

**City of Port St. Joe
Redevelopment Agency Board Special Meeting
March 10, 2026 at 12:00 Noon**

**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:

January 6, 2026 Regular Meeting Minutes **Page 1-2**
March 5, 2026 Special Meeting Minutes **Pages 3-5**

BUSINESS ITEMS

- **Generational Housing Program- Policy** **Pages 6-10**
 - Sally Jenkins **Pages 11-21**
 - Evelyn Underwood
 - Jesse Johnson
- **Developer Incentive Program**
 - **Gulf County Recovery Team- Cheryl Pryor & Dakarian Larry** **Pages 22-29**
- **Director Position**
- **Procurement Policy** **Pages 30-39**
- **Citizens to be Heard**
- **Discussion by Board Members**
 - **Motion to Adjourn**

***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.**

City of Port St. Joe
Redevelopment Agency Board
Regular Meeting
January 6, 2026

Minutes

Pledge of Allegiance and Moment of Silence

Roll Call of the Board

Present		Absent	
Board	Staff	Board	Staff
Eric Langston, Chairman 11:10 Linda Bullock Rex Buzzett Marvin Davis Eddie Fields Scott Hoffman Steve Kerigan Brett Lowry	Jim Anderson Charlotte Pierce Mike Lacour Clint McCahill Jake Richards		

After ascertaining that a quorum was present, Chairman Langston called the meeting to order at 11:13 A.M.

Consent Agenda

Minutes, December 22, 2025, Special Meeting:

A Motion was made by Eddie Fields, second by Marvin Davis, to approve the Minutes of the December 22, 2025, Special Meeting. All in favor; Motion carried 8-0.

Business Items

CRA Director Proposed Contract

Chairman Langston shared that Mr. Starling did not wish to be director but would be happy to assist at a cost of \$150 per hour until a director is found. No action was taken on this item.

Current Contract

Mr. Starling's contract expired on December 31, 2025.

A Motion was made by Rex Buzzett, second by Linda Bullock, to advertise for a PSJRA Director at a salary of \$45,000 for 2026. All in favor; Motion carried 8-0. Mr. Anderson will work with Chairman Langston to provide a contract and the duties of the director.

Procurement Policy

Mr. Anderson will provide a copy of the City's Procurement Policy for comparison for the PSJRA Board Members.

Citizens to be Heard

Candice Neseimeier had questions about PSJRA documents.

Discussion by Board Members

Marvin Davis asked if the 10% finders' fee that Mr. Starling had requested would be afforded the new director. Consensus of the Board was that it would not be.

There was no additional business to come before the Board and Chairman Langston adjourned the meeting at 11:55 A.M.

Approved this _____ day of _____, 2026.

Eric Langston, PSJRA Chairman

Date

Charlotte M. Pierce, City Clerk

Date

City of Port St. Joe
Redevelopment Agency Board
Special Meeting
March 5, 2026

Minutes

DUE TO THE LACK OF A QUORUM, DISCUSSION WAS HELD ON SEVERAL ITEMS AND NO VOTES WERE TAKEN. A NEW MEETING WAS SCHEDULED FOR MARCH 10 2026, AT NOON TO HAVE VOTING PRIVILEGES.

Pledge of Allegiance and Moment of Silence

Roll Call of the Board

Present		Absent	
Board	Staff	Board	Staff
Eric Langston, Chairman Linda Bullock Marvin Davis Eddie Fields	Jim Anderson Charlotte Pierce	Rex Buzzett Scott Hoffman Steve Kerigan Brett Lowry	Mike Lacour Clint McCahill Jake Richards

After ascertaining that a quorum was present, Chairman Langston called the meeting to order at 12 Noon. Board members Rex Buzzett, Scott Hoffman, and Steve Kerigan notified City Staff they would be unable to attend the meeting.

Diana Burkett participated by telephone.

Consent Agenda

Minutes, January 6, 2026, Regular Meeting

No action was taken on this item.

Business Items

Kathy Gilbert of the Gulf County Citizens Recovery Team updated those present on the following projects. Ms. Gilbert also asked for reimbursement on the repairs for DaKarian Larry's home as it has been completed. She is to send the request to Mr. Anderson.

Generational Housing Program: Sally Jenkins, Evelyn Underwood, Mrs. Jesse Johnson

Sally Jenkins -This project has been completed, and the Gulf County Citizens Recovery Team has requested reimbursement of \$15,746.54 which is half of the cost of the project.

Evelyn Underwood – A meeting will be held next Monday at 3:40 P.M. on site to discuss the scope of work for the project.

Jesse Johnson – Roger Tootle has ordered parts for the bathroom.

Ms. Gilbert shared that work will begin on the house for Cheryl Pryor on Sunday, as Ms. Pryor was approved for the SHIP Program. The Auburn Students, members of the community and volunteers will be working through Friday, and another work week will be held beginning April 13, 2026. Philadelphia Baptist Church will be opening their doors for lunch for the workers that is being provided by various entities in the city.

Diana Burkett reminded the group that she must have beginning and ending appraisals for each project, as well as copies of all expenditures and cancelled checks for each project. Mrs. Burkett is required to provide this information to the duPont Foundation to fulfill their grant requirements.

Developer Incentive Program: Gulf County Citizens Recovery Team

Ms. Gilbert shared that contractors can be paid up to \$25,000 once the Certificate of Occupancy is obtained on homes meeting the criteria for this program.

Director Position

Chairman Langston requested that City Staff form a committee to review the applications, and score them by a point system, as he does not want to be involved with the decision since he is chairman of the committee.

Procurement Policy

Mr. Anderson is to provide the PSJRA Board a copy of the City's Procurement Policy to be used by the PSJRA until they refine their policy.

Citizens to be Heard

Chester Davis suggested that the city attorney be on the selection committee.

Discussion by Board Members

Eddie Fields wants to see the projects move forward to get something done for the community. He shared the areas the groups will be working in.

