.**
- 3. At our expense, engage professional surveyors, engineers, architects, and environmental assessment analysts to prepare necessary design documents, surveys, site plans, environmental assessments, etc. to support the desired developments.**
- 4. Prepare all necessary applications and submit such in a timely manner to Florida Housing Finance Corporation for an award of Federal Low Income Housing Tax Credits to be used to infuse equity into the affordable housing**

developments to minimize the amount of debt required to fund the developments which will minimize the amount of rent tenants will be required to pay.

5. Paces will be responsible for obtaining all necessary outside financing for the developments.
6. Paces understands that providing affordable housing in Port St. Joe and Gulf County will be done in phases which will be coupled to the growth of the market over the next several years.

The City of Port St. Joe agrees to:

1. Transfer the deed for the 41.96 + / - acres to Paces Foundation, Inc. once all City, State and Federal Development Regulations have been met. The city shall retain a reversionary interest in the property which shall terminate upon completion of the construction of Phase I.
2. Accept the Paces Development as an "Affordable Housing" development and sign the required Florida Housing Finance Corporation documentation for submittal of the tax credit application by October 10, 2013.
3. The City will allow for a residential density up to 74 units in Phase I.
4. Work with Paces to address any issues that may arise that would adversely impact the successful production of this quality affordable housing initiative.
5. Work with Gulf County to provide additional support as appropriate to insure adequate resources are made available as needed.
6. Assist with Paces efforts to engage the community for their review of the design and development of property for suitable uses.

Signed:

Paces Foundation, Inc. _____ Date _____

City of Port St. Joe _____ Date _____

Gulf County Commission _____ Date _____

LEASE AGREEMENT

THIS LEASE AGREEMENT MADE AND ENTERED INTO THIS ____ day of ____, 2012, by and between CITY OF PORT ST. JOE, FLORIDA, a municipal corporation organized under the laws of the State of Florida, 305 Cecil G. Costin, Sr., Blvd., P.O. Box 278, Port St. Joe, Florida 32457, *Lessor*, and Gulf Coast Workforce Development Board, Inc., doing business as Gulf Coast Workforce Board, hereinafter called *Lessee*,

WITNESSETH:

That subject to the terms and conditions herein contained, Lessor hereby leases to Lessee, and Lessee hereby rents from Lessor, the following described premises in the City of Port St. Joe, Florida, being more particularly described as follows: 307 Peters Street and 414 Kenney Street, Port St. Joe, FL 32456.

TERMS

Lessor and Lessee hereby agree as follows:

1. The term of this Lease shall begin as of the ____ day of ____, 2013, and shall end twelve (12) months later. Upon complying with the terms, agreements and covenants hereof, Lessee shall have peaceable possession of the leased premises.
2. The Leased premises includes the Washington Gym including surrounding grounds and Incubator Building.
3. Lessee shall pay and be responsible for any and all utilities incurred in connection with the leased premises.
4. Lessee will provide general liability insurance with extended coverage in an amount of \$500,000.00, naming the City of Port St. Joe, Florida as an additional named insured. The Lessor shall hold Lessee harmless for damage to the premises caused by wind, flood or other acts of God.
5. Lessee leases and accepts the premises, as is, and may make alterations to the building only as agreed upon in writing by the City, **at its own expense** and at the end of said lease period, the Lessee will return the property to the Lessor in as good as condition as is presently, ordinary wear and tear excepted. Alterations and improvements to the leased premises require Lessor's written consent and shall become the property of Lessor unless otherwise agreed in writing. **All minor repairs of less than \$250 shall be the responsibility of the Lessee. All major repairs above \$250 shall be reported to the City for inspection and determination of the corrective action that will be needed.**

6. Lessor may, at any reasonable time during the term of this Lease, inspect the leased premises.

7. Should the premises be substantially damaged or destroyed during the term of this Lease, either party may terminate the Lease.

8. Any notices of communications from Lessee to Lessor under this agreement shall be in writing sent to Lessor by United States Mail, postage prepaid, addressed to Lessor, or delivered to Lessor, City of Port St. Joe, Florida, at P.O. Box 278, 305 Cecil G. Costin, Jr., Blvd., Port St. Joe, Florida 32457.

All notices or communications from Lessor to Lessee under this Lease shall be in writing and shall be sent to Lessee by United States Mail, postage prepaid, addressed to Lessee at 5230 W US Highway 98, Panama City FL 32401; or delivered to Lessee at 414 Kenney Street, Port St. Joe, Florida 32456.

Any address hereinabove provided for may be changed from time to time by either party hereto by written notice similarly given.

9. Lessee shall not assign or sublet the premises, or allow any other person or entity to operate a business, sell merchandise or services, or conduct any commercial activity from the premises without the consent of the City.

