

July 15, 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 July 15, 2014

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 7/1/14 Pages 1-5
- Commission Workshop Meeting 7/1/14 Page 6

City Attorney

- Gulf Pines Hospital- Property Tax Bill Page 7-8
- Competitive Florida Partnership- Update
- Ordinance 506
 - 2nd Reading & Consideration of Adoption Page 9

Old Business

- Water Plant Lime Pilot Study Update- Sterling Carroll, FRWA
- Lighthouse- Update
- Solid Waste Bids Page 10
- Pressure Washing on Reid Ave.- Comm Patterson
- Boat Ramp Fees- Comm. Thursbay
- Utility Rates- Comm. Thursbay

New Business

- Entryway Sign- Comm. Thursbay
- Chamber of Commerce Update- Paula Pickett
- Fee Waiver Request- Gulf County Sheriff's Office Pages 11-13
- Property Taxes
 - DR-420 Pages 14-19

Public Works

- Water Distribution Phase II-Update

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

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

Code Enforcement

- **Update**

Page 20

Police Department

- **Update**

PSJRA

- **May Meeting Minutes**
- **Repair at Dr. Joe Parking Lot Deck**
- **Open-Air Information Center- Update**
- **Downtown Brochure Status**

Pages 21-23

Pages 24-26

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, July 1, 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 McCroan, second by Commissioner Thursbay, to approve the Minutes of the Regular Meeting on June 17, 2014. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Gulf Pines Hospital Update

Mr. Gibson shared that, per County Attorney Jeremy Novak, the County voted not to proceed on a tax deed sale of the hospital. Mr. Gibson will call the IRS contact to see if this is acceptable.

Ordinance 500, Comprehensive Plan Amendment (Affordable Housing Property) First Reading

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to read Ordinance 500 by Title only and transmit Ordinance 500 to the Department of Economic Opportunity. All in Favor; Motion carried 5-0.

Mr. Gibson read Ordinance 500 by Title only.

Commissioner Patterson questioned the issue of 150 units and Mr. Gibson stated that this number can be changed.

Competitive Florida Partnership Update

Mr. Gibson noted that everything has been submitted to the Department of Economic Opportunity (DEO). There will be a celebration of our successful completion of the work on Monday, August 4, 2014 at 11:00 A.M. at Capital City Bank and the Department of Economic Opportunity will be on hand to acknowledge the achievements of our community and discuss the Competitive Florida Program.

PACES Addendum #1 to Purchase and Sale Agreement

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve Addendum # 1. Mayor Magidson noted that in Section 3 the word "note" should be "not." All in Favor; Motion carried 5-0.

Resolution 2014-09, Gulf Coast Parkway

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adopt Resolution 2014-09, supporting the Alternative Alignment 15 and the Primary Alternative Alignment 14. All in Favor; Motion carried 5-0.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Mr. Anderson shared that work continues and the move of all structures should take place the week of July 14, 2014.

Centennial Building Roof Update

Repairs have been made, the down spouts have not been installed and staff continues to monitor the repairs as there are still leaks.

Fourth of July Celebration Update – Fireworks, Street Dance Permit

Plans for the Fourth of July Celebration are in place. There will be a parade and low country boil beginning at 6:30 P.M.; a concert by Go Big or Go Home beginning at 8:30, P.M.; the fireworks display will begin at 9:30 P.M. and the band will close out the evening with the remainder of their concert. GAC will have the lighthouse construction site properly secured and designated as off limits to the public.

The Street Dance will begin at 6:00 P.M. on July 3, 2014 and will end at 1:00 A.M. on July 4, 2014. The set up will be the same as last year and the speaker system can be pointed in any direction except towards First Street. GAC will have their work area on MLK cleared and appropriately marked for safety.

Boat Ramp Fee Update

The sign is up, the money box is in place and envelopes have been provided. City residents do not have to pay a fee. County residents will pay either \$5 per day or purchase a one year permit for \$25. All out of county visitors will pay \$10 per day or may purchase a one year permit for \$50. It was reiterated that all funds collected will go for repairs and maintenance of the boat ramp.

Solid Waste Bids

A Workshop was held at 5:00 P.M. today on Solid Waste. Several issues, including roll offs were discussed. Several Commissioners wanted to do more research on the topic and asked that this be on the Agenda for July 15, 2014.

There will be a Budget Workshop on Thursday, July 17, 2014, at 5:00 P.M.

New Business

Pressure Washing on Reid Avenue – Commissioner Patterson

Commissioner Patterson has talked with several individuals that do this type work and other names were suggested during the meeting. Staff will research whether this will require an RFP or if bids are acceptable.

North Florida Child Development Center Sign – Commissioner Patterson

This is not a City issue and will need to be addressed by either the County or the Florida DOT.

Water / Sewer Rates – Commissioner Thursbay

Commissioner Thursbay stated that he is still doing his homework on this and would like for it to be on the July 15, 2014, Agenda.

Public Works – John Grantland

Water Distribution Phase II Update

Work is progressing, all tie ins in the Cypress and Juniper Avenues and Twenty Second Street area have been made; they are currently working in the area of Long to Monument Avenues between Twentieth Street and Allen Memorial Way and anticipate having this area completed prior to the next Commission meeting.

Commissioner Thursbay asked Mr. Grantland when improvements might be made to the track at the Washington Site. Mr. Grantland anticipates he will have more employees available in several weeks and will be able to work on the area.

Commercial District One Way Streets

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to advertise an RFP for this project. All in Favor; Motion carried 5-0.

Grinder Pump Contract

The original contract allowed for a mutually agreed upon one year extension. However, due to the lack of several documents, it would be best to advertise the project. A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to advertise an RFP for this project. All in Favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

The Lime Pre-Treatment Pilot Study is progressing well. It is a slow process but at this point, it looks very promising. Sterling Carroll, P. E., of Florida Rural Water would like to address the Commission at the July 15, 2014, meeting.

Commissioner Buzzett emphasized that the water issues of the City have always been the number one priority and he complimented staff on the work that has been done.

Wastewater Plant – Kevin Pettis

Algae bloom continues to be a problem, vendors have been contacted for assistance, the plant is currently spraying and they are working on a permanent solution to the problem. Mr. Pettis noted that the electrical aerators have been turned off, the plant is working shifts trying to resolve the odor problem and the SolarBees appear to be doing their job. He also shared that the nutrients are a problem and they are re-seeding the algae bloom which is a major portion of the problem.

City Engineer

CDBG Water Line Replacement and USDA Sidewalk Replacement Update – Liquidated Damages

Mr. Smallwood was out of town and to accommodate Andrew Rowell, this was moved until after the PSJRA segment.

Code Enforcement

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

Police Department – Sergeant Burch

Sergeant Burch did not have anything to report from the Police Department.

Commissioner Thursbay asked if employees of the Police Department are on the Fire Department. Sergeant Burch stated they were not and Commissioner Thursbay would like to talk with Chief Barnes and ask him to work with the Fire Department to train his officers as they are usually the first ones to arrive at the scene of a fire.

Commissioner Buzzett continues to receive complaints about loud noises on Avenue B. Sergeant Burch shared that the addresses are checked in a timely manner and they have not been able to hear the noise. The Police Department will continue to monitor the situation.

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

Ms. Alsobrook shared that the downtown brochure has been sent to the printer, the RFP for the deck at Dr. Joe Hendrix Memorial Park is out and she had placed information on the Open Air Information Center in the Commissioners' mail boxes. She asked that they review the document, select three additional / alternate elements and requested a Workshop on July 14, 2014, at 6:00 P.M.

City Engineer – moved from original section of the Agenda

Andrew Rowell of GAC asked for a time extension on the CDBG Water Line Replacement and USDA Sidewalk Project. He noted their lack of ability to hire operators, they were late in starting the project due to the inability to secure crews and resorted to sub-contracting the job. They currently have a 10 man crew on site and are anticipating adding two additional crews of 3 to 5 men each.

The Contract Start Date was February 17, 2014, with Substantial Completion (120 days) of June 16, 2014 and a Final Completion Date of July 16, 2014. Weather Days as of June 25, 2014, were 17. Mr. Rowell noted that the current Substantial Completion Date is July 3, 2014 and the new proposed Substantial Completion Date will be August 2, 2014.

Commissioner Thursbay shared that he was not impressed with what was done at first.

Commissioner Buzzett noted that GAC had been good to the City in the past; if they could complete the job by the new Completion Date he would vote to extend the time but if they failed to meet the deadline he would support them paying the liquidated damages.

Commissioner McCroan stated that he understood how hard it is to find help and he would support an extension until August 2, 2014.

A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to extend the contract to the New Final Completion Date of August 2, 2014. All in Favor; Motion carried 5-0.

City Clerk – Charlotte Pierce

Mrs. Pierce did not have anything to report at this time.

Citizens to be Heard

No one asked to address the Commission.

Discussion Items by Commissioners

Commissioner Thursbay did not have anything to discuss.

Commissioner Patterson shared that he had been told the attic / exhaust fans were not working in the Washington Gym and would like to have that corrected. Commissioner McCroan advised that if the air conditioning unit is running you do not want the attic / exhaust fans operating as they would pull the cool air out of the building.

He also expressed his concern about the inability of the Church of God In Highland View to make repairs to their sign which is located on Ralph Roberson's property. It was noted that this is an Off-Premise sign and per the Sign Ordinance, Off Premise signs are not allowed.

Commissioner McCroan did not have anything to discuss at this time.

Commissioner Buzzett did not have anything else to discuss tonight.

Mayor Magidson did not have any issues to discuss.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to adjourn the Meeting at 7:00 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE FY 2014 – 2015 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 1, 2014, AT 5:00 P.M.

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

The purpose of the Workshop was to discuss the FY 2014 – 2015 Budget with focus being on Solid Waste and the General Fund.

Copies of the preliminary 2014 – 2015 Fiscal Year Budget were distributed. Mr. Anderson noted that pages 1-6 were a summary of the budget with pages 7 – 38 being the Budget line item detail by fund.

Financial Analyst Mike Lacour discussed in detail the balances and noted that the increase in tipping fees has created a potential deficient in the Solid Waste Fund. Currently, the Solid Waste Contract bids are being reviewed and a decision will be made by September 30, 2014.

Mr. Lacour is comfortable with the General Fund balance. We will not be able to add any services or Capital and he noted there is a need to address the current facilities and maintenance issues soon. The want list items have been removed, no COLA funds will be available for employees, and staff will continue to review the budget for possible reductions.

Commissioners will review the provided documentation and meet again on July 17, 2014, at 5:00 P.M. to begin revising the projected budget.

Mayor Magidson adjourned the Workshop at 5:50 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

From : Thomas Gibson <tgibson@psjlaw.com>

Mon, Jul 07, 2014 02:40 PM

Subject : Gulf Pines

To : Mel Magidson <mmagidson@psj.fl.gov>, William Thurbay <thurbay3@yahoo.com>, Bo Patterson <bpatterson@psj.fl.gov>, Pmcroan@psj.fl.gov, Rex Buzzett <buzzrx101@hotmail.com>

Cc : janderson@psj.fl.gov, Jeremy Novak <jtnovak@novaklaw.us>

I received an e-mail from Jeremy Novak on June 30 saying that the county had voted not to proceed on a tax deed sale on the hospital. Today I received confirmation from the IRS that they would discharge the property from the tax lien based on Jeremy's e-mail and proof of payment of the two private tax liens. I am going to ask Jim to put this on the next agenda for a vote to pay and would hope to have them paid by the end of the month. The total of the two certificates is around \$38,000 and I will have an exact number from the tax collector prior to the meeting. Call me if you have any questions.

Tom Gibson
Rish, Gibson & Scholz P.A.
P.O. Box 39
Port St. Joe, Florida 32456
tgibson@psjlaw.com

TC906C 10 T33 ACS Tax Collection System

Collections System Inquiry

Bill No. Parcel No.

Name Delinquent Years

R 1375500 R 05637-000R

CITY OF PORT ST JOE T

2013

TAX DEED APPLIED FOR

Calc thru 7/31/2014

S Year	Tax Bill	Outstanding Taxes	Accrued Penalties	Total Due	Taxpayer
2012	R1377500	.00	.00	.00	CITY OF PORT ST JO
2012	R1376500-I	9,281.23	803.77	10,085.00	1220 CERT.
2010	R1375500	16,633.29	518.90	17,152.19	GULF PINES HOSPITA
2010	R1369600-I	19,274.26	8,630.14	27,904.40	1363 CERT.
2008	R1359400	.00	.00	.00	GULF PINES HOSPITA
2007	R1348600	.00	.00	.00	GULF PINES HOSPITA
2006	R1325100	.00	.00	.00	GULF PINES HOSPITA
2005	R1293300	.00	.00	.00	GULF PINES HOSPITA
2005	R1214500-C	28,597.65	47,175.81	75,773.46	456 CERT.
2003	R1143300	.00	.00	.00	GULF PINES HOSPITA
2004	R1113802-C	.00	.00	.00	4 CERT.
2004	R1089801-C	.00	.00	.00	3 CERT.
2004	R1075020-C	.00	.00	.00	2 CERT.
2004	R1061609-C	.00	.00	.00	1 CERT.
	Total	73,786.43	57,128.62	130,915.05	Action Code

1-MAIN 2-TRANS 3-DELQ 4-NAL 5-HIST 7-INDX

ORDINANCE NO. 506

**AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA
ADDING ADDITIONAL REQUIREMENTS TO THE PORT ST.
JOE LAND DEVELOPMENT REGULATIONS SECTION 3.16
PROVIDING FOR LOCATION REQUIREMENTS FOR
RESIDENTIAL USES IN AREAS DESIGNATED AS MIXED
USE; PROVIDING FOR REPEAL OF ALL ORDINANCES OR
PARTS OF ORDINANCES IN CONFLICT HERewith
PROVIDING PROVIDING FOR SEVERABILITY, AND
PROVIDING FOR AN EFFECTIVE DATE.**

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

1. Section 3.16 of the City of Port St. Joe Land Development Regulations is hereby amended to add the following paragraph:

Residential uses permitted within areas designated as Mixed Use according to the Port St. Joe Zoning and Future Land Use Maps may not be located on the ground floor of any building and must be located on the second floor or higher.

2. REPEAL: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

3. 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.

4. EFFECTIVE DATE: This Ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this ____ day of _____, 2014.

THE CITY OF PORT ST. JOE

By: _____
MEL C. MAGIDSON, JR.
MAYOR-COMMISSIONER

ATTEST:

CHARLOTTE M. PIERCE
CITY CLERK

The following commissioners voted yea:
The following commissioners voted nay:

Waste Pro-Waste Mgmt Bid Rates
July 15, 2014

	City	Waste Pro	Waste Mgmt	Unit	Monthly	Annual
	Units	Unit Cost	Unit Cost	Increase	Savings	Savings
Residential						
1-64 Gallon Cart	1,112	\$ 11.70	\$ 10.93	\$ (0.77)	\$ (856.24)	\$ (10,274.88)
2-64 Gallon Cart	29	\$ 17.40	\$ 19.43	\$ 2.03	\$ 58.87	\$ 706.44
1-96 Gallon Cart	262	\$ 13.50	\$ 10.93	\$ (2.57)	\$ (673.34)	\$ (8,080.08)
2-96 Gallon Cart	11	\$ 20.70	\$ 19.43	\$ (1.27)	\$ (13.97)	\$ (167.64)
1-64 Gal & 1-96 Gal	12	\$ 19.80	\$ 19.43	\$ (0.37)	\$ (4.44)	\$ (53.28)
	1,426				\$ (1,489.12)	\$ (17,869.44)
Business						
1-Cart Business 1x	64	\$ 20.70	\$ 26.02	\$ 5.32	\$ 340.48	\$ 4,085.76
1-Cart 2x	60	\$ 41.40	\$ 40.00	\$ (1.40)	\$ (84.00)	\$ (1,008.00)
21GARB	12	\$ 50.66	\$ 55.57	\$ 4.91	\$ 58.92	\$ 707.04
22GARB	9	\$ 101.32	\$ 116.15	\$ 14.83	\$ 133.47	\$ 1,601.64
23GARB	5	\$ 151.98	\$ 166.72	\$ 14.74	\$ 73.70	\$ 884.40
41GARB	11	\$ 101.32	\$ 101.15	\$ (0.17)	\$ (1.87)	\$ (22.44)
42GARB	9	\$ 202.64	\$ 212.30	\$ 9.66	\$ 86.94	\$ 1,043.28
43GARB	2	\$ 303.96	\$ 313.45	\$ 9.49	\$ 18.98	\$ 227.76
61GARB	8	\$ 151.98	\$ 151.72	\$ (0.26)	\$ (2.08)	\$ (24.96)
62GARB	9	\$ 303.96	\$ 308.45	\$ 4.49	\$ 40.41	\$ 484.92
81GARB	1	\$ 202.64	\$ 202.30	\$ (0.34)	\$ (0.34)	\$ (4.08)
82GARB	16	\$ 405.28	\$ 404.60	\$ (0.68)	\$ (10.88)	\$ (130.56)
	206				\$ 653.73	\$ 7,844.76
Net Annual Garbage Cost Reduction:						(10,024.68)
Senior Discount	141	\$ (1.00)	\$ (0.50)	\$ 0.50		
Percentage Increase		2%	CPI			
Tipping Fees		\$ 55.00	\$ 51.50	\$ (3.50)	\$ (518.00)	\$ (6,216.00)
Net Annual Garbage & Tipping Cost Reduction:						\$ (16,240.68)
No City Transfer Station Revenue in Waste Pro proposal, Yes City Tranfer Station Revenue in Waste Mgmt. proposal,						
Transfer Station Revenue	\$	-	\$ 1.00	\$ (1.00)	\$ (500.00)	\$ (6,000.00)
Total Variance between Waste Pro and Waste Mgmt bid:						\$ (22,240.68)
Waste Management Bid represents a greater potential cost reduction to the City						



Gulf County Sheriff's Office

Sheriff Mike Harrison

1000 Cecil G. Costin Sr. Blvd. • Port St. Joe, Florida 32456 • www.gulfsheriff.com
850-227-1115 • 850-639-5717 • Fax 850-227-2097

To whom it may concern:

My name is Meredith Ward and I am employed full time at the Gulf County Sheriff's Office as a Law Enforcement Officer. For the past few years I have been passionately involved in the American Cancer Society's annual event "Relay for Life". I have been the team Captain for the Sheriff's Office team and each year I have thought of ways to help raise money for our team. This year, with the help of my friend and co-worker Margaret Mathis, we have brainstormed and come to the conclusion that we should hold a charity event that is geared towards being a formal ball or Gala in order to raise money for our team's goal and ultimately the American Cancer Society.

We would like to hold this event at the historical and beautiful Centennial Building which is owned and operated by the City of Port Saint Joe. An application has been completed and a date set for January 24, 2015. We believe that this location would be perfect in size and location for what we want to accomplish. This event will be alcohol free and will be decorated in a "Winter Wonderland" theme. We plan on holding silent auctions and serving heavy h'ordeuvres as well as desserts and having a dance floor with one of our employees as the DJ.

Because this is a charity event and the main purpose is to raise funds, we respectfully request that you not only approve our application to rent the building, but if at all possible reduce or even waive the fee for the event. We also invite you to take part in our event and offer any suggestions you may have that will make it successful.

Thank you for your time and consideration,

Meredith Mc Ward

Meredith McNeill Ward

850.227.1115 (Work)

850.227.4885 (Cell)

850.370.6990 (Margaret Mathis Cell)

COPY

AGREEMENT FOR TEMPORARY USE OF CENTENNIAL BUILDING
CITY OF PORT ST. JOE, FLORIDA

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER:)

Meredith Ward / Margaret Mathis c/o Gulf County Sheriff's Office

ADDRESS: 1000 Cecil G. Costin Sr. Blvd.

Port St. Joe

Florida

32456

CITY

850-227-4885

STATE

850-370-6990) Not for public use - personal cell phones

TELEPHONE 850-227-1115

DATE(S) REQUESTED

January 24, 2015

TYPE OF ACTIVITY

Relay for Life fundraiser

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Centennial Building to User on the date(s) set forth above.

All "Users" be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

1. The City shall:

- A. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- B. Not be responsible for any damage, accidents, or injury that may happen to the User or his agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above described activity during the period covered by this agreement.
- C. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- D. The activities of the City have first priority and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. The User shall:

- A. Take the premises as they are found at the time of occupying by the User.
- B. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and material owned by the User. The City assumes no liability for the User's equipment and material.
- C. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- D. Indemnify the City and hold it harmless from any liability, including court costs and attorney's fees which result from any of the activities which occur on the property during the term of this Agreement.

3. **Payment of Charges:**

- A. All payments must be made by check or money order payable to the City of Port St. Joe.
- B. All payments will be delivered to the City as of the date of the execution of this Agreement.
- D. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. **The Following Regulations shall be followed:**

- A. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- B. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, User is responsible for its replacement cost.

5. **Deposit Guidelines**

- Deposits will be cashed immediately and a refund check will be issued once the following items have been addressed after the rental date(s).
 - 1. All lights were turned off after the event
 - 2. All AC/Heating units were turned off after the event
 - 3. All trash and decorations have been removed after the event
 - 4. The premises have been secured after the event
 - 5. No damage to the property

6. **Acknowledgment:**

- A. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- B. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- C. I (person requesting permit) Meredith Ward / Margaret Mathis, a citizen of the State of Florida and of the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party which believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.

FOR CITY OF PORT ST. JOE:

Recreation Director
Date: _____

FOR USER:

M. Ward / Margaret Mathis
Signature

Title

Gulf County Sheriff's Office
Organization

June 23, 2014
Date



CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2014	County: Gulf
Principal Authority: City of Port St. Joe	Taxing Authority: City of Port St. Joe

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	254,855,498	(1)
2.	Current year taxable value of personal property for operating purposes	\$	24,593,895	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	322,211	(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	279,771,604	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	779,041	(5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	278,992,563	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	280,011,508	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number 2	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:		Date :	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422)	3.5914	per \$1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10, divided by 1,000)	\$	1,005,633	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value (Sum of either Lines 6c or Line 7a for all DR-420TIF forms)	\$	74,428	(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$	931,205	(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	\$	20,724,001	(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	\$	258,268,562	(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	3.6056	per \$1000	(16)
17.	Current year proposed operating millage rate	3.5914	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	\$	1,004,772	(18)

Current Millage

Continued on page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUS		<div style="display: inline-block; border: 1px solid black; padding: 2px 5px; transform: rotate(45deg); transform-origin: center;">STOP</div> STOP HERE - SIGN AND SUBMIT		
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	912,643	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>	3.5337	per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	988,629	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	1,281,989	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>	4.5823	per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, <u>minus 1</u>, multiplied by 100)</i>		29.67 %	(27)
First public budget hearing		Date :	Time :	Place :
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

Instructions on page 3



CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2014	County: Gulf
Principal Authority: City of Port St. Joe	Taxing Authority: City of Port St. Joe

SECTION I: COMPLETED BY PROPERTY APPRAISER


1.	Current year taxable value of real property for operating purposes	\$	254,855,498	(1)
2.	Current year taxable value of personal property for operating purposes	\$	24,593,895	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	322,211	(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	279,771,604	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	779,041	(5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	278,992,563	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	280,011,508	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number 2	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:		Date:	

SECTION II: COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422)	3.5914	per \$1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10, divided by 1,000)	\$	1,005,633	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value (Sum of either Lines 6c or Line 7a for all DR-420TIF forms)	\$	74,428	(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$	931,205	(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	\$	20,724,001	(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	\$	258,268,562	(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	3.6056	per \$1000	(16)
17.	Current year proposed operating millage rate	4.5914	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	\$	1,284,543	(18)

1 mill Increase

Continued on page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs				
STOP HERE - SIGN AND SUBMIT				
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	912,643	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>	3.5337	per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	988,629	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	1,281,989	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>	4.5823	per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		29.67 %	(27)
First public budget hearing		Date :	Time :	Place :
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

Instructions on page 3

17



TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2014	County : Gulf
Principal Authority : City of Port St. Joe	Taxing Authority : City of Port St. Joe
Community Redevelopment Area : Port St. Joe Community redevelopment Area	Base Year : 1990

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	35,028,962	(1)
2.	Base year taxable value in the tax increment area	\$	12,169,465	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$	22,859,497	(3)
4.	Prior year Final taxable value in the tax increment area	\$	33,984,203	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$	21,814,738	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		95.00 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$	21,716,522	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	74,428	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$		(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$		(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)		%	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$		(7e)

SIGN HERE	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

2014 Payment to PSJRA 3.5914 = 77,993
18 4.5914 = 99,709



TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2014	County : Gulf
Principal Authority : City of Port St. Joe	Taxing Authority : City of Port St. Joe
Community Redevelopment Area : Port St. Joe Community Redevelopment Area Extension	Base Year : 2010

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	23,378,975	(1)
2.	Base year taxable value in the tax increment area	\$	26,185,135	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	(2,806,160)	(3)
4.	Prior year Final taxable value in the tax increment area	\$	23,389,665	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	(2,795,470)	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	ϕ	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	74,428	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$		(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$		(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$		(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

Code Enforcement 2014 Activity
As of 7/8/14

	Open	Closed	Total	Increase
Unlawful Accumulation	17	39	56	7
Substandard Structure	2		2	
Abandoned Vehicle	5	10	15	2
Unlawful Sewer				
Land regulation Violation		8	8	
Business Lic. Violation		1	1	
Special Master Hearings				
Building Demolition	1		1	
Waste Violation	3	54	57	2
Sign Violation		140	140	8

Total	28	Total	252	Total	280	Total	19

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

MEETING MINUTES

May 15, 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

Rex Buzzett	Director	(RB)	Present
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	Present
Bo Patterson	Director	(BP)	Present
William Thursbay	Director	(WT)	Present
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 at 10 AM.

II. Citizens to Be Heard

- A. Tim Nelson discussed the importance of considering an economic study of the City of Port St. Joe Waterfront for business development.

III. Consent Agenda

- A. The minutes of the April 17 regular meeting were approved as per signature of the former Chair (RB/BP, 5-0).

IV. Agency Operations

- A. The financial report was presented and approved without modification, and the Board authorized GA to create an RFP for accounting oversight. (BP/WT, 5-0).

V. Governance

- A. Required Documents for Directors: The Certificate of Appointment will be delivered to the City; the Sunshine video affidavits were executed and will be delivered to the City, and the preferred contact information was provided by each Director.
- B. PSJRA Meeting Time and Day: The regular meetings will be held on the third Tuesday of each month at 4:30 PM at City Hall. GA will set up a conference table in the open area just outside of the Commission Chambers to accommodate the Directors. Seating for visitors will be the existing chairs in the Commission Chambers (RB/PM, 5-0).

- C. Additional Directors: The Board authorized GA to contact the following as potential Directors to represent construction and real estate on the Board: Ben Carnes of Blackfin Construction and Kaye Haddock of Beach Properties. Should a potential candidate decline and an alternate choice be required, GA will contact Kelly Forehand/Matthew Birmingham of F&B Builders and Sheryl Bradley of Beach Realty (WT/RB, 5-0). Of the two additional Directors, which will serve two years and which will serve four years is yet to be determined.

VI. 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 has been submitted, and the grant deadline has been extended to September 30, 2014.
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: The committee members are securing the information required to identify a grant opportunity and submit a grant request, e.g. marketing plans and physical requirements.

B. Façade Grant Program

1. The Board approved the following grant reimbursements as all work has been completed and required documentation submitted (RB/BP, 5-0):
 - Port Cottages \$4,425.00
 - Polished Nail Boutique \$557.10
 - Gifted Gourmet \$661.50

VII. Project Status Report

- A. Open-Air Discovery Center: The Board requested the charrette with Littlejohn Engineering be scheduled for Tuesday, June 10, with a public workshop scheduled at 5 PM at City Hall. GA will confirm the schedule with LEA and create the public notice.
- B. Gateway Banners: The Board approved GA to create an RFQ for a design concept for the Gateway Banners (WT/PM, 5-0).
- C. Landscaping on Reid Avenue: GA will meet with GCPS to determine the scope and estimated cost of minimal replanting of bare areas. GA will also confirm adequate irrigation in all areas.

- D. Downtown Brochure: The board voted (RB/BP, 5-0) to authorize GA to award the contract to the low bidder for minor revisions and reprinting of the brochure. Additional discussion related to more extensive re-design will be included in the 2015 budget process.
- E. Small Vessel Committee: GA will continue to update the Board on progress.

VIII. New Business

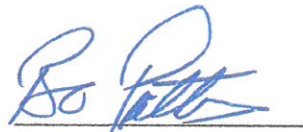
- A. Phase IV Landscaping: GA and the City Manager will continue to monitor the level of service provided during the maintenance period. A joint report and recommendation will be made to the City at the first meeting in June.
- B. Affordable Housing Project: While the PSJRA is fully supportive of the affordable housing project, the Board (MM/BP, 5-0) is reluctant to utilize PSJRA funds to pay for participation by the Executive Director to sit on the steering committee in the early stages of the project.
- C. City of Port St. Joe Economic Development Plan: The Board will rely on the City Commission to determine the involvement of the PSJRA in specific, relevant activities.
- D. Dr. Joe Park Wood Deck: A portion of the deck is closed due to broken and sagging boards. BP will assess any termite damage, and PM will provide comments as to overall condition and potential scope of work to repair. Public Works will provide an additional assessment later this week. This is considered an emergency situation and will be remediated ASAP.
- E. PSJRA Office Relocation: The Board will recommend the City Commission consider the viability of moving the PSJRA office into City Hall.

IX. Meeting Adjournment

The meeting was adjourned at 12:14 PM (RB/PM, 5-0).

Approved:


Rex Buzzett, Chair


Bo Patterson, Vice Chair



July 2, 2014

Honorable Melvin Magidson, Mayor
City of Port St. Joe
P.O. Box 278
Port St. Joe, FL 32457

RE: City of Port St. Joe - RBEG Pre-Application \$199,000

Dear Mayor Magidson:

We have reviewed the pre-application material submitted by the City of Port St. Joe. The City of Port St. Joe is a public body requesting a grant for infrastructure in the form of an open air information center located at Billy Joe Rish Parking Deck.

Based on our review of the material submitted, we have determined that the City of Port St. Joe appears to be eligible under paragraph 1942.305(a) of RD Instruction 1942-G for the requested assistance, and the purpose is eligible under paragraph 1942.306(a) of RD Instruction 1942-G. Please find attached Form AD-622, Notification of Pre-application Review subject to a final eligibility determination by OGC.

The following items need to be submitted to this office in order to complete the full application review and approval:

1. Preliminary Architectural Report and Architectural Service Agreement.
2. Audit for FY 2013
3. Applicant to certify their experience in administering the grant.
4. Copies of executed or proposed leases, contracts or other agreements with site tenants as well as the number of jobs to be created/saved as a result of the project.
5. Form RD 1940-20 "Request for Environmental Information" with Exhibits.

We encourage the submission of the complete application by August 2, 2014. If you have any questions or comments regarding the above requirements, please do not hesitate to contact this office and speak to SheNeena Forbes, Area Specialist.

Sincerely,



DIANE B COLLAR
Acting Area Director

DBC/SKF/skf

Attachments

USDA, RURAL DEVELOPMENT
2741 Pennsylvania Ave., Suite 5
Marianna, FL 32448

Phone: (850) 526-2610 Fax: (855) 474-6969

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

U.S. DEPARTMENT OF AGRICULTURE
NOTICE OF PREAPPLICATION REVIEW
ACTION

From: USDA, Rural Development
(Department, bureau, or establishment)

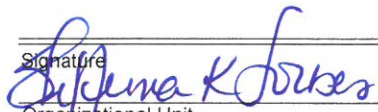
Agency Number _____

To: City of Port St. Joe
P.O. Box 278
Port St. Joe, FL 32456

Reference Your Preapplication
Number _____

Dated: 03-28-2014

1. We have reviewed your preapplication for Federal assistance under RD Instruction 1942-G and have determined that your proposal is:
- ☒ eligible for funding by this agency and can compete with similar applications from other grantees.
- ☐ eligible but does not have the priority necessary for further consideration at this time.
- ☐ not eligible for funding by this agency.
2. Therefore, we suggest that You:
- ☒ file a formal application with us by (date) 08-02-2014
- ☐ file an application with _____ (Suggested Federal agency).
- ☐ find other means of funding this project.
3. Based upon the funds available for this program over the last two fiscal years and the number of applications reviewed, or pending, we anticipate that funds for which you are competing will be available after (month, year) _____.
4. You requested \$ 199,000.00 Federal funding in your preapplication form, and we:
- ☐ are agreeable to consideration of approximately this amount in the formal application.
- ☒ will need to analyze the amount requested in more detail.
5. A preapplication conference will be _____ necessary ☒ not necessary. We are recommending that it be held at _____, on _____, at _____ a.m./p.m. Please contact the undersigned for confirmation.
6. Enclosures: _____ Forms _____ Instructions ☒ Other (Specify) Application Checklist
7. Other Remarks:
See Attached

Signature 	Title Area Specialist	Date 07-02-2014
Organizational Unit Rural Development	Administrative Office Marianna Office	Telephone Number (850) 526-2610

Address
USDA, Rural Development
2741 Pennsylvania Avenue, Suite 5,
Marianna, FL 32448-4014

NOTE: This form will be used by Federal agencies to inform applicants of the results of a review of their preapplication request for Federal assistance. When the review cannot be performed within 45 days, the applicant shall be informed by letter as to when the review will be completed. When Federal agencies determine that the proposal is not eligible for Federal assistance, specific reasons should be provided in Item 7 Other Remarks.

Town of Port St. Joe – Attachment to AD-622

Notice of Preapplication Review

Rural Business Enterprise Grant – Open Air Information Center

“You are advised against taking any actions or incurring any obligations which would either limit the range of alternatives to be considered, or which would have any adverse effect on the environment. Satisfactory completion of the environmental review process must occur prior to the issuance of the Letter of Conditions.”