Linda Bullock did not have anything additional to discuss.

Marvin Davis wants a process set up for selecting individuals to receive funds for repairs to their house from the Generational Housing Funds.

Chairman Langston feels that a point system should consider the elderly, 60+ first, and asked that the point system suggestions be brought to the next meeting for discussion.

Mr. Anderson will email the recommended point system to the PSJRA Members.

Motion to Adjourn

There was no additional business to come before the Board and at 12:40 P.M. Chairman Langston ended the discussion until Tuesday, March 10, 2026, at Noon.

Approved this _____ day of _____, 2026.

Eric Langston, PSJRA Chairman

Date

Charlotte M. Pierce, City Clerk

Date

Generational Housing— Policy & Procedure Document

Priority Scoring System Policy

1. Purpose

This policy establishes a standardized scoring system to determine which applicants receive assistance first based on need, vulnerability, and urgency. The system ensures fairness, transparency, and consistency in decision-making.

2. Scope

This policy applies to all applicants seeking home repair, housing assistance, or related support services through the program.

3. Scoring Categories & Point Values

3.1 Age & Disability (6 Points)

Applicants who are **60 years or older AND disabled** receive **6 points**. This reflects increased vulnerability and higher risk if repairs are delayed.

3.2 Home Repair Needs (Up to 5 Points)

Points are assigned based on the severity of work needed:

- **5 points — Major repairs**
Structural issues, roof failure, electrical hazards, plumbing failure, unsafe living conditions.
- **3 points — Moderate repairs**
Repairs needed but not immediately dangerous.
- **1 point — Minor repairs**
Cosmetic or low-impact issues.

3.3 Homeownership Status (5 Points)

Homeowners receive **5 points** because they bear full responsibility for property maintenance and lack landlord support.

3.4 Income & Medical Assistance (Up to 4 Points)

- **4 points — Receives Medicaid or Medicare**
Indicates limited income and medical vulnerability.
- **2 points — Low-to-moderate income**
Based on HUD or program-defined income thresholds.

Applicants may receive both if applicable.

3.5 Veteran Status (3 Points)

Veterans receive **3 points** in recognition of service and potential access barriers.

4. Total Score & Priority Levels

The maximum possible score is **25 points**.

Score Range	Priority Level	Description
20–25	Highest	Immediate or urgent need
14–19	High	Significant need
8–13	Medium	Moderate need
0–7	Low	Minimal need

5. Procedures

5.1 Intake

Staff collect applicant information and complete the scoring sheet.

5.2 Verification

PSJRDA

APPLICANT SCORING PROCEDURES

 **OPTION B — Staff Scoring Sheet**

Applicant Priority Scoring Sheet

Applicant Information

- Name: _____
- Address: _____
- Date: _____

Section 1 — Age & Disability Status

Criteria	Points	Check if Applies
Applicant is 60 or older AND disabled	6	<input type="checkbox"/>

Subtotal (Section 1): _____

Section 2 — Home Repair Needs

Level of Work Needed	Description	Points	Check
Major	Structural, roof failure, electrical hazards, plumbing failure, unsafe living conditions	5	<input type="checkbox"/>
Moderate	Repairs needed but not life-threatening	3	<input type="checkbox"/>
Minor	Cosmetic or low-impact repairs	1	<input type="checkbox"/>

Subtotal (Section 2): _____

Section 3 — Homeownership Status

Criteria	Points	Check
Applicant is a homeowner	5	<input type="checkbox"/>

Subtotal (Section 3): _____

Section 4 — Income & Medical Assistance

Criteria	Points	Check
Receives Medicaid or Medicare	4	<input type="checkbox"/>
Low-to-moderate income	2	<input type="checkbox"/>

Subtotal (Section 4): _____

Section 5 — Veteran Status

Criteria	Points	Check
Applicant is a Veteran	3	<input type="checkbox"/>

Subtotal (Section 5): _____

TOTAL SCORE

Add all subtotals:

[{Total Points} = ____ / 25]

Priority Category

- Score Priority Level
- 20–25 Highest Priority
- 14–19 High Priority
- 8–13 Medium Priority
- 0–7 Low Priority

Final Priority Level: _____

Documentation may be requested to verify:

- Age and disability status
- Income level
- Veteran status
- Homeownership
- Repair needs (inspection or photos)

5.3 Scoring

Staff assign points according to the scoring sheet and calculate the total.

5.4 Prioritization

Applicants are placed into priority tiers.
Higher tiers are served first as resources allow.

5.5 Review

Scores may be re-evaluated if:

- Conditions worsen
- New information is provided
- Funding or program criteria change

6. Recordkeeping

All scoring sheets and supporting documents must be stored securely and follow confidentiality guidelines.

7. Policy Review

This policy should be reviewed annually to ensure fairness, accuracy, and alignment with community needs.

Jim Anderson

From: Citizens of Gulf County Recovery Team <cgcrecoveryteam@gmail.com>
Sent: Tuesday, February 10, 2026 1:13 PM
To: Eddie Fields; Jim Anderson; Eric Langston; Michael Lacour
Subject: Sally Jenkins final invoice packet
Attachments: Sally Jenkins final invoice packet.pdf

CAUTION: This message is from an EXTERNAL SENDER. Be CAUTIOUS, particularly with links and attachments. Do not share or enter your user credential or password.

Hi,

Attached are the invoices and check stubs for payment to the contractors for Ms. Jenkin's project. The project is complete from the CRA/ CGCRT standpoint. The Auburn students will be doing interior painting and the Garden club will be doing beautification work as well using duPont funds they received.

Per our original agreement, the CRA would split the costs of the project with the CGCRT. The project total is \$31,493.08. Here is the breakdown:

Roof replacement: \$13,191.00
HVAC replacement: \$7,102.08
Drywall repair and painting: \$11,200.00

Please let me know if you have any questions or need anything else.

