

City of Port St. Lucie

121 SW Port St. Lucie Blvd.
Port St. Lucie, Florida 34984



Meeting Agenda

Wednesday, October 16, 2024

1:30 PM

Room 366, City Hall

Citizen's Advisory Committee

Michael Bernard, Chair

Lynette Lockwood, Vice Chair

Jack Jennings, Chair Pro-Tem

Raymond Pezzi, Member

Christy Romano, Member

Melony Zaravelis, Member

Ingrid Sarmiento, Member

James Abbott, Alternate Member

Danielle Eber, Alternate Member

1. Call to Order**2. Roll Call****3. Determination of Quorum****4. Approval of Minutes**

4.a June 19, 2024 Citizen's Advisory Committee Meeting Minutes.

[2024-777](#)

4.b August 21, 2024 Citizen's Advisory Committee Meeting Minutes.

[2024-928](#)

5. Public to be Heard**6. New Business**

6.a Discuss the Changes Made to the Boards and Committee Resolution

[2024-892](#)

6.b St. Lucie River and Estuary Basin Management Action Plan

[2024-1047](#)

7. Unfinished Business**8. Adjourn**

Notice: No stenographic record by a certified court reporter will be made of the foregoing meeting. Accordingly, any person who may seek to appeal a decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at said meeting upon which any appeal is to be based.

Notice: In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in this proceeding should contact the City Clerk's office at (772) 871-5157 for assistance.

As a courtesy to the people recording the meeting, please put your cell phone on silent.



City of Port St. Lucie

121 SW Port St. Lucie Blvd.
Port St. Lucie, Florida 34984

Agenda Summary

2024-777

Agenda Date: 10/16/2024

Agenda Item No.: 4.a

Placement: Minutes

Action Requested: Motion / Vote

June 19, 2024 Citizen's Advisory Committee Meeting Minutes.

Submitted By: Jasmin Padova, Executive Assistant.

Executive Summary: June 19, 2024, meeting minutes.

Presentation Information: N/A.

Staff Recommendation: Move that the Committee review and approve the June 19, 2024, meeting minutes.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and approve the meeting minutes.
2. Move that the Committee not approve the minutes and provide staff direction.

Attachments: June 19, 2024, minutes.

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

City of Port St. Lucie

Citizen's Advisory Committee

121 SW Port St. Lucie
Blvd.
Port St. Lucie, Florida
34984

Meeting Minutes - Draft

Michael Bernard, Chair
Lynette Lockwood, Vice Chair
Jack Jennings, Chair Pro-Tem
Raymond Pezzi, Member
Christy Romano, Member
Melony Zaravelis, Member
Ingrid Sarmiento, Member
James Abbott, Alternate Member
Danielle Eber, Alternate Member

CAC

Wednesday, June 19, 2024

1:30 PM

Room 366, City Hall

1. Call to Order

A Regular Meeting of the CITIZEN'S ADVISORY COMMITTEE of the City of Port St. Lucie was called to order by Chair Bernard on June 19, 2024, at 1:34 p.m., at Port St. Lucie City Hall, Room 366, 121 Port St. Lucie Boulevard, Port St. Lucie, Florida.

2. Roll Call

Members Present:

Michael Bernard, Chair

Lynette Lockwood, Vice Chair

Jack Jennings (departed at 2:37 p.m.)

Raymond Pezzi

Ingrid Sarmiento

James Abbott, Alternate

Danielle Eber, Alternate

Members Not Present:

Melony Zaravelis

Christy Romano

3. Determination of Quorum

The Chair determined that there was a quorum.

4. Approval of Minutes

4.a May 22, 2024 Citizen's Advisory Committee Meeting
Minutes.

2024-594

Deputy City Attorney Carly Fabien informed the Committee of a potential update to the Committee's Resolution regarding the role of alternate Board/Committee members. She explained the role of an alternate when voting members were not present.

There being no discussion on the minutes, Mr. Jennings moved to approve the meeting minutes. Vice Chair Lockwood seconded the motion, which passed unanimously by voice vote.

5. Public to be Heard

There was nothing heard under this item.

6. New Business

6.a Review of City Website Tools for City Council Meetings

[**2024-501**](#)

(Clerk's Note: This item was heard after item 6.b.)

Jasmin Padova, Executive Assistant, informed the members that Vice Mayor Caraballo had met with Sandpiper Bay residents concerning residential properties being built on the golf course & added that Vice Mayor Caraballo would be meeting with Ballantrae residents. She then showcased the City's website and advised the members of how to watch a previous City Council meeting, as well as how to watch it on various social media sites. She also showed where to locate meeting minutes, videos, and documents.

