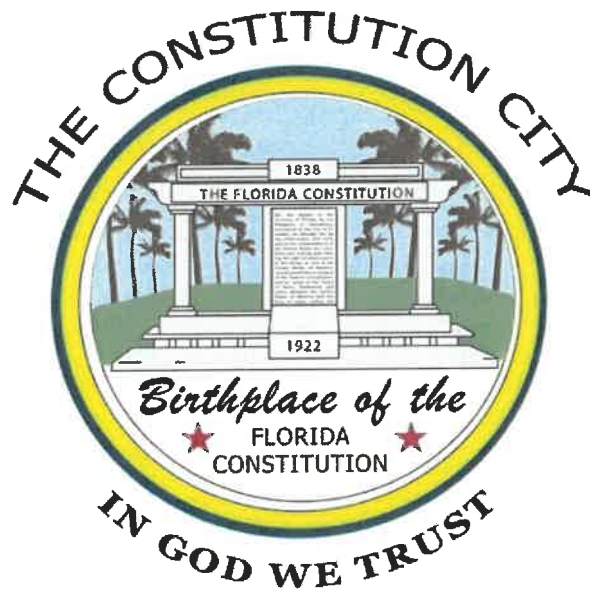


**November 4, 2025
Regular Meeting
12:00 P.M.**

**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

Regular Public Meeting

12:00 P.M.

November 4, 2025

Call to Order

Consent Agenda

Minutes

- **Executive Session 10/21/25**
- **Regular Meeting 10/21/25**

Page 1

Pages 2-5

City Attorney

- **Ord. 624 2nd Reading & Adoption**
103 3rd Street, Parcel #04707-000R, L & A Hotel Properties
- **Ord. 626 1st Reading & Request to Advertise**
Sober Living Homes and Recovery Residences
- **Update on Gulf County v/s City of Port St. Joe Case # 2025-CA-21**

Pages 6-22

Pages 23-26

City Engineer

- **Update**

Old Business

- **City Projects**

Pages 27-28

New Business

- **Offer to Purchase Property (Offer Rescinded)**
- **Humane Society Request**
- **Audit Engagement Letter**

Page 29

Pages 30-35

Public Works

- **Request to Purchase Vehicle on State Contract**

Pages 36-37

Surface Water Plant

- **Request to Purchase Vehicle on State Contract**

Pages 38-39

Wastewater Plant

- **Request to Purchase Vehicle on State Contract**

Pages 40-41

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**

Code Enforcement

- Update

Police Department

- Update

City Clerk

- Grants- Update
- Employee Appreciation Luncheon

Pages 42-43

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE EXECUTIVE SESSION SPECIAL MEETING FOR CASE #25-59-CA, CITY OF PORT ST. JOE V TALLULAH CBD, LLC, D/B/ATALLULAH CBD OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, October 21, 2025, AT 11:30 A.M.

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Carie Fodge, Attorney Clint McCahill, Chief of Police Jake Richards, and Police Lt. Russell Burch were also present.

The Purpose of the meeting was Case #25-59-CA, City of Port St. Joe v Tallulah CBD, LLC, d/b/a Tallulah CBD.

Call to Order

The services of a court reporter were secured for this meeting.

Attorney McCahill invoked a closed Session that was advertised as Case #25-59-CA, City of Port St. Joe v Tallulah CBD, LLC, d/b/a Tallulah CBD.

Mayor Buzzett noted the Commission was in Executive Session and asked that the public excuse themselves for this session.

Attorney McCahill conferred with the Commissioners.

The meeting was adjourned at 11:58 A.M., and reopened to the public

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, October 21, 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 Langston, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of October 7, 2025. All in favor; Motion carried 5-0.

Planning Board Recommendation

Ordinance 624 First Reading: 103 Third Street, Parcel #04707-000R, L & A Hotel Properties

Ray Greer, the applicant's representative, shared that the property was previously owned by First Baptist Church and zoned Public Use as a church. The applicant is requesting it be changed to Commercial C-1.

A Motion was made by Commission Lowry, second by Commissioner Langton, to have the First Reading of Ordinance 624.

Christy McElroy shared her concerns about the project.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 624 by Title Only.

City Attorney

Resolution 2025-15 FDOT Temporary Road Closure Highway 98

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to adopt Resolution 2025-15.

Christy McElroy shared her concerns about the project.

All in favor; Motion caried 5-0.

Resolution 2025-16 FDOT Highway Pattern Pavement

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to adopt Resolution 2025-16.

All in favor; Motion carried 5-0.

City Engineer – Josh Baxley

City Government Complex

The Geotechnical Report was provided last week, and Dewberry is moving forward with the site design.

Downtown Utilities Phase 2

Dewberry is waiting on the as-builts and final pay request from the contractor. There have been issues with the billing from the contractor.

HMGP Grant – Elevation of 12 Lift Stations

This project began on October 1, and Mr. Baxley is not aware of any issues as Dewberry is not the inspector for the project.

Downtown Alleys Drainage Improvements

The survey is complete, and the project is in design.

Avenue A Stormwater

The survey for this project is complete, and the project is in design.

Old Business

City Projects

Mr. Anderson shared that the Downtown Water Line Project is close to being completed, elevation of the 12 Lift Stations is about to begin, and the CDBG-DR Sewer Rehab Grant is also about to begin.

New Business

Offer to Purchase Property

The following individuals shared their thoughts on this item. Robert Branch, Christy McElroy, Denise Vickers, and Jeff Bray.

After a lengthy discussion, Commissioner Hoffman made a motion not to sell the property now or at any time in the future. Commissioner Kerigan second the motion for discussion. Commissioner Langston asked that the matter be Tabled for further review. Previous motions were withdrawn.

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to Table this item for further study and leave the topic on the Agenda until resolved. All in favor; Motion carried 5-0.

Mr. Anderson shared that correspondence has been received from Jorge Gonzalez stating the St. Joe Company has no objections to selling the 3+/- Acres to Liberty Networks LLC.

Public Works – John Grantland

County Road Patch Invoices

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to pay the first invoice of \$19,125.

Christy McElroy shared her thoughts on this item.

Voting in favor of the Motion were Mayor Buzzett, Commissioners Kerigan, Langston, and Lowry. Commissioner Hoffman voted against the Motion. Motion passed 4-1.

Request to Purchase Vehicles on State Contract

Mr. Grantland requested that he be allowed to purchase three vehicles on state contract totaling \$155,640. There are funds in the budget for this purchase.

2026 Ford F-250 Regular Cab Pickup 4WD 142" WB XL 8' Bed	\$ 56,329.00
2026 Ford F-150 Regular Cab Pickup 4WD 122" WB XL 6.5' Bed	\$ 42,982.00
2026 Ford F-250 Regular Cab Pickup 4WD 142" WB XL 8' Bed	<u>\$ 56,329.00</u>
	\$155,640.00

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the purchase of three vehicles on state contract. All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have any new updates for the Commissioners. His department is still short two employees.

Wastewater Plant – Joe Harris

Mr. Harris shared that the plant is running well. They are doing the final wrap up with FL DEP for Zone 3 and they will be sampling next week.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour has not received a response as of today.

Grants Reimbursement Update

Partial reimbursement has been received on the SRF Downtown Waterline Replacement Phase II. The Lead and Copper Grant has been closed out. Hookups are still available for the Septic to Sewer Grant and the Beacon Hill Sewer Project.

Code Enforcement

Mr. Anderson did not have any additional information on Code Enforcement.

Commissioner Langston requested the overgrowth along Avenue F be trimmed. Mr. Anderson shared that the sidehill mower will be used for this project when repairs are completed.

