

**September 3, 2024**

**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  
Steve Kerigan, 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 3, 2024

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## Call to Order

### Agenda

- **Ordinance 611 Ad Valorem Tax** **Pages 1-2**
  - **Public Hearing**
  - **1<sup>st</sup> Reading**
- **Ordinance 612 2024-2025 Budget** **Pages 3-4**
  - **Public Hearing**
  - **1<sup>st</sup> Reading**
- **Minutes**
  - **Regular Meeting 8/20/24** **Pages 5-9**
  - **Budget Workshop 8/27/24** **Pages 10-11**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

ORDINANCE NO. 611

**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, 2024 AND ENDING SEPTEMBER 30, 2025, STATING THE PERCENTAGE BY WHICH THE MILLAGE LEVIED IS 8.91% 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, 2024 and ending September 30, 2025.

**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, 2024, and ending September 30, 2025, 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, 2024, and ending September 30, 2025, is hereby set at the rate of 3.5914 mills.
2. The percentage by which this millage rate to be levied is more than the rolled-back rate of 3.2975 mills (computed pursuant to Florida law) is 8.91%.
3. This ordinance shall be effective October 1, 2024.

**DULY PASSED AND ADOPTED** by the Board of City Commissioners of Port St. Joe, Florida this 17th day of September 2024.

**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.

<b>Last year's property tax levy:</b>	
A. Initially proposed tax levy .....	\$ 2,154,316
B. Less tax reductions due to Value Adjustment Board and other assessment changes.....	\$ 16,857
C. Actual property tax levy.....	\$ 2,137,459
<b>This year's proposed tax levy.....</b>	<b>\$ 2,604,461</b>

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

September 17, 2024

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. 612**

**AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2024/2025 AS THE FINAL BUDGET OF THE CITY OF PORT ST. JOE, FLORIDA FOR FISCAL YEAR 2024/2025 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, 2024, and September 17, 2024, and

**WHEREAS**, the Board, after due consideration, has determined to adopt the amended tentative budget for Fiscal Year 2024/2025, 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 2024/2025, 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 2024/2025.

**EFFECTIVE DATE:** The effective date of this ordinance is October 1, 2024.

**DULY PASSED AND ADOPTED** by the Board of City Commissioners of Port St. Joe, Florida this 17<sup>th</sup> day of September 2024.

**THE CITY OF PORT ST. JOE**

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Rex Buzzett, Mayor

ATTEST:

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Charlotte M. Pierce, City Clerk

**CITY OF PORT ST JOE  
BUDGET SUMMARY  
FISCAL YEAR 2024-2025**

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

	GENERAL FUND	WATER FUND	SOLID WASTE FUND	WASTEWATER FUND	TOTAL ALL FUNDS
<b>CASH BALANCES BROUGHT FORWARD</b>	\$1,000,000	\$0	\$0	\$0	\$1,000,000
<b><u>ESTIMATED REVENUES:</u></b>					
<b>TAXES:</b>					
Ad Valorum Taxes	\$2,552,371				\$2,552,371
Earned Interest	\$499,060	\$3,130	\$0	\$42,539	\$544,728
Fines and Forfeitures	\$11,543				\$11,543
Franchise & Utility Taxes	\$1,106,536				\$1,106,536
Licenses and Permits	\$530,531				\$530,531
Grants/Loans/Bonds	\$5,161,977	\$2,461,794	\$0	\$11,984,849	\$19,608,620
Intragovernmental Revenue	\$2,247,443				\$2,247,443
Depreciation Funds	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenues	\$124,582	\$8,999	\$37,222	\$859,833	\$1,030,637
Rents and Royalties	\$115,882			\$468	\$116,350
Garbage Fees			\$1,190,392		\$1,190,392
Water Department		\$4,641,273			\$4,641,273
Wastewater Treatment Services				\$5,540,067	\$5,540,067
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$13,349,925</b>	<b>\$7,115,196</b>	<b>\$1,227,614</b>	<b>\$18,427,756</b>	<b>\$40,120,491</b>
Fund Balances/Reserves/Net Assets	\$0	\$0	0	\$375,000	\$375,000
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>\$13,349,925</b>	<b>\$7,115,196</b>	<b>\$1,227,614</b>	<b>\$18,802,756</b>	<b>\$40,495,491</b>