6.b Saints Quarterly Report - Q2

[**2024-595**](#)

(Clerk's Note: This item was heard after Item 5.) and A PowerPoint presentation was shown at this time.)

Keith Bradshaw, Golf Course Administrator, introduced Mark Gerstung, Golf Course Manager, and David O'Kelly, Golf Course Pro-Shop Manager. Mr. Bradshaw presented the Saints highlights for the 2nd Quarter FY 23/24 which included re-initiating agronomic programs, heavy customer traffic, record range/lessons business with the new range, and strong retail sales. He then discussed the driving range monthly revenues through May 31, 2024 and comparisons for previous months, noting that this would be the 4th month of record revenues. He also discussed the financial forecast and end-of-year revenue excess.

Mr. Pezzi commented that they needed to ensure that the course did not become a money problem. Mr. Abbott stated that he was not against a golf course but understood that it's being paid for by tax-payer money. Ms. Eber inquired if there were different rates for residents, to which Mr. Bradshaw responded that there were membership rates for County

residents. Ms. Sarmiento inquired as to how this was advertised, to which Mr. Bradshaw replied that there was a website, newsletter, and social media pages. Ms. Sarmiento suggested reaching out to management companies to assist in advertising. Vice Chair Lockwood inquired about if the City knew where the golfers were coming from, to which Mr. Gerstung replied that most were City residents, a lot of new residents; Vice Chair Lockwood suggested tracking this information. Mr. Abbott stated that tracking the number of people turned away would be useful information for funding purposes. Chair Bernard suggested reviewing the pricing structure since the amount of play was capped. Parks & Recreation Assistant Director Brad Keen stated that the City was currently engaging with Placer AI, which would define a "digital fence" around the city.

Mr. Bradshaw continued the presentation by discussing goals for FY 23/24 including items such as new awning installation, ball-tracer installation, range ball dispenser machine upgrade, starting a range membership program, overflow parking lot expansion completion, several course projects, six tournaments, growing lessons program, growing the Saints Pub as well as the banquet business.

7. Unfinished Business

7.a Utility Services Department Response to Committee Member Questions

[2024-596](#)

Ms. Padova advised that she had submitted all of the Committee members' questions to the Utility Systems Department for review.

Chair Bernard noted that he would look into the documents submitted by Mr. Jennings and bring the item back for discussion at a future meeting. Assistant City Manager David Graham advised the new members of the Summer City Council Workshop.

8. Adjourn

There being no further discussion, the meeting was adjourned at 2:41 p.m.

Michael Bernard, Chair

Jasmin De Freese, Deputy City Clerk

Typed By:

Shanna Donleavy, Deputy City Clerk



City of Port St. Lucie

121 SW Port St. Lucie Blvd.
Port St. Lucie, Florida 34984

Agenda Summary

2024-928

Agenda Date: 10/16/2024

Agenda Item No.: 4.b

Placement: Minutes

Action Requested: Motion / Vote

August 21, 2024 Citizen's Advisory Committee Meeting Minutes.

Submitted By: Jasmin Padova, Executive Assistant.

Executive Summary: August 21, 2024, meeting minutes.

Presentation Information: N/A.

Staff Recommendation: Move that the Committee review and approve the August 21, 2024, meeting minutes.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and approve the meeting minutes.
2. Move that the Committee not approve the minutes and provide staff direction.

Attachments: August 21, 2024, minutes.

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

City of Port St. Lucie

Citizen's Advisory Committee

Meeting Minutes

121 SW Port St. Lucie
Blvd.
Port St. Lucie, Florida
34984

Michael Bernard, Chair
Lynette Lockwood, Vice Chair
Jack Jennings, Chair Pro-Tem
Raymond Pezzi, Member
Christy Romano, Member
Melony Zaravelis, Member
Ingrid Sarmiento, Member
James Abbott, Alternate Member
Danielle Eber, Alternate Member

CAC

Wednesday, August 21, 2024

1:30 PM

Room 366, City Hall

1. Call to Order

A Regular Meeting of the CITIZEN'S ADVISORY COMMITTEE of the City of Port St. Lucie was called to order by Vice Chair Lockwood on August 21, 2024, at 1:30 p.m., at Port St. Lucie City Hall, Room 366, 121 Port St. Lucie Boulevard, Port St. Lucie, Florida.

2. Roll Call

Members Present:

Lynette Lockwood, Vice Chair
Raymond Pezzi
Ingrid Sarmiento
Melony Zaravelis

Members Not Present:

Michael Bernard, Chair
Jack Jennings
Christy Romano
James Abbott, Alternate
Danielle Eber, Alternate

3. Determination of Quorum

It was determined that there was not a quorum for this meeting.

4. Approval of Minutes

4.a June 19, 2024 Citizen's Advisory Committee Meeting
Minutes.

