

**January 16, 2024
Regular Meeting
12:00 Noon**

**City Commission Chambers
2775 Garrison Avenue
Port St. Joe, Florida**



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 Hoffinan, 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

January 16, 2024

****Amended Agenda****

Call to Order

Consent Agenda

Minutes

- Regular Meeting 12/5/23 Pages 1-5

Planning Board Recommendations

- Palmetto Bluff- Plat Approval Pages 6-10

City Engineer

- Update

City Attorney

- Ordinance 608 Utility User Fees Pages 11-13
 - 2nd Reading & Adoption

Old Business

- **Mediacom-Update on Services**
- City Projects Pages 14-15
- City Hall Conceptual Plan Pages 16-17
- 10th Street Sports Complex Conceptual Plan Page 18

New Business

- Cleary Larkin, Washington Gym Improvements Grant- University of Florida
- Project Approval Request- University of Florida Pages 19-23
- Pickleball Courts RFP- Handout, Bids Close 1/12/24
- Centennial Bldg. Acoustics RFQ- Handout, Bids Close 1/12/24
- Request to Purchase Chevy Equinox on State Contract Pages 24-27

Public Works

- Clifford Sims Park- Change Order #2 Page 28

Surface Water Plant

- RFP 2023-18 Clarifiers 3 & 4 Renovation Page 29
- Additional Operator Request

Wastewater Plant

- Plant Study RFQ- Update

- **Sprayfield Expansion- Update**

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**

Code Enforcement

- **Notice to Owners of Junk Cars- Draft**

Pages 30-31

Police Department

- **Update**

City Clerk

- **Grants Update**
- **RFP 2023-17 FDOT Beautification Grant Phase I**
- **FDOT Beautification Grant Phase II Approval**

Pages 32

Pages 33-34

Page 35

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 AT
2775 GARRISON AVENUE, December 5, 2023, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of November 21, 2023. All in favor; Motion carried 4-0.

City Engineer

Beacon Hill Sewer

BTC is continuing with bores. NFC has finished laying pipe on Cockles Avenue but has a few tie-ins to complete. They are laying pipe on Olive Avenue at Bonnet Street working west and finished up the week about 100' west of Helmet Street. NFC is waiting on more valves, caps, reducers, etc., to arrive for tie-ins but NFC will continue laying pipe on Olive Avenue heading west.

Madison Street Paving

The Notice of Award and Agreement have been provided to the City. Anchor CEI will set up a pre-construction meeting and issue the Notice to Proceed.

Allen Memorial SCOP Grant

A survey has been ordered.

Wastewater Sprayfield Task Order

Dewberry is waiting on the survey field work.

HMGP Grant – Elevation of 12 Lift Stations

The Survey and Sight Plans have been completed. Dewberry is currently working on design of the platforms.

City Complex Conceptual Design

Two options are currently in design. Mayor Buzzett requested that the City Hall face Cecil G. Costin, Sr., Blvd.

Tenth Street Sports Complex

Dewberry anticipates providing the City with a concept for review next week.

Second Street Conceptual Design.

This project is in design.

City Attorney

Resolution 2023-14, CIP Plan

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve Resolution 2023-14 CIP Plan. All in favor; Motion carried 4-0.

Resolution 2023-15, FDOT Paving Grant

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve Resolution 2023-15, FDOT Paving Grant. All in favor; Motion carried 4-0.

Old Business

City Projects

Mr. Anderson shared that the ESAD Sewer upgrade has been completed and that Monolith is working on the rocks for Clifford Sims Park.

New Business

Pickleball Courts

A Motion was made by Commissioner Langston, second by Commissioner Lowry, for City Staff to begin working on a new design for two additional courts and the rehabbing of the current facility. All in favor; Motion carried 4-0. Anticipated costs include improvements of approximately \$100,000 and resurfacing of \$12,000. Currently, there is no written commitment from Gulf County to help with these expenses.

Holiday Schedule

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to observe the following holiday meeting schedule. The Commission meetings of December 19, 2023, and January 2, 2024, are cancelled. The Port St. Joe Redevelopment Agency meeting of January 2, 2024, is also cancelled. The Planning, Development, and Review Board Meeting of January 2, 2024, has been rescheduled for January 9, 2024.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, for the Employee Appreciation Luncheon to be held Friday, December 22, 2023, at Noon. Employees attending the luncheon may begin their Christmas holidays after the luncheon. All in favor; Motion carried 4-0.

Public Works – John Grantland

Madison Street CEI Services Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to accept the contract from Anchor CEI as presented in the amount of \$19,850. All in favor; Motion carried 4-0.

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to accept the Change Order reduction from Southeast Pipe Survey in the amount of \$19,545.00. All in favor; Motion carried 4-0.

Surface Water Plant – Larry McClamma

Brad Key – Chemtrade, PAC Presentation

Brad Key and Vincent Martin made a presentation to the Commission concerning Poly Aluminum Chloride, as an alternative for Ferric Sulfate, the benefits of using it, and the cost savings it will provide.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, for a Pilot Study to be done using the Poly Aluminum Chloride. All in favor; motion carried 4-0.

Wastewater Plant

Mr. Pettis was unable to attend the meeting and Joe Harris shared that there is 1' of freeboard in the lagoon. He noted that parts are coming in for the pumps that need to be repaired, and that over 9" was lost in the lagoon due to all the rain last weekend.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour shared that providing rocks for Clifford Sims Park is the final FEMA Project.

Grants Reimbursement Update

Mr. Lacour continues to work on grant reimbursements.

Code Enforcement

Mr. Anderson shared that Code Enforcement has identified over 100 derelict vehicles in the City. Staff is researching language for enforcement.

Police Department – Chief Richards

Chief Richards noted that his department is working on the Christmas Parade, electric billboards have been placed in the neighborhoods about detours, and Highway 98 will be closed 10 minutes prior to the parade.

He reminded citizens of the holiday house check if they will be out of town and encouraged citizens to call the police department and sign up for the service. Chief Richards shared that this service is provided throughout the year and is not just for holidays.

City Clerk – Charlotte Pierce

Grants Update

Staff continues to work on grant compliance in addition to seeking additional grant sources.

Christmas Parade

Ms. Pierce noted the parade continues to grow, there are over 80 entries as of today, and if the weather is an issue, a decision will be made Friday afternoon concerning having the parade Saturday evening.

Citizens to be Heard

Chester Davis referenced a program that was held at the Washington Gym, encouraged the Commission to match any opportunities for grants with the NPSJ PAC, and thanked the Commission for the new bathrooms at the Washington site. He also asked about mitigating properties in North Port St. Joe.

Robert Branch shared his understanding of the *Florida Stormwater Erosion and Sedimentation Control Inspectors Manual* concerning the Tenth Street Sports Complex.

Christy McElroy shared her concerns about the drainage basin of the Tenth Street Park and the construction at the corner of Woodard Avenue and Highway 71.

Eddie Fields asked about repairs and improvements for the WIG Bathrooms, and additional Christmas lights for Langston Drive and MLK Boulevard.

Arthur Miller asked about the LNG Plant and Mayor Buzzett responded that that was a dead issue.

Joe Whitmer, Gulf County Chamber of Commerce Director, thanked the Commissioners for their work in relocating the Farmer's Market, noted there are some electrical issues in Core Park, and feels that Reid Avenue is looking very good.

Mayor Buzzett thanked Mr. Whitmer and his group for putting the Christmas lights on the lighthouse again this year.

Discussion Items by Commissioners

Commissioner Hoffman asked about the letter to Mediacom and Mr. Anderson shared that he had talked with a representative concerning this and will follow up with a letter as requested.

Commissioner Lowry did not have anything additional to discuss.

Commissioner Langston is concerned about people using private property to pass people stopped at the stop sign on Avenue A and Highway 98. Chief Richards and Mr. Grantland will look into this.

Mayor Buzzett wished everyone a Merry Christmas, a Happy New Year, encouraged them to be safe, and shop local when you can.

Motion to Adjourn

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:30 P.M.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

CITY OF Port St Joe PLANNING DEPARTMENT
Development Order Application Packet

INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED
(The Building Department requires separate forms and fees to obtain building permits)

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

1. X Two complete sets of plans, drawn to scale.

Including: A site plan with square feet of living, total square feet, impervious surface, and setbacks.

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

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

Floor plan, indicating all bearing walls, fixtures and exterior hose bibs.

2. X Development Order and/or Requirements

3. N/A New address application

4. N/A Complete City water meter impact form

5. N/A Complete driveway permit application

Ralph Rish

Applicant

850-227-5137

Telephone Number

Long Avenue (Parcel ID: 06076-015R)

Project Address

12/05/2023

Date

(Do not write below this line)

Elevation _____	Land Use District _____	Flood Zone _____	Total Square Feet _____
Connection fees _____	Set Meter fee _____	Account Deposit fee _____	C.A. fee _____
Driveway Permit fee _____	Total Impact fees _____	Water _____	Sewer _____
First Check _____	Second Check _____		
Reviewed by _____	Date _____		

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

DESCRIPTION

Project Address: Approximately 2800 LF North of US 98 & Long Ave intersection

Lot Square Footage: Project Area = \pm 3.84 ac. Dwelling Square Footage: N/A

Driveway Square Footage: N/A Accessory Building Square Footage: N/A

Pool Square Footage: N/A Patio/Deck Square Footage: N/A

Setbacks: Front: 15' Left Side: 5'

Rear: 10' Right Side: 5'

Floor Area Ratio: N/A Lot Coverage: 60% impervious per lot

Building Height in Feet: N/A Impervious Surface: Project Area = \pm 3.84 ac

Landscape Buffers: (height x width) N/A

Elevation: N/A

Project Address: Long Avenue (Parcel ID: 06076-015R)

Setbacks in feet for accessory uses (including pools and sheds).

From Rear Property Line: 10'

From Primary Structure: N/A

Are trees to be removed from the said property?

Y

☒ N

(If yes, attach a tree location map)

Is a Conservation Easement required? (For DEP jurisdictional lands)

Y

☒ N

Are there any yard encroachments?

Y

☒ N

Are any of the following located on the said property?

Protected habitat

Y

☒ N

Archaeological site

Y

☒ N

Historical site

Y

☒ N

Wetlands

☒ Y

☒ N

Protected species

Y

☒ N

Conservation site

Y

☒ N

Flood zone classification other than X-(Other will require elevation certificate)

Y

☒ N

Which of the following will be placed, conducted or located in this property:

Waterwells

Y

☒ N

Radio, Television antenna or satellite dish

Y

☒ N

Home business

Y

☒ N

Swimming Pool

Y

☒ N

I have answered the above questions truthfully and to the best of my knowledge.

RR L
Applicant's Signature

12/05/2023

Date

Date: January 9, 2024

To: City of Port St. Joe
Jim Anderson

From: Ralph Rish

Re: The Retreat at Palmetto Bluff Phase 2

Dear Mr. Anderson,

It is our understanding that the planning board may need some clarification in regard to the final plat submitted for the Retreat at Palmetto Bluff Phase 2 Subdivision and what we are asking for a conditional approval. Please see the clarifications below.

1. This plat cover lots 66-85 of the Palmetto Bluff Subdivision which are the final lots of the subdivision.
2. The Homeowner Association (HOA) and Covenants and Restrictions will be completed prior to the signing of the plat.
3. Both Water and Sewer have been certified through FDEP.
4. The utility as-builts will be supplied and approved by city staff prior to the signing of the plat.
5. The road is proposed to have two (2) 1-inch lifts of asphalt for final completion. Prior to the signing of the plat, one (1) 1-inch lift will be completed for the Cove and entrance road section. We acknowledge that we will still be responsible for the final lift of asphalt prior to the road dedication to the city. The final lift of asphalt has already been laid on both Retreat phases.
6. The H.O.A Stormwater Management Facilities certification will be submitted and approved by NWFWMMD prior to the signing of the plat.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Ralph Rish
RRish@Dewberry.com
850-227-5137

ORDINANCE NO.: 608

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA ADOPTING FEES RELATING TO THE CITY'S UTILITIES MORE SPECIFICALLY A CONVENIENCE FEE FOR CREDIT CARD TRANSACTIONS; A FEE FOR SERVICE CALLS; AND A FEE FOR HYDRANT RENTALS; PROVIDING FOR REPEAL OF ALL ORDINANCES AND RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

WHEREAS, the fees herein adopted are related to utilities and therefore must comply with the notice procedures required in Chapter 180.136 Florida Statutes; and

WHEREAS, it is in the best interest of the City Commission and the people of the City of Port St. Joe to adopt the fees enumerated below relating to utilities; and

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

1. The City Commission hereby adopts the Convenience Fee for credit card transactions, the Service Fee for service calls, and the Fee for Hydrant Rental as contained in the attached Exhibit "A" which is made a part hereof.
2. REPEAL. All ordinances and resolutions in conflict herewith are hereby repealed.
3. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

4. **EFFECTIVE DATE.** This Ordinance shall take effect upon adoption pursuant to Florida law.

THIS ORDINANCE ADOPTED this _____ day of _____, 2024.

**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

Utility User Fees Exhibit (A)

- **Convenience Fee- 3% for all Credit Card Transactions.**
- **Service Fee- \$50 for all calls for service after 5:00 P.M. M-F, Weekends, and Holidays observed by the City.**
- **Hydrant Rental Fee- \$500 Deposit , \$200 Flat Rate Fee, Plus gallons used per location.**

Current City Projects 1/16/24

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- Under Construction by RJ Gorman and the rock bid was awarded to Monolith Construction.
- Centennial Bldg. Rehab- The contract with Monolith Construction was signed on 12/1/23 and work is set to begin in January.
- Lighthouse Complex Sleeping Beauty Rehab- The project has been re-bid and is under review. We are waiting on the State to approve the modified scope of work.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans.
- 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 Operational & the Collection System is under Construction.
- 9/5/23 Dewberry tasked to draft a conceptual drawing to add parking along 2nd Street. Approved by the Commission on 11/7/23 and moving into the design phase to bid out the project.
- 11/7/23 Dewberry has provided a conceptual drawings for the 10th Street Ballfields based on League Representatives. A decision by the Board is needed on how to proceed along with the required funding.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. A decision is needed by the Board on which option to utilize.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields.
- 9/26/23 CW Roberts was awarded the contract for the Madison Street Paving Project. CEI Services were awarded to Anchor. Under Construction.

- Downtown Waterline Replacement Phase I, construction began 11/13 by Monolith.
- Downtown Waterline Replacement Phase II- SRF Funding approved and Dewberry is working on the final plans to go out for bids
- Code Enforcement Action- Concrete Plant on Hwy 71- Notice sent out on 11/13/23. The property owner has torn down one of the old buildings and mowed the grass.

option (A)



303 Main Drive
Port St Joe, FL 32055
850.227.1200

PORT ST JOE
CITY COMPLEX
CITY OF PORT ST. JOE
GULF COUNTY, FLORIDA

JOSHUA B. BAILEY, P.E., 01329
E3 000374

PRELIMINARY DOCUMENTS
NOT FOR CONSTRUCTION

SCALE



REVISIONS

NO.	DESCRIPTION	DATE

DRAWN BY: K. QUAINANCE
APPROVED BY: J. BAILEY
CHECKED BY: C. BROWN
DATE: DECEMBER 2023

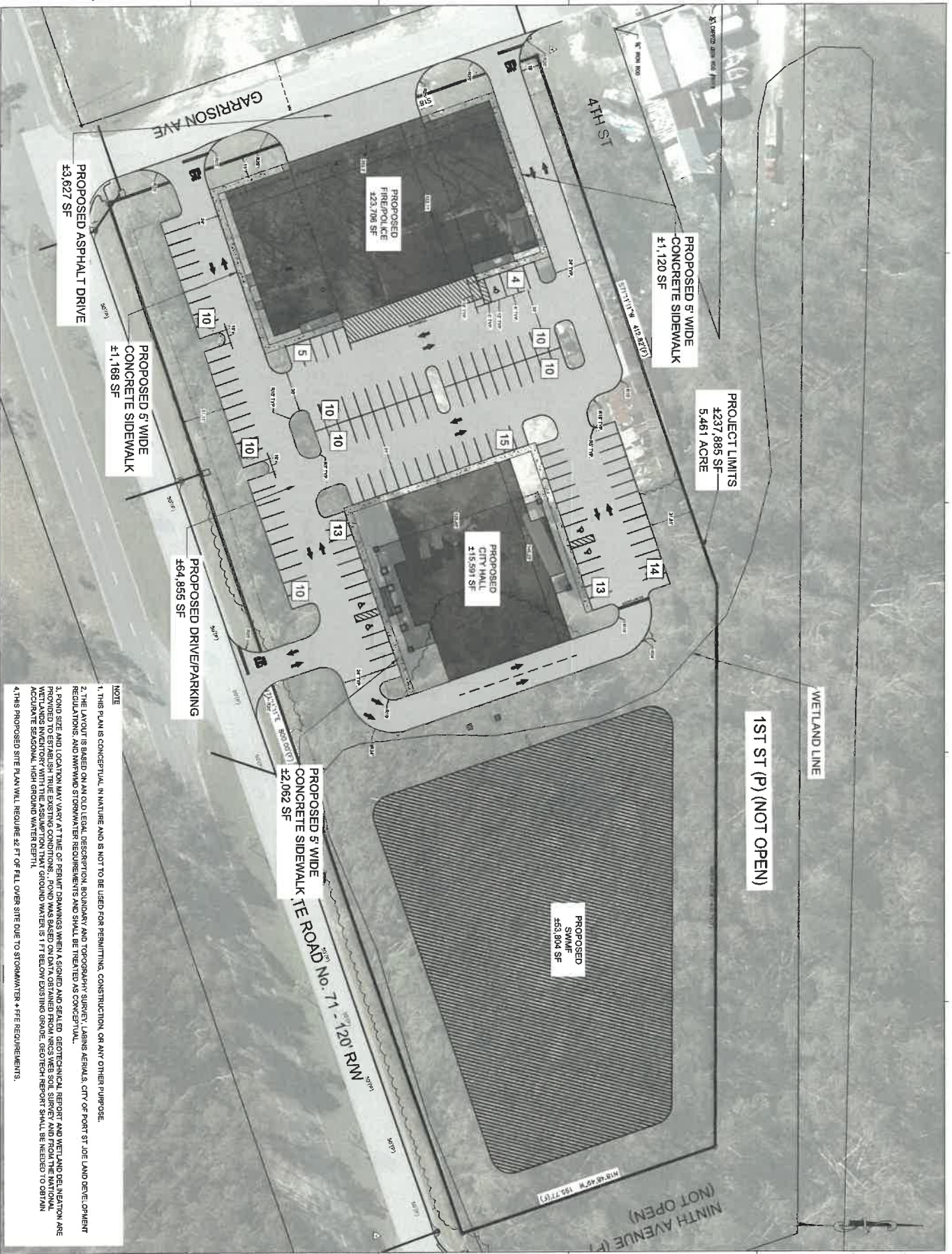
TITLE

SITE PLAN

PROJECT NO.: 591462

P1

SHEET NO.




Dewberry

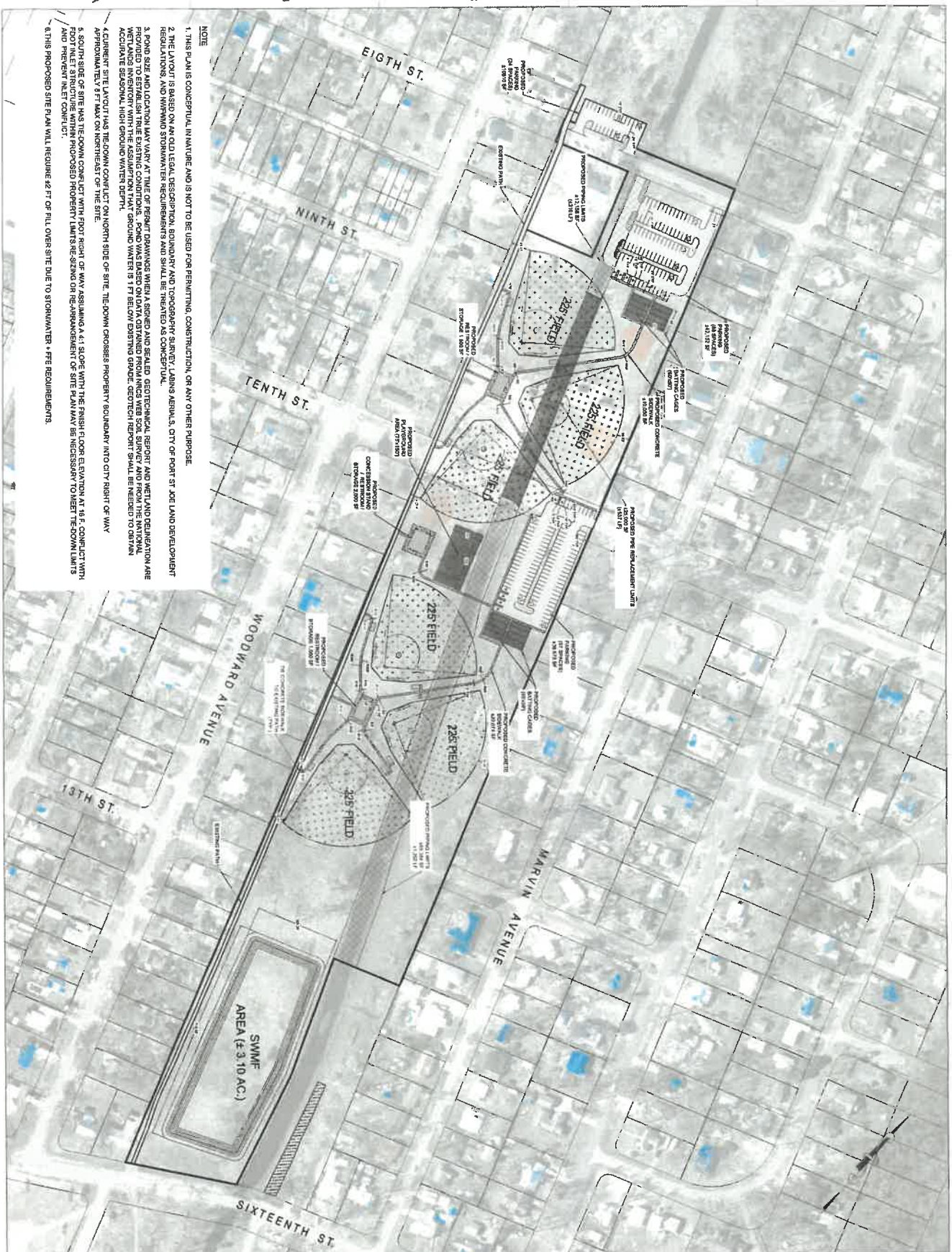
PORT ST JOE
CITY COMPLEX

CITY OF PORT ST. JOE
GULF COUNTY, FLORIDA

17

SITE PLAN

SHEET NO.



- NOTE**
1. THIS PLAN IS CONCEPTUAL IN NATURE AND IS NOT TO BE USED FOR PERMITTING, CONSTRUCTION, OR ANY OTHER PURPOSE.
 2. THE LAYOUT IS BASED ON AN OLD LEGAL DESCRIPTION, BOUNDARY AND TOPOGRAPHY SURVEY, JAMES A. BROWN, JR., CITY OF PORT ST JOE, LAND DEVELOPMENT DEPARTMENT, AND THE CITY OF PORT ST JOE, LAND DEVELOPMENT DEPARTMENT, AND THE CITY OF PORT ST JOE, LAND DEVELOPMENT DEPARTMENT.
 3. FLOOD SIZE AND LOCATION MAY VARY AT TIME OF PERMIT DOWNSHIPS WHEN A SIGNED AND SEALED GEOTECHNICAL REPORT AND WETLAND DELINEATION ARE REQUIRED. THE ASSUMPTION THAT GROUND WATER IS 1 FT BELOW EXISTING GROUND SURFACE REPORT SHALL BE NEEDED TO OBTAIN ACCURATE REGIONAL HIGH GROUND WATER DEPTH.
 4. CURRENT SITE LAYOUT HAS THE DOWN CONFLICT ON NORTH SIDE OF SITE. THE DOWN CHANGES PROPERTY BOUNDARY INTO CITY RIGHT OF WAY APPROXIMATELY 8 FT MAX ON NORTHEAST OF THE SITE.
 5. A 50' WIDE SIDE OF THE DOWN CONFLICT WITH 50' RIGHT OF WAY ASSUMING A 4:1 SLOPE WITH THE FINISH FLOOR IS ELEVATION AT 14.5. CONFLICT WITH FOOT INLET STRUCTURE WITHIN PROPOSED PROPERTY LIMITS REQUIRING OR RE-ARRANGEMENT OF SITE PLAN MAY BE NECESSARY TO MEET THE DOWN LIMITS AND PREVENT INLET CONFLICT.
 6. THIS PROPOSED SITE PLAN WILL REQUIRE 42 FT OF FILL OVER SITE DUE TO STORMWATER PPE REQUIREMENTS.

SHEET NO.

P1

PROJECT NO. 3014877

SITE PLAN

NO.	DESCRIPTION	DATE
1	DESIGN	DATE
2	DESIGN	DATE
3	DESIGN	DATE
4	DESIGN	DATE
5	DESIGN	DATE
6	DESIGN	DATE
7	DESIGN	DATE
8	DESIGN	DATE
9	DESIGN	DATE
10	DESIGN	DATE

SCALE
1" = 100'
1" = 200'
1" = 300'
1" = 400'
1" = 500'

PRELIMINARY DOCUMENTS
NOT FOR CONSTRUCTION

JOHN A. BROWN, JR., P.E. 0128

18

PORT ST JOE
10TH STREET
SPORTS COMPLEX
CITY OF PORT ST. JOE
GULF COUNTY, FLORIDA

304 Marine Drive
Port St. Joe, FL 32455
850.277.7200

Dewberry

Jim Anderson

From: Michael Lacour
Sent: Wednesday, January 3, 2024 2:27 PM
To: Jim Anderson
Cc: Brisotto, Carla; Carney, Jeffrey Andrew
Subject: FW: update
Attachments: Subprojects explanation.pdf

Jim,

Here are the projects that UF is looking for approval, we need to give them an answer,

Mike

From: Brisotto, Carla <c.brisotto@ufl.edu>
Sent: Monday, December 18, 2023 11:44 AM
To: Michael Lacour <mlacour@psj.fl.gov>
Cc: Carney, Jeff <j.carney@ufl.edu>; Bodrey, Ray <rbodrey@ufl.edu>
Subject: update

Hello Mike,

I hope you are doing well. I attached the brief of our project for your convenience. You will find all the information you need including the collaboration with the Garden Club and Ray Bodrey UF/IFAS Extension Gulf County.

I was wondering if you had the chance to talk about it with the City. Let me know if you are available for a phone call today.

Thank you.

Best,

Carla

Carla Brisotto, PhD
Assistant Director and Assistant Scholar
Florida Institute for Built Environment Resilience, <https://dcp.ufl.edu/fiber/>
Program Director, AmeriCorps GatorCorps Program
College of Design, Construction, and Planning
Cell: 352.213.7293

UF UNIVERSITY of
FLORIDA

PORT ST. JOE: THE WAY RESILIENCE LOOKS

A Collective Approach toward Demonstrative Projects of Resilience

INTRODUCTION

Port St. Joe has experienced a strong recovery since Hurricane Michael struck in 2018. Since then, new residents have moved in, repairs and remodeling have addressed the hurricane damage, and the tourism industry has flourished. Additionally, the pursuit of grants to address environmental pollution challenges, flood mitigation, Nature-Based Solutions, and urban flood vulnerability assessment throughout the town has produced a surge of collaborations and research, aiming for a more resilient Port St. Joe.



'The Way Resilience Looks' initiative aims to create and install three temporary interventions within the urban fabric of Port St. Joe to demonstrate how resilience can be achieved. We will engage with locals to bring these interventions to life engaging them in a process of seeing, experiencing, and understanding. Our goal is to show how complex data-driven strategies can lead to community resilience and enhance the sense of place. Our mission is threefold: to educate the community about initiatives occurring in Port St. Joe, encourage active participation of residents, and envision effective climate-change mitigation strategies.

This initiative has been structured through three projects each led by a team. Each team, while working on distinct projects, shares the overarching mission of enhancing Port St. Joe's resilience.

Organized and Supported by:
UF Florida Institute for Built
Environment Resilience
UNIVERSITY of FLORIDA



UF Shimberg Center
for Housing Studies
UNIVERSITY of FLORIDA

JESSIE BALL
DU PONT
FUND

UF CENTER FOR LANDSCAPE
CONSERVATION PLANNING

DEMONSTRATION PROJECT 1:

INLAND GREEN INFRASTRUCTURE

GOAL

This demonstration of inland green infrastructure aims to showcase designs that can potentially be adopted along the stream corridor and other open spaces in the city. Through a pilot plant installation, the project will help community members visualize the positive changes that nature-based solutions can bring while building a more resilient future.

ACTIONS

1. Design Option Development

UF Department of Landscape Architecture students attending the Planting Design Studio (LAA 2361C, Course Instructor: Dr. Jiayang Li, Reviewer: Dr. Gail Hansen) in 2024 Spring will team up to develop 3 to 5 designs that feature different planting typologies around a pond. The actual number of designs that are implemented will depend on the class size. Each design will occupy a segment (about 20-30' x 10-30') along the banks. Ideally, the implementation can take place along the Forest Park Avenue, from 16th Street to 20th street (see Figure 2). Selection of specific segments for implementation will be determined by taking into account the number of student groups, the pedagogical structure of the course syllabus, and the most educational value for the students involved.



Figure 1 _ Identification of possible locations in yellow

2. Plant Installation and Maintenance

FIBER is committed to enriching the local ecosystem by investing in native flora. FIBER will fund the plant purchases. We are collaborating with the Garden Club of Port St. Joe, Ray Bodrey, the County Extension Director of UF/IFAS Extension, and local Master Gardeners who will implement the project in mid-March 2024. These efforts align with the principles of Florida-Friendly Landscaping™ (FFL), ensuring that the selection and installation of plants promote sustainability. There will be no need for maintenance from the city. For more information on Florida-Friendly Landscaping™ practices, visit <https://ffl.ifas.ufl.edu/>.

3. Event Day Community Engagement

We will organize public events in April to describe the project to the public. We will set up a temporary pavilion to provide residents with information regarding the practice and to present students' posters. City representatives are welcome to join these events, offering a platform for dialogue and community engagement, ensuring that the project not only serves but also represents the collective vision and interests of the residents.

Contributing Collaborators



Organized and Supported by:



DEMONSTRATION PROJECT 2:

A PORCH FOR COMMUNITY RESILIENCE

GOAL

This project envisions resilient housing through the construction of a porch. Historically, porches have connected private with public and people with nature, and today they continue to exemplify social and environmental resilience. During the pandemic they proved their continued significance as crucial forms of social distancing that allowed communities to stay in touch. Environmentally, porches are readymade spaces of acclimation—places to enjoy cooling breezes and to build connections with nature, as we witness climate change from our porches. This project builds a porch to serve as a foundation for community-building, housing, and fostering dialogue about resilience.

ACTIONS

1. Design Development

Students from UF's School of Architecture will design and build a temporary porch to serve as a starting point for discussions about housing resilience. Design/build is a form of community service in which students work directly with local stakeholders to envision a need, design it, and then actually build it. In this project, students will design and build a temporary porch based on discussions with the community and on an intensive study of local porches.

2. Resilient Porch Project Deployment

The design/build project will result in a temporary porch that can occupy empty lots to engage public discussion that will lead to visions for resilient housing. The porch will be readily moveable from site to site, and it will take the form of a kit of parts that can be assembled and reassembled. Consequently, the porch works as an installation. Additionally, this project will build ties between the University of Florida and local communities. Students will benefit from experiential learning that will inspire future forms of alternative practice, including design/build and nonprofit design.

3. Event Day Community Engagement

In April, we will host a public event to showcase the porch project to the community. We warmly invite city officials to participate in these events. Their presence will offer a valuable opportunity for conversation and civic involvement, ensuring the project not only meets the needs of the community but also reflects its shared aspirations and identity.

Contributing Collaborator



Organized and Supported by:



Florida Institute for Built
Environment Resilience
UNIVERSITY of FLORIDA



Shimberg Center
for Housing Studies
UNIVERSITY of FLORIDA

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CENTER FOR LANDSCAPE
CONSERVATION PLANNING

DEMONSTRATION PROJECT 3:

DUNES IN SCHOOLS-GULF COUNTY

GOAL

This This project will engage middle school students in understanding the importance of sea oats in coastal communities, the different types of Florida shorelines, how to build a beach dune naturally and understand the mystery behind tea-colored lakes as well as the characteristics of fish identification and finally identify how the land use around dunes has changed over time. Students will be engaged through numerous lessons with hands on activities, growing sea oats and ultimately planting sea oats in partnership with a local community.

ACTIONS

1. Pre-classroom planning

- UF in partnership with St. Andrew and St. Joseph Bays Estuary Program will make contacts with a local middle school teacher and principal interested in integrating the Dunes in School curriculum into their daily instruction.
- Materials will be purchased to support the hands on activities and a schedule created for UF and partners to enter the classroom and provide classroom support to the teacher/s including when to start growing the sea oats and the field trip.

2. In classroom instruction

- The UF/SASJBEP will purchase necessary materials to grow the sea oats in the classroom for a short period of time (few months). The materials will be provided to the students that will then plant the sea oats to begin the growing process.
- The UF/SASJBEP team will work with the teacher and students to maintain the sea oats and ensure survival.

3. Field Trip!

- The UF/SASJBEP will work with the teacher and school to secure transportation for students to a location identified by project partners such as the city that will provide a location that can accommodate a large group of students. Logistics for maximize the experience for all students will be organized with the school and may require separate field trips depending on class size.

Contributing Collaborator



Organized and Supported by:
UF Florida Institute for Built
Environment Resilience
UNIVERSITY of FLORIDA



UF Shimberg Center
for Housing Studies
UNIVERSITY of FLORIDA

23

JESSIE BALL
DU PONT
FUND

UF CENTER FOR LANDSCAPE
CONSERVATION PLANNING

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	51616-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
1/10/2024

QUICK QUOTE SHEET

REVISED QUOTE DATE
1/10/2024

REQUESTING AGENCY	PORT ST JOE, CITY OF			
CONTACT PERSON	JOHN GRANTLAND	EMAIL	JGRANTLAND@PSJ.FL.GOV	
PHONE	850-527-2221	MOBILE	FAX	

CONTRACT NUMBER 5179 - 2024 CITY OF TALLAHASSEE

MODEL	1XX26 1FL	MSRP	\$28,450.00
	2024 CHEVY Equinox AWD 1FL		
CUSTOMER ID	INCREMENTAL ALLOCATION Q2 24	GOVERNMENT PRICE	\$26,986.00
BED LENGTH	SUV		

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS

DESCRIPTION

GAZ	Summit White	\$0.00
HC8	Medium Ash Gray, Premium Cloth seat trim	\$0.00
LSD	Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT	\$0.00
MNH	Transmission, 6-speed automatic, electronically-controlled with overdrive	\$0.00
1FL	OPTIONS LS Preferred Equipment Group	\$0.00
AG1	Seat adjuster, driver 8-way power with 2-way power lumbar	\$0.00
AKO	Glass, deep-tinted, rear	\$0.00
AL9	Seat adjuster, 2-way power driver lumbar control	\$0.00
AR9	Seats, front bucket	\$0.00
FE9	Emissions, Federal requirements	\$0.00
FX6	Axle, 3.87 final drive ratio	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo.	\$0.00
PCR	LS Convenience Package	\$785.00
UDD	Display, driver instrument information enhanced, multi-color	\$0.00
VQ2	Fleet Processing Option	\$0.00
PW PL	Power Windows & Locks (Incl)	\$0.00
BT	BLUE TOOTH (STD)	\$0.00
RKE	Remote Keyless Entry	\$0.00
BUC	Back Up Camera	\$0.00

FACTORY OPTIONS

\$785.00

AFTERMARKET OPTIONS

DESCRIPTION

NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.	\$0.00
3BLS	3rd brake light safety pulse (Pulses 3rd brake light (4) times upon application of brake pedal to increase driver awareness behind you when stopping)	\$200.00
EWD	EXTENDED WARRANTY DECLINED	\$0.00

AFTERMARKET OPTIONS

\$200.00

CONTRACT NUMBER 5179 - 2024 CITY OF TALLAHASSEE

TRADE IN

TOTAL COST

\$27,971.00

YES WE TAKE TRADE INS ~~~~ ASK ABOUT MUNICIPAL FINANCING ~~~~

\$0.00

TOTAL COST LESS TRADE IN(S)

QTY

1

\$27,971.00

Estimated Annual payments for 60 months paid in advance: \$6,264.35

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

ORDERED UNIT VIN: [VIN NA]

VEHICLE QUOTED BY

CHRISTY SELF

GOVERNMENT ACCOUNT MANAGER christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Alan Jay Fleet

Ashlee Wilson | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2024 Chevrolet Equinox (1XX26) AWD 4dr LS w/1FL (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2024 Chevrolet Equinox (1XX26) AWD 4dr LS w/1FL	MSRP:\$28,450.00
Interior:Medium Ash Gray, Premium Cloth seat trim	
Exterior 1:Summit White	
Exterior 2:No color has been selected.	
Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT	
Transmission, 6-speed automatic, electronically-controlled with overdrive	

OPTIONS

CODE	MODEL	MSRP
1XX26	[Fleet] 2024 Chevrolet Equinox (1XX26) AWD 4dr LS w/1FL	\$28,450.00
OPTIONS		
1FL	LS Preferred Equipment Group	\$0.00
AG1	Seat adjuster, driver 8-way power with 2-way power lumbar	Inc.
AKO	Glass, deep-tinted, rear	Inc.
AL9	Seat adjuster, 2-way power driver lumbar control	Inc.
AR9	Seats, front bucket	\$0.00
FE9	Emissions, Federal requirements	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 21206. Data Updated: Dec 13, 2023 6:41:00 PM PST.



Alan Jay Fleet

Ashlee Wilson | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2024 Chevrolet Equinox (1XX26) AWD 4dr LS w/1FL (Complete)

FX6	Axle, 3.87 final drive ratio		\$0.00
GAZ	Summit White		\$0.00
HC8	Medium Ash Gray, Premium Cloth seat trim		\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo.		\$0.00
LSD	Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT		\$0.00
MNH	Transmission, 6-speed automatic, electronically-controlled with overdrive		\$0.00
PCR	LS Convenience Package		\$785.00
UDD	Display, driver instrument information enhanced, multi-color	Inc.	
VQ2	Fleet processing option		\$0.00
SUBTOTAL			\$29,235.00
Adjustments Total			\$0.00
Destination Charge			\$1,395.00
TOTAL PRICE			\$30,630.00

FUEL ECONOMY

Est City:24 MPG
Est Highway:30 MPG
Est Highway Cruising Range:468.00 mi

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Data Version: 21206. Data Updated: Dec 13, 2023 6:41:00 PM PST.



RJ Gorman Marine Construction LLC
1944 Frankford Ave
Panama City FL, 32405
850.769.7747
rjgormanmarine.com

Change Order

Owner/Contractor/Subcontractor City of Port St Joe	Project Name Clifford Sims Park Improvements, project # 50085453	Date Dec 22, 2023
Address 305 Cecil G. Costin Sr. Blvd	City / State / Zip Port St Joe, FL 32456	
Original Contract Date June 13, 2023	Change Order No. 2	
Change to the work to be performed under the original contract as follows: Furnish and install additional 160 cubic yards of fill dirt under sidewalk Furnish and install additional 20 tons #57 stone over fill dirt		

Total price to be adjusted as follows:

Original contract price	\$ 732,474.55
Net amount previous change orders	-\$ 12,757.50
Current contract price	\$ 719,717.05
Adjustment this Change Order	\$ 5,615.99
Revised contract price	\$ 725,333.04

Schedule

2 Additional working days

RJ Gorman Marine				
Company	Name	Title	Signature	Date
City of Port St Joe				
Company	Name	Title	Signature	Date

Unless specifically changed by this change order, all terms of the original contract govern the performance of this change order.

PROJECT REFERENCE NO. / NAME: Clifford Sims Park Improvements, Project # 50085453
--

RFP # 2023-18
Water Treatment Plant Clarifiers #3 and
Renovation and Repaint
City Commission Conference Room
January 5, 2024 at 3:05 P.M.

[illegible]

City of Port St. Joe, Florida

Code Enforcement

305 Cecil G. Costin, Sr. Blvd.

Port St. Joe, Florida 32456

Email: tvanheerden@psj.fl.gov

Phone: 1 (850) 229-8261 Ext. 112 Fax: 1 (850) 227-7522

Notice of City Ordinance Violation

Notice of Violation

LOCATION: . Port St. Joe, FL DATE/TIME: 9/07/2023 3:00 p.m. (EST)

NAME(S): TENANT AND/OR OWNER:

Parcel Number 0000-000R

Case Number 2024-

VIOLATION SUMMARY

VIOLATION(S) Truck without a tag not in usable condition located on residential property is in Violation of City Ordinance Number 296. (The substandard structure and junk abatement code). 2(B)

Ordinance 296 (2) B. Storage of junked automobiles: Unsheltered for a period of (30) days or more within the corporate limits of the City, except in licensed junk yards, of old and unused stripped junk or automobiles not in good and safe operating conditions, and of any other vehicles, machinery, implements or personal property of any kind which is no longer safe or usable for which it was manufactured. Any vehicle which does not have a current tag shall be considered a junk automobile.

YOU ARE HEREBY ORDERED TO CEASE AND DESIST SAID VIOLATIONS OR ABATE SAME TO BE IN COMPLIANCE YOU MUST

- (1) Remove the vehicles from the property.

If you are planning to sell your junk car, you should consider using online platforms that offer cash for junk cars. The City of Port St Joe has added a list of sites to assist you on your search to sell your junk cars but are not limited to. The listed sites are not affiliated or indorsed by the City of Port St Joe.

- (1) Wheelzy.com – Gainesville, FL (855)294-0940 or (855)959-4983.
- (2) US Junk Cars – Panama City, FL (850)213-8158.
- (3) DamagedCars.Com – (866)443-8530.
- (4) Carvana – 477 Lenoir Ave, Jacksonville, FL – (833)548-2742.
- (5) Peddle.com – (888)920-2618.
- (6) CarBrain – Jacksonville, FL - (866)443-8530.

PLEASE NOTE

1. Failure to correct or eliminate the above listed violations within ten (10) days upon receipt of this notice will result in a code enforcement hearing letter being issued to you (tenant/and or owner).
2. Be advised that monetary fines in the amount of \$250.00, or more, may be imposed depending on the nature of the violation(s).
3. Additional citations, to include the associated monetary fine(s), may be issued for each day that the identified violation(s) is/are found to exist beyond the date set for compliance/correction.

4. Violators may be held liable for the reasonable cost of a hearing before a Special Master, should a violator(s) be found guilty of a violation(s).

You are hereby notified of the outstanding code violations that must be remedied by the date indicated below or future legal action will be taken to bring the property into compliance.

COMPLIANCE/CORRECTION DATE: NO LATER THAN *** **, 2024**

If there are any questions, please contact the inspector listed below.

Inspector: Tyron C. Van Heerden and/or Frankie Fennell/City Code Enforcement Inspectors
Phone: 1 (850) 229-8261

Grants Updated- 1/16/24

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
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
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work 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. Waiting on Approval of the amended scope of work by the State.
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 10 th Street Sports Complex & \$786,545 for Road Paving.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I under construction.
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	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FRDAP	\$150,000	Core Park Splash Pad & Restroom, 25% City Match. Submitted 8/27/23. Second Request.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23

FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24
Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Approved
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Legislative Request 2023	\$6,000,000 \$2,000,000	Fire/Police Public Safety Facility Road Paving Workforce Housing Project Submitted 11/10/23
Army Corps of Engineers	TBD, up to \$15,000,000	Stormwater Improvements, Application submitted on 10/18/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
Dept. of Commerce	\$2,000,000	Rural Infrastructure Fund, Workforce Housing Access Road. Application submitted 11/3/23. Was not approved.

RFP # 2023-17
FDOT Beautification Grant
West of Fourth Street M.P. 2.153 to East of Third Street M.P. 2.300
City Commission Conference Room
December 8, 2023, at 3:05 P.M.

[illegible]



Coastal Design & Landscape, Inc.
1151 Industrial Road/ Port St. Joe, FL 32456
phone: 850-229-8880
email: angela@coastaldesign.biz

Proposal 23-1208

Proposal

Customer

Name City of Port St. Joe FDOT Beautification Program
Address 305 Cecil G. Costin Sr. Blvd.
City PSJ State FL ZIP 32456
Phone John Grantland, 850-229-8247

Date 12/8/2023
Order No. _____
RFP 2023-17

Qty	Description	Unit Price	TOTAL
	RFP 2023-17 FDOT District Three Beautification Grant Program US98 West of 4th Street to East of 3rd Street		
1	Installation of landscape & irrigation per plan provided.	\$61,800.00	\$61,800.00
		SubTotal	\$61,800.00
		TOTAL	\$61,800.00

Payment Details

- ☒ 50% downpayment
balance upon completion

completion date _____

Approval signature: _____

Thank you for the opportunity!



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

January 5, 2024

Ms. Charlotte Pierce, City Clerk
City of Port St. Joe
305 Cecil G. Costin Sr. Boulevard
Port St. Joe, Florida 32456

Dear Ms. Pierce:


It is my pleasure to inform you that your application for a Fiscal Year 2023-24 Beautification Grant has been selected by the Department to receive a grant for your project along State Road 30. This grant (Financial Project Number 452450-2-74-01) in the amount of \$129,580 can be used only for the costs allowed by Section 339.2405(11), Florida Statutes.

If you wish to accept the grant, please send a letter of acceptance by email to Kristi Patterson (Kristi.Patterson@dot.state.fl.us), District Three Beautification Grant Coordinator, within 15 days from the receipt date of this letter.

After receiving your letter of acceptance, Ms. Patterson will be available to advise you as you prepare landscape plans for review and approval by the Department. The plans must be consistent with the concept endorsed by the Department in the awarded grant proposal. There is no commitment of funds for the grant project until the Notice to Proceed is issued. Expenditures for work prior to the Notice to Proceed are not reimbursable. Funds will be released by the Department as required by Rule 14-40.023, Florida Administrative Code. Agreements associated with the grant must be executed within one year from the date of the letter of acceptance and meet the requirements of paragraph 14-40.003(3)(c) F.A.C. Failure to execute required agreements will result in the grant award being withdrawn.

Congratulations on your award and thank you for your interest and help in making Florida a more beautiful place to live and visit.

Sincerely,

DocuSigned by:

022E6284290B41A...

Will N. Watts, Jr., P.E.
Assistant Secretary for Engineering and Operations
Florida Department of Transportation

KJT/jcb

cc: Phillip Gainer, District Three Secretary
Timothy Hendrix, District Three Maintenance Engineer
Kristi Patterson, District Three Landscape Project Manager and Beautification Grant Coordinator
Willson McBurney, District Three Landscape Architect
Dean Stoddart, State Transportation Landscape Architect