

**August 20, 2013**

**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  
William Thursbay, 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 20, 2013

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## Call to Order

## Consent Agenda

### Minutes

- Comprehensive Plan Update Workshop Meeting 8/6/13 Pages 1-4
- Regular Meeting 8/6/13 Pages 5-6
- Budget Workshop Meeting 8/23/13 Pages 7-8

### City Attorney

- Interlocal Agreement Pages 9-11
- Ordinances 491, 492, & 493 Comprehensive Plan Update Pages 12-17
  - 1<sup>st</sup> Reading & Request to transmit to the Department of Economic Opportunity
- Ordinance 490- Parking Requirements Pages 18-19
  - 2<sup>nd</sup> Reading & Consideration of Adoption

### Old Business

- Lighthouse- Update Page 20
- RFP 2013-04 Computer Services Page 21
- RFP 2013-03 Water System Phase II Improvements
- Chipola Pump Station Motor Replacement- Update
- Commission Chambers Upgrades-Update
- Affordable Housing Workshop- Update
- Tree Removal- Gulf Pines Hospital- Update
- Interment Fees- Comm. Patterson
- Regions Bank Loan
  - Finance Committee Recommendation
- Landscaping Contracts
  - Coastal Design & Landscape
  - Gulf Coast Property Services

### New Business

- TDC Kiosk- Frank Pate Park

### Public Works

- Update

### Surface Water Plant

- Update

**Waste Water Plant**

- Update

**City Engineer**

- Traffic Study- Update
- Water Distribution Phase II- Update
- Water Study- Update

**Code Enforcement**

- Update

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**Police Department**

- Update

**PSJRA**

- Meeting Minutes
- Phase II Landscaping
- BayPark Recreation Area and Master Plan
- Deck at Billy Joe Rish Memorial Parking Lot
- Board of Directors Resignation
- Banner Art Collateral Material

**Pages 23-25**

**Pages 26-33**

**Pages 34-39**

**Page 40**

**Page 41**

**City Clerk**

- Update

**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 IN THE COMMISSION CHAMBER AT CITY HALL, August 6, 2013, AT 6:20 P.M.

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

## CONSENT AGENDA

### Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting of July 16, 2013, and the Workshop Meetings of July 16, 2013 and July 23, 2013. All in Favor; Motion carried 5-0.

### CITY ATTORNEY – Tom Gibson

#### *Interlocal Agreement*

Mr. Gibson noted that he has not had any further discussion with Gulf County Attorney Jeremy Novak. Mr. Gibson will prepare an agreement for the City Commissioners to review and pending their approval, will forward to Mr. Novak. The agreement will break the Inter-local Agreement into smaller segments for review. Gulf County Commissioner Tan Smiley was in attendance at the meeting and stated he will work with the City on this issue.

#### *Ordinance 490 Parking Requirements – First Reading*

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to read by title only. All in Favor; Motion carried 5-0. Mr. Gibson read Ordinance 490 by title only.

## CITY MANAGER'S REPORT

### Old Business

#### *Lighthouse Update*

Mayor Magidson shared that the City has received the Quit Claim Deed from the National Park Service for the Cape San Blas Lighthouse, two Keepers' Quarters and the Oil Shed. Mayor Magidson will sign the deed tomorrow.

Clay Smallwood, III of Preble Rish noted that bids to relocate the structures are being advertised in the Star and will be received until August 29, 2013.

#### *Chipola Pump Station Motor Replacement*

Mr. Anderson reported that the motor is in place, all the bugs have not been worked out and it is not fully operational at this time. Work is continuing on the project.

#### *Commission Chamber Upgrades*

Mr. Anderson noted that, with the exception of a bracket for the power point projector, all upgrades have been completed.

#### *Tree Removal Gulf Pines Hospital*

H & H Tress Service will be contacted by Mr. Anderson to see when they will complete this work.

#### *Regions Bank Loan Update – Finance Committee Recommendation*

Talks are ongoing with Regions and the City has requested an extended amortization to 30 years. Attorney's fees will be costly and there is a possibility Regions can help with the cost.

### *League of Cities Annual Conference*

Commissioner Patterson and Attorney Gibson will represent the City at the conference August 15 – 17, 2013, in Orlando.

