

**City of Port St. Joe
Redevelopment Agency Board Special Meeting
December 22, 2025 at 11:00 A.M.**

**Steve Kerigan
Rex Buzzett
Eddie Fields
Scott Hoffman**

**Eric Langston
Brett Lowry
Linda Bullock
Marvin Davis**

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL OF THE BOARD

CONSENT AGENDA:

December 2, 2025 Special Meeting Minutes (Handout)

BUSINESS ITEMS

- **2026 Budget**
- **Director Proposed Contract
Current Contract**
- **Procurement Policy**
- **Citizens to be Heard**
- **Discussion by Board Members**
- **Motion to Adjourn**

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Pages 2-7
Pages 8-14**

***You are hereby notified that in accordance with Florida Statutes, you have the right to appeal any decision made by the Board with respect to any matter considered at the above referenced meeting. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based.**

PSJRA Expansion area- FY 2026 budget		1/1/2026
Income FY25-26	Fund Balance: \$285,0000	
TIFF Funds-City		\$ 61,885
TIFF Funds-County		\$ 96,494
Dupont Grant-via CCD Fund		\$ 200,000
Bank Partnerships-Donations		\$ 10,000
Reserve Fund Transfer		\$ 116,591
INCOME		\$ 484,970
General & Administrative Expenses		
Human Resources		
		\$ -
Wages and Benefits		\$ -
General Insurance		
Directors' and Officers' Liability Insurance		\$ -
Office Expense		
Phone		\$ 1,350
Office Supplies		\$ 900
Postage		\$ 220
Photocopy		\$ 100
Photocopy		\$ 130
Public Relations & Advertising		
Advertising/Marketing		\$ 870
Dues and Subscriptions		\$ 200
DEO		\$ 175
FRA		\$ 495
Professional Services		
Audit		\$ 66,550
Legal Fees		\$ 3,550
Consulting		\$ -
Accounting Oversight		\$ 59,000
Technical Support (web site update, hosting)		\$ -
Technical Support (web site update, hosting)		\$ 4,000
General & Administrative		\$ 68,770
Generations Program-Home Repairs		\$ 316,200
Development Incentive Program		\$ 50,000
Interest Rate Incentive Program		\$ 50,000
		\$ -
Civic Projects		\$ 416,200
EXPENSE		\$ 484,970
(OVER) / UNDER		\$ -



D. STARLING
CONSULTING

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this _____ day of _____ 2026, by and between D. STARLING CONSULTING, LLC ("CONSULTANT") with offices at P.O. Box 12 Eagle, FL 33839, and Port St. Joe Redevelopment Agency ("BUSINESS") with offices at P.O. Box 278 Port St. Joe, 32457.

1. SCOPE OF SERVICES

This Agreement is issued to provide funding required to cover the consulting services furnished by CONSULTANT to the BUSINESS as follows:

- A. Report directly to the Community Redevelopment Agency (CRA) Board primarily the CRA Board Chairman with all CRA business.
- B. CONSULTANT shall email all CRA business related items to CRA Board Chairman.
- C. Administer redevelopment and revitalization programs within the Redevelopment District, to include the role of as a contracted CRA Consultant.
- D. Conduct property research and coordination of real estate brokers and direct negotiations for purchase of properties for redevelopment efforts.
- E. Assist with preparing, tracking, and managing project related budget. Assist with tracking progress of project consultants including architects, planners, engineers, attorneys and development consultants.
- F. Develop and maintain positive working relationships with existing businesses to encourage business retention and expansion projects.
- G. Assist in conducting comprehensive studies of Redevelopment Area data.
- H. Assist Redevelopment Agency Board in developing short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.
- I. Coordinate activities and prepare applications to secure funds from available state or federal grant or loan programs. of volunteers, non-profit organizations, consultants, and governmental agencies.
- J. Promote the PSJRA as both a business-friendly and sustainable community.
- K. Direct and manage business attractions and outreach marketing strategies; work with the Public Information Officer to develop and disseminate Department news, events and achievements.
- L. Responsible for reporting as required under Florida State Statute 163, Part III.
- M. Assist with maintenance of the PSJRA website.
 - a. Assist in developing and maintaining a comprehensive inventory of available buildings and sites in the community for economic development purposes.
- N. Prepare and maintain information on utilities, taxes, zoning, transportation, community services, etc.; respond to requests for information for economic development purposes; prepare data sheets and other information. Respond to inquiries about local economic development activities and

D.S.

