

**City of Port St. Joe
Redevelopment Agency Board Regular Meeting
November 15, 2022 at 11:00 A.M.**

**David Ashbrook
Rex Buzzett
Scott Hoffman
Eric Langston**

**Brett Lowry
Linda Bullock
Marvin Davis**

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL OF THE BOARD

CONSENT AGENDA:

October 18, 2022 Regular Meeting Minutes

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BUSINESS ITEMS

- **Stantec Task Order**
- **Draft 2022/2023 Budget**

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***You are hereby notified that in accordance with Florida Statutes, you have the right to appeal any decision made by the Board with respect to any matter considered at the above referenced meeting. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based.**

City of Port St. Joe
Redevelopment Agency Board
Regular Meeting
October 18, 2022

Minutes

Pledge of Allegiance and Moment of Silence

Roll Call of the Board

Present		Absent	
Board	Staff	Board	Staff
David Ashbrook	Jim Anderson		
Rex Buzzett	Charlotte Pierce		
Scott Hoffman	Mike Lacour		
Eric Langston			
Brett Lowry			
Linda Bullock			
Marvin Davis 11:10			

Consent Agenda

Minutes

A Motion was made by Rex Buzzett, second by David Ashbrook, to approve the Minutes of the December 14, 2021, Regular Meeting. All in favor; Moton carried 6-0.

Marvin Davis joined the meeting at 11:10 A.M.

Business Items

Stantec Task Orders

A Motion was made by Scott Hoffinan, second by Rex Buzzett, to approve the Stantec Task Order in the amount of \$22,400. All in favor Motion carried 7-0

Draft 2022 – 2023 Budget

A Motion was made by David Ashbrook, second by Brett Lowry, to change the proposed budget from \$51,084 to \$22,400 for Human Resources, Wages and Benefits. All in favor, Motion carried 7-0. Chairman Langston is to talk with the consultant concerning the contract.

There was no additional business to come before the Board and Chairman Langston adjourned the meeting at 11:35 A.M.

Approved this _____ day of _____, 2022.

Eric Langston, PSJRA Chairman

Date

Charlotte M. Pierce, City Clerk

Date



Stantec Consulting Services Inc.
 2316 Killearn Center Blvd.
 Suite 102
 Tallahassee, FL 32309
 Telephone: 850-878-5001

**TASK ORDER AND
 NOTICE TO PROCEED**

TASK ORDER NO: 5

DATE: November 6, 2022

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN THE CITY OF PORT ST. JOE AND STANTEC CONSULTING SERVICES INC. (SCSI) RELATING TO PROFESSIONAL PLANNING SERVICES FOR THE CITY OF PORT ST. JOE PLANNING SERVICES TASK, dated January 19, 2018, (the "Agreement"), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

1. Pursuant to the Agreement, Stantec Consulting Services Inc. agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services.

2. Planning Consultants total compensation for the services to be provided by it under this Task Order shall be determined by one of the following methods as mutually agreed upon by both parties and as further defined in Attachment A (City of Port St. Joe CRA Services) Consultant's compensation shall be paid in monthly installments as specified in the Agreement.

_____ Consultant's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of \$, or

_____ Consultant's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of \$ _____, plus the specified allowances listed below which hereafter may be authorized in writing by City Manager or his designee,

allowance of \$ _____ for _____, and
 allowance of \$ _____ for _____, and
 allowance of \$ _____ for _____, or

X Consultant's total compensation, including reimbursable expenses, if any, will be established by a fee determined on a time-involved basis with a maximum cost of \$22,400

3. Work shall begin in November 2022. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement. The schedule for the services required hereunder is set forth in Attachment A attached hereto and incorporated herein.

Upon execution of this Task Order by both CONSULTANT and CITY OF PORT ST. JOE is directed to proceed.

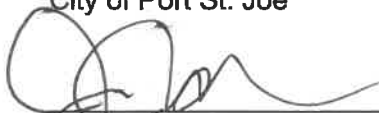


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Reference: City of Port St. Joe CRA Services

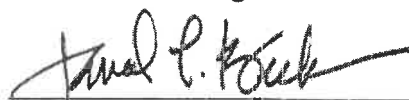
IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

City of Port St. Joe




Jim Anderson, City Manager
Date: 11/10/22

Stantec Consulting Services Inc.



Jared Beck, Project Manager
Date: November 6, 2022



Eric Langston, CRA Chairman
Date: 11/10/22

Reference: Port St. Joe CRA Services – Attachment A

Fees:

Task	Fee Type	Fee
100 – Reporting Requirements: Prepare Annual Reports & Budgets with City staff (Fiscal Years 2018-2019, 2019-2020, 2020-2021)	T/M	\$1,500
200 – Redevelopment Plan Update	T/M	\$5,400
300 – General Support – this task may include items: <ul style="list-style-type: none"> • Advisory Board formation assistance, goal setting, and work plans • Monthly CRA Board meetings and work support • Quarterly update to the City Commission • Assistance with agendas and notices • General support to coordinate redevelopment plan actions Estimated fee based on a \$3,000 allocation for initial support including advisory board formation, goal setting, annual work plan, etc. in the first month followed by a, \$1,000 allocation for each month thereafter for a total of 12 months.	T/M	\$14,000
Subtotal	T/M	\$20,900
Reimbursable Expense	T/M	\$1,500
Total:	T/M	\$22,400

The above-referenced scope of services will be charged on a time and materials basis not to exceed **\$20,900** without your prior approval. Labor and non-labor charges (mileage, reproduction, per-diem, etc.) will be charged according to our standard rate schedule and are included in the cost estimate above and are not to exceed **\$1,500** without your prior approval. Total scope fee for services and reimbursables is **\$22,400**.

