

**July 21, 2026
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.

July 21, 2026

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 7/7/26**

Pages 1 - 6

City Attorney

- **Update**

City Engineer

- **Update**

Old Business

- **City Projects**

Pages 7 - 8

New Business

- **Bay Savers - Mayor Buzzett**

Public Works

- **Surplus Property**
- **Seventh Street Paving**
- **Downtown Stormwater**

Page 9

Page 10

Page 11

Surface Water Plant

- **Update**

Wastewater Plant

- **Update**

Finance Director

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

Code Enforcement

- **Update**

Police Department

- **Camera Policy**

Pages 12 - 17

City Clerk

- **Grants- Update**

Pages 18 - 19

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, July 7, 2026, at Noon.**

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

Call to Order

CONSENT AGENDA

Minutes

Attorney McCahill read Form 8B where Commissioner Lowry abstained in the June 16, 2026, meeting from voting on Ordinance 630 Small Scale Plan Amendment Ralph Rish Parcel #06076-016R because Mr. Rish is a business partner of his.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Minutes of the Regular Meeting held June 16, 2026. All in favor; Motion carried 5-0.

Recognition of First Responders

Mayor Buzzett recognized Fire fighters Tim Brock, Michael Mize, and Heath Player for their heroic efforts while on a fire call on May 30, 2026. Mayor Buzzett thanked the gentlemen for their efforts, serving as volunteer Fire fighters, and the difference they make in our community. The gentlemen were given a standing ovation for their work by those attending the meeting.

Mayor Buzzett requested that the Duke Grant Energy Presentation by Scott Mixon be moved up in the meeting.

Scott Mixon, Community and Government Relations Manager North Florida shared the involvement of Duke Energy with communities and presented a check in the amount of \$25,000 to the Commissioner. The grant will be used for pedestrian crosswalks on Tenth Street in the ball park area.

City Attorney

Ordinance 630 Small Scale Plan Amendment; Ralph Rish Parcel #06076-016R Second Reading and Adoption,

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to have the Second Reading and Adoption of Ordinance 630 changing the Land Use designation from Residential 1 (R1) to Commercial 1 C1)

Robert Branch, Ray Greer the applicant's representative, and Christy McElroy addressed the Commission on this issue.

Commissioner Lowry stated that he would be abstaining on the vote as Mr. Rish is a business partner of his. Commissioner Lowry completed Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers and is attached as Exhibit A.

All in favor: Motion carried 4-0 with Commissioner Lowry abstaining.

City Engineer – Josh Baxley

City Complex Mitigation

Mr. Anderson noted an anticipated cost of approximately \$122,000 and this will need to be worked through the budget process.

City Government Complex

Permit Status: FDEP Wastewater – received; ERP Stormwater – RAI response has been accepted; FDOT Access – received; FDOT Drainage Connection – Working on RAI; USACOE Dredge and Fill – received RAI, Dewberry is working with City Staff to respond to the alternatives sites analysis request.

Downtown Alleys Drainage Improvements

100% design for Reid Avenue and Highway 98 have been provided to John Grantland.. The remainder of the alleys are at 60% design and will be completed withing the next two weeks.

Avenue A Stormwater

Dewberry is waiting on the contractor performance and payment bonds.

MLK CDBG

There is a kickoff meeting on July 8, 2026, that will be conducted through Microsoft Teams and in the office of Dewberry.

Core Park Restroom Facility

Dewberry is moving forward with the 60% design.

Avenues C and D Resurfacing

Dewberry is working on 90% design.

Old Business

City Projects

There were no questions on this item.

New Business

Duke Energy Grant Presentation – Scott Mixon

This was moved up to after the Recognition of First Responders.

2026-2027 Tentative Millage Rate

After discussion, a Motion was made by Commissioner Kerigan, second by Commissioner Langston, to set the Tentative Millage rate at 4.0914 for the coming Fiscal Year '26 - '27. It was noted that this is for budgeting purposes as the rate can come down but not be increased. All in favor; Motion carried 5-0.