Thank you,
Kathy Gilbert

--

Kathy Gilbert
(850) 270-8911
Program Director
Citizens of Gulf County Recovery Team

Archer Exteriors

Date
11/02/2025

Type
Bill

Reference
Sally Jenkins

Original Amount
3,997.00

Balance Due
3,997.00

257

Payment
3,997.00
3,997.00

Check Amount

11/13/25

mailed 11/17/25

State Appropriations Sally Jenkins Roofing - Down payment

3,997.00

Office:
1727 Creighton Rd
Pensacola, FL 32504
P: 850.466.2316
F: 850.466.3827



Roofing License #CCC1327720
Specialty Contractor #SCC131151513
GAF Master Elite #ME21106

JOB # _____

11/02/2025

AGREEMENT

Name	Phone	E-mail
Kathy Gilbert	(850) 270-8911	cgcrecoveryteam@gmail.com
Address 251 Avenue E, Port St. Joe, FL 32456		

Archer Exteriors Inc. agrees to furnish/install the following materials at the address above in a professional manner and to follow all reasonable and reputable business practices. Archer Exteriors Inc. carries all proper General Liabilities and Workers Compensation Insurance to protect homeowner.

Job Description

Remove current roof (1) layers.

Inspect all decking for integrity.

Included in price up to 0 sheets of 1/2 ; CDX 4-ply plywood for the roof - (any additional plywood is \$75.00, which includes labor)

✓ Install C4 1/2 Non-corrosive Drip Edge at eaves/rakes - Color: tbd

✓ Install ice shield to valleys and roof penetrations

✓ Install Synthetic felt underlayment

✓ Install GAF Pro Starter Strips along all eaves/rakes.

✓ Install GAF Timberline HDZ Lifetime Warranty Shingle - Color: tbd

✓ Install GAF Cobra ridge vent on the prominent ridges.

✓ Install GAF Seal-A-Ridge cap shingles to finish.

✓ Install new pipe flashings

✓ Install low slope roofing in necessary areas (+- 6.5 squares)

✓ Dumpster included and complete clean-up and haul away of all job-related debris of property upon completion

GAF System Plus Warranty is Factory-backed and consists of 50 years on defective GAF materials.

The installation labor warranty is for 10 years by Archer Exteriors.

NOTE:

The only section not included in this quote is the high ribbed, corrugated metal that appears to be on a modular patio.

NOTE: Credit Card transactions will result in a 3.5% fee

SALE PRICE \$11991 00

PERMIT FEE

Check box if home was built in or before 1978

Check box if RRP Brochure was provided to the homeowner

TOTAL PRICE \$11991.00
DOWN PAYMENT = 1/3 \$3997.00
TOTAL AMT
(Due at signing)
2nd PAYMENT = 1/3 \$3997.00
TOTAL AMT

(Due at the Start of the Project)

FINAL PAYMENT = 1/3 \$3997.00
TOTAL AMT

AMOUNT FINANCED

(Due the day, the majority of the work has been complete)

FINANCE COMPANY

***NOTE**

If any material or labor is owed to the customer, the customer may retain 10% of the "FINAL PAYMENT" until the work is completed satisfactorily.

Shane Odom
11/02/2025

Archer Exterior Renovations Representative

Citizens of Gulf County Recovery
Kathy
Team

Signature Date

Home Owner

(850) 530-6369
Contact Information

Signature Date

Home Owner

01/30/2026

Archer Exteriors

268

Date
01/23/2026

Type
Bill

Reference
251AVEE-FINAL

Original Amount
9,194.00

Balance Due
9,194.00

Check Amount

Payment
9,194.00
9,194.00

State Appropriations Sally Jenkins

9,194.00



BUILDER COPY

P.O. 28 O106261327

JOB# 28-RR0-773

SERVICE AUTHORIZATION FORM

DATE: 01/06/2026

DEVELOPMENT: 251 Avenue E PSJ, FL *Sally Jenkins* **LOT:** Spot

SERVICE:

Remove and replace 16 sheets of plywood due to rot and water damage

MATERIAL: 16 sheets of 1/2" CDX plywood

CHARGE TO:

BUILDER Kathy Gilbert

SUBCONTRACTOR _____

BUILDER'S AUTHORIZATION SIGNATURE _____

BUILDER P.O. # _____ **AMOUNT:** \$ 1,200.00

PAY TO:

SUBCONTRACTOR: GAM

AMOUNT: _____

Shannon Spence

ARCHER'S REPRESENTATIVE (PRINT NAME)

BUILDER COPY

1b

Archer Exteriors

Archer Exteriors, Inc.
341 Harding Highway
Pittsgrove, NJ 08318
Phone (856)363-7000

Invoice

Invoice Date 01-27-2026
Invoice ID 251AVEE-FINAL
Customer ID GILBE-RT

o: Citizens Gulf County Recvry Trm
P.O. Box 1104
PORT ST JOE, FL 32457

Job:

Sally Jenkins
GILBERT, KATHY
251 AVE E
PORT ST. JOE, FL 32456

BALANCE DUE ON CONTRACT
SA# 280106261327

7,994.00
1,200.00

Total Invoice Amount

\$9,194.00

State Recovery Appropriations
02/05/2026

Triple T Drywall

271

Date
01/30/2026

Type
Bill

Reference
Sally Jenkins

Original Amount
11,200.00

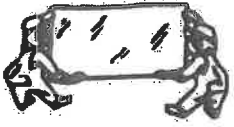
Balance Due
11,200.00

Payment
11,200.00
11,200.00

Check Amount

State Appropriations Sally Jenkins

11,200.00



Noe Tejada, LLC.

DBA TRIPLE T. DRYWALL

◆ Metal Stud Framing ◆ Drywall Hanging & Finishing

◆ Licensed & Workman's Comp Insured

P.O. Box 847 ◆ Midway, FL 32343

Mobile: 850-251-8905

Tripletdrywall@yahoo.com

INVOICE NO.