Police Department – Chief Richards

Request to Purchase a Drone on State Contract

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to purchase the drone on state contract for \$26,823.40. All in favor, Motion carried 5-0.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared that a Grant Extension for Close Out has been requested for the Centennial Building and Cape San Blas Lighthouse Complex.

Deliverable Three for the Cape San Blas Complex has been submitted, reviewed, and approved and is in the finance arena for further processing.

A payment request has been submitted for the Centennial Building. The request has been reviewed, approved, and is in the finance arena for further processing.

PDRB Membership

Clerk Pierce noted that PDRB Members Travis Burge, Phil Early, and Hal Keels have all agreed to serve an additional three year term on the PDRB Board.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve PDRB Members Travis Burge, Phil Early, and Hal Keels for an additional three year term on the PDRB Board. All in favor; Motion carried 5-0.

Citizens to be Heard

John Ehrman, Deb Mays, Doug Kelly, Robert Branch, Christy McElroy, and Charles Gathers shared their thoughts on various topics.

Discussion Items by Commissioners

Neither Commissioners Langston, Kerigan, nor Lowry had any additional items to discuss with the Commission.

Commissioner *Hoffman* asked that we consider sending a letter to funding sponsors opposing the proposed Advanced Waste Water Treatment Plant as well as the Gulf County Airport.

Mayor Buzzett thanked the Chamber of Commerce for the events they have been sponsoring, noted a tremendous amount of people have been attending the events, and that all of this is done by volunteers with the exception of Joe Whitmer who is the Chamber Director.

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

ORDINANCE NO. 624

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP OF THE CITY OF PORT ST. JOE, FLORIDA BY AND THROUGH PROCEDURES REQUIRED FOR SMALL-SCALE MAP AMENDMENTS PURSUIT TO AUTHORITY UNDER STATE STATUTES SECTION 163.3187, SPECIFICALLY CHANGING PARCEL ID NUMBER 04707-000R FROM PUBLIC USE TO COMMERCIAL, PROVIDING FOR THE AMENDMENT OF THE ZONING MAP OF THE CITY OF PORT ST. JOE FROM PUBLIC USE PU TO COMMERCIAL C-1; AND PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, provides for the authority and procedure for the City Commission of Port St. Joe, Florida to amend its Comprehensive Plan utilizing procedures applicable to small scale developments; and

WHEREAS, on October 7, 2025, the Planning and Development Review Board sitting as the local planning agency for the City, recommended approval of the small-scale amendment to the comprehensive plan and amendment to the Zoning Map of the City; and

WHEREAS, the City Commission desires to adopt the amendment to the current comprehensive plan to guide and control the future development of the City, and to preserve, promote, and protect the public health, safety, and welfare.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. APPROVAL

The City of Port St. Joe Comprehensive Plan Future Land Use Map and Zoning Map are hereby amended as set forth on Exhibit "A" and are hereby changed from Public Use land use to Commercial and the Zoning from Public Use PU to Commercial C-1. The application and all documentation submitted by the Applicant in support of it are hereby incorporated by reference.

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the approval of the amendment is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan as amended.

SECTION 3. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 4. FUTURE LAND USE MAP

Upon this Ordinance becoming effective, the City of Port St. Joe Future Land Use Map shall be amended to show the Property as having a land use of Commercial.

SECTION 5. ZONING

The Zoning map of the City of Port St. Joe is hereby amended to show the property described in Exhibit "A" as Commercial C-1.

SECTION 6. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

SECTION 8. EFFECTIVE DATE

This ordinance shall become effective upon adoption as provided by law.

This Ordinance was adopted in open regular meeting after its second reading this ____ day of _____, 2025.

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

By: _____
Rex Buzzett, Mayor-Commissioner

Attest: _____
Charlotte M. Pierce
City Clerk

EXHIBIT "A"

Future Land Use Map:

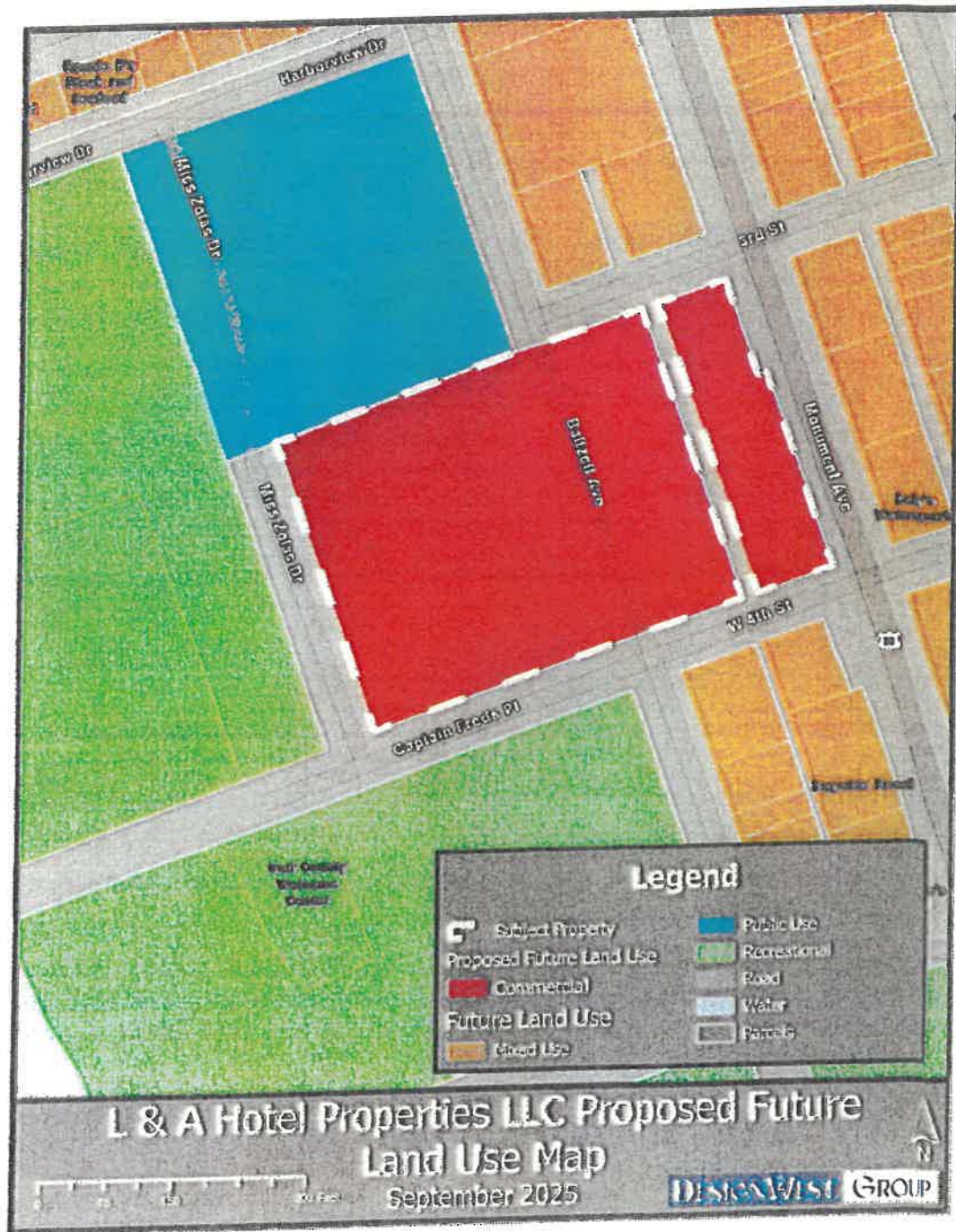
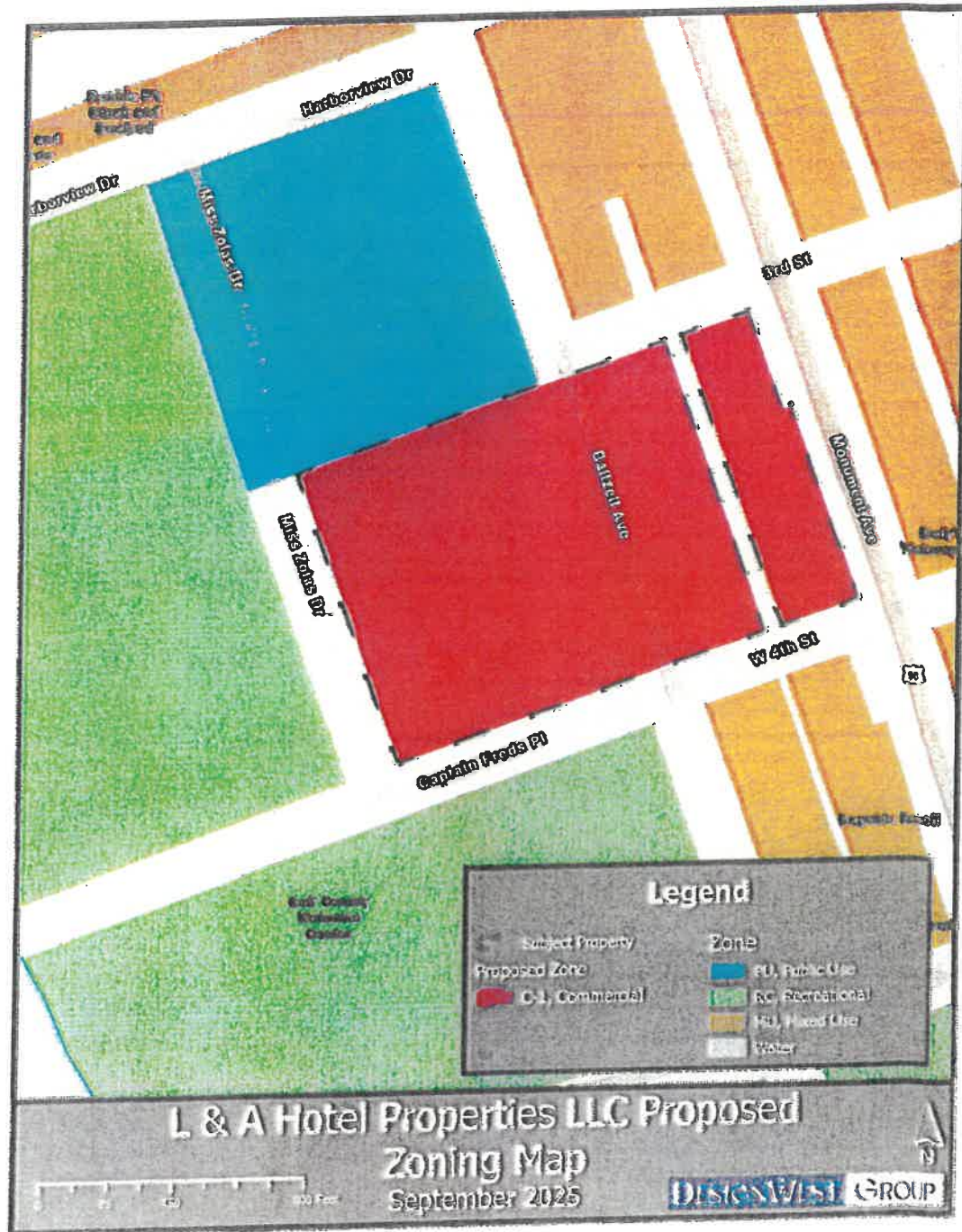


EXHIBIT "A"

Zoning Map:



**CITY OF PORT ST. JOE
COMPREHENSIVE PLAN
SMALL SCALE MAP AMENDMENT
AND REZONING APPLICATION**

Prepared for:

L and A Hotel Properties, LLC
100 Dupont Drive
Port St. Joe, Florida 32456

Prepared by:

DESIGNWEST GROUP
2910 Kerry Forest Parkway
Suite D4-126
Tallahassee, Florida 32309

September 2025

Agent Contact Information

Raymond W. Greer, AICP
DesignWest Group
Project Manager
2910 Kerry Forest Parkway
Suite D4-126
Tallahassee, Florida 32309
Phone: 850.545.6503

Property Information

Property Ownership:

L and A Hotel Properties, LLC
100 Dupont Drive
Port St. Joe, Florida 32456

Property Identification Numbers:

04707-000R

Property Description:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and 24 of Block 14, City of Port St. Joe, Florida as per plat thereof on file in the Office of the Clerk of Court, Gulf County, Florida. Less and except the Easterly 10 feet of said lots 2, 4, 6, and 8, of said Block 14 which were conveyed to the State of Florida for road right of way.

and: Commence at the NE Comer of Tract B of an Official Map No. 1 of the City of Port St. Joe, Florida. Said NE comer being on the West right of way of Baltzell Avenue; thence S19' 14'00" East for 420 feet along said West right of way line to the HE comer of Tract C and the Point of Beginning; thence continue along said West right of way line S 19' 14'00" East for 360 feet to the SE comer of Tract C, said SE comer, being on the NW right of way line of Fourth Street; thence along said NW right of way line S70°03'14"West for 350 feet; thence leaving said NW right of way line, N19° 12'43"W for 360.00 feet to a point on the NW boundary line of Tract C; thence along said NW boundary line N70°103'15"E for 350.00 to the Point of Beginning, within the City of Port St. Joe, Florida.