League of Cities Annual Conference

A Motion was made by Commissioner Lowry, second by Commissioner Langston, for Commissioner Kerigan to continue serving as the voting delegate for the City of Port St. Joe. All in favor; Motion carried 5-0.

City Holidays – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, for City Employees to follow the state holidays and any other holidays declared by the governor. The employees will not give up any of their current holidays. All in favor; Motion carried 5-0.

RFP 2026-03 Workforce Housing Access Road Project

A Motion was made by Commissioner Kerigan, second by Commissioner Hoffman, to award the contract to the low bidder, C. W. Roberts Contracting, Inc., in the amount of \$1,523,943.30 pending state approval. All in favor; Motion carried 5-0.

Mr. Anderson introduced Riley Wolf as the new Wastewater Treatment Plant Manager and welcome him to the City Staff and Port St. Joe,

Public Works – John Grantland

Mr. Grantland shared that former City Employee James “Hambone” Hamilton had passed away this morning.

He also noted that the waterline flushing program will resume in September.

Surface Water Plant - Larry McClamma

Mr. McClamma is waiting on the Geological soil survey for the St. Joe Beach Tank.

Commissioner Hoffman requested that Mr. McClamma obtain the County water reports that are filed concerning their pressure loss over the weekend and why no boil water notices were issued.

Mr. McClamma responded that these reports may be obtained from the FL DEP Site OCULUS.

Wastewater Plant – Riley Wolf

Mr. Wolf shared that everything is in compliance, the plant is running well, and a diesel by pass pump is ready to be shipped out for repairs.

Finance Director – Tiffany Giddens

FEMA Update

Mrs. Giddens stated there were no major updates on FEMA.

Grants Reimbursement Update

Mrs. Giddens is in the process of closing out two grants.

Code Enforcement – John Cannon

Mr. Cannon reported that he is waiting on paperwork from the county attorney for the demolition of three more structures.

Police Department – Chief Richards

Chief Richards stated they had a very busy weekend, staff was taxed pretty well, and no lives were lost.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared there were no major changes on pages 34 and 35, Admiral May was very complimentary of the condition of the lighthouse lens and he is working on a proposal to return the lens to the lighthouse.

Citizens to be Heard

Robert Branch, Christy McElroy, and Jimmy Garcia addressed the Commission on various issues.

Discussion Items by Commissioners

Commissioner Langston thanked the Fire Department for their help at 104 Broad Street and noted the need to start thinking about a paid Fire Department. He noted that the July 4th celebration went well and thanked those who participated in the festivities.

Commissioner Kerigan felt that July 4th was an exceptional experience for everyone, the fireworks were exceptional, and everything went smoothly.

Commissioner Lowry noted that a visitor said there were many good things that have been done since the hurricane and Commissioner Lowry thanked City Staff for their work that has made this possible.

Commissioner Hoffman did not have any additional concerns to share with the Commissioners.

Mayor Buzzett had spoken with Representative Shoaf yesterday and he was very complimentary of how nice the City looks and offered compliments to the City workers for the job they have done.

Mayor Buzzett felt the fireworks were the best in a long time and shared his concerns about St. Joseph Bay and the need to support the Bay Savers efforts to preserve the bay.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:35 P.M.

Approved this _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Exhibit A

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 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>July 7th 2026</i>		NAME OF POLITICAL SUBDIVISION:	
		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 Lowry, hereby disclose that on July 7th, 20 26.

(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, ~~Ralph~~ Ralph Bish;

☐ inured to the special gain or loss of my relative, _____;

☐ 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:

Ralph Bish is a business partner of mine.

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

July 7th, 2026

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.

