

June 6, 2017

**Regular Public Meeting
6:00 P.M.
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Bo Patterson, Mayor-Commissioner
William Thursbay, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, 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.

2775 Garrison Avenue

Tuesday June 6, 2017

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 5/16/17 Pages 1-3
- Joint City/County Special Meeting 5/15/17 Page 4

PDRB Recommendations

- Small Scale Plan Amendment Ordinance 533- Zoning Change Request for Knowles Avenue, Parcel 04865-005R from R-1 to R-3 Kelli Newman Pages 5-26
 - Public Hearing
 - First Reading and Transmittal to DEO for Approval

PSJRA

- Update

City Attorney

- Resolution 2017-08 Centennial Bldg. Grant Application Pages 27-29

Old Business

- CDBG Grant Update- Bruce Ballister Pages 30-40
- Commerce Park Lot Utilities – Update
- Flushing Program

New Business

- Road Abandonment Request- Comm. Ashbrook
 - Citizens to be Heard- Kaye Haddock, Faye Garcia, and Tom Buttram Pages 41-49
- Parking Ordinance- Comm. Ashbrook Pages 50-52
 - Citizens to be Heard- Boyd Pickett
- Ice Machine- Comm. Ashbrook
- Local Preference Ordinance- Comm. Ashbrook Pages 53-54
- Human Resource Committee- Comm. Ashbrook
- Cemetery Property-Comm. Thursbay Page 55
- TDC Board Membership- Comm. Thursbay Page 56
- Washington High School Reunion Page 57
- Deposit Ordinance- Mayor Patterson Pages 58-59
- Write-Off Policy- Mayor Patterson Page 60
- Committee Membership- Mayor Patterson Page 61
- 10th Street Interlocal- Mayor Patterson
- League of Cities Annual Conference Page 62
- Meeting Schedule
- Financial Disclosures Due by June 30, 2017

Public Works

- RFP 2017-07, City Pier Improvement Project

Page 63**Surface Water Plant**

- Update

Waste Water Plant

- Update

Finance Director

- Update

City Engineer

- Projects Update
 - Frank Pate Park Boat Ramp Improvements
 - Long Avenue
 - Jones Homestead Sewer

Code Enforcement

- Update

Page 64**Police Department**

- Update

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 AT
2775 GARRISON AVENUE, May 16, 2017, AT 6:00 P.M.**

The following were present: Mayor Patterson, Commissioners Ashbrook, Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Clinton McCahill were also present. Commissioner Buzzett was absent.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Thursbay, to approve the Minutes of the Regular Meeting on May 2, 2017, and the Special Commission Meeting of May 10, 2017. All in favor; Motion carried 4-0.

Mayor Patterson attended the 2017 Tallahassee / Leon County Historic Preservation Awards Ceremony on May 11, 2017, in Tallahassee. The City of Port St. Joe was the recipient of the *Preservation Project of Regional Impact Award of Excellence* for the relocation of the Cape San Blas Lighthouse Complex. Mayor Patterson presented the plaque to Clerk Pierce and recognized former Mayor, Mel Magidson, Jr., for their endeavors to relocate the complex. The plaque will be displayed at either City Hall or the Cape San Blas Lighthouse Complex.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA) Bill Kennedy

Mr. Kennedy was meeting with a contractor and was unable to attend the meeting.

CITY ATTORNEY UPDATE – Attorney McCahill did not have anything to share.

Mayor Patterson asked Attorney McCahill to define what allows a Commissioner to abstain from voting on an issue. Attorney McCahill responded that Commissioners must abstain from voting on an issue which would inure to his special private gain or loss; the private gain or loss of a principal by whom he is retained; or the private gain or loss of a relative or business associate.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Commerce Park Lot Utilities Update – Staff is currently researching records to see who has rightful ownership to the line that has been located.

Avenue D Sidewalks – Commissioner Thursbay shared that work has progressed well, the sidewalks have been tied in, and he anticipates the project will be completed by next weekend.

Flushing Program – Starts June 5th - Mr. Anderson noted plans are on schedule for the flushing to begin on June 5th.

New Business

Property and Casualty Insurance Update – Dwight Van Lierop:

City Insurance Agent, Dwight Van Lierop, noted it has been several years since the City went out for RFPs on Property, Casualty, and Workers Comp Insurance and suggested that this be done prior to the upcoming Fiscal Year. Mayor Patterson and each Commissioner expressed their displeasure with the recent settlement of a Work Comp case in the amount of \$600,000 and the fact that the City was not included in any decisions and was notified of the amount after the amount had been awarded.

A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to advertise for an RFP for Property, Casualty, and Workers Comp Insurance. All in favor; Motion carried 4-0.

Road Abandonment Request Kaye Haddock / Citizens to be Heard – Faye Garcia and Tom Buttram

Prior to the meeting, Mrs. Haddock requested that this issue be Tabled until the June 6, 2017, meeting.

2017 / 2018 Budget Update – Staff is working on their upcoming budgets.

Commissioner Thursbay requested that time be set aside for one on one visits with each Commissioner and their concerns about the budget.

Human Resource Committee – Commissioner Ashbrook: City Manager Jim Anderson and Clerk, Charlotte Pierce, were asked to review the current Employee Handbook and make recommendations on items that need to be changed.

Log Trucks Exiting Stebel Avenue beside the Water Canal – Commissioner Thursbay: Commissioners expressed their concerns about the safety of the City's water system and damage that could be done by heavy trucks on the road. After discussion, consensus was to install gates to keep trucks off the water canal where the pipe comes under the road. Staff and Attorney McCahill will work on this issue.

Public Works – John Grantland did not have anything to share with the Commission.

Surface Water Plant – Larry McClamma

RFP 2017-05 St. Joe Beach Water Tank Lid Replacement

A Motion was made by Commissioner Ashbrook, second by Commissioner Thursbay, to award RFP 2017-05, St. Joe Beach Water Tank Lid Replacement to Williams Industrial and Marine in the amount of \$50,000. This is \$3,000 over the budgeted amount and will be taken from the Water Plant Capital Improvement Fund. All in favor; Motion carried 4-0.

Commissioner Thursbay shared that the County has offered to help with several of the drainage ditches around the local cemeteries. The question of land availability for expansion of the cemeteries was discussed and Staff is to research what is currently owned by the City.

Wastewater Plant – Kevin Pettis

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to award RFP 2017-06, to Suez Advanced Solutions in the amount of \$16,500. All in favor; Motion carried 4-0.

Mr. Pettis shared there has been a little Algae and the Sonic Disrupters seem to be keeping it at bay.

Finance Director – Mike Lacour anticipates having the 2016 Audit by the end of this month. Playground equipment for Dooder Parker Park will be shipping around June 5, 2017. Staff will contact the company to see if can be shipped earlier as this will be a man power issue for Public Works once the Flushing Program begins.

The Budget process has started and Mr. Lacour will be meeting with department heads on their budgets.

City Engineer – Clay Smallwood, III

Project Updates -

Frank Pate Park Boat Ramp Improvements – Progress is being made and the boat ramp will be opened for Memorial Day.

Long Avenue – Mr. Smallwood will be getting with Mr. Grantland on this project.

Jones Homestead Sewer – Dewberry / Preble-Rish continues to work on the Task Order.

Code Enforcement –

General Update – Mr. Burkett's report was reviewed, no action was required.

Police Department – Chief Matt Herring updated the Commission on the progress being made on the Public Safety Day, June 24, 2017. The event continues to grow and more entities are getting involved almost daily.

Chief Herring has been working on the Policy and Procedures Manual for the Police Department for over a year. The proposed changes have been reviewed by Bob Pell and seven minor changes were suggested. The manual will be sent to the City Attorney for his review.

City Clerk – Charlotte Pierce did not have anything to share.

Citizens to be Heard –

Christy McElroy provided the Commission with an update and handouts on a former resident, David Mazzeo.

Chester Davis of the NPSJ PAC shared of an upcoming retreat on June 9th and 10th for pastors and their community. The retreat is funded by the du Pont Foundation.

Mr. Davis asked that Mayor Patterson open their June 30th gathering and requested Chief Herring's presence at the event.

He extended an invitation to everyone to join them on July 4th for a celebration in their community; noted the DEC has volunteered their help for the event; asked about an application for the use of the gym; noted there will be a Basketball tournament going on, and reminded the Commission of the bathroom issues and asked for help with them.

Letha Mathews inquired as to the status of the CDBG Grant and asked that the restrooms in Peters Park be checked. Mr. Anderson shared the City is waiting on the contract for the CDBG Grant and approval to go to bid.

Discussion Items by Commissioners

Neither Commissioners Lowry nor Ashbrook had anything additional to discuss.

Commissioner Thursbay thanked everyone who voted for him, stated he was humbled by their support, and was appreciative of the opportunity to serve two more years.

Mayor Patterson asked about the lights that are out all over town. He noted a number of lights are out on Reid Avenue and requested that they be taken care of immediately.

Mr. Anderson shared that Staff has been reaching out to Duke Energy for help but have not received any in return. He did speak with Danny Collins of Duke Energy last Friday and reminded him of the request concerning Mimosa Avenue, the Cape San Blas Lighthouse Complex, and the LED lights for the City.

A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to adjourn the Meeting at 7:00 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE WORKSHOP FOR THE JOINT CITY / COUNTY
COMMISSION MEETING OF THE BOARD OF CITY COMMISSIONERS FOR
THE CITY OF PORT ST. JOE FLORIDA AND THE GULF COUNTY BOARD OF
COUNTY COMMISSIONERS HELD IN THE GULF COUNTY EMERGENCY
MANAGEMENT BUILDING ON May 15, 2017, at 4:00 P.M.**

The following were present: Mayor Patterson, Commissioners Buzzett, Lowry, and Thursbay. City Manager Jim Anderson, Attorney Clinton McCahill, City Clerk Charlotte Pierce, and Chief of Police Matt Herring. Commissioner Ashbrook was absent. Representing the Gulf County Board of County Commissioners were Chairman Ward McDaniel, Commissioners Sandy Quinn, Phil McCroan, Jimmy Rogers, and Freddie Whitfield. County Administrator Don Butler, County Clerk Becky Norris, Attorney Jeremy Novak, and staff members Michael Hammond, Sherry Herring, Leanna Roberts, Rhonda Woodward, Kari Summers, Lynn Lanier, Billy Traylor, Jennifer Adams, Mark Cothran, Lee Collingsworth, Warren Yeager, Dewberry Preble Rish Engineer Clay Smallwood, and TDC Chair Dave Warriner were also present.

The meeting was called to order by Commissioner Ward McDaniel at 4:00 P.M. He expressed his appreciation for the joint meeting of the Boards and welcomed those present to the meeting. Mayor Patterson also thanked the members of both Commissions for their willingness to meet and work together on various projects.

There was no printed Agenda for the Meeting which was opened for round table discussion on the topic of the possibility of creating a Sports / Recreational Complex in Port St. Joe by using a portion of the 5th cent sales tax money. It is anticipated that approximately \$1,000,000 could be generated for the project from the tax in a two year period.

County Attorney Jeremy Novak discussed the statutory guidelines for use of the funds and the County adopted Ordinance, reading a portion of the guidelines pertaining to the main purpose being tourism.

Discussion ensued with all Commissioners sharing their thoughts on the project. The general consensus was that staff and both attorneys would work together to resolve any legal issues, create an Inter-local Agreement, a Master Plan, and work together to obtain grant funding for the project.

Melissa Delany and Christy McElroy also expressed their thoughts and concerns on the project.

Commissioner Rogers and Michael Hammond shared their concerns about logging trucks using roads near the City's fresh water canal. Staff will look at the issue.

The County has offered to help with ditch drainage issues near both City Cemeteries.

After thanking everyone for their attendance, Chairman McDaniel adjourned the meeting at 5:13 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Planning, Development, and Review Board Recommendations

On May 31, 2017, the following recommendation was made to the City Commission:

Small Scale Plan Amendment Ordinance 533-Zoning Change request for Knowles Avenue, Parcel 04865-005R from R-1 to R-3 Kelli Newman

- A motion was made by Mrs. Likely, second by Mr. Keels to recommend to the City Commission that the parcel be changed from R-1 to R-3 as requested with the additional language included. All in Favor; Motion carried 5-0.

ORDINANCE NO. : 533

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN AND THE FUTURE LAND USE MAP OF THE CITY OF PORT ST. JOE, FLORIDA, BY AND THROUGH PROCEDURES REQUIRED FOR SMALL-SCALE MAP AMENDMENTS PURSUANT TO AUTHORITY UNDER STATE STATUTES SECTION 163.3187, SPECIFICALLY CHANGING PARCEL ID#04865-005R, FROM LOW DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR THE AMENDMENT OF THE ZONING MAP OF THE CITY OF PORT ST. JOE; AND PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, §163.3187, Florida Statutes, provides for the authority and procedure for the City Commission of Port St. Joe, Florida to amend its Future Land Use Map utilizing procedures applicable to small scale developments; and

WHEREAS, in accordance with §163.3187(1)(f)(2) Florida Statutes and §166.041(3)(c) Florida Statutes, notice was duly provided to the public of public hearing to be held on _____, 2017, for the adoption of the amendment to the Future Land Use Map;

NOW THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. APPROVAL

The application for the small scale amendment to the Future Land Use Map for the Property described as LOTS 15-22 ORB 577/427 FR FIRST ALLIANCE BLK 35 MAP 50A, Gulf County, Florida, Parcel I. D. No. 04865-005R and more particularly described in Exhibit "A", attached and incorporated herein (the "Property"), is hereby approved and the land use designation for the Property on the City of Port St. Joe Future Land Use Map is hereby changed from Low Density Residential (R-1) to **High Density Residential (R-3)**. The application and all documentation submitted by the Applicant in support of it are hereby incorporated by reference. Specifically approved is the sub area policy related to allowable density as set forth in the application

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the approval of the application and change in land use as set forth in Section 1 is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan.

SECTION 3. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 4. FUTURE LAND USE MAP

Upon this Ordinance becoming effective, the City of Port St. Joe Future Land Use Map shall be amended to show the Property as having a land use of **High Density Residential(R-3)**. The City Manager is hereby directed to revise the City of Port St. Joe Future Land Use Map to reflect this designation.

SECTION 5. ZONING

The Zoning map of the City of Port St. Joe is hereby amended to show the property described in Exhibit "A" as High Density Residential.

SECTION 6. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

SECTION 7. EFFECTIVE DATE

This Ordinance shall become effective as provided by law.

This Ordinance was adopted in open regular meeting after its second reading this _____ day of _____, 2017.