DATE 11/30/20

ACCOUNT NO.

YOUR P.O. NO.

TERMS

SHIP VIA

FOB

SALESMAN

INVOICE | PROPOSAL | CONTRACT

Citizens of Galt County Recovery Team
FOR: Sally Jenkins
251 Ave E
Port St Joe, FL 32456

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Repair dry wall in kitchen & dining room Remove & replace ^{ceiling} dry wall in family room & 2 baths Paint ceilings in family room, kitchen, dining room, hallway & 2 baths		
Final invoice				11,200.00
Please Pay From This Invoice Workers Compensation and Employers Liability #10638182			SUB TOTAL	
			TAX	
			TOTAL	11,300.00

19

Clark Heating and Air

Date	Type	Reference	Original Amount	Balance Due	Payment
12/01/2025	Bill	359	7,102.08	7,102.08	7,102.08
			Check Amount		7,102.08

State Appropriations Sally Jenkins System Replacement

7,102.08



Clark Heating & Air Conditioning LLC

Citizens of gulf county recovery team
Citizens of gulf county recovery team
251 Avenue E

Port St. Joe, FL 32456

Sally Jenkins

(315) 447-5003

cgcrecoveryteam@gmail.com

JOB	#388
INVOICE	#359
SERVICE DATE	Dec 01, 2025
INVOICE DATE	Dec 01, 2025
PAYMENT TERMS	Upon completion
DUE DATE	Dec 01, 2025
AMOUNT DUE	\$7,102.08

CONTACT US

14029 Ashton Way
Panama City, FL 32409

(850) 890-4065

clarkhvac928@yahoo.com

Service completed by: Tyler Clark

INVOICE

DESCRIPTION	QTY	UNIT PRICE	TOTAL
SYSTEM REPLACEMENT	1.0	\$7,102.08	\$7,102.08

INSTALLATION OF GOODMAN 3 TON 14.5 SEER A/C AND 80% 80K BTU GAS FURNACE.

- REMOVE AND PROPERLY DISPOSE OF EXISTING EQUIPMENT.
- PROVIDE NEW WOOD DECKING/ STAND PLATFORM FOR NEW AIR HANDLER / GAS FURNACE.
- PROVIDE A AIR TIGHT SEAL TO DUCTWORK AND SEAL ALL SEAMS.
- FLUSH EXISTING COPPER LINE SET WITH FLUSH.
- CONNECTED EQUIPMENT TO EXISTING COPPER LINE SET.
- CONNECT EQUIPMENT TO EXISTING DRAIN LINE.
- BLOWOUT/ FLUSH DRAIN TO INSURE NO BLOCKAGES.
- INSTALL DRAIN LINE FLOAT SAFTEY SWITCH(S).
- INSTALL NEW ELECTRIC HEAT KIT IF APPLICABLE.
- INSTALL GAS REGULATOR AND SHUT OFF VALVE FOR GAS LINE.
- INSTALL NEW DIGITAL PROGRAMABLE THERMOSTAT.
- PROVIDE A NEW CONDENSER PAD AND LEVEL CONDENSER TO PAD.
- INSTALL HURRICANE TIE DOWN STRAPS TO CONDENSER TO PAD.
- PROVIDE NEW DISCONNECT BOX(S) AND WIRE WHIPS IF NEEDED.
- PROPERLY PERFORM START-UP ON SYSTEM PER MANUFACTURES SPECS.
- INSURE SYSTEM IS OPERATING PROPERLY IN ALL MODES INCLUDING HEATING AND COOLING.
- ALL EQUIPMENT, LABOR AND BASIC MATERIALS NECESSARY TO COMPLETE THE PROJECT.
- GENERAL CLEANUP OF WORK AREA UPON COMPLETION OF THE INSTALL.

WARRANTY:

- WARRANTY WILL BE 1 YEAR LABOR AND MANUFACTURES 10 YEAR PARTS ONLY WARRANTY.

TERMS OF PAYMENT:



PURCHASER'S INFORMATION

This form shall be completed by an accredited financial organization or the developer of this project. Personal information shall remain confidential.

Full Name : Cheryl Pryor
Current Address : 623 Hodrick St., Port St Joe, FL 32456
Phone Number: 850.340.0353
Date of Birth : 09 / 24 / 71
Address of Home: Rebuild of demolished home
Purchaser is Applying For: 623 Hodrick St.
Port St Joe, FL 32456

Qualifying Financial Information	
AMI Percentage :	< 30%
Back-End Ratio:	
Annual Income:	20,992.49

COMPANY INFORMATION

Name of Financial Entity/Developer: Citizens of Gulf County Recovery Team
Company Address: P.O. Box 1104
Port St Joe, FL 32456
Phone Number: 850-270-8911

Kathy Gilbert Executive Director
Printed Name / Title
(Person Who Completed Form)

Kathy [Signature] 3/4/26
Signature and Date



Development Incentive Program

The Port St. Joe Redevelopment Agency (PSJRA) will provide assistance to developers aiming to build affordable homes or commercial projects in the North Port St. Joe neighborhood. This assistance may include options available at the start of a project, such as waiving impact fees (**developer must meet Florida State Statutes for affordable housing**). Developers can receive up to \$25,000 upon obtaining a Certificate of Occupancy for their project, with the expectation that the Return on Investment (ROI) will be recouped within a maximum of 10 years.

Note: All developers must come into a development agreement with PSJRA. There will be up to a 5-year lien on each commercial property that receives funding under this program from the PSJRA.

Each developer has to build within the North Port St. Joe neighborhood (map shown below).

Developers building affordable housing must come into a development agreement with the PSJRA and adhere to the following requirements:

- Begin site development within six (6) months from the date of the signed agreement.
- Begin applying for building permit(s) within twelve (12) months from the date of the signed agreement.
- Sell the home to an individual who is no more than 120% Area Median Income (AMI) (see chart below).
- Sell the home to an individual who has a back-end ratio of no more than 45%.

