

**September 17, 2019
Special Meeting
5:01 P.M.
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, 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

Special Public Meeting
5:01 P.M.
2775 Garrison Avenue
Tuesday September 17, 2019

Call to Order

Consent Agenda

Minutes

- Regular Meeting 9/3/19 Pages 1-4
- Emergency Meeting 8/30/19 Page 5

Bldg. Department

- Update Page 6

Long Term Recovery Committee- Update

PSJRA- Update

City Attorney

- Ord. 563 Ad Valorem Property Taxes 2019-2020 Page 7
 - 2nd Reading & Consideration of Adoption
- Ord. 564 Budget 2019-2020 Pages 8-9
 - 2nd Reading & Consideration of Adoption

Old Business

- Capital City Bank Lease Agreement- Update

New Business

- BCC Contract
- Lighthouse Lights- Mayor Buzzett

Public Works

- Update

Surface Water Plant

- Update

Waste Water Plant

- Update

Finance Director

- Update

City Engineer

- Trail Lighting/Upgrades Grant- Update
- Road Bond Money
- FDEM Grant

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Christmas Parade- 12/14/19 on Reid Avenue**
- **Ghost on the Coast- 10/31/19 at the Football Field Parking Lot**

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 AT
2775 GARRISON AVENUE, September 3, 2019, at 6 P.M.**

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Adam Albritton were also present.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of August 20, 2019, and the Workshop Meeting of August 27, 2019. All in favor; Motion carried 5-0.

Building Department Update – Kelly Simpson updated the Commission on the number of permits that have been issued by the Building Department since the last meeting: Demolition Permits 3; Residential Reroof 6; Commercial Reroof 0, Residential Remodel 5; Commercial Remodel 1; Temporary Power Poles 1; Electric Service Repair 3; Accessory Structures 0; New Single Family Structures 0; Temporary Structure Permits 0, and Increased Cost of Compliance Letters 0.

PSJRA Update Commissioner Ashbrook shared the PSJRA met at noon today and they would be focusing on providing a restroom and a splash pad in Core Park.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to add Marvin Davis and Linda Bullock to the PSJRA Board. All in favor; Motion carried 5-0.

City Attorney –

Ordinance 563 Ad Valorem Property Taxes 2019 – 2020, First Reading:

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to have the First Reading of Ordinance 563. All in favor; Motion carried 5-0. Attorney Albritton read Ordinance 563 in its entirety.

The Ad Valorem Property Tax Millage Rate for Municipal Purposes to be levied on the taxable property within the City limits of the City of Port St. Joe for the Fiscal Year Beginning October 1, 2019, and ending September 30, 2020, is set at the rate of 3.5914 mills. The percentage by which this millage rate to be levied is less than the rolled-back rate of 3.8288 mills (computed pursuant to Florida law) is -6.20%.

Ordinance 564 Budget 2019 – 2020, First Reading:

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to read Ordinance 564. All in favor; Motion carried 5-0. Attorney Albritton read Ordinance 564 by Title only.

Ordinance 553 Large Scale Plan Amendment MLK Corridor; Second Reading and Consideration of Adoption:

A Motion was made by Commissioner Langston, second by Commissioner Ashbrook, to have the Second Reading of Ordinance 553. All in favor; Motion carried 5-0. Attorney Albritton read Ordinance 553 by Title only.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to adopt Ordinance 553. All in favor; Motion carried 5-0.

Ordinance 560 Marina Small Scale Amendment; Second Reading and Consideration of Adoption:

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to have the Second Reading of Ordinance 560. All in favor; Motion carried 5-0. Attorney Albritton read Ordinance 560 by Title only.

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to adopt Ordinance 560. All in favor; Motion carried 5-0.

Ordinance 561 Marina PUD; Second Reading and Consideration of Adoption:

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to have the Second Reading of Ordinance 561. All in favor; Motion carried 5-0. Attorney Albritton read Ordinance 561 by Title only.

