

**September 22, 2025
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 Public Meeting

5:01 P.M.

September 22, 2025

Call to Order

Consent Agenda

Minutes

- **Workshop Meeting 9/16/25**
- **Regular Meeting 9/16/25**

Page 1

Pages 2-11

New Business

- **Ordinance 622 Ad Valorem Property Tax Millage Rate**
 - **Public Hearing**
 - **2nd Reading & Adoption**
- **Ordinance 623 2025/2026 Budget**
 - **Public Hearing**
 - **2nd Reading & Adoption**
- **Resolution 2025-12 City Pay Scale**
- **Dispatch Contract**
- **Stop Signs on Ave. A & Garrison Ave.**
- **Tallulah CBD, LLC**

Pages 12-13

Pages 14-15

Pages 16-18

Pages 19-23

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE BOAT LAUNCH PERMITS AND PARKING WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT 2775 GARRISON AVENUE, September 16, 2025, AT 11 A.M.

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Carrie Fodge, Financial Director Mike Lacour, and Police Chief Jake Richards were also present.

The purpose of the Workshop was to discuss Boat Launch Permits and Parking for Frank Pate Boat Ramp.

Citizens to be Heard

The following individuals shared their concerns on this issue.

Keven Partin, Robert Branch, Mark Griffin, Chris Lantz, and Matt Schuab.

The Commissioners will take comments into consideration.

Consensus of the Commission was that there is limited parking, the City does not own any property near the boat ramp that could be used for parking, and City residents should have priority as they are the ones paying the taxes to support the facility.

Discussion Items by Commissioners

There was no additional information to be shared with the Commission and Mayor Buzzett adjourned the meeting at 11: 50 A.M.

Approved this _____ day of _____ 2025.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**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 16, 2025, at Noon.**

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Minutes of the Special Meeting of September 8, 2025, and the Conflict Resolution Meeting on September 10, 2025. All in favor; Motion carried 5-0.

Planning Board Recommendations

Salt Pines Subdivision – Parcel #03040-002R: Development Order Amendment from Townhomes to Single Family Residences; Special Exception – Side Setbacks

Commissioner Lowry started that he would be abstaining from voting as he has a business relationship and is a relative of the representative of the developer. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers was completed by Commissioner Lowry and is attached as Exhibit A.

Jim Sickels shared his concerns about this project

Grant Rish and Clay Murphy, representing 68V Salt Pines (FL) 2024 L.L.C., requested a change from the original 100 units to 80 and reduced the previous 16 units in the City to 12. Their original request proposed no lot line setbacks with fire protection between units and 7' setbacks between the buildings. They are now requesting to provide 10' of separation between the residences (5' from the side property line of each house. All other setbacks and lot coverage standards set forth within the LDR will be met.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to accept the recommendation of the PDRB Board and grant the Special Exception. All in Favor; Motion carried 4-0 with Commissioner Lowry abstaining.

Rish Family Plaza Parcel #'s 04830-006R through 04830-016R: Special Exception – Side Setbacks

Commissioner Lowry started that he would be abstaining from voting as he has a business relationship and is a relative of the representative of the developer. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers was completed by Commissioner Lowry and is attached as Exhibit B.

Ray Greer, Representing the Rish Family Plaza requested a 5' side setback for the 13 single family lots rather than the 7' side setback required. This request would allow for the driveways and garages to be located on the rear of the houses and allow for a 25' setback on the Garrison Avenue side.

A Motion was made by Commissioner Langston, seconded by Commissioner Kerigan, to accept the recommendation of the PDRB Board and grant the Special Exception. All in Favor; Motion carried 4-0 with Commissioner Lowry abstaining.

Tenth Street Workforce Housing: Development Order Request

Robert Branch shared his concerns about this project.

Ray Greer updated the Board on the project. There will be 172 Units in the project, and the Single Family homes will be built first followed by the Townhouses. Individuals must qualify for the homes based on income requirements in the Florida Statutes, and there will be Deed Restrictions for resale of the homes.

Mr. Anderson shared that we are close to turning dirt on the project if the grant for the road is approved.