Current City Projects 7/21/26

- 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 started 11/3/25.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing taps as requested.
- 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. The Building Design is at 60% & the Site Plan is at 90%.
- 9/8/25 A Task Order was signed with Dewberry to design stormwater improvements in the alley between Bay & Harbor Street. The (2) easements are signed. The project has been awarded to North Florida Construction.
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25. Construction will be moved back to fall 2026.
- 20th Street Stormwater Pipe CIPP-Approved by the City Commission to utilize BP Funds for the repair on 5/19/26. Waiting on the construction schedule.
- Downtown stormwater Improvements. Dewberry is working on design.
- New 10th Street Park Concession Stand & Restroom Facility- Under Construction.
- Paving of Ave C & D from Hwy 98 to MLK Blvd.- Dewberry is working on the Design to Bid of the project.
- St. Joe Beach Water Tank Replacement- Under Construction.
- Bent Tree Road Sewer Line Extension- under Construction.
- Workforce Housing Road/Utility Extensions-Currently out for bids.
- Core Park Restroom- Dewberry is working on the design.

- Frank Pate Park Boat Ramp Dredging- Dewberry has completed the survey and the City has applied for a FWC Grant to fund the project that was not approved.
- Marina Drive Road Patches- The contractor replaced the patches & will place another layer of asphalt in the next few weeks.
- Wastewater Plant Rehabilitation- CohnReznick was awarded the Grant Administration Bid on 5/19/26 & Dewberry was awarded the Engineering Contract on 5/19/26. Currently working on contracts.

2026 Surplus Items

1. 2015 Dodge Charger – Vin# 2C3CDXAG4FH806275
2. 2015 Ford Taurus – Vin# 1FAHP2MK2FG159503
3. 2016 Ford Explorer – Vin# 1FM5K7DH9GGB27173
4. 2018 Ford Explorer – Vin# 1FM5K8ARXJGC74323
5. 2020 Ford Explorer – Vin# 1FM5K8AB4LCA96785
6. 2007 Ford F250 – Vin# 1FDNF20548EA28676
7. 2003 Ford F150 – Vin# 2FTRF17W94CA21806
8. 2006 Ford Van – Vin# 1FTNE24L468B40876
9. 2006 Chevrolet 1500 – Vin# 1GCEK14V56Z277940
10. 2005 Chevrolet 2500 – Vin# 1GB8C24U45E215012
11. 1994 Isuzu Street Sweeper – Vin# JBDB4B1K157002759 (military surplus)
12. 1987 Ford Dump Truck – Vin# 1FD4U90L0JVA02269
13. 2008 Freightliner Vactor 2100 – Vin# 1FVCH3B78HV56944 (\$45,000.00 reserve)
14. Trailer #1 – 7' x 12' dual axel (no Vin or SN)
15. Trailer #2 – 7' x 12' dual axel (no Vin or SN)
16. Trailer #3 – 7' x 12' dual axel (no Vin or SN)
17. Trailer #4 – 5' x 8' single axel (no Vin or SN)
18. Trailer #5 – High top dual axel (no Vin or SN)
19. 2005 Dump Trailer 7' x 14' – Vin# 1Z9DJ14296J213571
20. Trailer mounted air compressor – Unit Model 150RPD0 (military surplus)
21. Trailer mounted welder – SN# C34335850164 (military surplus)
22. 1994 Vermeer Chipper – Vin# 1VR4130M10026
23. 2006 Cummings Generator – SN# J060985492 (salt water submerged)
24. 2005 Cummings Generator – SN# F050793639 (salt water submerged)
25. 2005 Cummings Generator – SN# F050793640 (salt water submerged)
26. 2005 Cummings Generator – SN# E090000861 (salt water submerged)
27. 5 Ton Cargo Truck 6X6 – ID# 23/03040 (military surplus)
28. 2000 GMC/Altec Bucket Truck – Vin# 1GDM7H1C51J501185



Royal American Construction Co., Inc.
 1002 West 23rd Street, Suite 400
 Panama City, Florida 32405
 Phone: (850) 769-8981
 Main Fax: (850) 914-8411

Change Order #05

Submitted to:
 Elizabeth Moore
 Anchor CEI

Date: 7/10/2026
Work to be performed at:
 Port St Joe - Sewer Collection Rehab
 Additional Road Work in Area 2

Royal American Construction (RAC) proposes the following for the price shown.