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

By: _____
James "Bo" Patterson, Mayor-Commissioner

Attest : _____
Charlotte M. Pierce
City Clerk

Exhibit "A"
(Property Description and Map)

Property Description:

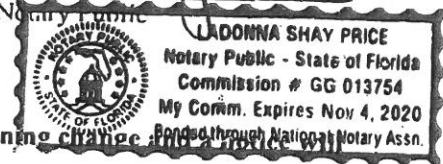
CITY OF PORT ST. JOE
ZONING CHANGE APPLICATION

Property Address: KNOWLES AVENUE Current: R-1
Property Owner: KELLI NEWMAN Zoning Proposed: R-3
Mailing Address: BOX 501 PORT ST JOE FL 32457
Phone: 850-227-8282 / 527-5117
Applicant if different: _____
Parcel Number: 04865-005

Kelli H Newman
Owners Signature

Sworn to and subscribed before me this 22nd day of February 2017. Personally Known
OR Produced Identification
Type Provided personally known

Signature of Notary Public



PUBLIC NOTICE

1. A sign will be posted for two weeks on the property seeking the zoning change. The notice will be published in the local newspaper.

APPLICATION REQUIREMENTS

Application Fee - \$300.00

Legal Description of Property

Copy of Deed

Copy of the Survey

Kelli H Newman
Owner Signature

Date: 2/21/17

Applicant Signature

Date: _____

Prepared by and return to:
Novak Law Group PLLC
401 Reid Avenue
Port St. Joe, FL 32456
850-229-4700
File Number: 085-15001

Parcel Identification No. 04865-005R

Inst: 201523003306 Date: 7/7/2015 Time: 4:16 PM

Doc Stamp-Deed: 245.00

DC, Rebecca L. Norris, Gulf County B: 577 P: 427

[Spec: Above This Line For Recording Data]

Warranty Deed

(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture made this 26 day of June, 2015 between **FIRST ALLIANCE HOLDINGS LLC**, a Florida Limited Liability Company whose post office address is: 17114 Ericarose Court, Boca Raton, FL 33496 of the County of Palm Beach, State of Florida, grantor*, and **KELLI H. NEWMAN**, a married person whose post office address is: 1409 Constitution Drive, Port St. Joe, FL 32456 of the County of Gulf, State of Florida, grantee*,

Witnesseth, that said grantor, for and in consideration of the sum of **THIRTY FIVE THOUSAND DOLLARS AND NO/100 (\$35,000.00)** and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Gulf County, Florida, to-wit:

Lots 15, 16, 17, 18, 19, 20, 21 and 22, Block 35, SAINT JOSEPH'S ADDITION TO THE CITY OF PORT ST. JOE, Unit Number Three, according to the map or plat thereof as recorded in Plat Book 1 at Page 32 of the Public Records of Gulf County, Florida.

THIS IS VACANT LAND

and said grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

* "Grantor" and "Grantee" are used for singular or plural, as context requires.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

KM Kuntz
Witness
KATHI M. KUNTZ
Printed Name of Witness

C. Hickman
Witness
Cortene Hickman
Printed Name of Witness

FIRST ALLIANCE HOLDINGS, LLC
a Florida Limited Liability Company
By PAUL SCHNEIDER, its Manager



STATE OF FLORIDA

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me this 26 day June, 2015 by **PAUL SCHNEIDER**, as the Manager of **FIRST ALLIANCE HOLDINGS, LLC** a Florida Limited Liability Company and () who is personally known to me or () who has produced a valid driver's license as identification.



K. M. KUNTZ
NOTARY PUBLIC
STATE OF FLORIDA
Comm# EE159925 PRINTED NAME:
Expires 1/29/2016 MY COMMISSION EXPIRES:

KM Kuntz

CITY OF PORT ST. JOE

Small Scale Future Land Use Map (FLUM) Amendment Application

Applicant: Ms. Kelli Newman

Parcel Number: 04865-005R

Acres: 2.479 acres

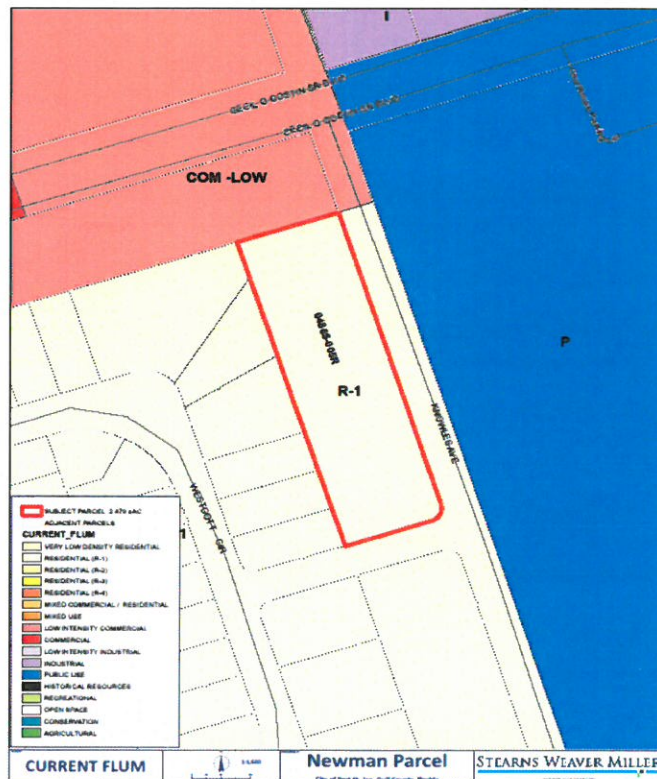
Current FLUM Designation: Low Density Residential (R-1)

Proposed FLUM Designation: High Density Residential (R-3)

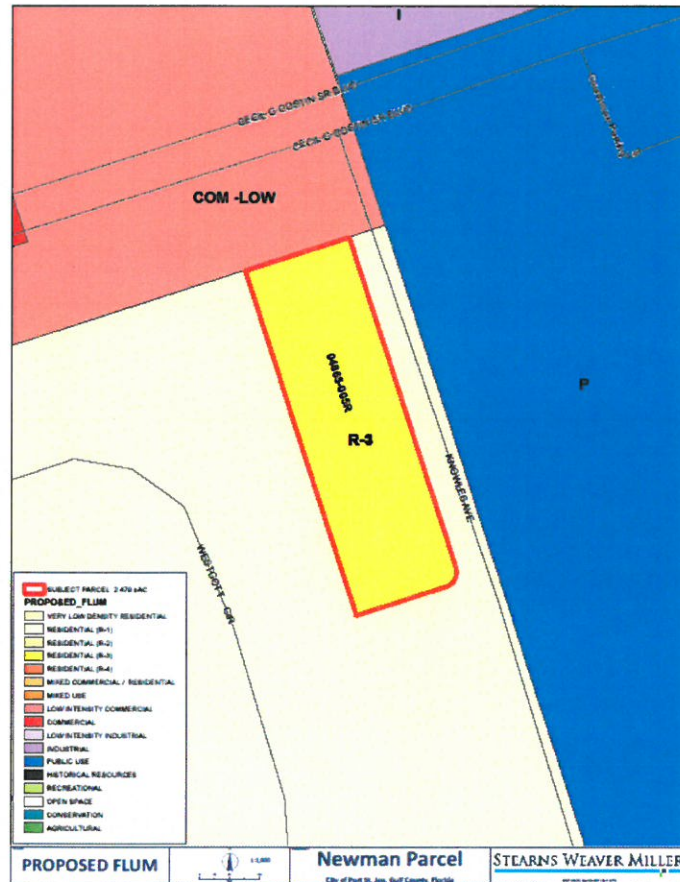
Proposed Ordinance No.

I. SUMMARY

The proposed Future Land Use Map (FLUM) amendment involves a small parcel of land, approximately 2.479 acres, located on Knowles Avenue adjacent to the Gulf County Courthouse. The property is currently designated Low Density Residential R-1 which allows no more than 5 dwelling units per acre. The current FLUM designation would allow approximately 12 dwelling units on the property (see Current FLUM).



The applicant proposes to change the FLUM designation of the 2.479-acre site to High Density Residential (R-3) which allows 7 to 15 dwelling units per acre. The proposed FLUM designation would allow a maximum of 37 dwelling unit on the property (see Proposed FLUM).

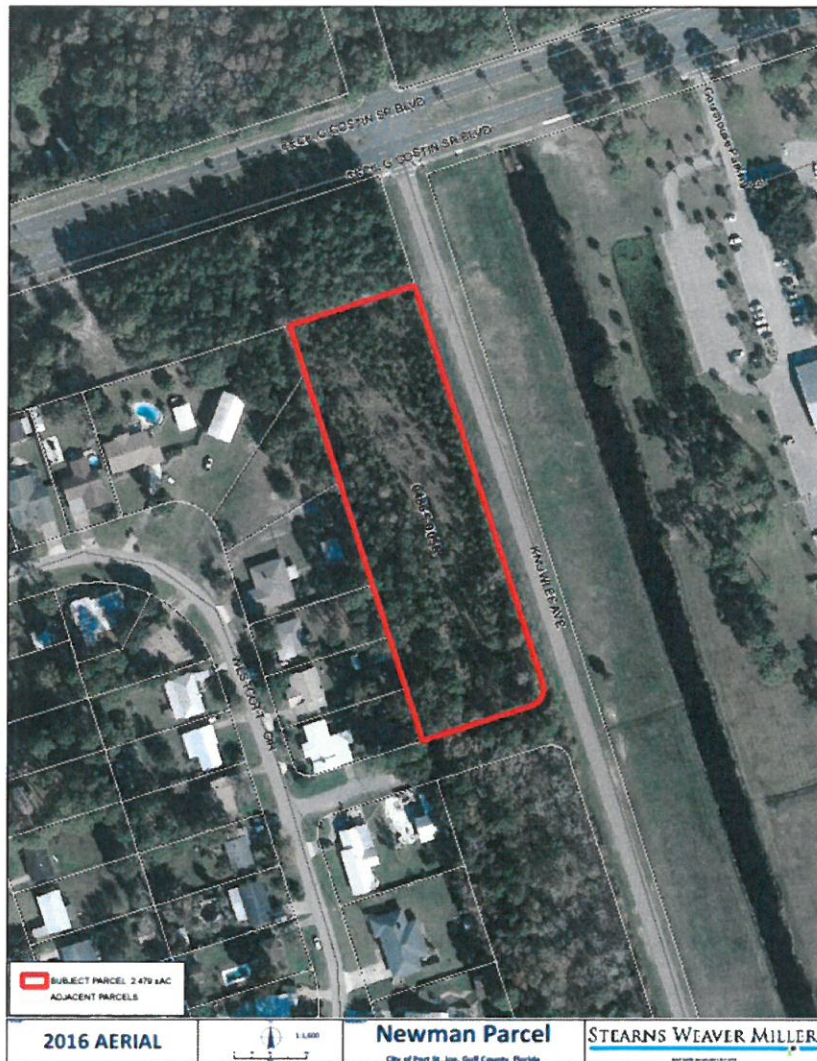


The applicant is also seeking to change the Zoning District designation of the site from Residential District R-1 to Residential District R-3 to allow higher density residential development.

II. DATA AND ANALYSIS

a. Site Information

The subject property is located near the eastern boundary of the City, south of SR 71, and it is currently undeveloped as shown in the following aerial:



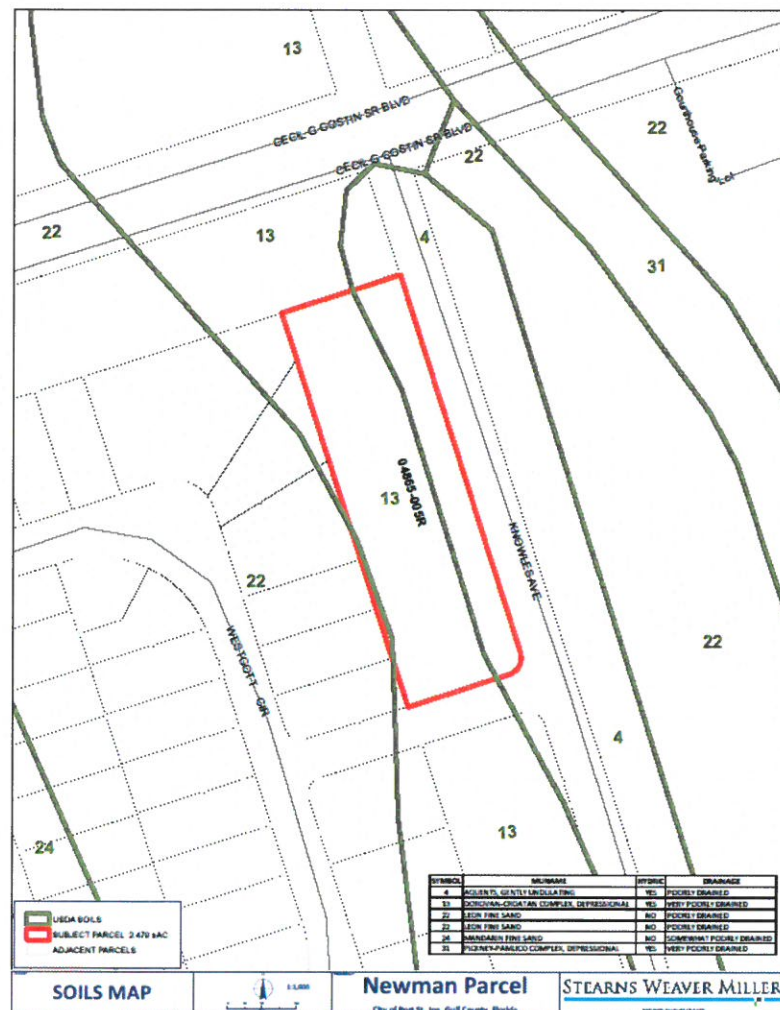
The site backs up to a residential subdivision on the west side of the property where it is buffered by vegetation and fences. The following table shows adjacent future land use map designations:

NORTH	Low Intensity Commercial
SOUTH	Low Density Residential R-1
EAST	Public Use
WEST	Low Density Residential R-1

b. Site Suitability

Soils

The soils of the site are Dorovan-Croatan complex, depressional and Aquents, gently undulating. According to the descriptions found in the *Soil Survey of Gulf County, Florida* (U.S. Department of Agriculture, Natural Resources Conservation Service, 2001), these soils are not suited to urban development. The client has indicated that the parcel was filled over 10 years ago and now is primarily uplands with exception of a sliver on the back that parallels the boundary line.



Dorovan-Croatan complex, depressional

These very deep, very poorly drained soils are in depressions. Slopes range from 0 to 2 percent. This map unit consists of about 55 percent Dorovan soil and 40

percent Croatan soil. Individual areas of these soils are so intermingled on the landscape that it was impractical to separate them at the scale selected for mapping. Mapped areas are irregular in shape and range from 10 to 500 acres in size. Typically, the upper part of the surface layer of the Dorovan soil, to a depth of 2 inches, is very dark brown mucky peat. The lower part, to a depth of 54 inches, is black and very dark gray muck.

The underlying material is gray sand to a depth of 80 inches or more. Typically, the upper part of the surface layer of the Croatan soil, to a depth of 42 inches, is dark brown, very dark brown, and very dark grayish brown muck. The lower part of the surface layer, to a depth of 46 inches, is very dark grayish brown mucky sandy loam. The substratum extends to a depth of 80 inches. It is grayish brown sandy clay loam in the upper part and gray clay loam in the lower part. Dorovan, Croatan, and similar soils make up 85 to 100 percent of the map unit in 90 percent of the areas mapped as Dorovan-Croatan complex, depressional. Included in mapping are very poorly drained Pantego and Surrency soils on slight rises, commonly near the edges of the mapped areas.