Regards,

Stantec Consulting Services Inc.



Jared Beck, AICP
 Senior Associate, Senior Planner
 Phone: 239 821 2765
 Jared.Beck@Stantec.com



Stantec Consulting Services Inc.
2316 Killearn Center Boulevard, Suite 102, Tallahassee FL 32309-3676

November 6, 2022
File: PSJ-CRA

Attention: Jim Anderson / Eric Langston
City Manager / City Commissioner
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

Dear Jim,

Reference: Port St. Joe CRA Services – Attachment A

Stantec Consulting Services Inc. (Stantec) is pleased to submit this proposal to provide additional planning support services as needed to the City of Port St. Joe. A general understanding and scope of work is provided below.

Project Understanding:

Currently, the Port St. Joe CRA generates very limited tax increment revenue, does not have dedicated staff support, and requires ongoing assistance in the overall management of the agency and in performing and meeting its statutory requirements. It is understood there are several items that need to be completed to bring the agency into current compliance by the annual March 31st requirements, and it is the intent of the City as the governing body of the CRA to further activate the agency to facilitate future redevelopment.

Stantec has extensive experience with CRA's, their creation, plan development, ongoing operations, and in ensuring compliance with Chapter 163, Part III – Community Redevelopment in Florida Statutes. We appreciate the opportunity to continue serving the City of Port St. Joe.

Stantec has a Master Services Agreement related to Professional Planning Services with the City. It is understood the City seeks to minimize general fund expenditures on CRA however, as the governing body of the agency it is necessary to ensure the CRA is in compliance with statute if it wishes to continue the CRA in future years.

To best support the City's desire to ensure the CRA maintains compliance with statute and advances CRA activities, we suggest a task order authorization that allows for the immediate short-term needs of the agency (primarily reporting requirements and a plan update) to be completed and monthly support services as needed or requested by the City and CRA to manage it.

We have further outlined what we believe is the most cost-effective approach for review and consideration:

Scope of Services:

- **Task 1: Reporting Requirements**
 - Assist the City / CRA in preparing and posting to the CRA website annual report and budget data required per statute for budget fiscal years 2018 – 2019, 2019 -- 2020, and 2020 – 2021;

Reference: Port St. Joe CRA Services – Attachment A

- Assist the City / CRA in preparing and posting to the CRA website annual performance measures, and general website updating with other required content per statute;
 - Note: it is understood there has been limited to no activity in recent years however, documentation is still required to be posted to the agency website and the website should be made current. As much of this data will come from the City's finance and annual budget reports, we recommend coordinating directly with the City's finance personnel virtually to prepare the necessary items.
 - Due to the CRA's annual revenue being below \$100,000 it is exempt from the required annual audit.
- **Task 2: Plan Update**
 - Assist the City / CRA in preparing and adopting a Plan addendum including updated tax increment revenue projections, expenditures, annual work plan for FY 2021 - 2022, updated spending allowances, and other items to satisfy statute;
 - Note: it is understood that the "Redeveloping North Port St. Joe" prepared in 2016 is the intended redevelopment plan however, it does not include necessary elements required by statute. This update would fulfill those requirements.
 - It is understood the City would be responsible for the required public notices and public hearings with the Planning Board, CRA Board, and City Commission.
- **Task 3: General Support**
 - Assist the City / CRA in establishing the CRA Advisory Board, including an additional "CRA 101", general program goals and objectives, and work plan;
 - Assist the City / CRA in administering the required functions of the CRA and supporting the CRA Advisory Board and CRA Commission – assumed to include virtual monthly meetings and coordinate with the City on required public notices, agendas, and meeting minutes within a specific hour range per month;
 - Provide on-call services to support the City / CRA in CRA related functions as needed within the approximate not-to-exceed budget allocation.

Deliverable:

Deliverables will be provided as required based on the specific task. Stantec will perform all work requested on a TME basis and will not exceed the approved contract fee without prior authorization. A detailed fee estimate may be requested and provided prior to initiation of any task requested of Stantec. It is assumed all meetings will be conducted virtually unless specifically stated below or requested by the City and/or CRA.

PSJRA Expansion area- FY 22-23 budget		10/1/2022
(OVER) / UNDER		\$ 78,428
INCOME		\$ 114,191
Balance Forward	\$	49,744
TIFF Funds-City	\$	22,936
TIFF Funds-County	\$	41,511
EXPENSE		\$ 35,763
General & Administrative		\$ 35,763
Human Resources	\$	22,400
Wages and Benefits	\$	22,400
Stantec Consulting	\$	
General Insurance	\$	6,069
Directors' and Officers' Liability Insurance	\$	6,069
Office Expense	\$	1,200
Phone	\$	900
Office Supplies	\$	250
Postage	\$	50
Photocopy	\$	-
Public Relations & Advertising	\$	1,170
Advertising/Marketing	\$	500
Dues and Subscriptions		
DEO	\$	175
FRA	\$	495
Professional Services	\$	4,924
Audit	\$	3,550
Legal Fees	\$	374
Accounting Oversight	\$	500
Technical Support (web site update, hosting)	\$	500
Civic Projects		