

September 21, 2021

**Special Meeting
5:01 P.M.**

**City Commission Chambers
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 Meeting

5:01 P.M.

2775 Garrison Avenue

Tuesday September 21, 2021

Call to Order

Agenda

- **Ordinance 593 Ad Valorem Tax** **Pages 1-2**
 - **Public Hearing**
 - **2nd Reading & Adoption**
- **Ordinance 594 2021-2022 Budget** **Pages 3-4**
 - **Public Hearing**
 - **2nd Reading & Adoption**
- **Resolution 2020-14 Employee Pay Scale** **Pages 5-9**
- **Resolution 2020-15 Water & Sewer Utility Rates FY 2021-2022** **Page 10**

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

ORDINANCE NO. 593

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, 2021 AND ENDING SEPTEMBER 30, 2022, STATING THE PERCENTAGE BY WHICH THE MILLAGE LEVIED IS 8.53% MORE 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, 2021 and ending September 30, 2022.

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, 2021, and ending September 30, 2022, 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, 2021, and ending September 30, 2022, 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 3.3091 mills (computed pursuant to Florida law) is 8.53%.
3. This ordinance shall be effective October 1, 2021.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this 21st day of September 2021.

THE CITY OF PORT ST. JOE

Rex Buzzett, Mayor

Attest:

Charlotte M. Pierce, City Clerk

ADVERTISEMENT REQUIREMENTS

Example: Notice of Proposed Tax Increase

Use 100% of tax levies in Advertisement Below

NOTICE OF PROPOSED TAX INCREASE

The City of Port St. Joe has tentatively adopted a measure to increase its property tax levy.

Last year's property tax levy:

A. Initially proposed tax levy	\$ 1,486,882
B. Less tax reductions due to Value Adjustment Board and other assessment changes.....	\$ 331,497
C. Actual property tax levy	\$ 1,155,385

This year's proposed tax levy..... \$ 1,338,775

All concerned citizens are invited to attend a public hearing on the tax increase to be held on:

September 21, 2021

5:01 P.M. EST

2775 Garrison Avenue, Commission Chambers

A FINAL DECISION on the proposed tax increase and the budget will be made at this hearing.

Use this ad if your taxing authority's tentatively adopted millage rate is greater than the current year rolled-back rate

The notice of proposed tax increase ad will:

- Be a full 1/4 page ad.
- Have a Headline in a type no smaller than 18 point.
- Have an adjacent Budget Summary advertisement.
- NOT be published in the legal or classified section.
- Be published in a newspaper of general paid circulation in the county or in a geographically limited insert of such newspaper.
- NOT deviate from the specified language.
- NOT be accompanied, preceded, or followed by other ads or notices that conflict or contradict the required publications.
- Advertise Final Hearing within 15 days of Tentative (first) Hearing.
- Hold Final Hearing within 2 to 5 days after advertised.

Use 100% of Tax Levies in the Notice of Proposed Tax Increase

ORDINANCE NO. 594

**AN ORDINANCE OF THE CITY OF PORT ST. JOE,
FLORIDA, ADOPTING THE TENTATIVE BUDGET
FOR FISCAL YEAR 2021/2022 AS THE FINAL
BUDGET OF THE CITY OF PORT ST. JOE, FLORIDA
FOR FISCAL YEAR 2021/2022 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 14, 2021 and September 21, 2021, and

WHEREAS, the Board, after due consideration, has determined to adopt the amended tentative budget for Fiscal Year 2021/2022, 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 2021/2022, 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 2021/2022.

EFFECTIVE DATE: The effective date of this ordinance is October 1, 2021.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this 21st day of September 2021.