The seasonal high water table is 12 inches above the surface to a depth 6 inches year around in the Dorovan soil and at the surface to a depth of 12 inches from November through May in the Croatan soil. Permeability is moderate in the Dorovan soil and moderately slow in the Croatan soil. These soils are in the Swamp Hardwoods ecological community (USDA, 1989). In most areas the natural vegetation includes blackgum, cypress, sweetbay, swamp tupelo, black titi, sawgrass, and scattered slash pine. Most areas still support the natural vegetation. Areas of these soils provide cover for deer and excellent habitat for wading birds and other wetland wildlife. These soils are not suited to cultivated crops, woodland, pasture, hay, or urban or recreational development. Ponding, wetness, and low bearing strength are severe limitations.

Aquents, gently undulating

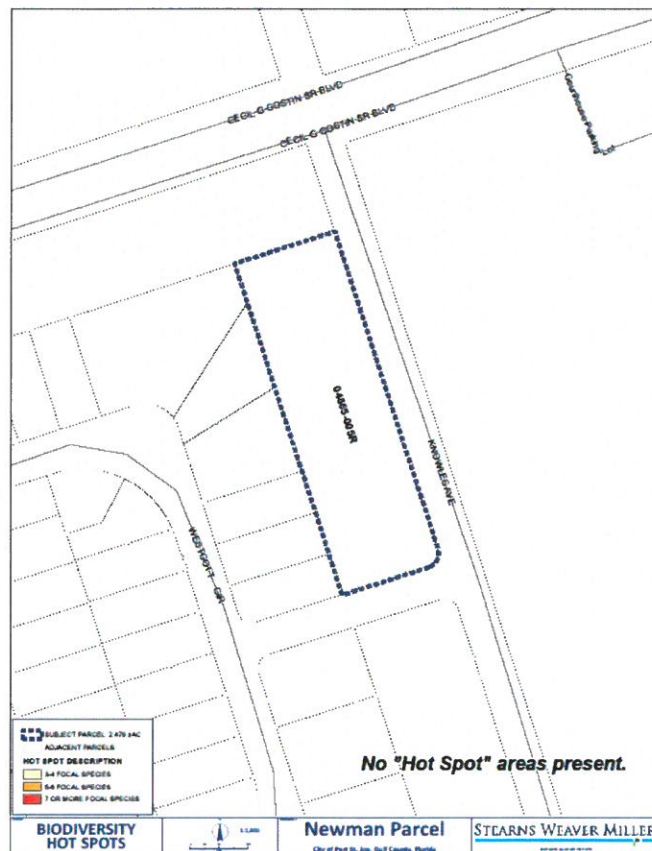
These somewhat poorly drained to very poorly drained, modified soils are on low landscapes adjacent to canals, coastal bays, and marshes and in shallow excavated areas. These soils formed in loamy and sandy dredge spoil, reworked natural soils, and fill of variable composition. In some areas they formed in the subsoil and underlying material where fill material had been excavated. Slopes generally range from 0 to 5 percent.

The underlying material, to a depth of 28 inches, is very pale brown and light brownish gray fine sand that contains shell fragments and woody debris. A buried surface layer of black sandy muck extends to a depth of 39 inches. Below this to a depth of 80 inches are buried underlying layers of very dark gray and gray sand. Included in mapping are gently undulating to steep, well drained soils on dikes and levees.

This map unit cannot be categorized into an ecological community. In many areas, the vegetation includes species that typically occur in abandoned sites in North Florida or it resembles that of plant communities on adjacent landscapes. Most areas of this map unit are idle. This map unit is not suited to cultivated crops, pasture, hay, or woodland. Wetness is a severe limitation. This map unit is not suited to urban or recreational development. Wetness is a severe limitation.

Vegetation and Wildlife

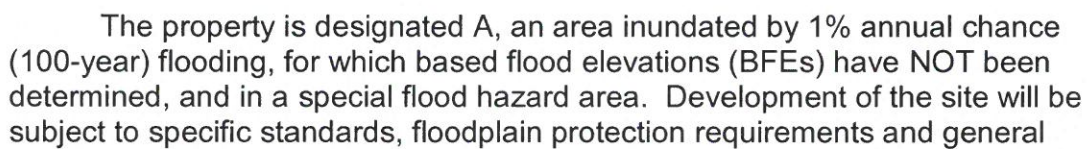
Based on available data from the Florida Fish and Wildlife Conservation Commission, there are no listed species on the property. The proposed amendment will not result in additional impacts to vegetation and wildlife resources.



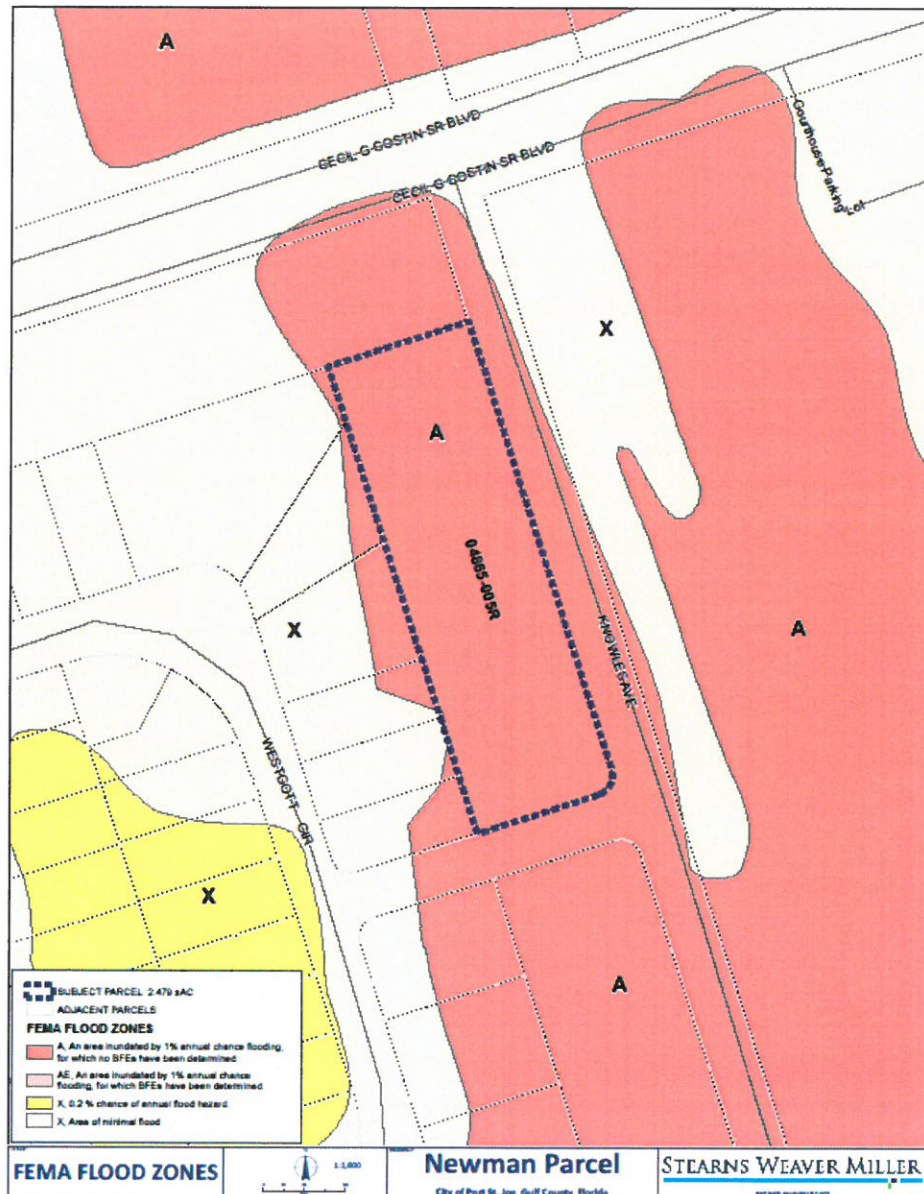
Wetlands

According to the National Wetlands Inventory, the entire site appears to contain wetlands. As stated earlier, the client has indicated that the parcel was filled over 10 years ago and now is primarily uplands with exception of a sliver on the back that parallels the boundary line. Wetlands shall be

Flood Prone Areas



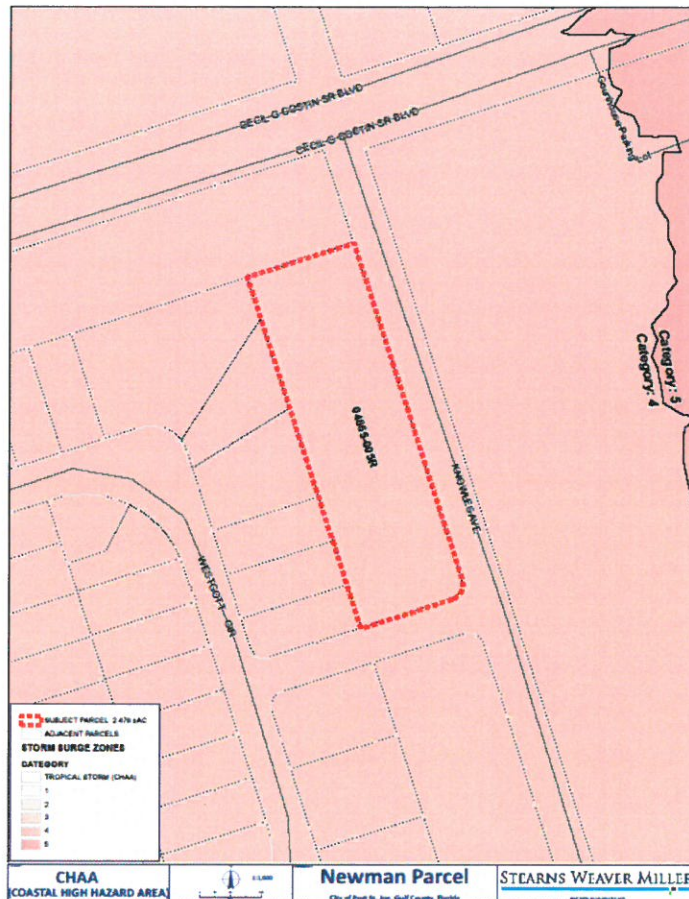
provisions for flood hazard reduction as described in the City's land development regulations.



c. Coastal High Hazard Area (CHHA)

The subject property is located outside the Coastal High Hazard Area. The following map shows that the site is located within a Category 4 hurricane evacuation zone. As described in the Regional Evacuation Study prepared by the Apalachee Regional Planning Council, a Category 4 hurricane has winds

between 131 and 155 mph and would usually be expected to cause 100 times the damage of the Category 1 storm.



d. Availability of Public Facilities

Potable Water Facilities

The subject property is located within the City of Port St Joe water service area. The City has a 6-MGD surface water treatment facility which utilizes the Fresh Water Canal as its source of water. The facility has been designed with adequate storage and pumping facilities to meet future demands of residents of the City and surrounding area.

The City's Comprehensive Plan states that the "residential potable water level of service standard for potable water facilities is equal to 130 gallons per capita, per day, and shall be used as the basis for determining the availability of facility capacity and the demand generated by a development".

The following table shows projected Water Supply Demand, Capacity and Surplus based on the permit and operation of the new surface water treatment facility:

	2010	2017	2020
Total Population Served	13,165	13,836	2% Change 14,111
Demand per Capita (GPD)	130	111	111
Average Daily Demand (GPD)	1,711,395	1,540,000	2% Change 1,570,800
Available Facility Capacity (GPD)	6,000,000	6,000,000	6,000,000
Facility Capacity Surplus (Deficit) *	4,288,605	4,460,000	4,429,200
Permitted Amount (GPD Annual Average)	3,147,000	3,000,000	3,000,000
Permitted Surplus (Deficit) **	1,603,305	1,460,000	1,429,200

Source: City of Port St Joe Water Plant Manager, April 2017.

* Calculated by subtracting Average Daily Demand from Available Facility Capacity

** Calculated by subtracting Average Daily Demand from Permitted Amount

As shown in this table, the City has sufficient capacity to provide central water services to its residents and nearby unincorporated communities through 2020.

Wastewater Treatment Facilities

The site will be served by the City central sewer system consistent with the adopted City comprehensive plan which states that the “residential level of service standard for sanitary sewer facilities is equal to 150 gallons per capita per day, and shall be used as the basis for determining the availability of facility capacity and the demand generated by a development”.

The existing wastewater treatment facility has capacity to treat 10 MGD and permitted to treat 3.1 MGD. Current flows are between 0.8 and 1.0 MGD. Therefore, the City has available capacity to serve the property.

Solid Waste Collection and Disposal Services

The site will be served by the City. The City's Comprehensive Plan states that the "city-wide average solid waste level of service standard shall be 8 pounds per capita per day, and shall be used as the basis for determining the availability of facility capacity and the demand generated by a development".

The City has the responsibility for collection of solid waste and currently contracts out to WastePro USA.

Stormwater Treatment Facilities

The City's Comprehensive Plan identifies the level of service for stormwater management standards shall be used "25-yr. frequency, 24-hr. duration storm event for those areas designated as residential, commercial, mixed commercial/residential, public, and industrial land use on the Future Land Use Map".

Treatment of the storm water runoff will be in accordance with the Department of Environmental Protection (DEP)/Northwest Florida Water Management District (NFWFMD) criteria for Environmental Resource Permitting (ERP) (Chapter 62-330 F.A.C and Chapter 62-312 F.A.C) and comply with applicable provisions of Chapters 62-4 and 62.520 F.A.C.

e. Transportation

It is estimated that the current FLUM designation of Low Density Residential R-1, which allows approximately 12 dwelling units on the property, may generate the following number of trips:

Average Daily Trips: $12 \text{ du} \times 9.57 = 115 \text{ trips}$
PM Peak Hour Trips: $12 \text{ du} \times 1.01 = 12 \text{ trips}$

Category 210 (Single Family Detached Housing) trip generation rates from the ITE Trip Generation Manual, 7th Volume, was applied

The proposed High Density Residential (R-3) which would allow a maximum of 37 dwelling unit on the property, may generate the following number of trips:

Average Daily Trips: $37 \text{ du} \times 6.72 = 248 \text{ trips}$
PM Peak Hour Trips: $37 \text{ du} \times 0.62 = 22 \text{ trips}$

Category 220 (Apartment) trip generation rates from the ITE Trip Generation Manual, 7th Volume, was applied

The proposed FLUM amendment would result in an increase of 133 average daily trips and 10 additional pm peak hour trips; therefore, no additional impacts are anticipated as a result of such change. The proposed amendment will not adversely impact the LOS on transportation facilities in the City.