After discussion on the number of parking spaces per dry boat storage and boat slips, Attorney Albritton determined the agreement needed to be rewritten for this item to be clear. The Ordinance should be re-advertised, and brought before the Commission for consideration of adoption.

Commissioner Ashbrook withdrew his motion, and Commissioner Lowry withdrew his second. Ordinance 561 was Tabled for Attorney Albritton to rewrite Section 5-H.

Ordinance 562 Marina Cove PUD; Second Reading and Consideration of Adoption:

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to have the Second Reading of Ordinance 562. All in favor; Motion carried 5-0. Attorney Albritton read Ordinance 562 by Title only.

A Motion was made by Commissioner Ashbrook, second by Commissioner Langston, to adopt Ordinance 562. All in favor; Motion carried 5-0.

Joint Stipulation for Voluntary Dismissal

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to ratify the Joint Stipulation for Voluntary Dismissal of Case 2018 CA 000081 with Plaintiffs Christy McElroy, Robert Branch, Cindy Branch, Fred Morris, Clare Morris, Art Rogers, Elaine Rogers, Stephen J. Hiller, Daniel J. Doty, Joyce M. Doty, and John Fadio. All in favor; Motion carried 5-0.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

CDBG Grant Process Update – Bruce Ballister updated the Commission on the status of the NPSJ Sewer Grant and offered suggestions of slip line repairs, where possible, for future grants rather than the expense of repaving roads.

R/UDAT Grant Application – Cassie Studstill: Clayton Studstill updated the Commission of the application. Vicki Abrams, Chairman, Citizens for Gulf County Recovery Team, shared they are directing their recovery efforts to individuals and the committee felt the R/UDAT Grant was more for the city. After a lengthy discussion, and continued concerns about language in the application, a Motion was made by Commissioner Hoffman, second by Commissioner Lowry, that the Commissioners review the application, note things they have concerns about, and give their revisions to Clerk Pierce. Mrs. Pierce will provide the applications for Commissioner Ashbrook and Mrs. Studstill to review, rewrite the application with changes, and bring back to the Commission. All in favor; Motion carried 5-0.

Capital City Bank Lease Agreement -

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to work with Capital City Bank while they rebuild at a new location. Attorney Albritton will draft a Lease Agreement of \$3,000 per month for 15 months while the bank remains at the current location. All in favor; Motion carried 5-0.

Boat Dockage Update –

Mr. Anderson shared that Fishing Express has completed all paper work and he is waiting on paper work from Sea Tow. The other two business previously considered have no interest in a lease.

New Business

Legislative Request

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to make the First Street Lift Station the 2020 Legislative Budget Request in the amount of \$1,000,000. All in favor; Motion carried 5-0.

Port Authority Loan Agreement – Mayor Buzzett

Guerry Magidson, representing the Port St. Joe Port Authority, requested that the current loan from the City in the amount of \$201,402 be changed from interest bearing to noninterest bearing to reduce the principal amount. A motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to grant the request. All in favor; Motion carried 5-0. Attorney Albritton will prepared an amendment to the contract.

Code Enforcement Special Master

Mr. Anderson noted that numerous letters have been mailed to homeowners concerning code violations. For those who do not comply with the request, hearings will be set up with the Special Master.

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to advertise an RFQ for a Code Enforcement Special Master. All in favor; Motion carried 5-0.

Public Works – John Grantland

RFP 2019-11 Buck Griffin Lake Pedestrian Bridge (Handout)

A Motion was made by Commissioner Lowry, second by Commissioner Ashbrook, to award RFP 2019-11 for the Buck Griffin Lake Pedestrian Bridge to Liberty Bridges in the amount of \$26,316. All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have anything to update the Commission on.

Wastewater Plant – Kevin Pettis

Mr. Pettis shared they are spraying and pushing hard to get fluid out of the lagoon. All filters are in and they will begin installing them soon.

Finance Director – Mike Lacour

FEMA Update Clifford Sims Park Seawall –

A Motion was made by Commissioner Ashbrook, second by Commissioner Hoffman, to approve the City to hire a dive team, not to exceed \$9,999.99 to inspect the seawall. All in favor; Motion carried 5-0.

