

PORT ST. JOE, FLORIDA

JANUARY 5, 2011

WORKSHOP

The Gulf County Board of County Commissioners met this date in a workshop with the following members present: Chairman Carmen L. McLemore, Vice Chairman Warren J. Yeager, Jr., and Commissioners Ward McDaniel, Bill Williams, and Tan Smiley.

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Deputy Clerk Kari Summers, Chief Administrator Don Butler, Assistant Administrator Michael Hammond, Deputy Administrator Lynn Lanier, Chamber of Commerce Director Sandra Chafin, Supervisor of Elections Linda Griffin, Tax Collector Shirley Jenkins, and T.D.C. Director Tim Kerigan.

Chairman McLemore called the meeting to order at 10:00 a.m., E.T.

NEW COMMISSIONER ORIENTATION/DEPARTMENTAL OVERVIEW

Commissioner Yeager announced that this workshop is an opportunity for all the Constitutional Officers and Department Heads to give an overview of their departments and possible concerns they might have. Chief Administrator Butler suggested holding this workshop on a yearly basis.

SUPERVISOR OF ELECTIONS

Linda Griffin, Supervisor of Elections, appeared before the Board and reported that her office is responsible for conducting the elections, voter registration, voter education, and conduct voter registration maintenance in odd number years. She reported that there are no major issues in her office at this time. Mrs. Griffin discussed the possibility of having to purchase new equipment, which is handicapped accessible for the 2016 election. Upon inquiry by Chairman McLemore, Supervisor of Elections Griffin stated that eliminating a polling location would not eliminate any precincts; you would still be required to have the same amount of staffing for both. Assistant Administrator Hammond stated that every precinct eliminated will save money on purchasing new equipment. Upon inquiry by Commissioner Yeager, Supervisor of Elections Griffin reported that 1/3 to 1/2 of the registered voters had participated in early voting by Election Day. Commissioner Williams discussed the space occupied by Sacred Heart in the Supervisor of Elections Building, stating that he spoke with the Administrator and the space will be free by the end of February, 2011. Supervisor of Elections Griffin reported that this space would be great to have early voting, because the law states

once a place becomes an early voting place or voting place, no one is suppose to enter except the voters. She also stated the space could be used by the Clerk for storage. Commissioner McDaniel stated that he would like to speak to the residents before District 1 and 2 precincts are combined, stating that the City of Wewahitchka holds their election the same as the County.

PROPERTY APPRAISER

Kesley Colbert, Property Appraiser, appeared before the Board and discussed the process and duties of the Property Appraiser's Office; stating that Florida is an Ad Valorem state in tax collection, and his responsibility is to assess the value of the property. Upon inquiry by Chairman McLemore, Property Appraiser Colbert reported that the just value is determined by the Property Appraiser. Property Appraiser Colbert reported that by Florida law he has to turn in a preliminary tax roll by July 1st. He explained that the Value Adjustment Board hearings are held in October, with the TRIM Notices being mailed the second week of September; informing property owners of their proposed taxes. He stated that property owners have 25 days to protest their value and have it resolved by filing a petition to go before the Value Adjustment Board (2 County Commissioners, 1 School Board Member, and 2 Citizens).

CLERK OF COURT

Becky Norris, Clerk of Court, appeared before the Board and stated that she has three major divisions/responsibilities within the office of the Clerk of Court, as follows: (1) Court Division, (2) County Recorder, and (3) Clerk to the Board of County Commissioners. Clerk Norris provided a more detailed list for the record outlining the duties and responsibilities of her office, but gave a brief overview of each area. In providing ministerial support to the Courts and Judiciary, Ms. Norris reported that her office handles Jury Management/Coordination, manages and stores court evidence, maintains the files for all adult and juvenile court files, provides assistance to pro se litigants, attends court proceedings, and provides data to the Supreme Court. She reported on the many services provided to local residents, such as, marriage licenses, passports, processing restraining orders against violators for victims of domestic violence, child support, traffic citation payments, small claims assistance, property deed documentation, and divorce filings. As County Recorder and Keeper of the Record, Clerk Norris stated that her office records all instruments involving property, and provides this data to the Property Appraiser for the Tax Roll. She stated that the Clerk is responsible for attending, recording, and maintaining the minutes of all the meetings of the Board of County Commissioners, and preparing and processing the paperwork, notices, and taking the minutes of the Value Adjustment Board. She further stated that she prepares the Agenda and Information packets, processes all advertisements, and processes, collects, opens and records all competitive bids on behalf of the Board.

