

June 16, 2015

Reception for Elected Officials

5:30 P.M.

Regular Public Meeting

6:00 P.M.

Port St. Joe Fire Station

402 Williams Ave

Port St. Joe, Florida



City of Port St. Joe

Bo Patterson, Mayor-Commissioner
William Thursbay, Commissioner, Group I
David Ashbrook, 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.

Port St. Joe City Hall

Commission Chambers

Tuesday June 16, 2015

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 6/2/15 Pages 1-4
- Special Meeting 6/10/15 Page 5-7

Swearing in of Elected Officials- Mayor Patterson, Comm. Thursbay & Comm. Ashbrook

PSJRA

Pages 8-11

CATF Public Hearing- Bruce Ballister

- Resolution 2015-02 Community Development Block Grant Application Pages 12

City Attorney

- Ordinance 514-Overnight Parking- Update

Old Business

- Gulf Pines Hospital Site- Update
 - Affordable Housing- Update
 - Flushing Program- Update
 - 4th of July
 - Fireworks
 - Street Dance
 - Summer Youth Programs
 - City Budget- Update
 - Yard Debris Laydown Yard
- Page 13

New Business

- Utility Rate Study Review Proposal Pages 14-15
- League of Cities Annual Conference
- 20th Street Stop Signs- Mayor Patterson
- Pedestrian Bridge Between 18th & 19th Street- Mayor Patterson

Public Works

- Update

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Update

Code Enforcement

- Update

Page 16

Police Department

- Update

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, June 2, 2015, AT 6:00 P.M.
The Meeting was held in the Port St. Joe Fire Department Meeting Room due
to a request for accessibility from a citizen.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting on May 19, 2015. All in favor; Motion carried 5-0.

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

The Washington Gym Playground equipment has been installed; the bleachers should arrive tomorrow; picnic tables will be delivered on July 2; the payment of \$25,000 for the Cape San Blas Lighthouse Documentary has been approved by BP and the premier showing of the documentary will be held in July; PSJRA Meetings will be held at 6:00 P.M., the second Tuesday of each month.

CATF PUBLIC HEARING – Bruce Ballister

Mr. Ballister addressed the City Commissioners concerning the proposed application to CDBG. He reported that the Citizens Advisory Task Force had met earlier and was aware of the options. The ongoing water project had been discussed as well as other optional projects that could be applied for which included, finishing the sewer rehabilitation project that had last been addressed in 2007 or 2008, or housing rehabilitation. It had been discussed that there are numerous owner occupied homes in North Port St. Joe in need of rehabilitation that the owners are ill equipped to afford on their own. The CATF had come to the conclusion that as it directly affected quality of life for all of North Port St. Joe, that completion of the water project should be the highest priority. The CATF further agreed that it would be in the best interest of the City to further its chances of an award to allocate at least \$25,000 for the project.

Mr. Ballister stated that the cost of leverage points for Port St. Joe was \$1,000 per leverage point and at that price point almost every other competing municipality similar to Port St. Joe would probably opt to buy leverage. He then explained that based on the Engineer's estimate of costs, that the base bid should include Service Areas 1 through 4 leaving only Avenue A in service area 5 to be completed in a future project. That work could be accomplished in the future by including it in a project that would include additional areas that are still in need of sewer replacement.

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to pursue an application to CDBG for the next phase of the water line replacement and to go for the Service Areas 1 through 4 with \$25,000 in leverage included in the project. City Manager, Jim Anderson indicated that the allocation would need to be added to next year's budget. All in favor, motion carried 5-0.

Mr. Ballister noted that the second Public Hearing would be at the next City Commission Meeting on June 16, 2015, and he would need to hold a Fair Housing Workshop on that date. He thanked the Commission for its input and shared that he could now complete the application for submission by June 22, 2015.

CITY ATTORNEY – Tom Gibson

Port Authority Update – Mr. Gibson did not have any new information to share. He did note that the June Meeting of the Port Authority would most likely be cancelled and suggested checking with either Eugene

Raffield or himself before going to the meeting. Mr. Gibson did remind the Commissioners of the new state requirement to complete Ethics training by the end of this year.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Gulf Pines Hospital Site – Cleanup is continuing and should be completed in about a week.

Centennial Building Roof Repair – Mr. Wilson has put sealant around the scuppers in hopes of stopping the leaks.