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to accept the recommendation of the PDRB Board and approve the Development Order Request. All in favor; Motion carried 5-0

510 First Street – Tim Petersen: Special Exception Request; Required number of Parking Spaces

Mr. Petersen requested that he be allowed to have 11 parking spaces in front and 7 in the rear for employee parking. He stated that most of their traffic is drop off and pick up much like a daycare facility and the vans will be parked in the back as well.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to accept the recommendation of the PDRB to grant Special Exception Request for Parking Spaces. All in favor; Motion carried 5-0. The Motion from the PDRB included post signs limiting alley parking to employees only; the reduction in parking spaces is for Forgotten Coast Athletics only and not future occupants of the property, and that all DEP requirements for stormwater be met before this request is approved.

City Attorney

Attorney McCahill updated the Commission on the meeting with the Gulf County Board of County Commissioners to reconvene the Conflict Assessment Meeting scheduled for Monday, September 22, 2025, at 3 P.M. in the Donald H. Butler Commission Chamber and meeting room in the Robert M. Moore Administration Building on Ordinances 618 and 619 and Gulf County, Florida Resolutions. 2025-43 and 2025-44. He noted that the City was not served in a timely manner to allow the City to properly notice the meeting in a newspaper.

City Engineer – Josh Baxley

City Government Complex

The survey is completed, and the geotechnical work is expected to begin this week.

Downtown Utilities Phase 2

The contractor is working on the remaining punch list items following last week's walkthrough. Dewberry expects the items to be completed this week.

HMGP Grant – Elevation of 12 Lift Stations

The project is to begin on October 1, 2025.

Downtown Alleys Drainage Improvements

Dewberry has a signed Task Order to design the improvements.

Avenue A Stormwater

Dewberry has a signed Task Order to design the improvements.

Commissioner Kerigan asked when the striping will be completed on Tenth Street. Mr. Baxley will check with the contractor on this.

City Projects

Mr. Anderson shared that Mr. Grantland is working on a water reuse program.

Williams Avenue Parking Lot Layout

Commissioners shared their suggestions for revisions to the drawing presented. A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the drawing with the changes presented. All in favor; Motion carried 5-0.

New Business

Boat Launch Permits – Mayor Buzzett

A Workshop was held on this prior to this meeting. Mayor Buzzett requested that this item remain on the Agenda for future meetings.

CDBG-DR Grant Application – Wastewater Treatment Plant: Public Hearing

Mayor Buzzett opened the meeting for the Public Hearing to submit a CDBG-DR Grant Application for the Wastewater Treatment Plant.

Mr. Anderson shared that this is to make improvements to the Wastewater Treatment. Baskerville Donovan is working with the City to design new filtration, spray fields improvements, and expanded capacity leading to an Advanced Treatment Plant. The projected cost is estimated to be \$70 – 80 Million dollars.

Mayor Buzzett noted that the City is under a Consent Order from DEP and this will help with that.

The following individuals had questions about the project: Jimmy Garcia, Robert Branch, and Charles Gathers.

Mayor Buzzett closed the Public Hearing.

Road Bond

Mayor Buzzett shared that the County has asked the City to participate in a Road Bond that would extend the current bond from 2032 to 2050, an additional 18 years. This involves giving up the City's gas tax money for an additional 18 years to receive approximately \$2 million dollars and he does not feel that this will benefit the City. He did note that County Commission Chairman Quinn as well as Commissioners McCroan and Pridgeon have City roads in their districts and they would most likely be using some of their road bond money to pave the roads.

Commissioner Langston shared the need for road improvements for Avenues A – G in North Port St. Joe. It was noted there is approximately \$480,000 escrowed for paving and there is approximately \$700,000 in the upcoming budget that should cover paving for North Port St. Joe.

Consensus of the Commission was that more information is needed before making a decision as the City currently receives 22% of the bond money. The County wants to figure percentages based on the Discretionary Sales tax rather than population.

No Motion was made as more information is needed to make a sound decision.

Garbage Rates

BCC has notified the City there will be a 2% CPI increase beginning on October 1, 2025. This will increase the average household bill .42 per month. This is the first rate increase from BCC in several years.

Resolution 2025-13 Utility Rates

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to adopt Resolution 2025-13 stating the utility rates in Ordinances 575 and 576 will remain unchanged in the 2025 -2026 Fiscal Year. All in favor; Motion carried 5-0.

Public Works – John Grantland

Girls' Softball Field Grinder Pump

Mr. Grantland shared that Pump and Process Equipment and Controls has donated the Grinder Pump Station and they have given it to the Plumber.

Surface Water Plant – Larry McClamma

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

Wastewater Plant – Joe Harris

Mr. Harris noted that the plant is up and running, and they are discharging.

Finance Director

FEMA Update

The review is still in step 6 of 8 of the financial review. Apparently there is a very stringent review but the payment is in the pipeline.

Grants Reimbursement Update

Mr. Lacour is in the process of closing the fiscal year by the end of the month and continues to seek reimbursements.

Code Enforcement

Mr. Anderson shared the department has had an active week, notices are being sent to people, and Officer Sanders is doing a good job. Mayor Buzzett requested that Officer Sanders come to a meeting to be introduced to the Commission.

Police Department – Chief Richards

Chief Richards did not have anything to update the Commission on today.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared there have been no significant changes in the grants on Pages 63-64. She did share that final reimbursement requests have been submitted to Liberty Partners for the Centennial Building and Cape San Blas Lighthouse Complex.

Citizens to be Heard

Chester Davis, Bertha Quinn, Charles Gathers, Jimmy Garcia, and Robert Branch shared their opinions on various topics.

Discussion Items by Commissioners

Commissioner Hoffman encouraged everyone to watch the Gulf County Commission Meeting that followed the Conflict Assessment Meeting with the City on September 10, 2025, concerning the Drydock and Eastern Ship Building.

Commissioner Lowry did not have any additional information to share with the Commissioners.

Commissioner Kerigan shared that County Commissioner Randy Pridgeon invited him to stay for the meeting following the Conflict Assessment meeting. He also felt that EDC Director Jim McKnight supported the drydock, but not a full-blown port.

Commissioner Langston asked about helping Sheryl Prior with an issue concerning her property. Mr. Anderson responded that she would need to submit a Special Exception Request to the PDRB Board and City Commission to approve.

Commissioner Langston also encouraged everyone to look at the new windows in the Washington Gym.

Mayor Buzzett introduced Kathy Gilbert, Gulf County Rebuild, who shared information on what they could do to help Ms. Prior. She noted they are partnering with the NPSJ CRA to combine efforts on this project. Auburn University Students will be here in March, and she anticipates they will also be helping with this project.

Mr. Anderson noted that non-conforming structure issues need to be addressed through the PDRB and encouraged Ms. Gilbert to reach out to April in the Building Department.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 2:05 P.M.

Approved this _____ day of _____ 2025.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lowry, Brett Charles</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS <i>134 Gulf Coast Cir</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL 32456		☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
COUNTY Gulf		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
DATE ON WHICH VOTE OCCURRED <i>Sept 16th, 2025</i>		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett Charles Hawry, hereby disclose that on Sept 16th, 2025:

(a) A measure came or will come before my agency which (check one or more)

☐ inured to my special private gain or loss;

☒ inured to the special gain or loss of my business associate, Grant Rich;

☒ inured to the special gain or loss of my relative, Grant Rich;

☐ inured to the special gain or loss of _____, by whom I am retained; or

☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Business relationship/relative of representative of developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Sept 16th, 2025
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

Exhibit B

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lawrence Brett Charles</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS <i>134 Gulf Coast Circle</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL 32456	COUNTY Gulf	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>Sept 16th 2025</i>		NAME OF POLITICAL SUBDIVISION: <i>City of Port St. Joe</i>	
		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

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- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett C. Lowry, hereby disclose that on Sept. 16th, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☒ inured to the special gain or loss of my business associate, Grant Bish;
- ☒ inured to the special gain or loss of my relative, Grant Bish;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

- Business Relationship / Relation of developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Sept 16th, 2025

Signature

[Signature]

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

ORDINANCE NO. 622

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, 2025 AND ENDING SEPTEMBER 30, 2026, STATING THE PERCENTAGE BY WHICH THE MILLAGE LEVIED IS 4.60% 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, 2025 and ending September 30, 2026.