Description of Work to be Performed

	Qty		Cost	Total
Additional Road Work in Area 2				
Area 2				
Mobilization/Demobilization	1	Lsum	\$ 5,000.00	\$5,000.00
Testing	1	Lsum	\$ 2,000.00	\$2,000.00
Demo	1000	Sqyd	\$ 10.50	\$10,500.00
1.5" Type SP 9.5 Asphalt	1000	Sqyd	\$ 16.15	\$16,150.00
Limerock Base (8 inch)	1000	Sqyd	\$ 26.10	\$26,100.00
Speed Table	1	Lsum	\$ 4,200.00	\$4,200.00
Striping	1	Lsum	\$ 3,500.00	\$3,500.00
Restoration	1	Lsum	\$ 5,500.00	\$5,500.00
Sewer Investigation	5	Each	\$ 900.00	\$4,500.00
*add 14 days to contract time				
Total				\$77,450.00

Accepted:

Elizabeth Moore

Steve Summerbell, Vice President



Royal American Construction Co., Inc.
 1002 West 23rd Street, Suite 400
 Panama City, Florida 32405
 Phone: (850) 769-8981
 Main Fax: (850) 914-8411

Change Order #06

Submitted to:
 Elizabeth Moore
 Anchor CEI

Date: 7/17/2026
Work to be performed at:
 Port St Joe - Sewer Collection Rehab
 Alley Way Storm Improvements

Royal American Construction (RAC) proposes the following for the price shown.

Description of Work to be Performed

	Qty		Cost	Total
Alley Way Storm Improvements				
Storm Structures	5	Each	\$ 4,199.71	\$20,998.55
Storm Pipe	190	Lnft	\$ 90.43	\$17,181.70
Trench Drain	20	Lnft	\$ 494.28	\$9,885.60
Demo	58	Sqyd	\$ 10.50	\$609.00
1.5" Type SP 9.5 Asphalt Patch	58	Sqyd	\$ 16.15	\$936.70
Limerock Base (8 inch)	58	Sqyd	\$ 26.10	\$1,513.80
Testing	1	Lsum	\$ 2,000.00	\$2,000.00
Drop Curb	565	Lnft	\$ 40.00	\$22,600.00
Concrete Drives	225	Sqft	\$ 15.79	\$3,552.75
Gravel Drives	225	Sqft	\$ 11.14	\$2,506.50
Restoration	1	Lsum	\$ 3,500.00	\$3,500.00
*add 28 days to contract time				
Total				\$85,284.60

Accepted:

Elizabeth Moore

Steve Summerbell, Vice President

GENERAL ORDER 39

Automated License Plate Reader (ALPR) / Flock Safety System Policy

I. PURPOSE

The purpose of this policy is to establish procedures governing the use of the Flock Safety Automated License Plate Reader (ALPR) system by the Port St. Joe Police Department. This policy ensures the system is used only for legitimate law enforcement purposes, protects individual privacy and constitutional rights, complies with applicable federal and Florida law, and promotes transparency, accountability, and public trust.

II. POLICY

The Port St. Joe Police Department recognizes that ALPR technology is a valuable investigative tool that assists in locating stolen vehicles, identifying suspects, locating missing or endangered persons, investigating crimes and incidents, and enhancing officer and public safety. All use of the Flock Safety system shall be lawful, reasonable, documented, and subject to supervisory oversight and audit.

III. LEGAL AUTHORITY

This policy shall comply with all applicable laws, including the United States Constitution, the Florida Constitution, the Fourth Amendment, the First Amendment, the Driver's Privacy Protection Act (18 U.S.C. §§2721–2725), Chapter 119, Florida Statutes (Public Records), applicable Florida criminal justice information laws, CJIS Security Policy, applicable FDLE guidance, and current Flock Safety terms of service. Should state or federal law change, this policy shall be interpreted consistent with those changes.

IV. DEFINITIONS

ALPR – Automated License Plate Reader technology.

Flock Safety System – The software and camera network utilized by the Department.

