

September 18, 2012

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

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



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
Bill Kennedy, Commissioner, Group I
Bo Patterson, Commissioner, Group II
Phil McCroan, Commissioner, Group III
Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

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

**City Hall
Commission Chamber
Tuesday September 18, 2012**

Call to Order

Consent Agenda

Minutes

- September 4, 2012 Workshop Meeting Pages 1
- September 4, 2012 Regular Meeting Pages 2-6
- September 12, 2012 Special Meeting Page 7

City Attorney

- Ordinance 485, Irrigation Rates Page 8
 - 2nd Reading & Consideration of Adoption

City Manager Report

Old Business:

- Lighthouse- Update
- RESTORE Act Committee- Update
- Centennial Celebration- Update
- On-Call Policy Pages 9-10

New Business:

- Jerry Stokoe- Salvation Army Food Drive
- Planning Board Recommendations Pages 11-18
 - Development Order Request, William Kennedy
- Budget Schedule
- Employee License Policy Page 19
- Landscaping Contract for City Parks- Discussion Pages 20-21
- RFP 2012- 07 Hwy 98 & Hwy 71 Landscaping Pages 22-32
- RFP 2012-10 Police Dept. Roof (Handout)
- RFP 2012-11 Chipola Pump Motor (Handout)

Public Works

- Request to advertise- Water Distribution Employee

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Headworks and Sprayfield Project- Update
- Water Distribution System Upgrades Phase I & II- Update

Code Enforcement

- **Update**

Page 33

Police Department

- **Update**

PSJRA

- **Update**

Pages 34-40

City Clerk

- **Update**

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE BUDGET WORKSHOP FOR THE PROPOSED 2012 / 2013
BUDGET MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE
CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT
CITY HALL, September 4, 2012, AT 5:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analyst Mike Lacour, Chief David Barnes, Public Works Director John Grantland and Wastewater Treatment Supervisor Lynn Todd.

The purpose of the meeting was to review and discuss the proposed FY 2012 / 2013 Budget.

Mr. Anderson provided a recap of the proposed budget. The 2012 / 2013 proposed budget is \$11,776,581.00, a decrease of \$3,153,004.00 from the current year. The following items are not included in the proposed budget: Centennial Building Improvements; Cape San Blas Lighthouse Relocation; Gulf Pines Hospital Site; Fireworks (segregated bank account for contributions only); New Fire Truck; Additional Principal payment on debt reduction.

The following items are included in the proposed budget: 2% COLA for all full time employees; MUNIS upgrade; Solar aerators for Wastewater Treatment Plant; Phase II Water Upgrades; Inmate Van; 5 % increase in Water rates and 4.5% increase in sewer rates; Air Conditioning Unit for Wastewater Treatment Plant; Rate Study Review by Burton and Associates; JAG Grant for the Police Vehicle and a Bat Wing Mower for the Sprayfields.

The current millage rate of 3.5914 balances the proposed budget and includes one new employee for Sewer Collection; one new employee for Water Distribution and a replacement vehicle in the Public Works fleet.

After discussion, it was the consensus of the Commission that one new employee would be hired for Water Distribution and that the position for Sewer Collection would remain open. If it is determined that this position is needed the following conditions must be met: Sewer projection must be on target and the additional hire will not be made until approved by the Commission.

Commissioner Buzzett requested that the fees for turning water on and off be reviewed.

Mayor Magidson adjourned the Workshop at 5:45 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, September 4, 2012, AT 6:00 P.M.

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

CONSENT AGENDA

DAR Proclamation

Mrs. Sylvia Costin and her grandson, Carter Costin, accepted the Proclamation proclaiming September 17 – 23, 2012 as Constitution Week in Port St. Joe from Mayor Magidson.

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the Minutes of the Work Shop and Regular Meeting held August 21, 2012. All in Favor; Motion carried 5-0.

CITY ATTORNEY - Tom Gibson

Mr. Gibson reminded the Board that enforcement of the Sign Ordinance for off premise Sandwich Board Signs had been suspended through Labor Day and several businesses along Highway 98 have received letters concerning the height of their signs. He recommended that the Board move forward with revisiting the Sign Ordinance issue. After discussion, a Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to extend the allowance of off premise Sandwich Board Signs until the first meeting in January 2013. The signs must not impede foot traffic. All in Favor, Motion carried 5-0.

CITY MANAGER'S REPORT

Old Business

Lighthouse

Mayor Magidson reported that additional damage was done to the site by Hurricane Isaac. A good portion of the roadbed was eroded making it impossible to drive the current road to the front of the facility. There appears to be several internal issues with Air Force Real Property.

RESTORE Act Committee

Due to Hurricane Isaac the meeting for last week was cancelled. Commissioner Kennedy will be requesting additional information for the next meeting and did advise everyone that all RESTORE Act Meetings are open to the public.

Attorney Gibson suggested the Commissioners prepare a list of City needs for the RESTORE Act Committee to review.

Mayor Magidson encouraged citizens to contact RESTORE Act Committee members to share their views on how the money should be spent in Gulf County.

Centennial Celebration

Mayor Magidson gave a report on the inaugural meeting held August 23, 2012, noted that the next meeting will be Thursday, September 20, 2012, and encouraged anyone with suggestions for the Centennial Celebration to give them to City Clerk Charlotte Pierce. The Mayor also noted that Eda Ruth Taylor has agreed to serve on the Committee.

Joint City / County Meeting

Mr. Anderson has talked with Gulf County Administrator Don Butler concerning the proposed meeting date of October 1, 2012, at 6:00 P.M. Mr. Butler will make the Gulf County Board of County Commissioners aware of the proposed date and advise Mr. Anderson of their decision.

Golf Cart Crossing

Mr. Anderson reported that he had received the Panama City Beach Traffic Study today and would be reviewing it.

New Business

North Florida Child Development CDBG Grant Administration Services

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to approve the Change Order request from Apalachee Regional Planning Council in the amount of \$2,600.00. This request is due to the supplementary administrative services required for the additional ADA (Bathrooms at the Fire Station, City Hall and Centennial Building) aspects of the project. This increase is covered by grant funds and will not be any expense to the City. All in Favor; Motion carried 5-0.

Budget Schedule

Mr. Anderson reminded the Commission that the First Public Hearing and First Reading will be held on Wednesday, September 12, 2012 at 5:01 P.M. He also requested that the Commission review their schedules and provide him with a date that is agreeable for the Second Public Hearing and Consideration of Adoption of the Budget for FY 2012 / 2013.

On-Call Policy

Previously, Commissioners were provided with the current On-Call Policy. Commissioner Buzzett would like for the revised policy, under Requirements, to state that employees will display a City uniform, have proper safety attire and display proper identification.

Over time expenses have greatly exceed the budget. Commissioner Buzzett is concerned about the overtime expenses and suggested that the 6 hours of straight time for holding the pager be reduced, that the 2 hour call out time be cut out and that the rate of pay be 1 and ½ times the regular rate of pay per call out. After a discussion, Staff was asked to provide a recommendation for updating the policy at the next meeting.

Port Authority Meeting Schedule

Commissioners were provided with the Port St. Joe Port Authority Board's meeting schedule. The Board will be meeting on the second and fourth Wednesdays of each month through August 2013.

Landscaping Contract for City Parks

A proposal was received today from the current provider. This will be reviewed by Staff with a recommendation at the next Commission Meeting to either continue with the present vendor or advertise for bids

Public Works – John Grantland

No updates at this time.

Surface Water Plant – Larry McClamma

Chipola Pump Station

Gilbert Pump is on site and reported to Bob Lyles that they had to rework the rotating assembly of Pump #1. If all goes as planned, they will be finished with the project tomorrow evening.

Position Vacancy

Travis Burge, a licensed operator, has submitted his Letter of Resignation effective Friday, September 14, 2012. Mr. McClamma noted that Mr. Burge has accepted a position with an area water plant and he was leaving due to a higher pay rate, better benefits and chances for advancement.

Commissioner Kennedy requested that a policy be considered to address issues of an employee working for the City, obtaining a license and leaving the City shortly after licensure. The City trains the employee, pays for their course work, exam fees and license.

Mayor Magidson stated that a consideration of reimbursement and training time should also be reviewed.

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to advertise for the position. All in Favor; Motion carried 5-0.

Wastewater Plant – Lynn Todd

Gilbert Pump will be on site tomorrow to look at the motor on a filter pump at the Headworks. CSI will be here on September 10th to resolve the issues with the Scada System and they are waiting to hear from Hydro International as to when they will be here to address the Grit Kings issues.

Commissioner Patterson asked about the status of the well damaged by the contractor.

Ms. Todd shared that Northwest Florida Water Management District sent an inspector to look at the damaged well. The temporary repairs that were made are acceptable at this time which will allow time to apply for the permit to abandon the well. Staff is waiting on an official letter from NFWMD.

City Engineer – Clay Smallwood

Headworks and Sprayfield Project - Nothing to report at this time.

Water Distribution System Upgrades Phases I and II

Mr. Smallwood reported that PRI continues to work with the contractors to keep the project moving forward and they anticipate five to seven more intersections will require road cuts or bores. He asked if the Board wanted bores or cuts to be made to the asphalt.

After discussion, the consensus was that cuts would be less of a problem in the future and to continue with them.

The issue of delays in repairing the road cuts was discussed again and in the future, bid spec will be tightened to require timely repairs to the roads.

Code Enforcement

The report provided by Code Enforcement Officer Richard Burkett was reviewed. Not action was required.

Police Department – Chief Barnes

Nothing to report at this time.

PSJRA – Gail Alsobrook

Ms. Alsobrook noted that the bike racks have been delivered and recommended eliminating bike racks at four sites because there will be bike racks near these locations: #4 Reid Avenue West between Second and First Streets; #7 Williams Avenue near St. Joe Hardware; #9 Williams Avenue near Coast 2 Coast and #13 at Butlers. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to eliminate bike racks as recommended. All in Favor; Motion carried 5-0.

Final agreement for the Coastal Planning Initiative Grant for the Planning stage of the Bayfront Recreation Area has been received. One bid has been received for the project.

Commissioner Kennedy asked what has driven this project. He is concerned about the restrictions on the property and wants to make sure everyone is aware of them.

New banners are being prepared that will promote Port St. Joe as a year round destination. The new banners will replace the Independence Day Banners that are currently on display which need to be retired. Two banner series, "People Who Have Been Here" and "Historic Banner" featuring pictures by Chuck Creasy will be in the rotation with the new banners. This is a partnership with the TDC.

City Clerk – Charlotte Pierce

Mrs. Pierce reminded the Commissioners of the Insurance Open Enrollment scheduled for Thursday, September 6 and Friday September 7, 2012.

Citizens to be Heard

Ms. Lorinda Gingell complimented the Public Works Department for their work in clearing storm drains prior to Hurricane Isaac.

Charles Stephens asked about the number of food trailers that are being allowed in the City. He was concerned that trailers, especially along the tourist corridor, are having a negative impact on our town and wanted to know why these are being allowed.

Mayor Magidson explained that the present and previously allowed trailers had been approved by the Planning Development Review Board and are in compliance with City regulations. He assured Mr. Stephens that no special favors had been granted to anyone.

Mr. Gibson pointed out that Building Inspector, Bo Creel, stated that by attaching the trailer to the building, it is considered to be part of the building. A Certificate of Occupancy has not been granted for this project and is not deemed to be complete.

Mr. Stephens also asked about Golf Carts being allowed to cross Highway 71 (Cecil G. Costin, Sr., Blvd.) at Garrison Avenue. Mayor Magidson pointed out that a Traffic Study would be required and the approximate cost is \$4,700.

Ms. Ann White asked about trailers in the City limits and requested clarification on how they were being permitted. She pointed out that when she was on the Variance Committee, you could not have a trailer in the City limits of Port St. Joe. A modular trailer was allowed but the trailer in question is not modular.

Mayor Magidson reiterated his response to Mr. Stephens and noted that it would take a change of the City LDR to prohibit such trailers.

Discussion Items by Commissioners

Commissioner Kennedy stated that there is a possibility of Water Management District SWIM Funds to help improve the water quality of St. Joseph Bay. There is a \$100,000 cap per project.

Commissioners Patterson – Nothing tonight.

Commissioner McCroan – Nothing at this time.

Commissioner Buzzett – Nothing at this time.

Mayor Magidson requested that the previous plans for a digital sign at Frank Pate Park be brought back to the Commission.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to adjourn the Meeting at 7:25 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN
THE COMMISSION CHAMBER AT CITY HALL, September 12, at 5:01 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan and Patterson. City Manager Jim Anderson, City Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analyst Mike Lacour, and Police Chief David Barnes. Commissioner Kennedy was absent due to the death of his father-in-law but participated by telephone.

The purpose of the Special Meeting was Ordinance 486 – 2012 / 2013 Ad Valorem Tax Millage Rate Public Hearing and First Reading; Ordinance 487 – 2012 / 2013 Budget Public Hearing and First Reading; and FEMA Delegation of Authority.

A Motion was made by Commissioner Mccroan, second by Commissioner Patterson, to have the First Reading of Ordinance 486. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 486.

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to have the First Reading of Ordinance 487. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 487.

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, delegating authority to City Manager Jim Anderson and City Clerk Charlotte Pierce to sign FEMA documents pertinent to TS Debby. All in Favor; Motion carried 5-0.

Mayor Magidson and Commissioner Buzzett each expressed their appreciation to Staff and fellow Commissioners for their help in keeping the Budget in line.

There was no one from the public in attendance at the meeting.

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to adjourn the Meeting at 5:10 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

ORDINANCE NO. 485

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, AMENDING ORDINANCE 472, ESTABLISHING NEW VOLUME CHARGES FOR IRRIGATION PURPOSES, PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

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

1. The Irrigation Only Meter rates as shown Ordinance 472 are hereby repealed and deleted.
2. Beginning with the effective date of this ordinance Irrigation Only Volume Charge rates shall be equal to Residential Volume Charge rates.
3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
4. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.
5. 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 ____ day of _____, 2012.

The City of Port St. Joe

Mel Magidson, Jr.
Mayor-Commissioner

ATTEST:

Charlotte Pierce
City Clerk-Auditor

CITY OF PORT ST. JOE

On-Call Policy

Purpose – On-Call Requirements

Approved by: The City of Port St Joe City Commission

Date: 9-18-12

Description: This policy is to provide clarity and give definition to the on-call requirements for the City of Port St. Joe. This policy shall also describe the compensation to the personnel affected as well as providing for disciplinary actions caused by neglect or failure to perform.

The City of Port St. Joe has an obligation to provide water and sewer service to its citizens and users throughout the system. In an effort to provide these services and ensure its working status it is necessary to have an individual “on-call” during off working hours. This policy will provide the employee with an understanding of the requirements of being “on-call”.

Section 1. Requirements

It shall be required that each employee who has reached full-time status in either of the Utility Departments rotate, through the “on-call” schedule as established by the Department Supervisor. All “on-call” personnel will be required to carry a City provided Cell Phone and respond within a reasonable time once the call has been received displaying a City Uniform and proper safety attire.

Section 2. Schedule

The schedule for assuming the “on-call” status in either one of the Utility Departments shall be in one week intervals more specific meaning beginning at 8:00am Monday to 8:00am the following Monday. Should a Holiday fall on a Monday the employee, unless arrangements have been made and approved by the Department Supervisor, will maintain the “on-call” status until the next regular scheduled work day.

Section 3. Compensation

Each employee who performs his/her “on-call” requirements shall be compensated \$95. Should a call-out be performed during the required week the employee will be compensated for(2) hours minimum at one and one-half (1-1/2) of his/her regular pay rate per call-out. Multiple call-outs within the same two hour period doesn't constitute an

additional two hours of pay. The supervisor shall keep a record of all call-outs for auditing purposes. The employee shall, if needed, call for assistance on call-outs that are major and need immediate attention.

Section 4. "On-call" Vehicle

When an employee is "on-call" he/she will be allowed to drive the designated vehicle from his/her Department to and from work to his/her place of residence for official City business only. This privilege may be suspended or revoked should an employee be found abusing or knowingly violating this policy.

Section 5. Disciplinary Actions

If an employee is found not performing his/her duties as required by this or any other policy within the City of Port St. Joe's Personnel Manual disciplinary actions may be warranted. This includes; verbal reprimands, written reprimands, suspension and/or termination.

**CITY OF PORT ST. JOE PLANNING DEPARTMENT
DEVELOPMENT ORDER APPLICATION PACKET**

INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED

(The Building Department requires separate forms and fees to obtain building permits.)

NOTE: THE ADDRESS OF THE PROPERTY MUST BE POSTED PRIOR TO SUBMITTAL.

1. X Two complete sets of plans, drawn to scale.
Including: A site plan with square feet of living, total square feet, impervious surface, and setbacks.

**** Setbacks are measured from the closest overhang to property line****

A site plan showing any protected trees which will be removed from the property.
(Protected trees are any trees other than pine larger than 8" in diameter measure 54" from the base of the tree.)

2. X Development Order Packet
3. New Address application
4. Complete City water meter impact form
5. Complete Driveway permit application

(Please refer to City of Port St. Joe's Land Development Regulations)

DESCRIPTION

Project Address 314 Cecil G Coston Sr. Blvd Port St. Joe FI _____

Lot Square Footage: 20999.73 Dwelling Square Footage: 3744

Driveway Square Footage: Accessory Building Square Footage:

Pool Square Footage: 360 Patio/Deck Square Footage: 3657

Setbacks: Front: 8.67' Left Side: 0.67'

Rear: 81.52' Right Side: 0.67'

Floor Area Ratio: 0.178 Lot Coverage: 11,862 SF

Building Height in Feet: 16' 3-1/4" Impervious Surface: 10,055 SF (0.479)

Landscape Buffers: (height x width) Elevation:

William Kennedy
Applicant Name

1612 Monument Ave
Applicant Address

858-227-4405
Phone Number

[Signature]
Applicant Signature

8/14/12
Date



**PORT COTTAGES
PORT ST. JOE, GULF COUNTY, FLORIDA**

L. Jack Husband III, P.E.
Florida Registration No. 69169
Date: August 15, 2011



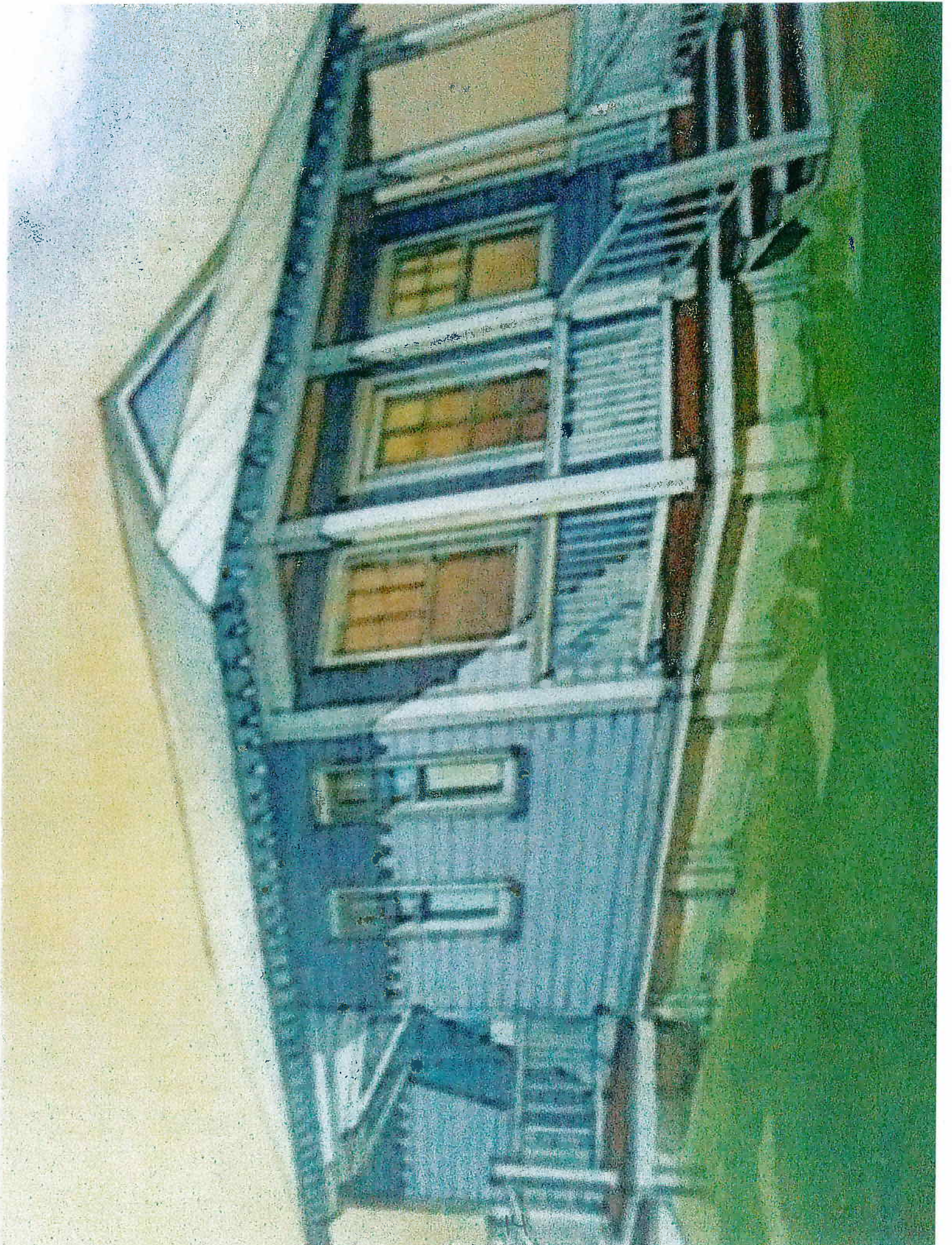
PORT COTTAGES PORT ST. JOE, FLORIDA

PROJECT DESCRIPTION

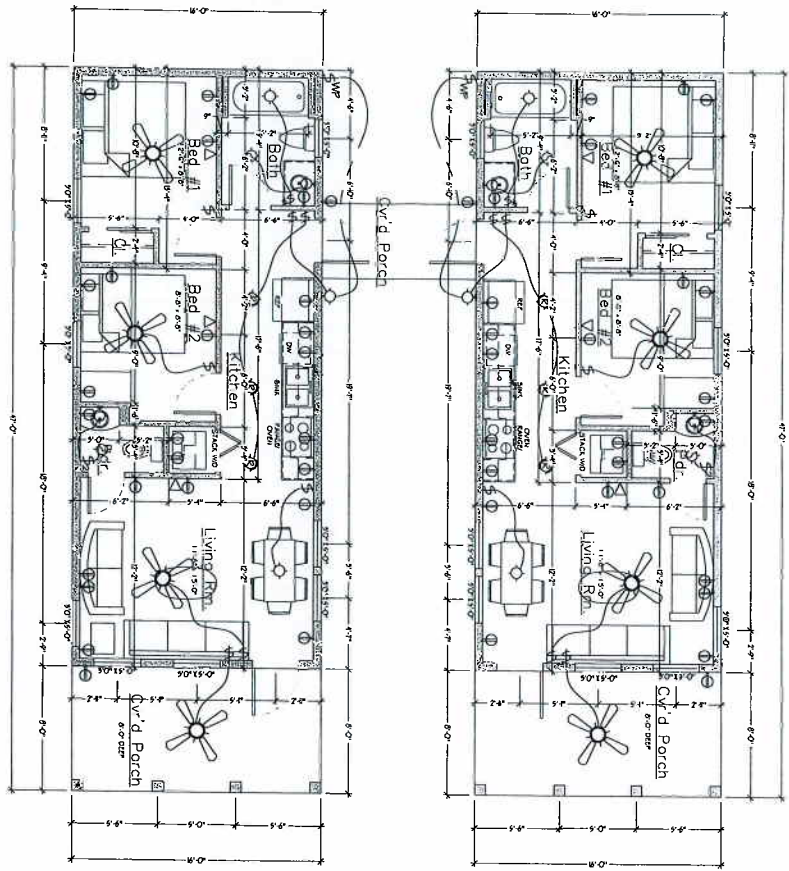
Port Cottages, LLC. is proposing to construct a new development on two parcels located in Section 1 Township 8S Range 11W, Gulf County Florida. The proposed development is more specifically located on Cecil G. Costin Sr. Blvd. between Buy Rite Drugs and Cadence Bank. The two parcels in which the development is proposed (Gulf County Property Appraiser: 04838-100R & 04838-000R) combined area is 20,099 square feet or 0.48 acres.

The proposed development features six units of approximately 625 square feet each based on the old Florida style shotgun architecture. Each unit will be furnished and consist of two bedrooms, one and a half baths, a fully equipped kitchen, and a full size washer and dryer. Please see the attached architectural plans.

The development will also include a swimming pool, stormwater ponds, and parking. The parking will be parallel off of Cecil G. Costin Sr. Blvd and perpendicular off of the alley in the rear. The developers are funding the paving of the alley as part of the improvements. The Stormwater Management Facility (SWMF) is intended to be located near the southwest and southeast corners of the site extending northward and behind the proposed cottages and will consist of two basins to capture and treat the first .5" of runoff. Please see the attached site plan.

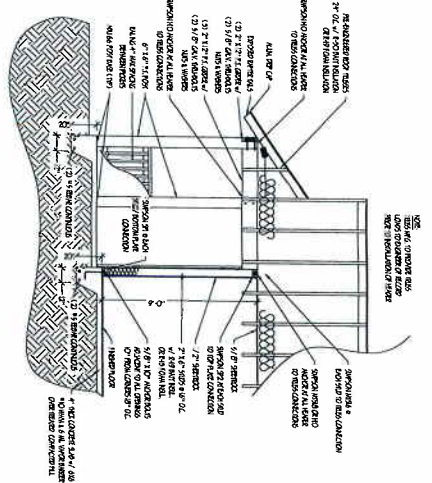


FLOOR PLAN UNIT A & B
SCALE: 1/4" = 1'-0"

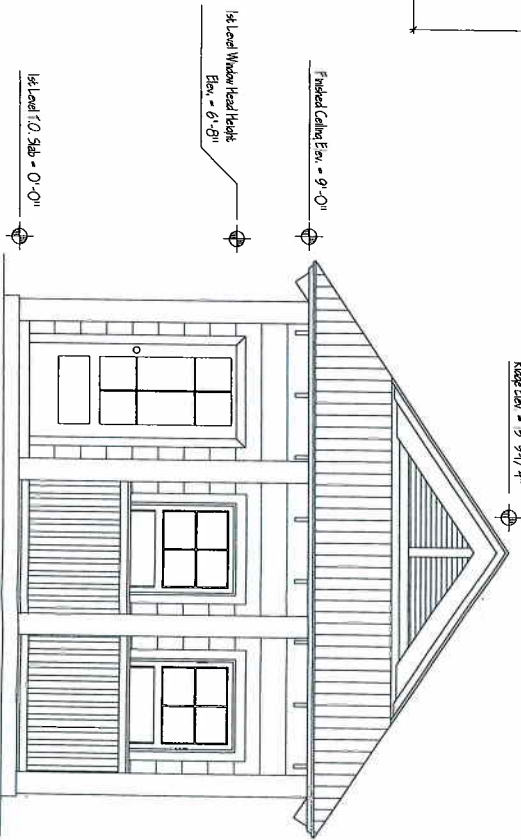


- ELECTRICAL LEGEND**
- 110 DUPLEX RECEPTACLE
 - 220 RECEPTACLE
 - SPECIAL FLOOR RECEPTACLE
 - WEATHERPROOF RECEPTACLE
 - GROUND FAULT INTERRUPTER
 - RECEPTACLE
 - 110 FLOOR RECEPTACLE
 - 110 SWITCH
 - WALL SWITCH
 - 3-WAY WALL SWITCH
 - 4-WAY WALL SWITCH
 - DIMMER SWITCH
 - WEATHERPROOF SWITCH
 - CEILING LIGHT FIXTURE
 - RECESSED CEILING LIGHT FIXTURE
 - LIGHT FAN & HEATER
 - CELLING EXHAUST FAN
 - WALL MOUNT LIGHT FIXTURE
 - PULL CORD LIGHT FIXTURE
 - EXTERIOR FLOOR LIGHTS
 - TRACK LIGHT FIXTURE
 - FLUORESCENT LIGHT
 - CEILING FAN
 - W/ LIGHT FIXTURE
 - DOOR BELL CHIMES
 - SMOKE DETECTOR
 - TELEPHONE
 - TV CABLE CONNECTION
 - TELEPHONE CONNECTION
 - PANEL BOX
 - W/PS BOX
 - DRIVE DOOR OPENER

TYPICAL WALL SECTION



Ridge Elevation = 15' 9 1/4"



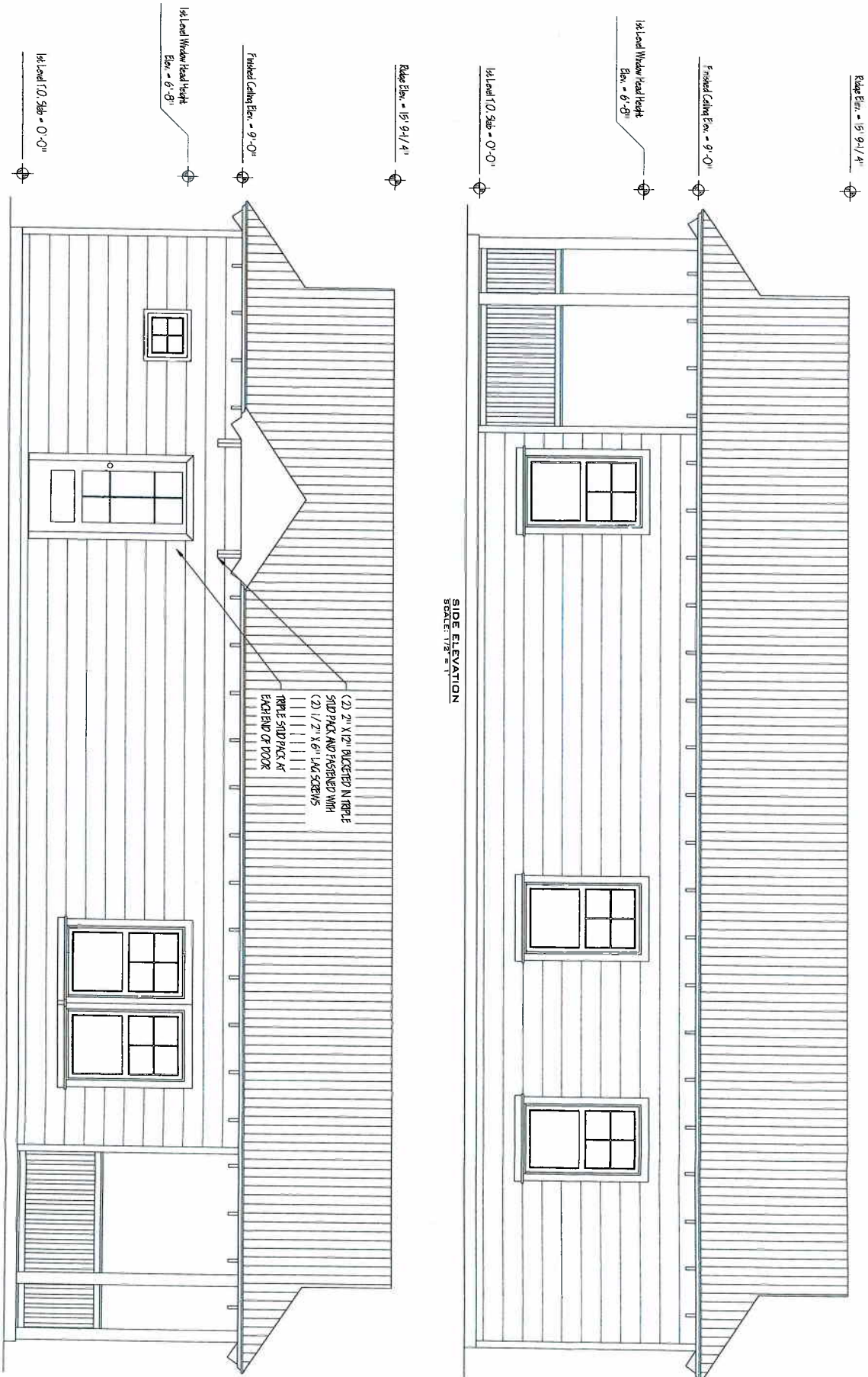
FRONT ELEVATION
SCALE: 1/2" = 1'-0"

PROJECT NUMBER: 12-78-01		REVISIONS:	
DESIGNED BY:	DRAWN BY:	CHECKED BY:	DATE
J. HUSBAND	J. WILEY	J. HUSBAND	
FOR: PORT COTTAGES LLC, 1612 MONUMENT AVE., PORT ST. JOE, FL			
SHEET NO.	A1		

FLOOR PLAN
PORT COTTAGES
PORT ST. JOE, FL



P.O. BOX 141
WEAHHATCHKA, FL 32465
(850) 639-3860
LB# 29064



PROJECT NUMBER: 12-78-01			
DESIGNED BY:	DRAWN BY:	CHECKED BY:	DATE
J. HUSBAND	J. WILEY	J. HUSBAND	
FOR: PORT COTTAGES LLC.			
1613 MONUMENT AVE.			
PORT ST. JOE, FL			
DATE: 8/20/12			
SHEET NO. A2			

ELEVATIONS

PORT COTTAGES

PORT ST. JOE, FL

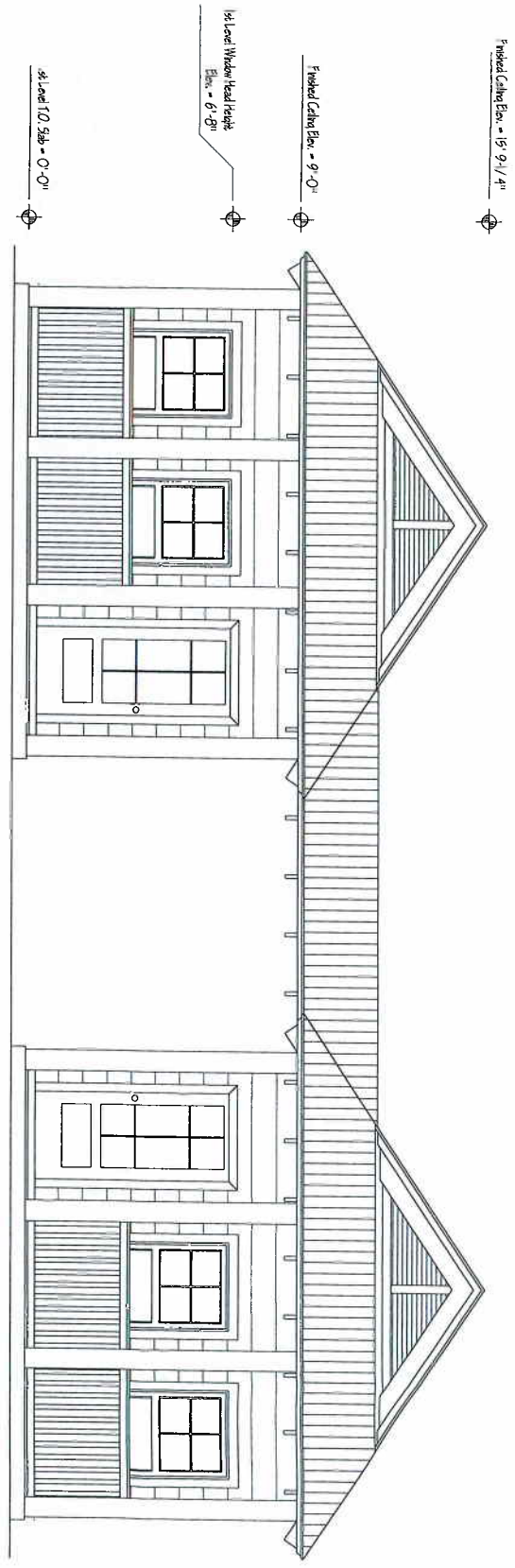


P.O. BOX 141

WEWAHITCHKA, FL 32465

(850) 639-3860

LG# 29064



REAR ELEVATION
SCALE: 1/8" = 1'-0"

18

PROJECT NUMBER: 12-78-01		REVISIONS:		
DESIGNED BY:	DRAWN BY:	CHECKED BY:	DATE	BY
J. HUSBAND	J. WILEY	J. HUSBAND		
FOR: PORT COTTAGES LLC, 1612 MONUMENT AVE. PORT ST. JOE, FL				

ELEVATIONS
PORT COTTAGES
PORT ST. JOE, FL



P.O. BOX 141
WEWAHITCHKA, FL 32465
(850) 639-3860
LB# 29064

18



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

Policy Letter

RE: Operator License Surface Water and Wastewater Treatment Plant

Date: September 18, 2012 **Amends the current policy dated February 17, 2012**

Effective this date, the following procedures will apply to all Operator and Operator Trainees working at the Surface Water and Wastewater Treatment Plants:

- All operators in both plants must be state certified with a minimum of a "C" License as a condition of employment.
- Operator Trainees will be given sixteen months from the date of employment to obtain their "C" License.
- Operator Trainees must have the prerequisite correspondence course completed within one year from the date of their employment.
- Operator Trainees are required to take the certification test immediately following their one year anniversary date.
- Operator Trainees will be allowed to sit for their state license two times. If not successful at the first attempt, the second test must be taken immediately following the state mandated 60 day wait period.
- If an employee fails on the second attempt, they will no longer be allowed to work at the Surface Water or Wastewater Plants. Such employee will be eligible for a lateral transfer elsewhere in the City if a vacancy exists and they possess the necessary qualifications. If there are no vacancies available, the City will have no choice but to terminate the employee.
- The City will pay for (two) attempts to pass any water and/or sewer plant operator level A, B, or C license. If an employee terminates employment within one year of receiving any level license, the employee must repay all (100%) of all travel, training and license fees. If an employee terminates employment between year one and year two after receiving any level license, the employee must repay half (50%) of all travel, training and license fees. The reimbursement will be deducted from the employee's final paycheck from the City.

Jim Anderson
City Manager

August 31, 2012

Via Hand Delivery

City of Port St. Joe
c/o Jim Anderson, City Manager
305 Cecil G. Costin, Sr. Blvd.
Port St. Joe, Florida 32456

Re: Landscape Service Agreement Extension / Addendum

Dear Mr. Anderson:

Please accept this letter as a follow up to our most recent meetings as well as in furtherance of our proposal for the mutual agreement to extend the current landscape service agreement with the City of Port St. Joe.

Pursuant to Paragraph 1 of the "*Service Agreement for Landscape Maintenance Services Agreement Between Port St. Joe and Gulf Coast Property Services, LLC*" (hereinafter referred to as the "Agreement") the parties reserve the right "upon mutual agreement between the vendor and the City the contract may be extended for an additional 12 month period." As the parties approach the conclusion of the original ten month period under the Agreement on September 30, 2012, we seek the mutual agreement to exercise the extension option highlighted above.

Consistent with our most recent discussions between the City and the Vendor, we propose that the parties execute the appropriate addendum to the current Agreement that memorializes the extension and incorporates the current services required of the Vendor for the 12 month period.

As the original Agreement between the parties was for a 10 month period and the extension shall serve a 12 month period, the additional months of service are proposed as follows:

- 1) A monthly prorated breakdown of the current Agreement provides for a \$5,200 monthly maintenance service fee (\$52,000 for the 10 month Agreement). However, in lieu of an additional two months of prorated service fees, we propose the City budget and appropriate only one additional month of service fees (\$5,200) that can be distributed over the two additional months to be added by exercising the Agreement extension. Whereby reducing the City's annual commitment and providing additional value but also providing for the services at a discounted rate for the two additional months added by the service Agreement extension.



GULF COAST
PROPERTY
SERVICES, LLC

Main Office:
209 7th Street
Port St. Joe
Florida
32456

143 Acklins Island Drive
Cape San Blas
Florida
32456

8848 West Hwy 98
St. Joe Beach
Florida
32456

850 229 2706
(F) 850 229 4601

www.GCPSFlorida.com

MEMBER OF
community
ASSOCIATIONS INSTITUTE

"Building a Better Community"

- 2) The Agreement addendum would state an extension term of 12 months and a total compensation of \$57,200 to be structured and paid throughout the term.
- 3) A base monthly retention fee of \$2,000 will be paid to the Vendor totaling \$24,000 for the 12 months.
- 4) The remaining \$33,200 of the contract balance will be prorated on a monthly basis throughout the contract term based on the frequency of visits per month and mutually agreed to by the parties in the addendum.

Additionally, we have discussed in our meeting the need for a simultaneous turf maintenance program that promotes and enhances the health, appearance and durability of the City parks to be maintained. The vendor has offered the City the ability to seek its most favorable savings and discounts through direct purchase orders of its supplies where appropriate and permissible and solely compensate the Vendor (a state licensed turf management license holder) on a hourly rate basis (\$45 per hour) for the turf application treatments requested throughout the Agreement extension where appropriate. This service will be added to the Addendum and conditioned on the strict adherence to the City's bid policy and spending limits for such services.

On behalf of Gulf Coast Property Services, LLC, we thank you for the opportunity to offer these services and the ability to serve our community and these City parks.

Should you have any questions, require additional information or wish to discuss further please contact us at your convenience at (850) 229-2706.

Best regards,

Patrick Farrell, CAM, AMS, CMCA
Gulf Coast Property Services, LLC

**RFP # 2012-07
Re-Advertisement
Landscaping and Grounds Maintenance
September 13, 2012
City Commission Chambers**

[illegible]



Coastal Design & Landscape, Inc.

2492 Bayview Drive
Port St. Joe, FL 32456

September 13, 2012

Jim Anderson, City Manager
City Hall
305 Cecil G. Costin St. Blvd.
Port St. Joe, Florida 32456

Dear Mr. Anderson,

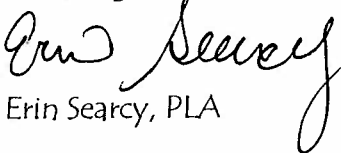
Costal Design and Landscape, Inc. is pleased to submit this Proposal for Hwy 71 & 98 Landscape Maintenance.

As the contractor who installed a large portion of the project and current maintenance contractor for the area, we are very familiar with the sites and are aware of the importance of these corridors in the city. We insure a top quality maintenance service and have several references that can be provided upon request.

The attached bid is based on the information obtained in the bid package and includes all labor, materials, equipment, and transportation necessary to complete the work in full. Given the opportunity, CDL will provide the city excellent service.

Thank you for the opportunity to bid on this project.

Kind Regards,


Erin Searcy, PLA

BASE BID

CITY OF PORT ST. JOE GROUNDS MAINTENANCE BID

Item No.	Description	Site Visits	Unit	Unit Price	Total
1.	Hwy 71 & 98 maintenance	30	EA	\$ <u>490.00</u>	\$ <u>14,700.00</u>
2.	Pine Straw Bedded Areas	1	EA	\$ <u>2,750.⁰⁸</u>	\$ <u>2,750.00</u>
3.	Prune Muhly Grass Hwy 71	1	EA	\$ <u>300.00</u>	\$ <u>300.00</u>
Total Base Bid				\$ <u>17,750.00</u>	

Pine straw bedded areas and pruning of Hwy 71 Muhly grass should be listed separately and will be performed on an as needed bases.

BID

00030-3.1

Bid or Contract No. RFP2012-07


STATEMENT UNDER SECTION 287.087
FLORIDA STATUTES, ON PREFERENCE TO BUSINESSES WITH
DRUG-FREE WORKPLACE PROGRAMS

IDENTICAL TIE BIDS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nob contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace not later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through

implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.



BIDDER'S SIGNATURE

END OF SECTION 00046

00046-2

BIDDER acknowledges receipt of the following:

The BIDDER proposes and agrees, if this Proposal is accepted, to contract with the Owner in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the work in full and in accordance with the shown, noted, described and reasonably intended requirements of the Contract Documents according to the bid schedule below.

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the unit prices and lump sum amounts stated in the Base Bid.

BID SCHEDULE

NOTE:

1. BIDS shall include sales tax and all other applicable taxes and fees.
2. BIDS shall be on the basis of lump sum amounts and shall be compensation in full for the complete work.
3. The undersigned herewith submits the following Lump Sum Prices, which shall be applicable for any revisions to the extent of the work (either additions or omissions) as indicated on the original Contract Drawings, if applicable. The lump sum prices hereafter listed are understood to include all charges for layout, insurance, taxes, field office and supervisions, overhead and profit, bonds and miscellaneous items needed to complete the work.
4. The Port St. Joe City Commission reserves the right to reject any and all bids received, or to limit quantities under Bid Items.
5. The Bidder shall submit along with their bid copies of the following insurance documents:
 - a. Copy of General Liability insurance indicating coverage limits.
 - b. Copy of Workman Compensation insurance indicating coverage limits. (If CONTRACTOR uses temporary labor or labor leasing, copies of the respected company used insurance documents must be submitted as substitute.)
 - c. If no insurance documents are submitted the bid shall be considered incomplete and rejected.

Bid or Contract No. RFP 2012-07SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(This form must be signed and sworn to in the presence of a Notary Public or other official authorized to administer oaths.)

This sworn statement is submitted to CITY OF PORT ST JOE [print name of the public entity]

By ANGELA WHITE, PRESIDENT
[print individual's name and title]

for COASTAL DESIGN & LANDSCAPE, INC.
[print name of entity submitting sworn statement]

whose business address is

2492 BAYVIEW DRIVE, PORT ST JOE, FL 32456

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-3671957 (If the entity has no FEIN,

include the Social Security Number of the individual signing this sworn statement:
_____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of, a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR
90614.01 FORM PUR 7068

00045-2

THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



[signature]



Sworn to and subscribed before me this 5 day of September, 2012
Personally known ☒
OR Produced identification _____

Kelli Ford
Notary Public-State of Florida
My Commission expires June 16, 2016

(Type of identification)



Kelli Ford
(Printed, typed or stamped
Commissioned name of notary public)

END OF SECTION 00045



CERTIFICATE OF LIABILITY INSURANCE

RNC
R022DATE (MM/DD/YYYY)
08-28-2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PEOPLES FIRST INS SRVCS LLC/PHS 227497 P: (866) 467-8730 F: (877) 538-8526 PO BOX 29611 CHARLOTTE NC 28229	CONTACT NAME: PHONE (A/C, No., Ext.): (866) 467-8730 FAX (A/C, No.): (877) 538-8526 E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED COASTAL DESIGN & LANDSCAPE, INC. 2492 BAY VIEW DR PORT SAINT JOE FL 32456	NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input type="checkbox"/>	<input type="checkbox"/>	21 SBM FP0617	10/01/2012	10/01/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>	21 SBM FP0617	10/01/2012	10/01/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/>	<input type="checkbox"/>	21 SBM FP0617	10/01/2012	10/01/2013	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		<input type="checkbox"/>	<input type="checkbox"/>				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

City of Port St Joe
PO BOX 278
PORT SAINT JOE, FL 32457

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/28/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Ariskco, Inc.
9016 Phillips Hwy.
Jacksonville, FL 32256

CONTACT
NAME:
PHONE
(A/C, No, Ext):
E-MAIL
ADDRESS:

FAX
(A/C, No):

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Normandy Harbor Insurance Company, Inc.

13012

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Matrix Employer Services
9016 Phillips Hwy
Jacksonville, FL 32256

COVERAGES

CERTIFICATE NUMBER: KVD9H7BK

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			NHFL120369	01/01/2012	01/01/2013	X WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							\$
							\$
							\$
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Coverage is extended only to the insured's employees who are leased to the client company employer: Coastal Design & Landscape Inc 0107012 DISCLAIMER: Coverage is not extended to any employee of the client company employer who is not leased from the insured or to any leased employee for which the client company employer is not reporting payroll hours to the insured. This certificate remains in effect provided the client company employer's account is in good standing with the insured. Please contact the insured at 866-453-2722 for verification of employees leased to the client company employer by the insured.

CERTIFICATE HOLDER

City of Port St. Joe
PO Box 278
Port St Joe, FL 32456

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

	Open	Closed	Total	Increase Since 8/30/12
Unlawful Accumulation	31	115	146	16
Substandard Structure	1	2	3	
Abandoned Vechicle	2	6	8	
Unlawful Sewer	0	3	3	
Land regulation Violation	0	3	3	
Business Lic. Violation	0	2	2	
Special Master Hearings		2	2	
Building Demolition	0	4	4	
Waste Violation	1	84	85	4
Sign Violation	0	415	415	14

Total	35	Total	636	Total	671	Total	34
				2012 Year			
				Cases			

PSJRA - Budget FY 12-13		Approved 9/13/2012
(OVER) / UNDER		\$ 1,472
INCOME		\$ 543,776
Balance Forward	114,891	\$ 114,891
As per Florida Statute:		
FS 163.387(7)(b) Land acquisition	61,723	
FS 163.387(7)(d) Grant match	25,000	
FS 163.387(7)(d) Landscape Maintenance	28,168	
TAX INCREMENT FUNDS		\$ 213,435
County	5.7679	\$ 124,864
City	4.0914	\$ 88,571
GRANTS APPROVED		\$ 215,000
CPI Bayfront Park		\$ 15,000
USDA MLK Sidewalk		\$ 200,000
INTEREST INCOME		\$ 450
Interest Earnings		\$ 450
EXPENSE		\$ 542,304
General & Administrative		\$ 67,581
Human Resources		\$ 45,795
Wages and Benefits		\$ 45,000
Education and Training		\$ 795
Travel		\$ 200
Training		\$ 295
Lodging		\$ 300
General Insurance		\$ 7,201
Directors' and Officers' Liability Insurance		\$ 7,201
Office Expense		\$ 7,600
Phone		\$ 1,400
Office Supplies		\$ 800
Postage		\$ 300
Photocopy		\$ 900
Rent		\$ 4,200
Public Relations & Advertising		\$ 2,235
Advertising/Marketing		\$ 500
Printing and Mailing		\$ 700
Dues and Subscriptions		
DEO		\$ 175
FRA		\$ 495
Chamber of Commerce		\$ 125
CoC Annual Dinner		\$ 240
Professional Services		\$ 4,750

PSJRA - Budget FY 12-13	Approved 9/13/2012
Financial Services	\$ 500
Audit	\$ 3,550
Legal Fees	\$ 500
Technical Support	\$ 200
Civic Projects	\$ 425,723
Lighthouse Park	\$ 130,000
Design	\$ 30,000
Construction	\$ 50,000
Lighthouse Relocation	\$ 50,000
Landscape Maintenance	\$ 15,000
US-98 and SR-71	\$ 5,000
Reid/Williams/BJR	\$ 10,000
Downtown Improvements	\$ 3,000
Dr. Joe Shade Cover	\$ 3,000
BJ Rish Parking Lot	\$ 61,723
Land Purchase	\$ 61,723
MLK Sidewalk	\$ 210,000
USDA Construction	\$ 200,000
PSJRA Match	\$ 10,000
Banner Program	\$ 5,000
Partner with TDC	\$ 5,000
City Commons	\$ 1,000
Gazebo and Landscape Lighting	\$ 1,000
Community Programs	\$ 5,000
NPSJ Grant Application Program	\$ 5,000
Grant Programs	\$ 44,000
Façade Grant Program	\$ 32,000
Dedicated Grant Writing	\$ 12,000

	Annual	Monthly	PSJRA Pro Rate	PSJRA Monthly	Total	
	Share	Share	Share	Share	Share	Notes
BJRish	2,000.00	166.67	100.00	166.67	2,000.00	
Reid/Wms	4,830.00	402.50	100.00	402.50	4,830.00	
Total					6,830.00	
not included:						
US 98/SR 71	23,280.00	1,940.00	0.25	485.00	5,820.00	Per City: Budget \$5000

Total Taxable Value \$ **34,956,959**
(as provided by Property Appraiser's office)

Less Base Year (from P.A.in 1992) \$ 12,169,465
ADJUSTED TOTAL \$ **22,787,494**

Gulf County Millage 0.0057679
Gulf County Basis \$ 131,436

Gulf County 95% ADJUSTED TIF	\$ 124,864
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City of PSJ Millage 0.0040914
City of PSJ Basis \$ 93,233

City of PSJ 95% ADJUSTED TIF	\$ 88,571
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TIF GRAND TOTAL FY 2009/2010	\$ 213,435
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PSJRA - FORECAST TO JANUARY 2013 Revised September 2012	Approved FY 11-12 Budget	FY 11-12		FY 12-13				
		YTD Actuals	Sep	Year End Projected	Oct	Nov	Dec	January 1 Projected Totals
(OVER) UNDER	\$ 159,568	\$ 270,034						
(OVER) / UNDER	\$ 2,245							
REVENUE	\$ 360,849	\$ 360,156		\$ 114,891				\$ 22,071
				\$ 360,175				\$ 114,942
Balance Forward	\$ 111,159	\$ 111,159						
As per Florida Statute:								
FS 163.387(7)(b) Land purchase payment	61,723							
FS 163.387(7)(d) Parking lot construction	49,436							
TAX INCREMENT FUNDS	\$ 249,231	\$ 248,538						
County	\$ 153,596	\$ 152,903						
City	\$ 95,635	\$ 95,635						
INTEREST INCOME	\$ 1,000	459	19	478	18	17	16	51
Interest Earnings								
EXPENSE	\$ 358,604	201,281	34,753	236,034				92,871
General & Administrative	\$ 67,886	64,341	5,707	70,048				
Human Resources	\$ 45,795	42,288		47,500				
Wages and Benefits	\$ 45,000	39,788	5,212	45,000	3,750	3,750	3,750	11,250
Performance Bonus		2,000		2,000				
Education and Training		500		500				
Travel	\$ 795							
Training	\$ 200	200		200	200	200	200	200
Lodging	\$ 295	300		300	295	300	295	295
	\$ 300							300
General Insurance	\$ 8,883	8,804		8,804				
Directors' and Officers' Liability Insurance	\$ 6,883	6,804		6,804	6,804	6,804	6,804	6,804
WC	\$ 2,000	2,000		2,000	950	150	150	1,100
Office Expense	\$ 7,600	5,692		6,142				
Phone	\$ 1,400	1,332	45	1,377	45	45	45	135
Office Supplies	\$ 800	235	25	260	25	25	25	75
Postage	\$ 300	47		47	45	45	45	45
Printing	\$ 900	228	30	258	30	30	30	90
Rent	\$ 4,200	3,850	350	4,200	350	350	350	1,050

PSJRA - FORECAST TO JANUARY 2013 Revised September 2012	Approved FY 11-12 Budget	FY 11-12			FY 12-13			
		YTD Actuals	Sep	Year End Projected	Oct	Nov	Dec	January 1 Projected Totals
Public Relations & Advertising	4,408	3,850	45	3,895				
Advertising/Marketing	500	367		412	45		45	90
Printing and Mailing	700							
Dues and Subscriptions								
DEO	175	175		175		175		175
FRA	395	430		430	495			495
Chamber of Commerce	125	365		365				
CoC Additional	2,513	2,513		2,513				
Professional Services	1,200	3,708		3,708				
Financial Services	500	3,595		3,595		200		200
Legal Fees	500	113		113		100		100
Technical Support	200			-		100		100
Civic Projects	226,718	106,480	4,263	110,743	15,000			15,000
BayFront Park	15,000							
Planning Grant Match	15,000							
Port Theatre (or revise to Lighthouse)	50,000							
Acquisition Grant to PTACC	50,000				50,000			50,000
Downtown Landscape	10,142	4,775		8,674				
Dr. Joe Shade Cover	3,000			-				
Bicycle Racks	3,500		3,497	3,497				
Maintenance	10,142	4,775	403	5,178	403	403	403	1,208
City Commons	3,000	2,700		2,898				
Construction (2010)	3,000	2,700	198	2,898				
US-98 Improvements	7,853	3,565		3,565				
Maintenance	7,853	3,565		3,565	1,220	1,220	1,220	3,660
BJ Rish Parking Lot	125,723	86,823		86,989				
Land Purchase	61,723	61,723		61,723				
Construction (2010 - parking lot)	50,000	15,805		15,805				
Construction (2011 landscaping)	14,000	9,295	167	9,462	167	167	167	500

PSJRA - FORECAST TO JANUARY 2013 Revised September 2012	Approved FY 11-12 Budget	FY 11-12			FY 12-13			
		YTD Actuals	Sep	Year End Projected	Oct	Nov	Dec	January 1 Projected Totals
Martin Luther King Sidewalk Match for grant	\$ 10,000 \$ 10,000							
Alleyway Dumpster Project Materials & Construction	\$ 5,000 \$ 5,000	8,617 8,617		8,617 8,617				
Community Programs	\$ 17,000	14,888	2,000	16,888				
Youth Enrichment Grant Program	\$ 12,000	12,000		12,000				
NPSJ Grant Application Program	\$ 5,000	2,888	2,000	4,888				
Grant Programs	\$ 47,000	15,573	22,783	38,356				
Façade Grant Program	\$ 35,000	10,498	15,858	26,356				
Dedicated Grant Writing	\$ 12,000	5,075	6,925	12,000				