THE CITY OF PORT ST. JOE

Rex Buzzett, Mayor

ATTEST:

Charlotte Pierce, City Clerk

**BUDGET SUMMARY
CITY OF PORT ST. JOE - FISCAL YEAR 2021-2022**

**Millage Per \$1,000
General Fund 3.5914**

	GENERAL FUND	WATER FUND	SOLID WASTE FUND	WASTEWATER FUND	TOTAL ALL FUNDS
CASH BALANCES BROUGHT FORWARD	\$272,996	\$0	\$0	\$0	\$272,996
ESTIMATED REVENUES:					
TAXES:					
Ad Valorum Taxes	\$1,317,026				\$1,317,026
Earned Interest	\$35,255	\$172	\$0	\$2,685	\$38,112
Fines and Forfeitures	\$3,046				\$3,046
Franchise & Utility Taxes	\$1,458,325				\$1,458,325
Licenses and Permits	\$95,151				\$95,151
Grants/Loans/Bonds	\$2,174,322	\$3,028,450	\$0	\$14,533,600	\$19,736,372
Intragovernmental Revenue	\$1,341,457				\$1,341,457
Depreciation Funds	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenues	\$109,262	\$6,595	\$33,000	\$787,226	\$936,083
Rents and Royalties	\$91,674	\$0	\$0	\$468	\$92,142
Garbage Fees			\$947,620		\$947,620
Water Department		\$3,292,109			\$3,292,109
Wastewater Treatment Services				\$3,650,155	\$3,650,155
TOTAL REVENUES & OTHER SOURCES	\$6,898,514	\$6,327,326	\$980,620	\$18,974,134	\$33,180,594
Fund Balances/Reserves/Net Assets	\$0	\$0	0	\$0	\$0
TOTAL REVENUES, TRANSFERS & BALANCES	\$6,898,514	\$6,327,326	\$980,620	\$18,974,134	\$33,180,594

EXPENDITURES/EXPENSES	GENERAL FUND	WATER FUND	SOLID WASTE FUND	WASTEWATER FUND	TOTAL ALL FUNDS
City Commission	\$80,028	\$25,064	\$6,266	\$31,330	\$142,688
Administration	\$505,233				\$505,233
City Attorney	\$19,500	\$17,275		\$17,500	\$54,275
Public Works Administration	\$25,609				\$25,609
Municipal Building	\$25,943				\$25,943
Police Department	\$1,036,225				\$1,036,225
Fire Department	\$145,181				\$145,181
Operations	\$2,518,898				\$2,518,898
Parks and Recreation	\$2,361,994				\$2,361,994
Maintenance Shop	\$106,842				\$106,842
Non-Departmental	\$73,061				\$73,061
Water Distribution		\$3,919,157			\$3,919,157
Water Plant		\$1,416,868			\$1,416,868
Water Administration		\$570,109			\$570,109
Trash Collection/Disposal			\$106,034		\$106,034
Garbage Collection/Disposal			\$868,320		\$868,320
Wastewater Treatment				\$1,197,153	\$1,197,153
Sewer Collection				\$16,313,607	\$16,313,607
WW Administration				\$704,714	\$704,714
Long-Term Debt		\$378,853		\$709,830	\$1,088,683
TOTAL EXPENDITURES	\$6,898,514	\$6,327,326	\$980,620	\$18,974,134	\$33,180,594
Fund Balances/Reserves/Net Assets	\$0				\$0
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCE:	\$6,898,514	\$6,327,326	\$980,620	\$18,974,134	\$33,180,594

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

RESOLUTION NO. 2021-14

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE ADOPTING A PAY SCALE FOR EMPLOYEES OF THE CITY OF PORT ST JOE, PROVIDING FOR REPEAL OF ANY RESOLUTION IN CONFLICT HEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Port St. Joe, Florida as follows:

1. The City Commission hereby adopts the City of Port St. Joe Pay Scale proposed by City staff.
2. Resolutions or other Pay Scales for employees of the City prior to the date hereof are hereby repealed.
3. This Resolution is effective immediately upon passing.

THIS RESOLUTION ADOPTED this _____ day of September, 2021 shall be Effective October 1, 2021.