<b><u>EXPENDITURES/EXPENSES</u></b>	GENERAL FUND	WATER FUND	SOLID WASTE FUND	WASTEWATER FUND	TOTAL ALL FUNDS
City Commission	\$96,138	\$30,947	\$7,737	\$38,684	\$173,507
Administration	\$806,304				\$806,304
City Attorney	\$20,776	\$21,000		\$21,000	\$62,776
Public Works Administration	\$41,763				\$41,763
Municipal Building	\$28,904				\$28,904
Police Department	\$1,696,103				\$1,696,103
Fire Department	\$254,641				\$254,641
Operations	\$4,992,022				\$4,992,022
Parks and Recreation	\$5,032,190				\$5,032,190
Maintenance Shop	\$224,029				\$224,029
Non-Departmental	\$167,054				\$167,054
Water Distribution		\$3,430,720			\$3,430,720
Water Plant		\$2,553,155			\$2,553,155
Water Administration		\$804,572			\$804,572
Trash Collection/Disposal			\$160,242		\$160,242
Garbage Collection/Disposal			\$1,059,635		\$1,059,635
Wastewater Treatment				\$3,095,846	\$3,095,846
Sewer Collection				\$14,044,602	\$14,044,602
WW Administration				\$1,031,289	\$1,031,289
Long-Term Debt	\$0	\$274,801		\$571,335	\$846,136
<b>TOTAL EXPENDITURES</b>	<b>\$13,359,925</b>	<b>\$7,115,196</b>	<b>\$1,227,614</b>	<b>\$18,802,756</b>	<b>\$40,505,491</b>
Fund Balances/Reserves/Net Assets	\$0				\$0
<b>TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES &amp; B/</b>	<b>\$13,359,925</b>	<b>\$7,115,196</b>	<b>\$1,227,614</b>	<b>\$18,802,756</b>	<b>\$40,505,491</b>

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, August 20, 2024, at Noon.**

The following were present: Commissioners Hoffman, Kerigan, Langston and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy City Clerk Ingrid Bundy, and City Attorney Clinton McCahill were also present. Mayor Buzzett was absent and the Meeting was chaired by Mayor Pro tem Brett Lowry.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, to Table the Minutes of the Regular Meeting of August 6, 2024. All in favor; Motion carried 4-0.

**City Engineer**

*City Complex Architectural Design Quote*

Mr. Anderson shared that a \$500,000 grant has been received from the FL Fire Marshall's Office for the Fire / Police Department Building. \$91,280 has been paid to Dewberry for a Task Order to do the Civil work for the project. An additional quote of \$695,539 was received by Dewberry for architectural services. Mr. Anderson recommended that the City received bids for the Architectural services for the project.

*City Street Resurfacing*

Dewberry has addressed all 90% comments from FDOT. They are currently preparing 100% plans based on comments and expect to have the 100% plans and specifications completed by August 31, 2024.

*Monument Avenue*

This project is out for bid.

*Beacon Hill Sewer*

Dewberry is waiting for as-built revisions.

*Allen Memorial Way SCOP Grant*

This project is out for bid.

*Downtown Utilities Phase 2*

This project is in progress and a status report will be given to John Grantland.

*HMGP Grant – Elevation of 12 Lift Stations*

Bids are due August 23, 2024, for this project.

*Second Street Parking*

The project is complete, including the striping and extra asphalt.

*Wastewater Sprayfield Expansion CEI*

This is under construction.

*Tenth Street Pipe Replacement*

The Survey is complete, and Dewberry is beginning the design.

*Avenue C and Battle Street Intersection*

The Survey is complete, and Dewberry is beginning the design.

**City Attorney.**

Attorney McCahill did not have any updates for the Commission.

**Old Business**

*City Projects*

Mr. Anderson shared that three projects have come off the list this week. The Centennial Building rehab has been completed; the Downtown Waterline Replacement Phase I has been completed, and the Second Street Parking Project has also been completed.

**New Business**

*RFP 2024-12 Surplus Property – Request to Award to highest Bidders*

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve awarding the Surplus Property to the highest Bidder. All in favor; Motion carried 4-0. A Copy of the Bid is attached as Exhibit A.