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, 2025, and ending September 30, 2026, 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, 2025, and ending September 30, 2026, 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 3.4237 mills (computed pursuant to Florida law) is 4.60%.
3. This ordinance shall be effective October 1, 2025.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this 22nd day of September 2025.

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: \$ 2,604,461

A. Initially proposed tax levy \$ 2,604,461

B. Less tax reductions due to Value Adjustment Board
and other assessment changes..... \$ 7,477.00

C. Actual property tax levy..... \$ 2,596,984

This year's proposed tax levy..... \$ 2,895,062

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

September 22, 2025

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. 623

**AN ORDINANCE OF THE CITY OF PORT ST. JOE,
FLORIDA, ADOPTING THE TENTATIVE BUDGET
FOR FISCAL YEAR 2025/2026 AS THE FINAL
BUDGET OF THE CITY OF PORT ST. JOE, FLORIDA
FOR FISCAL YEAR 2025/2026 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 8, 2025, and September 22, 2025, and

WHEREAS, the Board, after due consideration, has determined to adopt the amended tentative budget for Fiscal Year 2025/2026, 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 2025/2026, 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 2025/2026.

EFFECTIVE DATE: The effective date of this ordinance is October 1, 2025.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida this 22nd day of September 2025.

THE CITY OF PORT ST. JOE

Rex Buzzett, Mayor

ATTEST:

Charlotte M. Pierce, City Clerk

**CITY OF PORT ST JOE
BUDGET SUMMARY
FISCAL YEAR 2025-2026**

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	\$299,563	\$0	\$0	\$299,563
ESTIMATED REVENUES:					
TAXES:					
Ad Valorem Taxes	\$2,855,162				\$2,855,162
Earned Interest	\$438,933	\$2,841	\$0	\$39,442	\$481,216
Fines and Forfeitures	\$8,631				\$8,631
Franchise & Utility Taxes	\$1,317,350				\$1,317,350
Licenses and Permits	\$527,417				\$527,417
Grants/Loans/Bonds	\$6,319,250	\$2,161,794	\$0	\$8,890,000	\$17,371,044
Intragovernmental Revenue	\$883,946				\$883,946
Depreciation Funds	\$0	\$0	\$0	\$0	\$0
Misellaneous Revenues	\$123,604	\$9,000	\$37,394	\$679,700	\$849,699
Rents and Royalties	\$115,882			\$468	\$116,350
Garbage Fees			\$1,300,945		\$1,300,945
Water Department		\$4,716,546			\$4,716,546
Wastewater Treatment Services				\$5,596,479	\$5,596,479
TOTAL REVENUES & OTHER SOURCES	\$12,590,174	\$7,189,744	\$1,338,339	\$15,206,090	\$36,324,346
Fund Balances/Reserves/Net Assets	\$0	\$0	0	\$0	\$0
TOTAL REVENUES, TRANSFERS & BALANCES	\$12,590,174	\$7,189,744	\$1,338,339	\$15,206,090	\$36,324,346

EXPENDITURES/EXPENSES	GENERAL FUND	WATER FUND	SOLID WASTE FUND	WASTEWATER FUND	TOTAL ALL FUNDS
City Commission	\$95,304	\$30,613	\$7,653	\$38,267	\$171,837
Administration	\$2,684,339				\$2,684,339
City Attorney	\$20,776	\$21,000		\$21,000	\$62,776
Public Works Administration	\$41,591				\$41,591
Municipal Building	\$39,493				\$39,493
Police Department	\$1,761,492				\$1,761,492
Fire Department	\$320,759				\$320,759
Operations	\$4,307,440				\$4,307,440
Parks and Recreation	\$2,937,845				\$2,937,845
Maintenance Shop	\$195,659				\$195,659
Non-Departmental	\$185,475				\$185,475
Water Distribution		\$3,524,662			\$3,524,662
Water Plant		\$2,779,135			\$2,779,135
Water Administration		\$496,162			\$496,162
Trash Collection/Disposal			\$165,619		\$165,619
Garbage Collection/Disposal			\$1,165,067		\$1,165,067
Wastewater Treatment				\$2,585,567	\$2,585,567
Sewer Collection				\$10,979,589	\$10,979,589
WW Administration				\$982,235	\$982,235
Long-Term Debt	\$0	\$338,171		\$599,431	\$937,602
TOTAL EXPENDITURES	\$12,590,174	\$7,189,744	\$1,338,339	\$15,206,090	\$36,324,346
Fund Balances/Reserves/Net Assets	\$0				\$0
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & B.	\$12,590,174	\$7,189,744	\$1,338,339	\$15,206,090	\$36,324,346