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

BY: _____
Rex Buzzett, Mayor-Commissioner

Attest: _____
Charlotte M. Pierce, City Clerk

City of Port St. Joe Pay Scale

City Hall Administration

City Manager	\$40.87	\$60.10	\$85,000.00	\$125,000.00
City Clerk	\$27.88	\$47.60	\$58,000.00	\$99,000.00
Finance Director	\$27.88	\$47.60	\$58,000.00	\$99,000.00
Utility Billing Supervisor	\$19.23	\$29.48	\$40,000.00	\$61,318.40
Utility Billing Clerk II	\$17.00	\$19.23	\$35,360.00	\$40,000.00
Utility Billing Clerk I	\$15.00	\$18.51	\$31,200.00	\$38,500.80
Accounts Payable	\$17.00	\$21.64	\$35,360.00	\$45,000.00
Code Enforcement Officer	\$15.00	\$29.48	\$31,200.00	\$61,318.40

Public Works

Public Works Director	\$27.88	\$47.60	\$58,000.00	\$99,000.00
City Operations Supervisor	\$20.18	\$29.48	\$41,974.40	\$61,318.40
Administrative Assistant I	\$14.40	\$17.00	\$29,952.00	\$35,360.00

Water Department:

Water Superintendent	\$18.51	\$33.65	\$38,500.80	\$70,000.00
Utility Service Worker III	\$16.51	\$19.95	\$34,340.80	\$41,496.00
Utility Service Worker II	\$15.51	\$18.51	\$32,260.80	\$38,500.80
Utility Service Worker I	\$14.40	\$17.00	\$29,952.00	\$35,360.00
Meter Reader	\$14.40	\$17.00	\$29,952.00	\$35,360.00

Sewer Department:

Sewer Superintendent	\$18.51	\$33.65	\$38,500.80	\$70,000.00
Utility Service Worker III	\$16.51	\$19.95	\$34,340.80	\$41,496.00
Utility Service Worker II	\$15.51	\$18.51	\$32,260.80	\$38,500.80
Utility Service Worker I	\$14.40	\$17.00	\$29,952.00	\$35,360.00

Construction Crew:

Crew Leader	\$18.51	\$27.88	\$38,500.80	\$58,000.00
Equipment Operator II	\$16.51	\$29.48	\$34,340.80	\$61,318.40
Service Worker I	\$14.40	\$17.00	\$29,952.00	\$35,360.00

Parks & Recreation Department:

Service Worker I (Part Time)

\$14.40	\$17.00	\$29,952.00	\$35,360.00
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Streets and Drainage:

Inmate Supervisor

Equipment Operator II

Equipment Operator I

Service Worker II

Service Worker I

\$14.40	\$25.67	\$29,952.00	\$53,393.60
\$16.51	\$29.48	\$34,340.80	\$61,318.40
\$14.51	\$19.95	\$30,180.80	\$41,496.00
\$15.51	\$18.51	\$32,260.80	\$38,500.80
\$14.40	\$17.00	\$29,952.00	\$35,360.00

Solid Waste (Yard Debris):

Equipment Operator II	\$16.51	\$29.48	\$34,340.80	\$61,318.40
Equipment Operator I	\$14.51	\$19.95	\$30,180.80	\$41,496.00

General Maintenance:

Carpenter II	\$16.85	\$23.00	\$35,048.00	\$47,840.00
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Vehicle Maintenance (Garage):

Vehicle Mechanic II	\$16.05	\$23.00	\$33,384.00	\$47,840.00
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Water Plant

Plant Manager	\$25.67	\$47.60	\$53,393.60	\$99,000.00
Electrician	\$17.00	\$24.00	\$35,360.00	\$49,920.00
Chief Operator	\$19.00	\$29.26	\$39,520.00	\$60,860.80
Operator Class A	\$17.51	\$24.00	\$36,420.80	\$49,920.00
Operator Class B	\$16.51	\$23.00	\$34,340.80	\$47,840.00
Operator Class C	\$15.51	\$19.95	\$32,260.80	\$41,496.00
Operator Trainee	\$14.40	\$17.00	\$29,952.00	\$35,360.00
Chipola Pump Station Operator	\$16.07	\$19.95	\$33,425.60	\$41,496.00
Maintenance Worker I	\$14.40	\$17.00	\$29,952.00	\$35,360.00
Lab Technician	\$16.07	\$23.00	\$33,425.60	\$47,840.00

Wastewater Plant

Plant Manager	\$25.67	\$47.60	\$53,393.60	\$99,000.00
Chief Electrician	\$22.00	\$29.26	\$45,760.00	\$60,860.80
Lab Technician	\$16.07	\$19.95	\$33,425.60	\$41,496.00
Chief Operator	\$19.00	\$29.26	\$39,520.00	\$60,860.00
Operator Class A	\$17.51	\$24.00	\$36,420.80	\$49,920.00
Operator Class B	\$16.51	\$23.00	\$34,340.80	\$47,840.00
Operator Class C	\$15.51	\$19.95	\$32,260.80	\$41,496.00
Operator Trainee	\$14.40	\$17.00	\$29,952.00	\$35,360.00
Maintenance Worker I	\$14.40	\$17.00	\$29,952.00	\$35,360.00

Police Department

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Chief	\$27.88	\$47.60	\$58,000.00	\$99,000.00
Lieutenant	\$22.00	\$29.26	\$45,760.00	\$60,860.00
Sargeant	\$20.00	\$24.00	\$41,600.00	\$49,920.00
Patrolman	\$18.50	\$22.09	\$38,480.00	\$45,947.20
Administrative Assistant (Part Time)	\$14.40	\$17.00	\$29,952.00	\$35,360.00
Investigator (Part Time)	\$22.00	\$29.26	\$45,760	\$60,860

Volunteer Fire Department

(Paid per Call)

Chief	House \$20, Car \$15, Misc. \$15, Drill \$15
Assistant Chief	House \$20, Car \$15, Misc. \$15, Drill \$15
Fireman II	House \$20, Car \$15, Misc. \$15, Drill \$15
Fireman I	House \$15, Car \$10, Misc. \$10, Drill \$10

Effective 10/1/21
 10% COLA for all employees except PD which has Various Raises at or Above the 10%
 Minimum Pay for the City Increased to \$14,40 per hour
 License Certification Raises Water and Wastewater Plants \$1.00

RESOLUTION 2021-15

A RESOLUTION OF THE CITY OF PORT ST. JOE, FLORIDA, MODIFYING ORDINANCES 575 & 576, PROVIDING FOR A TEMPORARY MORATORIUM ON WATER AND WASTEWATER UTILITY RATE INCREASES FOR THE 2021/2022 FISCAL YEAR, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe operates and maintains a water treatment and distribution system to provide centralized potable drinking water for the community and surrounding areas, and

WHEREAS, the City of Port St. Joe operates and maintains a wastewater collection and treatment system to provide centralized treatment of the wastewater generated within the community and surrounding areas, and

WHEREAS, the City of Port St. Joe's water system and wastewater system operate as enterprise funds that operate fiscally utilizing revenues associated with water treatment and wastewater treatment, and

NOW THEREFORE, BE IT RESOLVED BY THE CITY Commission of the city of Port St. Joe, Florida as follows:

1. The utility rates in Ordinance 575 & 576 will remain unchanged in the 2021/2022 fiscal year.
2. The utility rates set forth herein shall remain in effect thru September 30, 2022. They shall remain in effect unless changed by further action of this board.
3. Effective date. This Resolution shall become immediately effective.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida, this ____ day of September, 2021.

The City of Port St. Joe

Rex Buzzett, Mayor Commissioner

ATTEST: _____
Charlotte M. Pierce, Clerk