Small Scale Land Use Map Amendment and Rezoning Request

Existing Future Land Use Map Designation: Public Use

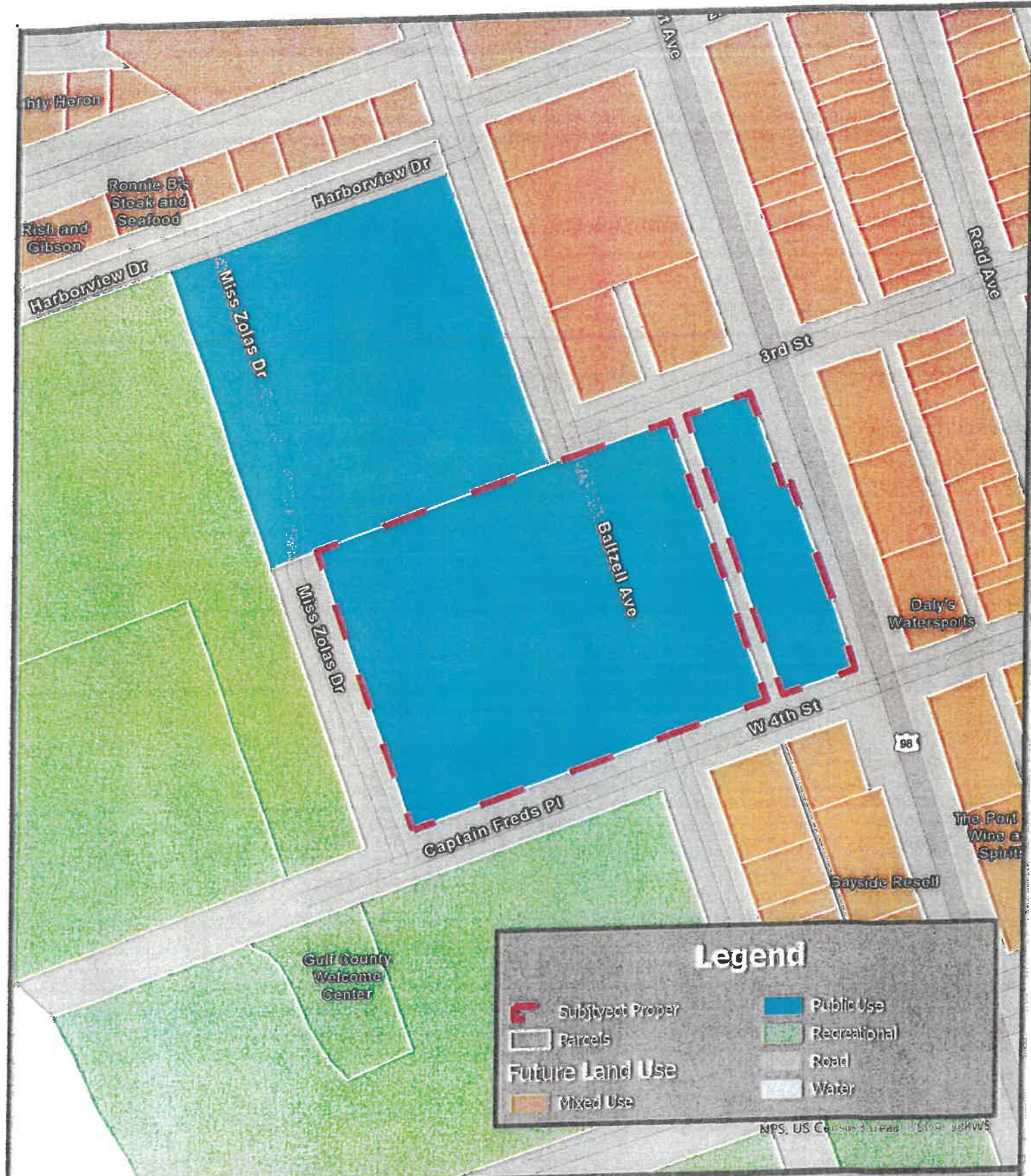
Proposed Future Land Use Map Designation: Commercial

Existing Zoning District: Public Use PU

Proposed Zoning District: Commercial C-1

Maps

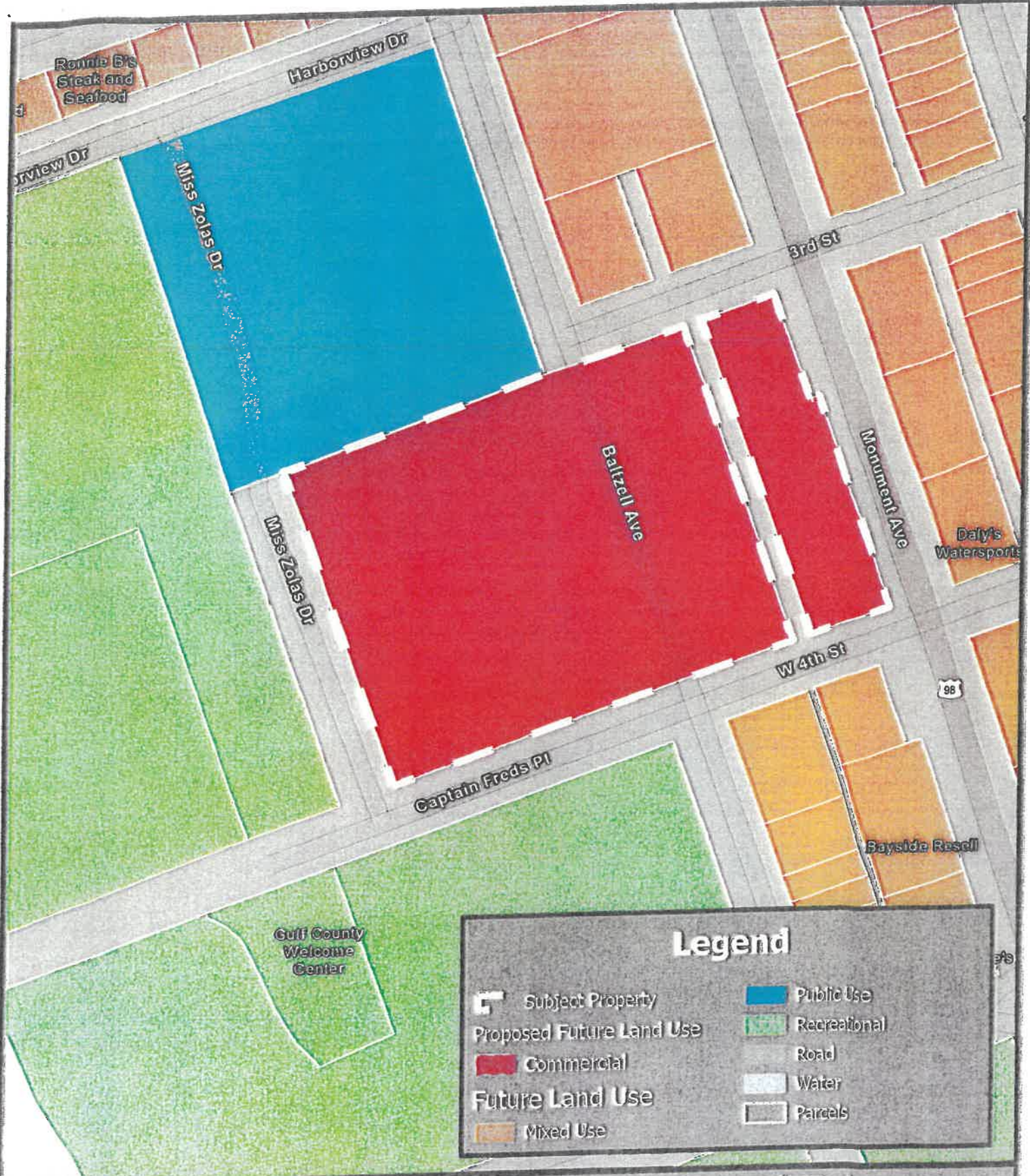
- a) Location Map
- b) Existing Future Land Use Map
- c) Proposed Future Land Use Map
- d) Existing Zoning Map
- e) Proposed Zoning Map



