

AGENDA

Tuesday November 3, 2009

Workshop

4:00 p.m.

SunTrust Loan Proposal

Regular Public Meeting

6:00 p.m.

Commission Chamber

City Hall

Port St. Joe, Florida



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
Greg Johnson, Commissioner, Group I
Charles H. Stephens, Commissioner, Group II
John Reeves, 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 AGENDA

Workshop
4:00 p.m.
SunTrust Loan Proposal

Regular Public Meeting
6:00 p.m.
Commission Chamber, City Hall
Tuesday November 3, 2009

Call to Order

Consent Agenda

Approve Minutes:

- Regular Meeting Minutes October 20, 2009
- Special Meeting Minutes October 21, 2009

Pages 1-7
Pages 8-12

City Attorney

City Manager Report

Old Business:

- Building Inspector Contract Update
- Ward Ridge Update
- Occupational License Update

New Business:

- Florida Sunshine Law Workshop

Pages 13-14

Public Works

- Overstreet
- Catch Basin 7
- White City
- St. Joe Beach Sewer
- Fire Hydrant Update
- Handi-Cap Parking- Reid Avenue

Surface Water Plant

- Update

City Engineer

- Update

Code Enforcement

- **Ordinance Update**

Police

- **Update**

Grants

- **Update**

Page 15

PSJRA

- **US-98 Streetscape-Update**
- **CRA Expansion-Update**
- **Bay Front Parks-Proposed road route**

City Clerk

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 CHAMBERS AT CITY HALL, October 20, 2009
AT 4:00 P.M.**

The following Commissioners were present: Mayor Magidson, Commissioners Buzzett, Johnson and Stephens. Commissioner Reeves was absent. City Manager Charlie Weston, Attorney Russ Scholz and City Clerk Jim Anderson were also present.

Consent Agenda:

Motion by Commissioner Johnson 2nd by Commissioner Buzzett to approve the minutes for (2) 9/1/09 Workshops, 9/15/09 Workshop, 9/22/09 Special Meeting, 10/1/09 Special Meeting, 10/5/09 Special Meeting and the 10/6/09 Regular Meeting with the corrections. All in Favor; Motion carried 4-0.

City Attorney:

NWFLOC Amendment 4 Resolution 09-20:

Motion by Commissioner Buzzett 2nd by Commissioner Stephens to read Resolution 09-20. All in Favor; Motion carried 4-0.

Motion by Commissioner Buzzett 2nd by Commissioner Stephens to adopt Resolution 09-20. All in Favor; Motion carried 4-0.

LMS Resolution 09-21:

Motion by Commissioner Johnson 2nd by Stephens to read Resolution 09-21. All in Favor; Motion carried 4-0.

Motion by Commissioner Stephens 2nd by Commissioner Johnson to adopt Resolution 09-21. All in Favor; Motion carried 4-0.

Rural Area of Critical Economic Concern Resolution 09-22:

Motion by Commissioner Buzzett 2nd by Commissioner Johnson to read Resolution 09-22. All in Favor. Motion carried 4-0.

Motion by Commissioner Buzzett 2nd by Commissioner Johnson to adopt resolution 09-22. All in Favor; Motion carried 4-0.

City Manager:

New Business:

Make a difference Week:

Jerry Stokoe asked the Board for Permission to use the Stac House to store items for their food drive.

Motion by Commissioner Johnson 2nd by Commissioner Stephens to allow Jerry Stokoe to use the Stac House for storage during their annual food drive. All in Favor; Motion carried 4-0.

Mr. Stokoe also let the board the week 18-24 is make a difference week with the highlight being from 9:00 A.M-1:00 P.M. on Saturday the 24th.

Mayor Magidson read the proclamation and congratulated Ben Welch and Jerry Stokoe for their community service.

Washington Gym:

Mr. Weston met with Ms. Likely about holding a wellness program once a week at the gym. He also spoke with James Clemmons about volunteers to keep the gym open after 5:30 in the evening. Mr. Clemmons will provide a list of the volunteers and the hours the community would like to keep the gym open back to Mr. Weston for review. A police officer will close the gym each night based on the gym schedule.

Mayor Magidson would like a list of contacts for the volunteers at the gym to contact in case of an emergency, someone has to leave early or etc.

Citizens Email Account:

Mr. Weston let the Board know that Commissioner Reeves would like for the City to set-up a citizens email account.

Commissioner Johnson is concerned about the privacy of citizens email account information. He would like for it to be non-responsive with limited access similar to our code red system. If a response is needed we should add a contact name and number to the message.

Attorney Scholz feels that if we solicit email accounts, we should have a discloser stating that the information provided could become public.

Motion by Commissioner Johnson 2nd by Commissioner Buzzett to approve the citizen email account similar to the code red system, to be non-responsive and a contact name to be provided if a response is needed. All in Favor; Motion carried 4-0.

PSJHS Shark Soccer Boosters:

Mr. Weston went over a letter from the boosters requesting donations. We currently don't have the item in the budget, but the City does maintain the fields and pays for the utilities.

Occupational License:

Mr. Weston addressed the Board on the need to update our current occupational license ordinance. The current ordinance contains different fee amounts for each of the various occupations in the City. We feel that we could come up with a flat fee of maybe \$50. to cover everything.

Commissioner Johnson requested that staff get copies of occupational license ordinances from several of the surrounding cities and bring it back to the Board.

Public Works: John Grantland

Overstreet Water:

Mr. Grantland is still waiting on a letter from County Administrator Don Butler on his review of the project.

Catch Basin 7:

Clean-up is almost complete and the final walk thru will be done in the next few weeks. Mr. Grantland will get with Commissioner Stephens tomorrow about some of his concerns with the project.

White City:

Preble Rish is currently reviewing some of the County's concerns on the project.

St. Joe Beach Sewer:

As of today 110 customers have been connected to sewer.

Fire Hydrants:

18 fire hydrants are currently being addressed that have various problems. Of the 18 hydrants, 13 are usable and 5 can't be repaired.

Surface Water Plant:

Mr. Davis is still flushing hydrants to clear the lines after the corrosion inhibitor and they are making progress. Siemens will also be onsite to help staff.

Mr. Weston feels next week is critical to the water plant due to the cleaning of the membranes. He suggests that we have a work shop to walk thru the water plant next week.

A workshop will be scheduled for October 27, 2009 at 12:00 at the Water Plant.

Mr. Davis let the Board know that Leo Atkins will be retiring next month.

Mr. Davis also let the Board know that the City passed its toxicity test and we can consider alternating pumps at the sewer plant to save cost.

City Engineer:

Mr. Smallwood updated the Board on the Sand Hills Pond Project. The excavation is 85-95% complete on the pond. He presented the Board a change order to pipe the ditch along the property at a cost of \$110,371. The cost be covered by grant funds and will be reimbursed on a monthly basis. The dredge and fill permit has also been submitted to DEP for approval.

Motion by Commissioner Johnson 2nd by Commissioner Buzzett to approve the Sand Hills Pond change order #1 in the amount of \$110,371. Motion carried 3-1; Stephens Nay.

Code Enforcement:

Mr. Burkett is continuing the effort to clean-up abandoned houses. Liens will be filed on the property and bills have already been sent out.

A discussion was held concerning the cleaning of wooded lots. Attorney Scholz and Mr. Burkett will review the City Ordinance and report back to the Board.

Police Department:

Chief Barnes updated the Board on Officer Lawrence's condition. Mr. Lawrence is feeling better and should begin physical therapy this week after his broken leg.

Grants:

Staff has met with each employee to go over personnel files and leave accruals.

Mr. Scholz asked staff to research rural infrasture grants to see if money is available for fire hydrants.

PSJRA:

US 98 Streetscape:

A notice to proceed will be issued once Attorney Scholz has reviewed and signed the contract. The pre-construction meeting should take place next week.

Master Parking Study:

The master study will set the baseline for downtown parking for the CRA boundaries. The City currently doesn't have a shortage of parking, but convenience will be an issue once build-out is complete.

PSJRA Expansion:

Currently a joint meeting is needed between the City and the County. The County voted 3-2 to move forward on the expansion. Mr. Fleck feels the focal point will be the length of the term. He will work with Mr. Weston and Mr. Butler to establish a meeting.

Bay Fronts Park:

Mr. Fleck would like to have a workshop to look at a few loose ends such as the new proposed road. The meeting will be coordinated with Mr. Weston.

Public:

Commission:

Commissioner Stephens would like for the City to look at handicap parking on Reid Ave. beside the new park. He would also like for staff to review the current contract with Bo Creel, the City building inspector.

Mr. Weston will review the contract with Mr. Creel.

Motion by Commissioner Stephens to adjourn.

Mayor Magidson

Jim Anderson, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD
IN THE COMMISSION CHAMBERS AT CITY HALL, October 21, 2009
AT 5:30 P.M.**

The following Commissioners were present: Mayor Madison, Commissioners Buzzed, Stephens and Johnson. Commissioner Reeves was absent. City Manager Charlie Weston and City Clerk Jim Anderson were also present.

Mr. Weston gave an update on the financial procedures that are currently taking place at City Hall (See Ex. A).

Motion by Commissioner Johnson 2nd by Commissioner Buzzett for our goal to have the City Audit completed by March 30, 2009. All in Favor; Motion carried 4-0.

Motion by Commissioner Johnson 2nd by Commissioner Buzzett to authorize the City Manager to borrow \$600,000 against the \$1,467,509 CD at Superior Bank outlined in paragraph 3 of the memorandum dated 10/19/2009 (see Ex. B) with the loan being repaid on or before 3/30/2009. All in Favor; Motion carried 4-0.

Mr. Anderson asked Attorney Scholz if the City needs to pass an ordinance to borrow the money.

Attorney Scholz feels that the City doesn't need to pass an ordinance to borrow the money.

Mr. Kennedy from Preble-Rish addressed the board about piping the ditch between 20th street and Constitution as part of the Sunset Circle drainage project.

Several of the commissioners had concerns about piping the ditch without input from each of the homeowners that will be affected.

Mr. Kennedy will notify each of the homeowners and will respond back to the commission with their responses.

Motion by Commissioner Buzzett 2nd by Commissioner Johnson to submit the change order to USDA for approval, but final approval is pending input from each of the homeowners involved. All in Favor; Motion carried 4-0.

Mr. Weston would like to have a workshop on October 27, 2009 at the Water Plant to go over the 60 day testing process and the cost of chemicals. The workshop will continue at the site of the Sand Hills Ponds project.

A Workshop is also scheduled for November 3, 2009 at 4:00 in reference to the proposed transfer of bonds into a loan at Sun Trust Bank.

Commissioner Buzzett would like to review the quarterly administrative fees for the bonds.

Commissioner Johnson would like for staff to get two or three estimates for the value of the Ward Ridge property.

Mr. Weston went over the cost of electricity and how it's putting a drain on the City.

Mr. Weston also met with EWS today and is looking at the possibility of outsourcing yard debris pickup.

Commissioner Buzzett asked about the status of researching a service ready fee.

Attorney Schulz let the Board know that Mr. Gibson is working on the service ready fee. He also noted that we currently have a CIP fee for water and sewer connections and if we implement a service ready fee, it could be compromised.

Meeting Adjourned.

Mayor Magidson

Jim Anderson, City Clerk

Financial Procedures Update

- 2009-2010 budget completed, loaded in Munis and the Trim package has been sent to The Department of Revenue.
- The General Ledger has been revised and is 98% complete to conform to the City's budget, state coding and accounting standards.
- Utility Billing codes have been updated to match the general ledger and budget.
- Two employees will be attending Munis training on October 25th -28th. Training will include utility billing and financials.
- Monthly bank reconciliations are done thru July and we anticipate completing August/September reconciliation by November 1.
- Year end closeout will be completed once August/September bank reconciliations are completed. Target date for yearend closeout completion is November 15.
- The transfer from Capital City Bank to Vision is 95% complete. EFT's and credit card payments have been successfully moved to Vision Bank. Total transfer from Capital City Bank to Vision Bank will be completed immediately following September reconciliation.
- Payroll is currently being run thru Vision Bank.
- Draft Standard Operating Procedures have been provided by CPA consultant and are being staffed for implementation mid November.
- Personnel files have been reviewed with each employee to verify leave time, sick leave and insurance deductions.
- Munis has been upgraded from version 6.3 to 7.2. We are currently testing the new version and will go live next month.
- The Audit for 2009 – 2010 has been scheduled to commence January 14, 2010.



Post Office Box 278 * Phone (850) 229-8261
Port St. Joe, Florida 32457

Memorandum

To: Mel Magidson
Greg Johnson
Charles Stephens
John Reeves
Rex Buzzett

Date: October 19, 2009

Re: Cash flow through December 2009

1. The anticipated monthly revenue stream for the City thru the end of the year is as follows:

Utilities	\$250 k
Sales Tax	14 k
Revenue Sharing	7 k
Franchise Fees	20 k
Utilities Tax	20 k
Communications Tax	<u>16</u>
	\$327

These are the "anticipated" revenues and are averages. It is important to note that the majority of the Ad Valorm taxes will not be available until after January 1, 2010.

2. Below, I am providing the major monthly expenses for the City. These are by no means a comprehensive list and cover only the "Big Ticket" items.

Payroll	\$240 k
Blue Cross/BS Insurance	42 k
Progress Energy	68 k
Gas Diesel	11 k
Professional Services Legal/Engineering	8 k
Chemicals	22 k
Communications	5 k
Dispatch Services	15,750
Tipping Fees	6,677
EWS	38,070
Lab Fees	4,000
Liability Insurance	<u>23,300</u>
	\$483,797

There are a number of other expenses I have not included (Uniforms, Postage, EDC, Humane Society, Public Works Operating Cost, Office Supplies, Advertising etc.). Including "all cost", I estimate the overall monthly expenses for the City to be approximately \$600k. This being the case, our average monthly expenses will exceed our anticipated revenue thru the end of the year (Oct - Dec.).

Average expenses - anticipated revenues = Short Fall
(\$600k - \$327 = \$273 x 2.5 months = approximately \$600k)

3. I am requesting permission to borrow against the current \$1,467,509 cash carried forward account currently in a CD in Superior Bank. The amount borrowed will be \$600k. The duration of loan will coincide with the CD maturity date of April 2010. There will be a onetime payment at an estimated 3.5% - 3.6% rate based on tax exemption. . This will get us into the new year at which time our cash flow will improve due to receipt of Ad Valorm taxes.

The intent is to repay the \$600k to the CD prior to the April 2010 maturity date.

Failure to borrow against the cash carried forward will result in the inability to pay expenses identified in paragraph 2 above.



Charlie Weston
City Manager

CW/tk

Cc: file

BOARD OF COUNTY COMMISSIONERS GULF COUNTY, FLORIDA

1000 CECIL G. COSTIN, SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE: (850) 229-6106/639-6700 • FAX: (850) 229-9252 • EMAIL: boccc@gulfcounty-fl.gov
WEBSITE: www.gulfcounty-fl.gov

DATE AND TIME OF MEETINGS: SECOND TUESDAYS AT 9:00 A.M., E.T. AND FOURTH TUESDAYS AT 6:00 P.M., E.T.

OCT 29 2009

Memorandum

To: County Staff
From: Nathan Peters, Jr., Chairman - N.P.J.
Subject: Florida's Sunshine Law
Date: October 19, 2009

The Gulf County Board of County Commissioners will hold a workshop on November 12, 2009 at 11:00am, E.T. to discuss Florida's Sunshine Law. The majority of the workshop will be spent viewing a 27 minute video, "The Sunshine Law- The Law in Plain English" and then there will be a question/answer period. The entire workshop should last about 45 minutes.

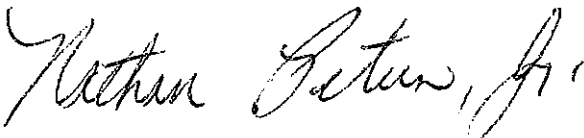
Not only are the county commissioners subject to the Sunshine Law, any and all board committees that make recommendations to the county commission are subject also. You are encouraged to attend and learn the following:

- Who is covered and when is the law applicable?
- When is it a meeting?
- How to avoid violations and the appearance of violations.
- Practical advice and cautions for you.
- Examples of violations.
- Compliance for elected, appointed and volunteer officials.
- Exceptions to the Sunshine Law.

Again, I encourage you to attend this workshop.

Cc: **Impact Fee Committee:** Tony Justice, Charlie Pettis, Steve Newman, Sandra Chafin, Pat Hardman

TDC Board: Bill Williams, John Reeves, Tony Justice, Chris Petrie, Jason Brogan, Alyson Gerlach, Charlie Pettis, Steve Newman, William Jay Rish



EZDA Board: Joe Nugent, Don Butler, Sandra Chafin, Pauline Pendarvis, Sue Marley, Alma Paredes, Alan McNair, Danny Raffield

Planning Board: James Christy, Jim Norton, Ward McDaniel, Glenn Elders, Dewey Blaylock

Transportation Committee: Steve Norris, Kathy Balentine, David Barnes, Don Butler, Bill Carr, Sonny Chafin, Shane McGuffin, Don Minchew, Joe Nugent, Willie Payne, Tommy Pitts, Andrew Rowell, Brian Underwood, Towan Kopinsky

Gulf County Healthcare Trust Fund Executive Committee: Doug Kent, Bill Williams, Roger Hall, April McLemore, Joe Rentfro, Clarence Monette, Tim Wilder, Charlie Weston, Tony Justice, Dr. Tom Curry,

Memorandum

To: Charlie Weston, City Manager

CC: Mayor Magidson & Commissioners

From: Charlotte Pierce, Grant Writer – Coordinator *CP*

Date: October 30, 2009

RE: Grant Status Updates

The following changes have occurred in our grants since the October 20, 2009 meeting:

Northwest Florida Water Management District – Sand Hills Pond

Reimbursement of \$60,415.16 for two Applications and Certificates For Payment has been received. Application one is for \$27,385.92 and Application two \$33,029.24.

Sacred Heart Hospital

Reimbursement for Contractor's (GAC)) Application For Payment Number 8, in the amount of \$66,965.39, has been received from Sacred Heart.

Florida Department of Law Enforcement

Notice of award for a Recovery Act Edward Byrne Memorial Justice Assistance Grant in the amount of \$115,604.00 has been received. The grant, *Equipment Acquisition For Evidence, Enhanced Investigations and Prosecution of Major Crimes* provides funding for: two mobile radios, installation in three cars with antenna, speakers and 3 microphones, one undercover police car lighting assembly; eight complete in car video and audio systems with wireless microphone and connectors; three completely outfitted 2010 patrol cars excluding in-car video listed above.