**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. 2025-14

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 October 1, 2025.

THIS RESOLUTION ADOPTED this _____ day of September, 2025.

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 2025/2026 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
Assistant Finance Director	\$20.17	\$29.64	\$41,953.60	\$61,651.20
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	\$18.27	\$26.51	\$38,001.60	\$55,140.80
Accounts Payable	\$20.16	\$29.64	\$41,932.80	\$61,651.20
Code Enforcement Officer	\$18.27	\$37.48	\$38,001.60	\$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	\$18.27	\$26.00	\$38,001.60	\$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	\$18.27	\$26.00	\$38,001.60	\$54,080.00
Meter Reader	\$18.27	\$26.00	\$38,001.60	\$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	\$18.27	\$26.00	\$38,001.60	\$54,080.00
Equipment Operator II	\$19.65	\$37.48	\$40,872.00	\$77,958.40

Parks & Recreation Department:

Service Worker I (Part Time)	\$18.27	\$26.00	\$38,001.60	\$54,080.00
Summer Help (Part Time)	\$18.27	\$26.00	\$38,001.60	\$54,080.00

Streets and Drainage:

Inmate Supervisor	\$18.27	\$33.67	\$38,001.60	\$70,033.60
Equipment Operator II	\$19.65	\$37.48	\$40,872.00	\$77,958.40
Equipment Operator I	\$18.27	\$22.95	\$38,001.60	\$47,736.00
Service Worker II	\$18.51	\$21.51	\$38,500.80	\$44,740.80
Service Worker I	\$18.27	\$26.00	\$38,001.60	\$54,080.00

Solid Waste (Yard Debris):

Equipment Operator II	\$19.65	\$37.48	\$40,872.00	\$77,958.40
Equipment Operator I	\$18.27	\$27.95	\$38,001.60	\$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	\$18.27	\$26.00	\$38,001.60	\$54,080.00
Chipola Pump Station Operator	\$19.18	\$31.00	\$39,894.40	\$64,480.00
Maintenance Worker I	\$18.27	\$26.00	\$38,001.60	\$54,080.00
Lab Technician	\$19.18	\$29.95	\$39,894.40	\$65,044.80

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	\$18.27	\$26.00	\$38,001.60	\$54,080.00
Maintenance Worker I	\$18.27	\$26.00	\$38,001.60	\$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
Sergeant	\$23.37	\$32.00	\$48,609.60	\$66,560.00
Patrolman	\$22.64	\$30.09	\$47,091.20	\$62,587.20
Administrative Assistant	\$18.27	\$26.00	\$38,001.60	\$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

**** 5% for all Employees and to the starting pay of all positions Effective 10/1/25********Minimum Pay for the City increased to \$18.27 per hour effective 10/1/25********License Certification Raises: Water Distribution, Water & Sewer Plants \$1.00 or Class Minimum, Which****** Oncall \$100 per week for Public Works & \$100 per weekend for the Fire Dept. effective 10/1/23****



Gulf County Sheriff's Office

Sheriff Mike Harrison

41B Cecil G. Costin Sr. Blvd. • Port Saint Joe, Florida 32456 • www.gulfsheriff.com
850-227-1115 • 850-639-5717 • Fax 850-227-2097

September 17, 2025

City of Port St. Joe
Mayor Rex Buzzett
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, Florida 32456

Mayor Buzzett,

I am respectfully asking for a \$5,000 increase in the Dispatching Service Agreement for FY 25/26. As of October 1, 2025, the start out pay for a dispatcher at the Gulf County Sheriff's Office is anticipated to be \$43,500 per year. The total cost of the position with benefits is \$65,300. I am requesting that our contract price be raised to \$90,000, please see below for justification. These changes are reflected in the attached agreement for board approval and your signature. If you have any questions or need anything, please do not hesitate to contact me.