L & A Hotel Properties LLC Future Land Use Map

September 2025

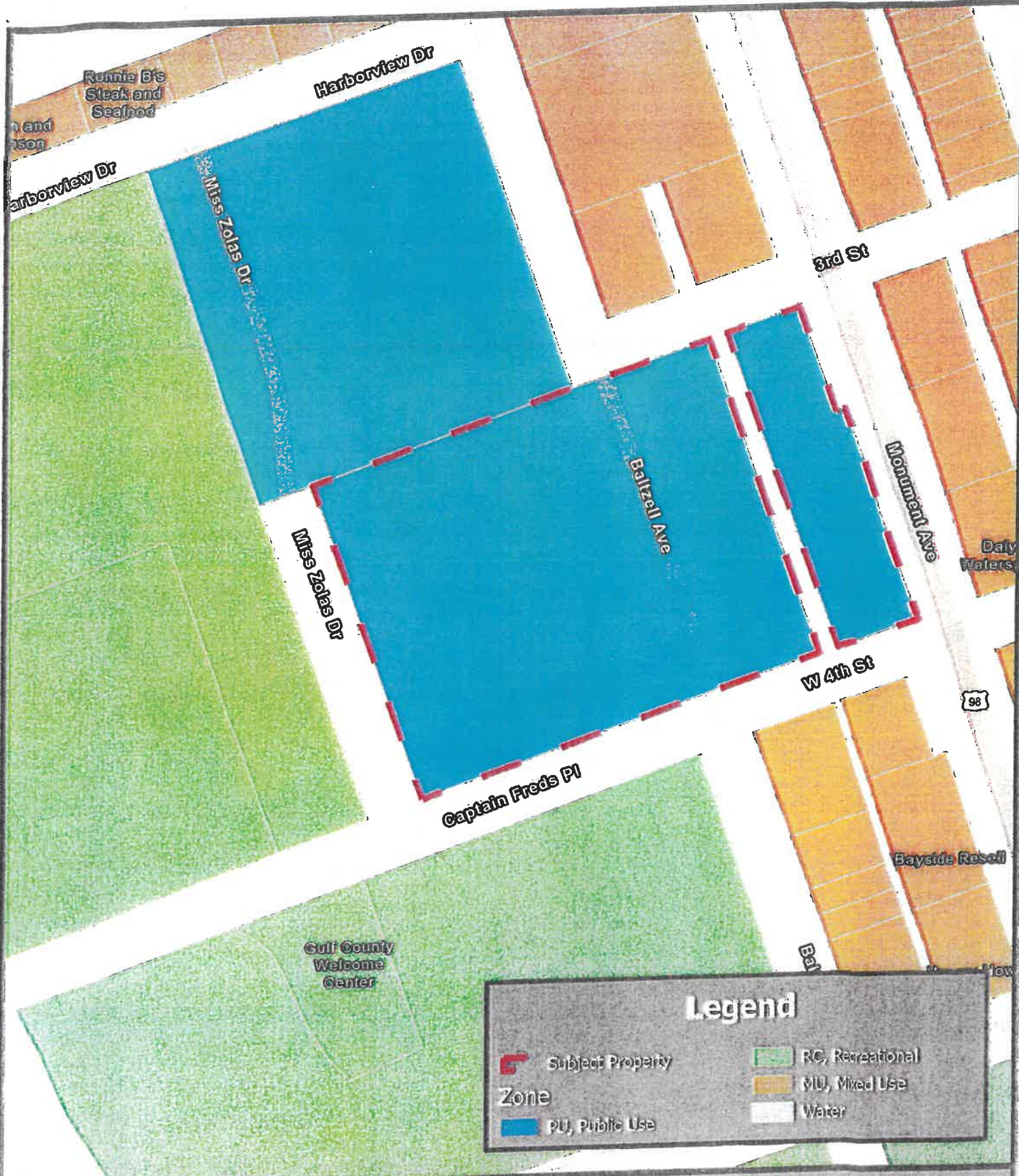
DESIGNWEST GROUP



L & A Hotel Properties LLC Proposed Future Land Use Map

September 2025

DESIGNWEST GROUP



Legend

 Subject Property	 RC, Recreational
 Zone	 MU, Mixed Use
 PU, Public Use	 Water

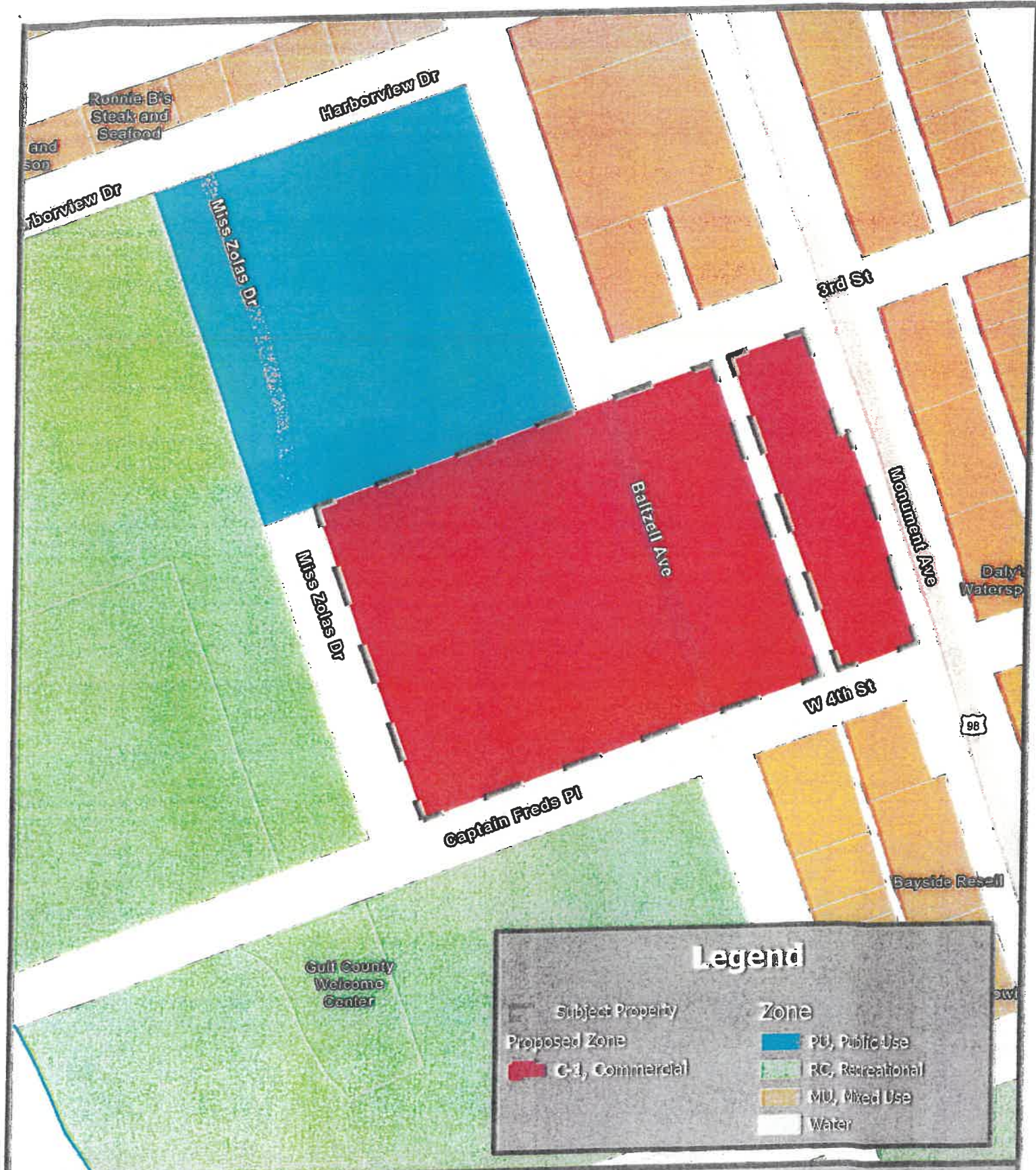
L & A Hotel Properties LLC Zoning Map

September 2025



DESIGNWEST GROUP





L & A Hotel Properties LLC Proposed Zoning Map

September 2025

DESIGNWEST GROUP

City of Port St. Joe Application

**CITY OF PORT ST. JOE FUTURE LAND USE MAP
AMENDMENT APPLICATION**

Property Address: 102 3rd Street

Current Land Use: Public Institution

Property Owner: L & A Hotel Properties,

Proposed Land Use: Commercial

Mailing Address: 100 Depont Drive, Port St. Joe Florida 32456

Phone: (850) 545-6503

Applicant if Different: Raymond W. Greer

Parcel Number: 04707-000R

Raymond W. Greer
Owners Signature

September 16, '25
Date

Sworn to and subscribed before me this 16TH day of SEPTEMBER 2025. Personally Known
OR Produced Identification.
Type Provided _____.