### *Sandwich Signs on Highway 98*

Opinions were expressed by the Commissioners concerning the signs and a Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to extend the Sandwich Sign Moratorium to the end of the year. All in Favor; Motion carried 5-0.

### *Ordinance 445 – Interment Fees*

Commissioner Patterson presented a survey he had done on cemetery costs in the region. Staff also provide a survey of cost in the immediate area. Cost for cemetery plots were discussed and Commissioner Patterson expressed his displeasure in the \$50 Certificate of Interment Fee that has been charged since 2010. After a lengthy discussion, no action was taken on the issue.

## **New Business**

### *Landscaping Contracts*

Both the *Coastal Design & Landscape and the Gulf Coast Property Services Service Agreements* have a clause stating, "Upon mutual agreement between the vendor and the City the contract may be extended for an additional 12 month period." Staff was instructed to negotiate with the each entity and advise the Commission of their response.

Harlan Haddock requested that the Commission include upgrades to the Girls' Tenth Street Ball Fields to include batting cages and fences in the FY 2013 – 2014 Budget. The Commission will consider the request.

### *Utility Rates*

Mr. Anderson provided the Commissioners with three options for Utility Rates in FY 2013-2014. With the pending refinancing of the current City debt, Commissioners were encouraged to "stay the course" until this is resolved. After a very lengthy discussion, no action was taken.

### *Engineering Inspection Services – CDBG Water Line Project*

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to request approval from the Florida Department of Economic Opportunity for single source procurement of Preble-Rish, Inc., for the engineering inspection services for this project. The City requested this approval under FL Administrative Code 73C-23.0051 (2) (f) 2. All in Favor; Motion carried 5-0.

### *Affordable Housing*

Gulf County Commissioner Tan Smiley asked the Commission to consider an Affordable Housing opportunity for the City of Port St. Joe at a site location off of Clifford Sims Drive. He has surveyed people in need of housing and received a very favorable response. A Workshop has been set for August 29, 2013, at 5:00 P.M. for a presentation on the project.

### *Road Bonds*

Commissioner Buzzett requested that we hold off on this at this time.

## **Public Works**

Mr. Grantland did not have anything to report at this time.

Commissioner Patterson asked about a project on Bellamy Circle. Mr. Grantland advised that the bucket truck is down and the issue will be addressed when the truck is operational.

**Surface Water Plant – Larry McClamma**

Mr. McClamma did not have anything to report at this time.

**Wastewater Plant – Lynn Todd**

Ms. Todd shared that the Grit Kings have been working since July 17, 2013. The four 30" valves have been permanently sealed and are not leaking.

**City Engineer – Clay Smallwood**

*Traffic Study* – Work is continuing on the study.

*Water Distribution Phase II Update*

A meeting has been scheduled for August 8, 2013, on the project.

*Water Study Update*

CDM-Smith has provided their Technical Memorandum which is being reviewed by Staff. A Workshop will be scheduled once all comments are reviewed.

Mr. Smallwood shared with the Commissioners that there could possibly be FRDAP Funding available this year. The last FRDAP request was for upgrades to the Benny Roberts Park on Tenth Street. The Commission requested that the FRDAP Committee meet and discuss the possibility of applying for a grant to upgrade the Tenth Street Ball Fields.

**Code Enforcement**

Mr. Burkett's report was reviewed. No action was taken.

**Police Department – Chief Barnes**

Chief Barnes was absent. Officer Ricky Tolbert attended the meeting for Chief Barnes and did not have anything to report at this time.

Commissioner Buzzett asked Officer Tolbert to relay his appreciation to Officer Vince Everett for a nice service performed for a citizen last Saturday.

Mr. Anderson noted that the ISO rating had been received for the City and it remained at 6. This determines the fire insurance rates for city residents.

**Port St. Joe Redevelopment Association (PSJRA) – Gail Alsobrook**

Ms. Alsobrook is currently out of town.

**City Clerk – Charlotte Pierce**

Mrs. Pierce did not have anything to report.

**Citizens to be Heard**

Ann White discussed her concerns about the City water and possible damage it is causing to water lines.

Commissioner Buzzett assured Mrs. White that the City is working on the problem, resolution has been slow and he anticipates improvement soon.