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D. STARLING
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- opportunities.
- O. Serve as a liaison between the local government, PSJRA Board, Chamber of Commerce, merchants' associations, economic development districts, and other public, private or nonprofit groups and associations interested in economic development.
 - P. Prepare a variety of studies, reports and related information for decision-making purposes.
 - Q. Assist CRA Board Chairman with PSJRA agenda's and compliance checks to make sure the PSJRA is following the adopted plan, City rules and regulations, and Florida statutes.
 - R. Conduct technical research studies and prepare statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio- economic data, etc.
 - S. Monitor local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to PSJRA Board.
 - T. Serve when assigned as a member of an economic development task force composed of private, local, county or state groups.
 - U. Coordinate and manage professional services contracts, as assigned. Perform other related work as required.

2. TIME AND PERFORMANCE OF THE WORK

Time is of the essence in the performance of this Agreement. CONSULTANT shall proceed with the utmost diligence and dispatch in the performance of the services to be provided pursuant to the terms of this Agreement.

3. TERM

The Term of this Agreement shall commence upon approval of the governing Board of the PSJRA, and expire one (1) year subsequent to commencement, unless otherwise terminated by either party with 60 days written notice. The agreement may be renewed for up to three consecutive twelve-month terms upon mutual agreement of both parties.

4. COMPENSATION

The compensation for services rendered pursuant to the terms of this Agreement shall be a total annual amount of **\$45,000**. An initial upfront fee of \$30,000 shall be paid within 3 days of the execution of this Agreement. The remaining \$15,000 shall be paid to CONSULTANT during the month of June no later than the 15th. If BUSINESS decides to not renew CONSULTANT'S contract within the first 60 days following the execution of this Agreement, then CONSULTANT will be required to pay back \$15,000 of the initial upfront fee.

D.S.



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In addition, if consultant brings in more than \$300,000 to BUSINESS during this agreement year, CONSULTANT shall receive 10% of any said funding.

Note: Funding to include but not limited to grants, donations, loans, etc.

5. DELIVERABLES

Description	Year 1	Year 2	Year 3	Total
Deliverables				
No of Programs Created	1	1	1	3
No of DPA's	2	2	3	7
No of Houses Built	2	2	3	7
No of Workshops	1	1	1	3
No of Business Supported	1	2	3	6
No of Technical Assistant Hours	1440	1440	1440	4320

6. GENERAL

- A. **Governing Law.** This Agreement shall be governed and construed in accordance with the Laws of the State of Florida. Venue for any legal proceeding shall be in a court of competent jurisdiction in Gulf County, Florida.
- B. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein and shall supersede all prior oral and written understandings, agreements, and proposals. No modification of this Agreement shall be valid unless made in writing, referring to this Agreement, and executed by CONSULTANT.
- C. **Independent Contractor.** CONSULTANT, in performance of the services under this Agreement, is acting as an independent contractor and shall have the exclusive control of the manner and means of performing the services.
- D. **Assignment.** This Agreement shall be binding upon the parties' respective successors and permitted assigns. CONSULTANT may not assign this Agreement or any of its rights or obligations hereunder without the prior written consent of BUSINESS, and any such attempted assignment shall be void.
- E. **Notices.** Any notices or communication under this Agreement shall be in writing and shall be personally delivered or sent by certified or registered mail return receipt requested or by confirmed facsimile transmission to the party receiving such communication at the address specified below or such other address as either party may in the future specify to the other party.

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D. STARLING
CONSULTING

To: BUSINESS: Port St. Joe Redevelopment Agency
P.O. Box 278 Port St. Joe, FL 32457

To: CONSULTANT: Darrell G. Starling
P.O. Box 12 Eagle, Lake FL 33839

- F. Waiver. A failure of either party to exercise any right provided herein, shall not be deemed to be a waiver of any right hereunder.
- G. Compliance with Laws. CONSULTANT shall comply with all applicable U.S., state and local laws and regulations in performance of his obligations hereunder.
- H. Keep and maintain public records required by the public agency to perform the services.