June __, 2017

Mr. Ray Eubanks
Division of Community Planning and Development
Department of Economic Opportunity
107 East Madison Street MSC 160
Tallahassee, Florida 32399

RE: City of Port St Joe – Small Scale Amendment
Knowles Avenue property – Ordinance No. 533

Dear Mr. Eubanks:

Enclosed please find the above referenced adopted Small Scale Amendment for the Knowles Avenue Property. The City Commission held a public hearing to formally adopt the above mentioned amendment on June 6, 2017 and adopted Ordinance No. 533. The ad for the public hearing was published in the _____ newspaper in accordance with the Statutes. Enclosed is a certified copy of Ordinance No. 533 amending the FLUM designation of the site from Low Density Residential R-1 to High Density Residential R-3 and a related text amendment, new FLUE Policy 1.3.14, to address neighborhood comments.

The City is submitting the adopted small scale amendment in accordance with Section 163.3187(1), Florida Statutes.

The amendment site is approximately 2.479 acres, located on Knowles Avenue adjacent to the Gulf County Courthouse. The cumulative total of acres for small scale amendments the City has approved for this calendar year is approximately 2.479 acres. The adopted amendment is not located within an area of critical state concern.

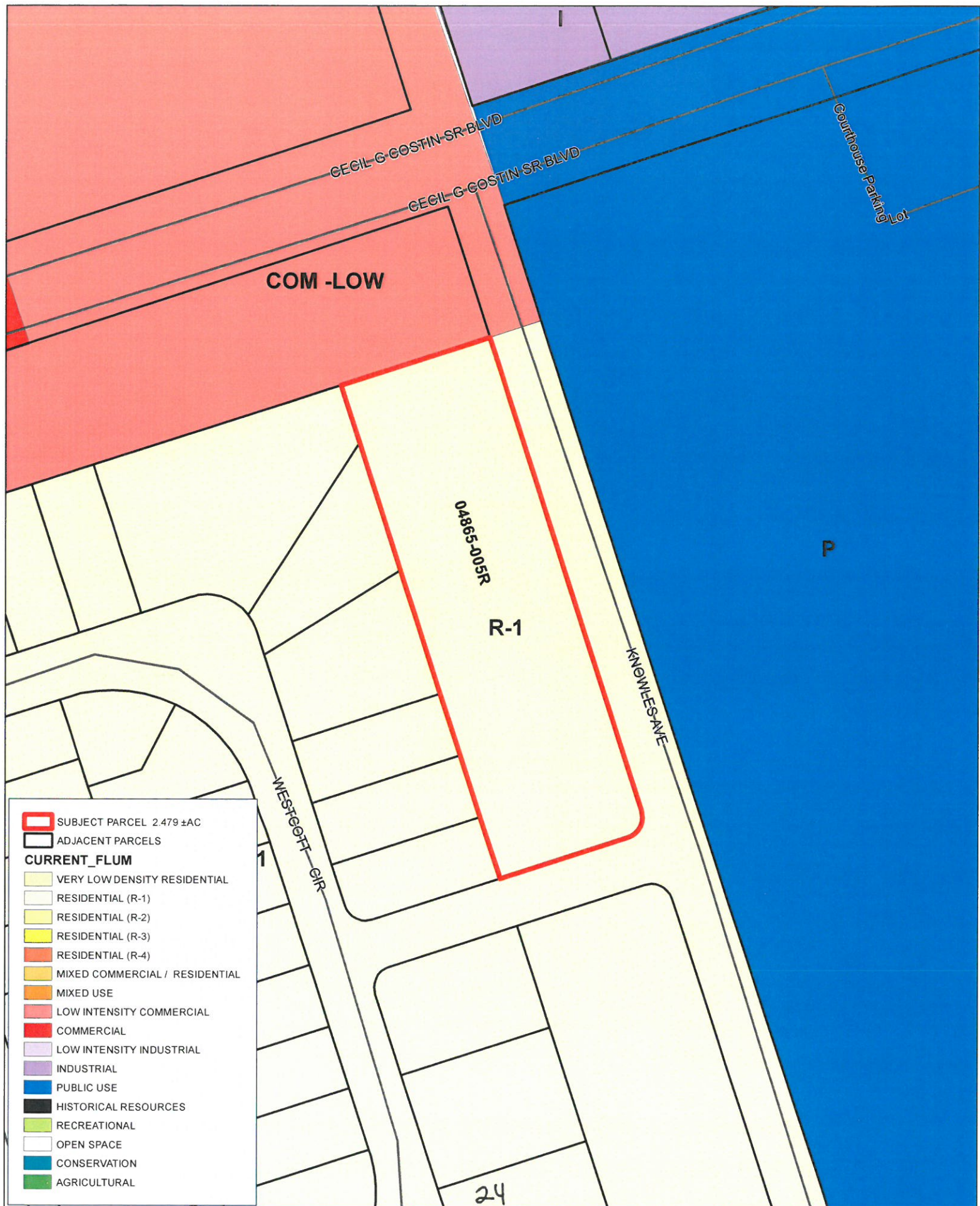
If you have any questions, or need additional information, please call Marina G. Pennington at (850) 766-6108; she can also be reached at marina.pennington@comcast.net.

Sincerely,

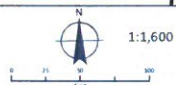
Jim Anderson, City Manager
City of Port St Joe

Enclosures

Cc: Ralph Rish, Dewberry
Marina G. Pennington, Planning Consultant



CURRENT FLUM

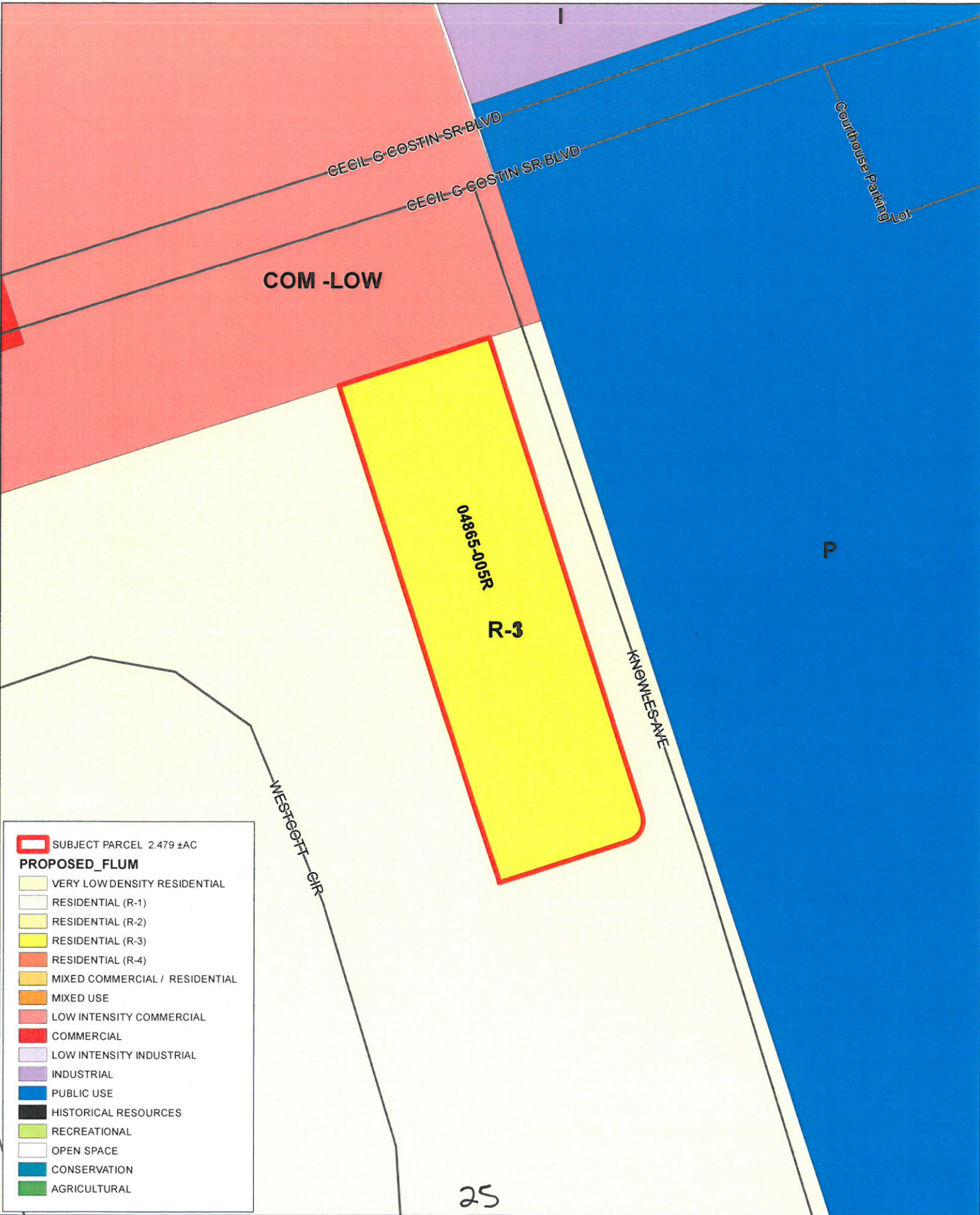


Newman Parcel

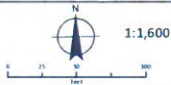
City of Port St. Joe, Gulf County, Florida

STEARNS WEAVER MILLER

MAP DATE: Apr-21-2017 BY: CP8



PROPOSED FLUM



PROJECT: **Newman Parcel**
City of Port St. Joe, Gulf County, Florida

STEARNS WEAVER MILLER

MAP DATE: Apr-21-2017 BY: CPB

FLUE Policy 1.3.14: In addition to the density restrictions set forth for the High-Density Residential (R-3) future land use category within Policy 1.3.4, the following sub-area policies shall apply to the development of the Property subject to City of Port St Joe Ordinance No. 533:

- (a) Development of the property is limited to a maximum of 24 townhouses. No density bonus allowable pursuant to the City of Port St. Joe Land Development Regulations shall be allowed on the property described herein.
- (b) Stormwater facilities will be designed to meet and exceed level of service standards and protect the functions of natural stormwater management features consistent with Infrastructure Policies 1.1.5 and 1.1.6 of this Plan.
- (c) The boundaries of wetlands on the western portion of the site shall be delineated, classified and protected consistent with Conservation Element Objective 1.7 and implementing policies of the City's comprehensive plan and Section 4.11, Wetland protection provisions in the Land Development Code.
- (d) Building heights of the property shall be limited to 35 ft. The developer of the subject property will maintain a 40 ft undisturbed natural vegetative buffer on the western boundary of the property. The developer of the subject property will screen its multifamily residential units from the adjacent residential neighbors with a combination of privacy fencing (with a height of no less than 12 feet_ and landscape vegetation that will achieve and maintain a height of no less than 12 within three years.

RESOLUTION 2017-08

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE, AUTHORIZING A GRANT APPLICATION FOR THE CENTENNIAL BUILDING; PROVIDING FOR A FUNDING SOURCE FOR ANY REQUIRED MATCH; APPOINTING AND AUTHORIZING A DESIGNATED PROJECT CONTACT; AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY; PROVIDING FOR REPEAL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe, Florida will apply to the Bureau of Historic Preservation of the Division of Historical Resources for improvements to certain City property known as the Centennial Building; and

WHEREAS, the Board of City Commissioners has determined that as a necessary part of that application certain resolutions need to be made; and

WHEREAS, the City of Port St. Joe, Florida recognizes the City Manager as the official authorized to act on behalf of the City in such matters and further acknowledges that his signature shall be binding upon the City in such matters; and

WHEREAS, The City Clerk shall be responsible for grant application and project management,

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

1. That it approves the submission of the application and any related documents for the subject grant in the amount of \$310,000; and

2. That this legislative body of the City of Port St. Joe, Florida hereby authorizes the City Manager to act as the appropriate official on behalf of the City of Port St. Joe, Florida in dealing with the Bureau of Historic Preservation and to sign any and all necessary application and other forms; as well as, submitting any additional information required and signing any necessary contracts and/or other agreements between the parties that may result from this application; and

3. The City of Port St. Joe, Florida hereby assures the Bureau of Historic Preservation that it authorizes the total expenditure set forth in the grant application and acknowledges that it will have available from existing BP funds and will make any contribution identified in the grant application; and

4. The City Clerk shall act as project manager and Designated Project Contact for this grant; and

5. The City Commission certifies that this project will not result in any transfer of jobs or employment or the production of goods or services to an area where there is no demand for such.

6. Any Resolution previously adopted relative to this particular grant is repealed.

THIS RESOLUTION ADOPTED THIS _____ day of _____, 2017, on a vote of _____ yeas and _____ nays, by the Board of City Commissioners, City of Port St. Joe, Florida.

BOARD OF CITY COMMISSIONERS
CITY OF PORT ST. JOE, FLORIDA

By: _____
James "Bo" Patterson
Mayor-Commissioner

ATTEST:

Charlotte M. Pierce
City Clerk



The City of Port St. Joe

June 6, 2017

Dr. Timothy Parson, Director
Division of Historical Resources
R. A. Gray Building, 4th Floor
500 South Bronough Street
Tallahassee, FL 32399-0250

RE: Historic Centennial Building
Special Category Grant Application

Dear Dr. Parsons:

The City of Port St. Joe is submitting a Special Category Grant request for renovations and improvements to the Centennial Building. Port St. Joe has the distinction of being the "Birthplace of the Florida Constitution" as St. Joseph was selected in 1838 as the site for the state's first Constitutional Convention, a crucial step in the process of gaining statehood. The first Florida Constitution was signed here on January 11, 1839.

The City has committed \$31,000 as a match to the requested \$310,000 grant.

The Centennial Building was constructed in 1938, to celebrate the 100th anniversary of the signing of Florida's first Constitution. In addition to the historical significance of the building, it serves an important civic and economic function for the area. It is a multi-functional building used for both public and governmental events.

The City does all that we can to maintain the facility and additional support is needed for renovations and improvements to this historical treasure for the State of Florida.

Thank you for your consideration of this very important endeavor.

Sincerely,

James "Bo" Patterson
Mayor

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**CITY OF PORT ST. JOE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROCUREMENT POLICY
INCLUDING THE MINORITY BUSINESS ENTERPRISE POLICY**

I. PURPOSE

This policy is adopted to assure that commodities and services for the Community Development Block Grant Programs are obtained efficiently and effectively in free and open competition and through the use of sound procurement practices. All City staff and other persons (subgrantees or contractors) with designated responsibility for the administration of CDBG award contracts are responsible for ensuring compliance with all applicable federal and state laws and regulations. These include but are not limited to: OMB Circular A - 102, Attachment O; 2 CFR 200-.317-.326, s. 255.0525 and 287.055 Florida Statutes and Rule 73C-23 Florida Administrative Code.

II. APPLICATION OF POLICY

This policy shall apply to contracts or agreements for the procurement of all materials, supplies, services, construction and equipment for any Community Development Block Grant Program solicited or entered into after the effective date of this policy.

III. PURCHASING OFFICER

The City employee designated by the City Commission shall serve as the central purchasing officer (the "Purchasing Officer") of Port St. Joe for all contracts or agreements described in Section II.

