

August 6, 2013

**Comprehensive Plan Update Public Hearing
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 6, 2013

Call to Order

Consent Agenda

Minutes

- Workshop Meeting 7/16/13 Pages 1
- Regular Meeting 7/16/13 Pages 2-5
- Workshop Meeting 7/23/13 Pages 6-18

City Attorney

- Interlocal Agreement- Update
- Ordinance 490- Parking Requirements Pages 19-20
 - First Reading

Old Business

- Lighthouse- Update
- Chipola Pump Station Motor Replacement- Update
- Commission Chambers Upgrades-Update
- Tree Removal- Gulf Pines Hospital- Update
- Regions Bank Loan
 - Finance Committee Recommendation
- League of Cities Annual Conference- Update
- Sandwich Signs on Highway 98
- Ordinance 445- Interment Fees, Comm. Patterson Pages 21-23

New Business

- Landscaping Contracts Pages 24-31
 - Coastal Design & Landscape Pages 32-33
 - Gulf Coast Property Services Page 34
- Utility Rates Pages 35
- Engineering Inspection Services- CDBG Water Line Project
- Affordable Housing
- Road Bonds- Comm. Buzzett

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

- Update

City Clerk

- Update

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE 2013 / 2014 BUDGET WORK MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 16, 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, Attorney Tom Gibson, Financial Analyst Mike Lacour, Surface Water Treatment Plant Supervisor Larry McClamma and Wastewater Treatment Plant Supervisor Lynn Todd were also present.

The purpose of the Workshop was to review the Ad Valorem Tax, Capital Items and BP Funds.

A matrix of the current millage and increments of .25, .50, .75 and 1 mill was provided for review listing Capital Expenditures that are in the current proposed budget and the items that are not by fund.

Due to time constraints, the BP Funds were not discussed in depth and will be scheduled for a separate meeting.

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

Approved this _____ day of _____ 2013.

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 16, 2013, AT 6:00 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 McCroan, second by Commissioner Patterson, to approve the Minutes of the Regular Meeting of July 2, 2013. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Soccer Field Deed

Mr. Gibson shared that the Gulf County School Board had approved the offer from the City and a deed will need to be executed and recorded.

Comprehensive Plan Amendment

The amendment will be presented to the Planning and Development Review Board (PDRB) at their August 13, 2013, meeting. If recommended, it will be presented to the City for their approval at the August 20, 2013, meeting and then transmitted to the Department of Economic Opportunity. A meeting of all project stakeholders will be held on August 6, 2013, at 5:00 P.M., as deliverables are due by August 15, 2013.

Interlocal Agreement

Mr. Gibson did not have any new information to report at this time.

Parking Ordinance – Request to Advertise

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to advertise the Parking Ordinance. All in Favor; Motion carried 5-0.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Clay Smallwood, III, of Preble-Rish (PRI) noted that bidding of the project will be advertised on August 1 and 8, 2013; a mandatory Pre-Bid Meeting will be held on August 15, 2013, at 10:00 A.M., at the office of PRI; Bids will be received and opened on August 29, 2013, at 3:00 P. M. at City Hall, and a recommendation to award will be made to the City Commission on September 3, 2013.

Chipola Pump Station Motor Replacement

Mr. Anderson shared that the motor was fired up today and appears to be running well. The new motor will be the primary and the old pump will be run weekly to keep it operational.

Commission Chamber Upgrades

Mr. Anderson noted that the new doors arrived today and we are still waiting on a bracket for the power point unit.

Tree Removal Gulf Pines Hospital

Kim Hunter of H & H Tree Service has this on his schedule and anticipates having the trees removed soon.

Regions Bank Loan Update

Mr. Anderson shared that there have been several conversations with Regions Bank and he anticipates an update in a few days. When received, this information will be given to the finance committee for their review.

League of Cities Annual Conference

Commissioner Patterson and Attorney Gibson will be attending the 87th Florida League of Cities Conference August 15 – 17, 2013, in Orlando.

Sandwich Signs on Highway 98

After discussion, this was tabled for review.

Highway 98 and Highway 71 Red light Signal

The light continues to be an issue and a Motion was made by Commissioner McCroan, second by Commissioner Thursday, to replace the loop at a cost of between \$1,200 and \$1,500. All in Favor; Motion carried 5-0.

New Business

Computer Contract

A Motion was made by Commissioner Buzzett to advertise for a computer contract to cover computer maintenance and any upgrades that may be needed. Due to a lack of a second, Mayor Magidson passed the chair to Mayor Pro-tem Buzzett to second the Motion. All in Favor; Motion carried 5-0. Mayor Pro-tem Buzzett returned the chair to Mayor Magidson.