County Commissioner Tan Smiley asked the Commission to remember the Washington Site in the FRDAP request.

**Discussion Items by Commissioners**

*Commissioner Thursbay* commended the planners of the Scallop Festival and the success of the activities associated with it.

*Commissioner Thursbay* passed out a Water Spigot report for Polarmatic and shared his concerns about the report.

After reviewing the information, Lynn Todd noted that it was not a drinking water analysis but appears to be a report on particles in an outside water filter for an ice machine. Ms. Todd pointed out that water samples are taken on the down side of the filters. She will be contacting Water Spigot for more information on their report.

*Commissioner Buzzett* noted the possibility of some funding through the Northwest Florida Water Management District and suggested that we be sure our projects are ready prior to October. He would also like to see if some of these funds could be used to rework the old pump at the Chipola site and purchase a new motor. This would give the City two pumps and two motors.

*Commissioner Patterson* expressed his appreciation to the Public Works Department for taking care of several issues he had mentioned.

*Commissioner McCroan* shared that garbage was not picked up at the college and several other sites in town. Mr. Anderson noted that Waste Pro's Transfer Station is down and they are having to haul refuse over 100 miles. Waster Pro hopes to have this issue resolved shortly.

*Commissioner Buzzett* did not have anything else to add at this time.

*Mayor Magidson* asked the status of the computer problems. Mr. Anderson shared that Mr. Edwards is attempting to restore the email system and that the Request for Proposals for IT services is currently being advertised.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adjourn the Meeting at 8:05 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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

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

# MINUTES OF THE COMPREHENSIVE PLAN UPDATE PUBLIC HEARING WORKSHOP MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, August 6, 2013, AT 5:00 P.M.

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

The purpose of the Workshop was a Public Hearing to allow stakeholders input to update our current Comprehensive Plan. Marina Pennington, City Planner, facilitated the meeting. Commissioners and Stakeholder shared ideas and suggestions.

Below is a summary of critical issues regarding Economic Development and Stakeholders priorities.

## Issues

- Transportation
  - Lack of rail connection
  - Need to dredge navigation channel
  - Lack of paved airport runway
  - Lack of 4-lane highway facilities close to the City
- Labor Force
- Need to improve communication among entities and organizations

## Challenges

- Get grant from FDOT for railway connection
- Obtain permits from Army Corps of Engineers and Florida Department of Environmental Protection (FDEP) for dredging on the navigational channel
- Current proposal to direct Gulf Coast Parkway to SR 231 in Panama City and I-10
- Respond quickly to demands for labor force training
- Need to share more information among the different entities and organizations in the City and the region
- Retain existing businesses and attract new businesses to the City
- Catch 22: The city needs to make transportation improvements to port facilities in order to attract businesses and promote economic development. Investments on transportation improvements require commitments from businesses to utilize the port facilities. Businesses need labor force available; labor force will not be available until jobs are available.

## Opportunities

- Excellent opportunities for the City with the recent "Letters of Intent" to utilize port facilities by Green Circle Bio Energy and Enova Energy Group
- Department of Economic Opportunity support for redevelopment of the Port of Port St Joe
- FDOT grant for \$750,000 and St Joe Company matching grant for \$250,000 to pursue dredging permits
- Army Corps of Engineers \$500,000 funding available for Dredge Material Management Program (DMMP)



- Gulf Coast Parkway alignment has not been finalized; opportunity for continued coordination
- Need to explore opportunities with FDOT to strengthen transportation system and grow economy utilizing Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Proposal to hold regular meetings and workshops to share information
- Excellent opportunities for coordination between the economic development organizations and the Gulf Coast Community College and School Board teaming up to provide labor force training
- The City offers good education opportunities, especially elementary school education, great quality of life. Needs to improve transportation opportunities.
- Need to explore suggestion about "Supercouncil" approach to economic development
- Identify community assets and explore "Site Readiness Program" with Duke Energy Economic Development team.
- Explore technical assistance and funding opportunities with the Rural and Economic Development Initiative (REDI) at the Florida Department of Economic Opportunity.
- Explore technical assistance and funding opportunities with the USDA Rural Development program

Mayor Magidson adjourned the Workshop at 6:15 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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

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

**MINUTES OF THE BUDGET WORKSHOP MEETING FOR THE PROPOSED 2013 / 2014 BUDGET FOR THE GENERAL FUND ACCOUNT OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, August 13, 2013, AT 5:15 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, Patterson and Thursbay. City Manager Jim Anderson and City Clerk Charlotte Pierce were also present. Commissioner McCroan was absent due to a medical appointment.

