

**May 6, 2014**

**FDOT Workshop (Centennial Bldg.)**

**5:30**

**Regular Public Meeting**

**6:30 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

6:30 p.m.

City Hall

Commission Chamber

Tuesday May 6, 2014

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## Call to Order

## Consent Agenda

### Minutes

- Regular Commission Meeting 4/15/14 Pages 1-5
- Workshop Meeting 4/29/14 Page 6

### City Attorney

- Ordinance 505 PSJRA Board Dissolution Page 7
  - 2<sup>nd</sup> Reading & Consideration of Adoption
  - Resolution 2014-07 PSJRA Board Dissolution Pages 8-9
- Legacy Trust Program- Update
- Jetty Park Lease Agreement- Update
- Gulf Pines Hospital- Update
- Competitive Florida Partnership- Update

### Old Business

- Resolution 2014-02 Boat Launch Fees Pages 10-15
- Centennial Building Roof- Update
- Trash Bid- Update
- Lighting- Update
  - Walking Path
  - Langston Drive
  - Cabell Drive

### New Business

- Gulf Coast Workforce Board Invoice FY 2012-2013 Page 16
- FDOT Traffic Signal Maintenance Contract Pages 17-23
- CDBG Grant- Public Hearing Notice Page 24
- Progress Energy- Tree Trimming Scheduled for May 6-15
- Summer Recreation Programs
- Stormwater Drainage- Comm. Thursbay
- Fee Waiver Request
  - Healthy Start Page 25
  - July 4<sup>th</sup> Fundraiser Page 26

### Public Works

- Water Distribution Phase II-Update
- Equipment Rental- Mini Excavator

**Surface Water Plant**

- Update

**Waste Water Plant**

- Update

**City Engineer**

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

**Code Enforcement**

- Update

**Page 27**

**Police Department**

- Update

**PSJRA**

- Resolution 2014-08 FDOT Phase IV Landscaping Maintenance Contract
- Meeting Minutes 4/17/14
- Update & Printing of Downtown Brochure RFP
- Budget
- Façade Grant Program

**Pages 28-29**

**Pages 30-31**

**Page 32**

**Pages 33-36**

**Pages 37-39**

**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, April 15, 2014, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce and Attorney Russ Scholz were also present. City Attorney Tom Gibson was absent and Commissioner Patterson participated by telephone.

Mayor Magidson congratulated Jim and Tessa Anderson on the birth of their son, Collins Andrew Anderson, born on April 14, 2014, and wished them well with him.

## **CONSENT AGENDA**

### **Minutes**

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve the Minutes of the April 1, 2014, Workshop and the April 1, 2014, Regular Meeting. All in Favor; Motion carried 5-0.

### **CITY ATTORNEY – Russ Scholz**

#### *Ordinance 502 E - Cigarettes – Second Reading and Consideration of Adoption*

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to read Ordinance 502 by Title only. All in Favor; Motion carried 5-0.

Attorney Scholz read Ordinance 502 by Title only.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve Ordinance 502. All in Favor; Motion carried 5-0.

#### *Ordinance 503 E-Cigarettes – Second Reading and Consideration of Adoption*

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to read Ordinance 503 by Title only. All in Favor; Motion carried 5-0.

Attorney Scholz read Ordinance 503 by Title only.

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to approve Ordinance 503. All in Favor; Motion carried 5-0.

#### *Legacy Trust Program Update*

Attorney Scholz noted that as of last Friday, Gulf County Attorney Jeremy Novak had not received any new information.

#### *Jetty Park Lease Agreement*

The lease agreement has not been received from the St. Joe Company. The Commission requested that Attorney Scholz write them a letter, requesting the City's portion of the rental fee for the months of March and April of \$600 per month and to expedite the lease.

#### *Gulf Pines Hospital Update*

Attorney Scholz shared that all documentation has been provided but it will most likely be several months before any word is received from the IRS.



This meeting will be for the purpose of evaluating top assets in Port St. Joe, brainstorm enhancements or improvements as potential recommendations for the City's Economic Development Action Plan.

Mr. Anderson noted that Deliverables 1 through 4 have been submitted to the Department of Economic Opportunity (DEO) and the executed contract has been received from DEO.

A Notice will be posted that Commissioners will attend the meeting and a request has been made that a City representative be responsible for the opening remarks at the meeting.

Attorney Scholz thanked the Commissioners for the opportunity to fill in for Attorney Gibson.

## **CITY MANAGER'S REPORT**

### **Old Business**

Due to a conflict with the time of the Florida Department of Transportation public hearing for the Gulf Coast Parkway from U. S. 98 in Gulf County to U. S. 231 in Bay County on Tuesday, May 6, 2014, a motion was made by Commissioner Buzzett, second by Commissioner McCroan, to change the City Commission Meeting on May 6, 2014, from 6:00 P.M. to 6:30 P.M. All in Favor; Motion carried 5-0.

#### *Resolution 2014-02 Boat Launch Fees*

Mr. Anderson shared that Bluewater Outriggers, Half Hitch Tackle and Daley's Dock and Dive will consider selling launch permits for the City. A workshop is scheduled for April 29, 2014, at 5:00 P.M., to resolve any outstanding issues on this.

#### *Lighthouse Bid Awards*

Christy McElroy expressed her concerns about the maintenance, insurance, height of lighthouse and parking.

Commissioner Buzzett shared that wherever the facility was located maintenance and insurance were required. He also noted the shared parking agreement with First Baptist Church will eliminate any parking issues.

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to award RFP 2013-10 Cape San Blas Lighthouse Relocation in the amount of \$321,700 and RFP 2013-11 Cape San Blas Keepers' Quarters and Oil Shed Relocation in the amount of \$188,750 to GAC Contractors. All in Favor; Motion carried 5-0.

#### *Centennial Building Roof Update*

Mr. Anderson noted that the trees have been cut, stumps were ground and fabricating of the scuppers continues.

### **New Business**

#### *Reverend Joe Atkinson: Gulf Coast Hope Center Update*

Reverend Atkinson and Matt Scoggins shared the many positive things that are happening at the Center. Sixty-three families have been assisted with food, clothing and power bills; the Center is no longer affiliated with the Panama City Rescue Mission; all Gulf Coast Hope Center Board of Directors are local people; vagrants do not loiter at the Center and they are providing assistance within 24 hours to assist them to their destination.

There will be a food distribution on May 24, 2014, from Noon until 4:00 P.M., at the Center. A concerted effort is being made to assist children and senior citizens and the gentlemen asked for the assistance of our community in their efforts to provide a better way of life for those in need.

Mayor Magidson thanked Reverend Atkinson and Mr. Scoggins for their presentation. He also noted that Mr. Scoggins had been a man of his word when in previous meetings he pledged to be a solution to the problem rather than be a problem.

#### *Port Authority Dredging Request*

Port Authority Chairman Leonard Costin, Hatch Mott MacDonald Engineer Tommy Pitts and City Engineer Philip Jones made a presentation to the Commissioners on the progress of the port dredging permit and asked if the City would consider a possible land swap of acreage near the spray fields for dredge spoil. Consensus of the Commission was they were agreeable to working with the Port St. Joe Port Authority to explore these possibilities and offered a Letter of Support for dialog concerning the possibility of a land exchange.

#### *City Election*

Mr. Anderson congratulated Commissioners Buzzett and McCroan on being re-elected to the Board without opposition. He noted that a swearing in ceremony will be held on June 17, 2014.

Commissioners Buzzett and McCroan expressed their appreciation to the voters for Port St. Joe for the opportunity to serve their community for two more years.

#### *Chipola Pump Station Bid Update*

Mr. Anderson shared that RFP 2014-03, Chipola Pump #2 Inspection / Repair Quote and Motor Replacement, has been advertised. The closing date for this is Friday, May 16, 2014.

#### *Walking Path Lighting Update*

Staff continues to look at the project and is exploring the possibility of retrofitting the lights.

#### *Impact Fees Discussion*

Construction has created a slight increase in Impact Fee Revenue over last year. A discussion was held on the possibility of a fee waiver or reduction if an individual installs 1,000 – 2,000 linear feet off a trunk line. Those tying into the line would still be responsible for the contractor and grinder pump.

#### **Public Works – John Grantland**

##### *Water Distribution Phase II Update*

Work continues to progress on Cypress and Juniper Avenues and Twentieth and Twenty-second Streets.

Mr. Grantland discussed the possibility of renting a piece of equipment for the City's construction crew to use rather than have to wait on the equipment being used by other City employees.

#### **Surface Water Plant – Larry McClamma**

Sterling Carroll, P. E., with Florida Rural Water has been discussing pre-treatment of incoming water with staff.

#### **Wastewater Plant – Lynn Todd**

Ms. Todd shared that a state supplier has been located for RFP 2014-01, 2014 ½ ton Ford F-150 Pickup Truck 4X2, a Purchase Order has been secured and it will be about 12 weeks before the truck is delivered.

A huge die off of algae has been seen in the lagoon and Ms. Todd feels that this is an indication that the SolarBees are doing their job.

#### **City Engineer – Clay Smallwood, III**

##### *CDBG Water Line and USDA Sidewalk Replacement Update*

Mr. Smallwood noted that about half of the pipe is in the ground; two crews are working on installing the pipe, the directional bore crew is working and he anticipates a third crew to begin work next week.

#### **Code Enforcement**

Mr. Burkett's report was reviewed, no action was taken.

#### **Police Department – Officer Vince Everett**

There was no report from the Police Department.

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

*Resolution 2014-06 Grant Application to USDA for Open Air Information Center*

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to read by Title only. All in Favor; Motion carried 5-0.

Attorney Scholz read Resolution 2014-06 by Title only.

A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to adopt Resolution 2014-06. All in Favor; Motion carried 5-0.

*PSJRA Board Meeting April 17, 2014 at 10:00 A.M.*

Mr. Anderson noted the PSJRA Board meeting would be held on Thursday, April 17, 2014, at 10:00 A.M. A Public Notice has been posted if Commissioners wish to attend the meeting.

*Salt Air Market Grant - \$3,000 provided by the Tapper Foundation*

John Parker shared that the Salt Air Market has received a grant from the Tapper Foundation and the funds will be used to purchase equipment for the market. He invited the community to attend an awards ceremony Saturday, April 19, 2014, at 11:00 A.M. for the presentation of the grant. Mr. Parker also thanked the community for their support of the market.

#### **City Clerk – Charlotte Pierce**

Mrs. Pierce did not have anything to report.

#### **Citizens to be Heard**

No one wished to address the Commission.

#### **Discussion Items by Commissioners**

*Commissioner Thursbay* has spoken with Bobby Pickels of Duke Energy and the light poles for Langston Drive will be installed by the end of this week weather permitting. He also thanked the Commissioners for more unanimous votes tonight and encouraged everyone to work together to accomplish more for the City.

*Commissioner Patterson* asked if there was a City Easter Egg Hunt. Mr. Anderson replied that the Junior Service League sponsors the annual event and it will be held across from the STAC House. He also requested copies of the last ten Facade Grants applications that had been awarded, their work orders and copies of all checks.

*Commissioner McCroan* offered congratulations to Mr. Anderson on the birth of his son and welcomed him to the new baby club.

*Commissioner Buzzett* did not have anything to discuss.

*Mayor Magidson* shared that money is being raised for the Fourth of July Celebration and it will not be necessary to use Public Funds for the event, nor will merchants and local businesses be asked to contribute. TDC funds will have been acquired and the Villagers will present a concert on Friday, May 23, 2014, as a benefit for the celebration.

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to adjourn the Meeting at 7:35 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mel C. Magidson, Jr., Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

**MINUTES OF THE FRANK PATE PARK BOAT RAMP FEES WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, April 29, 2014, AT 5:00 P.M.**

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

The purpose of the Workshop was to review proposals for consideration of charging usage fees for the Frank Pate Park Boat Ramp. A handout was provided with four options which included a synopsis of each option.

Roger Thomas, Dr. Tim Nelson and Mark Howze shared several thoughts and concerns with the Commission.

After discussion by the Commission, consensus was that Option 1, using the honor system for a drop box, would be the best way to see if the idea of charging is feasible. Staff was directed to redefine Option 1 and bring the revisions to the Commission.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mel C. Magidson, Jr., Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

**ORDINANCE NO. 505**

**AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA AMENDING ORDINANCE 198; ESTABLISHING THE CITY COMMISSION OF THE CITY OF PORT ST. JOE AS THE COMMISSIONERS OF THE PORT ST. JOE REDEVELOPMENT AGENCY; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

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

1. Sections 2, 3 and 4 of Ordinance 198 dealing with the appointment of individuals to serve as commissioners of the Port St. Joe Downtown Redevelopment Agency are hereby repealed.
2. The City Commission of the City of Port St. Joe is hereby designated as the Port St. Joe Redevelopment Agency.
3. REPEAL: All ordinances or parts of ordinances in conflict herewith are hereby repealed.
4. SEVERABILITY: The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.
5. EFFECTIVE DATE: This Ordinance shall become at the time of adoption.

This Ordinance was adopted in open regular meeting after its second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

THE CITY OF PORT ST. JOE BOARD OF  
CITY COMMISSIONERS

\_\_\_\_\_  
Mel Magidson, Jr., Mayor-Commissioner

Attest : \_\_\_\_\_  
Charlotte M. Pierce  
City Clerk

## RESOLUTION NO.2014-07

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE ACTING PURSUANT TO FLORIDA STATUTES SECTION 163.357 DECLARING THE CITY COMMISSION TO BE THE PORT ST. JOE REDEVELOPMENT AGENCY; AMENDING ALL PRIOR RESOLUTIONS TO THE CONTRARY; ACKNOWLEDGING THE RESPONSIBILITIES AND LIABILITIES IMPOSED OR INCURRED BY THE PRIOR AGENCY; PROVIDING FOR REPEAL OF ANY RESOLUTION IN CONFLICT HERewith, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City established the Port St. Joe Downtown Redevelopment Agency and appointed a Board of Commissioners by Ordinance 198 dated November 6, 1990; and

WHEREAS, the Redevelopment Agency and the Redevelopment Area have undergone assorted changes by virtue of the actions of the City Commission over the ensuing years; and

WHEREAS, the City Commission has determined that it is in the best interest of the Redevelopment Agency and the Community that the City Commission, as the governing body of the Community declare itself to be the Redevelopment Agency.

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

1. The Board of Commissioners previously appointed for the Port St. Joe Redevelopment Agency is hereby dissolved as of the effective date of this Resolution.
2. The City Commission, as governing body of the City of Port St. Joe, hereby declares itself as the City of Port St. Joe Redevelopment Agency as of the effective date of this Resolution.
3. The City Commission, acting as the Redevelopment Agency, acknowledges all of the responsibilities and liabilities imposed or incurred by the Redevelopment Agency prior to the effective date of this Resolution.
4. This Resolution shall be effective immediately upon the date of its adoption.



THIS RESOLUTION ADOPTED this \_\_\_\_\_ day of April, 2014.

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

BY: \_\_\_\_\_  
Mel Magidson, Jr., Mayor-Commissioner

Attest: \_\_\_\_\_  
Charlotte M. Pierce, City Clerk

**RESOLUTION NO 2014-02**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY  
OF PORT ST. JOE ADOPTING A SCHEDULE OF FEES,  
CHARGES AND EXPENSES RELATED TO PROGRAMS AND  
FACILITIES PROVIDED BY THE CITY OF PORT ST. JOE,  
PROVIDING FOR REPEAL OF ANY RESOLUTION IN  
CONFLICT HERewith, AND PROVIDING FOR AN  
EFFECTIVE DATE**

WHEREAS, the City of Port St. Joe, Florida provides numerous facilities and programs for the benefit of the public; and

WHEREAS, these programs and facilities require considerable expenditure of public funds; and

WHEREAS, it is appropriate for the actual users of these facilities and programs to bear a portion of the costs thereof; and

WHEREAS, it is in the best interest of the City Commission and the people of the City of Port St. Joe to adopt a schedule of fees, charges and expenses;

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

1. The City Commission hereby adopts the schedule of fees, charges and expenses attached hereto as Exhibit "A" for programs and facilities described therein.
2. Resolutions or other schedule of fees, charges and expenses of any kind associated with City programs and facilities adopted prior to the date hereof is repealed.
3. This Resolution is effective immediately upon passing.

THIS RESOLUTION ADOPTED this \_\_\_\_ day of May, 2014.

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

BY: \_\_\_\_\_  
Mel Magidson, Jr., Mayor-Commissioner

Attest: \_\_\_\_\_  
Charlotte M. Pierce, Auditor/Clerk

Exhibit A: Recreation Programs and Facility Fee Schedule Updated 5/6/2014

CITY OF PORT ST JOE  
**RECREATION USER FEES**

Program Location/Area	Activity	User Fee 3/18/2014
<b><u>Facility Fees:</u></b>		
Public Building Rental (Commercial)  Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals, Corporations or Businesses)	\$300.00 Security Deposit and \$700.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Non-Commercial)  Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals and Groups)	\$300.00 Security Deposit and \$400.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Civic/Non Profit)  Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental	\$100.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
STAC House Building Rental (Non-Commercial)	Facility Rental (Birthday Parties)	\$100.00 per 3hr session,
Event Park Rental	Park Rental	\$1,000 per event,
Pavilion Rental	Pavilion Rental	No Fee-First Come-First Serve
Frank Pate Park	Boat Launch Fee	City Resident- No Fee County Resident- \$5 per Day Out of County- \$10 per Day
<b><u>Administrative Fees:</u></b>		
Code Enforcement	Special Pick Up Admin. Fee	\$25.00 per pick up,
Administrative	Lien Search Fee	\$25.00 per search,
Waste Water (In City)	Dumping Fee	\$50.00 per 1,000 gallons, truck capacity
Waste Water (Out of City)	Dumping Fee	\$65.00 per 1,000 gallons, truck capacity

# web site

## Boat Launch Permit

Boat Launch permits assist in operating and maintaining the boat launch.

- **Boat Trailer Launch Permit:**

- **City Residents Daily Pass:** No Charge,
- **County Daily Pass:** \$5.00 (\$4.67 Fee + \$.33 (7% State Sales Tax)
- **Out of County Daily Pass:** \$10.00 (\$9.35 Fee + \$.65 (7% State Sales Tax)
- **Payment Methods:** Money Order, Cash, Check
- **Permit must be properly displayed**
- Daily launch permits are available on site and accept cash, coins and checks.
- **Problems with the pay station?**  
Call City of Port St Joe 850-229-8261 during business **hours, Monday-Friday, 8 a.m. to 5 p.m., after hours call 850-227-8152.**

- **Frank Pate Park Boat Ramp**

Intersection of Hwy 98 and Hwy 71, Port St Joe, FL 32456

- Open 24 Hours - saltwater - restroom facilities available



Daily Launch Fee collection process:

Collection box with envelope carrier: collection box, signage and envelopes,

Procedure:

Remove fee envelope from box and fill out completely.

Place fee in envelope and detach daily launch permit.

Seal envelope and deposit in slot.

Display completed launch permit on vehicle dash board.

1. located at boat launch on right near walking trail, Signage displayed behind box with instructions and rules,
2. Additional signage placed on both sides of the entrance road near bathrooms, directing boater to pull over to pay daily launch fee and to prepare boats for launch.
3. Designated side of the road as staging area for launch preparation and daily fee payment.
4. Daily parking fees collected daily Mon. thru Friday at noon by City hall, weekends and holiday's collection by police department or on call, track daily permits sold log sheet, check permits sold and permits in distribution box for theft and restocking.
5. Set up separate bank account for funds,

# Set up Signs

## Signage:

### Sign #1 behind collection box:

NOTICE TO BOATERS

PAY RAMP FEE HERE

Launch Fee County Residents: \$ 5.00  
Launch Fee Out of County Residents: \$10.00  
Launch Free for City Residents: \$ 0.00

### Procedure:

Remove fee envelope from mail box and fill out completely.  
Place fee in envelope and detach daily launch permit.  
Seal envelope and deposit in slot.  
Display completed launch permit on vehicle dash board.

Fees collected for improvements to the boat ramp facility,

Thank you for supporting our community  
Per City of Port St Joe ordinance#

△ Add: Violators Proce<sup>?</sup>ed  
Towed?  
Enforced?

### Sign #2 located near bathrooms:

BOAT LAUNCH STAGING AREA:

PAY RAMP FEES AHEAD:

See collection box for procedures,

Fees collected for improvements to the boat ramp facility,  
Per City of Port St Joe ordinance#

### Sign #3 Small Signs:

STAGING AREA

### Road Markings:

Mark staging area with yellow paint, arrows,



# Est Rev. + Exp

Cost-Revenue estimates: initial installation, ongoing costs, vs. income,

Envelope Box:	\$ 50.00
Envelopes:	\$ 50.00 per 500
Installation:	\$ 250.00
Signage:	\$ 750.00
Set Up costs:	\$1,100.00

Admin Costs:	\$ 20.00 1hr per day, collection,
Admin Cost off season:	\$ 10.00 1/2hr per day collection

## Estimated Income:

### Daily permit Sales:

\$10.00	50 units	\$ 500.00 per week June-Sept
\$10.00	10 units	\$ 100.00 per week Oct-May

June-Sept	\$ 8,000.00 16 week 50 units per
Oct-May	\$ 3,200.00 32 week 10 units per
Total Annual Revenue	\$11,200.00

Admin Costs in season:	\$2,600.00 26 weeks, 130 hours at \$20.00 hr
Admin Cost off season:	\$1,300.00 26 weeks, 65 hours at \$20.00 hr
Annual Supplies:	\$ 200.00 envelopes and permits
Total Annual Costs:	\$4,100.00

Total Annual Income:	\$7,100.00
Less set up costs:	\$1,100.00
Annual Income:	\$6,000.00 First year:

Example





# GULF COAST WORKFORCE BOARD

Invoice No. 4212014

## INVOICE

### Customer

Name City of Port St Joe  
Address PO Box 278  
City Port St Joe State FL ZIP 32457  
Phone

### Misc

Date 4/21/2014  
Order No.  
Rep  
FOB

Qty	Description	Unit Price	TOTAL
1	Donation to be used in the operation of the Washington Gym and WIG complex for programs for area residents, primarily youth. For the 2012-2013 program year.	\$ 15,000.00	\$ 15,000.00
SubTotal			\$ 15,000.00
Shipping			
TOTAL			\$ 15,000.00

### Payment

Check

Make check payable to :  
Gulf Coast Workforce Board  
Attn: Deb Blair  
5230 W. Highway 98  
Panama City, FL 32401

Tax Rate(s)

Office Use Only

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

750-010-22  
TRAFFIC OPERATIONS  
4/14  
Page 1 of 6

CONTRACT NO. \_\_\_\_\_  
FINANCIAL PROJECT NO. \_\_\_\_\_  
F.E.I.D. NO. \_\_\_\_\_

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Florida Department of Transportation, an agency of the State of Florida, herein called the "Department", and \_\_\_\_\_, Florida, herein called the "Maintaining Agency".

**WITNESSED:**

**WHEREAS**, the Maintaining Agency has the authority to enter into this Agreement and to undertake the maintenance and operation of traffic signals or signal systems on the State Highway System, and the Department is authorized under Sections 334.044 and 335.055, Florida Statutes, to enter into this Agreement, and;

**WHEREAS**, the Maintaining Agency has authorized its undersigned representative to enter into and execute this Agreement;

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants contained herein to be undertaken by the respective parties hereto, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties mutually agree and covenant as follows:

1. The Maintaining Agency shall be responsible for the maintenance and continuous operation of the traffic signals, traffic signal structures (including signal mast arm structure or strain pole), traffic signal systems (central computer, cameras, message signs, communications devices, interconnect / network, vehicle, bicycle & pedestrian detection devices, traffic signal hardware and software), and control devices (intersection control beacons, traffic warning beacons, illuminated street name signs, pedestrian flashing beacons (school zone flashing beacons, pedestrian crossing beacons, Rectangular Rapid Flashing Beacons), emergency/fire department signals and speed activated warning displays). The Maintaining Agency shall be responsible for the payment of electricity and electrical charges incurred in connection with operation of such traffic signals and signal systems and devices upon completion of their installation. All traffic signals and control devices mentioned in this paragraph shall hereafter be referred to 'Traffic Signals and Devices'.

2. The Department agrees to pay to the Maintaining Agency, an annual compensation based on Department's fiscal year for the cost of the maintenance and continuous operation of the Traffic Signals and Devices as identified in Exhibit A. Payments will be made in accordance with Exhibit B. Should the Maintaining Agency withdraw from the compensation portion of this Agreement, the Maintaining Agency will still be responsible for the maintenance and continuous operation of the above items. In the case of construction contracts, the Maintaining Agency shall be responsible for the payment of electricity and electrical charges incurred in connection with the operation of the Traffic Signals and Devices, and shall undertake the maintenance and continuous operation of said Traffic Signals and Devices upon final acceptance of the installation by the Department. Prior to any acceptance by the Department, the Maintaining Agency shall have the opportunity to inspect and request modifications/corrections to the installation(s) and Department agrees to undertake those prior to acceptance so long as the modifications/corrections comply with the contract and specifications previously approved by both the Department and Maintaining Agency. Repair or replacement and other responsibilities of the installation contractor and the Department, during construction, are contained in the Department's Standard Specifications for Road and Bridge Construction.

3. The Maintaining Agency shall maintain and operate the Traffic Signals and Devices in a manner that will ensure safe and efficient movement of highway traffic and that is consistent with maintenance practices prescribed by the International Municipal Signal Association (IMSA) and operational requirements of the Manual on Uniform Traffic Control Devices (MUTCD), as amended.

4. The Maintaining Agency's maintenance responsibilities shall include, but not be limited to, preventive maintenance (periodic inspection, service and routine repairs) and emergency maintenance (trouble shooting in the event of equipment malfunction, failure, or damage). Restoration of services may include temporary poles, stop signs or other methods to maintain traffic. The Maintaining Agency shall record its maintenance activities in a traffic signal maintenance log.

5. The Department intends to conduct an inspection of the mast arm structures and strain poles every 60 months. The inspection report will document deficiencies that necessitate preventative maintenance and periodic maintenance. Preventative maintenance includes but is not limited to: spot painting or repainting; tightening of nuts and replacing missing or deficient bolts (not including anchor bolts); replacing missing cap covers or equivalent; cleaning; replacement of missing or deficient access hole cover plates; all wiring issues, including improper grounding; graffiti removal; all signal related issues (lighting, signs and connections); and response to traffic impact including repair and replacement of all components damaged by the traffic impact. Damaged mast arm replacement shall be repaired or replaced by the Maintaining Agency and the Maintaining Agency is authorized to seek reimbursement from the responsible 3<sup>rd</sup> party. If the Maintaining Agency is unable to recover the costs from a 3<sup>rd</sup> party, then the Department intends to reimburse the Maintaining Agency for repair or replacement of the mast arm. The Maintaining Agency shall be responsible for preventative maintenance of the mast arm structures. Failure to perform preventative maintenance after notification of inspection deficiency may result in the Maintaining Agency being responsible for the corrective actions.

6. Periodic maintenance includes but is not limited to: repair of cracks in the mast arm structure; removal and/or repair of grout pads; resetting of anchor bolts; repair or replacement of deteriorated anchor bolts and nuts; and replacement of the mast arm when it is determined through the inspection process that the mast arm has reached the end of its service life unless this is due to lack of

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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preventative maintenance by the Maintaining Agency. For any new mast arm installations after the date of this Agreement, if a Maintaining Agency requests a painted mast arm, the Maintaining Agency agrees to perform all required periodic and preventative maintenance. Any periodic maintenance performed on the mast arm structure by the Maintaining Agency needs Department approval prior to commencement of work unless under an emergency situation. Any and all work performed by the Maintaining Agency shall conform to the current Department Standard Specifications for Road and Bridge Construction.

The Table below summarizes the roles of the Maintaining Agency and the Department with regard to preventative and periodic maintenance:

<b>Maintaining Agency</b>	<b>Florida DOT</b>
Preventative maintenance of all mast arm structures	Periodic maintenance of all mast arm structures (except for any new painted and existing painted structures with signed separate Agreement)
Periodic maintenance of structures (for any new painted and existing painted structures with signed separate Agreement)	
Damage repair or replacement of structures with recoverable costs	May compensate Maintaining Agency for damage repair or replacement of structures when costs are non-recoverable
	Replacement at end of life cycle of the structure

7. The Maintaining Agency may remove any component of the installed equipment for repair; however, it shall not make any permanent modifications and/or equipment replacements unless the equipment provided is capable of performing at minimum the same functions. The Department shall not make any modifications and/or equipment replacements without prior written notice to and consultation with the Maintaining Agency.

8. The Maintaining Agency shall implement and maintain the timing and phasing of the traffic signals in accordance with the Department's timing and phasing plans, specifications, special provisions, and the Department's Traffic Engineering Manual. The Maintaining Agency shall obtain prior written approval from the Department for any modification in phasing of signals and flash times (where applicable). Signal Systems timings (cycle length, split, offsets, sequence) are considered operational changes and may be changed by the Maintaining Agency to accommodate changing needs of traffic. The Maintaining Agency may make changes in the signal timing provided these changes are made under the direction of a qualified Professional Engineer registered in the State of Florida. The Maintaining Agency shall make available a copy of the timings to the Department upon request. The Department reserves the right to examine equipment, timing and phasing at any time and, after consultation with the Maintaining Agency, may specify modifications. If the Department specifies modification in timing and/or phasing, implementation of such modifications shall be coordinated with, or made by, the Maintaining Agency.

9. The Maintaining Agency shall note in the maintenance log any time/phasing changes and keep a copy of the timings and any approval documentation in a file. A copy of the log shall be provided to the Department upon request. Maintaining Agencies may provide this information electronically.

10. The Maintaining Agency and the Department will develop annually the Exhibit A which by this reference is made a part of this Agreement as though fully set forth herein. Exhibit A shall contain all Traffic Signals and Devices on the State Highway System, applicable to the jurisdiction of the Maintaining Entity, those that are maintained by the Maintaining Agency and those that are maintained but not included for compensation. No changes or modifications will be made to Exhibit A during the year for compensation. New Traffic Signals and Devices added by the Department during the fiscal year shall be maintained and operated by the Maintaining Agency upon Department final acceptance as stated in paragraph 1. The Maintaining Agency and the Department, preceding each fiscal year, shall develop and execute a new Exhibit A, which shall include all new Department Traffic Signals and Devices added during the previous fiscal year and delete those removed. The Maintaining Agency shall begin receiving compensation for new Department's Traffic Signals and Devices in the next fiscal year. In the event that no change has been made to the previous year's Exhibit A, a statement to this effect should be included. The annual compensation will be a lump sum payment detailed in Exhibit B. Future payments will be based on the information provided in Exhibit A, in accordance with the provisions as detailed in Exhibit B, attached and made a part hereof.

- a) Payment shall be made only after receipt and approval of service.
- b) Payment shall be made in accordance with Section 215.422, Florida Statutes.
- c) Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- d) Record of costs incurred under terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for three (3) years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records shall be furnished to the Department upon request. Record of costs incurred include the Maintaining Agency's general accounting records, together with supporting documents and records of the Maintaining Agency and all subcontractors performing work, and all other records of the Maintaining Agency and subcontractors considered necessary by the Department for proper audit of costs.

11. Maintaining Agency providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services, unless the Agreement specifies otherwise. The Department has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services.

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The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

12. If a payment is not available within forty (40) days, a separate interest penalty at a rate as established pursuant to Section 215.422, Florida Statutes, shall be due and payable, in addition to the invoice amount, to the Maintaining Agency. Interest penalties of less than one (1) dollar shall not be enforced unless the Maintaining Agency requests payment. Invoices returned to a Maintaining Agency because of Maintaining Agency preparation errors shall result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

13. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for contractors/vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

14. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

15. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

16. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

17. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

- (a) The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection shall be null and void, and no money may be paid on such contract. The Department shall require a statement from the Comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than one year.

18. The Maintaining Agency may be subject to inspections of Traffic Signals and Devices by the Department. Such findings will be shared with the Maintaining Agency and shall be the basis of all decisions regarding payment reduction, reworking, Agreement termination, or renewal. If at any time the Maintaining Agency has not performed the maintenance responsibility on the locations specified in the Exhibit A, the Department shall have the option of (a) notifying the Maintaining Agency of the deficiency with a requirement that it be corrected within a specified time, otherwise the Department shall deduct payment for any deficient Traffic Signal(s) and Device(s) maintenance not corrected at the end of such time, or (b) take whatever action is deemed appropriate by the Department. Any suspension or termination of funds does not relieve any obligation of the Maintaining Agency under the terms and conditions of this Agreement.

19. The Department intends to monitor the performance of the Maintaining Agency in the fulfillment of the agreement. The Maintaining Agency is required to submit an annual Report on April 1 of each year detailing the following:

- a. Detection device malfunctions shall be repaired or restored within sixty (60) days of discovery and such events shall be logged into the annual report. If repairs cannot be performed within 60 days, the agency shall document the reasons why. Discovery of such events shall be logged into the annual report.
- b. All traffic signals shall receive at least one (1) minor preventative maintenance inspection, preferably two inspections, within a twelve (12) month period. At a minimum, minor preventative maintenance inspection includes verification that all detection is working, the signal is cycling properly, the ventilation system is functioning and filters are clean. The inspection report should note the location, date of inspection and any items noted.

20. The Maintaining Agency may enter into agreements with other parties pertaining to Traffic Signals and Devices including, but not limited to, agreements relating to costs and expenses incurred in connection with the operation of traffic signals and signal systems



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on the State Highway System, provided that such Agreements are consistent with the mutual covenants contained in this Agreement. The Maintaining Agency shall furnish a copy of such agreements to the Department.

21. This Agreement may not be assigned or transferred by the Maintaining Agency in whole or in part without consent of the Department.

22. The Maintaining Agency shall allow public access to all documents, papers, letters, or other material subject to provisions of Chapter 119, Florida Statutes, and made or received by the Maintaining Agency in conjunction with this Agreement. Failure by the Maintaining Agency to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

23. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The invalidity or unenforceability of any portion of this Agreement shall not affect the remaining provisions and portions hereof. Any failure to enforce or election on the part of the Department to not enforce any provision of this Agreement shall not constitute a waiver of any rights of the Department to enforce its remedies hereunder or at law or in equity.

24. This Agreement shall remain in force during the life of the original installed equipment and/or the life of any replacement equipment installed with the mutual consent of the parties hereto.

25. Upon execution, this Agreement cancels and supersedes any and all prior Traffic Signal Maintenance Agreement(s) between the parties, except specific separate Agreements covering painted mast arm maintenance.

26. This Agreement contains all the terms and conditions agreed upon by the parties.

**IN WITNESS WHEREOF**, the parties have caused these presents to be executed, the day and year first above written.

**STATE OF FLORIDA DEPARTMENT OF  
TRANSPORTATION**

\_\_\_\_\_, Florida  
(Maintaining Agency)

By \_\_\_\_\_  
\_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Authorized Signature)

Print/Type Name: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_  
(Seal if Applicable)

Attest: \_\_\_\_\_

Reviewed:

Legal Review:

\_\_\_\_\_  
Attorney Date

\_\_\_\_\_

**EXHIBIT A**

TRAFFIC SIGNAL INTERSECTIONS AND INTERSECTION CONTROL BEACONS MAINTAINED AND OPERATED FOR FY

Effective Date: \_\_\_\_\_ To: \_\_\_\_\_

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[illegible]

I certify that the above traffic signals will be maintained and operated in accordance with the requirements of the Traffic Signal Maintenance and Compensation Agreement. For satisfactory completion of all services detailed in this Agreement for this time period, the Department will pay the Maintaining Agency a Total Lump Sum of \$0.00.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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**EXHIBIT B**

**TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

**1.0 PURPOSE**

This exhibit defines the method and limits of compensation to be made to the Maintaining Agency for the services described in this Agreement and in Exhibit A and Method by which payments will be made.

**2.0 COMPENSATION**

For the satisfactory completion of all services detailed in this Agreement and Exhibit A of this Agreement, the Department will pay the Maintaining Agency the Total Lump Sum in Exhibit A. The Maintaining Agency will receive one lump sum payment at the end of each fiscal year for satisfactory completion of service.

Total Lump Sum Amount for each fiscal year is calculated by adding all of the individual intersection amounts. The individual intersection amounts are calculated by taking the FY Unit Rate times the percent of State Road Approaches to Total Approaches. Intersection Control Beacons are paid at 25% of the Unit Rate for full traffic signal.

Pedestrian Flashing Beacon: includes school zone beacons, pedestrian crossing beacons and rectangular rapid flashing beacons (RRFB). School zones, crosswalks and warning sign locations shall be paid at a unit rate regardless of the number of individual beacons.

Example 1: For a traffic signal intersection with 4 approaches with 2 approaches (50%) being state roads, the intersection amount for FY 10-11 will be:  $\$2,622 \times (2/4) = \$1,311$

Example 2: For an intersection control beacon with 3 approaches, with 2 approaches being state roads, the intersection amount for FY 11-12 will be  $\$675 \times (2/3) = \$450$

Example 3: For a location with a school zone flashing beacon and two speed activated warning displays, the intersection amount for FY 14-15 will be  $\{(\$295 \times 1) + (\$148 \times 2)\} = \$591$

**Unit Rates per 100% State Intersections**

		Intersection	Pedestrian	Emergency	Speed	
	Traffic	Control	Flashing	Fire/Dept.	Activated	Traffic
	Signals	Beacon	Beacon	Signal	Warning	Warning
	(TS)	(ICB)	(PFB)	(FDS)	Displays	Beacon
		(0.25*TS)	(0.10*TS)	(0.25*TS)	(0.05*TS)	(0.05*TS)
FY						
11-12	\$2,701	\$675				
12-13	\$2,782	\$696				
13-14	\$2,866	\$716				
14-15	\$2,951	\$738	\$295	\$738	\$148	\$148
15-16	\$3,040	\$760	\$304	\$760	\$152	\$152
16-17	\$3,131	\$783	\$313	\$783	\$157	\$157

The Unit Rate for each fiscal year is 3% more than the Unit Rate for the previous fiscal year, unless otherwise specified in an amendment to this Agreement.

**3.0 PAYMENT PROCESSING**

The Maintaining Agency shall invoice the Department yearly in a format acceptable to the Department.



**EXHIBIT A****TRAFFIC SIGNAL INTERSECTIONS MAINTAINED AND OPERATED FOR FY****Effective Date:****Maintaining Agency:****CITY OF PORT ST JOE****CONTRACT #:**

Traffic Signal #	Intersection Locations	Compensate (Yes or No)	FDOT FY Unit Rate	Percent of State	Total Amount
001	SR 30 @ SR 71 (FIFTH)	Yes	\$2,951.00	75.00%	\$2,213.25
002	SR 30 @ 1ST ST/MARINA DR	Yes	\$2,951.00	50.00%	\$1,475.50

**Grand Total****\$3,688.75**

I certify that the above traffic signals will be maintained and operated in accordance with the requirements of the Traffic Signal Maintenance and Compensation Agreement.

For Satisfactory completion of all services detailed in this Agreement for this time period, the Department will pay the Maintaining Agency a Total Lump Sum of: \$3,688.75

**Maintaining Agency****Date****District Traffic Operations Engineer Date****Printed or Typed Name/Title**

## 1<sup>st</sup> PUBLIC HEARING NOTICE

**The City of Port St. Joe is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2014 Small Cities Community Development Block Grant (CDBG) of up to \$650,000.**

**These funds must be used for one of the following purposes:**

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing rehabilitation, neighborhood revitalization, commercial revitalization, or economic development and include such improvement activities as acquisition of real property, construction of infrastructure, rehabilitation of houses and commercial buildings, loans to private-for-profit businesses, and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DEO, the City of Port St. Joe must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, the City of Port St. Joe is required to develop a plan to assist displaced persons.

A public hearing to receive citizen views concerning the community's economic and community development needs will be held at Port St. Joe City Hall on Tuesday, May 20<sup>th</sup>, 2013 as a part of the regularly scheduled meeting of the City Commission which begins at 6:00p.m. For information concerning the public hearing contact Ms. Charlotte Pierce, Grants Coordinator at 850-229-8261.

The public hearing is not being conducted in a handicapped accessible location. Any mobility impaired person requiring access must notify the City at least five (5) calendar days prior to the meeting. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact Ms. Charlotte Pierce, at least five (5) calendar days prior to the meeting and an interpreter will be provided. Any non-English speaking person wishing to attend the public hearing should contact Ms. Charlotte Pierce at least five (5) calendar days prior to the meeting and a language interpreter will be provided. To access a Telecommunication Device for Deaf Persons (TDD) please call 850-229-8261. Any handicapped person requiring special accommodation at this meeting should contact Ms. Charlotte Pierce at least five (5) calendar days prior to the meeting.

\*\*\* Port St. Joe is a Fair Housing community and an Equal Opportunity Employer \*\*\*

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Run one time May 8<sup>th</sup>.



## Bay, Franklin, Gulf Healthy Start Coalition, Inc.

907 Cherry Street • Panama City, Florida 32401 • (850) 872-4130 • 1-800-895-9506 • Fax: (850) 747-5435

May 2, 2014

City of Port St. Joe  
PO Box 278  
Port St. Joe, FL 32457

Re: Rental Waiver Request

Dear City Commission,

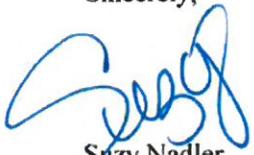
On June 3, 2014, the Healthy Start Coalition will be hosting our 6<sup>th</sup> annual Baby Shower for Gulf & Franklin residents at the Centennial Building in Port St. Joe. This will be our fourth year utilizing this facility for our event. The event is free of charge and open to anyone who has had a baby within the past six months or is pregnant now, and their family members.

I am writing this request asking for a waiver on the security deposit.

Healthy Start provides free services to pregnant women and families with children under the age of three. Our services are not based on income the only requirement is that they be pregnant or have a child under three. The Healthy Start mission is to improve pregnancy outcomes, reduce infant mortality rates and to promote healthy growth and development in all children up to age three in Bay, Franklin and Gulf Counties.

I appreciate your consideration of my request. If you have any questions, please do not hesitate to give me a call at 850-872-4130 ext. 100.

Sincerely,



Suzy Nadler  
Office Manager

May 2, 2014

To Whom It May Concern,

I am requesting that the fees usually charged for use of the Centennial Bldg. be waived on May 23, 2014. The 4<sup>th</sup> of July Fundraising Committee will be sponsoring a concert to raise funds for the city-wide celebration of our nation's birthday on the 4<sup>th</sup> of July.

Respectfully submitted,

Ann D Jarosz  
ANN D JAROSZ  
Committee Member

**Code Enforcement 2014 Activity  
As of 5/1/14**

	Open	Closed	Total	Increase
Unlawful Accumulation	10	12	22	6
Substandard Structure	2		2	
Abandoned Vechicle	3	5	8	
Unlawful Sewer				
Land regulation Violation	2	6	8	1
Business Lic. Violation		1	1	
Special Master Hearings				
Building Demolition	1		1	
Waste Violation	1	41	42	2
Sign Violation	17	86	103	8

Total	36	Total	151	Total	187	Total	17

RESOLUTION 2014-08

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE, AUTHORIZING THE FLORIDA DEPARTMENT OF TRANSPORTATION MAINTENANCE AGREEMENT; APPOINTING AND AUTHORIZING A PROJECT MANAGER; AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe, Florida will enter into a Maintenance Agreement with the Florida Department of Transportation (FDOT) a copy of which is attached hereto; and

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

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

WHEREAS, The Port St. Joe Redevelopment Agency shall be responsible for grant application and project management,

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

1. That it approves execution of the contract and any related documents for the for the project; and
2. That this legislative body of the City of Port St. Joe, Florida hereby authorizes the City Manager to act as the appropriate official on behalf of the City of Port St. Joe, Florida in dealing with FDOT and to sign any and all necessary contracts and other forms; as well as, submitting any additional information required and signing any necessary contracts and/or other agreements between FDOT and the City of Port St. Joe, Florida, that may result from this project; and
3. The Port St. Joe Redevelopment Agency, acting through its Executive Director, shall act as project manager for this project.

THIS RESOLUTION ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 2014, on a vote of \_\_\_\_ yeas and \_\_\_\_ nays, by the Board of City Commissioners, City of Port St. Joe, Florida.

BOARD OF CITY COMMISSIONERS

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CITY OF PORT ST. JOE, FLORIDA

By: \_\_\_\_\_  
Mel C. Magidson, Jr.  
Mayor-Commissioner

ATTEST:

\_\_\_\_\_  
James A. Anderson  
City Clerk-Auditor



**Port St. Joe Redevelopment Agency**  
Board of Directors  
Gulf County Chamber of Commerce Conference Room  
406 Marina Drive

**MEETING MINUTES**

April 17, 2014

*The Mission of the Port St. Joe Redevelopment Agency is to serve the community by guiding redevelopment activities to create a vibrant downtown core and revitalized neighborhood, to improve quality of life, to commemorate history and culture, and to stimulate economic growth within the Agency's District.*

ATTENDANCE

Boyd Pickett	Chair	(BP)	Present
Bo Spring	Vice Chair	(BS)	Absent
Aaron Farnsley	Treasurer	(AF)	Present
Patti Blaylock	Director	(PB)	Present
Linda Gant	Director	(LG)	Absent
Brian Hill	Director	(BH)	Absent
Michael McKenzie	Director	(MM)	Present
Clarence Monette	Director	(CM)	Present
Willie Ramsey	Director	(WR)	Absent
Gail Alsobrook	Executive Director	(GA)	Present

Voting Key – (motion by / second by, votes for – votes against)

**I. Call to Order** - The meeting was called to order by the Chair at 10:05 AM.

**II. Citizens to Be Heard**

**III. Consent Agenda** - The minutes of the April regular meeting were approved without revision (CM/MM, 5-0).

**IV. Agency Operations**

- A. The financial report was presented/approved without modification (BP/MM, 5-0).
- B. The board recommended documentation of expenditures at the time of turnover to the City Commission as the Agency Board. This report will be generated by GA and reviewed/signed-off by MM, AF and BP prior to submission to the city.

**V. Grant Program Status Report**

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: The quarterly report has been submitted.
2. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The quarterly report is due prior to April 30.

3. SaltAir Market: The Tapper Foundation has awarded \$3000 the SaltAir Market.
4. USDA-RBEG: Open-Air Discovery Center: The grant has been submitted to USDA-RBEG.
5. Florida Boating Improvement Program – Low-Dock Improvements: A new grant must be identified. The committee members are securing the information required to submit an application, e.g. marketing plans and physical requirements.

B. Façade Grant Program

1. Port Cottages: The board voted (MM/CM, 5-0) to approve the addition of lighting for signs and landscaping to be included as an addendum to the existing grant request. At least two competitive bids must be submitted.

## VI. Project Status Report

- A. Open-Air Discovery Center: The contract with Littlejohn Engineering has been sent and received. The schedule will be determined by the new agency board.
- B. Dr. Joe Park: The board voted to accept the change of color of the sails and to approve the final invoice of Monumental Fabrication.
- C. Gateway Banners: Concept designs for the Gateway Banners have not been received to date.
- D. Landscaping on Reid Avenue: The board voted (AF/CM, 5-0) to approve GA meeting with GCPS to (1) confirm the irrigation is working and (2) detail a plan/costs to add new plant material to the bare bump-outs.
- E. Downtown Brochure: The board voted (AF/PB, 5-0) to move forward with the revision (to update business names) and reprint of the Downtown Brochure. GA will request quotes from local vendors.

## VII. New Business

- A. Phase IV Landscaping: Public Works has completed the remediation of the storm damage and will be paid as per the agreed-upon amount of \$1000 at the April board meeting.
- B. The board discussed the possibility of sitting on an Advisory Board when and if the City Commission becomes the PSJRA Board. Those present unanimously declined participation on such Advisory Board.

## VIII. Meeting Adjournment

The meeting was adjourned at 11:05 (CM/PB, 5-0).

Approved: \_\_\_\_\_



## Request for Proposal

Date: April 25, 2014

RE: Update and Printing of Downtown Brochure: *Explore Historic Port St. Joe*

Deadline for Bids: Sealed bids must be received by 1 PM on Thursday, May 15, 2014. Mail or deliver sealed bids to Gail Alsobrook, PSJRA, 406 Marina Drive, Port St. Joe, FL 32456. Bids will be opened at that time in the PSJRA offices. All are invited to be present.

The PSJ Redevelopment Agency is seeking bids from qualified companies to update and print the Downtown Brochure/Map, *Explore Historic Port St. Joe*. The winning bidder will provide technical assistance as needed to ensure optimum quality in the finished product. A color mockup of the brochure shall be provided to the PSJRA for written approval prior to printing. Please provide a schedule of setup, approvals, and production lead time in your bid packet.

*The PSJRA reserves the right to accept or reject any and all proposals in whole or in part, to waive informalities in the process, to obtain new proposals, or to postpone the proposal deadline. Each proposal shall be valid to the PSJRA for a period of 120 days after the proposal deadline.*

Description: Downtown Brochure: *Explore Historic Port St. Joe*  
Size: 16" x 18" flat; 4" x 9" folded  
Paper Stock: #80 Velvet Text or #80 Dull or Satin Text  
Imprint: 4/4 Process + Flood Dull Varnish or Full Satin Aqueous  
Existing Artwork: Provided Electronically or on Disc

Revisions will be limited to text only – an update of businesses currently open. No design modifications will be required. Please provide the cost for minor revisions and printing for the following quantities:

Quantities:	7,500	10,000	15,000
Cost:	\$_____	\$_____	\$_____

The above pricing shall include delivery of the finished product to the PSJRA office in the 32456 area code. Please email or call with any questions:  
Gail@PSJRA.com  
850-229-6899 (office) 619-655-0021 (mobile).

Thank you for considering participating in this redevelopment project!

PSJRA - Approved Budget FY 13-14	Approved 11-21
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(OVER) / UNDER \$ 709

INCOME \$ 632,759

Balance Forward	\$	136,180
As per Florida Statute:		
FS 163.387(7)(b) Land acquisition	61,723	
FS 163.387(7)(d) Grant match	12,000	
FS 163.387(7)(d) Landscape Maintenance	15,000	
FS 163.387(7)(d) BayFront Park	47,457	
<b>TAX INCREMENT FUNDS</b>	\$	210,394
County	\$	135,966
City	\$	74,428
<b>GRANT INCOME</b>	\$	286,000
Phase IV Landscaping	\$	51,000
Langston Drive (anticipated)	\$	35,000
MLK Sidewalk	\$	200,000
<b>INTEREST INCOME</b>	\$	185
Interest Earnings	\$	185

EXPENSE \$ 632,050

General & Administrative \$ 67,527

Year-to-Date Budget Status  
Revised May 2, 2014

		Expended to Date	Committed Costs	Remaining in Budget	Budget Notes
<b>Human Resources</b>	\$ 45,000				
Wages and Benefits	\$ 45,000	28,558	16,443	0	per contract
<b>Education &amp; Training</b>	\$ 845				
FRA Conference	\$ 345		345	0	
Travel	\$ 200	142		58	
Lodging (three nights)	\$ 300	298		2	
<b>General Insurance</b>	\$ 8,062				
Directors' and Officers' Liability Insurance	\$ 8,062	4,504	3,558	0	per contract
<b>Office Expense</b>	\$ 7,600				
Phone	\$ 1,400	847		553	
					reimbursement from TDC for office moving costs created funds greater than budgeted amount
Office Supplies	\$ 800	-389		1,189	
Postage	\$ 300	61		239	
Photocopy	\$ 900	113		788	
Rent	\$ 4,200	2,800		1,400	
<b>Public Relations &amp; Advertising</b>	\$ 1,620				
Advertising/Marketing	\$ 800	394		406	
Dues and Subscriptions					
DEO	\$ 175	175		0	
FRA	\$ 495	495		0	
Chamber of Commerce	\$ 150	150		0	
<b>Professional Services</b>	\$ 4,400				
Audit	\$ 3,550	3,550		0	
Legal Fees	\$ 500	500		0	
Technical Support	\$ 350	217		133	
<b>Civic Projects</b>	\$ 516,323				
<b>BayPark</b>	\$ 70,000				
					\$50K for construction of LH foundation - grant match.
Development and Construction	\$ 70,000	0	50,000	20,000	

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PSJRA - Approved Budget FY 13-14		Approved 11-21			
Landscape Maintenance	\$ 15,000				
US-98 and SR-71	\$ 5,000	3,367	1,633	0	per contract
Reid/Williams/BJR	\$ 10,000	4,082	5,918	0	per contract
Downtown Improvements	\$ 102,600				
					overage from
Phase IV Landscaping	\$ 51,000	52,006		-1,006	remediation of storm
Shade Cover at Dr. Joe Park	\$ 1,600	1,404		196	damage
Update/Print Downtown Brochure	\$ 5,000	0	5,000	0	RFP issued 4/25
Tree Lights at Reid Avenue	\$ 30,000	0		30,000	
Business Promotion Signage at US-98	\$ 15,000	0	15,000	0	Open-Air Information
					Center Design
BJ Rish Parking Lot	\$ 76,723				
Land Purchase	\$ 61,723	61,723		0	
Improvements to Deck (Kiosks to Promote Business/Events)	\$ 15,000	21	10,000	4,980	Open-Air Information
					Center Design
Expansion Area Improvements	\$ 252,000				
MLK Sidewalk	\$ 200,000	200,000		0	
MLK Sidewalk Match	\$ 12,000	12,075		-75	
Langston Drive Lights	\$ 35,000	3,148	35,000	-3,148	
NPSJ Grant Application Program	\$ 5,000	238		4,763	
Grant Programs	\$ 48,200				
Façade Grant Program	\$ 40,200	17,225	16,219	6,756	Projects awarded &
Dedicated Grant Writing	\$ 8,000	4,113		3,888	awaiting completion.

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05/02/14  
Accrual Basis

# **Port St. Joe Redevelopment Profit & Loss Budget vs. Actual October 1, 2013 through May 2, 2014**

	Oct 1, '13 - May 2,...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Prior Year Revenue	136,180.00	136,180.00		100.0%
Tax Increment Funds				
County	135,966.00	135,966.00		100.0%
City	74,428.00	74,428.00		100.0%
Total Tax Increment Funds	210,394.00	210,394.00		100.0%
Interest Income	111.74	108.94	2.80	102.6%
Total Income	346,685.74	346,682.94	2.80	100.0%
Expense				
G & A				
Human Resources				
Wages and Benefits	28,557.50	26,491.94	2,065.56	107.8%
Education & Training				
FRA Conference		345.00	-345.00	
Travel	142.04	200.00	-57.96	71.0%
Lodging	297.92	300.00	-2.08	99.3%
Total Education & Training	439.96	845.00	-405.04	52.1%
Total Human Resources	28,997.46	27,336.94	1,660.52	106.1%
General Insurance				
Directors & Officers Liability	4,504.40	8,062.00	-3,557.60	55.9%
Total General Insurance	4,504.40	8,062.00	-3,557.60	55.9%
Office Expense				
Phone	846.63	824.23	22.40	102.7%
Office Supplies	-389.49	471.00	-860.49	-82.7%
Postage	61.31	176.61	-115.30	34.7%
Photocopy	112.50	529.84	-417.34	21.2%
Rent	2,800.00	2,472.58	327.42	113.2%
Total Office Expense	3,430.95	4,474.26	-1,043.31	76.7%
Public Relations & Advertising				
Advertising/Marketing	393.90	471.00	-77.10	83.6%
Dues & Subscriptions				
DEO	175.00	175.00		100.0%
FRA	495.00	495.00		100.0%
Chamber of Commerce Dues		150.00	-150.00	
Dues & Subscriptions - Other	150.00		150.00	100.0%
Total Dues & Subscriptions	820.00	820.00		100.0%
Total Public Relations & Advertising	1,213.90	1,291.00	-77.10	94.0%
Professional Services				
Financial Services		41.66	-41.66	
Audit	3,550.00	3,550.00		100.0%
Legal Fees	500.00	500.00		100.0%
Technical Support	217.00	333.00	-116.00	65.2%
Total Professional Services	4,267.00	4,424.66	-157.66	96.4%
Total G & A	42,413.71	45,588.86	-3,175.15	93.0%
Civic Projects				
BayFront Park		70,000.00	-70,000.00	
Landscape Maintenance				
US-98 SR-71 Landscape	3,366.62	2,943.58	423.04	114.4%
Reid/Williams/BJR				
Equipment		3,670.00	-3,670.00	
Reid/Williams/BJR - Other	4,081.66	3,726.53	355.13	109.5%
Total Reid/Williams/BJR	4,081.66	7,396.53	-3,314.87	55.2%
Total Landscape Maintenance	7,448.28	10,340.11	-2,891.83	72.0%

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Accrual Basis

# **Port St. Joe Redevelopment Profit & Loss Budget vs. Actual October 1, 2013 through May 2, 2014**

	Oct 1, '13 - May 2,...	Budget	\$ Over Budget	% of Budget
<b>Downtown Improvements</b>				
Phase IV Landscaping	1,006.28		1,006.28	100.0%
Shade Cover at Dr. Joe Lot	1,404.16	1,600.00	-195.84	87.8%
Update Downtown Brochure		5,000.00	-5,000.00	
Tree Lights at Reid Avenue		30,000.00	-30,000.00	
Business Promotion Signage at U		15,000.00	-15,000.00	
<b>Total Downtown Improvements</b>	<b>2,410.44</b>	<b>51,600.00</b>	<b>-49,189.56</b>	<b>4.7%</b>
<b>Billy Joe Rish Parking Lot</b>				
Land Purchase	123,446.12	61,723.00	61,723.12	200.0%
Deck Improvements	20.50	15,000.00	-14,979.50	0.1%
<b>Total Billy Joe Rish Parking Lot</b>	<b>123,466.62</b>	<b>76,723.00</b>	<b>46,743.62</b>	<b>160.9%</b>
<b>Expansion Area Improvements</b>				
Martin Luther King Boulevard				
MLK Sidewalk	12,000.00		12,000.00	100.0%
MLK Sidewalk Match	12,075.00	12,000.00	75.00	100.6%
<b>Total Martin Luther King Boulevard</b>	<b>24,075.00</b>	<b>12,000.00</b>	<b>12,075.00</b>	<b>200.6%</b>
Langston Drive	3,148.06		3,148.06	100.0%
NPSJ Grant Application Program	237.50	2,943.58	-2,706.08	8.1%
<b>Total Expansion Area Improvements</b>	<b>27,460.56</b>	<b>14,943.58</b>	<b>12,516.98</b>	<b>183.8%</b>
<b>Banner Program</b>				
Design and Production		5,000.00	-5,000.00	
<b>Total Banner Program</b>		<b>5,000.00</b>	<b>-5,000.00</b>	
<b>Total Civic Projects</b>	<b>160,785.90</b>	<b>228,606.69</b>	<b>-67,820.79</b>	<b>70.3%</b>
<b>Grant Programs</b>				
Facade Grant Program	17,225.08	40,200.00	-22,974.92	42.8%
Dedicated Grant Writing	4,112.50	4,709.63	-597.13	87.3%
<b>Total Grant Programs</b>	<b>21,337.58</b>	<b>44,909.63</b>	<b>-23,572.05</b>	<b>47.5%</b>
<b>Total Expense</b>	<b>224,537.19</b>	<b>319,105.18</b>	<b>-94,567.99</b>	<b>70.4%</b>
<b>Net Ordinary Income</b>	<b>122,148.55</b>	<b>27,577.76</b>	<b>94,570.79</b>	<b>442.9%</b>
<b>Net Income</b>	<b>122,148.55</b>	<b>27,577.76</b>	<b>94,570.79</b>	<b>442.9%</b>



Updated: 8/15/13								
	Business	Contact	Type	Award	Amount Paid	Date of Check	Total Award	Total Paid
<b>Façade Grant Program Total Paid Out 2008 - 2013</b>								<b>\$391,778.01</b>
	Artery	Wentzell	front	\$ 1,190	1,190.00	3/10/09		
	Artery	Wentzell	front	\$ 8,926	8,925.75	11/9/09	10,116.00	\$10,115.75
	Bayside Florist	Carr	alley	\$ 9,108	9,108.00	12/18/08		
	Bayside Florist	Carr	blade sign	\$ 434	433.50	1/15/09		
	Bayside Florist	Carr	front	\$ 11,215	11,214.75	1/15/09	20,757.00	\$20,756.25
	Beach Properties	Haddock, Mark/Kaye	Sign demo	\$ 720	720.00	10/21/08		
	Beach Properties	Haddock, Mark/Kaye	98front/2nd		4,235.50	12/3/09		
	Beach Properties	Haddock, Mark/Kaye	98front/2nd	\$ 20,000	15,764.50	1/11/10		
	Beach Properties	Haddock, Mark/Kaye	signage	\$ 5,201	5,201.00	2/3/12	25,921.00	\$25,921.00
	Beach to Bay	Jacobs, Lezle	alley	\$ 1,960	863.63	3/2/09		
	Beach to Bay	Jacobs, Lezle	blade sign	\$ 350	2,969.25	4/9/09		
	Beach to Bay	Jacobs, Lezle	front		350.00	4/15/10		
	Beach to Bay	Jacobs, Lezle	alley	\$ 1,960	294.00	1/10/11		
	Beach to Bay	Jacobs, Lezle	front	\$ 6,774	4,901.00	3/25/09	11,044.00	\$9,377.88
	Bow Wow Beach	Harris, Mark/Rose	signage	\$ 896	896.00	2/8/11	896.00	\$896.00
	Boyer Sign	Boyer	alley		5,298.30	10/24/08		
	Boyer Sign	Boyer	front		5,422.50	12/31/08		
	Boyer Sign	Boyer	alley screening/		4,000.00	1/31/10		
	Boyer Sign	Boyer	alley	\$ 17,953	3,232.00	1/31/10	17,953.00	\$17,952.80
	Cap't Blacks	Bush, Janna	canopy demo	\$ 2,250	2,250.00	11/6/08	2,250.00	
	Black's Isl. Trading Co.	Bill Koran	Replace siding, paint exterior, add awnings	\$ 1,902	\$ 1,902	8/16/13	1,902.35	\$4,152.35
	Coastal Connection TV	Keith Nichols	signage	\$ 405	404.55	3/1/13	404.55	\$404.55
	Cooper's Cut	Acree, Irene	bldg sign	\$ 959	959.00	2/10/09	959.00	\$959.00
	Costin & Costin	Costin, Charles	bldg sign	\$ 1,000	1,000.00	3/10/09	1,000.00	\$1,000.00
	Daly's Dock & Dive	Daly, Anne Marie	paint/sign awnings	\$ 4,947	4,947.00	1/14/10	4,947.00	\$4,947.00
	Donnamelia's	Bish, Sandy/Ed	front	\$ 23,755	23,754.75	3/11/09		
	Donnamelia's	Bish, Sandy/Ed	blade sign	\$ 500	500.00	3/11/09	23,755.00	\$23,754.75
	Donnie's Pest	Costin, Robbie	bldg sign	\$ 585	585.00	2/10/09	585.00	\$585.00
	Estate Jewelry	Nick DiLallo	Awnings	\$ 10,000	10,000.00	5/31/13	10,000.00	\$10,000.00
	Expressions	White, Johanna	blade sign	\$ 629	628.50	1/15/09	629.00	\$628.50
	Floyd Law Offices	Floyd, Patrick	signage	\$ 860	859.50	9/14/12	859.50	\$859.50
	Frank May DMD	May, Frank	Sign	\$ 2,700	2,700.00	11/9/09	2,700.00	\$2,700.00
	Fuss	Spring, Lauren	landscape	\$ 482	481.50	11/6/08	482.00	\$481.50
	Great Wall	Shao Lin	clean/fix		1,279.00	12/7/09	482.00	
	Great Wall	Shao Lin	signage	\$ 4,182	2,903.00	3/8/10	4,182.00	\$4,182.00
	Half Shells	Boyer	front	\$ 2,538	1,037.50	12/31/08		
	Half Shells	Boyer	front		1,500.00	12/31/08	2,538.00	\$2,537.50
	Hannon Ins.	Smith, Roy	front	\$ 20,000	10,000.00	3/10/09		
	Hannon Ins.	Smith, Roy	façade		10,000.00	1/11/10	20,000.00	\$20,000.00
	Henderson Produce	Hendersen, HB	redo	\$ 3,950	3,200.00	1/21/09		
	Henderson Produce	Hendersen, HB	redo		750.00	1/11/10	3,950.00	\$3,950.00
	Joe Mama's	Nunneley, Jim			4,448.12	1/15/09		

	Business	Contact	Type	Award	Amount Paid	Date of Check	Total Award	Total Paid
	Joe Mama's	Nunneley, Jim	front	\$ 8,924	3,115.65	2/10/09		
	Joe Mama's	Nunneley, Jim	blade sign	\$ 455	2,436.23	4/9/09		
	Joe Mama's	Nunneley, Jim	alley	\$ 3,780	3,160.00	1/11/10	13,159.00	\$13,160.00
	Keith Jones	Jones	landscape	\$ 899	898.80	11/29/08	899.00	\$898.80
	Kelly Rene Oaks	Kelly Rene Hair Studio & Botique	sign and blade sign	\$ 531	553.50	12/3/12	553.50	\$553.50
	Kennedy Electric	Kennedy, Leo	alley	\$ 3,196	2,204.00	11/25/08		
	Kennedy Electric	Kennedy, Leo	front/sign	\$ 1,743	1,081.00	1/11/10		
	Kennedy Electric	Kennedy, Leo	alley sign	\$ 89	1,742.50	10/13/08	5,027.50	\$5,027.50
	Laundry Basket	Reid, Caryn/Bill	front		1,800.00	9/24/08	6,457.50	\$8,279.80
	Laundry Basket	Reid, Caryn/Bill	front		6,250.00	2/10/09		
	Laundry Basket	Reid, Caryn/Bill	front	\$ 10,262	3,407.95	4/9/09		
	Laundry Basket	Reid, Caryn/Bill	alley	\$ 1,800	342.05	6/10/09		
	Laundry Basket	Reid, Caryn/Bill	front		262.00	1/11/10	12,062.00	\$12,062.00
	Lemongrass	Paterson, Jessica	signage	\$ 250	250.00	3/10/09		
	Lemongrass	Paterson, Jessica	blade sign	\$ 644	644.00	3/10/09	893.50	\$894.00
	Mermaids Tale	Jacobs, Lezle	alley	\$ 1,000	1,000.00	11/25/08		
	Mermaids Tale	Jacobs, Lezle	blade sign	\$ 529	528.50	2/10/09	1,529.00	\$1,528.50
	NO FL Land & Capital	Jones, Patrick	blade sign	\$ 471	470.85	10/21/08	471.00	\$470.85
	No Name Café	Radcliff/Gingell	Awning & Blade Sign	\$ 1,382	1,382.10	3/1/12	1,382.00	\$1,382.00
	Novak Law Offices	Novak	front & alley	\$ 9,639	9,638.86	9/14/12	9,638.86	\$9,638.86
	Palm Tree Books	Smith, Jamie			3,283.06	10/13/08		
	Palm Tree Books	Smith, Jamie			1,012.50	11/6/08		
	Palm Tree Books	Smith, Jamie	sidewall	\$ 1,350	4,684.96	12/10/08		
	Palm Tree Books	Smith, Jamie	front	\$ 7,815	184.10	12/18/08	9,164.59	\$9,164.62
	Pelican's Roost	Scheeter	signs	\$ 640	640.00	8/13/09		
	Pelican's Roost	Scheeter	entry	\$ 3,377	6,227.00	2/8/11		
	Pelican's Roost	Scheeter	windows	\$ 4,500	4,500.00	9/14/12		
	Pelican's Roost	Scheeter	brick paver patio	\$ 2,850		N/A	11,367.00	\$11,367.00
	Pepper's Alley	McCormack, Jana/Mike	alley add-on	\$ 543	1,845.00	11/25/08		
	Pepper's Alley	McCormack, Jana/Mike	alley	\$ 6,108	6,108.30	12/18/08	6,651.30	\$7,953.30
	Performance Cycle	Comforter, Rocky	front	\$ 10,000	10,000.00	1/11/10		
	Performance Cycle	Comforter, Rocky	front	\$ 10,000	10,000.00	5/10/11	20,000.00	\$20,000.00
	Persnickety	Carr	alley	\$ 11,219	11,218.50	12/18/08		
	Persnickety	Warriner, Trish	bldg sign	\$ 700	875.00	2/10/09	11,919.00	\$12,093.50
	Picture Perfect	Staub, Terry	signage	\$ 434	336.60	1/15/09	434.00	\$336.60
	Portside Trading	Todd, Tom	awning	\$ 907	906.50	8/11/08		
	Portside Trading	Todd, Tom	alley/paint	\$ 1,755	1,755.00	10/13/08		
	Portside Trading	Todd, Tom	front	\$ 15,954	15,954.00	11/6/08		
	Portside Trading	Todd, Tom	blade sign	\$ 575	575.00	6/10/09		
	Portside Trading	Todd, Tom	front	\$ 690	690.00	1/11/10		
	Portside Trading	Todd, Tom	alley		4,500.00	2/11/10		
	Portside Trading	Todd, Tom	alley	\$ 8,992	4,492.00	4/8/10	28,872.50	\$28,872.50
	Radio shack	Lovelace, Joan	blade sign	\$ 450	450.00	12/12/08	450.00	\$450.00
	Reid Avenue Properties	McCormack, Jana/Mike	alley	\$ 7,953	5,751.00	10/21/08	7,953.30	\$5,751.00
	Sassy Nails	Ngyn, Amber	blade sign	\$ 275	275.00	12/3/08		

	Business	Contact	Type	Award	Amount Paid	Date of Check	Total Award	Total Paid
	Sassy Nails	Ngyn, Amber	bldg sign	\$ 985	985.00	12/3/08	1,260.00	\$1,260.00
	Sister's	Johnson, Cheryl	Front, side		3,800.00	5/21/09		
	Sister's	Johnson, Cheryl	alley/sign	\$ 6,086	2,285.80	6/10/09		
	Sister's	Johnson, Cheryl	awning	\$ 750	750.00	7/9/09		
	Sister's	Johnson	blade sign	\$ 205	205.00	12/7/09		
	Sister's	Johnson, Cheryl	Front,side	\$ -	0.00		7,041.00	\$7,040.80
	St Joe Furniture	Taylor, Libia	front/side		4,845.00	7/7/09		
	St Joe Furniture	Taylor, Libia	front/side		5,155.00	8/6/09		
	St Joe Furniture	Taylor, Libia	front/side	\$ 15,190	5,190.00	1/11/10	15,190.00	\$15,190.00
	St Joe Music	McEnry, Thomas	sidewalk	\$ 875	875.00	11/25/08		
	St Joe Music	McEnry, Thomas	front	\$ 981	981.00	12/18/08		
	St Joe Music	McEnry, Thomas	blade sign	\$ 294	294.25	2/10/09	2,150.00	\$2,150.25
	Vacant - 220 Reid Ave	Blaylock/Norton	alley	\$ 4,130	4,130.00	9/1/11		
	Vacant - 220 Reid Ave	Blaylock/Norton	front	\$ 3,915	3,915.00	10/4/11	8,045.00	\$8,045.00
	Vacant - 234 Reid	Duren, George	alley	\$ 1,818	1,818.00	8/14/09		
	Vacant - 234 Reid	Duren, George	front	\$ 4,760	4,760.00	3/8/10	6,578.00	\$6,578.00
	Vacant - 308,10,12 Reid	Richardson, Melba	alley	\$ 12,543	12,543.30	4/9/09		
	Vacant - 308,10,12 Reid	Richardson, Melba	front	\$ 5,500	5,500.00	2/8/11	18,043.00	\$18,043.30
	Vacant - Warriner	Warriner, David	canopy demo	\$ 2,250	2,250.00	11/25/08	2,250.00	\$2,250.00
	VanLierop	VanLierop	front/side	\$ 11,775	10,000.00	6/10/09		
	VanLierop	VanLierop	side	\$ 3,400	1,775.00	1/11/10		
	VanLierop	VanLierop	front/side		3,400.00	2/8/11	15,175.00	\$15,175.00
<b>FY 14</b>	<b>Complete</b>						<b>\$17,225.08</b>	
	PoJo Place	St. Joe Group	clean/paint exterior, new awning and signage	\$ 5,000	\$ 4,230	3/5/14	4,229.83	
	408 Reid	Mike Smith	Paint and windows at front & signage	\$ 5,000	\$ 5,000	4/1/14	5,000.00	
	Bow Wow Beach	Mark & Rose Harris	signage	\$ 2,691	1,746.00	12/17/13	1,746.00	
	Laundry Basket	Bill Reid	lighting, glass windows	\$ 6,250	6,249.25	11/4/13	6,249.25	
<b>FY 14</b>	<b>Project Preapproved - In Que for Payment</b>						<b>\$11,218.60</b>	
	Gifted Gourmet	Pamela Woolery	Signage windows, awning	\$ 662				
	411 Reid	Nick DiLallo		\$ 5,000				
	Port Cottages	Steve Wich	Signage	\$ 5,000				\$2790 approved, balance pending revised application to include lighting
	Polished Nail Boutique	Trung and Amber	Building Sign and	\$ 557				
<b>FY 14</b>	<b>New Applications</b>						<b>\$5,000.00</b>	
	Joe Mama's	Jim Nunneley	rear outside dining area	\$ 5,000				
		<b>Budgeted Amount</b>		\$ 40,200				
		<b>Approved/Paid</b>		\$ 28,444				
		<b>New Applications</b>		\$ 5,000				
		<b>Amount Remaining in Budget</b>		\$ 6,756				