10. Either party may cancel this agreement at any time for any reason.

11. Fixture and appliances installed by the Lessee shall remain the property of the Lessee and the premises shall be restored to its original condition upon their removal unless otherwise agreed upon.

12. No security deposit shall be required by Lessor.

13. IDEMNIFICATION: Lessee shall indemnify Lessor and save it harmless from suits, actions, damages, liability and expense in connection with loss of life, bodily or personal injury or property damage arising from or out of any occurrence in, upon or at, or from the leased premises, or the occupancy or use by Lessee of said leased premises or an part thereof, or occasioned wholly or in part by any act of omission of Lessee its agents, contractors, employees, servants, invitees, licenses or concessionaires. In addition, Lessor shall not be responsible or liable to Lessee or to those claiming by, through or under Lessee for any loss or damage to either persons or the personal property of the Lessee that may be occasioned by or through the acts or omissions of persons occupying adjacent, connecting or adjoining premises.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, in triplicate,
on the date hereinabove mentioned.

Signed, sealed and delivered
In presence of:

LESSOR:

CITY OF PORT ST. JOE

Robin K. Combs
Printed name of witness

Mel C. Magidson, Jr., Mayor

Attest: _____
Charlotte M. Pierce, City Clerk

Terese H. Kent
Printed name of witness

LESSEE:

Gulf Coast Workforce Board

Printed name of witness

Kim Bodine, Executive Director

Printed name of witness



The City of Port St. Joe

FRDAP Committee Members:

September 3, 2013

The 2013-2014 budget had \$642,000.00 for the FRDAP grants. Proviso language determined that the money was to fund all of the Small Development category applications those \$50,000.00 or less.

The 2014-2015 FRDAP Application Submission Cycle will be held from Monday, September 16, 2013 through Monday, September 30, 2013. All applications must be postmarked no later than September 30, 2013.

The last successful FRDAP grant was \$135,000 for Frank Pate Park in 2010.

The last FRDAP grant request submitted was \$135,000 for 10th Street park bathrooms and STAC house playground, basketball court improvements,

Members of last FRDAP committee who would like to continue to serve:

Missy Ramsey,

Rachel Crews,

Sandy Quinn,

Possible new members:

Bill Kennedy,

Bobby Pickels,

Mike Lacour serves as the City representative and Clay Smallwood represents Preble Rish,



Submitted by: **Shadow-Soft, LLC**
Company Address: **8200 Robert Drive, Suite 201**
Atlanta, GA 30350
Website: www.shadow-soft.com

Account Executive: **Steve Stewart**
Email: steve@shadow-soft.com
Phone: **678-355-8171**
Secure eFax: **678-559-0326**



Quote Number: **PSJ20130826-00**
OEM Rep: **Lisa Drake**
DUNS #: **010333980**
CAGE/NCAGE: **5C4H2**

Subscription and Services Proposal

Prepared for: **City of Port St. Joe**

Proposal Date: **08/26/13**
Bill To Address: **305 Cecil G Costin Sr Blvd**
Port St Joe, FL 32456

Contact: **Banyon Pelham**
Email: bpelham@psi.fl.gov
Phone: **850-258-2119**

| Item Description | Term | Start Date | End Date | Qty | Unit Price | Ext. Price |
|--|-----------|------------|----------|-----|------------|------------|
| Zimbra Collaboration Suite - Professional Edition Non-US Government or Non-Profit (Perpetual license, 25 mailbox pack, Zimbra Mobile included, SnS required and sold separately) | Perpetual | N/A | N/A | 4 | \$1,047.85 | \$4,191.40 |
| Zimbra Collaboration Suite - 1 Year Premium Support and Subscription on Perpetual license for Professional Edition Non-US Government or Non-Profit (25 mailbox pack) | 1 Year | N/A | N/A | 4 | \$221.00 | \$884.00 |
| Total: | | | | | | \$5,075.40 |
| Zimbra Collaboration Suite - Professional Edition Non-US Government or Non-Profit (Perpetual license, 25 mailbox pack, Zimbra Mobile included, SnS required and sold separately) | Perpetual | N/A | N/A | 4 | \$1,047.85 | \$4,191.40 |
| Zimbra Collaboration Suite - 3 Year Premium Support and Subscription on Perpetual license for Professional Edition Non-US Government or Non-Profit (25 mailbox pack) | 3 Year | N/A | N/A | 4 | \$564.00 | \$2,256.00 |
| Total: | | | | | | \$6,447.40 |

General Terms

- * Proposal is valid for 30 days beyond "Proposal Date" and assumes the receipt of a valid purchase order and signed contract.
- * Proposal prices are based on total items provided. PO must match quote in its entirety.
- * Pricing, Terms and Conditions are subject to credit approval and do not include relevant sales tax
- * Be advised that past due accounts can have their support canceled or suspended.
- * Unless otherwise specified, shipping/freight will be "pre-pay and add."
- * All co-term quotes subject to Red Hat and Distribution price validation
- * All orders are non-cancellable and all sales are final
- * Payment terms are Net 15 with a 2% per month late fee after 30 days from date of Invoice.
- * All credit card transactions are subject to a 3% convenience fee
- * When submitting Purchase Orders, please provide an appropriate "Accounts Payable" email address for invoices and payment status inquiries.