Linda Freeman
Signature of Notary

PUBLIC NOTICE

1. A sign will be posted for two weeks on the property seeking the change and a notice will be published in the local newspaper.

APPLICATION REQUIREMENTS

Application Fee: Small Scale Amendment - \$500.00 – Large Scale Amendment \$2,000.00

Legal Description of Property

Copy of Deed

Copy of Survey

Property Deed

Prepared by:
Costin and Costin
413 Williams Ave.
Port St. Joe, Florida 32456
File Number: FBC/DUREN
Parcel ID Number: 04707-000R

CORRECTIVE General Warranty Deed

Aug. 27

Made this Aug. 27, 2025 A.D. By **FIRST BAPTIST CHURCH OF PORT ST. JOE, FLORIDA, INC. A FLORIDA CORPORATION**, whose address is: P. O. BOX 568, Port Saint Joe, Florida 32457, hereinafter called the grantor, to

L & A HOTEL PROPERTIES, LLC, A FLORIDA LIMITED LIABILITY COMPANY, whose post office address is: 100 DUPONT DRIVE, Port Saint Joe, Florida 32456, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Gulf County, Florida, viz:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and 24 of Block 14, City of Port St. Joe, Florida as per plat thereof on file in the Office of the Clerk of Court, Gulf County, Florida. Less and except the Easterly 10 feet of said lots 2, 4, 6, and 8, of said Block 14 which were conveyed to the State of Florida for road right of way.

and: Commence at the NE Corner of Tract B of a Official Map No. 1 of the City of Port St. Joe, Florida. Said NE corner being on the West right of way of Baltzell Avenue; thence S19°14'00" East for 420 feet along said West right of way line to the HE corner of Tract C and the Point of Beginning; thence continue along said West right of way line S19°14'00" East for 360 feet to the SE corner of Tract C, said SE corner, being on the NW right of way line of Fourth Street; thence along said NW right of way line S70°03'14" West for 350 feet; thence leaving said NW right of way line, N19°12'43"W for 360.00 feet to a point on the NW boundary line of Tract C; thence along said NW boundary line N70°103'15"E for 350.00 to the Point of Beginning.

Subject to covenants, conditions, restrictions, easements of record and for taxes for the current year.

THIS INSTRUMENT IS GIVEN TO CORRECT THE LEGAL DESCRIPTION IN THAT CERTAIN GENERAL WARRANTY DEED RECORDED IN O. R. BOOK 855, PAGE 497, PUBLIC RECORDS OF GULF COUNTY, FLORIDA.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2044.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Holly Atkins
Witness Printed Name Holly Atkins
413 Williams Ave
Port St. Joe, FL 32456

**FIRST BAPTIST CHURCH OF PORT ST. JOE, FLORIDA,
INC. A FLORIDA CORPORATION**

[Signature] (Seal)
BY: ROBERT L. NOBLES, TRUSTEE

Dana G. Mallon
Witness Printed Name Dana G. Mallon
413 Williams Ave
Port St. Joe, FL 32456

[Signature]
BY: CLAY SMALLWOOD, TRUSTEE

[Signature]
BY: JAMES L. STEPHENS, TRUSTEE

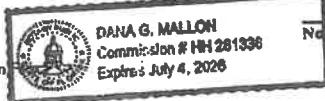


State of Florida

County of Gulf

The foregoing instrument was acknowledged before me this 27 day of Aug., 2025, by ROBERT L. NOBLES, CLAY SMALLWOOD AND JAMES L. STEPHENS AS TRUSTEES OF FIRST BAPTIST CHURCH OF PORT ST. JOE, FLORIDA, INC. A FL. CORP, who physically appeared before me and who are personally known to me.

DEED Individual Warranty Deed - Legal on



Dana G. Mallon
Notary Public

ORDINANCE NO. 626

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, REGULATING SOBER LIVING HOMES, ADDICTION RECOVERY RESIDENCES, AND GROUP HOMES; PROVIDING DEFINITIONS; REQUIRING BUSINESS LICENSING AND REGISTRATION; ESTABLISHING LOCATION, SPACING, OPERATIONAL, AND SAFETY REQUIREMENTS; PROVIDING FOR COMPLIANCE WITH STATE AND FEDERAL LAW; PROVIDING FOR ENFORCEMENT, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Port St. Joe recognizes the need to provide reasonable housing opportunities for persons recovering from substance use disorders in compliance with the federal Fair Housing Act (42 U.S.C. §3601 et seq.) and the Americans with Disabilities Act; and

WHEREAS, the City further recognizes its responsibility to preserve the health, safety, and character of residential neighborhoods while ensuring fair and equal treatment for all residents; and

WHEREAS, the City finds it necessary to establish reasonable, content-neutral regulations for sober living homes and recovery residences, including licensing, spacing, and operational standards consistent with Florida Statutes §§ 397.311, 397.487, and 419.001; and

WHEREAS, the City Commission finds that these standards are narrowly tailored to protect public safety, prevent overcrowding, and promote accountability without discriminating against individuals with disabilities;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. PURPOSE

This ordinance establishes reasonable regulations for the operation and location of sober living homes, addiction recovery residences, and group homes (“recovery residences”) to ensure safe, code-compliant housing while maintaining compliance with all applicable state and federal laws protecting persons with disabilities.

SECTION 2. DEFINITIONS

For purposes of this ordinance:

1. **Recovery Residence / Sober Living Home** – A dwelling providing alcohol- and drug-free housing to persons recovering from substance use disorders and offering a peer-supported environment or structured recovery program.
2. **Community Residential Home / Certified Recovery Residence** – A residence meeting the definitions or certification standards under Florida Statutes §§ 397.311, 397.487, or 419.001.
3. **Operator** – Any person or entity owning, leasing, managing, or operating a recovery residence.
4. **Resident** – Any individual residing in a recovery residence.
5. **Sensitive Use** – Any public or private school (K-12), licensed child-care facility, park, playground, or similar area primarily intended for minors.

SECTION 3. BUSINESS LICENSE AND REGISTRATION

1. **License Required.** All recovery residences shall obtain and maintain a valid **City of Port St. Joe Business License** specific to sober-living or recovery facilities.
2. **Annual Registration.** Operators must register annually with the City's Planning or Code Department and provide:
 - o Operator and emergency contact information;
 - o Address and number of residents;
 - o Proof of compliance with occupancy, building, and fire codes;
 - o Certification or licensure, if applicable.
3. **Renewal.** Licenses and registrations shall be renewed annually and are subject to inspection for compliance.

SECTION 4. ZONING AND LOCATION REQUIREMENTS

1. **Zoning Compliance.** Recovery residences are permitted only in zoning districts that allow residential uses and must comply with all building, parking, and fire-safety codes.
2. **Distance from Sensitive Uses.** No recovery residence shall be located within **1,000 feet** of a school, park, playground, church, or other sensitive use.
3. **Separation Between Residences.** Each recovery residence must be at least **1,000 feet** from another recovery residence, measured property-line to property-line.
4. **State Law Compliance.** All spacing and classification provisions shall be administered consistent with Florida Statutes §§ 419.001 and 397.487 and federal Fair Housing requirements.