Developers building/rehabbing a commercial building must come into a development agreement with the PSJRA and adhere to the following requirements:

- If rehabbing a current structure, work must begin no less than three (3) months from the date of the signed agreement.
- Begin site development within six (6) months from the date of the signed agreement.
- Begin applying for building permit(s) within twelve (12) months from the date of the signed agreement.



Area Median Income Chart

HUD release: 4/2/2024
Effective: 4/1/2024

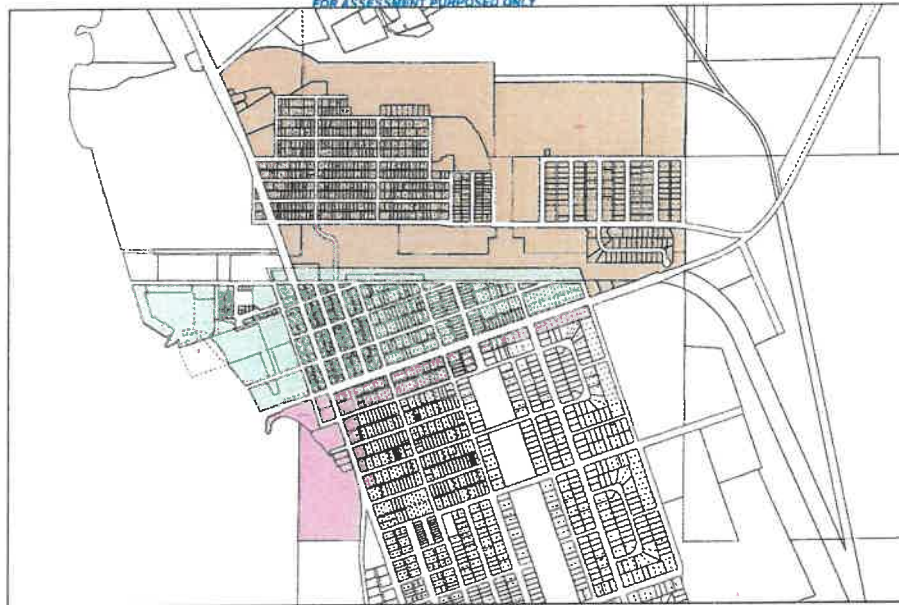
2024 Income Limits and Rent Limits
Florida Housing Finance Corporation
SHIP and HHRP Programs

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Gulf County	30%	15,060	20,440	25,820	31,200	36,580	41,600	44,450	47,350	Refer to HUD		376	443	645	847	1,040	1,147
(Panama City MSA;	50%	25,100	28,700	32,250	35,850	38,750	41,600	44,450	47,350	50,190	53,058	627	672	806	932	1,040	1,147
Gulf County HMFA)	80%	40,150	45,900	51,600	57,350	61,950	66,550	71,150	75,700	80,304	84,893	1,003	1,075	1,290	1,491	1,663	1,835
Median: 75,000	120%	60,240	68,880	77,400	86,040	93,000	99,840	106,680	113,640	120,456	127,339	1,506	1,614	1,935	2,238	2,496	2,754
	140%	70,280	80,360	90,300	100,380	108,500	116,480	124,460	132,580	140,532	148,562	1,757	1,883	2,257	2,611	2,912	3,213

CRA MAP

GULF COUNTY

FOR ASSESSMENT PURPOSES ONLY



FOR ASSESSMENT PURPOSES ONLY

1 inch = 1,222 feet

Date: 5/13/2014

CRA

North Port St. Joe neighborhood highlighted in tan



For more information or to schedule an appointment, please contact:

- ❖ Darrell Starling, CRA Director at
(813) 598-0072 or dstarlingconsulting@gmail.com



REAL PROPERTY DEVELOPMENT AGREEMENT

This Real Property Development Agreement (“Agreement”) is made and entered into this ____ day of _____, 202__, by and between the PORT ST. JOE REDEVELOPMENT AGENCY, a body politic and corporate (“PSJRA”), whose address is 305 Cecil G. Costin Sr Blvd, Port St. Joe, FL 32456, and _____ (“Developer”), whose address is _____.

WHEREAS, the Developer owns certain real property (the “Real Property”) described as follows:

One (1) Vacant Parcel located at _____, City of Port St. Joe, 305 Cecil G. Costin Sr Blvd. Port St. Joe, Florida 32456.

Legal description: _____

Parcel ID No. _____

WHEREAS, the Real Property consists of a single vacant lot located within the City of Port St. Joe, Florida; and

WHEREAS, the PSJRA may provide incentives to assist in development of the Real Property for affordable housing; and

WHEREAS, for purposes of this Agreement, “affordable” is as defined in §420.9071, Florida Statutes; and

WHEREAS, the PSJRA has the authority to assist in development of affordable housing as contemplated by this Agreement; and

WHEREAS, impact fees may be waived for water and wastewater if the Developer can demonstrate that the purchaser will qualify at up to 120% Area Median Income (AMI); and

NOW THEREFORE, in consideration of the mutual covenants herein contained, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recitals. The above recitals are true and correct and are hereby incorporated into the substantive body of this Agreement.