Clerk Norris reported that as Comptroller and Chief Financial Officer/Budget Officer to the Board of County Commissioners, she prepares the tentative County budget, in conjunction with county staff, to present to the Board annually for approval and adoption. As County Auditor, the Clerk provides accountability to taxpayers by making sure funds are spent for a legal purpose, spent according to purchasing procedures, that there is an adequate funding source or budget for what is being spent, and provides financial data and reporting to State and Federal agencies on behalf of the County. Clerk Norris stated that each Constitutional Officer has specific and segregates duties for a reason. She stated that the Property Appraiser assesses the property, the Board sets the millage rate on the property, the Tax Collector collects the taxes then turns it over to the Clerk who, as Custodian of County Funds, invests the money, pays all the county bills and processes county payroll. Again, Clerk Norris reported that as keeper of the record, she maintains all county Resolutions and Ordinances as a permanent record. Chairman McLemore and other members of the Board thanked Clerk Norris and her staff for doing a great job and making their life easier. Clerk Norris then stated that the main issues facing her office going forward is (1) space, (2) staff reductions due to budget cuts, and (3) safety and courthouse security for employees and visitors. Commissioner Williams discussed his recent visit to the State Capitol and Governor Scott's call for better, more efficient and innovative ideas and solutions to government, and asked for Clerk Norris' ideas as we move forward. Commissioner Yeager stated that his goal for the new year is to be an effective and efficient government. Clerk Norris reported that she is considered a fee officer and explained the three different funding sources for her office; stating that the Clerk to the Board function is funded by the Board of County Commissioners, the County Recorder/Recording Department is funded through user fees and service charges, and the Court division is funded by the State through collection of fees, fines, court costs, and service charges.

TAX COLLECTOR

Shirley Jenkins, Tax Collector, appeared before the Board and reported on the duties for the Tax Collector, stating that her office issues tags and titles locally for the State, collects and distributes to the State and County Florida sales and Local Option Taxes, issues hunting and fishing license, and does daily and monthly reporting to the State. She reported on the duties for the County, stating that they collect and distribute property taxes to the different taxing authorities (Board of County Commissioners, Northwest Florida Water Management District, Gulf County School Board, City of Wewahitchka, and City of Port St. Joe), and once a year her office holds a tax certificate sale; which is now held on the internet. Mrs. Jenkins reported that her office sells beach permits for residents and non residents, collects Tourist Development Taxes (bed tax) and distributes the money to the Board of County Commissioners. Tax Collector Jenkins discussed some of the issues and concerns for the Tax Collectors Office,

stating that the State is probably (February, 2011) going to close different Drivers License Offices throughout the State of Florida and pass that duty on to the Tax Collectors. She reported that she does not have the space to accommodate the equipment for this transition, stating that this will be a difficult task to bring this into either of her offices. She stated that a person will not be able to obtain a driver's license if this office is closed unless they go to Panama City Beach or Tallahassee. She reported that the Tax Collectors fee for processing driver's license will only be \$6.25 per transaction. Commissioner Yeager discussed that he spoke with the Tax Collector concerning this issue, stating that Franklin County is going to send their residents to this County if we provide the service. Tax Collector Jenkins discussed her current equipment stating that it has reached its capacity and is very slow, and will need to look at something new for the collection of taxes. Upon inquiry by Commissioner Williams, Tax Collector Jenkins stated that the equipment will need to be replaced within the next two years. She also discussed other issues facing her office such as retaining experienced staff, and Courthouse security.

EMERGENCY MEDICAL SERVICES

Gulf County E.M.S. Director Houston Whitfield appeared before the Board and reported on the responsibilities and duties of the E.M.S. Department. He discussed the new Medical Director, Dr. Gary Pablo, the development of new protocols with Dr. Pablo, and that application has been made for a new DEA license under Dr. Pablo's name. He reported the following changes in the E.M.S. Department (1) contracted billing and collection service with EMS Consultants, (2) developed new policies and procedures to maintain uniformity in day to day operations, (3) set-up education for employees, (4) applied for grants to provide four power load stretcher systems, (5) coordinating and training County Fire Departments as first responders, (6) converted the E.M.S. pick-up truck to an ALS Quick Response vehicle, (7) currently developing a plan for replacing ambulances that need to be replaced, and (8) developing a pay scale based on surrounding counties rates with built in merit raises. Upon inquiry by Commissioner Yeager, E.M.S. Director Whitfield reported that E.M.S. Consultants will generate reports as needed. Upon inquiry by Commissioner McDaniel, E.M.S. Director Whitfield reported that he has seven permanent fulltime employees. Further discussion followed.