Road Bond Money Update – The County is still working on in house procedures and will contact the City when they are ready to proceed.

WastePro Amnesty Day Saturday, June 13, 2015 – This will be held at the Courthouse from 9 A.M. – 2 P.M.

Naming of Dixie Youth Field Dedication – June 12, 2015 at Noon: Oliver Daryl Strickland Field – The festivities will be held at the AAA Field on Eighth Street.

Flushing Program – White City and Highland View have been completed; crews are finishing up in town and will proceed to the beaches. Overstreet will be done when the beaches have been completed.

4th of July Fireworks – The St. Joe Company site has been secured and the TDC will be contributing \$5,000 for the purchase of fireworks. The County feels that the \$5,000 from the TDC is their contribution and will not be making a monetary contribution in addition to the TDC. A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to use \$2,200 from the Centennial Celebration Fund and \$2,800 in BP Funds to complete the purchase of \$10,000 in fireworks for the 4th of July celebration.

Cape Sewer – After much discussion and rehashing of their previous vote, a Motion was made by Commissioner Thursbay to provide the sewer line to Sapodilla Land and exclude Hemmingway Circle. The Motion died for the lack of a second. The project will continue as originally voted on.

Demolition of Unoccupied Structures – As of today, five buildings have been demolished. Mr. Anderson thanked the County for their assistance with the project.

Overnight Parking Ordinance – The Planning Development and Review Board will host a Public Hearing on June 9, 2015, at 4:00 P.M., to receive input on the Ordinance.

New Business

Summer Recreation Program – The Washington Gym Site will open on June 9, 2015, and the STAC House on June 15, 2015.

TDC Board membership - A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, for Commissioner Thursbay to serve on the TDC Board. All in favor; Motion carried 5-0.

City Budget – Staff is currently working on the proposed budget.

Commissioner Patterson requested that figures be provided to reflect an increase and staying the same for the current water rates.

Mr. Anderson noted that a slight uptick is projected in the Ad valorem tax revenue for the coming year.

Fee Waiver Request: New Bethel AME Church – A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to waive the fee for use of the Washington Gym on July 3, 4, 5, 2015, for the Upward Basketball Invitational. All in favor; Motion carried 5-0. Kim Bodine of the Gulf Coast Workforce

Board requested that the City assume liability for this event as their insurance does not cover sporting events. Mr. Anderson will be checking with New Bethel AME Church to see if they have Liability Insurance as well.

Public Works – John Grantland did not have anything to report.

Surface Water Plant – Larry McClamma

Electrical Position: Request to Advertise – A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to advertise for the Instrument and Electrical Position. All in Favor; Motion carried 5-0. Cecil Lyons will be retiring in October and by hiring prior to his retirement, the new employee can train with Mr. Lyons.

Wastewater Plant – Lynn Todd noted there continues to be problems with the effluent line, the Thompson Pump is hooked up and she has made DEP aware of the issues. Staff is gathering prices on the cost of repairs. The large aerators have been used to help with the Algae issue.

City Engineer – Clay Smallwood, III, was on vacation and unable to attend the meeting. Mr. Anderson noted he had spoken with Mr. Smallwood and there were no changes in any projects.

Code Enforcement

Mr. Burkett's report was reviewed, no action was taken.

Police Department – Chief Herring did not have anything to report.

City Clerk – Charlotte Pierce

Election Update – The Clerk noted that Early Voting is currently in progress.

She also reminded the Commissioners that their *Statement of Financial Interest* is due to the Supervisor of Elections by July 1, 2015.

Mrs. Pierce shared the letter from Desiree Estabrook, Florida Department of State, Bureau of Historic Preservation, announcing that the Cape San Blas Lighthouse facility was listed on the National Register of Historic Places on May 7, 2015.

Citizens to be Heard

Letha Mathews thanked the Commission for their help in demolishing the buildings in North Port St. Joe. She also questioned a sinkhole on Avenues F and D.

Commissioner Patterson asked who was in charge of the 4th of July Street Dance and noted that information was needed from that committee. Ms. Mathews stated she was on the committee and would get the information to the City.

John Grantland stated the sinkhole on Avenue F was repaired last week and he would check Avenue D to see what was there.

Christy McElroy expressed her concerns about an aboveground swimming pool on Woodward Avenue.