Hot List – A list of license plates configured to generate alerts.

Search – Any manual query performed within the Flock system.

Investigative Purpose – A documented law enforcement reason related to an official investigation or public safety mission.

V. AUTHORIZED USERS

Only sworn officers, authorized civilian personnel, and employees approved by the Chief of Police may access the system.

Authorized users shall:

- Use only assigned credentials.
- Never share passwords.
- Complete Department-approved training prior to being granted access to the Flock Safety system.

VI. AUTHORIZED USES

The system may be used only for legitimate law enforcement purposes including criminal investigations; investigating crimes and incidents; locating suspects, witnesses, missing or endangered persons; locating stolen vehicles or property; investigating violent crimes and drug offenses; officer safety; public safety emergencies; homeland security investigations; disaster response; mutual aid investigations; and court-authorized investigations.

VII. PROHIBITED USES

Employees shall not use the system for personal reasons, curiosity, harassment, political purposes, civil or family disputes, monitoring protected First Amendment activity, discrimination, monitoring individuals without an articulable law enforcement purpose, or sharing information with unauthorized persons.

VIII. REQUIRED SEARCH DOCUMENTATION

Every search shall include a case or incident number, the investigative reason, and the identity of the officer conducting the search. If no case exists, one shall be generated before conducting investigative searches unless responding to an emergency.

IX. CUSTOM HOT LISTS

Custom Hot Lists shall only be created when supported by a documented investigation and active case or incident number, and when the vehicle is reasonably believed to be associated with criminal activity or a legitimate public safety concern.

Each entry shall include the case number, investigative reason, requesting officer, approving supervisor, date entered, expiration date, vehicle description, license plate, and state. Hot Lists shall never be permanent.

X. ALERT VERIFICATION

A Flock alert alone does not establish probable cause or reasonable suspicion. Prior to taking enforcement action, officers shall verify the license plate, state, make, model, color, other identifying characteristics, and investigative context.

XI. CASE OUTCOME DOCUMENTATION

When Flock Safety information materially contributes to an investigation, officers shall document the investigative outcome in the associated case report and, whenever practical, in the Flock case management or notes section.

Applicable outcomes include: arrest made, citation issued, criminal charges filed, search warrant obtained or executed, stolen vehicle recovered, stolen property recovered, missing or endangered person located, suspect identified or located, victim located, witness identified, intelligence developed, investigative lead generated, case exceptionally cleared, no evidentiary value, false lead, or other significant investigative result.

Documenting outcomes demonstrates responsible use, supports grant reporting, assists audits, and measures the effectiveness of the ALPR program.

XII. DATA RETENTION

The Department shall retain records in accordance with Florida law and applicable records retention schedules. Employees shall not download, retain, or distribute ALPR data except for legitimate law enforcement purposes.

XIII. INFORMATION SHARING

Information obtained through the system may only be shared with criminal justice agencies, as required by law, pursuant to court order, as authorized by the Chief of Police, or as otherwise permitted under Florida law.

XIV. AUDITS

The Chief of Police or designee shall conduct monthly audits of searches, user activity, Hot List entries, alert acknowledgements, documentation compliance, case number verification, investigative justification, and case outcome documentation. Random audits may also be conducted.

XV. POLICY REVIEW

This policy shall be reviewed periodically by the Chief of Police or designee and revised as necessary to ensure continued compliance with federal law, Florida law, FDLE guidance, CJIS Security Policy, and accepted best practices.

XVI. DISCIPLINE

Violations of this policy may result in revocation of system access, retraining, internal investigation, disciplinary action, criminal prosecution when applicable, and civil liability.

Port St. Joe Police Department

Flock Custom Hot List Policy

Purpose

Custom Hot Lists shall only be used to assist lawful criminal investigations, public safety, or locating missing or endangered persons. They shall never be used to monitor individuals for personal, political, or otherwise improper reasons.