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D. STARLING
CONSULTING

(PSJRA) Board Chairman-Eric Langston "BUSINESS"

Signature

Printed Name

Date

For an acknowledgment in an individual capacity:

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____
20_____, by _____ (name of person acknowledging.)

(Seal)

Signature of Notary Public
Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

D.S.

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D. STARLING
CONSULTING

Darrell Starling "CONSULTANT"

Signature

Printed Name

Date

For an acknowledgment in an individual capacity:

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____
20_____, by _____ (name of person acknowledging.)

(Seal)

Signature of Notary Public
Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

D.S.



D. STARLING
CONSULTING

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 21st day of January 2025, by and between D. STARLING CONSULTING, LLC ("CONSULTANT") with offices at 120 SUMMER VIEW CIRCLE, WINTER HAVEN, FL 33880, and Port St. Joe Redevelopment Agency ("BUSINESS") with offices at P.O. Box 278 Port St. Joe, 32457.

1. SCOPE OF SERVICES

This Agreement is issued to provide funding required to cover the consulting services furnished by CONSULTANT to the BUSINESS as follows:

Essential Duties and Responsibilities Under the ReCon-Struct NOW! Initiative:

- Conduct an initial assessment of the Port St. Joe Redevelopment Agency (PSJRA) programs/initiatives that addresses three phases:

Phase I - Housing Development (1 ½ month or sooner)

1. Vacant Lots
2. Single Family Homes
3. Duplex/Tri-plex
4. Multifamily Heirs Property
5. Homes Needing Rehab Work

Economic Development

6. Façade Needs
7. Financial Incentives
8. Business Recruitment

Phase II – Infrastructure (1 month or sooner)

9. Improvements
10. New

Phase III - Community Engagement (1 month or sooner)

11. Art/Culture
12. PSJRA engagement
13. PSJRA workshops

D.S.



D. STARLING
CONSULTING

- a. Administer redevelopment and revitalization programs within the Redevelopment District, to include the role of as a contracted part-time Director
- b. Conduct property research and coordination of real estate brokers and direct negotiations for purchase of properties for redevelopment efforts.
- c. Assist with preparing, tracking, and managing project related budget. Assist with tracking progress of project consultants including architects, planners, engineers, attorneys and development consultants.
- d. Develop and maintain positive working relationships with existing businesses to encourage business retention and expansion projects.
- e. Assist in conducting comprehensive studies of Redevelopment Area data.
- f. Assist Redevelopment Agency Board in developing short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.
- g. Coordinate activities and prepare applications to secure funds from available state or federal grant or loan programs. of volunteers, non-profit organizations, consultants, and governmental agencies.
- h. Promote the PSJRA as both a business-friendly and sustainable community.
- i. Direct and manage business attractions and outreach marketing strategies; work with the Public Information Officer to develop and disseminate Department news, events and achievements.
- j. Responsible for reporting as required under Florida State Statute 163, Part III.
- k. Assist with maintenance of the PSJRA website.
- l. Assist in developing and maintaining a comprehensive inventory of available buildings and sites in the community for economic development purposes.
- m. Prepare and maintain information on utilities, taxes, zoning, transportation, community services, etc.; respond to requests for information for economic development purposes; prepare data sheets and other information. Respond to inquiries about local economic development activities and opportunities.
- n. Serve as a liaison between the local government, PSJRA Board, Chamber of Commerce, merchants' associations, economic development districts, and other public, private or nonprofit groups and associations interested in economic development.
- o. Prepare a variety of studies, reports and related information for decision-making purposes.
- p. Prepare PSJRA agenda's, meeting minutes, and compliance checks to make sure the PSJRA is following the adopted plan, City rules and regulations, and Florida statutes.

D.S.



D. STARLING
CONSULTING

- q. Conduct technical research studies and prepare statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio- economic data, etc.
- r. Monitor local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to PSJRA Board.
- s. Serve when assigned as a member of an economic development task force composed of private, local, county or state groups.
- t. Coordinate and manage professional services contracts, as assigned. Perform other related work as required.

2. TIME AND PERFORMANCE OF THE WORK

Time is of the essence in the performance of this Agreement. CONSULTANT shall proceed with the utmost diligence and dispatch in the performance of the services to be provided pursuant to the terms of this Agreement.