Mr. Gibson noted there is no City Ordinance regulating this and he will look at the State Statutes. Ms. McElroy provided the name of the homeowner for Mr. Gibson to follow up with. John Grantland is to check the location for setback encroachments.

Mayor Magidson shared that any Ordinance would grandfather existing situations and impact only future issues.

Ms. McElroy advised the Commission that she had taken several sight selectors to the Surface Water Treatment Plant and they were very impressed with the facility and its capabilities. She thanked Mr. Anderson and Mr. McClamma for their assistance with the tour.

Discussion Items by Commissioners

Commissioner Buzzett did not have anything to discuss.

Commissioner McCroan questioned if progress had been made on transferring yard debris to the proposed recreational field. Mr. Anderson noted that he had left several messages but had not received any return phone calls and asked for names of other individuals that might be contacted concerning this.

Commissioner Patterson requested that the Twentieth Street issue be placed on the next Agenda. He feels that stop signs, lower speed limits and not speed bumps could address the issue. Commissioner Patterson, Chief Herring and John Grantland will ride the area to determine the best plan of action.

The walking bridge between Eighteenth and Nineteenth Streets, at the end of Palm Boulevard, is in need of repair and he would like to have that on the next Agenda.

Commissioner Patterson thanked John Grantland and his staff for cleaning up the alley way on Eighth Street. He also stated that the City will be looking for people leaving trash in undesignated areas and they will be billed for cleanup and removal.

Commissioners Thursbay apologized for his absence as he was on vacation. He reminded the citizens that early voting is in progress, thanked them for the great election and congratulated Commissioner Patterson on his election.

Mayor Magidson did not have anything to discuss.

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to adjourn the Meeting at 7:15 P.M.

Approved this _____ day of _____ 2015.

Mel C. Magidson, Jr., 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 IN
THE COMMISSION CHAMBER AT CITY HALL, June 10, 2015, at 12 Noon.**

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

Resolution 2015-03 Election Certification

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to approve Resolution 2015-03 Election Certification. All in favor; Motion carried 3-0. Attached are Exhibit A: Official Certificate of City of Port St. Joe Canvassing Board for the City of Port St. Joe Run-Off Election 2015 provided by Gulf County Supervisor of Elections, John M. Hanlon and Exhibit B: City of Port St. Joe Resolution No. 2015-03.

Citizens to Be Heard

No one wished to address the Commission.

Commissioner Comments

None of the Commissioners had any comment.

Motion to Adjourn

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to adjourn the Meeting at 12:01 P.M.

Approved this _____ day of _____ 2015.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

OFFICIAL CERTIFICATE OF CITY OF PORT ST. JOE CANVASSING BOARD
FOR THE CITY OF PORT. ST. JOE RUN-OFF ELECTION 2015

State Of Florida
Gulf County
Port St. Joe

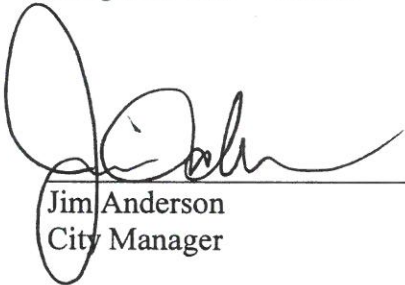
We, the undersigned, Jim Anderson, City Manager; John M. Hanlon, Supervisor of Elections and Charlotte Pierce, City Clerk, constituting the Canvassing Board in and for said City, do hereby certify that we met on the 9th of June A.D., 2015, and proceeded publicly to canvass the votes given for the Port St. Joe City Run-Off Election on the 9th day of June, A.D., 2015 as shown by the returns on file in the office of the Supervisor of Elections. We do certify the following results:

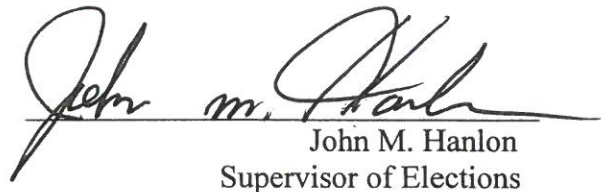
VOTES


City Commissioner – Group 2

David A. Ashbrook – 459 50.83%
Tynalin “Tan” Smiley – 444 49.17%

Margin of win - 1.66%



Jim Anderson
City Manager

John M. Hanlon
Supervisor of Elections

Charlotte Pierce
City Clerk

RESOLUTION NO. 2015-03

BE IT RESOLVED by the City Commission of the City of Port St. Joe, Florida:

SECTION 1. It is hereby ascertained, found, determined and declared that the First Primary Municipal Election held on the 12th day of May, 2015 A.D., for election of City Commissioners, in Groups I and II and the Mayor/Commissioner was held in all matters, respects, and things in full and complete compliance with the Constitution and Laws of the State of Florida and the Charter and Ordinances of the City of Port St. Joe.

