

August 15, 2023
Budget Workshop Meeting
11:00
Regular Meeting
12:00 Noon



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
Steve Kerigan, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, 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
12:00 Noon
Tuesday August 15, 2023

Call to Order

Consent Agenda

Minutes

- Special Meeting 7/20/23 Pages 1-2
- Regular Meeting 8/1/23 Pages 3-7
- Workshop Meeting 8/8/23 Page 8

City

Engineer

- Beacon Hill Sewer
- Downtown Water Line Replacement Phase I
- Madison Street Paving

City Attorney

- Demolition Update- 903 16th Street & 1310 Long Ave.
- Ordinance 602- Parking Pages 9-13
 - Second Reading & Adoption

Old Business

- City Projects Page 14

New Business

- Cabell Drive- Preston Russ
- Grant Application Request- Leelee Doughty Pages 15-16
- Second Street Road Closure Discussion
- Washington Gym MOU Pages 17-19

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**
- **FRDAP Committee- Update**

Code Enforcement

- **Update**

Police Department

- **AAE Policy Approval Request**

Pages 20-30

City Clerk

- **Grants**

Pages 31-32

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, July 20, 2023, at Noon**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Attorney Clinton McCahill, Finance Director Mike Lacour, Chief of Police Jake Richards, and Public Works Director John Grantland were also present.

CONSENT AGENDA

Ordinance 602 Parking First Reading and Request to Advertise

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to have the First Reading and advertise Ordinance 602. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 602 by Title only.

Mayor Buzzett asked for any public input and there was none.

Long Avenue Pay Request

After a lengthy discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Langston, to make a final payment in the amount of \$314,578.85 to North Florida Construction, Inc. for the project. All in favor; Motion carried 5-0. \$100,000 is not being paid due to the issues with Long Avenue.

RFP 2023-09 Beacon Hill Sewer

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to accept the low bid of \$2,095,010 from North Florida Construction contingent upon approval of the state for the City Staff to do the tap work. All in favor; Motion carried 5-0.

Jamie Miller of North Florida Construction was present, and Commissioner Lowry asked him if he were comfortable doing this project Mr. Grantland and staff to which Mr. Miller replied, "Yes." Commissioner Lowry also asked Mr. Miller if he felt there would be any issues with time or overages and he responded, "No."

Citizens to be Heard

Delores Windolf asked when the structure at 903 16th Street would be demolished. Attorney McCahill has been working with a judge, and the local police department because this is a civil matter and without proper documentation, the police department cannot be involved. Mr. McCahill anticipates that all issues concerning the legalities of this matter will be resolved by the August 1, 2023, meeting.

Discussion Items by Commissioners.

Mayor Buzzett referenced an email request from Ed Mitchem of the pickle ball group. The original request was for the pickle ball group to provide a third of the cost, and the City and county to each provide a third of the cost. The more recent request was for the City and county to each provide 50%. Commissioner Hoffman feels that there is a disconnect on who represents the pickle ball group, other Commissioners feel the group should raise money for other entities to match, and if this a project that a FEDAP Grant would cover, to consider that as a possibility.

Commissioner Kerigan shared that Mark Costin had contacted him about possibly closing Second Street between Williams and Long Avenues and turning it into a public parking area. Utilities would need to be checked before any commitments are made on this.

Motion to Adjourn

There being no further business to come before the Commission, Mayor Buzzett adjourned the Meeting at 1:47 P.M.

Approved this _____ day of _____ 2023.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, August 1, 2023, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Workshop and Regular Meetings both on July 18, 2023. Attorney McCahill read Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Commissioner Lowry on July 18, 2023. All in favor; Motion carried 5-0.

City Engineer – Josh Baxley

Long Avenue Paving

A Motion was made by Commissioner Lowry, second by Commissioner Kerrigan, to rescind the Motion from the Special Meeting of July 20, 2023, (made by Commissioner Hoffman, second by Commissioner Langston, to make a final payment in the amount of \$314,578.85 to North Florida Construction, Inc. for the project. All in favor; Motion carried 5-0.) and accept the offer of North Florida Construction (NFC) of not accepting the check for \$314,578.85, as the final payment, but for NFC to mill and resurface the entire roadway 1" thick, and in return they would be owed the remaining \$100,000 in the contract amount after satisfactory completion of the task. All in favor; Motion carried 5-0. The E-mail from Jamie Miller is attached as Exhibit A.

Beacon Hill Sewer

The contractor is currently working on the lift station plumbing and electrical. The force main tie in on Highway 98 was made on July 28, 2023. North Florida Construction was awarded the project in the amount of \$2,095,010.00.

Downtown Water Line Replacement Phase I RFP 2023-07

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to accept the low bid from Monolith in the amount of \$857,607.77 pending approval for funding from the State Revolving Fund. All in favor; Motion carried 5-0.

Madison Street Paving

This project is currently out for bid.

Clifford Sims Park

Funding has been approved for the backfill and observation platform. A conceptual drawing was provided to the Commission as well.

City Attorney

Demolition Update 903 16th Street and 1310 Long Avenue

Attorney McCahill shared that all issues have been resolved with this and he is waiting on a firm date for the contractor to start the demolition of each location. Owners are to be notified when a firm date has been established as to when the demolition will begin.

Old Business

Workforce Housing Development Update – Michael Snodgrass

Mr. Snodgrass updated the Commission on the project. Currently, they are waiting for formal approval of the road easement from Duke Energy. He stated that federal funding cycles will open shortly, and they anticipate having applications ready for that.

City Projects

There were no questions from the Commission about City projects.

New Business

Mayor Pro Tem

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, for Commissioner Lowry to serve as Mayor Pro Tem because of his length of service on the Commission. All in favor; Motion carried 5-0.

Second Street Road Closure Discussion

Mayor Buzzett asked that Commissioners look at the area, talk with the adjacent owners, and be prepared to discuss this at the next meeting. Mr. Grantland noted that there are utilities crossing the road and this will need to be considered.

Public Works – John Grantland

Mr. Grantland did not have any updates for the Commission.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have anything to share with the Commission.

Wastewater Plant

Mr. Pettis was getting the plant operational and was unable to be at the meeting.

Finance Director – Mike Lacour

FEMA Update

Clifford Sims Park is the only open project with FEMA.

Grants Reimbursement Update

Mr. Lacour has requested approximately \$560,000 on the Beacon Hill Sewer Project and \$61,000 in closeout funds for the First Street SCOP Grant.

Code Enforcement –

Mr. Anderson announced that Ty Van Heerden was selected as the new Part Time Code Enforcement Officer, and he will begin with the City tomorrow.

Police Department – Chief Richards

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the 51% request letter for the FY 2022 Edward Byrne Memorial JAGC Program funds in the amount of \$26,416. All in favor; Motion carried 5-0.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that City Staff continues to work on grant opportunities and complete compliance reports on monthly and quarterly basis.

Clerk Pierce noted that beginning next week, cemetery plots will be sold in what was originally intended for Perpetual Care as there is one remaining 8 plot and no 4 plot parcels available in Section G. She also shared that the Mausoleum that was built in 1990 has 1 remaining crypt available in the Mausoleum. The Clerk shared that there have been request for Columbaria for the interring of cremains.

Citizens to be Heard –

Jimmy Garcia asked if anything had been resolved about the traffic problems in town. Mayor Buzzett responded that the red lights could be adjusted to allow a greater flow of traffic, but those on the side streets would have a longer wait.

Chester Davis reminded the Commission of the OSHA Training Class that will begin Thursday and noted that they have reached out to the duPont Foundation for incentives to get people enrolled in the class. Mr. Davis is to provide a flyer to the City to be added to the website and social media pages.

Discussion Items by Commissioners

Neither Mayor Buzzett, Commissioners Langston, Kerigan, nor Hoffman had any updates for the Commission.

Commissioner Lowry shared his concerns about local traffic and asked that the Commission request a DOT Traffic Study to help with the issue. He suggested returning to 4 lane traffic rather than the 2 lanes we currently have on Highway 98. Chief Richards asked that all center turning lanes be made dual.

Motion to Adjourn

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:05 P.M.

Approved this _____ day of _____ 2023.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Charlotte Pierce

From: Jim Anderson
Sent: Wednesday, August 2, 2023 9:56 AM
To: Jamie Miller
Cc: Charlotte Pierce
Subject: RE: Long Avenue Resurfacing Project

Good morning Jamie,
The City Commission voted yesterday to except your offer. Thanks and have a good week.
Jim

From: Jamie Miller <jamie@northfloridaconst.com>
Sent: Thursday, July 20, 2023 5:12 PM
To: Jim Anderson <janderson@psj.fl.gov>
Cc: Joshua Baxley <jbaxley@dewberry.com>; Stacy Miller <stacy@northfloridaconst.com>
Subject: Long Avenue Resurfacing Project

Jim,

It was my understanding from today's special meeting that if we accept the check as final payment, we would forfeit the \$100,000.00 left in the original contract amount. We hereby do not accept the check as final payment for this project.

We would like to present an alternative for the Council's consideration. We prefer to mill and resurface the entire roadway 1" thick. In return, we would be owed the entire contract amount after satisfactory completion of this task.

Additionally, we are suggesting that we do not perform this work immediately. We feel the recent utility patches will not fully settle for a prolonged amount of time. We prefer the utility patches be allowed to settle and "weather in" for at least 9 months before we mill and resurface to provide the quality of roadway we feel comfortable with. We are in agreement with the City holding the \$100,000.00 until we mill and resurface.

--
Jamie Miller
Project Estimator / Project Manager
North Florida Construction, Inc.
P.O. Box 129
10367 NW Newsome Road
Clarksville, FL 32430
PH: 850-674-5730
FAX: 850-674-4712
M: 850-643-8053
CGC1512143



MINUTES OF THE FY 2023 - 2024 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 8, 2023, AT 12 Noon.

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Financial Director Mike Lacour, Police Chief Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Superintendent Larry McClamma, Wastewater Treatment Plant Superintendent Kevin Pettis, and Joe Harris Chief Operator, were also present. Commissioner Langston joined the meeting at 12:20.

The purpose of the Workshop was to review the FY 2023 – 2024 Budget.

Melissa Hancock, speaking on behalf of the pickle ball group, gave an overview of the program and requested funding from the City in the amount of \$53,000. Mayor Buzzett shared that he would like an Interlocal Agreement with Gulf County as to the amount they would contribute, noted the parking issue with the current location, and the opening of the new motel adjacent to the courts. He noted there are many requests for funding and decisions would need to be made to fill them. Others speaking on behalf of the pickle ball group were Bessie Graham, Bill Crane, Art Polep, Kyle Worthy, and Ed Mitchem.

After a lengthy discussion on personnel, employee raises for the coming fiscal year, and reiterating the need to stay out of personnel issues and leave them to the department heads, the Commission reviewed the Non - Departmental Projects. Consensus was that election expenses should be less and suggested adding \$2,000 of those funds to each of the following groups, Gulf County Library, Gulf County Senior Citizens, and Gulf County ARC Travel Assistance.

No update on rates for Dental, Liability, or Property Insurance, and Workers Comp have been received as of today. Mr. Van Lierop is working on this and will let the City know what the rates will be as soon as he receives them.

Citizens to be Heard

No one wished to address the Commission.

Discussion Items by Commissioners

Neither Mayor Buzzett nor the Commissioners had anything else to discuss.

Motion to Adjourn

The next Budget Workshop will be held in the City Commission Meeting Room at Ward Ridge on Tuesday, August 15, 2023, at 11:00 A.M.

Mayor Buzzett adjourned the meeting at 1:50 P.M.

Approved this _____ day of _____ 2023.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 602

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA ESTABLISHING A PARKING ORDINANCE FOR THE CITY; PROVIDING THE AUTHORITY TO DO SO; PROVIDING WHAT CONSTITUTES A PARKING VIOLATION; PROVIDING FINES/PENALTIES; PROVIDING ENFORCEMENT; PROVIDING FOR THE SEGREGATION OF FINES/PENALTIES COLLECTED AND THE LIMITS ON THE EXPENDITURE OF THOSE FUNDS; PROVIDING SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Port St. Joe, Florida, has determined that a parking ordinance is necessary in the City of Port St. Joe; and

WHEREAS, it is the intent of the City Commission with this Ordinance to Establish a parking ordinance with fines/penalties within the City of Port St. Joe; and

NOW THEREFORE, be it enacted by the people of the City of Port St. Joe, Florida as follows:

1. DEFINITIONS.

- A.** *Park or parking* means the standing of a vehicle, whether occupied or not, other than temporarily for the purpose of and while actively engaged in loading and unloading merchandise or passengers.
- B.** *Public street or highway* means any maintained driving surface intended for through travel within a right-of-way or dedicated easement, including the right-of-way or dedicated easement of the City.
- C.** *Right-of-way* means land in which the City, or any other public or private entity, owns the fee or has an easement devoted to or required for use as a transportation facility.
- D.** *Travel lane* means the portion of the roadway designed and intended for through travel of vehicles, specifically excluding shoulders, berms, sidewalks, ditch and swale, slopes, and parking lanes. The edge of the travel lane is delineated by the solid white painted edge line when present; the edge of pavement where no edge line

is present; the edge of stabilized surface when the road surface is unpaved; the inside toe of the windrow on graded surfaces; and the outside edge of the wheel ruts on ungraded surfaces.

E. *Curb* means any concrete border along the edge of a travel lane intended to direct stormwater runoff or to restrain movement of traffic.

F. *Medium and Heavy truck* means any vehicle heavier or larger in size than a one-ton, dual rear wheel pick-up truck.

2. **AUTHORITY.** The City of Port St. Joe has authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida, Chapter 166, Florida Statutes and Section 316.1967, Florida Statutes.

3. **Manner of Parking.**

A. Parking shall be a lawful use of the right-of-way in public streets or highways where it does not create a safety problem due to obstruction of the travel lane, obstruction of sight distance, or damage to the clear zone.

B. Upon portions of streets extending from Highway 98 to Williams Avenue, First Street to Cecil G. Costin Sr. Boulevard that have been marked or signed for parallel or angle parking, vehicles shall be parked at the angle to the curb indicated by such mark or signs, within the marked parking space, out of the travel lane, and not obstructing any pedestrian walkway.

C. It shall be unlawful for any person to park any of the following along or upon any of the public streets between 1st Street and Cecil G. Costin Sr. Boulevard and Highway 98 and Williams Avenue: (Exception to delivery vehicles in the Alley ways behind business' along Reid Avenue)

1. Motor vehicles with a trailer attached;
2. Motor coaches;
3. Medium and Heavy trucks;
4. Travel trailers, camping trailers, park trailers, fifth-wheel trailers, semi-trailers, utility/enclosed/flat bed/etc or any other kind of trailer
5. Mobile homes or manufactured homes.

This section shall not apply to vehicles and trailers parked on public property specifically designated for such parking.

D. **Double parking**, double standing or double stopping, except to unload passengers or merchandise in designated loading areas.

E. **No lodging in vehicles.**

It shall be unlawful for any person to lodge in, on or about any automobile, truck, trailer, camping or recreational vehicle or similar vehicle in any public street, public park area, public

way, right-of-way, parking lot or other public property within the limits of the City of Port St. Joe.

F. Violation of handicapped parking spaces.

The penalty for violation of F.S. § 316.1955 or 316-1956 shall be a fine of \$250.00.

G. Impounding Vehicles Illegally Parked.

Law enforcement officers acting within their jurisdiction may impound any unoccupied vehicle parked in violation of this ordinance and to release such vehicle to its owner subject to the payment of a court fine and any storage, towing, or other impounding charges.

H. Ownership of Vehicle Prima Facie Evidence of Responsibility.

In any prosecution charging a violation of this ordinance, proof that the vehicle described in the complaint was stopped, parked or operated in violation of this ordinance, together with proof that the defendant named in the complaint was the registered owner of such vehicle at the time of the alleged violation, shall be prima facie evidence that the defendant/owner was the person who stopped, parked or operated the vehicle in violation of this ordinance. This presumption may be rebutted if the registered owner furnishes evidence to the appropriate law enforcement authorities that another person had custody or control of the vehicle at the time of the violation, including the name and address of the person who committed the violation. The registered owner of a vehicle shall not be responsible for any violation of this ordinance if, at the time of the violation, the vehicle was stolen or was in the custody or control of a person whom the registered owner had not authorized to use the vehicle.

I. Parking Ticket Citations.

Every prosecution on any charge involving any violation of this Ordinance shall be by the issuance of a parking ticket citation. Any person who is issued a municipal parking ticket by a parking enforcement specialist or officer is deemed to be charged with a noncriminal violation and shall comply with the directions on the ticket. If payment is not received or a response to the ticket is not made within the time period specified thereon, the citation will be forwarded to the county court or its traffic violations bureau and they shall notify the registered owner of the vehicle that was cited, or the registered lessee when the cited vehicle is registered in the name of the person who leased the vehicle, by mail to the address given on the motor vehicle registration, of the ticket. Mailing the notice to this address constitutes notification. Upon notification, the registered owner or registered lessee shall comply with the court's directive.

J. Failure to appear and pay fine within prescribed time.

If the person accused of a violation does not appear to answer a citation affixed to his motor vehicle within a period of 30 days the Clerk of Courts shall send the owner of the motor vehicle to which the citation was affixed a letter informing him of the violation, requesting payment and warning him that if such request is not complied with within a period of 30 days after the date of such notice the citation will then be forwarded to the courts.

K. Procedure for forwarding information to state.

Pursuant to F.S. § 316.1967, the city traffic violations bureau shall supply the state department of highway safety and motor vehicles with a magnetically encoded computer tape reel or cartridge

which is machine readable by the installed computer system at the department, listing persons who have three or more outstanding parking violations.

4. **VIOLATION.** Any person violating the ordinances as set forth herein shall be in violation of this Ordinance and guilty of a civil infraction.
5. **FINE/PENALTY.** The Civil Fine/Penalty for the violation of this Ordinance shall be the amount of \$65.00 (Sixty-Five Dollars) plus administrative and court costs. Any citations paid later than 30 days will be assessed an additional \$40.00 (Forty Dollars) Administrative fee.
6. **ENFORCEMENT.** This Ordinance will be enforced by the Port St. Joe, Police Department and any agent of the City of Port St. Joe pursuant to Chapter 316.1967 Florida Statutes and the Gulf County Clerk of the Circuit Court via Chapter 28.2402 Florida Statutes.
7. **SEGREGATION OF FINES/PENALITIES COLLECTED AND LIMITATION ON THE EXPENDITURE OF THOSE FUNDS.**
 - A. City General Fund revenue generated by the fines/penalties collected for violations of this Ordinance shall be segregated from other General Fund revenue. City staff shall be responsible for the manner of segregation and a separate fund is not required.
 - B. No funds collected pursuant to this Ordinance shall be used for any expenditure other than those related to parking issues within the City. Notwithstanding the foregoing the City Commission may approve expenditure of funds not related to parking issues within the City. However, those expenditures of funds not related to parking issues within the City cannot exceed 20% (twenty percent) of the total amount of funds held at that time and can only be in the form of a loan which must be paid back to the Parking Fund within a time period not to exceed 5 (five) years and at an annual interest rate of 0% (zero percent)
8. **SEVERABILITY:** If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.
9. **REPEAL:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.
10. **EFFECTIVE DATE:** This ordinance shall become effective upon adoption.

THIS ORDINANCE ADOPTED this ____ day of _____, 2023.

**BOARD OF CITY COMMISSIONERS
PORT ST. JOE, FLORIDA**

REX BUZZETT
MAYOR-COMMISSSIONER

ATTEST:

CHARLOTTE M. PIERCE
CITY CLERK

Approved as to form:

Clinton T. McCahill, City Attorney

Current City Projects 8/15/23

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- Approved by FEMA on 4/21/23. Bid awarded to RJ Gorman.
- Centennial Bldg. Rehab- The project has been re-bid and the news bids are under review.
- Lighthouse Complex Sleeping Beauty Rehab- The project has been re-bid and is under review.
- Core Park Stage, Splash Pad, & Restroom- Looking for Funding
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV bid has been awarded and the contractor is working.
- City Hall Complex- The City has signed the contract for the land swap and staff is working on closing.
- Long Ave. Paving- Final pay request to mill and resurface 1" on the entire road to be completed in the Spring 2024
- Beacon Hill Sewer- The Lift Station is under construction & the Collection System bid has been awarded to North Florida Construction.
- Washington Gym Complex Roofs- Reviewing the Engineers Report
- ESAD Sewer Purchase Evaluation for Upgrades- The materials have been ordered.
- 20th Street Stormwater Pipe- Working on Camera Quote
- Fish Grinder- Working on Installation.
- Reid Ave. Street Lights- (3) new Light Poles have been received and installation is being scheduled.
- Dr. Joe Parking Lot- Additional benches, trash cans, & repairing the sails. Complete

**Leelee Clement Doughty
290 Treasure Drive
Port St Joe, Florida 32456
323-422-4795**

August 9, 2023

Mayor Rex Buzzett and the City Commissioners
PO Box 278
Port St Joe, FL 32457

Dear Mayor Buzzett and Commissioners:

You will recall we came before the Commission last year in August asking that they authorize the City to apply for a \$100,000 Beautification Grant from the Florida Department of Transportation (FLDOT) to beautify the 4th Street entrance and part of 3rd Street. We were awarded a grant of \$94,000 in November 2022 and now are in the process of finalizing the funding of that grant with the FLDOT and putting the project out for bids. We hope to start the irrigation work and planting in October.

When we applied for the FLDOT grant last year, we confirmed with the FLDOT that we planned to follow up this year with additional grant requests to beautify the remaining intersections on 98. This year, the maximum grant for each project (you can apply for multiple projects) is \$240,000, up from \$100,000 last year. We plan to apply for grants of up to this amount for each intersection remaining on Reid, including 1st, 2nd, 3rd, and 5th streets. The landscaping plans would all be similar to the ones we are following for the 4th Street intersection to promote consistency. This will also reduce the amount of work to complete the applications, as all that hard work was done last year. The City would be the Applicant and oversee the projects and I will produce the Grant Application and help through installation as before.

Any out of pocket expenses are to be paid for by the City, but I will do this work without charging for my time for the same reasons as last year. I see a great benefit to beautifying Highway 98 to attract visitors, merchants and residents to our Historic Business District. This will produce an even larger positive impact than we received from the PSJ Garden Club's Beautification Project on Reid Avenue, as significantly more people pass by our town on 98. As you know, we continue to receive great feedback from the Reid project. We also received a record number of Letters of Support for the FLDOT application last year and were ranked Number One of all the applications they received, according to the FLDOT (even beating Miami). Cities who have implemented Beautification Plans have experienced significant up turns in their local economies, which is our plan for Port St Joe.

We ask the Board of the City Commissioners to authorize the City to pursue the opportunities with the FDOT and to submit the Beautification Grant to them on behalf of the City of Port St. Joe. We sincerely hope you will support the project.

I have attached copies of the final plans which we are implementing for the 4th Street project, so you can see what we will be planning for the rest of the intersections, as well as a copy of my introduction letter to you dated August 10, 2022.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Leelee", with a long horizontal flourish extending to the right.

Leelee Clement Doughty

MEMORANDUM OF UNDERSTANDING AND AGREEMENT
REGARDING GULF COUNTY GRANT SUPPORT AND ADMINISTRATIVE ASSISTANCE TO
THE CITY OF PORT ST. JOE IN THE REFURBISHMENT AND REHABILITATION OF THE
HISTORIC WASHINGTON GYM

July 1, 2023

This Memorandum of Understanding and Agreement is to establish a structure, agreement and process for support and assistance for the improvements and rehabilitation of the historic Washington Gym Complex in the City of Port St. Joe by acquiring, administering and supervising the federal grant funding secured for this approved project and is entered into by and between the CITY OF PORT ST. JOE, a Florida municipal corporation ("City"), having an address of 305 Cecil G. Costin Sr. Blvd, Port St. Joe, FL 32456, and GULF COUNTY, duly organized under the laws of the State of Florida ("County"), having an address of 1000 Cecil G. Costin, Sr. Blvd, Port St. Joe, Florida 32456.

WHEREAS, the County and City each recognize the historic and cultural importance of preserving the history of the community while continuing to improve the quality of life and educational and recreational opportunities available to the children of Gulf County and have long maintained the mutual interests in exploring opportunities and securing available public funding through state and federal grants for improving these facilities for learning and recreation; and

WHEREAS, the County is supportive of the City to secure the necessary federal grant funding (\$500,000) for the Washington Gym project; and

WHEREAS, the County and City understand the multiple benefits of working collaboratively to secure and administer the available grant funding for the Washington Gym project; and

WHEREAS, the County has previously entered into a similar agreements and cooperative efforts with the City and, believes that supplementing those other current efforts will assist in the goal of rehabilitating and restoring many needed aspects to the Washington Gym complex for future generations to continue to learn, recreate and preserve the historical legacies established at the facility; and

WHEREAS, the Gulf County Board of County Commission ("Commission") seek to continue their long history of support and assistance to the City of Port St. Joe through this project in both grant funding, supervisory and administering the project from development, funding, bidding, contracting and delivery of the completed project to the proper City officials, and

WHEREAS, the County and City have both met in open public meetings duly noticed during which an affirmative vote was taken to commence with this Washington Gym project and also authorize the designated elected officials stated herein to execute this Memorandum of Understanding on behalf of both the County and City, and

WHEREAS, the Commission recognizes the unique and abundant opportunities that will be created for this and future generations from the success that is accomplished in collaboration and cooperation with the City in rehabilitation and improvements to the Washington Gym complex.

NOW, THEREFORE, in consideration of the foregoing promises and mutual understandings of the parties, the County and City agree as follows:

DATED this ____ day of August, 2023.

CITY OF PORT ST. JOE
a Florida municipal corporation

By: _____
Rex Buzzett, Mayor-Commissioner

ATTEST:

Charlotte Pierce, Clerk

Clinton T. McCahill
FL BAR NO. 73482
260 Marina Dr. Ste A
Port St. Joe, Florida 32456
ATTORNEY FOR CITY OF PORT ST. JOE

GULF COUNTY, FLORIDA

By: _____
Sandy Quinn, Chairman

Jeremy T.M. Novak
FL BAR NO. 44698
Novak Law Group, PLLC
402 Reid Avenue
Port City of St. Joe, FL 32456
ATTORNEY FOR GULF COUNTY

ATTEST:
Rebecca L. Norris

Rebecca L. Norris, Clerk
Gulf County, Florida

PORT ST. JOE POLICE DEPARTMENT POLICY RESPONSE TO ACTIVE ASSAILANT EVENTS

PURPOSE:

The purpose of this Policy is to establish guidelines for sworn and non-sworn personnel responding to an Active Assailant Event (AAE).

DISCUSSION:

Law enforcement philosophy evolved and it is now recognized that containment is not the best practice; the first law enforcement officers on the scene must take immediate action to stop the threat, acting alone when necessary.

A single officer response to an AAE may be required in response to an armed individual who is actively injuring or killing people. Officers responding to these events should remain cognizant that time is of the essence because most innocent lives are lost during the first few minutes of the AAE event. It is imperative that Officers rapidly assess the situation and act quickly.

These tactics are specifically designed for then-occurring AAEs and situations where people are reasonably believed to have suffered life-threatening injuries because of the AAE. These tactics are **not** necessarily appropriate for barricaded persons or hostage situations when active harm toward others is not occurring or there are no people present who need to be immediately rescued because of their life-threatening injuries. Although an active assailant exhibits some of the same basic characteristics as hostage and barricaded suspects, active assailant suspects are generally quite different. Active assailant situations usually develop quickly into a deadly situation and are often concluded in a relatively short period of time. Any delay in response and action may result in the further loss of life.

DEFINITIONS:

- A. Active Assailant – One or more people who participate in a life-threatening assault and demonstrate their intent to continuously or systematically kill or wound others.
- B. Active Assailant Event (AAE) – An incident where one or more Active Assailants act to harm or kill others. Such events include, but are not limited to: school shootings, workplace violence, terrorist activities, and snipers.
- C. Ambulance Exchange Point (AEP) – An area that is located near the Triage Post where, after triage is completed, victims are moved to for awaiting transport. The area should have easy ingress and egress and allow for staging of multiple ambulances.
- D. Coach Aaron Feis Guardian Program - The Coach Aaron Feis Guardian Program was established in 2018 through the Marjory Stoneman Douglas High School Public Safety Act. Guardians are armed personnel who aid in the prevention or abatement of active assailant incidents on school premises. They are either school employees who volunteer to serve in addition to official job duties or personnel hired for the specific purpose of serving as a school guardian.
- E. Barricaded Subject – A person who takes a position of confinement to avoid apprehension (the use or threatened use of force to resist apprehension shall have been displayed through actions or words and the officer shall have reason to believe the suspect will use force to avoid apprehension). A barricaded subject situation is not one where active deadly force is occurring or where there are victims of deadly force with life threatening injuries who need to be immediately rescued, as that is an AAE.

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- F. **Casualty Collection Point (CCP)** – A temporary location(s) in the Warm Zone where injured victims can be quickly and safely assembled until it is feasible to move the patients to the Triage Post or another formal treatment area.
- G. **Critical Incident Stress Management Team (CISM)** – A multi-faceted team comprised of agency and outside personnel that includes trained mental health professionals and religious volunteers.
- H. **Command Post** – A post established by the Incident Commander to direct emergency operations. This may include where the Unified Command is located.
- I. **Contact Team** – A team formed by the first two to five law enforcement officers to arrive on scene who are capable of immediate response to an AAE. Contact Team formations are generally a “T” or diamond formation that provide 360-degree security while advancing through unsecured areas to engage an active assailant. Contact Team formations and tactics are similar to Rescue Task Force formations. Based upon the circumstances an officer shall take immediate action if they are the only person on scene. The officer shall not wait for another officer/deputy to arrive to take immediate action to stop the threat.
- J. **Deceased Victim Staging Area**—An area within the outer perimeter to where deceased victims are transported for identification, processing by the Medical Examiner and subsequent transportation to the Medical Examiner’s Office.
- K. **Hostage Situation** – Incidents involving an act or potential act of violence where an innocent person(s) is being held against their will, and may include a situation where the person is used as a bargaining tool or a “shield.”
- L. **Incident Commander** –The Incident Commander is solely responsible for managing the entire incident, to include: approval of the tactical plan, deployment of personnel, development of staff functions to control the incident, coordination of contributing agencies, ordering and releasing of resources, and the release of information pertaining to the incident. The Incident Commander shall be based at the Command Post.
- M. **Mobile Command Center (MCC)** – A special purpose vehicle primarily designed to house the Command Post and provide communications services at the scene of emergency operations.
- N. **Operational Zones:**
 - 1. **Zone designations are dynamic and will change as the incident develops.**
 - a. **Cold Zone** – An area where there is no threat level and law enforcement has designated it as secure. The Command Post (including Unified Command), patient triage, treatment, and transport are organized and located in this zone.
 - b. **Warm Zone** – An area where there is a moderate threat level and the area has not been completely cleared. Law enforcement protection for Fire Rescue units is required to enter this area.
 - c. **Hot Zone** – An area where there is a high threat level. Active combat is occurring or is likely to occur in this area. EMS/ Fire Rescue personnel, with the exception of SWAT Medics, shall not operate in a Hot Zone.
 - 2. **Inner Perimeter** – The immediate area of containment, including the Hot Zone and Warm Zone. This area is initially staffed by patrol personnel until relieved by SWAT Team officers.
 - 3. **Outer Perimeter** – A control area set up outside the Inner Perimeter to restrict crowd and traffic from accessing the Inner Perimeter. It is staffed by law enforcement officers. The Outer Perimeter is located at the warm to cold interface with perimeter teams focused externally to prevent unauthorized people from breaching security.

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- O. Public Information Officer (PIO) – Disseminates information to the public and media at the direction of the Police Chief or designee.
- P. Rescue Task Force (RTF) – A rapid medical response team that operates in the Warm Zone under the protection of law enforcement officers. These teams rapidly assess and stabilize major trauma and they extricate the injured to treatment areas or temporary staging areas, such as CCPs. Teams are minimally composed of one Paramedic, one EMT, and two law enforcement officers.
- Q. Reunification Post – A post established where victims are transported to be reunited with family and friends and for victims' family and friends to await the rescue and debriefing of victims involved in the incident.
- R. Single Officer Response – An officer who arrives at an AAE and determines that it is necessary to respond alone to engage the active assailant and neutralize the threat. This officer will use the best information available and advance towards the threat using agency trained tactics to engage the active assailant.
- S. Tactical Operations Commander (TOC)—An on-scene commander designated by the Incident Commander who is located in the Warm Zone and who is responsible for coordinating the single officer response and contact teams, Rescue Taskforces, and all on-scene efforts to neutralize all threats and rescue all victims. The TOC is responsible for coordinating with the SWAT commander to maintain all perimeters and building/premises clearing. The TOC is responsible for ensuring evidence is preserved to the greatest extent possible.
- T. Threat – A situation where anyone is engaged in an active or on-going act of violence towards others and there is risk of serious bodily injury or death.
- U. Threat Suppression – The act to stop a threat to a person by locating, isolating, capturing or applying the lawful use of appropriate force against any person posing such threat.
- V. Triage Post – A post established by emergency medical personnel to evaluate and classify injuries for the purposes of treatment and evacuation. Personnel at the Triage Post conduct the immediate sorting of patients according to type and seriousness of injury, likelihood of survival and to establish treatment and evacuation priority. The Triage Post is separate from the Causality Collection Point and the Triage Post is established in the Cold Zone.
- W. Unified Command (UC) – The integration of command personnel from responding agencies at a multi-jurisdictional or multi-agency operational event to enhance communication, planning, and logistics. Unified Commands are designed to integrate law enforcement, fire, EMS and other appropriate disciplines. Once a Unified Command is established the Agency command post and Incident Commander will be located within the Unified Command.
- X. Victim Advocate – Responsible for providing victim / witness support services. Victim Advocates will serve as the Victim Services Coordinator at an AAE and will facilitate bringing additional victim advocates and support for the victims' families.

PROCEDURE:

Objectives:

- A. Law enforcement's most important obligation is the preservation of human life.
- B. It is therefore the policy of this Agency to immediately and effectively respond to all reports of armed aggressive behavior involving acts of violence and take immediate action to stop the violence, or threat of violence and preserve life.
- C. Incidents involving active assailants are unpredictable and evolve rapidly. The immediate deployment of

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law enforcement officers to the incident location is essential in locating and eliminating the active assailant(s) and mitigating harm to victims.

- D. Every officer responding to an AAE shall take all action necessary to immediately stop the threat by locating, isolating, capturing, or applying lawful deadly force against any person posing an imminent threat to life.
- E. The decision to use deadly force must be based on the facts and circumstances known to the officer at the time the decision is made. When making the decision to use deadly force, officers shall consider the risk to innocent persons. The use of deadly force is governed by law and policy, including F.S. §§ 776.06, 782.02.
- F. Nothing in this policy prohibits any officer from taking any lawful, reasonable, and prudent action to intervene in any AAE.

Duties and Responsibilities:

A. Planning

- 1. When possible, the Agency shall obtain and maintain floor plans, contact lists and all other pertinent information related to facilities and locations in the jurisdiction deemed to be high risk targets of violence, as determined by the agency. Examples include but are not limited to: schools, colleges, governmental buildings, theme parks, event centers, and other locations where crowds may gather.
 - a. Location maps or similar documents regarding high risk targets shall be made accessible to first responders through the agency's Computer Aided Dispatch (CAD) system or other electronic means to the extent possible. Consideration should be given to pre-establishing staging (CCP, AEP, Reunification Post, etc.) and contingency staging areas.

B. Training

- 1. The Agency shall establish and conduct initial, refresher, and advanced response to AAE training for all applicable sworn and non-sworn personnel.
- 2. All sworn law enforcement members should attend AAE response training at least annually. Supervisors are encouraged to offer periodic reminders about appropriate tactics and responses to an AAE.
- 3. Active Assailant training should be scenario based and conducted at a school or other high-risk target. Training shall be in collaboration with employees of the high-risk target. (E.g. school employees, teachers, etc.)
- 4. If the school district employs Guardians, they shall be included in school based AAE training.
- 5. An after-action report shall be completed to evaluate the response to the AAE training.

C. Response

- 1. Upon notification of an AAE, all on-duty Agency law enforcement officers shall immediately respond to the scene to eliminate the threat as a single officer response or as part of a contact team. All members responding to a suspected AAE shall do so in a direct, expedient and prudent manner considering the possibility of explosives, sniper attacks or other counter assault tactics.
- 2. In the case of a school, responding officers should determine if an armed Guardian is on scene and notify other responding units of such. Although guardians should be involved in AAE planning and training, in the unlikely event that the guardian is unaware of his or her role in an AAE, officers should

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inform the Guardian as to the plan of action.

3. Officers responding to an AAE at a school must realize that a legally armed and trained, school-employed Guardian may already be engaging the active assailant and can be an asset in stopping the threat. Officers must be aware that a Guardian, who may or may not be in a uniform, could be present on-scene and should not be misidentified as the active-assailant. Guardians can be a resource on school campuses. They should have master keys to the buildings allowing easy entry and should also be familiar with the layout of the campus.

D. First Officer or Officers On-Scene

It shall be the responsibility of the first officer or officers on scene to:

1. Determine if the event requires an AAE response or other law enforcement action.
2. Initiate a Single Officer Response if necessary.
3. All officers are expected to engage and neutralize an active assailant without delay and without regard for the presence of other officers.
4. Relay as much information as possible to responding units via radio. Begin determining an initial deployment location on the scene.

E. Deployment of a Single Officer Response or a Contact Team

1. The purpose of a Single Officer Response or a Contact Team is to immediately stop the threat.
2. A Single Officer Response or a Contact Team will not conduct any rescue operations that adversely affect the threat suppression response goal. Rescue Task Forces will tend to injured victims. Neither the Single Officer Response nor the Contact Team will stop until they neutralize the active assailant(s).
3. A Contact Team can be formed using multiple single officer responders who are already active inside the deployment area.
4. If not actively engaging the threat and/or once the threat is contained or eliminated, the Single Officer Response or Contact Team will update their location and progress via radio. Effort shall also be made to give locations of injured victims, casualties, suspicious or explosive devices, or any other pertinent information known to the officer or team.
5. Consideration may be given to using a Guardian as a member of a Contact Team. Guardians are familiar with the layout of the school and will usually also have master keys to facilitate easy ingress.

F. Movement / Clearing

1. A Single Officer Response or a Contact Team's movement past danger areas, over considerable distances, and through common areas should be done as quickly and safely as possible.
2. Officers' direction will be dictated by the stimulus. Officers should move toward the sound of gunfire, screams, or any other indicators of an active threat.
3. When officers encounter fleeing victims prior to stopping the active assailant, they should direct victims to evacuate via the path traveled by the Single Officer Response or the Contact Team, unless it has been determined that the path is no longer safe.
4. The Single Officer Response or the Contact Team should expect to encounter:

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- a. Mass confusion
 - b. Alarms
 - c. Smoke
 - d. Fires
 - e. Sprinklers
 - f. Explosives
 - g. Seriously injured persons
 - h. Emotional extremes
 - i. Self-deploying law enforcement officers in various uniforms or attire.
5. Officers' tactics will change dramatically upon determining that a tactical room entry is necessary. Basic room entries typically require at least two officers. This is possible in a Contact Team deployment. However, in the Single Officer Response deployment a threshold assessment should be done quickly before entering the room. When appropriate, the Single Officer Response shall use appropriate tactics to clear the room without actually entering the room as an officer can clear a large percentage of an average room using these tactics and then continue to move towards the active assailant.
 6. Once inside the room, movement should be directed immediately towards the active assailant. Engaging while moving and closing in on the threat is expected.
 7. If a member is in fresh pursuit of the active assailant and the active assailant enters a room with potential victims, the member shall continue to pursue and eliminate the threat.

G. Threat Suppression

1. The Single Officer Response or Contact Team's main objective is threat suppression.
2. If the situation changes from an AAE to a barricaded subject or hostage situation, then deploying officers should take up a close perimeter position around the area of the threat to isolate the incident and call for additional resources. However, just because active shooting has paused does not mean the incident is reclassified from an AAE to another type of situation and does not mean that tactics other than an active assailant response are appropriate. Each situation has to be evaluated on its merits and unique circumstances to determine the appropriate response.

H. Mass Casualty Care / Rescue Task Forces

1. The objective of the Rescue Task Force (RTF) is to assess the injured victims and extract them to the safest and most readily accessible area for treatment, which may be the Triage Post or a Casualty Collection Point. The Rescue Task Force is not formed to suppress the threat and does not operate in the Hot Zone.
2. An RTF should be coordinated, compiled and directed via the Unified Command. The Unified Command will maintain control of and accountability for every deployed RTF because these groups are comprised of personnel from different agencies, and different disciplines, and members have various forms of expertise and training.

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3. Law enforcement officers' primary function on the Rescue Task Force is the protection of the task force itself. EMS / Fire Rescue personnel's primary function is to treat and extract the injured victims. Rescue Task Force members should stay together while searching the scene.
 4. The first EMS / Fire Rescue personnel on-scene should be deploying with the equipment that allows them to quickly integrate into an RTF with law enforcement officers.
 5. Law enforcement officers deploying into the scene who are not directly engaged with the assailant, may be assigned to RTFs with EMS / Fire Rescue personnel.
 6. The deployment location and direction of movement for an RTF should be determined based on information provided by the Single Officer Response, the Contact Team or at the direction of the Unified Command.
 7. Tactics involving the actual ingress and egress of the RTF from deployment location to its stopping point will be directed by law enforcement personnel. The RTF will not enter the Hot Zone.
 8. Once in the area of greatest and most obvious mass casualty, the RTF should begin extracting victims via appropriate means. The EMS / Fire Rescue personnel of the RTF will direct this portion of the response.
 9. EMS / Fire Rescue personnel are to provide guidance regarding victim priority. Top priority is to be given to those with the most severe injuries and risk of death.
 10. Treatment coordination and transport of the victims should be directed by EMS / Fire Rescue personnel.
- I. Inner Perimeter
1. The Inner Perimeter is a portion of the Operational Zone.
 2. The Inner Perimeter shall be posted with as many law enforcement officers as needed to prohibit access to the Warm Zone.
 3. Only properly identified law enforcement or emergency medical personnel with an operational purpose shall be allowed to enter the Inner Perimeter.
 4. Fleeing victims and witnesses shall be allowed to leave the Inner Perimeter and directed to move to either a Reunification Post or Triage Post.
 5. Officers assigned to the Inner Perimeter must be aware that suspects may try to escape the scene while blending in with others who are fleeing.
 6. Officers assigned to the Inner Perimeter shall remain vigilant and on post until relieved by the SWAT Team or the Incident Commander.
 7. The perimeter should start larger and be reduced in size based upon the circumstances.
- J. Outer Perimeter
1. The Outer Perimeter is a portion of the Operational Zone and includes the Command Post, Unified Command, Triage Post, Ambulance Exchange Post, Reunification Post (if onsite), Outside Agency Resources Staging Area, and Deceased Victim Staging Area.
 2. The Command Post/Incident Commander is responsible for the Outer Perimeter.

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3. The Outer Perimeter shall be staffed by as many officers or law enforcement personnel from other agencies as needed to prohibit ingress or egress of any pedestrian or vehicular traffic to any of the interior area.
4. The Outer Perimeter shall remain vigilant and on post until relieved by direction of the Incident Commander.
5. The perimeter should start larger and be reduced in size based upon the circumstances.

K. Incident Commander

1. The Incident Commander shall follow procedures established under the Agency Incident Command plan to include:

The first on-scene supervisor that is assuming the Incident Commander responsibility shall announce this over the radio so everyone is aware. Anytime the Incident Commander changes it shall be announced over the radio so that everyone is made aware. The Incident Commander should assign an officer to serve as the scribe. The scribe will be responsible for recording pertinent information to include but not limited to: event times, personnel assignments, personnel requests, equipment requests, and the sharing of information between posts.

- a. Assess incident priorities
- b. Establish the location for the Command Post
- c. Develop and implement an incident action plan
- d. Coordinate overall on-scene emergency activities
- e. Confirm the notification of required resources, including but not limited to:
 - (1) SWAT Team
 - (2) Mutual Aid Resources
 - (3) Outside Agency Resources (SAO, DCF, Fire Marshal, Bomb Squad, etc.)
 - (4) Investigative Division of Agency
 - (5) Mobile Command Center
 - (6) Victim Advocate
 - (7) Public Information Officer
 - (8) Critical Incident Stress Management Team
 - (9) Enacting the Reunification Plan
- f. Immediately liaison with the EMS / Fire Rescue Incident Commander and form a Unified Command. The Unified Command may be located at the already established Command Post or another mutually agreed upon location. The Incident Commander's responsibility is not affected by establishing a Unified Command and no command responsibilities are relinquished by the establishment of a Unified Command.
- g. Determine strategic goals and tactical objectives not related to SWAT, but coordinate with SWAT

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- h. Establish a location for outside agency resources to stage
 - i. Coordinate information that may be released to the media after receiving authorization from the Sheriff/Chief or designee.
 - j. It is paramount that the Incident Commander consider and plan for immediate needs, as well as needs during the succeeding 24-72 hours.
 - k. Identify if the situation will require a Reunification Post.
- L. Tactical Operations Commander (TOC)
- 1. The Tactical Operations Commander will be located in close proximity to the incident location and inside the inner perimeter line.
 - 2. The TOC is responsible for supervising the single officer responses/Contact Teams, Rescue Taskforces, and all on-scene efforts to neutralize active threats and rescue all victims. The TOC shall coordinate all on-scene tactical operations.
 - 3. The TOC is responsible for coordinating with the SWAT commander to maintain the inner perimeter and ensure the systematic clearing of all buildings/premises at the AAE site.
 - 4. The TOC will routinely and as often as practical update the Incident Commander or Unified Command regarding the progress of tactical clearing teams and other relevant information.
 - 5. The TOC will ensure that evidence is preserved to the greatest extent possible under the circumstances.
- M. Casualty Collection Point
- 1. The Casualty Collection Point (CCP) is not the Triage Post. A CCP or multiple CCPs may be established within the Inner Perimeter, including inside the Warm Zone, so that officers and RTFs can move the injured to the CPP for transfer to the Triage Post. All CCPs are temporary staging areas used to provide immediate life-saving treatment when feasible and facilitate patient transfer as efficiently and safely as possible.
 - 2. Officers and RTFs operating in the Warm Zone shall establish CCPs as necessary and in the safest place(s) possible within the Warm Zone. Any officer establishing a CCP shall notify the TOC or Incident Commander of its location. The CCP's location should not interfere with any tactical operations.
- N. Triage Post
- 1. The Triage Post shall be located inside the Outer Perimeter but as close as possible to the Inner Perimeter to facilitate patient transfer from the CCP or other areas.
 - 2. Patients are evaluated and treated by EMS / Fire Rescue personnel at the Triage Post and prioritized for transport to the hospital.
 - 3. The Incident Commander shall assign law enforcement officers to the Triage Post. These officers must be cognizant that suspects and / or accomplices may attempt to escape a scene by blending in as fleeing victims.
 - 3. It is essential that Officers keep open an ingress and egress route between the Triage Post and the Ambulance Exchange Point.
 - 4. Victims that have complete the triage process should then be moved to the Ambulance Exchange Point.

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5. Victims in the Triage Post who succumb to their injuries should immediately be moved to the Deceased Victim Staging Area.

O. Deceased Victim Staging Area

1. The Incident Commander shall establish a Deceased Victim Staging Area when necessary.
2. The Deceased Victim Staging Area shall be inside of the Outer Perimeter.
3. Strict security of this post is necessary to protect the identity of deceased victims, respect the family of deceased victims and to ensure evidence is not lost or mishandled. All reasonable steps should be taken to prevent this area from being viewed or photographed by the public.
4. A personnel entry log shall be maintained by an officer at the Deceased Victim Staging Area.
5. The Deceased Victim Staging Area shall be staffed by an adequate number of law enforcement officers and forensic science personnel to aid the Medical Examiner's Office in identifying and recording any recovered evidence.

P. Reunification Post

1. The Reunification Post may be on or off the premises where the incident occurred depending on the nature of the incident and other operational needs.
2. If the Reunification Post is on the premises where the incident occurred it shall, if possible, be inside the Outer Perimeter. However, regardless of where the Reunification Post is located it shall be cordoned off and secured by officers or other law enforcement personnel.
3. At no time will members of the media be allowed in the Reunification Post without express approval from the Incident Commander.
4. The Reunification Post shall be staffed by law enforcement officers and other appropriate personnel. If the event is at a school, the County schools' personnel will provide staff for the Reunification Post and be responsible for the management of the Post, including checking-in and releasing people from the Post. If the event is not at a county school, this responsibility will fall to Agency personnel. Officers at the Reunification Post shall record the identity of all persons at this location and will ensure that no minors are permitted to leave this post unless accompanied by a parent / guardian.
5. The Reunification Post Commander shall release people from this post as appropriate under the circumstances. Whether a person needs to be interviewed by investigators is a factor in determining if they should be immediately released or asked to remain. This decision should be made in consultation with a supervisor in the Investigations Section. An adult who has been reunited, or a minor accompanied by a parent or guardian, will not be required to remain if they ask to leave regardless of their status as a witness. Arrangements will be made to conduct an interview at a later time.
6. It is preferable to locate the Reunification Post a sufficient distance from the AAE so as not to interfere with the incident and/or the post-incident investigation and crime scene processing.

Q. Staging Area

1. The Staging Area shall be inside the Outer Perimeter.
2. This location will be announced over the radio and provided to all outside responding agencies.
3. An officer initially assigned to this post shall remain there until relieved by the Incident Commander or designee, and shall record all outside agency members' names, agency, and any specialized

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equipment or specialized abilities (armored vehicle, SWAT team, CISM, language, etc.) they have.

4. The Staging Area shall communicate all information to the Incident Commander and assignments for outside agency resources will be designated by the Incident Commander.

Equipment

- A. All on-scene law enforcement and EMS / Fire Rescue personnel shall wear a uniform or have attire with markings easily identifiable as a law enforcement or EMS / Fire Rescue personnel.
- B. Contact Teams, law enforcement personnel on Rescue Task Forces and Inner Perimeter personnel should wear approved body armor. Failure to wear body armor does not affect any law enforcement officer's duty to act and **shall not delay any immediate response**.
- C. Easily deployable personal first aid equipment is recommended for law enforcement officers and required for EMS / Fire Rescue personnel.
- D. Breaching tools, to include rams, sledge hammers, Halligan tools, bolt cutters and other adequate resources will be accessible at each station and on each shift. All School Resource Officers shall be issued breaching tools and ballistic shields and they shall be readily available at all times when the SRO is on campus. The tools may be stored in the officer's school office or cruiser.
- E. Agency issued rifles and / or shotguns shall be deployed when there is a tactical benefit.
- F. All deploying officers shall have with them a law enforcement radio and a cell phone, when possible, for communication.

Overall Command and Control

- A. The Incident Commander shall have the responsibility to determine when to transition the operation from a tactical command to an investigative command.
- B. After relieving the tactical Incident Commander, the Investigative Commander shall make all decisions related to scene security needs and assign personnel to complete the investigative process.

Reunification

- A. The agency shall have a reunification Policy that incorporates into the Active Assailant Policy.

Public Records Exemption

- A. Agencies should consult with their legal counsel regarding the applicability of F.S. §§ 119 regarding sections of this policy and associated documents (e.g. Floor plans, locations of security cameras, tactical operations, etc.) that may be exempt from public records.

Grants Updated- 8/15/23

Title	Amount	Status
NFWFMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project has been re-bid.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21. Application not approved.
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
FDOT/SCOP	\$479,428	Madison Street from Garrison to Long Ave Re-surfacing. Approved. 100% Plan Set sent to FDOT
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The project is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for a Sports Complex & \$786,545 for Road Paving.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I out for bids.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system is out for bids and the lift station is being constructed.
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 th Street Park. Grant Application submitted 7/15/21. Was not approved.

CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21. Application not approved.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF Approved, waiting.
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
FDEP	\$145,000	Wastewater Treatment Plant Feasibility Study, submitted 8/22. Was not Approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
Legislative Request Rep. Shoaf	\$500,000 \$2,000,000	Core Park Stage Field of Dreams, both submitted on 7/8/22 for Grants thru DEO
NOAA	\$280,000	Stormwater Management (H&H) Study, Approved 4/21/23
FDOT	\$100,000	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal is working on the design.
Legislative Request	\$1,200,000 \$1,500,000	Field of Dreams- Was not approved Road Paving, both submitted by Clark Smith approved in the 23/24 State Budget
FDOT/SCOP	\$497,055.44	Road Paving from Hwy 98 to MLK on Ave. C & D. Application submitted 3/23