*CDBG-DR Task Order – Anchor CEI*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to award the Task Order to Anchor CEI in the amount of \$361,720 to cover Surveying Services, Geotechnical Services, Final Design, Permitting, Bidding and Procurement, Project Management, Coordination and Oversight. All in favor; Motion carried 4-0.

*ITB 2024-01 Recommendation of Award*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to award the ITB to the lowest bidder, L & K Contracting Co. Inc., in the amount of \$2,620,178. All in favor; Motion carried 4-0.

*Planning Task Order*

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to approve the Planning Task Order in the amount of \$42,500 with Design West Group. All in favor; Motion carried 4-0. These funds are in the current budget.



*2024 – 2025 Budget Update*

Mr. Anderson shared that Insurance Agent Dwight Van Lierop is still working on insurance rates and anticipates a 15% increase for health insurance. Property & Casualty rates could possibly have a savings of \$88,000 by switching from PGIT to FL League.

*September 3, 2024, Meeting Schedule – Regular Meeting at Noon, PDRB 4:00 P.M.; Budget Hearing 5:01 P.M.*

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to cancel the Regular Meeting at Noon on September 3, 2024, and handle any business items after the Tentative Budget Hearing also on September 3, 2024, at 5:01 P.M. All in favor; Motion carried 4-0.

**Public Works – John Grantland**

Mr. Grantland did not have any additional updates for the Commissioners.

**Surface Water Plant – Larry McClamma**

Mr. McClamma did not have any issues to discuss with the Commissioners.

Commissioner Hoffman requested that the Surface Water and Wastewater Plants begin making actual data projections for near and distant future for water and sewer taps that have been sold and look at the growth to consider seriously limiting taps for these services.

**Wastewater Plant – Kevin Pettis**

Mr. Pettis did not have any new items for the Commissioners.

**Finance Director – Mike Lacour**

*FEMA Grant Reimbursement Updates*

Mr. Lacour is moving forward with reimbursement for both of these.

**Code Enforcement**

Mr. Anderson shared that there are Special Magistrate hearings today at 5:30 P.M. for non-compliant issues. Through the work of Code Enforcement Officers, all but 5 of the first notifications have been satisfied.

**Police Department – Chief Richards**

Chief Richards noted that his department had been busy, Scallop Season has opened, and there were parking issues.

**City Clerk – Charlotte Pierce**

*Current Grants Update*

Clerk Pierce shared that City Staff continues to monitor sites for available grants, and work on compliance for existing grants.

**Citizens to be Heard**

The following individuals addressed the City Commission: Robert Branch and Mike Martin.

**Discussion Items by Commissioners**

*Commissioner Kerrigan* shared that he learned a lot at the FL League of Cities Conference this past week. He also stated that the TDC needs to support a Splash Pad for the City and that the pad should fit in well with the Trail-Go Grant Program.

*Commissioner Langston* stated the meetings at the FI League of Cities Conference were very good and that bathrooms must be within 200' of a Splash Pad. He encouraged the Commissioners to concentrate of bathrooms near Core Park for a Splash Pad.

*Commissioner Hoffman* shared that he had sat down with Gulf County officials Clay Smallwood and Michael Hammond and discussed many City projects with them. He feels that with the City and County running double water and sewer lines, it is costing the taxpayers more. He would like to have a face-to-face meeting with the county officials in a Workshop. Commissioner Hoffman asked the Commissioners to consider hiring the same lobbyist that the County has and end the contract with our current lobbyist. He also shared that the County is ready to help with the pipe when it arrives for the Eighth to Tenth Street sections of the ditch.

**Motion to Adjourn**

There was no other business to come before the Commission, Mayor pro tem Lowry adjourned the meeting at 1:00 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Brett Lowry, Mayor pro tem

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk


\_\_\_\_\_  
Date

# BID RESULTS

## Sealed Bid Submission

Bids must be submitted to Port St. Joe City Hall in a sealed envelope by 3:00 P.M. on Friday, August 9, 2024.

**“SEALED BID SUBMISSION RFP 2024-12 SURPLUS CITY VEHICLES”, YOUR NAME, ADDRESS, DATE, AND TIME OF OPENING IS TO BE WRITTEN ON THE FRONT OF YOUR SEALED ENVELOPE.**

The following vehicles have been declared surplus by the City of Port St. Joe. To submit a bid for a vehicle, check the box indicating which vehicle you are bidding on, list your bid on the line provided, and initial your bid. You may bid on more than one vehicle on this page. 