2. Developer's Representations and Warranties. Developer hereby warrants and represents to the PSJRA as follows:

a. Developer is a corporation or limited liability company duly organized, validly existing and in good standing under the laws of the State of Florida.

b. This Agreement has been duly authorized by all necessary action on the part of Developer, has been duly executed and delivered by Developer, constitutes the valid and binding agreement of Developer and is enforceable in accordance with its terms. To Developer's knowledge, there is no other person or entity whose consent is required in connection with Developer's performance of its obligations hereunder. The person executing this Agreement on behalf of Developer has the authority to do so.

c. The execution and delivery of, and the performance by Developer of its obligations under this Agreement, will not contravene or constitute a default under any provision of applicable law or regulation, Developer's organizational documents or any agreement, judgment, injunction, order, decree or other instrument binding upon Developer or to which the Real Property is subject.

d. Developer represents and warrants that it is a corporation or limited liability company authorized to construct permanent affordable housing.

e. Developer agrees to participate in ceremonies which highlight the contributions of the PSJRA and the City of Port St. Joe to the project, including, but not limited to, groundbreaking, ribbon cutting, and other such ceremonies.

f. Developer acknowledges that a Certificate of Occupancy ("CO") shall not issue if it has not been conclusively demonstrated that the purchaser falls within the 80% - 120% AMI.

g. Developer acknowledges the requirement that should the property as developed exceed the 120% AMI threshold, that Developer shall reimburse the City of Port St. Joe for water and/or wastewater impact fees which were waived for the subject affordable housing project as initially approved.

3. PSJRA's Representations and Warranties. The PRA hereby warrants and represents to Developer as of the date hereof as follows:

a. The PSJRA is a body corporate and politic validly existing under the laws of the State of Florida.

b. This Agreement has been duly authorized by all necessary action on the part of the PSJRA, has been duly executed and delivered by the PSJRA, constitutes the valid and binding agreement of the PSJRA and is enforceable in accordance with its terms. There is no other person or entity whose consent is required in connection with the PSJRA's performance of its obligations hereunder. The person executing this Agreement on behalf



of the PSJRA has the authority to do so.

4. **Litigation and Attorney's Fees.** In the event any party to this Agreement or to the Vacant Land Contract should bring suit to enforce or interpret any provision of this agreement, each party shall bear its own respective costs and attorney's fees.

5. **Termination.** This Agreement may be terminated by mutual consent of the parties hereto. Upon termination, any incentive provided by the PSJRA or the City of Port St. Joe, including any impact fee waived by the City, shall be repaid and subsequently the parties shall have no further obligation under this Agreement.

6. **Severability.** The invalidity or unenforceability of any term or provision of this Agreement or the non-applicability of any such term or provision to any person or circumstance shall not impair or affect the Agreement.

7. **Additional Agreements.** Additional agreements will be required concerning any impact fee waivers. None of the terms and provisions contained herein may be amended, supplemented, waived or changed orally, but only by a writing signed by each of the parties hereto.

8. **Controlling Laws.** This Agreement and the provisions contained herein shall be construed, controlled, and interpreted according to the laws of the State of Florida, and all duly adopted ordinances, regulations and policies of the City of Port St. Joe now in effect and those hereinafter adopted.

9. **No Waiver.** This Agreement does not in any way constitute a waiver of the regulatory authority of the City of Port St. Joe or the application of the City's Code of Ordinances or any other applicable law, rule or regulation.

10. **Effective Date.** This Agreement shall become effective on the date of full and complete execution by the parties hereto.

11. This Agreement may be executed in counterparts, each of which shall be binding on the parties hereto, and may be delivered by facsimile or scanned copy.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties as of the day and year first above written.

ATTEST:

PORT ST. JOE REDEVELOPMENT AGENCY

Charlotte Pierce, City Clerk
STATE OF FLORIDA
COUNTY OF GULF

Darrell Starling, CRA Director



The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this ____ day of _____, 202__, by Darrell Starling as CRA Director and on behalf of the Port St. Joe Redevelopment Agency. He is personally known to me or has produced _____ as identification.

My Commission Expires:

Notary Public, State of Florida

Developer

Signed, sealed and delivered
In the presence of:

Print Name: _____

Print Name:
Title:

Print Name: _____

[CORPORATE SEAL]

STATE OF FLORIDA
COUNTY OF GULF

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this ____ day of _____, 202__, by _____ on behalf of the corporation. He is personally known to me or has produced _____ as identification.

My Commission Expires:

Notary Public, State of Florida

PURCHASING POLICIES & PROCEDURES

CITY OF PORT ST. JOE, FLORIDA

Revised October 5, 2021
Approved by City Commission on 10/5/21

PURCHASING POLICIES & PROCEDURES

TABLE OF CONTENTS

Section I	Purpose	1
Section 2	Application of Policy	
	A. Activities	1
	B. Exemptions from the Purchasing Policies & Procedures	1 - 2
Sections 3	Definitions	2 - 4
Section 4	Authority for Purchasing	4
Section 5	Threshold Amounts	4
Section 6	Purchasing Categories	4
	6.01 Small Purchases	4 - 5
	6.02 Blanket Purchases Orders	5
	6.03 Field Quotes	5
	6.04 Purchasing Quotes	5
	6.05 Competitive Sealed Bids	5 - 6
	6.06 Competitive Sealed Proposals	6
	6.07 Sole Source Purchases	6
	6.08 Emergency Purchases	6 - 7
	6.09 Cooperative Purchasing	7
Section 7	Ethics in Public Contracting	
	7.01 Employee Conflict of Interest	7
	7.02 Use of Confidential Information	7 - 8
	7.03 Gratuities	8
	7.04 Sanctions	8

CITY OF PORT ST JOE, FLORIDA
PURCHASING POLICY

(Revised October 5, 2021)

SECTION 1 – PURPOSE

This policy is adopted to promote the following purposes:

- A. To clarify the procurement practices used by the City of Port St. Joe, Florida.
- B. To promote the continued development of professional and equitable procurement policies and practices.
- C. To promote public confidence in the purchasing procedures followed by the City of Port St. Joe.
- D. To ensure the fair and equitable treatment of all persons who deal with the procurement system of Port St. Joe.
- E. To maximize economy in Port St. Joe procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds in Port St. Joe.
- F. To provide safeguards for the maintenance of a procurement system of quality and integrity in Port St. Joe.

SECTION 2 – APPLICATION OF POLICY

- A. Activities. This policy shall apply to the purchase/procurement of all materials, supplies, services, construction and equipment except as herein specifically exempted.
- B. Exemptions From the Purchasing Policy. The following types of purchasing activities shall be exempt from the purchasing policy except as noted:
 - 1. All heavy equipment repairs shall be exempted from the competitive sealed bid requirements. The Public Works Superintendent, or his/her designee, shall solicit and evaluate quotations and award the bid. Should a purchase exceed \$25,000, the City Manager shall agenda the item for ratification by the City Commission at a regular scheduled Commission meeting.
 - 2. All purchases of services from a utility whose rates are determined and controlled by the Public Service Commission or other governmental authority, including but not limited to, electricity; water; sewer; telephone; and cable television services.
 - 3. All supplies, materials, equipment, or services purchased at a price established in a State contract of the State of Florida Department of General Services, Division of Purchasing.

4. All supplies and materials, equipment, construction, or services purchased from another unit of government.
5. Sole source as provided in Section 6.07 hereof.
6. Emergency purchases as provided in Section 6.08 hereof.
7. All purchases of used equipment having a value of twenty-five thousand dollars (\$25,000) or less; however, each such purchase shall be supported by one equipment appraisal report from the vendor.
8. Grants (Direct Payment) and Social Services (e.g., burials and indigent patient services).
9. Advertisement (except Delinquent Tax Notice).

SECTION 3 – DEFINITIONS

The following terms defined in this section shall have the meanings set forth below whenever they appear in this policy.

- A. “Blanket Purchase Order” means a purchase order issued to a vendor for an amount not to exceed the face value of the purchase order. A blanket purchase order is for the procurement of commodities or services no single item of which shall exceed the threshold for small purchases unless the appropriate method of procurement was used to generate the Blanket Purchase Order.
- B. “City Commission” means the City Commission of Port St. Joe, Florida.
- C. “Commodity” means a product that the City may contract for or purchase for the use and benefit of the City. A specific item, it is different from the rendering of time and effort by a provider.
- D. “Competitive Sealed Bidding” (Invitation to Bid) means a written solicitation for sealed competitive bids used for the procurement of a commodity, group of commodities, or services valued more than the threshold for this category. The Invitation for Bids must be publicly advertised and have the title, date and hour of the public bid opening designated and specifically define the commodity, group of commodities, or services for which bids are sought. It shall include instructions prescribing all conditions for bidding and shall be distributed to all prospective bidders simultaneously. The Invitation for Bids is used when the City is capable of specifically defining the scope of work for which a contractual service is required or when the City is capable of establishing precise specifications defining the actual commodity or group of commodities required.
- E. “Construction” means the process of building, attaining, repairing, improving, or demolishing any public structure or building, or other public improvement of any kind to

any public real property. It does not include routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

- F. “Contract” means all types of Port St. Joe agreements, regardless of what they may be called, for the purpose or disposal of supplies, services, materials equipment or construction.
- G. “Contractual Services” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; and professional, technical, and social services.
- H. “Cooperative Purchasing” is procurement conducted y or on behalf of, more than one public procurement unit.
- I. “Emergency” means when there exists a threat to public health, welfare, or safety; natural unexpected events; accidents; or loss to the City under emergency conditions which shall be considered to mean those situations where the operation of a department would be seriously impaired if immediate action were not taken.
- J. “Emergency Purchase” is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riots, fires, floods, accidents or any circumstances or cause beyond the control of the department in the normal conduct of its business) where the delay of incident to competitive bidding would be detrimental to the interests of the City.
- K. “Field Quotes” is the procurement procedure used by the operating department to purchase commodities or contractual services with a value within the threshold amounts set for this category. Field Quotes are conducted by the department, consist of either written or oral quotations from two or more vendors, do not require a public bud opening, and are awarded by the City Clerk/ Auditor, or his/her designee. Written evidence of all quotations must be submitted to, and maintained in, the Purchasing Office.
- L. “Gratuity” is compensation for services (money, gifts, etc.)
- M. “Purchasing Quotes” is the procurement procedure used to purchase commodities or contractual services with a value within the threshold amounts set for this category. Purchasing quotes are obtained by the City Manager, or his/her designee, either written or oral, from two or more vendors, and do not require a public bid opening. The purchase is awarded by the City Manager, or his/her designee.
- N. “Request for Proposals” means a written solicitation for sealed proposals with the title, date, and hour of public opening designated. The request for proposals is used when the City is unable to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required, and when the City is requesting that a qualified offeror purpose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A request for proposal include, but is

not limited to, applicable laws and rules; functional or general specifications; statement of work; proposal instructions; and evaluation criteria. Evaluation of a proposal, when such proposal is for “professional services”, shall be in accordance with Florida Statutes Chapter 287.055.

- O. “Small Purchases” means the procurement of commodities or services with a value within the threshold set for this category without the requirement of quotes, bids, or public notice.
- P. “Sole (single) Source Purchases” means the purchase of a commodity, service, equipment, or construction item(s) from one available practical source of supply. A sole (single) Source may be declared such by the City Commission for reasons acceptable to it.

SECTION 4 – AUTHORITY FOR PURCHASING

- A. The City Manager shall serve as the central purchasing officer for the City of Port St. Joe.
- B. The City Manager, or his/her designee, shall administer operational procedures governing internal functions of the purchasing program.
- C. Except as otherwise specifically provided in this policy, the City Manager, or his/her designee, shall purchase or supervise the purchase of all supplies, services, materials, equipment and construction services defined within the scope of this policy.

SECTION 5 – THRESHOLD AMOUNTS

A.	Small Purchas Procedures (Section 6.01) (Does not require documentation of bids and quotes. Responsibility of purchaser to obtain most economical source for good and services.)	\$1 to \$15,000
B.	Blanket Purchase Orders (Section 6.02)	(Made the beginning of fiscal year for repetitive costs)
C.	Field Quotes (Section 6.03) (Verbal Quotes recorded by purchaser)	\$15,001 to \$20,000
D.	Purchasing Quotes (Section 6.04) (Written Quotes from Vendor)	\$20,001 to \$25,000
E.	Competitive Sealed Bids (Section 6.05)	\$25,001 and above

SECTION 6 – PURCHASING CATEGORIES

Section 6.01 Small Purchases

The purchase of commodities, equipment and services which cost less than the threshold authorized in Section 5 does not require solicitation of quotes or bids. Small purchase shall be authorized by Department Superintendent or their designees.

Section 6.02 Blanket Purchase Orders

No purchase order shall be issued for an amount greater than the limit established for a blanket purchase order in Section % of this policy for the purchase of goods or services unless approved by the City Commission.

Section 6.03 Field Quotes

The purchase of goods and services which cost within the range authorized for field quotes in Section 5 shall require competitive quotations from two or more vendors. The quotations may be obtained by the Department. The City Manager, or his/her designee, shall review the quotations and make the award or require additional quotations prior to award.

Section 6.04 Purchasing Quotes

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 5 shall require competitive written quotations from two or more vendors. The quotations shall be obtained, reviewed and awarded by the City Manager or his/her designee.

Section 6.05 – Competitive Sealed Bids

- A. Conditions for Use. All contracts for purchases of a single item or aggregate in excess of the established base amount for competitive sealed bidding, except as provided in Section 6.06, Competitive Sealed Proposals.
- B. Invitation to Bid 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 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 City Commission. Also, only communications from firms or individuals which are in writing and signed will be recognized by the City Commission as duly authorize expressions on behalf of proposers.

1. Alternate(s). Alternate bids will not be considered unless authorized by and defined in the bid specifications.
- C. Public Notice. Public notice shall be by publication in a newspaper of general circulation at least ten (10) working days prior to bid opening. Notice of the Invitation to Bid shall give the date, time, and place set forth for the submittal of proposals and opening of bids. Bids shall be opened publicly.

- D. Award. The contract shall be awarded with reasonable promptness to the lowest responsible 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 either or both conditions are in the best interest of the City of Port St. Joe.
- E. 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 City Commission. Notice of cancellation shall be sent to all businesses solicited.

Section 6.06 – Competitive Sealed Proposals

- A. Conditions for Use. When it is determined that the use of competitive sealed bidding is either not practical or not advantageous to the City, a contract may be entered into by the use of competitive sealed proposals.
- B. Professional, Architectural, Engineering, Landscape Architectural, and Land Surveying Services. Professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, shall be obtained in accordance with the Consultant's Competitive Negotiation Act, Section 287.055, Florida Statutes.
- C. Commission Approval. Proposals anticipated to exceed the threshold established in Section 5 for Competitive Sealed Proposals shall be approved by the City Commission prior to solicitation.

Section 6.07 – Sole Source Purchases

- A. Sole Source Certification. A contract may be awarded for a supply, service, material, equipment, or construction items(s) without competitive bidding when the City Manager, or his/her designee, certifies in writing, after conducting a good faith review of available sources, equipment, or construction item(s). Such awards will be made within the authorized procurement limits. When a purchase exceeds the twenty-five thousand dollar (\$25,000) limit, the item will be agended for Commission approval and certification that the vendor has been determined to be a sole source.
- B. Additional Purchases from Certified Sole Source. The City Manager, or his/her designee, shall be authorized, after initial sole source certification, to make additional purchases from a sole source vendor for not more than one year or until such time as contrary evidence is presented regarding sole source eligibility, whichever period is less.

Section 6.08. – Emergency Purchases

- A. Authorization During Normal Business Hours. In the case of emergencies which require the immediate purchase of goods, equipment or services, the City Manager, or his/her designee, or Department Superintendent, or his/her designee, shall be empowered to secure such goods or services without competitive bidding when there exists: a threat to

public health, welfare, or safety; natural unexpected events; accidents; or loss to the City under emergency conditions. In this event, all measures reasonably possible under the circumstances shall be taken to assure the maximum cost benefit to the City of goods or services procured.

- B. Authorization Outside of Normal Business Hours. A department head, during non-business hours, is authorized to make purchases without competitive bids when an emergency arises and such purchases are necessary to protect the safety, health, welfare, or property of the City or any of its citizens.
- C. Documentation and Approval. Documentation for emergency purchases pertaining to the above shall be submitted to the City Manager, or his/her designee, on the standard requisition form with a detailed explanation, and support material attached, if applicable, within the (10) working days after the event occurred. Emergency purchases that exceed the competitive sealed bid threshold shall be ratified by the Board.

Section 6.09 – Cooperative Purchasing.

- A. State Contracts. The Purchasing Agent is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts for the Department of General services. Such purchases shall be made without competitive bids provided that funding has been appropriated and approved by the City Commission in department accounts.
- B. Other Governmental Units. The City Manager, or his/her designee, 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 is in accordance with the City and State law.

SECTION 7 – ETHICS IN PUBLIC CONTRACTING

Section 7.01 – Employee Conflict of Interest

- A. Participation. It shall be unethical for any City employee to participate directly or indirectly in a procurement contract when the City employee knows that:
 - 1. the city employee or any member of the City employee's immediate family (father, mother, brother, sister, child, grandparent, or grandchild of employee or spouse) has a financial interest pertaining to the procurement contract; or
 - 2. any other person, business, or organization with whom the City employee or any member of a City employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

Section 7.02 Use of Confidential Information

It shall be unethical for any City employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Section 7.03 – Gratuities

- A. Gratuities. It shall be unethical for any person to offer, give or agree to give any City employee, or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of a purchase request.

Section 7.04 Sanctions

- A. Employee Sanctions. Upon violation of the ethical standards by an employee, the City Manager, or his/her designee, or other appropriate authority may:
1. impose one or more appropriate disciplinary actions as defined in the City Personnel Manual, up to and including termination of employment; and,
 2. may request investigation and prosecution.

Non-employee Sanctions. The City Commission may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:

1. written warnings; or
2. termination of contracts.