

**July 2, 2024
Regular Meeting
12:00 Noon**

**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

Regular Public Meeting

12:00 Noon

July 2, 2024

Call to Order

Consent Agenda

Minutes

- Regular Meeting 6/18/24

Pages 1-4

City Engineer

- Update

City Attorney

- Resolution 2024-05, FRS Loan Agreement- Lead Service Lines Project

Pages 5-6

Old Business

- City Projects
- July 4th Fireworks – On the 4th at 10:00, Launched from the Boat Ramp

Pages 7-8

New Business

- 2024/2025 Tentative Millage Rate
- 2024-2025 Budget Update
- Surplus Property

Pages 9-10

Page 11

Page 12-14

Public Works

- Update

Surface Water Plant

- Update

Wastewater Plant

- Update

Finance Director

- FEMA- Update
- Grants Reimbursement- Update

Code Enforcement

- Update

Police Department

- JAGC Program Funds

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City Clerk

- **Grants- Update**

Pages 16-17

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, June 18, 2024, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioner Lowry was absent.

CONSENT AGENDA

Minutes

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

City Engineer

City Street Resurfacing

The project is at 90% completion and Dewberry is having someone look at the core of 10th Street as there are some questions about it.

City Government Complex

The Master Plan has been provided to the architect and Mr. Baxley has spoken with Mr. Scott about the plan.

Monument Avenue

The plans for this project are 100% complete.

Beacon Hill Sewer

Mr. Baxley and Mr. Grantland are reviewing the final as-builts for this project.

Allen Memorial Way SCOP Grant

Comments have been received from FDOT and Dewberry is working on the 100% response.

Downtown Utilities Phase 2

A Pre-construction meeting is scheduled for June 20th and FDEP will be attending the meeting.

HMGP Grant – Elevation of 12 Lift Stations

This project is out for bid.

2nd Street Parking

This project is under construction.

Wastewater Sprayfield Expansion CEI

The project is under construction and Dewberry is following up on it.

City Attorney

Attorney McCahill did not have anything specific for the Commission today.

Old Business

Point Broadband Presentation – Jordan Becker

Mr. Becker shared that Point Broadband will begin work in the City and will be providing service for residents and businesses.

City Projects

Mr. Anderson shared that Coastal Design has started the planting of flowers on Monument Avenue between 3rd and 4th Streets for Phase I of the FDOT Grant.

July 4th Fireworks

Fireworks will begin at 10 P.M. from the Frank Pate Boatramp. The TDC provided additional funds for fireworks this year which will enhance the show.

New Business

FLC Annual Conference

The annual conference will be held August 15 – 17 this year and Commissioner Kerigan volunteered to be the voting delegate for the City.

Public Works – John Grantland

Mr. Grantland did not have any updates for the Commission.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have any additional information for the Commissioners.

Wastewater Plant – Kevin Pettis

Bar Screen Replacement Task Order

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Bar Screen Replacement Task Order with Dewberry in the amount of \$25,000. All in favor, Motion carried 4-0.

Mr. Pettis shared there is 9" of freeboard in the pond. The plant has been wrestling with keeping the filters clean and had resumed spraying as of Monday.

Finance Director – Mike Lacour

FEMA

Mr. Lacour will seek reimbursement when the Clifford Sims Park Project has been completed.

Grants Reimbursement Updates

FRDAP has made their visit to the parks and noted the need for signage stating when the parks are open. Once proof of the signage is provided, reimbursement will be made.

Code Enforcement

Mr. Anderson noted there are 27 – 28 substandard structures in town and these are being addressed with the owners.

Tan Smiley shared his thoughts on property being demolished.

Demo Request

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to assist with the voluntary demolition of the following properties. All in favor; Motion carried 4-0. A Lien for the cost of tipping fees will be attached to the property and the county will do the demolition.

253 Avenue E, Parcel #05885-000R – Eric K. McNair

170 Avenue F, Parcel #05860-000R – Patricia and Stephanie Leslie

305 Avenue B, Parcel #05970-000R – Arthur L. Walker and Helen Yvonne Bridges

186 Avenue E, Parcel #05828-000R – Santana Harris and Wilhelmina Williams

Police Department – Chief Richards

Chief Richards shared that parking downtown is a nightmare. The department has been issuing tickets and some violators have been indignant about their ticket. Faded diagonal lines will be repainted so drivers will be aware that is a no parking area.

Mayor Buzzett noted the need to amend the Parking Ordinance and asked Attorney McCahill to begin reviewing it.

City Clerk – Charlotte Pierce

Current Grants Update

Clerk Pierce shared that compliance, reports, and grant reviews are on-going. She also reminded the Commissioners that their Form 1 Reports are due shortly.

Citizens to be Heard

Robert Branch again shared his concerns about vehicles parking on Marvin Avenue for ball games.

Christy McElroy shared her concerns about the traffic coming into Port St. Joe, the well designed Honeyville Ball Park, and water issues with the County. She volunteered to provide a copy of the County water document she was referencing to Mayor Buzzett.