Mr. Anderson shared that the PACES Foundation has asked that the Workshop scheduled for August 29, 2013, be scheduled earlier to allow time to submit the project. A date of Wednesday, August 21, 2013, at 9:00 A.M. was agreed on by the Commission.

Mr. Anderson noted that the Chipola Pump Motor is working today.

The purpose of the Workshop was to review the General Fund Account of the proposed 2013 / 2014 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.

Mr. Anderson noted that State Retirement Costs had increased \$70,056 and there has been an \$18,000 increase in health insurance. Nothing has been received from FL League of Cities on the Property and Casualty Insurance as of today.

Currently, the City of Port St. Joe levies 3.5914000 Mills which will generate \$992,035.00.

Options for the proposed 2013 / 2014 Millage are attached as Exhibit 1.

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

Commissioners shared their thoughts on various items.

Chief Barnes discussed the possibility of the City Police Department providing Dispatch Services on a part time and a full time basis.

Staff will research the financial impact of the Dispatch Services.

The next Budget Workshop will be on August 20, 2013, when the Enterprise Funds will be reviewed.

Mayor Magidson adjourned the Workshop at 6:40 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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

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

City of Port St Joe  
 Revised July 1, 2013

FY 2012-2013

FY 2013-2014

FY 2013-2014

FY 2013-2014

FY 2013-2014

FY 2013-2014

0.25  
 .25 mil. Incr.  
 0.50  
 1/2 mil. increase  
 0.75  
 3/4 mil. Incr  
 1.00  
 1 mil. Incr

Total Taxable Value  
 (by Property Appraiser's)

\$ 276,162,745    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219

ADJUSTED TOTAL

\$ 276,162,745    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219    \$ 279,015,219

City of PSJ Millage

3.5914000    3.5914000    3.8414000    4.0914000    4.3414000    4.8414000

Less 1% Uncollectibles

\$ 9,918    \$ 10,021    \$ 10,718    \$ 11,416    \$ 12,113    \$ 13,508

City of PSJ

\$ 981,893    \$ 992,035    \$ 1,061,091    \$ 1,130,147    \$ 1,199,204    \$ 1,337,316

Additional Revenue

\$ 10,142    \$ 69,056    \$ 138,113    \$ 207,169    \$ 276,225

Port St Joe Redevelopment, FY 2012-2013

Revised July 1, 2013    FY 2013-2014    FY 2013-2014    FY 2013-2014    FY 2013-2014    FY 2013-2014

Total Taxable Value

\$ 34,956,959    \$ 33,984,203    \$ 33,984,203    \$ 33,984,203    \$ 33,984,203    \$ 33,984,203

(as provided by Property Appraiser's office)

Less Base Year (1990)

\$ 12,169,465    \$ 12,169,465    \$ 12,169,465    \$ 12,169,465    \$ 12,169,465    \$ 12,169,465

ADJUSTED TOTAL

\$ 22,787,494    \$ 21,814,738    \$ 21,814,738    \$ 21,814,738    \$ 21,814,738    \$ 21,814,738

Gulf County Millage

5.7679000    5.7679000    5.7679000    5.7679000    5.7679000    5.7679000

Gulf County Basis

\$ 131,436    \$ 125,825    \$ 125,825    \$ 125,825    \$ 125,825    \$ 125,825

City of PSJ Millage

3.5914000    3.5914000    3.8414000    4.0914000    4.3414000    4.8414000

City of PSJ Basis

\$ 81,839    \$ 78,345    \$ 83,799    \$ 89,253    \$ 94,707    \$ 105,614

95% ADJUSTED TIF

\$ 77,747    \$ 74,428    \$ 79,609    \$ 84,790    \$ 89,971    \$ 100,333

Additional Revenue

\$ (3,319)    \$ 5,181    \$ 10,362    \$ 15,543    \$ 20,724