Some of our Partners



**CITY OF PORT ST. JOE
APPLICATION AND VERIFICATION
OF ZONING FOR BUSINESS TAX**

DATE 8-23-13

OWNER/MANAGERS NAME: NICHOLAS DILALLO

OWNER/MANAGERS MAILING ADDRESS: 1302 HWY. 98 4B
MEXICO BEACH FL 32410

TELEPHONE: 305-343-7729

NAME OF BUSINESS: ESTATE JEWELRY & LOAN

TYPE OF BUSINESS: RETAIL JEWELRY SALES / LOANS

BUSINESS ADDRESS: 401 REID AVE PORT ST JOE FL 32456

BUSINESS TELEPHONE: APPLIED FOR

EIN/FID# Must be provided 46-2873843

AMOUNT OF INVENTORY IF MERCHANT: \$ 200,000.00

THE FOLLOWING WILL BE COMPLETED BY ZONING DEPARTMENT:

The above address (is) _____ (is not) _____ zoned for operation of the type of business described herein and (will) _____ (will not) _____ permit operation at that location.

Special conditions that may apply: _____

_____ Does Ordinance No. 234 apply

City Clerk

Date

If this application is approved the requested business license may be issued on or after ten (10) working days from date of application.

☐ Utilities Approved

☐ Code Enforcement Approved

COPY

CITY OF PORT ST. JOE
APPLICATION AND VERIFICATION
OF ZONING FOR BUSINESS TAX

DATE 8/23/13

OWNER/MANAGERS NAME: THERESA DIUATLO

OWNER/MANAGERS MAILING ADDRESS: 1302 HWY 98 4B
MEXICO BCH, FL 32410

TELEPHONE: 954-258-6688

NAME OF BUSINESS: ~~305-343~~ - MYAMI MONEY, INC

TYPE OF BUSINESS: EBAY SALES

BUSINESS ADDRESS: 401 REID AVE. PORT ST JOE FL 32456

BUSINESS TELEPHONE: APPLIED FOR

EIN/FID# Must be provided 26-4727799

AMOUNT OF INVENTORY IF MERCHANT: \$ 20,000.00

THE FOLLOWING WILL BE COMPLETED BY ZONING DEPARTMENT:

The above address (is) _____ (is not) _____ zoned for operation of the type of business described herein and (will) _____ (will not) _____ permit operation at that location.

Special conditions that may apply: _____

_____ Does Ordinance No. 234 apply

City Clerk

Date

If this application is approved the requested business license may be issued on or after ten (10) working days from date of application.

☐ Utilities Approved

☐ Code Enforcement Approved

COPY



HELPING HANDS
HAPPY HEARTS!

St. Joseph Bay Humane Society

1007 Tenth St.

Port St. Joe, FL 32456

850-227-1103 phone

850-227-1191 fax

www.SJBHumaneSociety.org

August 29, 2013

City of Port St Joe

Melody B. Townsend

Shelter Director

Townsend.hsdirector@gmail.com

850-247-9476 mobile

Dear Sirs,

The St Joseph Bay Humane Society will be conducting our "Bow Wow Bash" fund raising event on October 26, 2013. This event is one of the primary sources for our annual operating funds. We are a not for profit cooperation, and our mission to provide animal control and shelter as well as spay and neuter services. We would like to request the use of the Centennial Building, at no cost, to lower the cost of this event. is focused in the City of Port St Joe and Gulf County.

We would like to request the use of the Centennial Building, at no cost, to help to reduce the expense to conduct this event. Thank you for your consideration in this matter.