Charles Gathers voiced his concerns about homes being demolished and the need for policy and procedures prior to doing this. Mr. Anderson noted that there are policies and procedures, Code Enforcement has them, and a voluntary request for demolition of homes has been made for the residents listed above.

Tan Smiley asked about air conditioning at the Washington Gym. Mr. Anderson shared that repairs had been made and as of yesterday everything was up and running.

Mr. Smiley asked that an additional bathroom be added to Peters Park and not be locked during the day. Mr. Anderson noted there are 3 bathrooms there, the Workforce Board has keys for the bathrooms, and they are to unlock and lock by them daily.

Discussion Items by Commissioners

Commissioner Hoffman expressed his appreciation to the voters for returning him to office for another term without opposition.

He also shared information he received from Kim Bodine concerning the Summer Program at the Washington Site. There were 175 available spaces for the summer program, any child that had a completed application by the due date was not turned away. Currently there are 137 participants attending the program and the only child that was denied was one who is visiting from another area. No local students have been turned away.

Commissioner Kerigan did not have any additional items to share with the Commission.

Commissioner Langston stated that he supports proving for local students first, the Washington Gym Program is a great summer program, and that he supports Mrs. Bodine and the program. He also invited everyone to the Juneteenth Celebration Saturday.

Mayor Buzzett congratulated Commissioners Hoffman and Lowry on being unopposed for another term and stated that he is looking forward to working with them.

Motion to Adjourn

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:20 P.M.

Approved this _____ day of _____ 2024.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

RESOLUTION 2024-05

"A RESOLUTION OF THE CITY OF PORT ST. JOE, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE."

WHEREAS, Florida Statutes provide for loans to local water utilities to finance the construction of water facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. LS 230170 as eligible for available funding; and

WHEREAS; THE CITY OF PORT ST. JOE intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS AS FOLLOWS:

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. THE CITY OF PORT ST. JOE is authorized to apply for a loan to finance the Project.

SECTION III. The revenues pledged for the repayment of the loan are water and sewer revenues.

THE CITY OF PORT ST. JOE has liens on water and sewer revenues.

SECTION IV, The Mayor is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement which will be binding obligation in accordance with its terms when signed by both parties, The Mayor is authorized to represent the company in carrying out the company's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is THE CITY OF PORT ST. JOE.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this _____ day of July, 2024.

ATTEST

Charlotte M. Pierce, City Clerk

Rex Buzzett, Mayor

Current City Projects 7/2/24

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- RJ Gorman has completed construction and the rock bid was awarded to Monolith Construction.
- Centennial Bldg. Rehab- Under construction with Monolith Construction.
- Lighthouse Complex Sleeping Beauty Rehab- The bid has been awarded Monolith Construction and the State has approved the modified plans.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans.
- Long Ave. Paving- Final pay request to mill and resurface 1" on the entire road to be completed in the Summer 2024
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is under Construction. City staff is preparing to install the taps.
- 11/7/23 Dewberry has provided a conceptual drawings for the 10th Street Ballfields based on League Representatives. A decision by the Board is needed on how to proceed along with the required funding.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry has now been tasked to handle the Civil Engineering and permitting. MLD Architects is working on a task order for a complete set of plans
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property.
- Downtown Waterline Replacement Phase I, construction began 11/13/23 by Monolith.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bids have been received.
- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The

survey is complete and we are waiting on the H & H Study to determine the best course of action.

- 3/5/24 A Task Order was signed for Dewberry to design the paving of Monument Ave. from 19th Street to Allen Memorial.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved.
- 2nd Street parking Improvements. The contract was awarded to F & F Contractors and the project is scheduled to begin the week of 5/20/24.

Section I - Completed by Property Appraiser

1.	Current year taxable value of real property for operating purposes:	\$ 696,003,771
2.	Current year taxable value of personal property for operating purposes:	\$ 28,886,263
3.	Current year taxable value of centrally assessed property for operating purposes:	\$ 303,704
4.	Current year gross taxable value for operating purposes:	\$ 725,193,738 <small>(Line 1 plus Line 2 plus Line 3)</small>
5.	Current year net new taxable value: <small>(Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)</small>	\$ 69,503,835
6.	Current year adjusted taxable value:	\$ 655,689,903 <small>(Line 4 minus Line 5)</small>
7.	Prior year FINAL gross taxable value: <small>(From prior year applicable Form DR-403 series)</small>	\$ 595,160,259
8.	Number of TIF Work Sheets:	1
9.	Number of DEBT Work Sheets:	0

Section II - Completed by Principal Taxing Authority

10.	Prior year operating millage levy: <small>(If prior year millage was adjusted then use adjusted millage from Form DR-422.)</small>	3.5914
11.	Prior year ad valorem proceeds:	\$ 2,137,459 <small>(Line 7 multiplied by Line 10 divided by 1000)</small>
12.	Amount, if any, paid or applied in prior year because of an obligation measured by a dedicated increment value:	\$ 0 <small>(Sum of either Line 6c or Line 7a for all DR-420TIF forms)</small>
13.	Adjusted prior year ad valorem proceeds:	\$ 2,137,459 <small>(Line 11 minus Line 12)</small>
14.	Dedicated increment value, if any:	\$ 0 <small>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</small>
15.	Adjusted current year taxable value:	\$ 655,689,903 <small>(Line 6 minus Line 14)</small>

Section I - Completed by Property Appraiser

16. Current year rolled-back rate:	3.2599 <small>(Line 13 divided by Line 15, multiplied by 1,000)</small>
17. Current year proposed operating millage rate:	3.5914
18. Total taxes to be levied at proposed millage rate:	\$ 2,604,461 <small>(Line 17 multiplied by Line 4, divided by 1,000)</small>

(Questions 19-21 do not appear in eTRIM)

Section II (continued) - Principal Taxing Authority

22. Total adjusted prior year ad valorem proceeds of the principal taxing authority, all dependent special districts, and MSTUs levying a millage:	\$ 2,137,459 <small>(The sum of Line 13 from all DR-420 forms)</small>
23. Current year aggregate rolled-back rate:	3.2599 <small>(Line 22 divided by Line 15, multiplied by 1,000)</small>
24. Current year aggregate rolled-back taxes:	\$ 2,364,059 <small>(Line 4 multiplied by Line 23, divided by 1,000)</small>
25. Total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any:	\$ 2,604,461 <small>(Total of Line 18 from all DR-420 forms)</small>
26. Current year proposed aggregate millage rate:	3.5914 <small>(Line 25 divided by Line 4, multiplied by 1,000)</small>
27. Current year proposed rate as a percent change of rolled-back rate:	% 10.17 <small>(Line 26 divided by Line 23, minus 1, multiplied by 100)</small>

First Public Budget Hearing

Hearing Date and Time:

Timezone: ▼

Location Street:

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Budget Guidance Timeline

2024-2025 Fiscal Year

June 26, 2024

Department Heads to develop first draft budgets by June 18, 2024,

Budget review with Department heads and City Staff completed by June 25, 2024,

Draft Budget to City Commissioners by July 2, 2024,

1st Public Workshop, July 16, 2024 @ 11:00 am

2nd Public Workshop, August 6, 2024 @ 11:00 noon

3rd Public Workshop, August 20, 2024 @ 11:00 am

4th Public Workshop, TBD

1st Public Hearing, TBD @ 5:01pm

Public Advertising, TBD

2nd Final Public Hearing, TBD @ 5:01pm

Process Complete Budget Final October 1, 2024

Vehicle Surplus List Public Works
6-26-24

1. 2008 Ford F250 Utility Body – 1FDSW21518ED12724 (Does not run)
2. 2006 Ford F350 Super Crew – 1FTWW31P66EC94098 (Does not run)
3. 2003 Ford F150 – 2FTRF17W94CA21806 (Runs)
4. 2006 Chevrolet 2500 Utility Body – 1GBHC24U96E133097 (Runs needs work)
5. 2008 Ford Taurus – 1FAHP24W18G162401 (Runs)

Vehicle Surplus List City Hall
6-26-24

1. 2015 Dodge Charger- 2C3CDXAG4FH806275 (Runs) 122,878 miles

Vehicle Surplus List City Hall
6-26-24

1. 2010 Ford Fusion Hybrid- 3FADPOL30AR340534 (Runs)



The City of Port St. Joe

June 24, 2024

Mr. Cody Menacof
Office of Criminal Justice Grants
Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308

Dear Mr. Menacof,

In compliance with State of Florida *Rule 11D-9, F.A.C.*, City of Port St. Joe Commissioners approve the distribution of \$55,521 (total allocation available) of Federal Fiscal Year 2023 Edward Byrne Memorial JAGC Program funds for the following projects for Gulf County:

<u>Subgrantee</u>	<u>Title</u>	<u>Dollar Amount</u>
Gulf County Board of County Commissioners	Law Enforcement Equipment	\$24,999.00
City of Port St. Joe	Law Enforcement Equipment	\$30,522.00

Sincerely,

Rex Buzzett
Mayor
City of Port St Joe

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Grants Updated- 7/2/24

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid. Waiting on Approval of the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The project is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 th Street Sports Complex & \$786,545 for Road Paving already spent.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I under construction.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system is out for bids and the lift station is being constructed.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FRDAP	\$150,000	Core Park Splash Pad & Restroom, 25% City Match. Submitted 8/27/23. Second Request. Was not approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24

Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/\$10,200 Loan Approved as well.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Legislative Request 2023	\$500,000 \$1,000,000	Fire/Police Public Safety Facility Road Paving Workforce Housing Project Submitted 11/10/23
Army Corps of Engineers	TBD, up to \$15,000,000	Stormwater Improvements, Application submitted on 10/18/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
Dept. of Commerce	\$2,000,000	Rural Infrastructure Fund, Workforce Housing Access Road. Application submitted 11/3/23. Was not approved.
FDOT	\$47,302	Police Dept. - Occupant Protection. Application submitted on 2/27/24.
FDOT	\$84,302	Police Dept. -Speed & Aggressive Driving. Application submitted on 2/27/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted the first week in March 2024.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.
FDEP	\$84,000,000	Waste Water Plant Improvements. Application submitted 5/29/24.