

**September 4, 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 September 4, 2012**

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**Call to Order**

**Consent Agenda**

- **DAR Proclamation**

**Minutes**

- **August 21, 2012 Workshop Meeting** **Pages 1-2**
- **August 21, 2012 Regular Meeting** **Pages 3-7**

**City Attorney**

- **Update**

**City Manager Report**

**Old Business:**

- **Lighthouse- Update**
- **RESTORE Act Committee- Update**
- **Centennial Celebration- Update**
- **Joint City/County Workshop- Update**
- **Golf Cart Crossing- Update**

**New Business:**

- **North Florida Child Development CDBG Grant- Admin. Services** **Page 8**
- **Budget Schedule** **Page 9**
- **On-Call Policy** **Pages 10-11**
- **Port Authority Meeting Schedule** **Page 12**
- **Landscaping Contract for City Parks- Discussion**

**Public Works**

- **Update**

**Surface Water Plant**

- **Chipola Pump Station- Update**
- **Position Vacancy- Request to Advertise**

**Waste Water Plant**

- **Update**

**City Engineer**

- **Headworks and Sprayfield Project- Update**
- **Water Distribution System Upgrades Phase I & II- Update** **Page 13**

**Code Enforcement**

- Update

**Page 14-15**

**Police Department**

- Update

**PSJRA**

- Update

**City Clerk**

- Update

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE BUDGET WORKSHOP FOR THE PROPOSED 2012 / 2013 BUDGET MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, August 21, 2012, AT 5:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan and Kennedy. City Manager Jim Anderson, Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analyst Mike Lacour, Chief David Barnes, Public Works Director John Grantland and Wastewater Treatment Supervisor Lynn Todd. Commissioner Patterson was absent for medical reasons.

The purpose of the meeting was to review and discuss the proposed FY 2012 / 2013 Budget.

Cathy Colbert, President, Friends of the Library thanked the Commission for including the Library in the City Budget for FY 2012 – 2013. Mrs. Colbert shared how computers in the Library are being used more by citizens to fill out applications for employment, unemployment, and food stamps. The Library also offers free Wi-Fi access. A free workshop will be offered soon to teach citizens how to download E-books.

Mr. Anderson indicated that future surplus computers may be available to the library. Mrs. Colbert thanked the Board for the offer.

Mr. Anderson reviewed the budget and asked for input from the Commission. He stressed that the projected figures will be a very tight budget.

AD Tax – The proposed budget for the General Fund is \$57,132 in the black using the roll back rate. The current millage rate is 3.5914. The difference between the Roll Back Rate and the current Millage rate is approximately \$72,000. The Roll Back rate is 3.7804. If the Roll Back Rate is removed, an additional \$15,000 would have to be cut from the budget. Property Insurance rates are still unknown.

Commissioner Buzzett shared his concerns about the possibility of an increase in the water and sewer rates, the AD Tax and a 2% COLA to employees. He did not feel that any new hires should be made until there is a better understanding of where the budget numbers will be.

John Grantland stated his need for a new hire in the Water and also the Sewer Department. He feels that the work load has increased in both departments and assistance will be needed for the flushing program as well as the increased maintenance calls for grinder pumps.

Overtime in the Water and Sewer Departments continues to be an issue and has exceeded the budgeted amount for the current year. Options for reducing these costs will be reviewed.

Commissioner Kennedy stated that he did not feel that you should be responsible for call outs and also flushing because flushing is a planned event.

Mike Lacour asked, "Am I hearing that the general consensus would be to try to get back to our current millage and find the additional \$15,000 and hold the budget with the current one employee in Water and one in Wastewater?"

The Mayor shared that was kind of where he was leaning. Commissioner Buzzett was saying one employee and not two and that we will be very tight on our budget to find the \$15,000 and we will not have any breathing room.

The Contingency Cash Balance was discussed and appears to be in good shape. Department heads will be cautioned to watch their fund balances.

Property insurance rates are being adjusted due to inventory no longer in use and new equipment being added for the Headworks and Sprayfield.

Mayor Magidson is not in favor of raising the AD Tax rate and supports keeping the millage rate the same as it is now because of the anticipated increase in water rates. He also favors reducing the debt service.

The status of the Debt Service was discussed. Phase I Water is included in the current budget. Accrual for the Headworks debt will begin the last two months of this budget. Phase II, at a cost of \$1,973,000 is in the current budget. \$110,000 in new Debt Service for Water Distribution Phase I and \$75,000 for Headworks will also be included. Total for all Debt Service is approximately \$1,100,000 a year.