3. TERM

The Term of this Agreement shall commence upon approval of the governing Board of the PSJRA, and expire one (1) year subsequent to commencement, unless otherwise terminated by either party with 60 days written notice. The agreement may be renewed for up to three consecutive twelve-month terms upon mutual agreement of both parties.

CONSULTANT acknowledges that BUSINESS reserves the right to terminate this Agreement within the first 60 days from the execution of this initial contract, which will require CONSULTANT to pay \$5000 to BUSINESS.

4. COMPENSATION

The compensation for services rendered pursuant to the terms of this Agreement shall be a total annual amount of \$35,000. An initial upfront fee of \$10,000 shall be paid within 3 days of the execution of this Agreement. If BUSINESS decides to not renew CONSULTANTS contract within the first 60 days following the execution of this Agreement, then CONSULTANT will be required to pay back \$5,000 of the initial upfront fee. The remaining \$25,000 shall be broken into 12 monthly payments of \$2083.33, with each payment provided to CONSULTANT within the on or before the 15th of every month. In addition,

D.S.



D. STARLING
CONSULTING

CONSULTANT shall receive 10% of any funding brought into the PSJRA by CONSULTANT by way of grant, donation, etc.

5. DELIVERABLES

Deliverables				
No of Programs Created	1	1	1	3
No of DPA's	2	2	3	7
No of Houses Built	2	2	3	7
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No of Technical Assistant Hours	1440	1440	1440	4320

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- A. **Governing Law.** This Agreement shall be governed and construed in accordance with the Laws of the State of Florida. Venue for any legal proceeding shall be in a court of competent jurisdiction in Gulf County, Florida.
- B. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein and shall supersede all prior oral and written understandings, agreements, and proposals. No modification of this Agreement shall be valid unless made in writing, referring to this Agreement, and executed by CONSULTANT.
- C. **Independent Contractor.** CONSULTANT, in performance of the services under this Agreement, is acting as an independent contractor and shall have the exclusive control of the manner and means of performing the services.
- D. **Assignment.** This Agreement shall be binding upon the parties' respective successors and permitted assigns. CONSULTANT may not assign this Agreement or any of its rights or obligations hereunder without the prior written consent of BUSINESS, and any such attempted assignment shall be void.
- E. **Notices.** Any notices or communication under this Agreement shall be in writing and shall be personally delivered or sent by certified or registered mail return receipt requested or by confirmed facsimile transmission to the party receiving such communication at the address

D.S.



D. STARLING
CONSULTING

specified below or such other address as either party may in the future specify to the other party.

To: BUSINESS: Port St. Joe Redevelopment Agency
P.O. Box 278 Port St. Joe, FL 32457

To: CONSULTANT: Darrell G. Starling
120 Summer View Circle Winter Haven, FL 33880

- F. Waiver. A failure of either party to exercise any right provided herein, shall not be deemed to be a waiver of any right hereunder.
- G. Compliance with Laws. CONSULTANT shall comply with all applicable U.S., state and local laws and regulations in performance of his obligations hereunder.
- H. Keep and maintain public records required by the public agency to perform the services.

D.S.



D. STARLING
CONSULTING

(PSJRA) Board Chairman-Eric Langston "BUSINESS"

[Handwritten Signature]
Signature

ERIC D. LANGSTON
Printed Name

11/21/24
Date

For an acknowledgment in an individual capacity:

STATE OF FLORIDA
COUNTY OF Gulf

The foregoing instrument was acknowledged before me this 21 day of January
2025, by Eric Langston (name of person acknowledging.)

(Seal)



[Handwritten Signature]
Signature of Notary Public
Print, Type/Stamp Name of Notary

Personally known:

OR Produced Identification: _____

Type of Identification Produced: _____

D.S.



D. STARLING
CONSULTING

Darrell Starling "CONSULTANT"

[Handwritten Signature]
Signature

Darrell Starling
Printed Name

1/23/25
Date

For an acknowledgment in an individual capacity:

STATE OF FLORIDA
COUNTY OF Polk

The foregoing instrument was acknowledged before me this 23rd day of January
20 25, by Darrell G. Starling II (name of person acknowledging.)

(Seal)



[Handwritten Signature]
Signature of Notary Public
Print, Type/Stamp Name of Notary

Personally known: ✓

OR Produced Identification: _____

Type of Identification Produced: _____

D.S.