IV. PURCHASING AND CONTRACT AWARD PROCEDURES

A. PURCHASING CATEGORIES; THRESHOLD AMOUNTS

Except as to Sole Source Purchases (Section IV-F) and Cooperative Purchasing (Section IV-G), all purchases and contract awards are to be made subject to the provisions of the appropriate Section according to the following threshold amounts:

- | | |
|--|---------------------|
| 1. Small Purchases (Section IV-B) | \$ 1 to \$1,999 |
| 2. Purchasing Quotes (Section IV-C) | \$ 2,000 to \$9,999 |
| 3. Competitive Sealed Bids/Proposals (Section IV-D & IV-E) | \$10,000 and above |

B. SMALL PURCHASES

The purchase of commodities, equipment and services which cost less than the threshold authorized in Section IV-A-1 does not require solicitation of quotes or bids. Small purchases shall be authorized by the Purchasing Officer or his/her designees.

C. PURCHASING QUOTES

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section IV-A-2 shall require competitive quotations from two or more vendors. The quotations shall be obtained by, and shall be reviewed and awarded by the Purchasing Officer or his/her designee.

D. COMPETITIVE SEALED BIDDING

1. Conditions for Use. All contracts for purchases of a single item, services or aggregate in excess of the established base amount for Competitive Sealed Bids/Proposals in Section IV, where price, not qualifications, is the basis for contract award, shall be awarded by competitive sealed bidding.
2. Invitation to Bid. Under Section 255.0525(2), F.S. and Rule 73C-23.00521 (2) (a), F.A.C., an invitation to bid for construction projects that are projected to cost more than \$200,000 shall be published in at least one daily newspaper of general circulation in Gulf County as well as a nearby federal Office of Management and Budget (OMB) designated metropolitan statistical area (MSA) newspaper at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. An invitation to bid for construction projects that are projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in Gulf County at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. Additionally, notice shall be sent to those vendors and contractors on the City's MBE/WBE solicitation list. Alternatively, the City may substitute the above notice with any solicitation procedure which generates at least three responsible and responsive bids or proposals which can be considered. However if three responsible and responsive bids or proposals are not received, the procurement

will be invalid. An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place, date, and time for opening or submittal. No later than five working days prior to the date for receipt of bids, a vendor shall make a written request to the City for interpretations or corrections of any ambiguity, inconsistency or error, which the vendor may discover. All interpretations or corrections will be issued as addenda. The City will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any City employee prior to the opening of proposals. Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the Commission. Also, only communications from firms or individuals which are in writing and signed will be recognized by the Commission as duly authorized expressions on behalf of proposes.

- a) Alternate(s). Alternate bids will not be considered unless authorized by and defined in the Special Conditions of the bid specifications.
- b) Approved Equivalents. The City reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with stated requirements for equivalents in the bid conditions are subject to rejection. The procedure for acceptance of equivalents shall be included in the general conditions of the bid.
3. Public Notice. Public notice shall be by publication in a newspaper of general circulation at least twelve (12) working days prior to bid opening for all solicitations not covered Section D2 above. This requirement does not apply to bidding on behalf of a client for Housing Rehabilitation/Replacement. Notice of the invitation to Bid shall give the date, time, and place set forth for the submittal of proposals and opening of bids.
4. Bid Opening. Bids shall be opened publicly. The Purchasing Officer or his designee shall open the bids in the presence of one or more witnesses at the time and place designated in the Invitation to Bid. The amount of each bid, and other such relevant information as may be deemed appropriate by the Purchasing Officer together with the name of each bidder, and all witnesses shall be recorded. The record (Bid Report) and each bid shall be open to public inspection.
5. Bid Acceptance and Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the Invitation to Bid, which may include, but not be limited to criteria to determine acceptability such as; inspection, testing, quality, recycled or degradable materials content, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measured, such as discounts, transportation costs, and total or life cycle costs. No criteria may be used in bid evaluation that are not set forth in the Invitation to Bid, in regulations, or in this policy.
6. Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the Invitation for Bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in the bid price or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
 - a) the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - b) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the Purchasing Officer.
7. Multi-Step Sealed Bidding. When it is considered impractical to initially prepare a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation of bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.
8. Award. The contract shall be awarded with reasonable promptness to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid. The City reserves the right to waive any informality in bids and to make an award in whole or in part when one or both conditions are in the best interest of Port St. Joe.
 - a) Notice of Intended Award. The contract shall be awarded by written notice. Every procurement of contractual services shall be evidenced by a written agreement. Notice of the intended award, including rejection of some or all of bids received, may be given by posting the bid tabulations where the bids were opened, by telephone, by first class mail, or by certified United States mail, return receipt requested.

9. Cancellation of Invitations for Bids. An invitation for bids or other solicitation may be canceled, or any or all bids may be rejected in whole or in part when it is in the best interests of the City, as determined by the Commission as long as such action does not violate federal code, state statutes, Rule 73C-23 Florida Administrative Code, and program requirements. Notice of cancellation shall be sent to all businesses solicited.
10. Disqualification of Vendors. For any specific bid, vendors may be disqualified by the Purchasing Officer, for the following reasons:
 - a) Failure to respond to bid invitation three consecutive times within the last eighteen (18) months period.
 - b) Failure to update the information on file including address, project or service, or business description.
 - c) Failure to perform according to contract provisions.
 - d) Conviction in a court of law of any criminal offense in connection with the conduct of business.
 - e) Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
 - f) Clear and convincing evidence that the vendor has attempted to give a City employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the City's purchasing activity.
 - g) Failure to execute a Public Entity Crimes Statement as required by Florida Statutes Chapter 287.133(3)(a).
 - h) Other reasons deemed appropriate by the City.

E. COMPETITIVE SEALED PROPOSALS

All contracts for purchases of a single item or services or aggregate in excess of the established base amount for Competitive Sealed Bids/Proposals in Section IV, where qualifications, not price, is the basis for contract award, shall be awarded by competitive sealed proposals. All contracts for the procurement of professional architectural, engineering, landscape architectural, and land surveying services will be awarded according to the provisions of Section IV-E-1. All other contracts required to be awarded by competitive sealed proposals will be awarded according to the provisions of Section IV-E-2.

1. PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, AND LAND SURVEYING SERVICES
 - a) Public Announcement. It is the policy of the City to publicly announce all requirements for professional architectural, engineering, landscape architectural, and land surveying services and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. In the procurement of such services, the City may require firms to submit a statement of qualifications, performance data and other related information for the performance of professional services.
 - (1) Distribution of Project Requirements. The Purchasing Officer shall distribute the written Request for Proposals, which shall include the project requirements. The project requirements shall be accompanied by an Invitation to such persons to submit an indication of interest in performing the required services and by notification of the date and time when such indications of interest are due. This date shall not be less than 12 calendar days from the date of public notice which the Purchasing Officer shall publish in at least one newspaper of wide general circulation in the region.
 - (2) Modification Prohibition. After the publicized submission time and date, indications of interest shall not be modified or allowed to be modified in any manner except for correction of clerical errors or other similar minor irregularities as may allowed by the Selection Committee prior to making its selection of those best qualified to be formally interviewed.
 - (3) Reuse of Existing Plans. There shall be no public notice requirements or utilization of the selection process as provided in this section for projects in which the City is able to reuse existing plans from a prior project. However, public notice of any plans which are intended to be reused at some future time shall contain a statement which provides that the plans are subject to use.
 - (4) Selection Committee Membership and Evaluation. The City has the option of using a selection committee or designate the Commission as the committee that reviews the proposals.
 - a) Selection Committee Evaluation. Only written responses of statements of qualifications, performance data, and other data received in the purchasing officer by the publicized submission time and date shall be evaluated. The selection committee may interview the offerors prior to evaluation or evaluate the offers based on their written response to the Request for Proposals. The selection committee may "shortlist" proposals received, or appoint a subcommittee to "shortlist" by evaluating those proposals received and selecting those proposals deemed most responsive to the RFP. The proposals selected by the "shortlisting" process shall then be presented to the Evaluation Committee for an evaluation utilizing the evaluation criteria utilized in the public announcement and RFP. The Selection Committee may interview shortlisted respondents.

- (5) Commission Approval. Evaluation results shall be forwarded to the Commission by the Selection Committee for approval prior to beginning Contract negotiations. Negotiation sequence shall be based on the order of preference
 - b) Negotiation Staff. Contract negotiations shall be conducted by the Purchasing Officer, a Negotiation Committee (NC) appointed by the City Commission or the City Commission.
 - c) Negotiation.
 - (1) The Purchasing Officer, NC, or the City Commission shall negotiate a contract with the firm considered to be the most qualified to provide the services at composition and upon terms which the Purchasing Officer, NC, or the City Commission determines to be fair and reasonable to the City. In making this decision, the Purchasing Officer, NC or the City Commission shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered.
 - (2) As part of the negotiation, the Purchasing Officer, NC or the City Commission shall conduct a cost analysis, including evaluation of profit, based on a cost breakout by the firm of its proposed price. Should the Purchasing Officer, NC or the City Commission be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm shall be formally terminated. The Purchasing Officer, NC or the City Commission shall then undertake negotiations with the second most qualified firm. Failing accord with the second most-qualified firm, they may negotiate with the third most qualified firm or may reach a determination not to contract for services.
- 2. OTHER COMPETITIVE SEALED PROPOSALS (non-287.055 services)
 - a) Condition for Use. All contracts required by Section IV-E to be awarded by competitive sealed proposals that are not for the procurement of professional architectural, engineering, landscape architectural, and land surveying services, will be awarded according to the processions of this section.
 - b) Consultant's Competitive Negotiation Act. Professional services within the scope of the practice of architecture, or registered land surveying, as defined under the Consultant's Competitive Negotiation Act (Section 287.055, Florida Statutes), shall be secured under the provisions of Section IV-E-1.
 - c) Commission Approval. Proposals anticipated to exceed the threshold established in Section IV-A-3 for Competitive Sealed Proposals shall be approved by the City Commission prior to solicitation.
 - d) Public Notice. Adequate public notice of the Request for Proposals shall be given in the same manner as provided in subsection IV-D-3 of this policy for competitive sealed bidding.
 - e) Evaluation Factors. The Public Notice and Request for Proposals shall identify evaluation factors and their relative importance. When services are not covered by CCNA, price information will be an evaluating factor. Ranking forms, reflecting evaluation factors and importance will be developed prior to evaluation.
 - f) Proposal Cancellation or Postponement. The Purchasing Officer may, prior to a proposal opening, elect to cancel or postpone that date and/or time for proposal opening or submission.
 - g) Award. Award shall be made by the City Commission to the highest ranking responsible offeror whose proposal is determined to be the most advantageous to Port St. Joe, taking into consideration the evaluation factors set forth in the evaluation criteria that are included in the Request for Proposals. A cost analysis as detailed in E 1. C) 2 shall be conducted prior to the award of any contract.

F. Sole Source Purchase

- a) Sole Source Certification. A contract may be awarded for a supply, service material, equipment or construction item(s) without competition when the Purchasing Officer with the coinsurance of the City Clerk, certifies in writing, after conducting a good faith review of available sources, that there is only one available source for the required material, supply, service equipment, or construction item(s). Such awards will be made within the authorized procurement be placed on the agenda for Commission Approval and Clarification that the vendor has been determined to be a sole source. When a purchase exceeds (\$25,000) it will require prior approval by the Florida Department of Economic Opportunity, Small Cities CDBG program office.

G. Cooperative Purchasing

- 1. State Contracts. The Purchasing Officer is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts of the Department of General Services, subject otherwise to the requirements of this policy.
- 2. Other Government Units. The Purchasing Officer shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the City would be served thereby, and the same in accordance with this policy and with City and State law.

H. BID PROTEST

1. Right to Protest. Any actual prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of contract may protest to the City Commission. Protestors shall seek resolution of their complaints initially with the Purchasing Officer prior to protesting to the City Commission.
2. Filing a Protest. Any person who is effected adversely by the decision or intended decision of the City shall file with the Purchasing Officer a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of intended decision and file a formal written protest shall constitute a waiver of proceedings under this Section. A written protest is filed with the City when it is delivered to and received in the office of the Purchasing Officer.
 - a) The notice of protest shall contain at a minimum; the name of the bidder; the bidder's address and phone number; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest.
 - b) The formal written protest shall identify the protestant and the solicitation involved; include a plain, clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protestant deems applicable to such grounds; and specifically request the relief to which the Protestant deems himself entitled by application of such authorities to such grounds.
 - c) The protestant shall mail a copy of the notice of protest and the formal written protest to any person with whom he/she is in dispute.
3. Settlement and Resolution. The Purchasing Officer shall within 14 days of the formal written protest, attempt to resolve the protest prior to any proceedings arising from the position. Provided, however, if such settlement will have the effect of determining a substantial interest of another party or business, such settlement must be reached in the course of the proceedings provided herein.
4. Protest Proceedings If the protest cannot be resolved by mutual agreement, the Purchasing Officer shall conduct or designate another to conduct a protest proceeding pursuant to the following procedures.
 - a) Protest Proceeding Procedures
 - (1) The presiding officer shall give reasonable notice to all substantially affected persons or businesses. Otherwise petitions to intervene will be considered on their merits as received.
 - (2) At or prior to the protest proceeding, the Protestant may submit any written or physical material, objects, statements, affidavits, and arguments which he/she deems relevant to the issues raised.
 - (3) In the proceeding, the Protestant, or his representative or counsel, may also make an oral presentation of his evidence and arguments. However neither direct nor cross examination of witness shall be permitted, although the presiding officer may make whatever inquiries he/she deems pertinent to a determination of the protest.
 - (4) The judicial rules of evidence shall not apply and the presiding officer shall be his/her decision on such information given in the course of the proceeding upon which resale prudent persons rely in the conduct of their affairs.
 - (5) Within seven (7) working days in the conclusion of the proceeding, the presiding officer shall render a decision which sets forth the terms and conditions of any settlement reached. Such decision of the presiding officer shall be conclusive as to the recommendation the City Commission.
 - (6) Any party may arrange for the proceedings to be stenographically recorded and shall bear the expense of such recording.
 - b) Intervenor. The participation of intervenors shall be governed by the terms of the offer issued in response to petition to intervene.
 - c) Time Limits. The time limits in which protests must be filed as provided herein may be altered by specific provisions in the invitation for bids or request for proposals documents.
 - d) Entitlement to Cost. In no case will this protesting bidder or offeror be entitled to any costs incurred with the solicitation, including bid preparation costs and attorney's fees.
5. Stay of Procurement during Protests. In the event of a timely protest under Subsection A of this Section, the Purchasing Officer shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or unless the City Commission makes a determination that the award of a contract without delay is necessary to protect the substantial interest of the City.

I. CONTRACT CLAIMS

1. Authority of the Purchasing Officer to Settle Bid Protest and Contract Claims. The Purchasing Officer is authorized to settle any protest regarding the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, prior to an appeal to the City Commission or the commencement of an action in court of competent jurisdiction but may not settle any such protest or claim for consideration of \$1,000.00 or greater in value without the prior approval the City Commission.
2. Decision of the Purchasing Officer. All claims made by a contractor against the City, relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Officer for a decision. The contractor may

request a conference with the Purchasing Officer on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of contract mistake, misrepresentation, or other cause for contract modification or rescission.

