

August 7, 2012

**Budget Workshop
5:00 p.m.**

**Regular Public Meeting
6:00 p.m.**

**Commission Chamber
City Hall
Port St. Joe, Florida**



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
Bill Kennedy, Commissioner, Group I
Bo Patterson, Commissioner, Group II
Phil McCroan, Commissioner, Group III
Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

**Regular Public Meeting
6:00 p.m.
City Hall
Commission Chamber
Tuesday August 7, 2012**

Call to Order

Consent Agenda

Minutes

- **July 17, 2012 Workshop Meeting** **Page 1**
- **July 17, 2012 Regular Meeting** **Page 2-6**
- **July 24, 2012 Special Meeting** **Page 7**
- **July 24, 2012 Workshop Meeting** **Page 8**
- **July 31, 2012 Workshop Meeting** **Page 9**

City Attorney

- **Ordinance 481, Nuisances** **Pages 10-11**
 - **2nd Reading & Consideration of Adoption**
- **Ordinance 482, Park Regulations** **Pages 12-14**
 - **2nd Reading & Consideration of Adoption**
- **Ordinance 483, Home Shelters** **Pages 15-20**
 - **2nd Reading & Consideration of Adoption**
- **Ordinance 484, City Code Update** **Page 21-22**
 - **First Reading**
- **Gulf Pines Hospital- Update**
- **Business Tax Ordinance review- Update**

City Manager Report

Old Business:

- **Centennial Building Acoustics- Update, Eric Davidson**
- **Lighthouse Facilities-Update**
- **RESTORE Act Committee**
- **Irrigation Rates- Request to Advertise** **Page 23**
- **Chipola Pump Station Inspection- Update**

New Business:

- **RESTORE Act Committee**
- **Stormwater Issue- Nancy Mock**
- **CJA Lease Proposal Amendment** **Page 24-25**
- **100 Year Celebration- Discussion**
- **Waste Pro, annual CPI increase request** **Page 26-27**
- **Centennial Building Fee Waiver Request** **Page 28**

Public Works
• Update

Surface Water Plant
• Update

Waste Water Plant
• Update

City Engineer
• Headworks and Sprayfield Project- Update
• Water Distribution System Upgrades Phase I & II- Update

Code Enforcement
• Update

Page 29

Police Department
• Update

PSJRA
• Update

City Clerk
• Update

Citizens to be Heard
Discussion Items by Commissioners
Motion to Adjourn

MINUTES OF THE WORKSHOP FOR THE PROPOSED 2012 / 2013 BUDGET FOR THE GENERAL FUND ACCOUNT MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 17, 2012, AT 5:00 P.M.

The following were present: Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analyst Mike Lacour, Fire Chief John Ford and Public Works Superintendent John Grantland. Mayor Pro temp Buzzett chaired the meeting until the arrival of Mayor Magidson at 5:08 P.M.

The purpose of the Workshop was to review the General Fund Account of the proposed 2012 / 2013 Budget and receive input from the Commissioners on structuring the Budget.

Documentation was provided to the Commissioners reflecting the current General Fund Budget, General Fund Proposed Budget and line item detail was provided for both Revenue and Expenditures.

Currently, the City of Port St. Joe levies 3.5914000 Mills which generated \$1,041,301.

Options for the proposed 2012 / 2013 Millage are:

FY 2012 / 2013 - The current Millage of 3.5914000 Mills would yield a 6% Reduction of approximately \$69,000.

0.254 Mill increase – Roll Back Estimated would generate \$68,794

.50 Mill increase – would generate approximately \$135,422

.75 Mill increase – would generate approximately \$203,133

Mr. Anderson and Mr. Lacour reviewed the budget and answered questions.

A decision will be made in the Regular Meeting at 6:00 P.M. today as to the tentative Millage that will be levied for the coming fiscal year.

Mayor Magidson adjourned the Workshop at 5:55 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 17, 2012, AT 6:00 P.M.

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

CONSENT AGENDA

Minutes

A motion was made by Commissioner Kennedy, second by Commissioner Patterson, to approve the Minutes of the July 3, 2012. All in Favor; Motion carried 5-0.

CITY ATTORNEY - Tom Gibson

A motion was made by Commissioner Patterson, second by Commissioner Buzzett, to read the following Ordinances by Title only. All in Favor; Motion carried 5-0. The Ordinances will appear in the Star this coming week.

Ordinance 481, Nuisances

Ordinance 482, Park Regulations

Commissioner Buzzett requested that Section 1 be deleted. Mayor Magidson questioned the designated parking areas and times the parks would be open

Ordinance 483, Homeless Shelters

Mr. Gibson advised the Board that the appeal time for the Comprehensive Plan Amendment for the City of Port St. Joe (DEO Amendment Number 12-1ESR, Ordinance 480) Revised Port Planning Area has passed.

CITY MANAGER'S REPORT

Mr. Anderson shared that the Municode update has been completed.

Old Business

Centennial Building Upgrades - Eric Davidson

Mr. Davidson has completed his survey work and provided the Commission with the document, "Centennial Hall – 2012 Acoustic Recommendations – Sound Level Study Summary and Space Considerations". Mr. Davidson has some additional work to do. He would like to have a Workshop, include the hospitality industry and other interested groups. Mayor Magidson noted that money for improvements is an issue.

Lighthouse Facilities – Mayor Magidson

Mayor Magidson related that the issue is still in the hands of the General Services Administration.

Joint City/County Workshop

Mr. Anderson has had several emails with Gulf County Administrator Don Butler with proposals of items to discuss. He hopes to have this at the staff level for review in the next few days.

Irrigation Rates

Current Water rates from the Burton Study were provided to the Commission. Residential and Irrigation base rates are the same but consumption for usage is the major difference in the rates. Our Xeriscape Ordinance must also be considered before a decision is made. Mr. Anderson recommended that irrigation rates be kept the same as the residential. A list of current Irrigation Meter users was provided to the Commission. Commissioner Kennedy requested that staff move forward with this.

Utility Services Contract

The City received an increase in revenue for utilizing space on the Tenth Street Water Tower.

Chipola Pump Station Inspection

Mr. Danny Gilbert and Rusty Smith of Gilbert Pump provided a review of their findings and evaluations of the pump at the Chipola Pump Station. The pump was installed in 1952, has been well taken care of, and they were impressed with the general condition of a pump that old. Due to the findings and projected expense to repair the pump, staff will meet to review the findings and make a recommendation as to what will need to be done. See attached report.

New Business

DR 420 – Proposed Millage Rate

A Budget Workshop was held at 5:00 P.M. today. Based on the information provided, Commissioner Buzzett motioned, second by Commissioner Kennedy, to send the DR-420 to the Gulf County Property Appraiser with a tentative millage rate of 4.0914 which would be a one-half mill increase. All in Favor; Motion carried 5-0. The Millage Rate may be lowered but cannot be increased after Form DR 420 is returned to Gulf County Property Appraiser Kesley Colbert.

Grinder Pump Bids

Bids were received until 3:00 P.M. ET July 13, 2012. Bid packets from J. H. Wright & Associates, Gilbert Pump & Mechanical, and Pump & Process Equipment were opened at 3:07 P.M. Apparent low bidder was Pump & Process, their packet was reviewed by staff and it is the recommendation of John Grantland that the bid be awarded to Pump & Process Equipment.

John Grantland explained the bid packet he put together and the three differences (removed Positive Displacement Pumps; reduced Basin Depth from 60 inches to 48 inches, and change from a bolt on Lid to an access hatch) from the previous bid in 2008.

A motion was made by Commissioner Kennedy, second by Commissioner McCroan, to award the bid to Pump & Process Equipment for \$1,998 per Sewer Grinder Pump. All in Favor; Motion carried 5-0.

Recycle Bins

Chester Davis of Waste Pro shared that they are having problems with plastics being deposited in the recycle bins. To store and then ship the plastics is not proving feasible. They will no longer be accepting plastic.

Mr. Davis recommended that merchants be allowed to take their cardboard to the Waste Pro Transfer Station on Tuesdays and Thursdays and leave the bins on Eighth and Tenth Street for residential use.

The plastic recyclable bin will be moved from Eighth Street to Port St. Joe Elementary School.

SHIP Program

The County is requesting that they be allowed to inspect the three houses they are rehabbing in the City limits under the SHIP Program. Mr. Gibson was asked to prepare a Hold Harmless Agreement.

100 Year Celebration

Mayor Magidson asked that the celebration be combined with the Fourth of July festivities. Staff is researching the exact date of incorporation. The Mayor would like to see planning begin and committees formed. Funds will need to be raised locally for the event.

Public Works – John Grantland

No updates at this time.

Surface Water Plant – Larry McClamma

The insides of Clarifiers 1 and 2 were painted last week.

Mr. McClamma shared that Operator Travis Burge passed his state Class C Water License exam last week.

Water Plant update – Philip Jones

Restore Con will be remobilizing Monday to continue their repair work on the inside of the filter cells. They have completed one cell and it will take several weeks to bring the other three cells on line.

Raw Water Pumps – Mr. Jones needs to meet with staff this week. On June 25, 2012, Bob Lyles called him concerning the motors at the Raw Water Pumps. Pump and Process responded to their call and repaired one of the pump motors and did a report on the other. A report indicates that the last work done was a bad rewind which caused the pumps to fail during Tropical Storm Debby.

Siemens – The three new chemical feed pumps were delivered on July 11, 2012.

Waste Water Plant – Lynn Todd

Testing of the old transformers will begin tomorrow to determine if they are an asset or liability. New equipment testing is going as scheduled.

City Engineer – Clay Smallwood

Headworks and Sprayfield Project – A Tentative Timeline for Completion of the Wastewater Treatment Facility Improvements was provided. The substantial completion date has been moved from July 20, 2012 to July 25, 2012. Demolition of the existing Primary is scheduled to begin August 8, 2012, with the new final completion date expected to be Friday, August 31, 2012. Sprigging has been completed at the Sprayfield. A punch list for the project has been started.

