

**JULY 23, 2013**

**PORT ST. JOE, FLORIDA**

**SPECIAL MEETING**

The Gulf County Board of County Commissioners met this date in a special meeting with the following members present: Chairman Tynalin Smiley, Vice Chairman Ward McDaniel, and Commissioners Carmen L. McLemore, Joanna Bryan, and Warren J. Yeager, Jr.

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Sherry Herring, Deputy Clerk Kari Summers, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Central Services Director Denise Manuel, E9-1-1 Coordinator Ben Guthrie, Gulf County E.M.S. Director Houston Whitfield, G.I.S. Coordinator Scott Warner, I.T. Director Dennis Barfield, Sr., Mosquito Control Director Mark Cothran, Planner David Richardson, Property Appraiser Mitch Burke, Public Works Director Joe Danford, Sheriff Mike Harrison, Supervisor of Elections John Hanlon, Tax Collector Shirley Jenkins, T.D.C. Executive Director Jennifer Jenkins, and Veterans' Service Officer James Kennedy.

Chairman Smiley called the meeting to order at 11:15 a.m., E.T.

**BUDGET**

Clerk Norris stated that the proposed millage rate for FY 2013-2014 is currently 6.6625. She discussed the changes for the Board's consideration; reporting that at the last meeting the Board voted to increase some revenue sources, which must be adopted by resolution. Upon recommendation by Clerk Norris, Commissioner Yeager motioned to adopt a proposed resolution increasing additional Cash Carry Forward in the T.D.C. Fund. Commissioner McDaniel seconded the motion, and it passed unanimously, as follows:

**RESOLUTION NO. 2013-10**

**WHEREAS**, the Gulf County Board of County Commissioners of Gulf County, Florida, anticipates additional Cash Carry Forward in the Tourist Development Fund for the 2013-2014 Fiscal Year that was not included in the proposed budget dated 07/15/2013; and

**WHEREAS**, said additional revenue will be used for the expenditure in Fiscal Year 2013-2014;

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

## TOURIST DEVELOPMENT FUND

### REVENUE:

60098-99000 Balance Brt. Forward: Restricted TDC	\$94,759.00
60098-99002 Balance Brt. Forward: Restricted Bch Renourishment	\$15,000.00

### EXPENDITURES

27452-12000 Salaries	\$ (4,979.00)
27452-12001 Sick Leave: Lump Sum-No Retire	\$ (25.00)
27452-12002 Vacation: Sell Back to County	\$ (30.00)
27452-13000 Other Salaries & Wages	\$ (26.00)
27452-21000 FICA	\$ (315.00)
27452-21500 Medicare	\$ (76.00)
27452-22000 Retirement	\$ (354.00)
27452-48203 Advertising-Interactive/Digital	\$ 51,500.00
28039-31000 Professional Services	\$ 5,000.00
28039-34000 Other Contractual Services	\$ 10,916.00
28039-4000 Travel and Per Diem	\$ 1,000.00
28039-42000 Postage	\$ 500.00
28039-46100 Repair & Maint: Bldg/Grds-Beach Cleaning	\$ (9,591.00)
28039-47000 Printing and Binding	\$ 500.00
28039-49200 Legal Advertising	\$ 500.00
28039-52100 Gas, Oil & Lubricants	\$ 500.00
28039-54000 Books, Publ, Subsc, Memberships	\$ 500.00
28039-55000 Training & Education	\$ 675.00
69984-95000 Reserve for Contingencies-TDC	\$ 9,476.00
69984-95001 Reserve for Contingencies-Beach Renourishment	\$ 1,500.00
69984-96000 Cash To Be Carried Forward-TDC	\$ 39,588.00
69984-96001 Cash To Be Carried Forward-Beach Renourishment	\$ 3,000.00

**THIS RESOLUTION ADOPTED** by the Gulf County Board of County Commissioners this 23<sup>rd</sup> day of July, 2013.

(End)

Upon recommendation by Clerk Norris, Commissioner Yeager motioned to adopt a proposed resolution regarding the Public Works Fund increasing culvert permit fees, and Cash Carry Forward. Commissioner McLemore seconded the motion, and it passed unanimously, as follows:

### **RESOLUTION NO. 2013-11**

**WHEREAS**, the Gulf County Board of County Commissioners of Gulf County, Florida, anticipates additional Cash Carry Forward in the Public Works Fund for the 2013-2014 Fiscal Year that was not included in the proposed budget dated 07/15/2013; and

**WHEREAS**, said additional revenue will be used to reduce Interfund Transfers in Fiscal Year 2013-2014;

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

**PUBLIC WORKS FUND**

**REVENUE**

104329-00000 Drive & Culvert Permits	\$ 700.00
104397-98000 Less 5%	\$ (35.00)
104381-92000 Interfund Transfer In	\$(28,378.00)
104398-99000 Balance Brt. Forward: Cash	\$ 27,713.00

**THIS RESOLUTION ADOPTED** by the Gulf County Board of County Commissioners, this 23<sup>rd</sup> day of July, 2013.

(End)

Clerk Norris discussed some budget changes for the Boards consideration; stating that the Sheriff's Budget needs to be increased by \$27,889.00. Commissioner Yeager motioned to approve this increase. Commissioner McLemore seconded the motion, and it passed unanimously.

Upon discussion by Clerk Norris, Commissioner Yeager motioned to remove \$1,368.00 from the H.C.R.A. Budget. Commissioner McDaniel seconded the motion, and it passed unanimously.

Clerk Norris discussed, for the Boards consideration, a correction to the Property Appraiser's Budget due to a revision from the Department of Revenue (an increase of \$893.00), and for employee insurance which was short \$2,925.00; for a total increase of \$3,818.00. Commissioner Yeager motioned to approve these changes to the Property Appraiser's Budget. Commissioner Bryan seconded the motion, and it passed unanimously.

Clerk Norris discussed a correction to the St. Joe Fire District, in the amount of \$2.00. Commissioner Yeager motioned to approve this change. Commissioner McDaniel seconded the motion, and it passed unanimously.

Clerk Norris discussed a change to Org #330022 (grant) regarding an increase, in the amount of \$1.00. Commissioner Yeager motioned to approve this increase. Commissioner Bryan seconded the motion, and it passed unanimously.

Clerk Norris stated that the first public hearing needs to be scheduled; reporting that the Gulf County School Board will hold their public hearing on Monday, September 9, 2013.

Clerk Norris reported that the Port St. Joe Downtown Redevelopment Agency can be reduced based on the figures from today, by \$11,926.00, and recommended that the Board wait until the end of this meeting to adjust this line item.

Chief Administrator Butler discussed additional revenues to the proposed budget once all the figures are in, stating the Board needs to determine the Millage Rate unless the Board decides to make additional changes to the proposed budget. Commissioner Yeager discussed his concerns regarding the proposed budget and the proposed millage rate. Chief Administrator Butler discussed the matter regarding the proposed fuel tax, stating if it is not the desire of the Board to move forward with this revenue source then it will save staff potential work in the future. After discussion, Commissioner McDaniel motioned to stop the Five Cent Gas Tax process. Commissioner McLemore seconded the motion for discussion. After further discussion, the motion then passed unanimously.

Upon inquiry by Chief Administrator Butler, Commissioner Yeager discussed the increase to the Landfill Fees and inquired if the revenues have been increased. Clerk Norris reported that they are working with Public Works Director Danford regarding the figures and it will be presented to the Board for review at the next scheduled meeting. Chief Administrator Butler discussed other revenue sources regarding E.M.S. (dry run fees, E.M.S. run fees), Building Department fees, and Beach Driving Permits. Upon inquiry by Commissioner Yeager, Gulf County Tax Collector Jenkins appeared before the Board to report that permits can be sold at different outlets. Commissioner Yeager discussed working with the County Attorney to get this process implemented. Upon inquiry by Commissioner McDaniel, Clerk Norris stated that most departments wait to purchase their supplies and equipment during the summer months. She discussed various things that are paid after September 30<sup>th</sup> (payroll, etc) and that most departments use their budgeted amounts. Commissioner Yeager discussed reducing the Reserves for Contingences to help with the proposed millage rate. After discussion by members of the Board, Chief Administrator Butler discussed the move of the Tax Collector and the Clerk of Court Offices from the Wewahitchka Courthouse, stating that this move will be a savings for the County. After discussion, Deputy Administrator Lanier discussed a change to the County Extension Agent Budget, stating that this office has a paid plan for their employees and the Board is contractually bound to pay a portion of this plan, which is an increase of \$2,489.00. Commissioner Yeager motioned to approve this increase to the County Extension Agent Office Budget. Commissioner McLemore seconded the motion, and it passed unanimously.

There being no further business, and upon motion by Commissioner Yeager, second by Commissioner McDaniel, and unanimous vote, the meeting did then adjourn at 11:54 a.m., E.T.

**TYNALIN SMILEY  
CHAIRMAN**

**ATTEST:**

**REBECCA L. NORRIS  
CLERK**