City Engineer – Clay Smallwood, III

Trail Lighting / Upgrades Grant Update –

Mr. Smallwood is waiting on a revised price from Duke Energy for the area of 20th Street to Port St. Joe Elementary for non-decorative poles.

Road Bond Money –

Patch work is being finalized before paving begins at Clifford Sims Park.

Code Enforcement

Consensus of the Commission was that Mr. Burkett's monthly report was no longer necessary. Discussion was held as to how charges can be assessed to the owner when the Special Master's recommendation is ignored. Attorney Albritton will be checking on options for this.

The Commission asked that an advertisement be made for an additional Code Enforcement Officer to help Mr. Burkett.

Police Department – Chief Matt Herring

Chief herring did not have anything for the Commission.

City Clerk - Charlotte Pierce

Mrs. Pierce shared that the Historic Preservation Grant for the Cape San Blas Lighthouse Relocation and Restoration Grant, in the amount of \$125,000 has been completed and closed by the state.

She also noted that the Florida Historical Commission will be meeting on September 26, 2019, to review the applications for the next fiscal year. The City has submitted a grant for repairs to the Centennial Building.

Vicki Abrams, Chairman, Citizens for Gulf County Recovery Team, updated the Commission on their mission, work that has been accomplished, and their plans for helping individuals.

Citizens to be Heard –

Amy Rogers inquired about FEMA Trailers for elderly residents, workforce housing, improvements to be made on property located at Bay Street and Avenue A, and asked about Subway opening on Avenue C.

Mayor Buzzett responded that FEMA is responsible for trailers, workforce housing is being addressed, an individual has purchased the property at Bay Street and Avenue A, and he did not have any information on Subway.

Tan Smiley shared his concerns about costs being placed on the backs of citizens, lights and air conditioning issues at the Washington Recreation Center, and creative ways to make money for the City.

Mr. Anderson noted that the lights and air conditioning are currently being worked on.

Discussion Items by Commissioners

Commissioner Hoffman asked that dialog be established with the County on their intent for the TDC 5th penny. He referenced County minutes stating the money would be available to the City.

Commissioner Lowry did not have anything to share with the Commission.

Commissioner Ashbrook asked about providing a map to businesses to be given to truck driver showing designated unloading areas for deliveries. He also noted the need for closing the bridge crossing by the TDC, and questioned yellow water at the Washington Gym bathrooms.

Commissioner Langston shared that he has been working hard on the light issue at the Washington Gym and questioned if any money had been received from the St. Joe Company for any projects.

Mayor Buzzett shared an email he received concerning employees and business owners parking on Reid Avenue

He also asked about having the inside of the Centennial Building painted.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to adjourn the meeting at 8:24 P.M.

Approved this _____ day of _____ 2019.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE EMERGENCY MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CONFERENCE ROOM, CITY HALL, HURRICANE DORIAN August 30, 2019, AT 11:00 AM.

The following were present: Mayor Buzzett, Commissioners Hoffman, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Chief of Police Matt Herring, Public Works Director John Grantland, and Financial Analyst Mike Lacour were also present. Commissioner Ashbrook joined the meeting at 11:07 and Attorney Albritton participated by telephone.

AGENDA

The purpose of the Meeting was to adopt Resolution 2019-08 declaring a State of Emergency for Hurricane Dorian, the preparedness of the City, and work status of essential employees.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to adopt Resolution 2019-08. All in favor; Motion carried 4-0.

City Manager, Jim Anderson, read Resolution 2019-08 by title.

Mr. Anderson shared that Staff met yesterday, hurricane preparations have been made, fuel is on hand and there is a contract for extra fuel should it be needed. Water storage tanks are full. The Wastewater Treatment Plant will be spraying all weekend to lower the lagoon level. Public Works is monitoring the lift stations, and Fire Department Chief John Ford is monitoring the situation and is ready if needed.

Chief Matt Herring passed out an update on Hurricane Dorian, noted his department is ready, and it is anticipated that landfall will be made between 2 A.M. Wednesday morning on the Florida Atlantic Coast.

Representative Jason Shoaf shared that his office is on call, and they are monitoring the situation.

Commissioner Ashbrook joined the meeting at 11:07.

Marquita Thompson, Health Educator from the Gulf County Health Department, shared they are all clear at this time.

Commissioner Hoffman asked about ditches and communications. Mr. Grantland responded some have been cleaned and Chicken House Branch is being monitored. The City will operate using VHF radios if cell service is lost.

Commissioner Ashbrook suggested purchasing a large fuel tank for the City to be used daily and in emergencies.

Commissioner Langston asked about a meeting point. Mayor Buzzett responded that City Hall would be the primary location with either the Fire Department or Public Works serving as the backup location

Mayor Buzzett adjourned the meeting at 11:10 A.M.

Approved this _____ day of _____ 2019.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

September 17, 2019

Demolition Permits: 1

Residential Reroof: 4

Commercial Reroof: 2

Residential Remodel: 2

Commercial Remodel: 1

Temporary Power Poles: 0

Electric Service Repair: 3

Accessory Structures: 0

New Single Family Structures: 0

Temporary Structure Permits: 0

Increased Cost of Compliance Letters: 0

ORDINANCE NO. 563

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA LEVYING THE AD VALOREM PROPERTY TAX MILLAGE RATE FOR MUNICIPAL PURPOSES ON ALL TAXABLE PROPERTY WITHIN THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, STATING THE PERCENTAGE BY WHICH THE MILLAGE LEVIED IS -6.20% LESS THAN THE ROLLED-BACK RATE; AND, PROVIDING AN EFFECTIVE DATE.

Whereas, Florida law requires the City Commission of the City of Port St. Joe, Florida, to pass an ordinance or resolution levying the millage rate for ad Valorem property taxes for municipal purposes on all taxable property within the City limits of the City of Port St. Joe, Florida, for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

Whereas, Florida law requires said ordinance or resolution to state the millage rate to be levied, and also to state the percentage by which the millage rate is greater, equal to or less than the rolled-back rate as computed pursuant to Florida law; and

Whereas, the City Commission of the City of Port St. Joe, Florida has duly considered the budgetary requirements of the City, has adopted a tentative budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020, based on a millage rate of 3.5914 mills on the taxable property within the City; and has acted in accordance with the terms, provisions, and procedures contained in Section 200.065, Florida Statutes;

Now, therefore, be it enacted by the People of the City of Port St. Joe, Florida in special session assembled; that:

1. The Ad Valorem property tax millage rate for municipal purposes to be levied on the taxable property within the City limits of the City of Port St. Joe, Florida, during the fiscal year beginning October 1, 2019, and ending September 30, 2020, is hereby set at the rate of 3.5914 mills.
2. The percentage by which this millage rate to be levied is less than the rolled-back rate of 3.8288 mills (computed pursuant to Florida law) is -6.20%.
3. This ordinance shall be effective October 1, 2019.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this 17th day of September 2019.

THE CITY OF PORT ST. JOE

Rex Buzzett, Mayor

Attest:

Charlotte M. Pierce, City Clerk

ORDINANCE NO. 564

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2019/2020 AS THE FINAL BUDGET OF THE CITY OF PORT ST. JOE, FLORIDA FOR FISCAL YEAR 2019/2020 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Board of City Commissioners of Port St. Joe, Florida (the “Board”) has held two public hearings in accordance with 200.065, Florida Statutes, being on September 3, 2019 and September 17, 2019, and

WHEREAS, the Board, after due consideration, has determined to adopt the amended tentative budget for Fiscal Year 2019/2020, a summary of said final budget being attached hereto as Exhibit A and incorporated herein by reference.