Sincerely,

Mike Harrison
Gulf County Sheriff

GULF COUNTY SHERIFF'S OFFICE

Projected 25/26 Estimates	Gross Salary	Social Security	Medicare	Retirement	Health Benefits	Workers Comp	Total w/Benefits
Start Out Pay for Dispatcher	\$ 43,500.00	\$ 2,700.00	\$ 600.00	\$ 6,000.00	\$10,500.00	\$ 2,000.00	\$ 65,300.00
2 Position TOTAL	\$ 87,000.00	\$ 5,400.00	\$ 1,200.00	\$ 12,000.00	\$21,000.00	\$ 4,000.00	\$ 130,600.00
FY 25/26 Budget Request							\$ 90,000.00
Shortfall 25/26							\$ 40,600.00

AGREEMENT FOR DISPATCHING SERVICES

This **AGREEMENT** is entered into by and between the City of Port St. Joe, a municipal corporation existing under the laws of the State of Florida (referred to as "Port St. Joe"), and Mike Harrison, as Sheriff of Gulf County, Florida (referred to as "the Sheriff").

WHEREAS, the Sheriff maintains round-the-clock police services; and

WHEREAS, the Sheriff and the Police Department would realize a more cost-effective dispatching service by sharing resources; and

WHEREAS, the Sheriff is willing to provide dispatching services to the Port St. Joe Police Department if the City of Port St. Joe reimburses the Sheriffs applicable costs;

NOW, THEREFORE, the parties hereby agree as follows:

A. SERVICES TO BE PROVIDED BY THE SHERIFF

The Sheriff agrees to:

1. Provide all police dispatching services required within the corporate limits of Port St. Joe. Calls for such services are to be directed to telephone numbers to be provided to the Sheriff by Port St. Joe and the Sheriff will dispatch Port St. Joe Police units in response to such calls at all times.
2. Provide necessary instruction and training in proper radio use of communications to be established.
3. Maintain a numbered zone or other appropriate means of identification for calls within the City of Port St. Joe.
4. Keep adequate records, including assignment of appropriate case/event numbers, in regard to the handling of calls from the City of Port St. Joe and be responsible for all audits by FDLE.
5. Agree to provide access to Port St. Joe 24 hours a day, 7 days a week to information contained in the Florida Crime Information Center System (FCIC), National Crime Information Center System (NCIC),

National Law Enforcement Telecommunications System (NLETS), other state and national criminal justice information systems, motor vehicle registry, driver license registry, boat registry, and administrative information systems as required to perform their law enforcement functions.

B. PORT ST. JOE'S RIGHTS AND RESPONSIBILITIES

The City of Port St. Joe agrees to:

1. Observe the instructions and procedures to be provided by the Sheriff for the use of radios and for coordination of dispatching efforts under this Agreement.
2. Provide adequate radio equipment compatible with radio equipment utilized by the Sheriff for use of the Port St. Joe police units.
3. In situations where the Port St. Joe Chief of Police or another responsible officer needs to dispatch police units, the Sheriff's dispatcher is to be notified as soon as possible as to the nature of the call involved and the location to which a Port St. Joe unit has been dispatched.
4. Supply the Sheriff's Dispatchers with a list of persons who are authorized to direct the dispatching of police units for Port St. Joe City business.
5. If Port St. Joe continues to maintain a telephone number that can be reached during the day for police-related calls, Port St. Joe will make arrangements for calls to this number to be referred to Sheriff's dispatching 24 hours a day.
6. Comply with all terms of the Memorandum of Agreement, including attachments thereto, between the Sheriff and the Port St. Joe Chief of Police. Said agreement is attached hereto and incorporated herein by reference.