3. Notice to the Contractor of the Purchasing Officer's Decision. The decision of the purchasing officer shall be promptly issued in writing, and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of his appeal rights under Subsection D of this Section.
4. Finality of the Purchasing Officer Decision; Contractor's Right to Appeal. The purchasing Officer's decision shall be final and conclusive unless within ten calendar days from the date or receipt of the decision, the contractor files a notice of appeal with the City Commission.
5. Failure to Render Timely Decision. If the Purchasing Officer does not issue a written decision regarding any contact controversy within fourteen calendars days after receipt of a written request for a final decision, or within such longer period may be agreed upon between the parties, then the approved party may proceed as if an adverse decision had been issued.

J. Remedies for Solicitations or Awards in Violation of Law

1. Prior to Bid Opening or Closing Date for receipt of Proposals. If prior to the bid opening or the closing date for receipt or proposals, the Purchasing Officer after consultation with City Attorney, determines that a solicitation is in violation of federal, state or local law or ordinance, then the solicitation shall be canceled or revised to comply with applicable law.
2. Prior to Award. If after bid opening or the closing date for receipt of proposals, but prior to the award contract, the Purchasing Officer after consultation with the City Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state or municipal law or ordinance, then the solicitation or proposed ward shall be canceled.
3. After Award If, after award, the Purchasing Officer after consultation with the City Attorney, determines that a solicitation or award of a contract was in violation of applicable law or ordinance then:
 - a) If the person awarded the contract has not acted fraudulently or in bad faith:
 - (1) the contract may be ratified and affirmed, provided it is determined that doing so is in the best interest of the City and such action does not violate federal code, state statutes, Rule 73C-23 Florida Administrative Code and program requirements; or
 - (2) the contract may be terminated and the person awarded the contract shall be compensated for the actual cost reasonably incurred under the contract plus a reasonable profit, but excluding attorney's fees, prior to termination or
 - (3) if the person awarded the contract has acted fraudulently or in bath faith the contact may be declared null and void or violable, if such action is in the best interest of the City.

V. Contract Administration

A. Contract Provisions

1. Standard Contract Clauses and Their Modification.
 - a) The City after consultation with the City attorney, may establish standard contract clauses for use in City contracts.
 - b) However, the Purchasing Officer may, upon consultation with the City Attorney, vary any such standard contract clauses for any particular contract.
2. Contract Clauses. All City contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Officer after consultation with the City Attorney, may propose provisions appropriate for supply, service or construction contracts, addressing among others the following subjects:
 - a) The unilateral right of the City to order, in writing changes in the work within the scope of the contract;
 - b) The unilateral right of the City to offer in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
 - c) Variations occurring between estimated quantities or work in contract and actual quantities;
 - d) Defective pricing;
 - e) Time of performance and liquidated damages;
 - f) Specified excuses for delay or nonperformance;
 - g) Termination of the contact for default;
 - h) Termination of the contract in whole or in part for the convenience of the City;
 - i) Suspension of work on a construction project ordered by the City;

- j) Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract;
 - (1) when the contract is negotiated;
 - (2) when the contractor provides the site or design; or
 - (3) when the parties have otherwise agreed with respect to the risk of differing site conditions;
- k) Value engineering proposals;
- l) Remedies;
- m) Access to records/retention records;
- n) Environmental compliance; and
- o) Prohibition against contingent fees
- p) Insurance to be provided by contractor covering employee, property damage liability and other claims, with requirements of certificates of insurance cancellation clauses.
- q) Bonding requirements as set by the City Commission.
- r) Causes of and authorization for suspension of contract for improper contractor activity.

B. Price Adjustments

1. Methods of Price Adjustment Adjustments in price during the term of a contract shall be computed in one or more of the following ways upon approval by the City:
 - a) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - b) By unit prices specified in the contract or subsequently agreed upon;
 - c) By the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon by the City;
 - d) In such other manner as the contracting parties may mutually agree; or
 - e) In the absence of agreement by the parties, by a unilateral determination by the City of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the City, subject to the provisions of this section.
2. Cost or Pricing Data Required. A contractor shall be required to submit cost or pricing data if any adjustment in contract price is subject to the provisions of this Section.

C. Change Orders/Contract Amendments

1. Change orders and contract amendments, which provide for the alteration of the provisions of a contract may be approved by an appropriate person based upon the dollar cost of the change or amendment.
2. The purchasing categories thresholds designated in Sections IV-A shall govern the appropriate level of approval.

D. Assignments of Contracts

No agreement made pursuant to any section of this policy shall be assigned or sublet as a whole or in part without the written consent of the City nor shall the contractor assign any moneys due or to become due to the contractor hereunder without the previous written consent of the City.

E. Right to Inspect Plant

The City may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by the City. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving the City.

VI. Rights of City Commission

- A. Nothing in this policy shall be deemed to abrogate, annul, or limit the right of the Commission, in the best interests of the City, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility or of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Policy in any instance when desirable for the public good; and such action does not violate federal code, state law, Rule 73C-23 Florida Administrative Code, and program requirements.

VII. City Procurement Records

- A. Contract File. All determinations and other written records pertaining to the solicitation award, or performance of a contract shall be maintained for the City in a contract file.

- B. Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with records retention guidelines and schedules established by the State of Florida.

VIII. Specifications

A. Maximum Practicable Competition

1. All specifications shall be drafted to promote overall economy and encourage competition in satisfying the City needs and shall not be unduly restrictive.
2. This policy applies to all specifications including, but not limited to, those prepared for the City by architect, engineers, designers and draftsman.

B. Use of Brand Name or Equivalent Specifications.

1. Brand name or equivalent specifications may be used when the City determines that:
 - a) No other design, performance, or qualified product list is applicable;
 - b) Time does not permit the preparation of another form of purchase description, not including a brand name specification;
 - c) The nature of the product or the nature of the City requirements makes use of a brand name or equivalent specification suitable for the procurement; or
 - d) Use of brand name or specification is in the City's best interest.
2. Designation of Several Brand Names. Brand name or equivalent specifications shall seek to designate three, or as many different brands as are practicable, as products to those designated may be considered for award.
3. Required Characteristics. The brand name or equivalent specifications shall include a description of the particular design, functional, or performance characteristic required.
4. Nonrestrictive Use of Brand Name or Equivalent Specifications. Where a brand name or equivalent specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.
5. Determination of Equivalents. Any prospective bidder may apply, in writing for a pre-bid determination of equivalence by the Purchasing Director. If sufficient information is provided by the prospective bidder, the Purchasing Director may determine, in writing and prior to the bid opening time, that the proposed product would be equivalent to the brand name used in the solicitation.
6. Specifications of Equivalents Required for Bid Submittal. Vendors proposing equivalent products must include in their bid submittal the manufacturer's specifications for those products. Brand names and model numbers are used for identification and reference purposes only.

C. Brand Name Specifications

1. Use of Brand Name Specifications. Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Director makes a determination that only the identified brand name item or items will satisfy the City needs.
2. Competition. The Purchasing Director shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such one source that can supply the requirement, the procurement shall be made under Section IV-F, Sole Source Purchases.

IX. Ethics in Public Contracting

- A. Criminal Penalties. To the extent that violations of the ethical standards of conduct set forth in this section constitute violations of the State Criminal Code they shall be punishable as provided therein. Such penalties shall be in addition to civil sanctions set forth in this part.
- B. Employee Conflict of Interest
1. Participation. It shall be unethical for any City employee, officer or agent to participate directly or indirectly in a procurement or administration of a contract. A conflict of interest would arise when:
 - a) the City employee, officer or agent;
 - b) any member of his immediate family;
 - c) his or her partner; or
 - d) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The officers, employees or agents will neither solicit nor accept gratuities favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

2. Blind Trust. A City employee, officer or agent or any member of his family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.
- C. Contemporaneous Employment Prohibited
 1. It shall be unethical for any City employee who is participating directly or indirectly in the procurement process to become or to be, while such a City employee, the employee of any person contracting with the City.
- D. Use of Confidential Information
 1. It shall be unethical for any employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.
- E. Gratuities and Kickbacks
 1. Gratuities. It shall be unethical for any person to offer, give or agree to give any City employee, officer or agent or for any City employee, officer or agent to solicit, demand, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision approval, or a purchase request, influencing the content of any specification or procurement standard rendering of advice, investigation auditing, or performing in any other advisory capacity in any proceeding or application request for ruling, determination claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
 2. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
 3. Contact Clause. The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every contract and solicitation therefor.
- F. Sanctions
 1. Employee Sanctions. Upon violation of the ethical standard by an employee, officer, or agent the City or other appropriate authority may:
 - a) impose one or more appropriate disciplinary actions as defined in the City Personnel Rules and Regulations up to and including termination of employment; and
 - b) may request investigation and prosecution.
 2. Non-employee Sanctions. The Commission may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:
 - a) written warnings;
 - b) termination of contracts; or
 - c) debarment or suspension from the Bid List as provided in Section XV.
- G. Recovery of Value Transferred or Received in Breach of Ethical Standards.
 1. General Provisions. The value of anything being transferred or received in breach of the ethical standards of this policy by a City employee or non-employee may be recovered from both City employee and non-employee.
 2. Recovery of Kickback by Port St. Joe. Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable thereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickback. Recovery from one offending party shall not preclude recovery from other offending parties.

X. Federal Policy Notice

- A. Patents: If a contract involving research and development, experimental or demonstration work is being funded in whole or in part by assistance from a federal agency, then the contract shall include the following provisions.
 1. Notice to Contractor. The contract shall give notice to the contractor of the applicable grantor agency requirement and regulations concerning reporting of, and rights to, any discovery or invention arising out of the contract.
 2. Notice by Contractor. The contract shall require the contractor to include a similar provision in all subcontracts involving research and development, experimental, or demonstration work.
- B. Notice of Federal Public Policy Requirements

1. Applicability. If the contract is being funded in whole or in part by assistance from any federal agency, the contract is subject to one or more federal public policy requirements such as:
 - a) equal employment opportunity;
 - b) affirmative action;
 - c) fair labor standards;
 - d) energy conservation;
 - e) environmental protection; or
 - f) other similar socio-economic programs.
2. Notice. The Purchasing Officer shall include in the contract all appropriate provisions giving the contractor notice of these requirements. Where applicable, the Purchasing Officer shall include in the contract provisions the requirement that the contractor give similar notice to all of its subcontractors.

XI. Payment to Vendors

- A. The City employee preparing the purchase order for goods or services under the programs covered by this policy shall not be the same employee that prepares the voucher for the payment for the goods or services covered by the purchase order. The employee preparing the payment voucher shall insure that there is a properly prepared purchase order or contract in place and invoices are properly prepared prior to preparing payment vouchers. The City Commission shall approve all payment vouchers.

XII. Minority Business Enterprise Participation Program

- A. It shall be the policy of the City to encourage minority and women's business enterprises to submit proposals, bids or quotes. The Purchasing Officer is responsible for the coordination of the Minority Business Enterprise Program.
 1. Capital Improvement Project
 - a) Review: The Purchasing Officer and an appropriate department representative shall review each proposed project or bid to determine potential for utilization of MBE/WBEs. This review is based on known availability of capable MBE/WBEs in the area in relation to the scope of the bid package and considers how a project might be broken down into sub-bids.
 2. Contractor Responsibilities
 - a) Contractors are required to make good faith efforts to obtain MBE/WBE participation when so stipulated by bid specifications and/or contracts. If these efforts are unsuccessful, the contractor will submit a non-availability or refusal to participate and will request waiver of MBE/WBE participation.
 - b) The contractor who is the successful bidder will attend pre-construction conferences with appropriate City representatives to review the project scope and the MBE/WBE utilization plan.
 - c) The contractor who is the successful bidder must request a change order for any modification to the MBE/WBE plan. Change orders require Commission approval and are contingent on contractor documentation or MBE/WBE involvement in the change requested and documentation of cause for the change.
- B. Fulfilling MBE/WBE Participation Requirements

For the purpose of this policy, a general contractor may utilize the services of a MBE/WBE subcontractor, manufacturer and/or supplier in estimating and satisfying the scope of work, provided that written contact/agreement is executed between the general contractor and the subcontractor, manufacturer, and/or the supplier.

XIII. Waiver of Bid Bond Requirements

The Commission may at its discretion, waive any of the requirements of this Section when it is determined to be in the best interest of the City provided such action does not violate federal code, state statutes, Rule 73C-23 Florida Administrative Code, or program requirements.

XIV. Bid List

A bid list for the purpose of bid solicitations shall be maintained by the City. The list shall consist of firms that apply.

- A. The City staff may remove firms from the bid list for any of the following reasons:
 1. Consistent failure to respond to bid invitations three (3) consecutive instances within the last eighteen month period; or

2. Failure to update the information on file including address, product or service description or business description.
- B. The Commission may remove firms from the bid list for the following reasons:
1. Failure to perform according to contract provisions;
 2. Conviction in a court of law of any criminal offense in connection with the conduct of business;
 3. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals or the awarding of contracts;
 4. Clear and convincing evidence that the vendor has attempted to give a Commission employee, officer or agent a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Commission's purchasing activity;
 5. Violation or circumvention of the Minority Business Enterprise Program; or
 6. Other reason deemed appropriate by the City Commission.
- C. This policy is consistent with and subordinate to the City Purchasing Policy. Wherever conflicts may exist, the provision in the Purchasing Policy will prevail.

XV. Reporting

- A. The Purchasing Officer or appropriate person will report, at least annually, to the Commission on the status of the Minority Business Enterprise Program.
- B. Records will be maintained reflecting participation of local minority and women owned businesses and shall be reported.

XVI. Severability Clause

Each separate provision of this program is deemed independent of all other provisions herein so that if any provision or provisions be declared invalid, all other provisions hereof shall remain valid and full force and effect.

THIS Policy ADOPTED THIS _____ day of _____, 2017, by the Board of City Commissioners, City of Port St. Joe, Florida.

BOARD OF CITY COMMISSIONERS
CITY OF PORT ST. JOE, FLORIDA

By: _____
James "Bo" Patterson
Mayor-Commissioner

ATTEST:

Charlotte M. Pierce
City Clerk

COMMISSIONER ASHBROOK'S PLAN FOR 7TH STREET EASEMENT ISSUE

1. The City Abandons the 7th street easement giving the property equally to the adjacent landowners (Haddock and Blaylock) each of them getting 30 feet.
2. Haddock and Blaylock would both continue to own the property, but grant the City a ___ foot perpetual easement that runs with the land forever. One that allows the City to place benches on the easement if it chooses to. The City would be required to maintain the easement.
3. Blaylock would then also grant the City a perpetual _____ foot easement running with the land forever through his property to the Bay. The city would be allowed to place benches if it chose to. The City would be required to maintain the easement.
4. The City then grants a 20 year extension of the lease currently between the City and Blaylock for the use of the Bridge between Blaylock and Capital City Bank.
5. The Haddocks and Baylocks would pay \$5,000.00 each towards for LED lighting of the Bay Trail from the Marina to Frank Pate Boat Ramp.

