

**October 15, 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 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

October 15, 2024

Call to Order

Consent Agenda

Minutes

- Regular Meeting 10/1/24
- Special Meeting 10/9/24

Pages 1-5

Pages 6-7

Planning Board Recommendations

- Parcel #03040-010R, Kelly & Lisa Forehand
 - Ordinance 613 Future Land Use Map Amendment
1st Reading

Pages 8-19

City Engineer

- Update

City Attorney

- Update

Old Business

- City Projects
- MLD Architectural Task Order- New Municipal Complex (Design Only)

Pages 20-21

Page 22

New Business

- Shift Differential Pay- Comm. Hoffman
- Emergency Closure Pay- Comm. Hoffman
- 1% Tourist Development Tax- Comm. Hoffman

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- RFP 2024-17 Bar Screen Wastewater Treatment Plant

Page 23

Finance Director

- FEMA- Update

- **CDBG-DR Grant Amendment Three**
- **Grants Reimbursement- Update**

Pages 24-28

Code Enforcement

- **Update**

Police Department

- **FDOT Permit Request for the Christmas Parade**

City Clerk

- **Grants- Update**

Pages 29-30

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, October 1, 2024, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of September 17, 2024, the Special Meeting of September 17, 2024, and the Emergency Meeting of September 26, 2024. All in favor; Motion carried 5-0.

Planning Board Recommendations

Parcel #03040-002R, 68V Salt Pines 2024 LLC; Ordinance 610 Future Land Use Map Amendment: Second Reading and Adoption, Development Order Request

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to have the Second Reading and Adoption of Ordinance 610.

Christy McElroy voiced her concerns about the Ordinance. Clay Murphy of Southeastern Consulting Engineers provided answers and explanations about the issue.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 610 by Title only.

Development Order Request

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to accept the Planning Board Recommendation to approve the Development Order Request for Parcel #03040-002R, 68V Salt Pines 2024 LLC. All in favor; Motion carried 5-0.

City Engineer

City Street Resurfacing

This project is out for bid.

City Government Complex

Mr. Anderson is still waiting on a response from the architect. Mayor Buzzett requested that we have an answer from the architect by the next meeting.

RFP 2024-14 Allen Memorial Paving

The Notice of Award and Agreement has been provided to the contractor.

RFP 2024-13 Monument Avenue Paving

The Notice of Award and Agreement for this project has been provided to the contractor.

Beacon Hill Sewer

Dewberry is still waiting on as-built revisions to close this project.

Downtown Utilities Phase 2

The project is in progress and progressing well with minimal disturbances.

HMGP Grant – Elevation of 12 Lift Stations

The state has all the paperwork and is working on the grant extension.

Tenth Street Pipe Replacement

Dewberry is currently working on the headwall design and anticipates it will be 4 – 6 weeks before delivery of the concrete structure.

Avenue C and Battle Street Intersection

Plans are 30% complete.

Long Avenue Paving

Plans are to have a 1" overlay of the road, spot milling has been done, and electronic equipment will be used to have a level road.

Chester Davis shared his concerns about the Battle Street issue.

Robert Branch shared his concerns about the Tenth Street pipe.

Christy McElroy voiced her concerns on the Tenth Street pipe and Buck Griffin Lake.

Mayor Buzzett shared that the City is trying to improve drainage for the residents.

City Attorney

Attorney McCahill did not have any specific information for the Commission.

Old Business

City Projects

There were no questions about City Projects.

New Business

Tallulah CBD Kava Bar THC – Commissioner Lowry

The Commission asked Attorney McCahill to research the Adult Entertainment Ordinance and if it doesn't apply, the business may proceed with a Business License.

FDOT Traffic Signal Maintenance Agreement

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to accept the City Staff recommendation to approve the Traffic Signal Maintenance Agreement in the amount of \$8,828 for FY 2025. All in favor; Motion carried 5-0.

Core Park Restroom and Splash Pad – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to utilize \$200,000 of the already budgeted funds for Core Park and the \$75,000 from Gulf County to construct a bathroom and \$100,000 in City funds reserved for a splash pad matched by \$50,000 from Gulf County to build a Splash Pad. All in favor; Motion carried 5-0.

Christy McElroy and Robert Branch shared their concerns about these projects.

Eddie Fields asked for additional toilets and bathroom stalls at the WIG Building.

Resolution 2024-12 Rental Fees

This was Tabled for review.

Rental Agreement

Mayor Buzzett requested that Commissioners read the agreement and be prepared to discuss it at the next meeting.

Public Works – John Grantland

CDBG-DR Task Order for Construction, Administration and Inspection

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Task Order not to exceed the amount of \$95,600.00. All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to accept the bid from Thatcher for Liquid Ferric Sulfate in the amount of \$474.79 per dry ton. All in favor; Motion carried 5-0.

Wastewater Plant - No one from the Wastewater Plant was present for the meeting.

RFP 2024-15 Spray Field Zone 3 Materials

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to accept the bid from Core and Main in the amount of \$100,415.27. All in favor; Motion carried 5-0.

RFP 2024-17 Bar Screen Wastewater Treatment Plant

This item was Tabled to determine the funding source.

Mayor Buzzett offered condolence to the family of Richard O'Donnell, Chief Electrician for the City, who passed away over the weekend.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour has submitted a request to FEMA for reimbursement of salaries that are a result of Hurricane Helene.

There has been no update from FEMA on a reimbursement request that has been submitted to FEMA for Clifford Sims Park.

No reimbursement funds have been received on the Centennial Building Grant.

Code Enforcement

Mr. Anderson shared that the County has agreed to help with the demolition of two more houses. This brings to six the number of houses the City and County have worked together on. He also noted that a number of vehicles have been removed and hearings are upcoming for others that are not in compliance.

Police Department – Chief Richards

A Motion was made by Commissioner Kerigan, second by Commissioner Lanston, to approve the Dispatching Agreement with the Gulf County Sheriff's Department in the amount of \$85,000.00. All in favor; Motion carried 5-0. There was no increase in the contract for this year.

Chief Richards thanked the community for their cooperation during Hurricane Helene, for heeding the warnings concerning the hurricane, noted they received minimal calls during the event, and was thankful that everyone worked together so well.

City Clerk – Charlotte Pierce

Current Grants Update

Clerk Pierce shared that City Staff is working on Quarterly Grant Reports, continuing to work on available grants and staying busy with compliance.

Ms. Pierce reminded the Commission of Ghosts on the Coast, Thursday, October 31, 2024. The Gulf County Chamber of Commerce will once again be handling the judging and Chris Karagiannis and Monolith Construction will be handling the trophies for the event and also proving ribbons for the Christmas Parade Category winners.

Centennial Building Grand Re-Opening

Ms. Pierce noted the new date for the Grand Re-opening of the Centennial Building will be on Saturday, November 16, 2024, from 7 P. M. until Midnight.

Citizens to be Heard

Christy McElroy and Robert Branch shared their concerns about different projects.

Chester Davis shared his concerns about Battle Street.

Discussion Items by Commissioners

Commissioner Langston asked about updates on the roof for the Washington Museum and Workforce Buildings. Mr. Anderson responded that he would check with Clay Smallwood III, Assistant Gulf County Administrator, as repairs were on the County’s Agenda last week.

Commissioner Langston asked about the Workforce Housing Project. Mr. Anderson noted that funds for the roadway were vetoed by Governor DeSantis and that Oikos is continuing to seek funding for the project.

Neither Commissioners Kerrigan nor Lowry had any additional information to share.

Commissioner Hoffman reiterated his support of the Tenth Street Project, noted the Commission has voted on this issue more than once, and that it is mind boggling to hear people argue against recommendations for improvements and the safety of the community.

Mayor Buzzett did not have any additional updates for the Commission.

Motion to Adjourn

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:48 P.M.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, October 9, 2024, 10:00 A.M.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Ingrid Bundy, Finance Director Mike Lacour, Chief of Police Jake Richards, and Attorney McCahill were also present. Public Works Director John Grantland joined the meeting at 10:40.

CONSENT AGENDA

Monument Avenue Paving Project

CEI Services Contract

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to utilize COVID Funds not to exceed \$25,000 for the CEI Services Contract with Dewberry Engineers, Inc.

The following individuals shared their opinion on the issue. Christy McElroy and Robert Branch.

All in favor; Motion carried 5-0.

Request to Utilize COVID Funds

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to utilize COVID Funds in the amount of \$355,416.90, (which includes the \$25,000 for CEI Services and previously approved contracts of \$24,745 for Engineering with Dewberry, Engineers, Inc. and \$305, 671.90 for the Roberts and Roberts Paving Contract) for the paving of Monument Avenue.

Commissioner Hoffman requested the current budget line item for paving Monument Avenue be used for future Tenth Street Improvements since COVID Funds are being utilized.

The following individuals shared their opinion on the issue. Christy McElroy and Jim Martin.

All in favor; Motion carried 5-0.

Battles Street Stormwater Emergency Repairs

Quotes for Repairs

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to accept the contract in the amount of \$147,569.52 with L & K Contracting Co, Inc., and Core and Main Pipe Quote of \$39,473 for a total of \$187,042.52 for Battles Street Stormwater Emergency Repairs.

The following individuals shared their opinion on the issue. Christy McElroy, Chester Davis, George Foxworth, Marvin Davis, Robert Branch, and Tan Smiley.

All in favor; Motion carried 5-0.

Request to Utilize COVID Funds

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to utilize COVID Funds in the amount of \$147,042.52 for L & K Contracting Co, Inc., for Battles Street Stormwater Emergency Repairs.

The following individual shared her opinion on the issue. Christy McElroy.

All in favor; Motion carried 5-0.

Eighth to Tenth Street Stormwater Emergency Repairs

Quotes for Repair

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the repair materials from Core and Main in the amount of \$134,022.86, the 10th Street Headwalls to be done by Roberts and Roberts, Inc., in the amount of \$204,886, and a MOU with Gulf County to lay the pipe as an Emergency Repair.

The following individual shared her opinion on the issue. Robert Branch, Chester Davis, Christy McElroy.

All in Favor; Motion carried 5-0.

Request to Utilize COVID Funds

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve \$363,908 (including \$25,000 which was previously approved for Engineering by Dewberry) of COVID Funds to pay for the total project.

The following individuals shared their opinion on the issue. Robert Branch and Christy McElroy.

All in favor; Motion carried 5-0.

Holiday Pay – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to change the definition of Holiday Pay in the City Handbook to allow workers to receive time and a half for actual time worked on a holiday. After discussion, the Motion did not pass. Commissioners Hoffman and Langston voted for the Motion with Commissioners Kerigan, Lowry and Mayor Buzzett voting no.

Citizens to be Heard

No one addressed the Commission.

Discussion Items by Commissioners

Commissioner Langston stated that he is very aware of what is going on in his neighborhood, he is not incompetent, and he wants to get the repairs made. He noted that it is mind boggling that people do not listen to what is being said.

Neither Commissioners Kerigan, Lowry, nor Hoffman had any other issues to discuss with the Commissioners.

Mayor Buzzett reminded citizens that the current Commission inherited the infrastructure that is in place. Things are old, they wear out, and the City does not have unlimited funds. He also noted that conflicts of interest between individuals and the firms they represent are not the responsibility of the City.

Motion to Adjourn

The following individuals shared their thoughts on the issues

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 11:25 P.M.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 613

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN FOR FUTURE LAND USE MAP OF THE CITY OF PORT ST. JOE, FLORIDA BY AND THROUGH PROCEDURES REQUIRED FOR SMALL-SCALE MAP AMENDMENTS PURSUIT TO AUTHORITY UNDER STATE STATUTES SECTION 163.3187, SPECIFICALLY CHANGING PARCEL ID NUMBER 03040-010R FROM COMMERCIAL TO MEDIUM DENSITY RESIDENTIAL R-2, PROVIDING FOR THE AMENDMENT OF THE ZONING MAP OF THE CITY OF PORT ST. JOE; AND PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, provides for the authority and procedure for the City Commission of Port St. Joe, Florida to amend its Comprehensive Plan utilizing procedures applicable to small scale developments; and

WHEREAS, on October 1, 2024, the Planning and Development Review Board sitting as the local planning agency for the City, recommended approval of the small-scale amendment to the comprehensive plan and Zoning Map of the City; and

WHEREAS, the City Commission desires to adopt the amendment to the current comprehensive plan to guide and control the future development of the city, and to preserve, promote, and protect the public health, safety, and welfare.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. APPROVAL

The city of Port St. Joe Comprehensive Plan Future Land Use Map and Zoning Map are here by amended as set forth on Exhibit "A" and are hereby changed from Commercial land use to Medium Density Residential R-2 and the Zoning to Residential R-2B. The application and all documentation submitted by the Applicant in support of it are hereby incorporated by reference.

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the approval of the amendment is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan as amended.

SECTION 3. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 4. FUTURE LAND USE MAP

Upon this Ordinance becoming effective, the City of Port St. Joe Future Land Use Map shall be amended to show the Property as having a land use of Medium Density Residential R-2.

SECTION 5. ZONING

The Zoning map of the City of Port St. Joe is hereby amended to show the property described in Exhibit "A" as Residential R-2B.

SECTION 6. REPEAL

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

SECTION 7. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or application of this Ordinance that can be given effect without the invalid provision or application.

SECTION 8. EFFECTIVE DATE

This ordinance shall become effective upon adoption as provided by law.

This Ordinance was adopted in open regular meeting after its second reading this ____ day of _____, 2024.

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

By: _____

Rex Buzzett, Mayor-Commissioner

Attest: _____

Charlotte M. Pierce

City Clerk

CITY OF PORT ST. JOE FUTURE LAND USE MAP
AMENDMENT APPLICATION

Property Address: TBD GIBBERSON AVE Current Land Use: C-1

Property Owner: KELLY + LISA FOREHAND Proposed Land Use: R-2B

Mailing Address: P.O. Box 1201 PORT ST. JOE, FL 32457

Phone: 850 819-0424

Applicant if Different: SAME

Parcel Number: 03040-010R

[Signature]
Owners Signature

Sworn to and subscribed before me this 19 day of August. Personally Known
OR Produced Identification.
Type Provided _____.



Jennifer Lee Young
Signature of Notary

PUBLIC NOTICE

1. A sign will be posted for two weeks on the property seeking the change and a notice will be published in the local newspaper.

APPLICATION REQUIREMENTS

Application Fee: Small Scale Amendment - \$500.00 - Large Scale Amendment \$2,000.00

✓ Legal Description of Property ATTACHED

✓ Copy of Deed ATTACHED

✓ Copy of Survey ATTACHED

[Signature]
Owner Signature

Date: 8/19/24

[Signature]
Applicant Signature

Date: 8/19/24

Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538
www.trasurveying.com

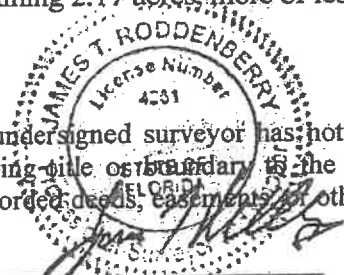
March 18, 2024

Legal Description of a 2.17 Acre Tract
Certified To: Kelly Earl Forehand

I hereby certify that this is a true and correct representation of the following described property, and that this description meets the minimum technical standards for land surveying (Chapter 5J-17.051/.052, Florida Administrative Code).

Commence at the Northwest corner of Section 18, Township 8 South, Range 10 West, Gulf County, Florida; thence run South 89 degrees 21 minutes 38 seconds East 1,652.62 feet; thence run South 00 degrees 47 minutes 00 seconds West 87.03 feet; thence run West 462.73 feet to an iron rod and cap (marked #1355) marking the POINT OF BEGINNING. From said POINT OF BEGINNING; thence run South 01 degree 11 minutes 57 seconds West 258.67 feet to an iron rod and cap (marked #1355); thence run South 88 degrees 29 minutes 23 seconds West 322.50 feet to an iron rod lying on the Easterly right-of-way boundary of Garrison Avenue said point lying on a curve concave to the Southwesterly, thence run Northwesterly along said right-of-way boundary and curve having a radius of 5,782.22 feet; through a central angle of 02 degrees 45 minutes 20 seconds, for an arc distance of 278.10 feet, chord being North 13 degrees 52 minutes 56 seconds West 278.07 feet to an iron rod and cap (marked #6475); thence leaving said right-of-way boundary run South 89 degrees 35 minutes 17 seconds East 394.52 feet to the POINT OF BEGINNING containing 2.17 acres, more or less.

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.


James T. Roddenberry
Surveyor and Mapper Florida
Certificate No: 4261

24-158

Prepared by:
Costin and Costin
413 Williams Ave.
Port St. Joe, Florida 32456
File Number: COMFORTER/FOREHAND
Parcel ID Number: 03040-010R

Inst: 202423002230 Date: 04/09/2024 Time: 3:35PM
Page 1 of 2 B: 823 P: 192, Rebecca L. Norris, Clerk of Court Gulf,
County, By: CO
Deputy ClerkDoc Stamp-Deed: 1925.00

General Warranty Deed

Made this April 9, 2024 A.D. By **W. P.COMFORTER, JR.**, whose address is: 501 7TH STREET, Port Saint Joe, Florida 32456, hereinafter called the grantor, to

KELLY FOREHAND and wife, **LISA FOREHAND**, whose post office address is: , hereinafter called the grantee:

P O BOX 505, PORT ST JOE FL 32457

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Gulf County, Florida, viz:

SEE EXHIBIT "A" ATTACHED HERETO FOR LEGAL DESCRIPTION.

PROPERTY IS NOT THE HOMESTEAD OF THE GRANTOR.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2023.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

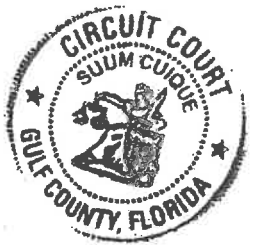
Holly Atkins W. P. COMFORTER, JR. (Seal)
W. P. COMFORTER, JR.

Witness Printed Name
413 Williams Ave
Port St. Joe, FL 32456

Dana G. Mallon

Witness Printed Name
413 Williams Ave
Port St. Joe, FL 32456

State of FL
County of Gulf



The foregoing instrument was acknowledged before me this 9 day of Apr, 2024, by **W. P. COMFORTER, JR.**, who is personally known and who physically appeared before me.

Holly M. Atkins

Notary Public
Print Name:

My Commission Expires

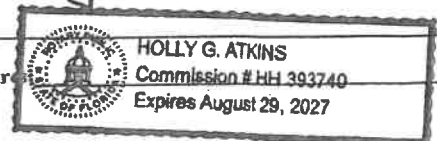


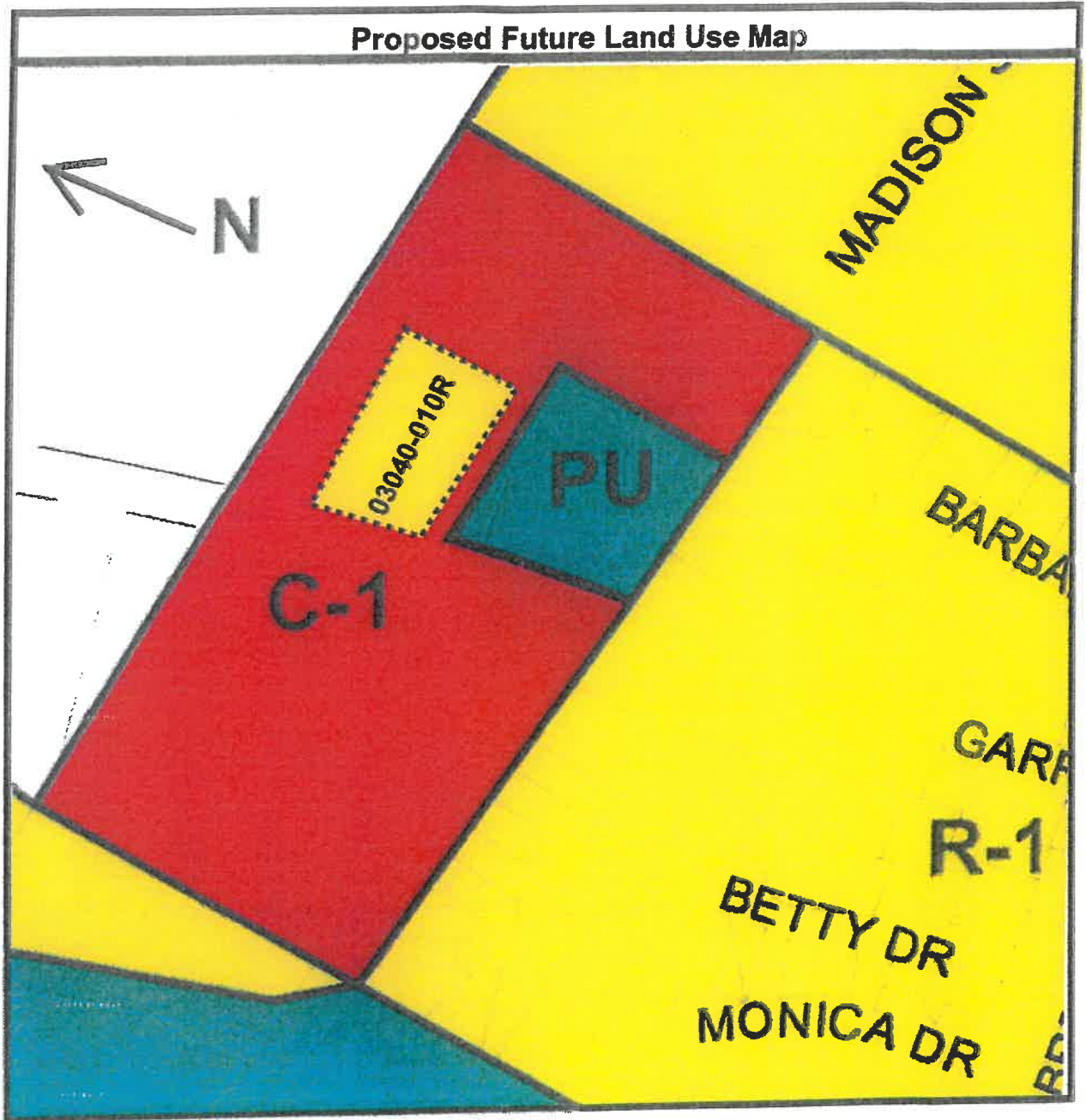
EXHIBIT "A"

COMMENCE AT THE NORTHWEST CORNER OF SECTION 18, TOWNSHIP 8 SOUTH, RANGE 10 WEST, GULF COUNTY, FLORIDA, AND THENCE RUN SOUTH 89 DEGREES 21 MINUTES 38 SECONDS EAST 1652.62 FEET, THENCE RUN SOUTH 00 DEGREES 47 MINUTES 00 SECONDS WEST 87.03 FEET, THENCE RUN WEST 462.73 FEET TO A ROD AND CAP FOR THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING THENCE RUN SOUTH 00 DEGREES 47 MINUTES 00 SECONDS WEST 258.64 FEET TO A ROD AND CAP, THENCE RUN SOUTH 88 DEGREES 04 MINUTES 06 SECONDS WEST 322.43 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY BOUNDARY OF GARRISON AVENUE, SAID POINT LYING ON A CURVE CONCAVE TO THE SOUTHWESTERLY, THENCE RUN NORTHWESTERLY ALONG SAID RIGHT-OF-WAY BOUNDARY AND ALONG SAID CURVE WITH A RADIUS OF 5782.22 FEET THRU A CENTRAL ANGLE OF 02 DEGREES 45 MINUTES 21 SECONDS FOR AN ARC DISTANCE OF 278.10 FEET, THE CHORD OF SAID ARC BEING NORTH 14 DEGREES 17 MINUTES 05 SECONDS WEST 278.08 FEET, THENCE RUN EAST 394.40 FEET TO THE POINT OF BEGINNING ("Property").

Subject to covenants, conditions, restrictions, easements of record and for taxes for the current year

EXHIBIT "A"

Future Land Use Map:



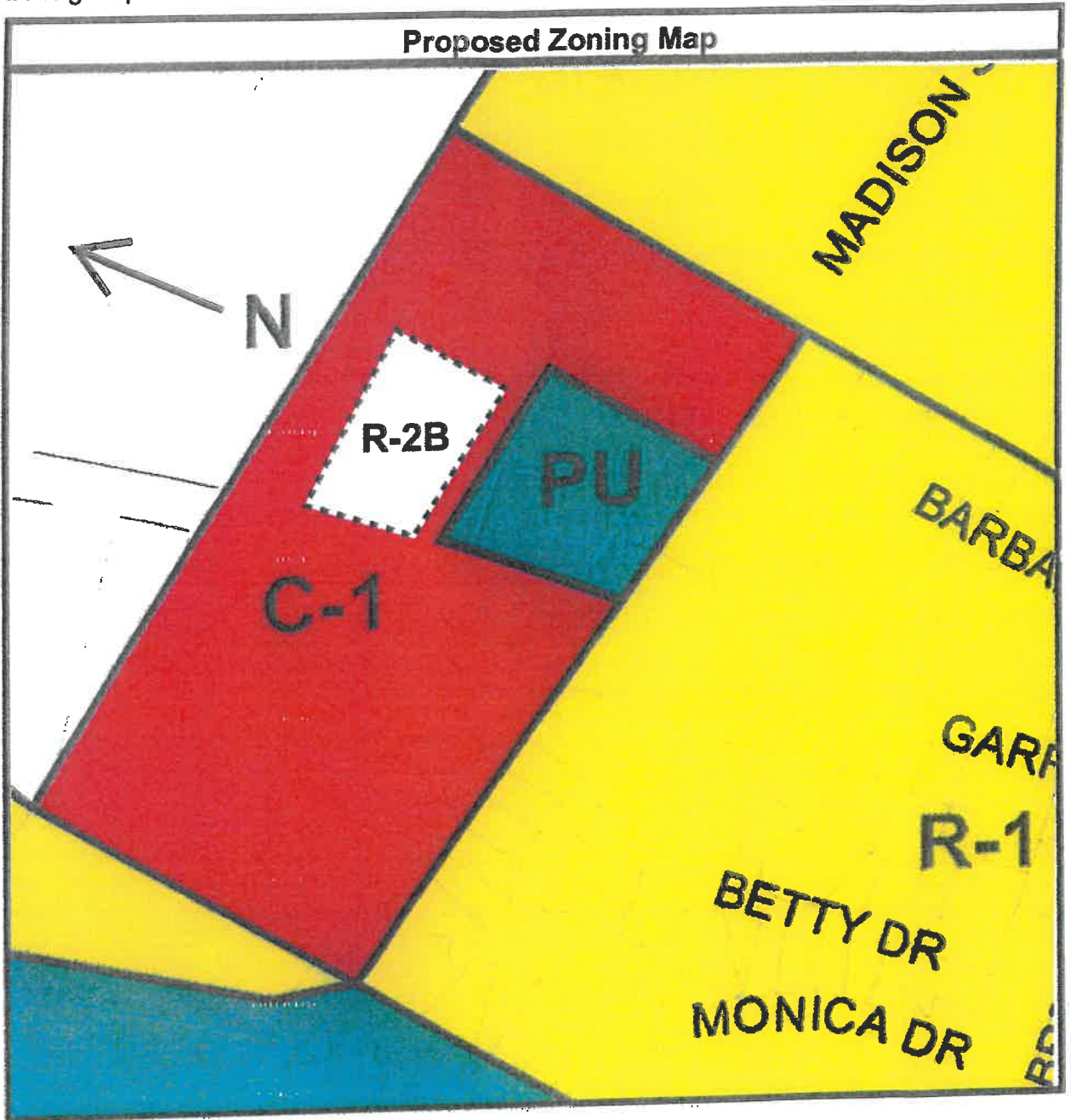
Legend

Future Land Use

- Commercial
- Residential
- Public Use

EXHIBIT "A"

Zoning Map:



Legend





Zoning	
	C-1
	R-1
	PU
	R-2B

EXHIBIT "A"

COMMENCE AT THE NORTHWEST CORNER OF SECTION 18, TOWNSHIP 8 SOUTH, RANGE 10 WEST, GULF COUNTY, FLORIDA, AND THENCE RUN SOUTH 89 DEGREES 21 MINUTES 38 SECONDS EAST 1652.62 FEET, THENCE RUN SOUTH 00 DEGREES 47 MINUTES 00 SECONDS WEST 87.03 FEET, THENCE RUN WEST 462.73 FEET TO A ROD AND CAP FOR THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING THENCE RUN SOUTH 00 DEGREES 47 MINUTES 00 SECONDS WEST 258.64 FEET TO A ROD AND CAP, THENCE RUN SOUTH 88 DEGREES 04 MINUTES 06 SECONDS WEST 322.43 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY BOUNDARY OF GARRISON AVENUE, SAID POINT LYING ON A CURVE CONCAVE TO THE SOUTHWESTERLY, THENCE RUN NORTHWESTERLY ALONG SAID RIGHT-OF-WAY BOUNDARY AND ALONG SAID CURVE WITH A RADIUS OF 5782.22 FEET THRU A CENTRAL ANGLE OF 02 DEGREES 45 MINUTES 21 SECONDS FOR AN ARC DISTANCE OF 278.10 FEET, THE CHORD OF SAID ARC BEING NORTH 14 DEGREES 17 MINUTES 05 SECONDS WEST 278.08 FEET, THENCE RUN EAST 394.40 FEET TO THE POINT OF BEGINNING ("Property").

Subject to covenants, conditions, restrictions, easements of record and for taxes for the current year

**PLAT OF BOUNDARY SURVEY FOR:
KELLY EARL FORBAND**

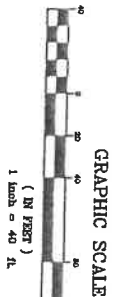
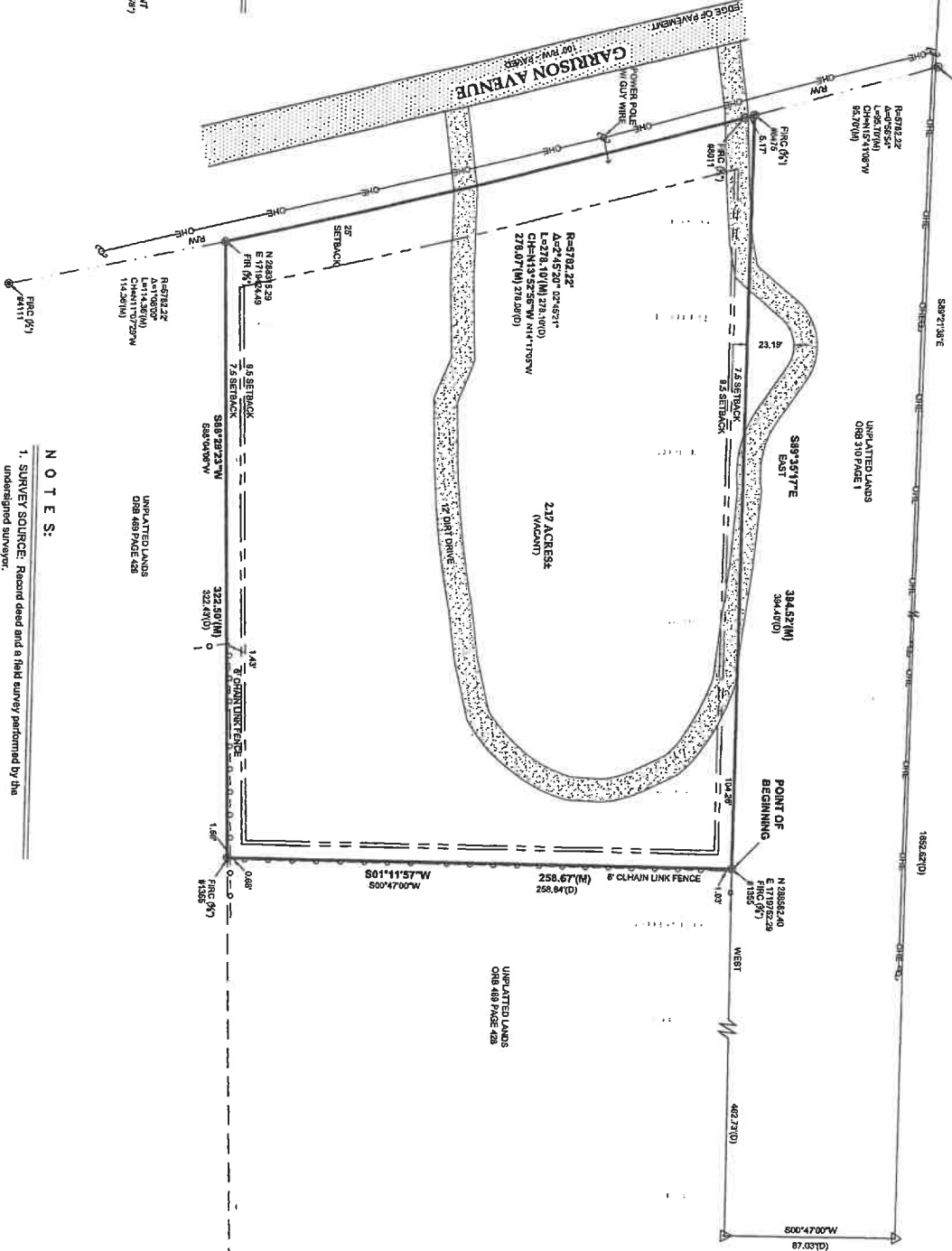
POINT OF COMMENCEMENT
NORTHWEST CORNER OF SECTION 14,
TOWNSHIP 8 SOUTH, RANGE 10 WEST,
GULF COUNTY, FLORIDA.

LEGEND

△	POINT NOT SET OR FOUND
RP	RECOVERED POINT
RW	RIGHT-OF-WAY
M	MEASURED
---	NOT TO SCALE
—○—	SET 3/4" RE-ROD #7/16
—○—	FOUND ANCHOR MONUMENT
—○—	FOUND IRON ROD AND CAP (3/4")
—○—	FOUND IRON ROD
—○—	FOUND GALVANIZED IRON PIPE
—○—	FOUND GALVANIZED IRON PIPE
—○—	FOUND IRON PIPE
—○—	FOUND IRON PIPE
—○—	FOUND IRON PIPE
—○—	FOUND IRON PIPE
—○—	OVERHEAD ELECTRICAL LINE

I hereby certify that this was performed under my personal supervision and that I am a duly Licensed Professional Surveyor in the State of Florida. I am duly Licensed under License No. 4281. I am duly Licensed under License No. 4281. I am duly Licensed under License No. 4281.

James J. Roddenberry
Professional Surveyor
No. 4281
Professional Surveyor
No. 4281



NORTH

NOTES:

1. SURVEY SOURCE: Record deed and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Bearings based on Florida Grid North State Plane (NAD 83)
3. NO IMPROVEMENTS have been located in this survey other than those shown herein.
4. There are NO VISIBLE ENCROACHMENTS other than those shown herein.
5. This survey is dependent upon EXISTING MONUMENTATION.
6. Not valid without the signature and the original sealed set of a Florida licensed surveyor and mapper.
7. ELEVATIONS depicted herein were established using NAVD 1988 DATUM.
8. FLOOD ZONES and SETBACKS depicted herein are not to be used for construction permitting purposes. All FLOOD ZONES and SETBACKS should be verified by the appropriate County Department.
9. See attached sheet for LEGAL DESCRIPTION.

EFFECTIVE FLOOD ZONE INFORMATION:

Subject property is located in Zone "X" as per Flood Insurance Rate Map Community Panel No. 22099 0241H (effective date: March 9, 2021, Gulf County, Florida).

TR & A
THURMAN RODDENBERRY & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 500 • 225 SHERIDAN STREET • SORCHERT, FLORIDA 32088
PHONE: 904.866.8800 FAX: 904.866.8800
L.P. # 713

DATE: 02/19/24	DESK: BR. MD	DRAWN BY: J. W. S.	CHECKED BY: J. W. S.
FILE: 241583MS	DATE OF LAST FIELD WORK: 02/19/24	COUNTY: GULF	JOB NUMBER: 24-158

BUSINESS IMPACT ESTIMATE FOR CITY OF PORT ST. JOE ORDINANCE 613

PROPOSED ORDINANCE'S TITLE:

ORDINANCE NO.: 613

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, AMENDING ORDINANCE 597 TO ADD MOBILE FOOD DISPENSING VEHICLES THAT ARE LICENSED/PERMITTED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (FDACS) TO THOSE VEHICLES THAT ARE ALLOWED TO OPERATE IN PORT ST. JOE PURSUANT TO ORDINANCE 597 AND AS LATER AMENDED BY ORDINANCE 598; PROVIDING FOR THE REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with Section 166.041(4), Florida Statutes. The City of Port St. Joe is of the view that a business impact statement is not required for this ordinance by state law more particularly the exemption provided by Section 166.041(c)(1), Florida Statutes, which provides an exemption if “(t)he proposed ordinance is required for compliance with Federal or State Law or regulation.”

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Port St. Joe hereby publishes the following information.

1. Summary of the proposed ordinance:

Ordinance 613 is an ordinance amending ordinance 597 to include Mobile Food Dispensing Vehicles that are licensed/permited by the Florida Department of Agriculture to the definition of Mobile Food Dispensing Vehicles contained in ordinance 597.

2. The direct economic impact is indeterminate but could be a net positive because it is increasing the number of Mobile Food Dispensing Vehicles in the city. Compliance costs for businesses operating pursuant to this ordinance are negligible. No new fee is created by the proposed ordinance. Any regulatory costs of the city to enforce this ordinance are negligible.

3. A good faith estimate of the number of business likely to be impacted by the proposed ordinance is unknown because the number of potential vendors who may now qualify under this ordinance is unknown.

Current City Projects 10/15/24

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Lighthouse Complex Sleeping Beauty Rehab- The bid has been awarded Monolith Construction and the State has approved the modified plans.
- 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. L& K Contractors have been awarded the Lift Station Rehab bid on 8/20/24.
- Long Ave. Paving- Final pay request to mill and resurface 1” on the entire road to be completed in the Fall 2024
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing the taps.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry has now been tasked to handle the Civil Engineering and permitting. The next step is to procure Architectural Services.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bid has been awarded to L & K Contractors. Construction began on 9/30/24.
- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The survey is complete and we are waiting on the H & H Study to determine the best course of action.
- 3/5/24 A Task Order was signed for Dewberry to design the paving of Monument Ave. from 19th Street to Allen Memorial. The project is out for bids 7/26/24.

- Allen Memorial Paving SCOP Grant. The Project was awarded to Roberts & Roberts on 9/17/24. Out for bid on CEI Services.
- Monument Ave. Paving from 19th Street to Allen Memorial. The project was awarded to Roberts & Roberts on 9/17/24.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved.
- 10/9/24 a contract was awarded to L & K Contractors for emergency repair of the Battles Street Stormwater Pipe.
- 10/9/24 a contract was awarded to Roberts & Roberts for emergency repair of the 10th Street Stormwater Pipe Headwall, The County will install the pipe.
- Workforce Board Bldg. Roof Replacement. Working with the County on a MOU to complete the project.



October 3, 2024

Mr. Jim Anderson
City Manager
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, Florida 32456

Project: New Municipal Complex (Design Only)
The City of Port St. Joe
Port St. Joe, Florida

Dear Jim:

MLD Architects is pleased to submit this proposal to provide professional Architectural and Engineering services for the New Municipal Complex as outlined in Exhibit A attached. Our professional fees for this work are \$498,425 for basic services and \$16,275 for additional services for a total of \$498,425.

Please call me if you have any questions or comments concerning this proposal. Thank you for consideration of our firm for this very interesting project and the opportunity to be involved in the preservation of this unique building.

A handwritten signature in black ink, appearing to read 'J. J. Scott', with a long horizontal line extending to the right.

J. J. Scott, AIA, LEED AP BD+C
President/Principal Architect

- Enc:
- Exhibit A: Scope of Basic Services
 - Exhibit B: Compensation and Proposed Payment Schedule
 - Exhibit C: Proposed Schedule
 - Exhibit D: Fee Proposal Breakdown
 - Exhibit E: Agreement
 - Exhibit F: Consultant Proposals (DESIGN PORTIONS ONLY)
 - Attached: Preliminary Architectural Report 4/12/22

ARCHITECTURE - INTERIOR DESIGN - BUILDING ENVELOPE

**AMENDMENT THREE
TO THE FEDERALLY FUNDED
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)
REBUILD FLORIDA GENERAL INFRASTRUCTURE REPAIR PROGRAM
SUBRECIPIENT AGREEMENT**

On **January 24, 2022**, the State of Florida, Department of Commerce (“Commerce”), formerly known as the “Florida Department of Economic Opportunity,” and the **City of Port St. Joe, Florida**. (“Subrecipient”) entered into agreement **M0023** (“Agreement”). Commerce and the Subrecipient may individually be referred to herein as a “Party” or collectively as the “Parties.”

WHEREAS, Section 4, Modification of Agreement, of the Agreement provides that any amendment to the Agreement shall be in writing executed by the Parties thereto.

WHEREAS the Agreement was previously amended on **July 25, 2022**, and **January 25, 2023**; and

WHEREAS the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. On July 1, 2023, the Florida Department of Economic Opportunity was renamed the “Florida Department of Commerce” (“Commerce”). Effective July 1, 2023, all references throughout the Agreement to “Department of Economic Opportunity” or “DEO” are replaced with “Department of Commerce” or “Commerce.”

2. **Section 3, Period of Agreement**, is hereby deleted in its entirety and replaced with the following:

(3) Period of Agreement. This Agreement begins **January 24, 2022**, (the “Effective Date”) and ends **September 30, 2025**, unless otherwise terminated as provided in this Agreement. Commerce shall not grant any extension of this Agreement unless Subrecipient provides justification satisfactory to Commerce in its sole discretion and Commerce’s Deputy Secretary of the Division of Community Development approves such extension.

3. **Section 16.B**, is hereby deleted in its entirety and replaced with the following:

b) The name and address of Commerce’s Grant Manager for this Agreement is:

Tierra Williams
107 E Madison Street
The Caldwell Building, MSC 160
Tallahassee, FL 32399
Phone: 850-921-3296
Email: Tierra.Williams@Commerce.FL.gov

4. **Section 27, Employment Eligibility Verification**, is hereby deleted in its entirety and replaced with the following:

(27) Employment Eligibility Verification

- A. E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at: <https://www.e-verify.gov/>.
- B. In accordance with section 448.095, F.S., the State of Florida expressly requires the following:
- (1) Every public agency and its contractors and subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
 - (2) An employer shall verify each new employee's employment eligibility within three (3) business days after the first day that the new employee begins working for pay as required under 8 C.F.R. 274a. Beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility.

If an entity does not use E-Verify, the entity shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

5. **Attachment A, Project Description and Deliverables, Section 7.** Invoice Submittal is hereby deleted in its entirety and replaced with the following:

7. INVOICE SUBMITTAL:

Commerce shall reimburse the Subrecipient in accordance with Section 5, above. In accordance with the Funding Requirements of s. 215.971(1), F.S. and Section (20) of this Agreement, the Subrecipient and its subcontractors may only expend funding under this Agreement for allowable costs resulting from obligations incurred during this Agreement. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures (<https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>).

- A. Subrecipient shall provide invoice(s) for services rendered during the applicable period of time as defined in the deliverable table. In any month in which no deliverables have been completed, the subrecipient will provide notice that invoicing will not be submitted.
- B. The following documents shall be submitted with the itemized invoice:
1. A cover letter signed by Subrecipient's Agreement Manager certifying that the costs being claimed in the invoice package: (1) are specifically for the project represented to the State in the budget appropriation; (2) are for one or more of the components as stated in Section 5, DELIVERABLES, of this SCOPE OF WORK; (3) have been paid; and (4) were incurred during this Agreement.
 2. Subrecipient's invoices shall include the date, period in which work was performed, amount of reimbursement, and work completed to date.
 3. A copy of all supporting documentation for vendor payments; and
 4. A copy of the bank statement that includes the cancelled check or evidence of electronic funds transfer. The State may require any other information from Subrecipient that the

State deems necessary to verify that the services have been rendered under this Agreement.

- C. If the Subrecipient is a county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., the payment of submitted invoices may be issued for verified and eligible performance that has been completed in accordance with the terms and conditions set forth in this Agreement to the extent that federal or state law, rule, or other regulations allows such payments. Upon meeting either of the criteria set forth below, the subrecipient may elect in writing to exercise this provision.
1. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., that demonstrates financial hardship; or
 2. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., and which is located in a fiscally constrained county, as defined in section 218.67(1), F.S. If the Subrecipient meets the criteria set forth in this paragraph, then the Subrecipient is deemed to have demonstrated financial hardship.

The Subrecipient's invoice and all documentation necessary to support payment requests must be submitted into Commerce's Subrecipient Management Reporting Application ("SERA"). Further instruction on SERA invoicing and reporting, along with a copy of the invoice template, will be provided upon execution of the agreement.

6. Attachment G, Reports, Section 3, is hereby deleted in its entirety and replaced with the following:

3. The Subrecipient shall closeout its use of the CDBG-DR funds and its obligations under this Agreement by complying with the closeout procedures in 2 CFR § 200.344. Activities during this close-out period may include, but are not limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances and accounts receivable to the Subrecipient) and determining the custodianship of records.

Notwithstanding the terms of 2 CFR 200.344, upon the expiration of this Agreement, the Subrecipient shall transfer to the recipient any CDBG-DR funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG-DR funds. Further, any real property under the Subrecipient's control that was acquired or improved in whole or in part with CDBG-DR funds (including CDBG-DR funds provided to the Subrecipient in the form of a loan) shall be treated in accordance with 24 CFR 570.503(b)(7).

7. Attachment G – Reports, Section 6, is hereby amended with the following:

6. Section 3 Quarterly Reporting Requirements. Reporting of labor hours for Section 3 projects must comply with 24 CFR §75.25(a). Subrecipients must report the following: (i) the total number of labor hours worked; (ii) the total number of labor hours worked by Section 3 workers; and (iii) the total number of labor hours worked by Targeted Section 3 workers. If Section 3 benchmarks are not met, the subrecipient's qualitative efforts must be reported in a manner required by 24 CFR §75.25(b).

Subrecipients shall provide Section 3 Reporting quarterly to Commerce by the 10th of each

quarter (January 10, April 10, July 10, and October 10). For Section 3 Reporting, Subrecipients should complete and return the Project Implementation Plan template to Commerce.

Remainder Left Intentionally Blank

IN WITNESS HEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Commerce Agreement Number M0023, as amended. This Amendment is effective on the date the last Party signs this Amendment.

CITY OF PORT ST. JOE, FLORIDA	FLORIDA DEPARTMENT OF COMMERCE
SIGNED:	SIGNED:
REX BUZZETT	J. ALEX KELLY
MAYOR	SECRETARY
DATE:	DATE:

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

**OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF COMMERCE**

By: _____

Approved Date: _____

Grants Updated- 10/15/24

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.
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 already spent.
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. Was not approved.
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. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/\$10,200 Loan Approved as well.
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	\$500,000 \$1,000,000	Fire/Police Public Safety Facility Road Paving Workforce Housing Project Submitted 11/10/23. Was not approved
Army Corps of Engineers	TBD, up to \$15,000,000	Stormwater Improvements, Application submitted on 10/18/23. Was not approved.
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbusement
Dept. of Commerce	\$2,000,000	Rural Infrastructure Fund, Workforce Housing Access Road. Application submitted 11/3/23. Was not approved.
FDOT	\$47,302	Police Dept. - Occupant Protection. Application submitted on 2/27/24.
FDOT	\$84,302	Police Dept. -Speed & Aggressive Driving. Application submitted on 2/27/24. Was not approved.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted the first week in March 2024.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.
FDEP	\$84,000,000	Waste Water Plant Improvements. Application submitted 5/29/24.
FDEP	\$80,000	Water Plant Backwash Reuse Project. Application submitted 6/11/24. Estimated \$200,000 project with Max of 40% Grant. Was not approved.
Dept. of Commerce	\$1,534,824	Workforce Housing Road. Application submitted 7/16/24. Was not approved.