Judy Miick

Co-Director of DAWGS in Prison

Co-Chairperson for the Bow Wow Bash

FSC 509 (a) (1)

Section 501 (c) (3)

EIN 59-3487791

Registration# CH14164

COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM CONSUMER SERVICES BY CALLING (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

Code Enforcement 2013 Activity
As of 8/28/13

| | Open | Closed | Total | Increase Since 8/15/2013 |
|---------------------------|------|--------|-------|--------------------------------|
| Unlawful Accumulation | 23 | 110 | 133 | 13 |
| Substandard Structure | 9 | 12 | 21 | |
| Abandoned Vehicle | 0 | 6 | 6 | |
| Unlawful Sewer | | | | |
| Land regulation Violation | 0 | 7 | 7 | |
| Business Lic. Violation | 0 | 2 | 2 | |
| Special Master Hearings | | 1 | 1 | |
| Building Demolition | 0 | 3 | 3 | |
| Waste Violation | 4 | 182 | 186 | 9 |
| Sign Violation | 0 | 65 | 65 | 5 |

| | | | | | | | |
|-------|----|-------|-----|-----------|-----|-------|----|
| Total | 37 | Total | 382 | Total | 419 | Total | 27 |
| | | | | 2013 Year | | | |
| | | | | Cases | | | |



BOARD DEVELOPMENT

As a followup to a brief discussion in the last City Commission meeting, we offer this overview of the PSJRA Board Development process. In 2007, the Port St. Joe Redevelopment Agency implemented a system of “board development” to ensure that a variety of essential skill sets are present on the board. The identified skill sets include the following:

| | | | |
|------------------------|----------------|----------------|---------------------|
| Design and engineering | Local business | Public Service | Financial |
| Real Estate | Legal | Construction | Marketing and Sales |

By Florida Statute, a Community Redevelopment Agency (CRA) board may include up to nine members, who reside or do business in the “area of operation” of the CRA (in our case, within the City of Port St. Joe). Terms of service are four years. Each year, two to three new directors are added to the board. The PSJRA Board examines the board-development needs and selects a list of names for approval by the City Commission. The PSJRA requests pre-approval from the City for “Provisional Directors.” Upon approval by the city, these individuals are included on all board correspondence and meetings for the year prior to their term to enable them to be well-versed on CRA business when their formal term begins.

Currently, the PSJRA Board of Directors includes the following eight members:

| | | |
|------------------|--------------------|------------------------|
| Marie Todd | Local business | term ends October 2013 |
| Willie Ramsey | Local business | term ends October 2014 |
| Boyd Pickett | Local business | term ends October 2014 |
| Linda Gant | Local business | term ends October 2015 |
| Michael McKenzie | Accounting | term ends October 2015 |
| Aaron Farnsley | Financial | term ends October 2016 |
| Bo Spring | Construction | term ends October 2016 |
| Clarence Monette | Historical Society | term ends October 2016 |

On October 1, Marie Todd will rotate off the board and the following will begin their four-year terms:

| | | |
|----------------|----------------|------------------------|
| Brian Hill | Legal | term ends October 2017 |
| Patti Blaylock | Local business | term ends October 2017 |

In this way, the PSJRA is able to provide maximum value to Gulf County by engaging board members who bring with them a variety of significant and relevant experience.



DEVELOPING GUIDELINES FOR A TOURIST CORRIDOR

In light of recent discussions on development on US-98, the “tourist corridor” through Port St. Joe, the City Manager and the PSJRA request direction for the City Commission on how we can best assist any process to develop guidelines for our tourist corridor. The intent would not be to limit growth or development but to present a coordinated and attractive experience that represents the unique and authentic culture and history that Port St. Joe has to offer to all who drive on US-98.

Typically, a tourist corridor ensures, through design guidelines and review, that corridor development is compatible with the City’s historic, architectural, and cultural resources. The purpose of corridor design guidelines is to provide a tool for property owners, developers, designers, and the City’s PDRB to create, review, and build quality new buildings or renovate existing structures along Port St. Joe’s major entrance corridor that enhance the “branding” and attraction for new business, residents, and visitors. Such guidelines are based on general design concepts and generally include the following characteristics:

- Wide variety in character and quality.
- Numerous opportunities for quality new development.
- Creative opportunities for preservation, rehabilitation, and infill.
- Numerous opportunities to incorporate significant vegetation and natural features.
- Numerous opportunities for supportive streetscape improvements.

The broad areas to be addressed would include:

- *Guidelines for Streetscape:* detailed recommendations for landscaping, pedestrian routes, lighting, street furniture, public signage, public art. (This has been largely accomplished with the 2010 US-98 project.)
- *Guidelines for Site:* connectivity between areas and between and within building sites, building placement, parking, open spaces, landscape lighting, walls and fences, signage, utilities, and service areas.
- *Guidelines for Commercial Buildings:* architectural compatibility, building mass, scale and height, façade organization and storefronts, materials and textures, color, details, roof forms and materials, awnings, appurtenances, additions and conversions, franchise design, gas station canopies, civic and institutional buildings, and multi-family buildings.

Design guidelines present general design priorities based on cored design principles that can be adapted to individual circumstances of site and building design. While specific examples would be provided, the enduring strength of guidelines relies on their flexibility.