Water Distribution System Upgrades Phase I -

Work is continuing down Garrison, around Bellamy Circle and to Twentieth Street. Mr.

Smallwood anticipates that the company that shoots the services under the road will possibly be in town next week to do the Sixth, Seventh, Eighth and Ninth Street areas. Pipe on Tenth Street will be pressure tested this week.

Code Enforcement

Mr. Burkett's Activity Report as of July 13, 2012, was reviewed. Political signs were the topic of discussion.

Police Department – Chief Barnes

Chief Barnes stated that there were no issues on the Fourth of July or with the Street Dance. He requested that anyone visiting parks remember to lock their vehicles, and take their wallets and purses with them. The County has had 36 or 37 vehicle burglaries but the City has been very fortunate thus far.

Roof Repairs – The ceiling in the Police Department has had several leaks. Building Inspector Bo Creel has inspected the situation and recommends that we go out to bid for a new roof. A motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to go out for a new roof. All in Favor; Motion carried 5-0.

His department is expecting a large crowd for the Scallop Festival.

PSJRA – Boyd Pickett

Mr. Pickett presented a list of PSJRA Provisional Board Members for consideration. These will be non-voting members but by bringing them on board now they will have the opportunity to become knowledgeable of the Board and its function when a vacancy occurs. The names were: Joanna Bryan, Michael McKenzie, Clarence Monette and John Jenkins. A motion was made by Commissioner Kennedy, second by Commissioner Patterson, to approve the Provisional Members. All in Favor; Motion carried 5-0.

A hand out letter from PSJRA Executive Director Gail Alsobook was presented concerning the Billy Joe Rish Memorial Parking Lot Storm Drain. The letter requested signed and sealed documents from both the engineer at Hanson and the engineer of record for the project, Preble-Rish, noting that the box as installed meets the specifications in ASTM C 1422. This specification is noted on the construction drawings as well as the Hanson website. This would alleviate concerns of failure after four years but prior to the normal anticipated life span of the unit. A motion was made by Commissioner Buzzett, second by Commissioner Patterson, to accept the recommendation of the letter. All in Favor; Motion carried 5-0.

City Clerk – Charlotte Pierce

Nothing at this time.

Citizens to be Heard

No one addressed the Commission.

Discussion Items by Commissioners

Commissioner Kennedy did not have anything at this time.

Commissioner Patterson thanked John Grantland and his staff for their help with a tree limb complaint he had received.

Commissioner McCroan has received several complaints concerning the red light on the extension of Fifth Street by Hungry Howies. The light is not changing and people are waiting extended periods of time to cross the highway. Chief Barnes will check into the issue.

Commissioner Buzzett requested that the Business License issue be placed on the next Agenda as it needs to be trimmed down.

Mayor Magidson did not have anything at this time.

A motion was made by Commissioner Kennedy, second by Commissioner McCroan, to adjourn the meeting at 8:05 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 24, 2012, at 5:00 P.M.

The following were present: Mayor Magidson, Commissioners Buzzett, Patterson and Kennedy. City Manager Jim Anderson, City Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analysts Mike Lacour, Public Works Superintendent John Grantland, Surface Water Treatment Plant Supervisor Larry McClamma, and Chief Electrician Bob Lyles were also present. Commissioner McCroan was absent due to a family matter.

The purpose of the Special Meeting was to approve repairs to the 1952 Goulds Model 3080 24" horizontal split case pump at the Chipola Pump Station.

A quote of \$29,935.00 was received from Gilbert Pump and Mechanical, Inc.

Chief Electrician, Bob Lyles, recommended that the Commission approve the quote to rebuild the pump.

City Manager, Jim Anderson, recommended that the City request proposals for one motor to be used at the Chipola Pump Station.

A motion was made by Commissioner Kennedy, second by Commissioner Patterson, to approve the quote for Gilbert Pump to repair the pump for \$29,935. All in Favor; Motion carried 4-0.

A motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to advertise for proposals for one diesel motor at the Chipola Pump Station. All in Favor; Motion carried 4-0.

A motion was made by Commissioner Kennedy, second by Commissioner Patterson, to adjourn the Meeting at 5:12 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

**MINUTES OF THE WORKSHOP FOR THE PROPOSED 2012 / 2013
BUDGET FOR THE WATER FUND BUDGET MEETING OF THE BOARD
OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA,
HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 24, 2012,
AT 5:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, Patterson and Kennedy, City Manager Jim Anderson, Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analyst Mike Lacour, Public Works Superintendent John Grantland and Surface Water Treatment Plant Supervisor Larry McClamma. Commissioner McCroan was absent due to a family matter.

The purpose of the Workshop was to review the Water Fund Budget of the proposed 2012 / 2013 Budget and receive input from the Commissioners on structuring the Budget.

Documentation was provided to the Commissioners reflecting the current Water Fund Budget, Water Fund Proposed Budget and line item detail was provided for both Revenue and Expenditures.

Mr. Anderson and Mr. Lacour reviewed the provided information and answered questions from the Commissioners.

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

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