Authorized Reasons

An officer may request a vehicle be added only when one of the following exists:

Criminal Investigation

Vehicle is reasonably believed to be involved in:

- Felony investigation
 - Violent crime
 - Drug investigation
 - Property crime
 - Organized criminal activity
 - Hit and Run investigation
 - Pattern crime investigation
-

Missing / Endangered Persons

Vehicle associated with:

- Missing child
 - Missing endangered adult
 - Silver Alert
 - Purple Alert
 - Runaway juvenile
 - Suicidal subject
 - Welfare concern
-

Wanted Persons

Vehicle reasonably believed to be operated by or associated with:

- Subject with an active arrest warrant
 - Wanted violent offender
 - Known fugitive
-

Public Safety

Vehicle involved in:

- Credible threats
 - School threats
 - Domestic violence investigations
 - Officer safety concerns
 - Emergency management incidents
-

Stolen Property

Vehicle:

- Confirmed stolen
 - Used to tow stolen property
 - Used during theft offenses
-

Prohibited Uses

Officers SHALL NOT create a Custom Hot List for:

- Personal curiosity
- Friends or family
- Political purposes
- Labor disputes
- Civil disputes
- Debt collection
- Child custody disputes without criminal allegations
- Monitoring a person because they criticize the Police Department

- Monitoring based solely upon race, religion, ethnicity, gender, sexual orientation, political beliefs, or First Amendment activity
- Immigration enforcement unless otherwise authorized by law and department policy
- General intelligence gathering without an articulable investigative purpose

These restrictions align with common transparency policies adopted by Flock agencies.

Required Documentation

Every request must include:

- Officer name
- Supervisor approval
- Case number
- Criminal offense or incident
- Investigative reason
- Plate number
- State
- Vehicle description
- Date entered
- Expiration date
- Reviewing supervisor

No entry may be made without a valid case or incident number.

Supervisor Approval

Only Sergeants, Lieutenants, Detectives, or the Chief may approve placement on a Custom Hot List.

Grants Updated- 7/21/26

Title	Amount	Status
FDEM 4399-162-R	Grant \$771,481.50 City Match \$257,160.50	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. Under Construction.
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 M0023	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. Under Construction.
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. The project is complete and we have requested reimbursement.
FDEP Water Protection Funds WG063	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds WG043	\$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/SRF DW230160	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23. The project is complete and we have requested reimbursement.
FI Commerce LS2507	\$300,000	Core Park Restrooms. The grants were approved effective 7/1/25.
CDBG 26DB-C01	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25. Waiting on approval of the Engineering Services Agreement.
Dept. of Financial Services #1 FM918	\$500,000	Fire/Police Public Safety Facility. Approved. Dewberry is working the Engineering & MLD is Working on the Design.
Dept. of Financial Services #2	\$1,900,000	Fire/Police Public Safety Facility. Approved

FDEP/SRF WW23019	\$19,166,503	Wastewater Plant Improvements. Approved 11/12/25 50% Loan/50% Grant
USDA	\$25,000,000	Wastewater Plant Improvements. Submitted 8/29/25. Proposed terms were 4.7% for 40 yrs with no grant funds.
Fl. Commerce CDBG-DR MS028	\$25M \$2M Match	Wastewater Plant Improvements. Approved 1/7/26
FDLE JAG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25
Fl. Commerce G0157	2,250,709.00	Workforce House Road. Approved March 2026. Currently working on the grant agreement.
Legislative Request 2026	\$650,000	Fire/Police Public Safety Bldg. (Reduced to \$1,000,000) Senate Bill
FDOT SCOP	\$578,666.15	Clifford Sims, Bay, & Royal Street Paving. Application submitted 3/26.
FWC Boating Improvement	\$71,500	Frank Pate Park Boat Basin Dredging. Application submitted 4/10/26. Was not approved.
Duke Energy Infrastructure	\$25,000	Benny Roberts Sports Park Crosswalk Improvements. Approved.
Dept. of Commerce RIF Grant	\$3,500,000	Wastewater Solids Dewatering Facility. An application was submitted 7/13/26.

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved