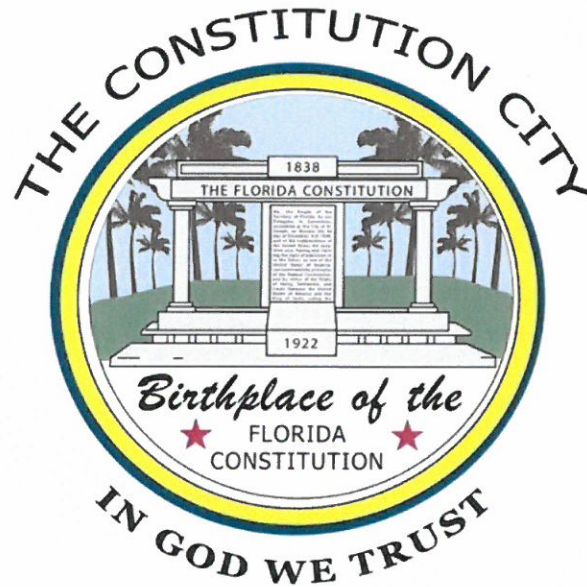


February 18, 2014

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

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



City of Port St. Joe

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

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

BOARD OF CITY COMMISSION

Regular Public Meeting

6:00 p.m.

City Hall

Commission Chamber

Tuesday February 18, 2014

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 2/4/14

Pages 1-4

City Attorney

- Legacy Trust Program- Update
- Competitive Florida Partnership
 - Updated Scope of Work Dated 2/11
 - Steering Group Meeting- February 26 at 11:00 at the Chamber Office

Pages 5-7

Old Business

- Centennial Bldg. Roof
- Lighthouse- Update
- Chipola River Pump #2 Rehabilitation Grant

Page 8

New Business

- 2014 City Election
- Vehicle Purchase
 - Inmate Van- Public Works
 - Truck – Wastewater Treatment Plant
- Jetty Park
 - Vessels of Opportunity

Page 9

Pages 10-14

Public Works

- Water Distribution Phase II-Update
- Long Ave. Sewer Line

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Water Study- Update
- CDBG Water Line Replacement Grant- Update
- USDA Sidewalk Replacement- Update

Pages 15-18

Code Enforcement

- Update

Page 19

Police Department

- **Update**

PSJRA

- **Open Air Information Center at Billy Joe Rish Parking Lot RFQ Status**
- **TODS Sign Update**
- **Small Vessel Committee- Potential Grant Opportunity**

City Clerk

- **Update**

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, February 4, 2014, AT 6:00 P.M.

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to approve the Minutes of the January 21, 2014, Regular Meeting. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Legacy Trust Program Update

Mr. Gibson did not have any new information as he is still waiting on final documentation.

Competitive Florida Partnership Update

The meeting on January 24, 2014, at Gulf Coast State College was well attended. Representatives from Senator Nelson's office, staff from the Department of Economic Opportunity and other agencies were present. Mr. Gibson noted that \$40,000 has been approved for the partnership and no City money is required.

CITY MANAGER'S REPORT

Old Business

Centennial Building Roof Update / Tree Removal Quote

A quote, in the amount of \$21,760 was received today from Jerry Wilson to repair the scuppers. No action was taken.

H & H Trucking and Tree Service provided a quote of \$1,350 to take down, remove and grind the stumps of four pine trees on the Centennial Building grounds. A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to authorize H & H Trucking and Tree Service to perform the stated work for \$1,350. All in Favor; Motion carried 5-0.

Lighthouse Update

Mayor Magidson shared that bids are in. Worth Contracting, Inc., is the apparent low bidder at \$304,500 with GAC second at \$321,700 for RFP 2013-10 to relocate the Lighthouse. GAC Contractors is the low bidder at \$188,750 for RFP 2013-11 to relocate the two Keepers' Quarter and Oil Shed. He noted that the combined low bids are less than the original bid to relocate all the structures.

Planning Development and Review Board (PDRB) Membership

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to appoint Hal Keels, Travis Burge and Seth Campbell to the PDRB. Commissioner Buzzett felt that Commissioners should submit a list of their top three choices from those volunteering to serve on the PDRB and take the top three selected. Voting in Favor were Mayor Magidson, Commissioners McCroan, Patterson and Thursbay. Voting No was Commissioner Buzzett. The Motion passed 4-1.

Sign Ordinance; Commissioner Patterson

After a lengthy discussion by the Commissioners and citizens Matt Scoggins, Phil Earley and Mark Harris, a

Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to amend the current Sign Ordinance. Commissioner Patterson is to meet with Attorney Gibson to resolve the wording for the new ordinance. Voting in favor were Commissioners McCroan, Patterson and Thursbay. Voting against were Mayor Magidson and Commissioner Buzzett. The Motion carried 3-2.

Golf Cart Crossing Update

Mr. Anderson shared that the Golf Cart Crossing signs are up and the crossing is open.

Street Lights: Cabell Drive, Langston Drive

An order has been placed with Duke Energy for the lights. Commissioner Patterson requested that lights be installed on Langston Drive first.

New Business

Dixie Youth Baseball Request – Resolution 2011-01 Current Recreation Fees / Resolution 2014-01 Proposed Recreation Fees

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to adopt Resolution 2014-01. All in Favor; Motion carried 5-0.

Commissioner Thursbay requested that several loads of dirt be added to the AAA Boys' Baseball Field. Mr. Anderson and John Grantland will follow up on the request.

City Manager's Contract

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to approve the City Manager's contract. All in Favor; Motion carried 5-0.

Annual Audit Update

Mr. Anderson noted that members of the auditing firm are here, things are going well and it is anticipated they will be here for several weeks.

Public Works – John Grantland

Water Distribution Phase II Materials

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the quote from Lanier Municipal Supply Co., Inc., in the amount of \$79,655.57 for materials for the project. All in Favor; Motion carried 5-0.

Mr. Grantland noted that work on Marvin Avenue is up to Twentieth Street and they will begin work on Palm Boulevard from Twelfth to Sixteenth Street next.

Long Avenue Sewer Line

GAC is continuing to work on numbers for this project. Mr. Grantland anticipates a quote soon.

Street Patches

Concrete street patches were completed last week and the roads are open again.

Langston Drive Sidewalks

A quote of \$8,000 has been given for city staff to construct sidewalks on the East side of Langston Drive. Ms. Alsobrook is checking to see if there is any funding available to help with this project.

Surface Water Plant – Larry McClamma

Tenth Street Water Tank Maintenance

Mr. McClamma shared that Utility Services is doing renovation work on the tower and he anticipates that the work will take approximately three weeks.

Wastewater Plant – Lynn Todd

Ms. Todd did not have anything to report.

City Engineer – Clay Smallwood, III

Mr. Smallwood was unable to attend the meeting due to medical reasons. Mr. Anderson shared his report on the following issues.

The Water Study

A draft copy of *Examining Iron Corrosion Control Alternatives in the Port St. Joe Drinking Water Distribution* prepared by Sheldon Masters and Marc Edwards of Virginia Polytechnic Institute and State University was provided for the Commissioners. A meeting with City Staff and CDM will be held tomorrow at Preble-Rish to review the report.

CDBG Water Line and USDA Sidewalk Replacement Update

A pre-construction meeting will be held Thursday, February 6, 2014, on the project. USDA and City Staff will be executing documents for the grant. Mr. Smallwood anticipates that work will begin February 17, 2014, on the project.

Code Enforcement

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

Police Department – Chief David Barnes

Chief Barnes requested that the Golf Card Ordinance be changed to reflect the crossing on Highway 71 (Cecil G. Costin, Sr., Boulevard) and Reid Avenue. He also asked that permits of golf cart owners be revoked if they allow minors to drive across the designated crossing.

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

Ms. Alsobrook noted that sign options were still being considered to direct traffic to Reid Avenue and the local businesses.

She also noted the pre-construction meeting on Thursday with USDA; the RFQ for the business kiosk at the Rish parking area is due February 13, 2014, and she will see if the DuPont Foundation will assist with the Langston Drive Sidewalk Project.

City Clerk – Charlotte Pierce

Mrs. Pierce did not have anything to discuss.

Citizens to be Heard

Patricia Hardman, Betty McNeill and Julia Cunningham shared their thoughts on the relocation of the Cape San Blas Lighthouse, Keepers' Quarters and Oil Shed.

Christy McElroy asked when the next meeting of the Competitive Partnership would be held. Mr. Gibson noted that no date or time has been determined.

Commissioner Patterson congratulated Ms. McElroy on being appointed to the Economic Development Advisory Board.

Tim Nelson shared his concerns about the possible improvements to the Frank Pate Park Boat Ramp area. Mr. Anderson noted that the City has not received a Grant Award Notification, the plans that were submitted by DEP were from several years ago and that there would be a time for citizens to have input in the project.

Discussion Items by Commissioners

Commissioner Thursbay noted that the ice maker for the girls' softball field is in; the batting cage materials are in and construction will begin shortly.

He asked about the Palm trees on Sixth Street that need to be cut and Mr. Anderson replied that he had spoken with Bobby Pickels of Duke Energy about the issue.

The City sign between the Overpass and Tapper (Highland View) Bridge needs to be spruced up and a kiosk of church signs needs to be considered.

Commissioner Patterson asked why church signs have been removed and Mr. Gibson stated that the signs were off site, you can't treat a church any differently and some were in the right-of-way.

He also asked where the BP money was and wanted the Commissioners to come up with their suggestions as to what to spend the money on. He would like to have a workshop on the suggestions and then agenda the item.

Commissioner McCroan continues to receive complaints about the one-way streets in the business area and asked that consideration be given to making changes in the traffic flow.

He reiterated his concerns about the turning lanes off Highway 98 to Avenues C and D and asked that this issue be addressed.

Commissioner Buzzett asked that the Commissioners consider readdressing the local preference bid practice and look at what has been done in Panama City.

He encouraged citizens to visit our two local museums, The Constitution Museum and the Jones Museum at the Washington Site. He had recently visited both museums and was impressed by the contents at each location.

Mayor Magidson did not have anything to discuss.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 8:03 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

CITY OF PORT ST JOE
Competitive Florida Partnership Program
Scope of Work

Overview

Communities that take action to build and enhance their local economy while staying true to what makes them unique have a competitive advantage. Seizing that advantage, the Competitive Florida Partnership helps a community value those assets that makes them special and challenges them to set realistic goals for advancing their economic development vision. A community that participates in this technical assistance program is committed to innovative strategies that promote partnerships, community design, and a viable economy. This partnership program will create a network of vibrant communities and passionate leaders who gain ideas on how to reach their goals through the success and lessons learned from their peers. A community that makes a formal commitment to the Competitive Florida Partnership receives enhanced support from the Department of Economic Opportunity as well as state-wide recognition and celebration of their successes along the way.

Purpose

The City of Port St Joe will serve as a pilot in the Competitive Florida Partnership Program. The community will walk through the program, with assistance from DEO and will be expected to (1) complete a review of existing economic development plans, (2) conduct a public meeting to broadcast the effort, (3) take a comprehensive inventory of their assets, (4) prepare an Action Plan, (5) develop a case study that details their experience with the program, and (6) participate in a community collaboration meeting with other pilots.

Task 1: Review of Existing Economic Development Plans

Using the guide provided by DEO, the City of Port St Joe will review all current economic development visions, strategies and plans that detail the community's economic development current and future activities. The community will provide comments on each section of the current economic development plans, in preparation for a discussion with DEO Staff.

Deliverable 1: A written summary of the review of existing economic development plans and completed community assessment.

Deliverable 2: A list of Steering Group Members, meeting summary from initial meeting and schedule of meetings through the end of 2014.

Deliverable 3: A list of team members and organizations that will support the development of each objective and draft projects/actions, summary of initial meeting along with a schedule of follow-up meetings through the end of 2014.

Task 2: Community Meeting

In order to publically announce the City of Port St Joe intentions and actions through the Competitive Florida process, the community will hold an event where these activities will be discussed and input from the community will be sought, through creative methods. All stakeholders, including elected and public officials, business and economic development leaders, Community Action Agencies and associated non-profit organizations, will be asked to participate.

Deliverable 4: Agenda from public event, summary of recommendations and attendance sign-in sheet.

Task 3: Community Asset Inventory

The City of Port St Joe with assistance from DEO, will conduct an inventory of its assets. This process will be kicked off with an exercise, facilitated by DEO Staff, to gather information in the field on each of the community's physical assets. Physical assets will be cataloged with a full description (including pictures, GPS coordinates and description of the site). Assets include but are not limited to: individuals and human capital;

associations and voluntary networks; political advocates; historical and cultural resources; natural landscapes (including renewable and nonrenewable material resources); financial assets; the built environment, including transportation networks, communication facilities, utilities, public facilities and commercial buildings; institutions such as schools, hospitals and government agencies.

Deliverable 5: Agenda, maps, data about potential commercial/ industrial properties, and identified teams for community asset inventory and categories for use in inventory.

Deliverable 6: Draft community asset inventory, including list of “shovel ready sites” for development and existing vacancies of suitable commercial/industrial properties, and other categories.

Deliverable 7: Final community asset inventory, including list of “shovel ready sites” for development and existing vacancies of suitable commercial/industrial properties, and other categories.

Task 4: Action Plan to Complement Economic Development Element

Based on the outcomes of the review conducted by the community and DEO Staff, coupled with the information gathered during the community asset inventory, the City of Port St Joe will prepare an Action Plan with the following components:

1. Actionable projects that span multiple years to accomplish the community’s goals and objectives.
2. A timeline built into the action plan that assigns a date or time period for the completion of each project.
3. An organization identified to lead each project.
4. Funding sources or other resources identified to carry out each project.
5. A defined process for updating or maintaining the plan.
6. A task that promotes partnerships and collaboration with neighboring jurisdictions.

The Steering Group will utilize the list of 15 ways to make communities more competitive as a brainstorming tool when developing the action plan.

Deliverable 8: Draft of Action Plan that identifies specific actions, timeframes for completion of each action, potential funding sources and the responsible entities or parties to lead each project.

Deliverable 9: Final Action Plan that identifies specific actions, timeframes for completion of each action, potential funding sources and the responsible entities or parties to lead each project.

Task 5: Case Study

Using the outline provided by DEO, the City of Port St Joe will create a case study that profiles the community and discusses unique assets, strengths and challenges. The case study will describe on-going and current successes and in a separate section detail lessons learned from the Competitive Florida process with respect to the approach taken by the City to advance its economic development element. It will include recommendations for the Competitive Florida Program related to the process, types of technical assistance offered, community scale, etc. The case study will serve as an example to other communities on rural economic development successes and challenges. It will also be used as a tool to help DEO staff tweak the program before offering it to a broader audience.

Deliverable 10: Draft Community Case Study.

Deliverable 11: Final Community Case Study.

Budget and Deliverable Schedule

Deliverable	Due Date	Amount
Task 1 – Review of Existing Economic Development Plans		
Deliverable 1: A written summary of the review of existing economic development plans and completed community assessment .	March 20, 2014	\$1,000
Deliverable 2: A list of Steering Group Members, meeting summary from initial meeting and schedule of meetings through 2014.	March 1, 2014	\$1,000
Deliverable 3: A list of team members and organizations that will support the development of each objective and draft project/actions, summary of initial meeting along with a schedule of follow-up meetings through the end of 2014.	March 10, 2014	\$4,000
Task 2 – Community Meeting		
Deliverable 4: Agenda from public event, summary of recommendations and attendance sign-in sheet.	March 31, 2014	\$2,000
Task 3 – Community Asset Inventory		
Deliverable 5: Agenda, maps, data about potential commercial/ industrial properties and identified teams for community asset inventory and categories for use in inventory.	April 20, 2014	\$2,500
Deliverable 6: Draft community asset inventory, including list of “shovel ready sites” for development and existing vacancies of suitable commercial/industrial properties, and other categories.	April 30, 2014	\$8,000
Deliverable 7: Final community asset inventory, including list of “shovel ready sites” for development and existing vacancies of suitable commercial/industrial properties, and other categories.	May 30, 2014	\$8,000
Task 4: Action Plan		
Deliverable 8: Draft Action Plan that identifies specific actions, timeframes for completion of each action, potential funding sources and the responsible entities or parties to lead each project.	May 15, 2014	\$3,000
Deliverable 9: Final Action Plan that identifies specific actions, timeframes for completion of each action, potential funding sources and the responsible entities or parties to lead each project.	June 30, 2014	\$5,000
Task 5: Case Study		
Deliverable 10: Draft Community Case Study	May 30, 2014	\$2,500
Deliverable 11: Draft Community Case Study	June 30, 2014	\$3,000
TOTAL		\$40,000



Jonathan P. Stevenson
Executive Director

Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

February 13, 2014

Mr. Philip Jones
Preble-Rish, Inc.
324 Marina Drive
Port St. Joe, FL 32456

RE: City of Port St. Joe Chipola River Pump #2 Rehabilitation

Dear Mr. Jones:

Thank you for applying for competitive grant funding through the Northwest Florida Water Management District's Water Supply Development Community Assistance Initiative. The response to the grant funding availability announcement was significant, and the process was consequently very competitive. We are pleased to inform you that the above mentioned project was approved for funding by the District's Governing Board in the amount of \$195,000.

In order to initiate implementation of this grant, we ask you to please send an email to Ken.Friedman@nwfwmd.state.fl.us confirming your acceptance of the award. Please respond no later than February 21, 2014. Also, please provide the name and contact information of the person you would like us to coordinate with to facilitate timely development of the grant agreement and related items.

Thank you again for participating in the District's grant program. If you have any questions, please feel free to contact me at (850) 539-5999.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul J. Thorpe".

Paul J. Thorpe, AICP
Director – Resource Planning Section

PT:em

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN ALTER
Malone

GUS ANDREWS
DeFuniak Springs

STEPHANIE BLOYD
Panama City Beach

GARY CLARK

JON COSTELLO

NICK PATRONIS

BO SPRING

2014 Election Notice

Notice is hereby given that the City of Port St. Joe's Primary Election will be held Tuesday, May 13, 2014, in the Fire Station. Polls open at 7:00 A.M., ET, and close 7:00 P.M., ET.

Registration books are now open at the office of John Hanlon, Gulf County Supervisor of Elections and will remain open thru Monday April 14, 2014, at 5:00 P.M., ET.

Candidate qualifying begins Wednesday, March 26, 2014, at 12:00 Noon Eastern Time and ends on Wednesday, April 2, 2014, at Noon Eastern Time. The following offices will be up for election: Commissioner Group III and Commissioner Group IV.

Beginning May 3, 2014 – May 10, 2014, (includes Saturdays of May 3rd and May 10th). Early Voting will be held at the Supervisor of Elections office located at 401 Long Avenue from 9:00 A.M., ET to 5:00 P.M., ET. There will be no Sunday voting on May 4, 2014. Also, Absentee Ballots may be requested now but will be mailed after received from printer.

The City of Port St. Joe



FLORIDA SHERIFFS ASSOCIATION & FLORIDA ASSOCIATION OF COUNTIES

Name of Dealership	Type of Vehicle	Zone	Base Unit Price
<u>15 PASSENGER VAN (Specification #32)</u>			
Stingray Chevrolet	2014 Chevrolet Express 3500 (CG33706)	Western	\$25,591.00
Rountree-Moore Chevrolet Cadillac	2014 Chevrolet Express 3500 (CG33706)	Northern	\$25,449.00
Alan Jay Chevrolet Buick GMC Cadillac	2014 Chevrolet Express 3500 (CG33706)	Central	\$25,328.00
Stingray Chevrolet	2014 Chevrolet Express 3500 (CG33706)	Southern	\$25,527.00
Hub City Ford	2014 Ford E-350 Club Wagon Extended (S3B)	★ Western	\$23,899.00
Hub City Ford	2014 Ford E-350 Club Wagon Extended (S3B)	★ Northern	\$23,899.00
Don Reid Ford, Inc.	2014 Ford E-350 Club Wagon Extended (S3B)	★ Central	\$23,692.00
Hub City Ford	2014 Ford E-350 Club Wagon Extended (S3B)	★ Southern	\$23,899.00
Alan Jay Chevrolet Buick GMC Cadillac	2014 GMC Savana 3500 (TG33706)	Western	\$26,148.00
Alan Jay Chevrolet Buick GMC Cadillac	2014 GMC Savana 3500 (TG33706)	Northern	\$26,028.00
Alan Jay Chevrolet Buick GMC Cadillac	2014 GMC Savana 3500 (TG33706)	Central	\$25,753.00
Alan Jay Chevrolet Buick GMC Cadillac	2014 GMC Savana 3500 (TG33706)	Southern	\$26,028.00



FLORIDA SHERIFFS ASSOCIATION & FLORIDA ASSOCIATION OF COUNTIES

15 PASSENGER VAN SPECIFICATION #32

2014 Chevrolet Express 3500 (CG33706)
2014 Ford E-350 Club Wagon Extended (S3B)
2014 GMC Savana 3500 (TG33706)

ALL ITEMS FACTORY INSTALLED UNLESS OTHERWISE INDICATED

INSTRUCTIONS: Listed above, you will find the model numbers of the vehicles that will be included in this year's contract.

1. ENGINE:

- a. Manufacturer's standard 8 cylinder gasoline engine, alternator, battery and cooling package.

2. TRANSMISSION/AXLE:

- a. Manufacturer's standard automatic transmission.
- b. Manufacturer's standard axle.
- c. Manufacturer's standard suspension system (must support 15 passenger payload).

3. PERFORMANCE ITEMS:

- a. Manufacturer's standard power steering.
- b. Manufacturer's standard gauges.

4. COMFORT ITEMS:

- a. Manufacturer's standard air conditioning with 134A system, front and rear.
- b. Manufacturer's standard tinted glass all around.
- c. Manufacturer's standard AM/FM stereo.
- d. Power windows, power door locks, cruise control and tilt steering wheel.
- e. Manufacturer's standard floor covering.
- f. Manufacturer's standard production seats. Purchaser will select color at time of order.
- g. Keys: two (2) per vehicle, single key locking system, (each vehicle keyed differently).

5. SAFETY ITEMS:

- a. Dual outside mirrors and inside rearview mirror.
- b. Interior dome lights with left and right door activated switches.
- c. Manufacturer's standard air bags.

6. BRAKES:

- a. Four wheel anti-lock brake ABS system.

7. TIRES AND WHEELS:

- a. Manufacturer's standard tires and wheels.
- b. Manufacturer's spare tire and rim, if available.

8. CHASSIS, FRAME, CAB:

- a. Manufacturer's standard front and rear bumpers.
- b. Manufacturer's standard door arrangements with standard glass placement.
- c. Manufacturer's standard colors, factory painted. Colors to be determined by individual agencies.
- d. Manufacturer's standard fuel tank.



FLORIDA SHERIFFS ASSOCIATION & FLORIDA ASSOCIATION OF COUNTIES

15 PASSENGER VAN SPECIFICATION #32

2014 Chevrolet Express 3500 (CG33706)

The Chevrolet Express 3500 (CG33706) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	Western	Northern	Central	Southern
BASE PRICE:	\$25,591.00	\$25,449.00	\$25,328.00	\$25,527.00

While the Florida Sheriffs Association and Florida Association of Counties have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.



FLORIDA SHERIFFS ASSOCIATION & FLORIDA ASSOCIATION OF COUNTIES

1/2 TON PICKUP TRUCK - 4X2 SPECIFICATION #41

2014 Ford F-150 (F1C)

The Ford F-150 (F1C) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	★ Western	★ Northern	★ Central	★ Southern
BASE PRICE:	\$14,893.00	\$14,990.00	\$14,690.00	\$14,990.00

While the Florida Sheriffs Association and Florida Association of Counties have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

February 12, 2014

The Honorable Mel C. Magidson, Jr.
Mayor, City of Port Saint Joe
Post Office Box 278
Port Saint Joe, Florida 32457

RE: On-Site Monitoring Report – February 7, 2014
Small Cities Community Development Block Grant (CDBG) Program
Contract Number: 13DB-OI-02-33-02-N 07

Dear Mayor Magidson:

Patrick Howard, grant manager for the City's contract, met with representatives of the City on February 7, 2014, to monitor the CDBG project identified above. This letter, which contains no findings and no concerns, is a summary of that visit. Monitoring includes an examination of documents related to the project for compliance with the CDBG program rules, state statutes, and federal regulations and viewing the construction site(s) if sufficient work has been completed. The following areas were monitored for compliance:

- Audit Review
- Environmental Review
- Equal Employment Opportunity, Section 504/ADA Requirements and Section 3
- Fair Housing Requirements
- Financial Management System Review
- Procurement
- Program Administration

The following is a summary of the monitoring activities and the conclusions that were reached.

Audit Review

A Single Audit under Office of Management and Budget (OMB) Circular A-133 must be performed and submitted to the Department for any Federal Fiscal Year (FFY) during which the subgrant was open and the total of all federal funds that your community expended during the year was at least \$500,000. Audit reports are due to the Department by June 30 following the end of the fiscal year for which an audit was required. The audit is submitted to ensure compliance with all federal and state regulations and to ensure that the local government has taken corrective actions in response to findings from a previous audit report, if applicable.

The audit for FFY 2012 was submitted and is currently under review. There are no issues.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
866.FLA.2345 | 850.245.7105 | 850.921.3223 Fax
www.floridajobs.org | www.twitter.com/FLDEO | www.facebook.com/FLDEO

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Environmental Review

As required by 24 Code of Federal Regulations (CFR) 58.5, recipients of federal funds must conduct an environmental review of the project and its activities. They must certify compliance with applicable federal regulations, as well as state and local laws. The grant manager reviewed the City's files to ensure that it had provided the Department with all necessary environmental review records, as required by statute, federal regulations, and the subgrant agreement. The City has taken appropriate action to assess the environmental impact of the project and its activities. It has informed the public of the environmental requirements by publishing a ***Concurrent Notice of Finding of No Significant Impact and Intent to Request Release of Funds***. The environmental review record, particularly the assessment action, was reviewed in detail. The grant manager reviewed the expenditures to determine that no more than \$5,000 was expended prior to the release of funds. The Department approved the environmental review on June 24, 2013, and released the project funds.

There were no findings or concerns related to the Environmental Review.

Equal Employment Opportunity, Section 504/ADA Requirements and Section 3

Recipients of federal funds must comply with Equal Employment Opportunity (EEO) requirements. The monitoring consisted of a review of the City's employment policy, employment advertising and hiring practices.

Section 504 of the Rehabilitation Act of 1973 (29 USC 794) required recipients of federal funds to complete a self-evaluation of their physical facilities and to make all public facilities handicap accessible by July 1, 1991. If structural changes could not be accomplished by that date or the community acquired a facility after 1991 that was not accessible, the City was required to develop a transition plan and document the progress toward making it accessible to physically and mentally disabled people. The Americans with Disabilities Act (ADA) of 1990, as amended, (Title II, 28 CFR 35, and Title III, 28 CFR 36) prohibits discrimination on the basis of disability in employment, state and local government services, public accommodations, commercial facilities, transportation, and telecommunications.

The grant manager checked to make sure that the City had designated coordinators for EEO and Section 504/ADA, published contact information as required, and established and maintained a system for tracking EEO and Section 504/ADA complaints. He also observed your CDBG program office and other facilities for accessibility issues, reviewed the self-evaluation for completeness, and if you still have an active transition plan, checked to see if it is on schedule.

The grant manager reviewed compliance with Section 3 of the Housing and Community Development Act of 1968 (24 CFR 135). Section 3 requires recipients of United States Department of Housing and Urban Development (HUD) funds and the contractors they employ to make efforts to ensure economic opportunities generated by HUD funds are open to local low-income residents and businesses owned and operated by low-income persons.

The grant manager noted that the City's Transition Plan had not been updated since it made substantial facility improvements to comply with Section 504/ADA regulations using funds from the City's last CDBG subgrant. City staff and their consultant were advised to update the Section 504 Transition Plan to reflect these facilities as being in compliance. There were no findings or concerns related to Equal Employment Opportunity, Section 504/ADA Requirements or Section 3.

Fair Housing Requirements

The City's Fair Housing Ordinance and all activities conducted in accordance with Attachment K to the subgrant agreement were reviewed. Compliance with Sections 760.20 through 760.37, Florida Statutes, and Title VI of the Civil Rights Act of 1968 was also reviewed. The City has developed a public information program using utility bills, brochures, participation at special events, and workshops to inform all segments of the community of their Fair Housing rights and responsibilities. The City has also designated a Fair Housing Coordinator, published contact information as required, and established and maintained a system for tracking Fair Housing complaints.

The City has completed the following Fair Housing activities:

- Second Quarter 2013** – Included a Fair Housing message on the back side of the City's water bills on April 20, 2013.
- Third Quarter 2013** – Set up a booth to distribute Fair Housing materials at the City Commons Farmer's Market on June 28, 2013.
- Fourth Quarter 2013** – Conducted a Fair Housing workshop for the citizens and the elected officials.

There were no findings or concerns related to Fair Housing Requirements.

Financial Management System Review

The grant manager reviewed the Financial Management System to ensure compliance with requirements for fund control, cost allowability and accountability as identified in OMB Circular A-87, 24 CFR 85, and other applicable regulations. In reviewing the City's record-keeping system, he examined documentation to confirm that the CDBG funds were incorporated into the City's annual operating budget; reviewed how accounting records, including case receipts and disbursement ledgers were maintained; checked for evidence that duties were segregated; checked for timely expenditure of funds; established whether the request for funds file was complete; and ensured compliance with audit procedures.

There were no findings or concerns noted in the area of Financial Management System Review.

Procurement

CDBG-funded activities must comply with applicable federal procurement regulations and state laws. The principal federal procurement regulation is contained in 24 CFR 85.36. Procurement of some professional services is also subject to Section 287.055, Florida Statutes, (also known as the Consultants Competitive Negotiation Act or CCNA). Construction procurement must comply with Section 255.0525, Florida Statutes.

There were no findings or concerns related to Procurement.

Program Administration

This review focuses on whether the City has a project management system that complies with program requirements. The grant manager reviewed the filing system and record retention procedures for compliance with 24 CFR 570.490(b), (c), and (d). Project progress was compared to the **Activity Work Plan** to determine if performance and expenditures were on time. The grant manager noted that the project was delayed due to the inclusion of U.S. Department of Agriculture-funded sidewalk work in the bid with the CDBG construction work. The other funding entity has approved awarding the contract and a Notice to Proceed to the contractor is forthcoming. A modification request was given to the grant manager for revising the **Activity Work Plan**. No further action is needed at present.

The grant manager noted that there was no leverage or program income associated with this project. He also observed that the City had not received any citizen complaints related to the project. There were no findings or concerns noted under the area of Program Administration.

The City must continue to administer the subgrant according to federal and state laws, the program rules, and sound management practices. During future monitoring visits, the following areas will be monitored:

- Audit Review
- Equal Employment Opportunity, Section 504/ADA and Section 3 Requirements
- Fair Housing Requirements
- Financial Management Transaction Testing
- Labor Standards
- Neighborhood Revitalization/National Objective
- Program Administration

I appreciate the cooperative attitude of those who provided assistance during the monitoring visit. If you have questions about this report, please contact Patrick Howard, Government Operations Consultant II, at (850) 717-8418 or by e-mail at Patrick.Howard@deo.myflorida.com.

Sincerely,



Roger J. Doherty, CLEP
Planning Manager
Small Cities CDBG Program

RJD/ph

cc: Ms. Charlotte Pierce, City Clerk, City of Port St. Joe
Mr. Bruce Ballister, Director of Economic Development, Apalachee Regional Planning Council

Code Enforcement 2014 Activity
As of 2/12/14

	Open	Closed	Total	Increase Since 1/30/2014
Unlawful Accumulation	2		2	1
Substandard Structure				
Abandoned Vechicle	4	2	6	4
Unlawful Sewer				
Land regulation Violation	1		1	1
Business Lic. Violation				
Special Master Hearings				
Building Demolition				
Waste Violation	1	14	15	6
Sign Violation	18	13	31	9

Total	26	Total	29	Total	55	Total	21