Munis upgrades were reviewed. Currently, \$18,000 is budgeted for Munis and for an additional \$10,000 the upgrades and offsite storage capacity would be available.

Millage for the upcoming year was discussed again and the consensus was to try to cut an additional \$15,000 from the Contingency Fund.

The current On Call Policy was provided to Commissioners for review and will be discussed at the September 4, 2012, Meeting. Mr. Anderson explained the current issues with the policy and suggested making some modifications that can be reviewed in six months. If improvements have not been made, he suggested looking at other measures to correct the expenditures.

Mayor Magidson adjourned the Workshop at 5:56 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, August 21, 2012, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan and Kennedy. City Manager Jim Anderson, City Attorney Tom Gibson, and City Clerk Charlotte Pierce were also present. Commissioner Patterson was absent due to medical reasons.

Mayor Magidson noted that a report from the Gulf County Domestic Violence Coalition will be added to the New Business section of the Agenda.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the Minutes of the August 7, 2012, Workshop and August 7, 2012, Regular Meetings. All in Favor; Motion carried 4-0.

**CITY ATTORNEY - Tom Gibson**

*Ordinance 484, City Code Update*

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to have the Second Reading of Ordinance 484 by Title only. All in Favor; Motion carried 4-0.

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to adopt Ordinance 484. All in Favor; Motion carried 4-0.

*Ordinance 485, Irrigation Water Rates*

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to have the First Reading of Ordinance 485 by Title only. All in Favor; Motion carried 4-0.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to adopt Resolution 2012-02, authorizing an application to be submitted providing Authority to Acquire Property – Cape San Blas Lighthouse structures. All in Favor; Motion carried 4-0.

*Gulf Pines Hospital*

A Tax Certificate holder has made application for a Tax Deed. They will have to pay all outstanding taxes which have not previously been paid for a total of \$93,000. The City's liability would be \$117,000 if we go forward with this. The current land zoning for this location is R-1.

**CITY MANAGER'S REPORT**

**Old Business**

*CDBG Grant Application – Bruce Ballister*

This meeting serves as the Second Advertised Public Hearing for the North Port St. Joe Water Improvements Grant. Mr. Ballister presented information on the grant application and indicated that he had met again with the CATF and has their approval. The City's Engineer has estimated construction cost to be approximately \$571,000 and Administration Cost of \$50,000. The projected project score is 709 which is very competitive based on the last two years. There was no public participation concerning the grant application.

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to approve Resolution 2012-03 authorizing the Mayor to make application to the Florida Department of

Economic Opportunity for approval of Port St. Joe's Community Development Block Grant Application, providing Signature Authority, and effective date. All in Favor; Motion carried 4-0.

*Centennial Building Upgrades - Eric Davidson*

Mr. Davidson reported that he has completed his study of the Centennial Building and has provided a report to the Commission. Commissioner Buzzett commended Mr. Davidson for all that has been done in his acoustical study and recommends adding this report to previous information provided and decide what can be done. Funding will have to be lobbied for as there is none in the current budget.

*RESTORE Act Committee*

Commissioner Kennedy reported on data from the recent meeting. Gulf County will be eligible for \$12 Million - \$51 Million depending on fines levied. Other funds will also be available. The County will determine how the RESTORE funding will be spent.

Mr. Gibson shared that 35% of RESTORE Money is going to 8 coastal counties in Florida that will split 75% of the 35%. The Counties will have tremendous impact on how the monies will be spent.

*Sign Ordinance*

At the last PDRB Meeting, Mr. Eric Davidson represented the Bow Wow Beach owners. The PDRB Board felt that the roof top sign was a non-conforming sign. The PDRB also requested that any changes that need to be made be grouped together and presented to the PDRB.

*Centennial Celebration*

Mayor Magidson reported that the following individuals have agreed to serve on the Centennial Celebration Committee: Patti Blaylock, Dana Boyer, Anna Duren, Jennifer Jenkins will represent the TDC, Jack Kerigan, Guerry Magidson will represent the Chamber, Clarence Monette, John Parker, Mayor Magidson and Charlotte Pierce. The Committee will have their organizational meeting Thursday, August 23, 2012, at 10:30 in the Commissioner Chamber. Mayor Magidson asked for input from citizens for activities and other ideas to be included in the festivities.

*Golf Cart Crossing Discussion*

Mr. Anderson spoke with FL DOT several months ago and a traffic study will still be required before anything will be done. Mr. Anderson will be meeting with Clay Smallwood to see if there are some other options to get this resolved.

*Joint City / County Meeting*

Mr. Anderson has been talking with Gulf County Administrator Don Butler. Monday meetings are not a preferred day for Commissioners and several feel that it would be more productive to have the meeting after the General Election due to the upcoming changes in the County Board. It will be requested that the meetings be held at 6:00 P.M. to allow public participation. A suggested meeting date of October 1, 2012, at 6:00 P.M. was offered for consideration by the Commission. Prior commitments of the Commissioners prevent meetings from being held on September 10<sup>th</sup> or 17<sup>th</sup> as requested by the County. Mayor Magidson had requested, via letter in February, a meeting with the County.

**New Business**

Debbie Ashbrook, Chairman of the Gulf County Domestic Violence Task Force, presented an update of what their organization is doing in the schools of Gulf County. A hand out was provided to the Commission showing the composition of their organization and budgeting information. Their main thrust this year has been public awareness. Literature has been distributed at school meetings and Ms. Ashbrook asked for volunteers to join their organization.

*RFP 2012-06 Chipola Pump Motor*

Mr. Anderson announced that no bids were received for this project and recommended that it be rebid. Several of the prospective bidders did not have the ability to install the motor and therefore did not bid on the project. A review of the specs is needed to see if anything should be changed. A motion was made by Commissioner Buzzett, second by Commissioner McCroan, to rebid the project. All in Favor; Motion carried 4-0.

*Vance CPA Engagement Letter*

A Letter of Engagement has been received from the City's CPA firm of record, Vance CPA, LLC. The fee for their services is \$30,550 of which \$3,550 is for the Port St. Joe Redevelopment Agency. The total fee for the City is a 10% reduction over what was charged last year.

A Motion was made by Commissioner Kennedy, second by Commissioner Buzzett, to continue with the Vance CPA, LLC. All in Favor; Motion carried 4-0.

*FEMA Contract*

This will be for reimbursement of expenditures associated with Tropical Storm Debby. There was some minor damage within the City; FEMA will pay 75% and the State of Florida will pay 12.5% of allowable expenditures. The City will have three categories for claims: A - Debris Removal; B - Emergency Protective Measures; F - Utilities.

Commissioner Buzzett requested that the Lift Station on First Street be considered in the FEMA request.

A Motion was made by Commissioner Kennedy, and second by Commissioner McCroan, to engage in the contract with FEMA.

*ADA Upgrades Change Order*

Upgrades continue to be made to the restroom at the Fire Station, additional restroom facilities at City Hall and restroom improvements to the Centennial Building. Change Order Number Four will include: Motion Sensors at the City Hall and Fire Station Bathrooms; Photocell System instead of switch at Hallway of City Hall restrooms; Double Cylinder Deadbolts and labor to prep doors and frames. The total amount of the Change Order is \$1,216.22.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy to approve Change Order Number 4 in the amount of \$1,216.22. All in Favor; Motion carried 4-0.

**Public Works – John Grantland**

Mr. Grantland requested that he be allowed to make the following purchases from his current budget: 2 SC103 Single Wheel Sulky mowers at a cost of \$225 each and 2 SW36A-481FS 36" Scag Walk Mower / 16 HP Kawasaki for \$3,018.60 each. Total purchase is \$6,487.20 and will be purchased locally from St. Joe Rent-All on a state contract.

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to accept the Staff recommendation to the purchase the mowers from St. Joe Rent-All in the amount of \$3,018.60 on a state contract. All in Favor; Motion carried 4-0.

**Surface Water Plant – Larry McClamma**

Due to a brief, intermittent power loss of approximately five minutes at the Surface Water Plant, a precautionary Boil Water Notice was issued. The issue was with the transition of the generator back to the main power. The notice has been rescinded. Restore Con has completed work on # 4 Membrane Tank/cell and is scheduled to begin work on Membrane/cell # 3 this evening. Staff will begin weekly meetings at 10:00 A.M. to review different scenarios with the Water Plant.

**Waste Water Plant – Lynn Todd**

There are still some parts of the Headworks that are not operational. Rain has been an issue and some of the punch list items have not been resolved. There was damage last Friday to the deep



well by the contractor while demolishing the old Primary Station. Ms. Todd made the contractor aware that his company will be required to submit the permits to have the well formally abandoned as the integrity of the well has been compromised. Ms. Todd notified North West Florida Water Management of the issue and they will not allow the well to stay in the current condition as it may allow contamination. Temporary repairs have been made.

DEP visited today concerning the demolition on the old Headworks. Ms. Todd referred them to Preble Rish.

Rain has caused high Influent flows which still continue to be a problem, the pond is pretty full but they are making headway on reducing the level.

### **City Engineer – Clay Smallwood**

*Headworks and Sprayfield Project*  
Nothing to report at this time.

Work continues on the upgrades along Garrison and Bellamy, the contractor has been made aware of the issues brought up at the last meeting and PRI will stay on task to see that they are completed.

Commissioner Buzzett asked about the possibility of boring under the City streets and driveways rather than cutting.

Mr. Smallwood explained the cost was greater for boring, when repairs have to be made they are more involved because of the depth and other utilities are located above the City lines.

Commissioner Buzzett requested that there be a better turn-around time on repairs in the future.

Commissioner Kennedy suggested that future specs be drawn up to allow less lag time in repairing the cuts.

### *Water Distribution System Upgrades Phase II*

At the meeting on August 8, 2012, the City was ranked for funding of \$1,000,000 in grant funds and approximately \$970,000 in a Loan from the State Revolving Fund. A Final Order will be issued in a couple weeks and the City will need to determine if they will accept their offer.

### **Code Enforcement**

The Commissioner reviewed the report provided by Mr. Burkett.

### **Police Department – Chief Barnes**

The City is one of the few 100% reporting agencies in this area on Domestic Violence. The current trend seems to be child on parent violence. Officers are required to have training on this every four years. The City recently completed their training for the next cycle.

### **Roof Bid Proposals**

One bid was received in the amount of \$39,500. This was not a budgeted item and exceed the anticipated cost. Mr. Anderson recommended that the project be rebid. A Motion was made by Commissioner McCroan, second by Commissioner Kennedy, to rebid the project. All in Favor; Motion carried 4-0.

### **PSJRA – Gail Alsobrook**

Signed, sealed letters have been received from Hanson and Preble Rish on the catch basin at Billy Joe Rish Parking Lot. Ms. Alsobrook recommends that the vendors be paid in full.

FRPs for the Planning Grant for the Bayfront Recreational Area are out and are due on August 31, 2012. Gail will have a report for the Commission at the September 4, 2012. The RFPs will be opened at City Hall to allow for recording of the bid opening.

Commissioner Kennedy cautioned Ms. Alsobrook about the stormwater restrictions that apply to both Sand Hills (George Core Park) and Baltzell Ponds. These are restrictions that were in the grant agreements.

**City Clerk – Charlotte Pierce**

Nothing at this time.

**Citizens to be Heard**

No one asked to address the Commission.

**Discussion Items by Commissioners**

*Commissioner Buzzett – Nothing at this time*

*Commissioner McCroan – Nothing at this time.*

*Commissioner Kennedy and John Grantland met and reviewed the seven year stormwater project and have come up with a solution to resolve the drainage issue at the home of Ms. Nancy Mock. Funds are available in Mr. Grantland's budget and the changes will be minimal. The C-box will be replaced with a larger box, relocated and should resolve the issue.*

*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 7:25 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Mel C. Magidson, Jr., Mayor

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk



# Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson  
Liberty, Leon and Wakulla Counties and their municipalities

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July 6, 2012

The Hon. Mel C. Magidson, Mayor  
City of Port St. Joe  
Post Office Box 278  
Port St. Joe, FL 32457

Re: Request for Change Order

Dear Mayor Magidson:

The ARPC has been successful in its efforts to obtain and coordinate the tasks required to represent the City in the Field of Dreams project also known as the North Florida Child Development (NFC) CDBG project. This project only lacks the City's acceptance of the work, a task usually performed by the City's engineer, and the final site visit documenting the employees of NFC when the facility is completed later this year. All work on the Field of Dreams project included in the original contract price of \$49,400.00 will be considered complete when ARPC staff has concluded the final site visit.

An unanticipated boon for the city occurred as the State CDBG manager suggested using unutilized funds for the improvements of ADA access to the City Hall, the Fire Station and the Centennial Building. ARPC staff has encumbered additional unanticipated costs in its effort to bring the City into compliance with its ADA facilities inspection, in the development of a remedial action plan for adoption by the City, for tasks required to coordinate with the project's architect, for procurement of a contractor, and for requirements to ensure Davis Bacon Act compliance for the contractor's employees. The maximum allowable rate of reimbursement for Administration services per CDBG is 8% or the allowable award or \$52,000, which is \$2,600 more than the original contract amount. The ARPC requests that due to the supplementary administrative services required for the additional ADA aspects of this project, the City grants the ARPC an increase of \$2,600.00 to the base contract to maximize the allowable reimbursable rate. Please indicate your acceptance of this request by countersigning below and returning a copy to our office for our records.

Sincerely,

Charles D. Blume,  
Executive Director, ARPC

7 / 6 / 2012

\_\_\_\_\_  
Honorable Mel C. Magidson, Mayor

\_\_\_\_\_/\_\_\_\_\_/2012