SECTION 2. It is further ascertained, found determined and declared that applicable Florida Laws presume that each candidate will vote for himself and write-in candidates are only permissible where they have qualified as such write-in candidates prior to the scheduled election and no such qualifications were received.

- (A) 1,163 persons actually voted in said election
- (B) Of the votes cast for Mayor/Commissioner in favor of Mel Magidson, Jr., 515 & James "Bo Knows" Patterson, 643 votes; 0 over votes and 5 under votes. Therefore, James "Bo Knows" Patterson is hereby declared elected to said office of Mayor/Commissioner as he received the greater vote of the total votes cast.
- (C) There were no votes cast in Commissioner, Group I as William P. Thursbay did not have any opposition and was therefore returned to office.
- (D) Of the votes cast in Commissioner, Group II in favor of David A. Ashbrook, 438 and Tynalin "Tan" Smiley, 273 votes; 0 over votes and 11 under votes.

SECTION 3. It is further ascertained, determined, found, declared and proclaimed that one candidate received a greater vote of the total votes cast in said First Primary Election for Commissioner Group II. It was therefore determined that a Run-Off Election was held on June 9, 2015, between David A. Ashbrook and Tynalin "Tan" Smiley, respectively.

SECTION 4. It is hereby ascertained, found determined and declared that the Run-Off Election held on June 9, 2015 for Commissioner Group II was held in all matters, respects, and things in full and complete compliance with the Constitution and laws of the State of Florida and the Charter and Ordinances of the City of Port St. Joe.

SECTION 5. It is further ascertained, determined, found and declared that:

- (E) 903 persons actually voted in said Run-Off Election.
- (F) Of the votes cast in Commissioner, Group II in favor of David A. Ashbrook 459 & Tynalin "Tan" Smiley, 444 votes including 2 provisional ballots; 0 over votes and 0 under votes. Therefore, David A. Ashbrook is declared elected to said office of Commissioner, Group II as he received the greater vote of the total votes cast with a margin of win of 1.66%.

The City Auditor and Clerk is hereby authorized and directed to furnish said winners a Certificate of Election as, City Mayor/Commissioner, City Commissioner Group I and City Commissioner Group II, respectively, of the City of Port St. Joe, Florida.

INTRODUCED AND ADOPTED this 10th day of June 2015.

**BOARD OF CITY COMMISSIONERS
CITY PORT ST. JOE, FLORIDA**

Mayor Melvin C. Magidson, Jr.

ATTEST:

Charlotte M. Pierce, City Clerk

Port St. Joe Redevelopment Agency
Board of Directors
City Commission Chambers

MEETING MINUTES

June 9, 2015

*The Mission of the Port St. Joe Redevelopment Agency is to serve the community by
guiding redevelopment activities to create a vibrant downtown core and
revitalized neighborhood, to improve quality of life, to commemorate history and culture,
and to stimulate economic growth within the Agency's District.*

ATTENDANCE

Rex Buzzett	Chair	(RB)	Present
Bo Patterson	Vice Chair	(BP)	Present
Ben Carnes	Director	(BC)	Absent
Kaye Haddock	Director	(KH)	Absent
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	Present
William Thursbay	Director	(WT)	Present
Gail Alsobrook	Executive Director	(GA)	Present

Voting Key – (motion by / second by, votes for – votes against)

I. Call to Order - The meeting was called to order at 6 PM by Chair Rex Buzzett.

II. Citizens to Be Heard

A. None.

III. Consent Agenda

A. The minutes of the May 19 regular meeting were approved without revision (BP/WT, 5-0).

IV. Agency Operations

- A. The Financial Oversight Report for May was provided to the Board.
- B. The Executive Director's Time sheet for May was provided to the Board.
- C. The debt owed for completed public record documents requested by Johanna White for \$38.35 was forgiven by the board (BP/PM, 3-2).
- D. Directors' Insurance: The Agency will continue to insure with the Florida League of Cities via a continuing contract (WT/BP, 5-0) unless we are legally required to rebid. GA will confirm with Tom Gibson.

V. Governance

- A. Form 1 was included in the packet, and each Director is required to provide it to the Supervisor of Elections prior to July 1.

VI. Grant Program Status Report

- A. Gulf Coast Tourism – LH Documentary: The premier showing of the documentary will be held at the Centennial Building, date TBD. GA will coordinate with the production team on the date and will begin to plan in detail (refreshments, admission price, and equipment). The funds collected will be earmarked for either the Lighthouse project or fireworks or both.
- B. FRDAP – Washington Playground: The bleachers have arrived and will be installed by Public Works, who will invoice the PSJRA for the labor. The picnic tables are due July 2. All equipment must be installed before the PSJRA can request the full reimbursement.
- C. USDA-RBEG – Open-Air Information Center: USDA requested and was provided with updated documents this week to reflect a lower award request. Two items (site furnishings and wayfinding elements) were deemed ineligible for funding. All revisions have been provided.
- D. Special Category Grant – Port Theatre: The status is pending finalization of the State 2016 budget.
- E. Phase VI Landscape: No update.
- F. FRDAP – Washington Complex Walking Path: The board removed this grant opportunity from the PSJRA and will request the city make a second FRDAP grant request for the walking path.

VII. Project Status Report

- A. Small Vessel Committee: Committee is still inactive.
- B. Amphitheater at George Core Park: The PSJRA is gathering the technical requirements for the plan and will schedule a meeting with Rick Ott.
- C. Port Theatre: Tabled.

VIII. Facade Grant

IX. Old Business

- A. GA is gathering information relative to the cost of adding and irrigating trees around the new Washington Gym playground. The board suggested River Birch trees as fast-growing, with a generous canopy.

X. New Business

- A. The Board directed GA to coordinate with John Grantland to temporarily move two benches from US-98 to the BJR parking lot until the Open-Air Discovery Center is constructed.

- B. The Board was provided with the previously approved Guidelines for “Production and Distribution of Collateral Materials Using PSJRA Art” for their review and approval at the next meeting.
- C. BP requested a copy of the executive director’s employment contract via email.
- D. The board accepted (WT/BP, 3-2) the executive director’s letter of resignation. GA will provide the board with a job description to enable them to begin the search for a qualified replacement. The Chair will call a special meeting to finalize the process. The current ED will complete active projects as possible and not begin any new projects.

XI. Meeting Adjournment

The meeting was adjourned at 6:35 PM (BP/WT, 5-0).

Approved:

Rex Buzzett, Chair



June 9, 2015

TO: PSJRA Chair Rex Buzzett
FROM: Gail Alsobrook
RE: Letter of Resignation

It has been a pleasure to work for the PSJRA over the last three years.

This city is unique and remarkable. The efforts and programs emanating from the PSJRA have helped protect, sustain, and promote our businesses and community well into the future. However, in my opinion the current board, with a couple of notable exceptions, does not exhibit the level of understanding of the operation and legal requirements of a CRA to ensure that proper policies and procedures are recognized, respected, and followed. The Agency is being managed as an extension of the City of Port St. Joe, when it is required to be managed as a "legal entity, separate, distinct, and independent" from the city. I believe this puts me at risk as a professional.

In addition, one (and to a lesser extent a second) board member has created a level of hostility in the work environment that renders me unable to continue to function in this position. On May 19, 2015, I provided written concerns to the City Attorney and City Manager, which were distributed to the board. I have received neither an apology nor any guarantee that this behavior will end; the hostile behavior, in fact, continues.

It is with sadness that I tender my resignation and provide the board with my 60-day notice.

Sincerely,

A handwritten signature in blue ink, appearing to be "Gail Alsobrook". The signature is stylized with a large, looping initial "G" and a trailing flourish.

Gail Alsobrook

RESOLUTION NO. 2015-02

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

WHEREAS, the City of Port St. Joe has determined that many of the City's water mains are in dire need of replacement, and;

WHEREAS, the age of these mains and their clogged condition create a life and safety hazard due to reduced fire flows and pressures, and;

WHEREAS, these mains have been a primary cause of diminished potable use due to odor, color and grit at the tap, to wit, a consent order has been issued by the Florida Department of Protection to replace failing lines, and;

WHEREAS, the service areas set aside for use of CDBG funds is a component part of a strategy to replace aging water mains citywide and is targeted to encompass a majority of very low to moderate income households, and;

WHEREAS, well over fifty-one percent of the households and beneficiaries in the proposed service areas are found by door-to-door survey to be very low to moderate income:

And WHEREAS, after careful deliberation, the City Commission by unanimous voice vote agreed to supplement any grant funding with a leverage funding amount of up to \$25,000.00 (Twenty-Five Thousand Dollars):

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COMMISSION OF THE CITY OF PORT ST. JOE THAT:

Section 1. The Florida Small Cities Community Development Block Grant (CDBG) program is declared to be a workable program for providing needed physical improvements to benefit low-to-moderate income persons indicated in the proposed 2014-15 CDBG Application. Completion of the project described in the application will further the community's commitment to provide for its citizen's health, safety and welfare and a majority of the beneficiaries will be very low to moderate income citizens.

Section 2. The City Commission hereby directs the Mayor to sign all necessary certifications of the Community Development Block Grant application.

Section 3. The City Commission hereby directs the Mayor to execute and submit the attached application to the Florida Department of Community Affairs for state approval.

Section 4. The Mayor is directed to sign and submit additional information in a timely manner as may be required by the Florida Department of Community Affairs. In the absence of the Mayor, the City Clerk, is authorized to complete any necessary Subgrant Agreement documents.

Section 5. The proposed CDBG application is consistent with the City of Port St. Joe's Comprehensive Plan's adopted Capital Improvements Plan.

Section 6. The City of Port St. Joe's Comprehensive Plan has been adopted as the City's Community Development Plan.

Section 7. This Resolution shall take effect immediately upon its adoption.

By majority vote of the City Commission of the City of Port St. Joe, Florida this 16th day of June, 2015.

BY:

ATTEST:

Bo Patterson, Mayor

Charlotte M. Pierce, City Clerk

APPROVED AS TO FORM:

Tom S. Gibson, City Attorney

THIS PERMIT IS NOT TRANSFERABLE

CITY OF PORT ST. JOE, FLORIDA
GENERAL PERMIT

RECEIVED FROM Sandy Quinn

ACTIVITY Street Dance

DATE & TIME July 3, 2015

THIS PERMIT EXPIRES DATE OF EVENT

9:00 EDT - July 4, 2015 2:00pm. EDT

DATE _____

CITY AUDITOR-CLERK _____

- Some set-up & structure as the 2014 Street Dance for the one day event on Milk Blvd. between Ave A & Ave D.
- Speaker system can be pointed in any direction except towards town (First Street).

June 9, 2015

Mr. Jim Anderson
City Manager
The City of Port St. Joe
305 Cecil G. Costin, Sr. Blvd.
Port St. Joe, Florida 32457

Re: FY 2015 Water and Wastewater Revenue Sufficiency Analysis Proposal

Dear Jim:

As requested, I have prepared our proposal to perform a Revenue Sufficiency Analysis for your Water and Sewer Enterprise Funds that will update the multi-year financial management plans developed in the FY 2013 Rate Study. It is prudent to update the financial management plans and perform this type of analysis either annually or bi-annually to reflect actual events that may have occurred differently than projected. If events occur more positively than projected, it could be possible to lower the level of rate increases adopted for future years; however, if events occur more negatively than projected, it may be necessary to either re-address the level of rate increases or take measures to decrease costs if possible.

As discussed with your Commission in previous presentations, because of the potential variances discussed above and the nature of the consequences if such variances occur, it is very important that the City update the revenue sufficiency analysis and the multi-year financial management plans of the utility systems either annually or bi-annually. Therefore, as requested, I have prepared and enclosed a Project Work Plan and Cost Estimate Schedule (Schedule) for a FY 2015 Water and Wastewater Revenue Sufficiency Analysis Update.

The above referenced Schedule shows that successful completion of the Update will require approximately 95 man-hours for an estimated cost of \$14,300, inclusive of out-of-pocket expenses. It has been a pleasure working with the City, and we look forward to continuing to work with you to ensure that your utility systems are financially sustainable while at the same time minimizing the cost of service to your customers to the greatest extent possible.

If you have any questions about this proposal or would like to discuss any aspects of it, please do not hesitate to call me at (813) 443-5138.

Very truly yours



Andrew J. Burnham
Senior Vice President

City of Port St. Joe
FY 2015 WATER AND SEWER REVENUE SUFFICIENCY ANALYSIS
PROJECT WORK PLAN AND COST ESTIMATE SCHEDULE

BURTON & ASSOCIATES

PROJECT TASKS		ESTIMATED MAN-HOURS				Total Project	City Responsibility
		Project Director	QA/QC Reviewer	Project Consultant	Project Admin		
Rates →		\$205	\$160	\$125	\$50		
Task 1	Project Initiation						
1.1	Conduct kickoff conference call and prepare data request list.	1	1	2	0	4	Meeting
1.2	Review of customer billing data and financial information provided by City staff.	1	0	3	0	4	Provide docs
Task 2	Revenue Sufficiency Analysis						
2.1	Prepare water and wastewater customer and demand analysis to determine projected growth, trends in usage patterns and total projected water and wastewater system customers, ERCs and usage.	2	1	6	0	9	N/A
2.2	Obtain, verify and input financial and billing data into 2 versions of Burton & Associates proprietary FAMS XL model, run the models, and produce preliminary output, including a ten year financial management program that will include the following separately for the water and wastewater systems:	4	1	16	0	21	N/A
	o Capital Improvements Program						
	- Project listing by year						
	- Alternative financing options for capital projects						
	- Optimum funding source by project by year						
	o Borrowing Program						
	- Borrowing required (by source) to fund CIP projects not funded by other sources to include but not necessarily be limited to revenue bonds and State or other programs.						
	- Timing of bond issue(s)/loan(s) to provide required borrowed funds						
	- Annual debt service of bond issue(s)/loan(s)						
	o Revenue Sufficiency Analysis						
	- Annual revenue projections, including impact fee sensitivity analyses						
	- Annual operations and maintenance expense projections						
	- All other annual revenue requirements such as R&R, minor capital, transfers, debt service, etc.						
	- Alternative plans of annual percentage rate adjustments to provide sufficient revenues for each service.						
	o Sources and Uses of Funds Analysis						
	o Funds Analysis						
	- Spend down limits (minimum reserve requirements) by fund						
	- Beginning and ending funds balances by fund by year						
2.4	Review results with consulting team, reconcile to prior study, make adjustments, and create alternative scenarios.	2	1	2	0	5	N/A
2.5	Meet with City staff in an interactive work session to review results and alternative plans of rate adjustments.	3	0	3	0	6	Meeting
2.6	Make adjustments as required based and prepare limited workbook of preliminary results.	2	1	4	0	7	N/A
2.7	Review adjusted results with City staff in an interactive Go-to-Meeting review session to review adjusted results and determine final plan of annual rate revenue adjustments.	2	0	2	0	4	Telephone Conference
2.8	Conduct and Compile a Comparative Rate Survey	0	1	1	4	6	N/A
Task 3	Document & Present the Results of the Analysis						
3.1	Prepare a Draft Technical Memorandum (TM) of the Results of the Analysis.	2	1	6	1	10	N/A
3.2	Review Draft TM with City Staff and Management and prepare Final Draft TM.	1	1	3	0	5	Review
3.3	Present the results of the Analysis to City Commission.						
	a. Meet with the City Commission to present the results of the Analysis.	3	0	3	0	6	Attend
	b. Make adjustments to the Analysis as required based upon City Commission direction.	1	1	2	0	4	Review
3.4	Prepare Final TM of the Results of the Analysis.	1	1	2	0	4	N/A
TOTAL ESTIMATED MAN-HOURS		25	10	55	5	95	
TOTAL ESTIMATED FEE		\$5,125	\$1,600	\$6,875	\$250	\$13,850	
TOTAL ESTIMATED EXPENSES @ 6.00%						\$450	
TOTAL ESTIMATED PROJECT COST						\$14,300	

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Code Enforcement 2015 Activity
As of 6/12/15

	Open	Closed	Total	Increase
Unlawful Accumulation	19	31	50	8
Substandard Structure	4	8	13	
Abandoned Vehicle	6	3	9	1
Unlawful Sewer				
Land regulation Violation	1	2	3	1
Business Lic. Violation				
Special Master Hearings				
Building Demolition	3	9	6	8
Waste Violation	42	145	187	38
Sign Violation		48	48	

Total	75	Total	246	Total	316	Total	56