SECTION 5. OPERATIONAL AND PROGRAM STANDARDS

1. **Structured Program.** Each recovery residence shall maintain or coordinate a structured recovery program offering counseling, peer-support meetings, relapse-prevention education, or similar services.

2. **Occupancy Limits.** Resident capacity shall not exceed limits set by the Florida Building Code or Fire Code.
3. **Safety Measures.** Each facility must maintain functioning smoke detectors, carbon-monoxide alarms, fire extinguishers, illuminated emergency exits, and posted evacuation plans.
4. **House Rules.** Written rules shall address curfews, visitor policies, emergency procedures, and noise control.
5. **On-Site Supervision.** A responsible resident manager or staff member shall be designated and reachable 24 hours per day.

SECTION 6. HEALTH, SAFETY, AND NUISANCE COMPLIANCE

Recovery residences shall comply with all generally applicable City codes governing sanitation, property maintenance, parking, and noise. Repeated or willful violations may result in fines or suspension of the business license.

SECTION 7. NONDISCRIMINATION AND REASONABLE ACCOMMODATION

The City shall administer this ordinance consistent with the **Fair Housing Act** and **ADA**. Operators or residents may request a reasonable accommodation in writing where strict application of spacing or other standards would result in unlawful discrimination against persons with disabilities.

SECTION 8. ENFORCEMENT AND PENALTIES

Violations shall be enforced through the City's Code Enforcement process. Penalties may include fines, license suspension, or revocation. Continued operation in violation of this ordinance constitutes a public nuisance subject to abatement.

SECTION 9. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 9. SEVERABILITY

If any portion of this ordinance is found invalid or unconstitutional, the remaining sections shall remain in full force and effect.

SECTION 10. EFFECTIVE DATE

This ordinance shall become effective upon adoption.

PASSED AND DULY ADOPTED by the City Commission of the City of Port St. Joe, Florida,
this ____ day of _____, 2025.

**BOARD OF CITY COMMISSIONERS
PORT ST. JOE, FLORIDA**

REX BUZZETT, MAYOR-COMMISSIONER

ATTEST:

CHARLOTTE M. PIERCE
CITY CLERK

Current City Projects 11/4/25

- 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. L& K Contractors have been awarded the Lift Station Rehab bid on 8/20/24. The Bid for the collection system rehab was awarded to Royal American on 7/1/25. Work is set to begin 11/3/25.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing the taps.
- 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 has been tasked for the Architectural Services on 10/15/24.
- 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. The construction is complete and Dewberry is working on the FDEP Permit to place in operation.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bid has been awarded to L & K Contractors. Construction began on 9/30/24.
- 9/8/25 A Task Order was signed with Dewberry to design stormwater improvements in the alley between Bay & Harbor Street
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved. The Bid was awarded to Roberts & Roberts on 11/5/24, CEI Services was awarded to SCE on 1/7/25. The project is complete.
- Centennial Bldg. Roof- The contractor is preparing to make the repairs.
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25.
- Commission Chambers Bldg. Roof- The Bid was awarded to Lewis Walker Roofing on 10/7/25.

- Victoria Ave. Sewer Line Relocation- FDOT requested the line be moved due to roadway improvements. The FDEP Permit was received 7/28/25. Staff is working on boring pricing.
- Water Plant Backwash Reuse System Installation- The grant has been approved and the materials have been ordered. Staff is working on the install.
- 20th Street Stormwater Pipe Evaluation- The Evaluation is in process.
- Williams Ave. Parking Lot- Out for Bids.



October 24, 2025

Mr. Jim Anderson

City Manager
City of Port St. Joe

Dear Mr. Anderson,

The St. Joseph Bay Humane Society relies on the support of the City of Port St. Joe to maintain a clean, safe, and compassionate no-kill shelter. As such, the shelter's water usage represents a significant portion of our annual budget. We currently receive **\$15,000** in funding from the City, yet pay approximately **\$12,000** each year in water costs—leaving only **\$3,000** to cover essential operational expenses.

We now have an opportunity to substantially reduce, and potentially eliminate, our water expenses with the installation of a dedicated well. A local well driller has quoted the project at approximately **\$12,000**. The County Manager has indicated that the County is willing to contribute half of this cost, provided that the City would assist by funding the remaining half.

A **\$6,000 contribution from the City** would provide immediate and lasting relief to our operating budget, allowing more resources to go directly toward animal care, medical treatment, and community outreach. The shelter provides a vital service to the City and its residents at a very modest cost, and continued partnership ensures that we can maintain these standards of care.

We respectfully ask for your support in this effort. Your assistance with this project will make a lasting difference for the shelter, the community, and the many animals that depend on our care.

Thank you for your time and consideration.

Respectfully,


Diana Burkett
Board President
St. Joseph Bay Humane Society
1007 10th St.
Port St Joe, FL 32456

Vance CPA, LLC

Certified Public Accountant

219-B Avenue E • Apalachicola, FL 32320

Tel. (865) 558-3449 • ben@vancecpa.com

Audit Engagement Letter—Single Audit

October 22, 2025

Honorable Mayor and Members
of the City Council
City of Port St. Joe, Florida

We are pleased to confirm our understanding of the services we are to provide City of Port St. Joe, Florida for the year ended September 30, 2025. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Port St. Joe, Florida as of and for the year ended September 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Port St. Joe, Florida's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Port St. Joe, Florida's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB required pension and OPEB schedules

We have also been engaged to report on supplementary information other than RSI that accompanies City of Port St. Joe, Florida's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial:

- 1) Schedule of expenditures of federal awards and state financial assistance.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Port St. Joe, Florida. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Port St. Joe, Florida's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Port St. Joe, Florida's major programs. The purpose of these procedures will be to express an opinion on City of Port St. Joe, Florida's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of City of Port St. Joe, Florida in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted

accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vance CPA LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vance CPA LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 23, 2025, and to issue our reports no later than January 31, 2026. Vance CPA LLC is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$30,550 with the following exceptions. If applicable, the GASB 87 lease standard accounting work will be at our standard hourly billing rates. You will also be billed separately for bank and other confirmations at \$35 per confirmation. Our standard hourly billing rates vary according to the experience level of the personnel assigned. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoice for these fees will be rendered one third upon acceptance of this agreement, one third upon completion of field work, and remaining third when draft financials are presented and payable using ACH transfer or credit card, provided by the firm, and is payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Port St. Joe, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Vance CPA LLC

Vance CPA LLC

RESPONSE:

This letter correctly sets forth the understanding of City of Port St. Joe, Florida.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

ALAN JAY FLEET SALES

Contract Number: 2026 091521-NAF & 032824-NAF
Quote ID: 67468
Agency: PORT ST JOE, CITY OF
Date: 10/20/2025

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 FORD F-250 SUPER CREW CAB PICKUP 4WD 160" WB XLT 6.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	\$60,690.00
Base Price:	\$53,683.00
Factory Options:	\$1,580.00
Aftermarket Options:	\$0.00
Purchase Total:	\$55,263.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: CHRISTY SELF / 904-838-4999 / Christy.Self@AlanJay.com



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	67468-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/20/2025

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/20/2025

REQUESTING AGENCY	PORT ST JOE, CITY OF	EMAIL	JGRANTLAND@PSJ.FL.GOV
CONTACT PERSON	JOHN GRANTLAND	PHONE	850-527-2221
		MOBILE	
		FAX	