Ad Valorem Taxes – Proposed Millage Rate

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, for the preliminary Millage rate on the DR 420 to be 4.5914 to start the budgetary process. All in Favor; Motion carried 5-0.

Water Supply at Frank Pate Park

A Motion was made by Commissioner Thursday, second by Commissioner Buzzett, to keep the outside water supply at Frank Pate Park locked unless there is a fund raising event. All in Favor; Motion carried 5-0.

Tenth Street Ball Fields

Commissioner Thursday expressed his concerns about the three baseball fields on Tenth Street that are used by the boys' leagues. Clay Smallwood, III, of Preble-Rish will work with Commissioner Thursday and City staff to determine a plan of action for the fields. In addition to the fields, the main storm water drain through the park needs to be looked at.

Workers' Compensation – City Policy

Florida Statute 440.15 (11) Full-Pay Status For Certain Law Enforcement Officers was discussed by Chief Barnes and the Commission. "Any law enforcement officer as defined in s. 943.101 (1), (2), or (3), who, while acting within the course of employment as provided by s. 440.091 is maliciously or intentionally injured and who thereby sustains a job-connected disability compensable under this chapter shall be carried in full-pay status rather than being required to use sick, annual or other leave." Currently, Workers' Comp pays 66 2/3% of the employee's, other than law enforcement officers, regular pay leaving them short 33 1/3% per check. Since there is no City Policy addressing this issue, Mr. Anderson asked that the Commission consider paying the 33 1/3% when an employee is out due to an accident at work so that all City employees would receive the same compensation. After discussion, no action was taken by the Commission.

Public Works

Mr. Grantland was not at the meeting and Clay Smallwood, III, of Preble Rish addressed the request to include funding of the Highland View Water Line in the Phase II Water Line Replacement. He will talk with officials of the State Revolving Fund to see if this would be allowable.

Surface Water Plant – Larry McClamma

The CDM-Smith study is being reviewed. No flushing of the lines is being done during this study and the City is due for sampling next month. Mr. Smallwood will contact CDM-Smith to see if they have completed their testing and allow the line flushing to resume.

Commissioner Buzzett shared that he had talked with Jon Steverson, Executive Director of Northwest Florida Water Management District (NFWMD). The NFWMD would like to see the City of Port St. Joe become a regional water supplier and Mr. Steverson thought there could possibly be funding for a feasibility study to cover the 17 miles of the fresh water canal with pipe from the Chipola Station to the Surface Water Treatment Plant.

Commissioner Buzzett also asked that the City consider requesting funding from NFWMD to update, upgrade and renovate the second pump currently on location for back up and to purchase a new caterpillar diesel.

Commissioner Buzzett would like to facilitate a meeting between NFWMD, a representative of Preble-Rish, and himself for the purpose of seeking funding for these items. Mayor Magidson tasked Commissioner Buzzett with this project.

Wastewater Plant – Lynn Todd

Hydro International and North Florida Construction are working on the Grit King issues.

A Wastewater Plant employee will be sitting for their Class C Wastewater License next week.

City Engineer – Clay Smallwood

Traffic Study Update

Mr. Smallwood anticipates submitting the data at the end of this month.

Water Distribution Phase II Update

The project is currently out for bid.

Water Study Update

Mr. Smallwood expects to receive a memo this week on the status of the project.

A late email was received this afternoon from USDA with several questions on the MLK Sidewalk project. Mr. Smallwood will be responding to their questions tomorrow.

Code Enforcement

Mr. Burkett's report was reviewed, no action was required by the Commission.

Police Department – Chief Barnes

Chief Barnes requested that he be allowed to meet with attorney Tom Gibson concerning the current Golf Cart Ordinance.

Commissioner Thursbay requested that police officers patrol the neighborhoods more and especially during the evening and night shifts. Recent car break-ins have raised concerns and citizens have requested more visibility in the neighborhoods.

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

Lighthouse Foundation Construction Grant Management

Ms. Alsobrook requested resolution as to who will manage the \$30,000 Coastal Partnership Initiative Grant for the lighthouse foundation. Mr. Anderson and Ms. Alsobrook are to meet on this.

USDA Sidewalk Grant Update

Rain has created a problem for construction and the company hopes to be back on schedule shortly.

New Banners

The new banner series is up and Ms. Alsobrook expressed her appreciation for having the banners in place before the 100th Birthday Celebration festivities.

City Clerk – Charlotte Pierce

The clerk did not have anything to report at this time.

Citizens to be heard

No one asked to address the Commission.

Discussion Items by Commissioners

Commissioner Thursbay had read an article about the Surface Water Treatment in Dalton, Georgia that is very similar to our plant. He asked about the possibility of some of their workers visiting our plant and offering suggestions as to what they are doing at their plant.

He also expressed his appreciation to Stacy Strickland for his many years of hard work and upkeep on the Tenth Street Baseball Fields.

Commissioner Patterson had visited Jetty Park, pulled some of the weeds that are so prolific and noted that, with City help, the park is looking better.

The old Arizona Chemical Plant property that is now owned by the Port Authority is an eyesore and Commissioner Patterson asked that inmate crews be used to clean the area.

A number of the St. Joe Company lots continue to be a blight to the City's entrance way. Commissioner Patterson requested that the company clean up the areas outside of their fences to the City right of way as well as the area across the road from Jetty Park.

Commissioner McCroan asked when the meter for monitoring the flushing at Windmark would be installed. Mr. Anderson expects delivery of the meter in two to three weeks.

Commissioner Buzzett requested that the possibility of Gulf County re-issuing road bonds or floating a new road bond be placed on the next agenda for discussion. He would also like to see the new parking area in Frank Pate Park completed.

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to adjourn the Meeting at 7:40 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE 2013 / 2014 BUDGET WORK MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, July 23, 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 Financial Analyst Mike Lacour were also present. Attorney Tom Gibson was absent.

The purpose of the Workshop was to review the Utility Rates and Non-Departmental (General Fund) portions of the 2013 – 2014 Budget.

A matrix reflecting the 3.50% increase; Financial Analysis and Management System Summary Spreadsheet prepared by Burton and Associates; Ordinance 472 with Exhibits A and B as well as Ordinance 473 including Exhibits A and B were provided for review. Each of these items are attached.

Mayor Magidson adjourned the Workshop at 6:05 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

3,50% INCREASE

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
3,000 Gallons						
Water	\$ 33.38	\$ 34.55	\$ 35.76	\$ 37.01	\$ 38.30	\$ 39.64
Sewer	\$ 43.64	\$ 45.17	\$ 46.75	\$ 48.38	\$ 50.08	\$ 51.83
Total	\$ 77.02	\$ 79.72	\$ 82.51	\$ 85.39	\$ 88.38	\$ 91.48
\$ Change		\$ 2.70	\$ 2.79	\$ 2.89	\$ 2.99	\$ 3.09
		3.63				
4,000 Gallons						
Water	\$ 37.74	\$ 39.06	\$ 40.43	\$ 41.84	\$ 43.31	\$ 44.82
Sewer	\$ 49.39	\$ 51.12	\$ 52.91	\$ 54.76	\$ 56.68	\$ 58.66
Total	\$ 87.13	\$ 90.18	\$ 93.34	\$ 96.60	\$ 99.98	\$ 103.48
\$ Change		\$ 3.05	\$ 3.16	\$ 3.27	\$ 3.38	\$ 3.50
		4.11				

FINANCIAL ANALYSIS AND MANAGEMENT SYSTEM (FAMS) SUMMARY

Override	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Check
Active Rate Increases	0.00%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	Cumulative Change
Rate Covenant	1.41	1.61	1.47	1.64	1.83	2.03	2.25	2.08	2.20	2.41	2.62	FY 2018
S&P Coverage	2.49	2.76	3.12	3.43	3.29	3.39	3.73	4.09	4.47	4.43	5.02	FY 2023
CIP Execution Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	FY 2018
Residential	\$33.36	\$4.53	\$5.74	\$6.99	\$8.28	\$9.62	\$11.01	\$12.45	\$13.93	\$15.47	\$17.06	FY 2023
Commercial I	\$51.88	\$3.70	\$5.58	\$7.52	\$9.54	\$11.62	\$13.78	\$16.01	\$18.32	\$20.71	\$23.19	18.8%
Commercial II	\$216.60	\$55.23	\$261.16	\$273.41	\$282.97	\$292.88	\$303.13	\$313.74	\$324.72	\$336.09	\$347.85	41.1%
Capital Projects	\$33.36	\$5.03	\$6.78	\$8.62	\$10.55	\$12.58	\$14.71	\$16.94	\$19.29	\$21.76	\$24.35	27.6%
Commercial i Last Plan	\$51.88	\$4.48	\$7.20	\$10.06	\$13.06	\$16.22	\$19.53	\$23.01	\$26.66	\$30.49	\$34.33	27.6%
Commercial ii Last Plan	\$246.60	\$58.93	\$271.87	\$285.47	\$293.74	\$314.73	\$330.49	\$346.99	\$364.33	\$382.00	\$400.00	41.1%
Capital Projects	10.0	8.0	6.0	4.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0