### ALL VEHICLES ARE AS IS.

#	Vehicle	Bidder	Amount
1.	2003 Ford F150 - 2FTRF17W94CA21806 (Runs)	No bids received	
2.	2006 Ford F350 Super Crew - 1FTWW31P66EC94098 (Does not run)	Timothy Brock	\$526.00
3.	2008 Ford Taurus - 1FAHP24W18G162401 (Runs)	Kenny Brown	\$800.00
4.	2008 Ford F250 Utility Body - 1FDSW21518ED12724 (Does not run)	Timothy Brock	\$526.00
5.	2010 Ford Fusion Hybrid - 3FADPOL30AR340534 (Runs)	Melissa & Ty Van Heerden Jeanette Deslauries Jeremy Chase	\$1,001.00 \$500.00 \$500.00
6.	2015 Dodge Charger - 2C3CDXAG4FH806275 (Runs) 122,878 miles	Brett Patte - Emergency Remarketing Ringwood Motors Inc.	\$1,278.18 \$1,580.00

# MINUTES OF THE FY 2024 - 2025 BUDGET WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, August 27, 2024, AT 11:30 A.M.

The following were present: Commissioners Hoffman, Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Ingrid Bundy, Financial Director Mike Lacour, Police Chief Jake Richards, Public Works Director John Grantland, Surface Water Treatment Plant Superintendent Larry McClamma, and Wastewater Treatment Plant Superintendent Kevin Pettis were also present. Mayor Buzzett was absent, and the meeting was chaired by Mayor pro tem Brett Lowry.

The purpose of the Workshop was to review the FY 2024 – 2025 Budget.

City Manager, Jim Anderson, reminded everyone of the 5:01 P.M. Tentative Budget Hearing Meeting to be held, Tuesday, September 3, 2024.

Mr. Anderson noted that insurance options had not been resolved for the coming fiscal year and asked Insurance Agent, Dwight Van Lierop, to give an overview of the plans that were an option for the City.

Mr. Van Lierop shared that the City has not received an increase in health insurance premiums for the past 3 years. Unfortunately, this year's quote was a 45% increase and due to the loss history, other companies refused to quote for the City causing the City to have to go back to Blue Cross for possible coverage.

HSA Plan 05196 would be an increase of 14%, raising the monthly premium to \$927.73.

BS Traditional Plan 3566 premium would be \$1,057.60 per month and is \$130 more than the HSA Plan.

After a lengthy discussion, consensus was to offer the HSA Plan with the City covering the premium amount of \$927.73 and matching up to \$50 per month of the employee's contribution. The BC Plan new premium is \$1,057.60 and would also be available to employees with the City paying \$927.73 plus 50% of the \$130 increase. The employee will pay \$65 if they choose the BC Plan 3566.

Mr. Van Lierop noted that by switching carriers for the City's Property and Casualty Insurance there would be an approximate savings of \$88,000. These funds could be used to offset the premium increase for health coverage. A new carrier would most likely do an asset study and values of the properties have changed which could result in a slight reduction of savings.

## 2024 / 2025 Budget

Finance Director, Mike Lacour, reviewed budget issues and noted there are significant funds in the budget to cover the health insurance premiums.

A discussion was held concerning the benefits of the City paying for 50% of an employee's membership to a gym in an effort to help improve the health of City employees.

*Chief Jake Richards* shared that the City has a Grant opportunity to receive a narcotics drug dog and asked for permission to pursue the grant. Previously \$10,000 was given by local businesses for a drug dog. When the handler left the City of Port St. Joe, the dog was sold to the agency that the individual joined and that money was put back into the budget. Anticipated costs will be roughly \$4,500 for training, \$5 - \$7 thousand to repurpose a vehicle and add a kennel. The annual cost for food and vet bills should run approximately \$3,500. Consensus was to apply for the grant, budget for the training and cost to take care of the dog, and provide a merit raise to the officer handling the dog,

## Citizens to be Heard

No one from the public attended the meeting.

**Discussion Items by Commissioners**

Neither Mayor pro tem Lowry nor Commissioners Hoffman or Kerigan had any other issues to discuss.

Mayor pro tem Lowry adjourned the meeting at 12:50 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Brett Lowry, Mayor pro tem

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date