This solves the Haddock's problem of encroachment on to the easement and gives her property she did not have prior. Blaylock gets property and extends his lease on the bridge. The City gets the property back on the tax rolls, because it is privately owned now, and a perpetual easement all the way to the Bay for the citizens of Port St. Joe and particularly those folks who live on 7th Street proper. The City would also get the LED lighting of the Bay Trail.

City Commissioners,

It is my understanding that the city is ready to turn property that is not in use into profitable tax paying assets.

The Blaylock's and I would like to give the city the opportunity to abandon the end of Seventh Street that is not in use and turn it into improved property and start collecting taxes on it. This property does not go to the bay so there is no bay access.

For the public, and the people that may not be aware the St Joe Company many decades ago dedicated streets to the public for road use. Some did not make sense and were never paved. They had a special stipulation in the plat should the road right of way be abandoned by the city, it would revert back to the Company. Florida Statutes provides, in that situation, that the adjacent property owners on each side take title to the right of way. There has been precedence of other streets that were abandoned by the city in prior years.

Since this property has unmarketable title issues and cannot be sold, if the city is willing to abandon and put on the tax rolls for city profit, we are willing to make an alternate contribution to the city by donating \$10,000 to the illumination of the bay trail from the boat ramp to the marina. There is a bid in your packet, to run camouflaged conduit up the pine trees with energy efficient LED down lighting. This lighting would be a great asset for the entire community to enjoy after sunset, and a safety upgrade for the festival park area.

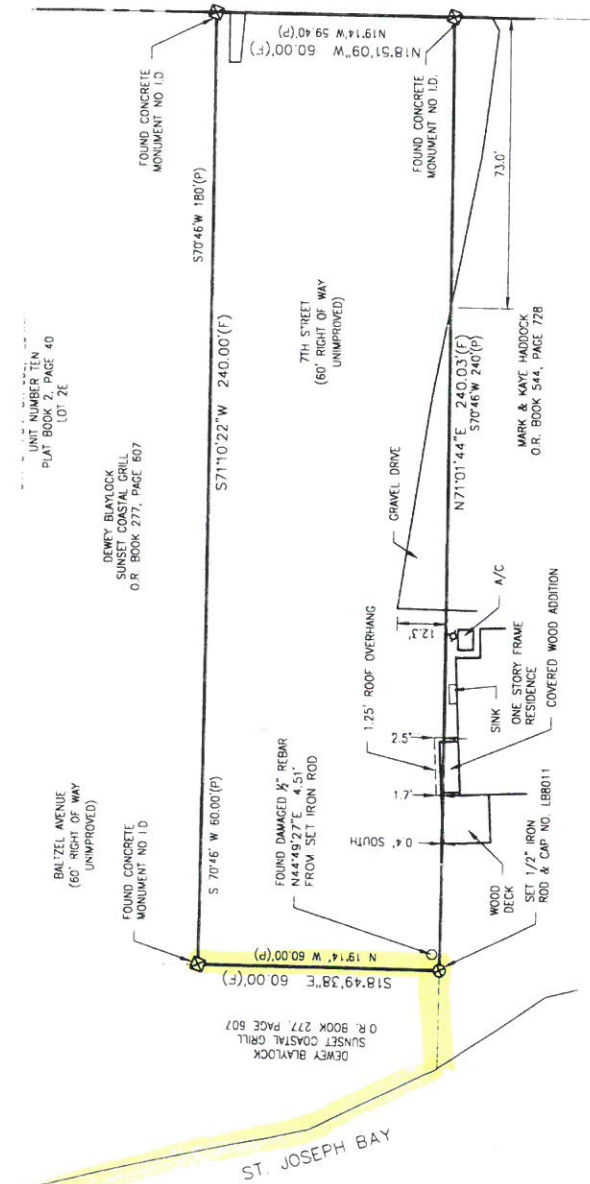
Thanks to all of you for your time and consideration.

Kaye Haddock

SYMBOLS & ABBREVIATIONS:

No.	=	NUMBER
L.B.	=	LICENSED BUSINESS
⊗	=	SET 5/8" CAPPED IRON ROD L.B. #8011
⊠	=	FOUND 4" BY 4" CONCRETE MONUMENT
◇	=	IRRIGATION CONTROL VALVE
(F)	=	FIELD MEASUREMENT
(P)	=	PLAT DATA
A/C	=	AIR CONDITIONER
R/W	=	RIGHT OF WAY

U.S. HWY 98
(80' R/W)



SURVEYOR'S NOTES:

1. SURVEY SHOWN HEREON IS REFERENCED TO FLORIDA STATE PLANE COORDINATES, NORTH ZONE, NAD 1983/90, U.S. SURVEY FEET.
2. THIS SURVEY, MAP, AND REPORT IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
3. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
4. NO TITLE SEARCH, TITLE OPINION OR ABSTRACT WAS PERFORMED BY, NOR PROVIDED TO PREBLE-RISH, INC., FOR THE SUBJECT PROPERTY. THERE MAY BE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, ENCROACHMENTS, RIGHT-OF-WAYS, BUILDING SETBACKS, RESTRICTIVE COVENANTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES OR USE OF THE SUBJECT PROPERTY.
5. NO UNDERGROUND UTILITIES, UTILITY LINES, FOUNDATIONS, OR OTHER UNDERGROUND STRUCTURES HAVE BEEN LOCATED BY PREBLE-RISH, INC., EXCEPT AS SHOWN.
6. DATE OF FIELD SURVEY: MAY 4, 2016.

DESCRIPTION:

SEVENTH STREET A 60' RIGHT OF WAY PER ST. JOSEPH'S ADDITION, UNIT 10, PAGE 40 AND THE SOUTH 60' OF BALTZEL AVENUE PER SAID PLAT

Dewberry 203 ABERDEEN PARKWAY PANAMA CITY, FLORIDA 32405 PHONE: 850.522.0644 FAX: 850.522.1011 WWW.DEBERRY.COM CERTIFICATE OF AUTHORIZATION NO. LB 8011		BOUNDARY SURVEY SEVENTH STREET PORT ST. JOE, FL	
FB/PG: ### FIELD DATE: 5/4/16 SCALE: 1" = 30'	DRAWING DATE: 5/4/16 BY: AF APPROVED BY: DJB	PROJECT NO.: 50082037 SHEET: S1	

REVISIONS

FB/PG	DATE	DESCRIPTION	REVISION

DEDICATION

STATE OF FLORIDA
COUNTY OF GULF

CITY OF PORT ST. JOE, FLORIDA
UNIT NUMBER TEN

SCALE 1" = 40'



KNOW ALL MEN BY THESE PRESENTS THAT THE ST. JOE PAPER CO., THE OWNER IN FEE SIMPLE OF THE FOLLOWING DESCRIBED PARCEL OF LAND TO-WIT:

UP LAND TO WIT.

THAT PART OF SECTION 1 TOWNSHIP 8 SOUTH RANGE 11 WEST DESCRIBED BY METES AND BOUNDS AS FOLLOWS: BEGIN AT THE CONCRETE MONUMENT LOCATED 40 FEET SOUTH 70° 45' WEST FROM THE CENTER LINE OF MONUMENT AVENUE AND 30 FEET SOUTH 19° 14' EAST FROM THE CENTER LINE OF FIFTH STREET.

[illegible]

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STATE OF FLORIDA

BEFORE ME THIS DAY PERSONALLY APPEARED, STANLEY E. JONES, TO ME WELL KNOWN AND KNOWN BY ME TO BE THE VICE-PRESIDENT AND SECRETARY, RESPECTIVELY, OF THE ST. JOE PAPER CO. AND THE SAID VICE-PRESIDENT AND SECRETARY, HAVING BEEN THE FIRST DULY SWORN, DEPOSE AND ON OATH SAY THAT THEY EXECUTED THE DEDICATION HEREIN ABOVE SOWN, ON BEHALF OF ME ST. JOE PAPER CO. FOR THE USES AND PURPOSES STATED, BY AND WITH AUTHORITY OF THE BOARD OF DIRECTORS OF SAID ST. JOE PAPER CO.

WITNESS MY HAND AND OFFICIAL SEAL THIS 12th DAY OF

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

HEREBY CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND DESCRIBED ABOVE AND THAT PERMANENT REFERENCE MONUMENTS HAVE BEEN PLACED ACCORDING TO THE LAWS OF THE STATE OF FLORIDA.

SIGNED THIS 26th DAY OF Feb. A.D. 1965

REGISTERED LAND SURVEYOR

APPROVED THIS 2nd DAY OF March A.D. 1965

APPROVED THIS 2nd DAY OF March A.D. 1965
CITY COMMISSIONERS OF THE CITY OF PORT ST. LOUIS

18 Frank Haven

DAYTEST *GB Wildman*

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED BY ME AND THAT IT COMPLIES IN FORM WITH ALL THE REQUIREMENTS OF CHAPTER NUMBER 177 LAWS OF FLORIDA OF 1941 AND IS FILED FOR RECORD IN PLAT BOOK NUMBER 2 AT PAGE 42 OF THE PUBLIC RECORDS OF GULF COUNTY, FLORIDA. THIS 6 DAY OF NOVEMBER 1965.

CLERK OF CIRCUIT COURT OF GULF COUNTY, FLORIDA

EXHIBIT "A"

Begin at the Northeast Corner of Parcel 2E, of St. Joseph's Addition of the City of Port St. Joe, Florida, Unit Number Ten, according to the plat thereof recorded in Plat Book 2, Page 40, in the Public Records of Gulf County, Florida; thence S19°14'00"E 338.80 feet along the Westerly R/W line of US Highway No. 98 to a point on the Northerly R/W line of Seventh Streets thence along said Northerly R/W line S70°46'00"W, 240.00 feet to a point on the Westerly R/W line of Baltzell Avenue; thence along said Westerly R/W line S19°14'00"E, 60.00 feet; thence S70°46'00"W, 24.27 feet, more or less, to a point on the mean high water line of St. Joe Bay; thence meandering along said mean high water line N46°51'37"W, 35.54 feet; thence continue along said mean high water line N31°52'02"W, 54.29 feet; thence continue along said mean high water line N34°57'59"W, 51.97 feet; thence continue along said mean high water line N39°14'47"W, 66.35 feet; thence continue along said mean high water line N58°46'57"W, 72.00 feet; thence continue along said mean high water line N37°54'29"W, 84.19 feet; thence continue along said mean high water line N14°09'54"W, 67.18 feet to a point on a line that bears S70°46'00"W of the Point of Beginning; thence leaving said mean high water line N70°46'00"E, 396.25 feet, more or less, to the Point of Beginning. Said lands lying in Section 1, Township 8 South, Range 11 West.

Example

ORDINANCE NO. : 479

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA
ABANDONING A PORTION OF SIXTH STREET LOCATED
WITHIN THE CITY OF PORT ST. JOE; AND PROVIDING FOR AN
EFFECTIVE DATE.

BE IT ENACTED by the people of the City of Port St. Joe, Florida:

1. That portion of Sixth Street located between Woodward Avenue and the Northerly extension of the East line of Lot 1, Block 38, St. Joseph's Addition, Unit 3, as shown on the plat recorded in the public records of Gulf County, Florida at Plat Book 1, Page 32, is hereby vacated and abandoned.

2. EFFECTIVE DATE: This ordinance shall become effective upon adoption as provided by law.

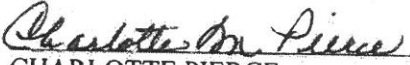
DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this 6th day of March, 2012

THE CITY OF PORT ST. JOE

By: 

MEL C. MAGIDSON, JR.
MAYOR-COMMISSIONER

ATTEST:


CHARLOTTE PIERCE
INTERIM CITY CLERK-AUDITOR

The following commissioners voted yea:


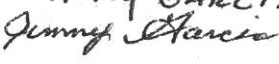
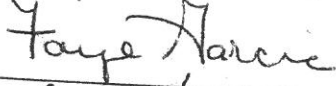
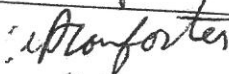
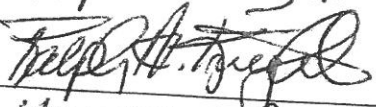
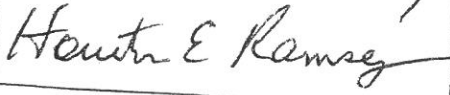
The following commissioners voted nay:

Petition to Keep Seventh Street Right of Way As Open Space and Available for Public Access

We, the undersigned property owners of Seventh Street, respectfully petition the City of Port Saint Joe to retain ownership of the Seventh Street right of way (ROW) between Highway 98 and the shore of Saint Joe Bay. This ROW provides access to the bay and maintains our line of sight to the Bay from our homes.

We ask that the ROW be protected from any future development that would impair the view of, and/or limit the breeze from the Bay that we now enjoy. Abandonment of the ROW would lead to the loss of these benefits.

Thank you for your consideration.

Name	Address	Phone Number
 TOM BUTTRAM (Thomas A)	211 7 th STREET PSS	912 441 0690
Jimmy GARCIA 	214 7 th ST.	928-201-6310
Faye Garcia 	214 7 th ST	928-758-3946
 William Conforter	501 7 th Street PSTFI	850 229 6226
Ralph H. Knight 	518 7 th ST.	850-229-2641
HOUSTON Ramsey 	527 7 th ST Port St. Joe	850-227-1370

Name	Address	Phone Number
Howard Humberg Maria Hackney	223 7th St	307-670-4149
Bob Brown	224 7th St.	478, 361, 3120
Linda M. Brown	224 7th St.	478-477-3001
BEW STEWART	227th ST.	850-251-0527
K. STEWART Kin STEWART	227 7th St	850-973-0692
May Conley 530 7th Street	530 7th St	970-402-6446
Bunny Miller	510 7th St	229-8004
Jimmie Miller	510 7th St.	229-8004
Lisa Freeman	513 7th St	906- 957-6472
Keith Q	513 7th St	678 340-0803

Name	Address	Phone Number
John Strickland Natalie Strickland	525 7th St	850-229-9466 §
Tina Hicks	229 7th St.	850-340-1642
Donna Haley	521 7th St	2106040000
Charles Gordon Nan Wayne	215 7th St.	501-609-5473 501-609-5411

NEW
Code

ORDINANCE NO. 490

**AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA
REPEALING A SECTION OF THE LAND DEVELOPMENT
REGULATIONS OF THE CITY OF PORT ST. JOE, PROVIDING
FOR A NEW SECTION 5.07, PROVIDING FOR REPEAL OF
ALL ORDINANCES OR PARTS OF ORDINANCES IN
CONFLICT HERewith; PROVIDING FOR SEVERABILITY,
AND PROVIDING FOR AN EFFECTIVE DATE.**

BE IT ENACTED by the people of the City of Port St. Joe, Florida:

1. Section 5.07 of the Land Development Regulations for the City of Port St. Joe, Florida is hereby repealed.

2. A new Section 5.07 of the Land Development Regulations for the City of Port St. Joe, Florida is hereby adopted and reads as follows:

Off street parking facilities shall be required for all developments within the City pursuant to the requirements of this Code. The facilities shall be maintained as long as the use exists that the facilities were designed to serve. Nothing in this section shall be construed to require paving of parking areas except as provided for handicapped parking areas in Section 5.08(e).

