

September 17, 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 17, 2024

Call to Order

Agenda

- **Ordinance 611 Ad Valorem Tax** **Pages 1-2**
 - Public Hearing
 - 2nd Reading & Adoption
- **Ordinance 612 2024-2025 Budget** **Pages 3-4**
 - Public Hearing
 - 2nd Reading & Adoption
- **Resolution 2024-06, 2024-2025 Water & Sewer Utility Rates** **Page 5**
- **Resolution 2024-07, 2024-2025 Pay Scale** **Pages 6-8**

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.

Last year's property tax levy:

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

This year's proposed tax levy..... \$ 2,604,461

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 17th day of September 2024.

THE CITY OF PORT ST. JOE

Rex Buzzett, Mayor

ATTEST:

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
CASH BALANCES BROUGHT FORWARD	\$1,000,000	\$0	\$0	\$0	\$1,000,000
ESTIMATED REVENUES:					
TAXES:					
Ad Valorem 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
TOTAL REVENUES & OTHER SOURCES	\$13,349,925	\$7,115,196	\$1,227,614	\$18,427,756	\$40,120,491
Fund Balances/Reserves/Net Assets	\$0	\$0	0	\$375,000	\$375,000
TOTAL REVENUES, TRANSFERS & BALANCES	\$13,349,925	\$7,115,196	\$1,227,614	\$18,802,756	\$40,495,491

EXPENDITURES/EXPENSES	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
TOTAL EXPENDITURES	\$13,359,925	\$7,115,196	\$1,227,614	\$18,802,756	\$40,505,491
Fund Balances/Reserves/Net Assets	\$0				\$0
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & B/	\$13,359,925	\$7,115,196	\$1,227,614	\$18,802,756	\$40,505,491

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

RESOLUTION 2024-06

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 2024/2025 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 2024/2025 fiscal year.
2. The utility rates set forth herein shall remain in effect thru September 30, 2025. They shall remain in effect unless changed by further action of this board.
3. Effective date. This Resolution shall become effective October 1, 2024.

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

The City of Port St. Joe

Rex Buzzett, Mayor Commissioner

ATTEST: _____
Charlotte M. Pierce, Clerk

RESOLUTION NO. 2024-07

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 October 1, 2024.

THIS RESOLUTION ADOPTED this _____ day of September, 2024.

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 2024/2025 FY

City Hall Administration

City Manager	\$45.59	\$68.10	\$94,827.20	\$141,648.00
City Auditor/Clerk	\$31.76	\$55.60	\$66,060.80	\$115,648.00
Finance Director	\$31.76	\$55.60	\$66,060.80	\$115,648.00
Deputy Clerk	\$20.17	\$29.64	\$41,953.60	\$61,651.20
Utility Billing Supervisor	\$22.54	\$37.48	\$46,883.20	\$77,958.40
Utility Billing Clerk II	\$20.16	\$27.23	\$41,932.80	\$56,638.40
Utility Billing Clerk I	\$18.04	\$26.51	\$37,523.20	\$55,140.80
Accounts Payable	\$20.16	\$29.64	\$41,932.80	\$61,651.20
Code Enforcement Officer	\$18.04	\$37.48	\$37,523.20	\$77,958.40

Public Works

Public Works Director	\$31.76	\$55.60	\$66,060.80	\$115,648.00
City Operations Supervisor	\$23.56	\$37.48	\$49,004.80	\$77,958.40
Administrative Assistant I	\$17.40	\$26.00	\$36,192.00	\$54,080.00

Water Department:

Water Superintendent	\$21.78	\$41.65	\$45,302.40	\$86,632.00
Utility Service Worker III	\$19.65	\$29.95	\$40,872.00	\$62,296.00
Utility Service Worker II	\$18.58	\$26.51	\$38,646.40	\$55,140.80
Utility Service Worker I	\$17.40	\$26.00	\$36,192.00	\$54,080.00
Meter Reader	\$17.40	\$26.00	\$36,192.00	\$54,080.00

Sewer Department:

Sewer Superintendent	\$21.78	\$41.65	\$45,302.40	\$86,632.00
Utility Service Worker III	\$19.65	\$29.95	\$40,872.00	\$62,296.00
Utility Service Worker II	\$18.58	\$26.51	\$38,646.40	\$55,140.80
Utility Service Worker I	\$17.40	\$26.00	\$36,192.00	\$54,080.00
Equipment Operator II	\$19.65	\$37.48	\$40,872.00	\$77,958.40

Parks & Recreation Department:

Service Worker I (Part Time)	\$17.40	\$26.00	\$36,192.00	\$54,080.00
Summer Help (Part Time)	\$17.40	\$26.00	\$36,192.00	\$54,080.00

Streets and Drainage:

Inmate Supervisor	\$17.40	\$33.67	\$36,192.00	\$70,033.60
Equipment Operator II	\$19.65	\$37.48	\$40,872.00	\$77,958.40
Equipment Operator I	\$17.52	\$22.95	\$36,441.60	\$47,736.00
Service Worker II	\$18.51	\$21.51	\$38,500.80	\$44,740.80
Service Worker I	\$17.40	\$26.00	\$36,192.00	\$54,080.00

Solid Waste (Yard Debris):

Equipment Operator II	\$19.65	\$37.48	\$40,872.00	\$77,958.40
Equipment Operator I	\$17.40	\$27.95	\$36,192.00	\$58,136.00

General Maintenance:

Carpenter I	\$19.16	\$31.00	\$39,852.80	\$64,480.00
Carpenter II	\$26.56	\$38.00	\$55,244.80	\$79,040.00

Vehicle Maintenance (Garage):

Vehicle Mechanic I	\$19.16	\$31.00	\$39,852.80	\$64,480.00
Vehicle Mechanic II	\$26.56	\$38.00	\$55,244.80	\$79,040.00

Water Plant

Plant Manager	\$29.40	\$55.60	\$61,152.00	\$115,648.00
Electrician	\$20.17	\$32.00	\$41,953.60	\$66,560.00
Chief Operator	\$23.37	\$37.26	\$48,609.60	\$77,500.80
Operator Class A	\$21.78	\$32.00	\$45,302.40	\$66,560.00
Operator Class B	\$20.71	\$31.00	\$43,076.80	\$64,480.00
Operator Class C	\$19.65	\$27.95	\$40,872.00	\$58,136.00
Operator Trainee	\$17.40	\$26.00	\$36,192.00	\$54,080.00
Chipola Pump Station Operator	\$19.18	\$31.00	\$39,894.40	\$64,480.00
Maintenance Worker I	\$17.40	\$26.00	\$36,192.00	\$54,080.00
Lab Technician	\$19.18	\$29.95	\$39,894.40	\$62,296.00

Wastewater Plant

Plant Manager	\$29.40	\$55.60	\$61,152.00	\$115,648.00
Chief Electrician	\$25.50	\$37.26	\$53,040.00	\$77,500.80
Lab Technician	\$19.18	\$29.95	\$39,894.40	\$62,296.00
Chief Operator	\$23.37	\$37.26	\$48,609.60	\$77,500.80
Operator Class A	\$21.78	\$32.00	\$45,302.40	\$66,560.00
Operator Class B	\$20.71	\$31.00	\$43,076.80	\$64,480.00
Operator Class C	\$19.65	\$30.00	\$40,872.00	\$62,400.00
Operator Trainee	\$17.40	\$26.00	\$36,192.00	\$54,080.00
Maintenance Worker I	\$17.40	\$26.00	\$36,192.00	\$54,080.00

Police Department

Chief	\$31.76	\$55.60	\$66,060.80	\$115,648.00
Lieutenant	\$25.50	\$39.95	\$53,040.00	\$83,096.00
Sargeant	\$23.37	\$32.00	\$48,609.60	\$66,560.00
Patrolman	\$21.77	\$30.09	\$45,281.60	\$62,587.20
Administrative Assistant	\$17.40	\$26.00	\$36,192.00	\$54,080.00
Investigator (Part Time)	\$25.50	\$37.26	\$53,040.00	\$77,500.80

Volunteer Fire Department

(Paid per Call)

Chief \$650 Mo	House \$25, Car \$20, Misc. \$20, Drill \$20
Assistant Chief	House \$25, Car \$20, Misc. \$20, Drill \$20
Fireman II	House \$25, Car \$20, Misc. \$20, Drill \$20
Fireman I	House \$20, Car, \$15, Misc. \$15, Drill \$15

** 6% for all Employees and to the starting pay of all positions Effective 10/1/24**

Minimum Pay for the City increased to \$17.40 per hour effective 10/1/24

License Certification Raises Water & Sewer Plants \$1.00 or Class Minimum, Whichever is Higher

** Oncall \$100 per week for Public Works & \$100 per weekend for the Fire Dept. effective 10/1/23**