SOURCEWELL CONTRACT # 2026 091521-NAF & 032824-NAF

www.NationalAutoFleetGroup.com

MODEL	W2B 603A	MSRP	\$60,690.00
	2026 FORD F-250 SUPER CREW CAB PICKUP 4WD 160" WB XLT 6.5' BED		
		CONTRACT PRICE	\$53,683.00

CUSTOMER ID

BED LENGTH	6.5' Bed
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** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
Z1	Oxford White	\$0.00
2S	Medium Dark Slate, Cloth 40/Console/40 Front Seats	\$520.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic	\$0.00
153	OPTIONS Front License Plate Bracket	\$0.00
18B	Platform Running Boards	\$440.00
603A	Order Code 603A	\$0.00
648	Wheels: 18" Sparkle Silver Painted Cast Aluminum	\$0.00
85S	Tough Bed Spray-In Bedliner	\$620.00
TCH	Tires: LT275/65Rx18E BSW A/S	\$0.00
X37	3.73 Axle Ratio	\$0.00

FACTORY OPTIONS \$1,580.00

CONTRACT OPTIONS	DESCRIPTION	
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.	\$0.00
		CONTRACT OPTIONS \$0.00

TRADE IN

TOTAL COST \$55,263.00

YES WE TAKE TRADE INS ASK ABOUT MUNICIPAL FINANCING

TOTAL COST LESS TRADE IN(S) QTY 1 \$55,263.00

Estimated Annual payments for 60 months paid in advance: \$12,706.11

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER Christy.Self@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Contract Number: 2026 091521-NAF & 032824-NAF
Quote ID: 66894
Agency: PORT ST JOE, CITY OF
Date: 10/5/2025

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 FORD F-150 REGULAR CAB PICKUP 4WD 122" WB XL 6.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	\$49,010.00
Base Price:	\$42,982.00
Factory Options:	\$865.00
Aftermarket Options:	\$0.00
Purchase Total:	\$43,847.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: CHRISTY SELF / 904-838-4999 / Christy.Self@AlanJay.com



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	66894-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/5/2025

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/5/2025

REQUESTING AGENCY	PORT ST JOE, CITY OF	EMAIL	JGRANTLAND@PSJ.FL.GOV
CONTACT PERSON	JOHN GRANTLAND	PHONE	850-527-2221
PHONE	850-527-2221	MOBILE	
		FAX	

SOURCEWELL CONTRACT # 2026 091521-NAF & 032824-NAF

www.NationalAutoFleetGroup.com

MODEL	F1L 103A	MSRP	\$49,010.00
2026 FORD F-150 REGULAR CAB PICKUP 4WD 122" WB XL 6.5' BED			

CUSTOMER ID	CONTRACT PRICE
BED LENGTH	\$42,982.00
6.5' Bed	

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
YZ	Oxford White	\$0.00
AS	Black w/Medium Dark Slate, Vinyl 40/20/40 Front Seat	\$0.00
995	Engine: 5.0L V8	\$0.00
44G	Transmission: Electronic 10-Speed Automatic	\$0.00
103A	OPTIONS Equipment Group 103A High	\$0.00
153	Front License Plate Bracket	\$0.00
18B	Black Platform Running Boards	\$245.00
425	50-State Emissions	\$0.00
924	Rear Window Fixed Privacy Glass w/Defroster	\$0.00
96W	Tough Bed Spray-In Bedliner	\$620.00
	Wheels: 17" Silver Painted Aluminum	\$0.00
	Tires: 265/70R17 BSW A/T	\$0.00

FACTORY OPTIONS	\$865.00
CONTRACT OPTIONS	
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.
CONTRACT OPTIONS	\$0.00

TRADE IN	TOTAL COST	\$43,847.00
YES WE TAKE TRADE INS ASK ABOUT MUNICIPAL FINANCING		
TOTAL COST LESS TRADE IN(S)	QTY	1
		\$43,847.00

Estimated Annual payments for 60 months paid in advance: \$10,081.33

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER Christy.Self@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Contract Number: 2026 091521-NAF & 032824-NAF
Quote ID: 67227
Agency: PORT ST JOE
Date: 10/13/2025

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 4WD WT 6.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	\$43,240.00
Base Price:	\$39,734.00
Factory Options:	\$490.00
Aftermarket Options:	\$0.00
Purchase Total:	\$40,224.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: ASHLEE WILSON / 863-273-1105 / Ashlee.Wilson@AlanJay.com



Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	Quote 67227-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-273-1105	Mailing Address: P.O. BOX 9200 Sebring, FL 33871-9200	
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/13/2025

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/13/2025

REQUESTING AGENCY	PORT ST JOE		
CONTACT PERSON	JOE HARRIS	EMAIL	jharris@psj.fl.gov
PHONE	850-229-6395	MOBILE	
		FAX	

SOURCEWELL CONTRACT # 2026 091521-NAF & 032824-NAF

www.NationalAutoFleetGroup.com

MODEL	CK10703 1WT	MSRP	\$43,240.00
2026 CHEVY SILVERADO 1500 REGULAR CAB PICKUP 4WD WT 6.5' BED			

CUSTOMER ID		CONTRACT PRICE	\$39,734.00
BED LENGTH	6.5' Bed		

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ	Summit White	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
L3B	Engine, TurboMax	\$0.00
MFC	Transmission, 8-speed automatic, electronically controlled	\$0.00
1WT	OPTIONS Work Truck Preferred Equipment Group	\$0.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
QBN	Tires, 255/70R17 all-season, blackwall	\$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall	\$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel	\$0.00
VQ0	LPO, Black work step	\$490.00
	Option/package discount	\$0.00

FACTORY OPTIONS \$490.00

CONTRACT OPTIONS	DESCRIPTION	
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.	\$0.00
EWD	EXTENDED WARRANTY DECLINED	\$0.00

CONTRACT OPTIONS \$0.00

TRADE IN	TOTAL COST	\$40,224.00
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YES WE TAKE TRADE INS ASK ABOUT MUNICIPAL FINANCING

TOTAL COST LESS TRADE IN(S) QTY 1 \$40,224.00

Estimated Annual payments for 60 months paid in advance: \$9,248.33

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY ASHLEE WILSON GOVERNMENT ACCOUNT MANAGER Ashlee.Wilson@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.

Grants Updated- 11/4/25

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. The project is complete and we have requested reimbursement.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.
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. Approval has been given for the amended scope of work by the State.
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 and lift station is constructed. City Staff is making taps.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF. Working to closeout the grant.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
FDOT	\$43,000	Police Dept. - Occupant Protection. Application submitted on 2/27/24. The grant was approved and signed by the City on 10/15/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted 3/25. Was not approved.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.
NWFWMD	\$80,000	Water Plant Backwash Reuse Project. Estimated \$200,000 project, Grant has been approved.

Legislative Request 2025	\$1,900,000 \$300,000	Fire/Police Public Safety Facility Core Park Restrooms. The grants were approved effective 7/1/25
CDBG	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25.
National Fish & Wildlife	\$400K \$100K	60% Design for a Stormwater Pond on Ave A 60% Design for a new Weir at Buck Griffin Lake- Submitted 5/6/25
FDEP/SRF	\$5,539,463.14	Wastewater Plant Improvements. Submitted 6/18/25
FDOC	\$2,300,709	Workforce Housing Road. Application submitted 7/22/25
Fl. Commerce RIF	\$3,800,000	Wastewater Plant Improvements. Submitted 8/25
USDA	\$26,000,000	Wastewater Plant Improvements. Submitted 8/29/25
Fl. Commerce CDBG-DR	\$84,072,000	Wastewater Plant Improvements. Submitted 9/26/25
FDLE JAG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25