3. REPEAL:

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

4. SEVERABILITY:

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

5. EFFECTIVE DATE:

This Ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe,
Florida this 20th day of August, 2013.

THE CITY OF PORT ST. JOE

By: Mel Magidson, Jr.
MEL C. MAGIDSON, JR.
MAYOR-COMMISSIONER

ATTEST:

Charlotte M. Pierce
CHARLOTTE M. PIERCE
CITY CLERK

The following commissioners voted yea:
The following commissioners voted nay:

of this Code. The developer of the new adjoining use is encouraged, however, to take into account the inadequacy of the adjoining buffer zone in designing the site layout of the new development.

(2) Where a multifamily residential use is proposed next to an existing nonresidential use, or a nonresidential use is proposed next to an existing residential use, and the existing use does not have a conforming buffer zone abutting the property proposed for development, the proposed use shall provide 80 percent of the combined required buffer zones if the provision of such lesser amount will create a buffer zone meeting 100 percent of the combined required buffer zone of the two uses. The building inspector, technical advisory committee, or the planning and development review board shall determine which areas may be counted as buffer zone of the existing use based on the buffering qualities of the areas.

(j) Responsibility for maintenance of buffer zones: It shall be the responsibility of the landowner and/or developer to maintain vegetation in the buffer zones, including the replacement of any dead vegetation as necessary.

Sec. 5.06. Same--Use of required areas.

No accessory structures, garbage or trash collection points or receptacles, parking or any other functional use contrary to the intent and purpose of this Code shall be permitted in a required buffer area. This does not prohibit the combining of compatible functions such as buffering and drainage facilities.

*old Code **
Sec. 5.07. Offstreet parking, loading and traffic circulation--Generally.

Offstreet parking facilities shall be required for all developments within the city pursuant to the requirements of this Code. The facilities shall be maintained as long as the use exists that the facilities were designed to serve. Nothing in this section shall be construed to require paving of parking areas, except as provided for handicapped parking areas in subsection 5.08(e). This section shall not apply to development or redevelopment located in the rectangle bounded by Baltzell Avenue, First Street, Long Avenue and Cecil G. Costin Boulevard and shall not apply to property located within a commercial or mixed use zoning category adjacent to Martin Luther King Boulevard.

Sec. 5.08. Same--Required parking spaces.

(a) *Number:* The following list specifies the required number of offstreet automobile parking spaces for various types of developments. When determination of the number of the offstreet spaces required by this Code results in a fractional space, the fraction of less than one-half may be disregarded, and a fraction of one-half or greater shall be counted as one parking space.

Residential (single-family or duplex): Two spaces per dwelling unit.

Residential (multifamily): Two and one-half spaces per dwelling unit.

Schools (elementary and middle schools): Two spaces for each classroom, plus one space for each employee.

Schools (high schools): Five spaces for each classroom, plus one space for each employee.

Libraries and community centers: One space for each 500 square feet of gross floor area, plus one space for each two employees.

CORRECTED
RESOLUTION #08-09

A RESOLUTION OF THE CITY OF PORT ST. JOE
REPEALING RESOLUTION #2008-09, ESTABLISHING A
LOCAL PREFERENCE POLICY IN AWARD OF CITY'S
CONTRACTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe desires to enhance the economic opportunities of its citizens; and

WHEREAS, the City of Port St. Joe has an interest to stimulate the local economy and ensure jobs for its citizens; and

NOW, THEREFORE, BE IT RESOLVED BY THE PEOPLE OF PORT ST. JOE, FLORIDA, that

1. Resolution #2008-04 is repealed in its entirety;
2. A responsive bid/by a responsible resident bidder shall be given preference over the lowest responsive bid submitted by a non-resident responsible bidder in accordance with the following:

If the lowest responsive bid
submitted by a non resident
responsible bidder is:

Then the Contract shall
be awarded to a resident
responsible bidder if the
bid of the resident is:

responsive and
no more than
the indicated
% over the
lowest responsive
nonresident bid

\$50,000 or less.....	7%
50,001 to \$250,000.....	6%
250,001 to \$500,000.....	4%
500,001 to 1,000,000.....	3%
Over 1,000,000.....	0%

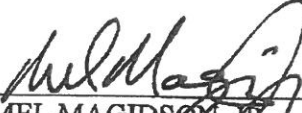
3. A resident bidder shall mean:
 - a. An individual whose primary residence is within Gulf County, Florida,
 - b. A partnership whose principals are all residents of Gulf County, Florida,
 - c. A Florida corporation, limited liability company, or other business entity whose principal place of business is within Gulf County, Florida, or which maintains a full time business office open to the public within Gulf County, Florida.

With these and other contributing factors the Board of City Commissioners reserve the right to award a bid which will be in the best interest of the City.


THIS RESOLUTION ADOPTED this 2nd day of September, 2008.

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

BY:


MEL MAGIDSON, JR.
Mayor-Commissioner

Attest:


Pauline W. Pendarvis
Auditor/Clerk



Overview



Legend

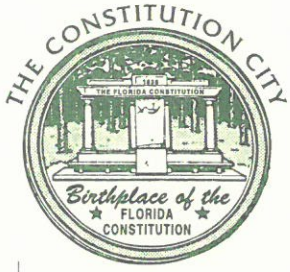
- ☐ Parcels
- USA Major Highways**
 - Limited Access
 - Highway
 - Major Road
 - Local Road
 - Minor Road
 - Other Road
 - Ramp
 - - Ferry
 - Pedestrian Way

Parcel ID	03020-000R	Alternate ID	03020000R	Owner Address	CITY OF PORT ST JOE
Sec/Twp/Rng	7-8S-10W	Class	MUNICIPAL		PO BOX 278
Property Address	MADISON ST	Acreage	43.23		PORT ST JOE, FL 32457
	PORT ST JOE				
District	5				
Brief Tax Description	S 7 T 8 R 10 43.23 AC REC'D				
	(Note: Not to be used on legal documents)				

Date created: 5/17/2017
Last Data Uploaded: 5/10/2017 3:17:02 PM



Developed by
The Schneider Corporation



The City of Port St. Joe

May 31, 2017

Dear Mayor and Fellow Commissioners;

Please accept this letter as my resignation as the City's representation to the Gulf County Tourist Development Council. It has been an honor to serve as your representative these last few years.

Since this is a key position for the City of Port St. Joe, I would recommend that Mayor James "Bo" Patterson fill this vacancy.

I appreciate your consideration of my request.

Sincerely,

William Thursbay
City Commissioner Group I

56

Washington High School – 2017 Reunion – Tentative Plans - Planning Team: Class of 1965

Charles McNair - mcnairce12@outlook.com (850) 445-6293

Lenora Peters Gant – petegant@comcast.net (202) 641.3835

DATES	2017 - September 1/FRI, 2/SAT and 3/SUN	
Friday, 9/1st	Reception: Wine & Cheese (water & punch) WHS Museum, Peters Street Hosted by: Raymond C. Gant, DDS, Class of 1961	7:00 – 9:00 p.m.
Saturday 9/2nd	Recognition Dinner: Ronnie B's, HYW 98, Port St. Joe – All WHS Classes, Special Presentations NOTE: <u>Each person pays for own meal</u> Each Class: E-mail: Let us know if you want to make a presentation. Need Count Exact: <u>Please RSVP</u>	6:30 – 9:30 p.m.
Sunday 9/3rd	Church Service @ New Bethel AME	11:00 a.m.
	Recognition Brunch – All WHS Classes/Attendees Reservations Required – RSVP: Soon -- No Later Than 15 July 2017 -- COST: \$35.00 each/per person	1:30 – 4:30 p.m.
Reunion T-Shirt: \$10 each - RSVP <u>must order by</u> 1st AUG 2017 (\$35 + \$10 = \$45.00)		TOTAL: \$45.00
Monday 9/4th	OPTIONAL: Classes "Gathering Time" and/or Personal Family time – Your Time To Do What You Want!!	

ORDINANCE NO. 311

**AN ORDINANCE AMENDING SECTION 70-187 OF THE
CODE OF THE CITY OF PORT ST. JOE PERTAINING TO
APPLICATION; DEPOSIT, CONNECTION AND ACCOUNT
TRANSFER FEES; PROVIDING FOR THE REPEAL OF ALL
ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT
HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE,
FLORIDA:**

Section 70-187 of the Code of Ordinances of the City of Port St. Joe is hereby amended by deleting therefrom the following:

- (a) Before service of water and/or sewerage shall be installed or furnished by the city; the person desiring such service shall make written application to the city auditor and clerk for the service desired, and shall deposit with the city treasurer the sum of \$50.00, provided that in case of larger consumers, where the monthly consumption and the established rate will likely exceed the sum of \$50.00, the amount of the deposit to be required shall be such sum as in the judgment of the city auditor and clerk will be adequate to protect the city from loss.
- (b) Upon receipt of the deposit provided for in this section, the city-treasurer shall issue receipt to the party paying the sum. All deposits made under the provisions of this section will be refunded on demand whenever the service is discontinued and all accrued bills for service have been paid. Any person changing residence or business location may withdraw any deposit made for service at such place, but before service is again furnished such person at a new location, written request therefore and deposit must be made for service at such new location as provided in this section.
- (c) There shall be a charge of \$5.00 for each service connection and for transferring the utility account from the name of one person to the name of another, which shall be paid before service connection is made or account changed, provided that there shall be no service connection charge or change account charge when a new service connection is made for which a tapping fee is paid.

And inserting:

- (a) Before service of water and/or sewerage shall be installed or furnished by the city; the person desiring such service shall make written application to the city auditor and clerk for the service desired, and shall deposit with the city treasurer the sum of \$100.00, provided that in case of larger consumers, where the monthly consumption and the established rate will likely exceed the sum of \$100.00, the amount of the deposit to be required shall be such sum as in the judgment of the city auditor and clerk will be adequate to protect the city from loss.
- (b) Upon receipt of the deposit provided for in this section, the city-treasurer shall issue receipt to the party paying the sum. All deposits made under the provisions of this section will be refunded on demand whenever the service is discontinued and all accrued bills for service have been paid. Any person changing residence or business location may withdraw any deposit made for service at such place, but before service is again furnished such person at a

new location, written request therefore and deposit must be made for service at such new location as provided in this section.

- (c) There shall be a charge of \$10.00 for each service connection and for transferring the utility account from the name of one person to the name of another, which shall be paid before service connection is made or account changed, provided that there shall be no service connection charge or change account charge when a new service connection is made for which a tapping fee is paid.

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

EFFECTIVE DATE: This ordinance shall become effective upon adoption.

THIS ORDINANCE ADOPTED this 17th day of August, 2004.

COMMISSIONERS

**BOARD OF CITY
PORT ST. JOE, FLORIDA**

ATTEST:

Laurie L. Anderson
City Clerk

Mark R. [Signature]
Mayor-Commissioner

POLICY FOR UTILITY BILLING ADJUSTMENTS

Water usage may be considered for adjustment by the City Utility Department if the total month's usage is at least three(3) times the six month average usage.

Requests for utility billing adjustments must be submitted to the City Utility Department on the "Request for Utility Billing Adjustment" form.

If approved, the Utility Department will determine the gallons approved for credit based on the usage history of the customer in prior comparable periods.

Water usage approved for credit will be eligible for:

1. 100% credit for the related sewer charge, but not less than the six month average.
2. Reduction of water charge to total gallons multiplied by the lowest per 1000 gallon charge in place during month of requested adjustment. Limited to one adjustment in a twelve(12) month period for two billing periods.

Utility charges related to water usage determined to be due and payable and not eligible for adjustment may be approved by the Utility Department for payment over a reasonable amount of time, based on hardship but not to exceed twelve (12) months.

Sewer charge adjustments may be allowed by the Utility Department for a new pool installation or refill. Limited to one(1) adjustment in a twelve (12) month period for one (1) billing period. A request must be made on the "Request for Utility Billing Adjustment Form".

Decisions of the Utility Department may be appealed by submitting additional information regarding the water usage in writing to the City Manager within ten(10) days of notification of the decision by the Utility Department.

Committee Members

FRDAP Committee Members

- Jessie Pippin
- Missy Ramsey
- Glenn Davis
- Clay Smallwood III
- Rachel Crews
- Kari Williams
- Mike Lacour
- Brian Marshall
- Claude Thomas
- Commissioner Thursbay

Planning Board Members

- Jay Rish- Chairman
- Travis Burge
- Phil Earley
- Hal Keels
- Rawlis Leslie
- Minnie Likely
- Seth Campbell
- Alice Martin

Finance Committee

- Ralph Roberson
- Michael McKenzie
- Mike Lacour
- Jim Anderson
- Greg Johnson



Search for...

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FLC Annual Conference

The Florida League of Cities annual conference is held each August in various locations throughout the state. Approximately 1,000 city officials from across Florida attend this meeting to share ideas, attend educational workshops and sessions, discuss strategies for Florida's future, determine League policies, and visit the Municipal Marketplace.

The 2017 conference will be held August 17-19 at the World Center Marriott in Orlando. Click **here (/docs/default-source/Events/2017-conference-announcement.pdf?sfvrsn=0)** to view the conference announcement. Registration will open in early June.

Exhibits

During the annual conference, a Municipal Marketplace featuring more than 140 companies and organizations showcases the latest in products and services for municipal governments. Companies that are well established in the municipal arena and companies that want to branch out into the market take part in the show. Please click **here (/https://members.flcities.com/FLCExhibitors)** or contact Heidi Hogarth at 850.701.3605 for more information on exhibiting.

Materials from Past Conferences

The 2016 conference, "Florida Cities: United & Strong," was held August 18-20, 2016 at the Diplomat Resort in Hollywood. Click **here (/university/annual-events-conferences/annual-conference/2016-annual-conference-presentations)** to access presentations. (Please Note: Not all sessions/workshops had presentation materials and some presenters may choose not to share their presentations online.) An order form to purchase audio recordings of most workshops is available **here (/docs/default-source/2016-conf-presentations/audiotaping2016orderform.pdf?sfvrsn=0)**.



RFP # 2017-07
City Pier Improvement Project
May 26, 2017
3:05 P.M.
City Commission Conference Room

[illegible]

Code Enforcement 2017 Activity
As of 6/2/2017

		Open			Closed			Total			Increase
Unlawful											
Accumulation		52			98			150			18
Substandard											
Structure		13			3			16			
Abandoned											
Vechicle		4			1			5			
Unlawful											
Sewer											
Land regulation											
Violation		0			2			2			
Business Lic.											
Violation		0									
Special Master											
Hearings											
Building											
Demolition		6			1			7			
Waste											
Violation		16			127			143			14
Sign											
Violation					77			77			
	Total	91	Total		309	Total		400	Total		32