NOW, THEREFORE BE IT ENACTED by the People of the of the City of Port St. Joe, Florida, that the tentative budget for Fiscal Year 2019/2020, a summary statement thereof said final budget being attached hereto as Exhibit A and incorporated herein by reference, is adopted as the final budget for the Fiscal Year 2019/2020.

EFFECTIVE DATE: The effective date of this ordinance is October 1, 2019.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this 17th day of September 2019.

THE CITY OF PORT ST. JOE

Rex Buzzett, Mayor

ATTEST:

Charlotte Pierce, City Clerk

**BUDGET SUMMARY
CITY OF PORT ST. JOE - FISCAL YEAR 2019-2020**

Millage Per \$1,000
General Fund 3.5914

	GENERAL FUND	WATER FUND	SOLID WASTE FUND	WASTEWATER FUND	TOTAL ALL FUNDS
CASH BALANCES BROUGHT FORWARD	\$0	\$0	\$0	\$0	\$0
ESTIMATED REVENUES:					
TAXES:	Millage Per \$1000				
Ad Valorum Taxes	3.5914				
Ad Valorum Taxes	\$1,018,290				\$1,018,290
Earned Interest	\$4,000	\$30	\$0	\$1,342	\$5,372
Fines and Forfeitures	\$6,211				\$6,211
Franchise & Utility Taxes	\$949,625				\$949,625
Licenses and Permits	\$32,544				\$32,544
Grants/Loans/Bonds	\$1,683,545	\$1,750,000	\$0	\$6,350,000	\$9,783,545
Intragovernmental Revenue	\$739,418				\$739,418
Depreciation Funds	\$0	\$0	\$0	\$0	\$0
Misellaneous Revenues	\$316,567	\$7,994	\$1,041	\$637,223	\$962,825
Rents and Royalties	\$99,020			\$468	\$99,488
Garbage Fees			\$802,609		\$802,609
Water Department		\$2,937,407			\$2,937,407
Wastewater Treatment Services				\$3,072,877	\$3,072,877
TOTAL REVENUES & OTHER SOURCES	\$4,849,219	\$4,695,431	\$803,650	\$10,061,910	\$20,410,211
Fund Balances/Reserves/Net Assets	\$0	\$0	0	\$0	\$0
TOTAL REVENUES, TRANSFERS & BALANCES	\$4,849,219	\$4,695,431	\$803,650	\$10,061,910	\$20,410,211

EXPENDITURES/EXPENSES	GENERAL FUND	WATER FUND	SOLID WASTE FUND	WASTEWATER FUND	TOTAL ALL FUNDS
City Commission	\$77,395	\$24,278	\$6,070	\$30,348	\$138,091
Administration	\$395,001				\$395,001
City Attorney	\$19,000	\$17,500		\$17,500	\$54,000
Public Works Administration	\$24,971				\$24,971
Municipal Building	\$25,914				\$25,914
Police Department	\$1,060,710				\$1,060,710
Fire Department	\$173,871				\$173,871
Operations	\$1,525,710				\$1,525,710
Parks and Recreation	\$1,130,275				\$1,130,275
Maintenance Shop	\$97,051				\$97,051
Non-Departmental	\$299,471				\$299,471
Water Distribution		\$2,614,380			\$2,614,380
Water Plant		\$1,323,999			\$1,323,999
Water Administration		\$301,681			\$301,681
Trash Collection/Disposal			\$106,076		\$106,076
Garbage Collection/Disposal			\$691,504		\$691,504
Wastewater Treatment				\$873,560	\$873,560
Sewer Collection				\$8,024,244	\$8,024,244
WW Administration				\$325,366	\$325,366
Long-Term Debt	\$19,850	\$413,594		\$790,892	\$1,224,335
TOTAL EXPENDITURES	\$4,849,219	\$4,695,431	\$803,650	\$10,061,910	\$20,410,211
Fund Balances/Reserves/Net Assets	\$0				\$0
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALAN	\$4,849,219	\$4,695,431	\$803,650	\$10,061,910	\$20,410,211

THE TENTATIVE ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.