C. MUTUAL COOPERATION AND INDEMNIFICATION

1. The Sheriff agrees to dispatch the Sheriff's units into Port St. Joe when:
 - a. A felony-in-progress or life-threatening situation is reported, and
 - b. A unit of Port St. Joe Police Department is unable to respond. Sheriff units that have been dispatched will do what is necessary upon arriving on the scene to assume control of the situation until a unit of the Port St. Joe Police Department arrives and is able to assume control.
2. Units of the Port St. Joe Police Department may be dispatched into areas outside of Port St. Joe, when necessary, to assist a Sheriff's deputy or as otherwise permitted pursuant to the mutual aid agreement in effect between the parties, and for routine calls.
3. The Sheriff and Port St. Joe do not assume any liability for the acts, omissions, or negligence of the other. To the extent permitted by Section 768.28, F.S., each shall indemnify and hold the other harmless from all claims, damages, losses, and expenses arising out of or resulting from the performance of their respective operations under this Agreement.

D. TERM OF AGREEMENT

1. The term of this Agreement shall run from October 1, 2025, through September 30, 2026. Either party may terminate this Agreement of convenience by providing written notification at least sixty (60) days in advance to the other party. In the event of such a termination, payment will be made on a pro rata basis to the date of termination.

E. COMPENSATION

1. The City of Port St. Joe shall pay annually dispatching service fees to the Sheriff of Gulf County based on mutually agreed costs. During the term of this Agreement, the cost to the City of Port St. Joe will be \$90,000.00. The City of Port St. Joe shall pay salaries and benefits from October 1, 2025, through September 30, 2026, in October of 2025.
2. The Sheriff and City Commission will annually review the projected dispatch costs.
3. The Sheriff and Port St. Joe do not assume any liability for the acts, omissions, or negligence of the other. To the extent permitted by Sections 768.28, F.S., each shall indemnify and hold the other harmless from all claims, damages, losses, and expenses arising out of or resulting from the performance of their respective operations under this Agreement.

F. MISCELLANEOUS PROVISIONS

1. If Port St. Joe or the Sheriff has any questions or complaints regarding matters covered under this Agreement, these shall be forwarded to either the Sheriff or the Chief of Police of Port St. Joe, as appropriate. If a satisfactory explanation is not provided to Port St. Joe regarding the particular question or complaint within five (5) working days, the Board of City Commissioners may then authorize a written communication to be sent to the Sheriff regarding such question. The Sheriff agrees to respond to such communications within a reasonable time, depending upon the seriousness of the question or problem involved.
2. All amendments to this Agreement shall be in writing and signed by all parties.
3. This written agreement supersedes all previous.

AGREEMENT

In accordance with policy established by Federal and State authorities for the FCIC/NCIC systems, the Port St. Joe Police Department, hereinafter referred to as "**Owner of the Record**," and the Sheriff's Office of Gulf County, Florida, hereinafter referred to as "**Holder of the Record**" enter into this Agreement, effective October 1, 2025, with both parties agreeing as follows:

1. The **Holder of the Record** shall be responsible for entering records into the FCIC/NCIC automated system during those shifts that it dispatches for Port St. Joe PD.
2. The **Holder of the Record** shall be responsible for updating all records maintained in the FCIC/NCIC automated system if updates become available while dispatching for Port St. Joe PD.
3. The **Holder of the Record** shall be responsible for confirming a hit on a record.
4. The **Owner of the Record** shall immediately notify the **Holder of the Record** when any record referred to in the Memorandum of Understanding is to be canceled or modified in accordance with applicable NCIC and FCIC standards and requirements.
5. The **Owner of the Record** shall provide complete and accurate supporting documentation to the **Holder of the Record** prior to initial record entries being made.
6. Both parties shall adhere to applicable FCIC and NCIC standards and requirements.

SHERIFF'S OFFICE OF
GULF COUNTY, FLORIDA



Mike Harrison
Sheriff, Gulf County, FL

PORT ST. JOE POLICE DEPARTMENT
PORT ST. JOE, FLORIDA

Rex Buzzett
Mayor, Port Saint Joe, FL

Date: 9-17-25

Date: _____