PUBLIC WORKS

Public Works Director Bobby Knee appeared before the Board and presented a list of duties for the Public Works Department, stating that he runs the outside part of the operation (field work), and Joe Danford runs the office work. Commissioner Yeager stated that the supervisors and workers have made the consolidation work. Upon inquiry by Chief Administrator Butler, Public Works Director Knee reported that they had a total of 1,300 work orders from the time the system started through October.

Commissioner Williams discussed the work order process and the capabilities this system can provide to the Commissioners and the public.

The meeting did then recess at 11:40 a.m., E.T.

The meeting did then reconvene at 12:16 p.m., E.T.

BUILDING DEPARTMENT

Building Official Lee Collinsworth appeared before the Board and discussed the overall duties of the Building Department, stating that George Knight is the Building Inspector, Mike Aiken handles Code Enforcement, Ladonna Price is the Department Secretary, and most of their jobs are behind the scenes. He reported that during the booming market they would perform approximately 4,500 inspections per year. Building Official Collinsworth discussed the ISO ratings, currently at a four, stating that this is the best rate the County has ever had. He reported that a lot of criteria had to be met to obtain this ISO rating. Building Official Collinsworth stated that the license they hold is very hard to obtain, stating there are only three people who hold this license (Lee Collinsworth, George Knight, and Michael Hammond). He reported that the County is performing inspections for the unincorporated areas of Gulf County and the City of Wewahitchka. Commissioner Smiley reported that he spoke with the City of Port St. Joe concerning having one Building Inspector for the City and County. Chief Administrator Butler reported that the two largest fire districts (St. Joe Beach and South Gulf) had no structural fires for the past year, stating that there has been a lot of building in those areas, and they were built correctly. <Chairman McLemore left the meeting at 12:35 p.m., E.T.>

CHAMBER OF COMMERCE

Sandra Chafin, Chamber of Commerce Director, appeared before the Board and discussed the activities and goals for the Chamber, stating that they serve as an advocate for existing businesses, conduit for positive developments throughout the County, and to be a catalyst for cooperation. She reported that the Chamber serves to support businesses, provide contact information, give referrals for the businesses in the City and County, provide resources, send weekly emails, send out a monthly newsletter, holds an annual dinner for the members, helps sponsor or co-sponsor festivals and events, offers ribbon cuttings for grand openings, offers opportunities for networking, and maintains a website. Commissioner Yeager thanked the Chamber for their successful events.

ANIMAL CONTROL

Roland Jones, Animal Control Officer, appeared before the Board and reported that he responds to all calls received by the Sheriff's Department Dispatchers concerning

animal control issues of all kinds. Commissioner Yeager reported that this is a one man Department, and Mr. Jones is quick to respond throughout the County.

MOSQUITO CONTROL

Public Works Director Joe Danford appeared before the Board and reported on behalf of Mosquito Control Director Mark Cothran, stating that the mosquito control program in Gulf County consist of one Director, two fulltime employees, and four part-time employees. He reported that we have a recognized mosquito control program in Gulf County; stating that the State provides an umbrella for us and as long as we are doing what we are suppose to do the State will protect this County. Public Works Director Danford reported that the mosquito control is governed by Florida Statute, 388, Chapter 5 E 13 of the Administrative Rules, and is required to submit monthly and yearly reports of the budget and program to the State. He discussed some of the issues and concerns, stating that the national pollution discharge elimination system; which states the things they do pollutes the water and they are going to have to start getting permits, and this is going to hurt everyone. Commissioner Williams recommended Public Works Director Danford draft a letter to be submitted to the Federal and State levels concerning this issue. Mr. Danford reported that Mosquito Control Director Cothran has already started this process through the Mosquito Control Association.

SOLID WASTE

Public Works Director Joe Danford reported that the County has two closed landfills (Buckhorn and St. Joe Dump), two vegetative debris chipping sites (Wetappo and adjacent to Five Points Landfill), and one class 3 landfill (Five Points Landfill), stating that it has seven years useful life left. He stated that the County does not need to build another landfill, reporting that the 11 acre Five Points Landfill site will cost \$2 million to close, and will cost \$2.7 million to monitor for the next twenty to thirty years. Public Works Director Danford suggested the County build a transfer recycling station at the Five Points Landfill, stating that there will be a charge to get rid of the stuff that is crushed, but one would have to pay either way. He reported that the Annual Amnesty Day will be on Saturday, April 9, 2011. Public Works Director Danford reported that the County currently puts in escrow \$88,000.00 per year for the future closure cost of Five Points Landfill (\$2 million).

PUBLIC WORKS

Public Works Director Joe Danford appeared before the Board and reported that there are 45 employees at the Public Works Department (6 Supervisors, 2 Administrative Assistants, and 37 hourly employees) with a budget of \$4.1 million. He reported that they have been working on a new radio system for the department, and it is currently operational throughout the County, stating that Search and Rescue can also use this system. Public Works Director Danford discussed that he would like for the public to be

able to go online and view the work order system for the County, but this is too time consuming and costly for this happen with Munis. Clerk Norris stated that the financial package of Munis is up to date, and is widely used throughout the Country. Clerk Norris and Deputy Administrator Lanier both stated that they were verbally informed by the Tyler Technologies Sales Representative that the work order system would track time by job, but it will not. Deputy Administrator Lanier stated that there is no conversion process from the current payroll system. She reported that the entire payroll system would have to be re-created for every employee for it to work properly. Commissioner Williams discussed that there has to be IT capability. After further discussion, Chief Administrator Butler discussed to get where everyone needs to be the entire system (finance included) needs to be brought up to date and replaced. Commissioner Yeager discussed that there needs to be a committee formed to work on this issue. Public Works Director Danford discussed the issues and concerns for the Public Works Department, as follows, (1) need for zero based budgets, (2) need to review purchasing system for the entire County, (3) need to plan on what and where you want Public Works to be for the coming years, (4) fence to be put up around the Public Works facility, and (5) a new fueling system for the department.

TOURIST DEVELOPMENT COUNCIL

T.D.C. Director Tim Kerigan appeared before the Board and stated that he is different from the rest of the County. He reported that T.D.C. funds are from bed tax, and his primary responsibility is to notify everyone outside this County what a great place it is to visit.

MAINTENANCE

Maintenance Supervisor Steve Mork appeared before the Board and discussed the responsibility and duties of the Maintenance Department. Commissioner Williams discussed that there needs to be an established protocol for the Maintenance Department. Chief Administrator Butler requested for he, Mr. Mork, and Commissioner Yeager to meet and discuss the plans for moving the Public Defender to remodel that office. Upon inquiry by Commissioner Williams concerning security and crisis situations in the Courthouse, Maintenance Supervisor Mork reported that there is no area designated for emergencies. Commissioner Yeager stated that everyone could go to the Clerk's vault and close the doors.

DEPUTY ADMINISTRATOR

Deputy Administrator Lynn Lanier appeared before the Board and discussed her overall duties as Deputy Administrator in the Administration Office. She discussed the following issues and concerns, (1) the phone system, (2) Munis, (3) Courthouse elevators, and (4) the sign ordinance.

VETERANS' SERVICE OFFICE

Veterans' Service Officer James Kennedy appeared before the Board and stated that he assists all Veterans and widows of Veterans in obtaining benefits through the Veterans Administration. He reported that we have approximately 268 military retirees in the County, approximately 1,700 Veterans on compensation or pension, and that he serves on the Disadvantaged Transportation Coordinating Board and as Chairman of the Friends of Sims Veterans' Nursing Home.

ECONOMIC DEVELOPMENT COUNCIL

Tom Graney appeared before the Board and discussed that E.D.C. is a statutory responsibility of the Board of County Commissioners, stating that it is structured by a public/private partnership. He reported that the E.D.C. activity is controlled by a public/private Board, stating at the present there are 11 Board members; 4 are government appointed permanently to the Board, 2 by the Board of County Commissioners, 1 by the City of Wewahitchka, 1 by the City of Port St. Joe, and the remaining 7 from the private sector.

SHERIFF'S DEPARTMENT

Sheriff Joe Nugent appeared before the Board and reported that he has 41 full time employees, 10 Dispatchers, 3 Secretaries, 1 Bookkeeper, a School Resource Officer at each school, and 2 Bailiff's in the Courthouse. Sheriff Nugent stated that something has to be done about security for the Courthouse and the Administration Building. He discussed the need to look at animal control for the weekends, and would like to get the Sheriff's Office back together under one roof. Commissioner Williams requested permission to work with the Sheriff and the Constitutional Officers on the security issue.

EMERGENCY MANAGEMENT

Emergency Management Director Marshall Nelson appeared before the Board and stated that for a keyless entry system for the Courthouse, the County can wire directly into the same entry system that is currently being used in the Emergency Management Building and save money. He presented the Comprehensive Emergency Management Plan and discussed the primary goals of the Emergency Management Department, stating that their primary goals are to prepare, respond and litigate against disasters. He stated that his concerns are that there are no contingency funds available for disasters.

E-9-1-1 COORDINATOR

E-9-1-1 Coordinator Ben Guthrie appeared before the Board and stated that he has received several certifications since he has been E-9-1-1 Coordinator. He discussed the process and procedures for the E-9-1-1 Department, stating that it is self funded through 9-1-1 user fees.

G.I.S. DEPARTMENT

G.I.S. Coordinator Scott Warner appeared before the Board and gave an overview of his duties as G.I.S. Coordinator.

GULF COUNTY HEALTH DEPARTMENT

Marsha Player, Gulf County Health Department Administrator, appeared before the Board and reported on the number of patients seen at the Health Department for last year, stating that they saw 10,086 patients, 4,000 of these being children. She reported that the Health Department had 44,230 visits in the Clinic last year, 8,340 dental visits, and 47% of low income residents in Gulf County have access to dental visits in Gulf County. Commissioner Williams thanked Mrs. Player for attending this workshop, and stated that there are going to be some major impacts on Healthcare.

SACRED HEART HOSPITAL

Sandra Todd-Atkinson, of Sacred Heart Hospital, appeared before the Board and gave an update on the Hospital, stating that the Hospital has been open for 9 months; providing 24 hour emergency care, Diagnostic and Imaging Services, Laboratory Services, Surgical Services, Inpatient Acute Care Services, Pediatric Services, Outpatient IV Therapy, and a Helipad for Rapid Transport. She reported that they should be moving in the New Medical Office Building about the middle of January.

The meeting did then recess at 3:21 p.m., E.T.

The meeting did then reconvene at 3:37 p.m., E.T.

EXTENSION AGENT

Extension Agent Roy Lee Carter appeared before the Board and gave a PowerPoint presentation on the University of Florida Extension Agent.

PLANNING DEPARTMENT

Planner David Richardson appeared before the Board and discussed his duties as the County Planner, stating that his primary duty is to administer the Growth Management Act per Florida Statute 163 Part II, which includes (1) Gulf County Comprehensive Plan (Comp Plan) and its elements, (2) Gulf County Land Development Regulations, and (3) Planning and Development Review Board. He reported on some of his secondary responsibilities as (1) administer the National Flood Insurance Program as County Floodplain, (2) administer the Community Rating System that allows reduction to flood insurance policies, (3) support Emergency Management in implementing the Comprehensive Emergency Management Plan, (4) support the Building Department in permitting and code enforcement, (5) support the Grants Department with Comp Plan policy inquiries, (6) oversee the audio-visual equipment for the BOCC meeting room, (7)

respond to request from insurance companies and the public regarding fire protection, (8) support G.I.S. with mapping, and (9) support the BOCC, Chief Administrator, and other departments as needed.

CHIEF ADMINISTRATOR

Chief Administrator Butler appeared before the Board and gave a PowerPoint presentation for the overall status of the County. He discussed some of the different ordinances for the County, and reported that the Budget for last year was \$38,806,000.00, and the Budget for this year is \$33,506,224.00, with a total Budget reduction of \$5,299,776.00 and total Ad Valorem reduction of \$2,775,287.00. Chief Administrator Butler reported on the cuts throughout the entire County, and the work items for the County.

JAIL

Jail Administrator Michael Hammond appeared before the Board and reported that the current capacity at the Jail is 90 inmates, stating that they no longer house female inmates (they are housed in Bay County), and the current population today at the Jail is 26 inmates. He reported that the current Budget is \$1.2 million, stating that is a 14% reduction from two years ago. Jail Administrator Hammond reported that the biggest problem is with inmate medical, stating that budget is unknown. He discussed some concerns, stating that the hourly rates for the Correctional Officers need to be reviewed. Jail Administrator Hammond reported that the County pays \$41.00 per day for female inmates to be housed in Bay County. Commissioner Yeager stated that Mr. Hammond has done an excellent job with the Jail.

COUNTY ATTORNEY

County Attorney Novak informed the Board that the Beasley Allen Law Firm will be here next week to discuss the B.P. pending litigation.

LOW INCOME POOL (L.I.P.) AGREEMENT

Deputy Administrator Lanier discussed the L.I.P., stating that there is an outstanding invoice due for the third quarter, in the amount of \$873,000.00, with no guarantee that this will come back to Gulf County.

There being no further discussion, the meeting did then adjourn at 5:28 p.m., E.T.

WARREN J. YEAGER, JR.
ACTING CHAIRMAN

ATTEST:
REBECCA L. NORRIS
CLERK