2024-777

(Clerk's Note: Due to a lack of quorum, this item will be added to the next meeting Agenda.)

5. Public to be Heard

There was nothing heard under this item.

6. New Business

6.a Saints Quarterly Report - Q3

[2024-778](#)

(Clerk's Note: A PowerPoint presentation was shown at this time.) Keith Bradshaw, Golf Court Administrator, provided a highlight of the 3rd quarter for FY23/24 which included discussion on The Saints driving range monthly revenues through 8/5/24, YOY revenues for the months of April, May, & June. He also exhibited a comparison table for the 1st, 2nd, 3rd, and 4th quarters (to date).

Mr. Pezzi discussed serving the population and stated that at some point in time, they would reach capacity and would not be able to service the city. Mr. Bradshaw noted that they were on a good path to breaking even. Mr. Pezzi stated that consideration should be made as to how they would satisfy the city. Mr. Bradshaw then provided a financial forecast and plans/goals for the remaining FY23/24.

Vice Chair Lockwood inquired if there were plans to have an outside beverage service, to which Mr. Bradshaw replied that there was a beverage cart out there with snacks and drinks, but they would not add anything beyond that and the restaurant. Ms. Zaravelis and Mr. Bradshaw discussed the percentage of 'other' revenue including rebates and rental clubs, and Ms. Sarmiento and Mr. Pezzi discussed booking through the website. Executive Assistant Jasmin Padova then exhibited the new Saints website.

6.b Review the FY2025-2026 Proposed Operating Budget.

[2024-779](#)

(Clerk's Note: A PowerPoint presentation was shown at this time.) Caroline Sturgis, OMB Director, presented to the Committee and noted that the budget to be presented had been approved by the City Council. She discussed the budget strategy, noting that it aligned with the Strategic Plan, as well as discussed the budget approach for various economic considerations such as high inflation, new construction, interest rates, and property values.

Mr. Pezzi stated that there should be 2 different inflation numbers and that he would like to see the numbers included from the outside sources that the city hires to assist in their report.

Ms. Sturgis discussed the budget at a glance, where the money comes from, the proposed budget, revenue assumptions, and expenditure assumptions. She then discussed the tax base increase, Port St. Lucie Millage (tax) rate history, proposed Operating & Crosstown voter debt Millage (tax) – reduced, and the impact of Millage reduction, the cost-per-resident for city services, comparisons with other benchmark cities, and investments in infrastructure.

Ms. Sturgis then discussed proposed staffing changes, a comparison of full-time employees versus other benchmark cities, opportunities such as Walton & One rebranding and Southern Grove jobs marketing, threats such as inflation and severe weather events, outcomes, and key dates for Budget Hearings and information sessions.

Vice Chair Lockwood asked Ms. Sturgis to comment on the increase in staffing, to which Ms. Sturgis discussed the 'Budget in Brief' on the city's website which summarizes the new positions. She also discussed the Tax Receipt Tool.

7. Unfinished Business

Executive Assistant Jasmin Padova informed that they would try to have Solid Waste discussions at the September meeting, and she was confirming attendance for the Solid Waste representatives.

8. Adjourn

There being no further discussion, the meeting was adjourned at 3:00 p.m.

Lynette Lockwood, Vice Chair

Jasmin De Freese, Deputy City Clerk



City of Port St. Lucie

121 SW Port St. Lucie Blvd.
Port St. Lucie, Florida 34984

Agenda Summary

2024-892

Agenda Date: 10/16/2024

Agenda Item No.: 6.a

Placement: New Business

Action Requested: Discussion

Discuss the Changes Made to the Boards and Committee Resolution

Submitted By: Jasmin Padova, Executive Assistant, City Manager's Office.

Executive Summary: The City Council approved changes to the Boards and Committee Resolution at the City Council Meeting on August 26, 2024. The City Attorney's Office will provide a brief overview of the changes made to the Resolution.

Presentation Information: Carly Fabien, Deputy City Attorney.

Staff Recommendation: Move that the Committee hear the discussion from the City Attorney's Office.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and hear the discussion from the City Attorney's Office.
2. Move that the Committee not hear the discussion from the City Attorney's Office

Attachments: Resolution.

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

RESOLUTION 24-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ST. LUCIE, FLORIDA, AMENDING BOARDS AND COMMITTEES BY CREATING KEEP PORT ST. LUCIE BEAUTIFUL BOARD BYLAWS; REVISING ROLE OF ALTERNATE MEMBERS; AMENDING REMOVAL REQUIREMENTS; CREATING STAGGERED BOARD TERMS; AMENDING PORT ST. LUCIE YOUTH COUNCIL BYLAWS; PROVIDING FOR ADOPTION OF RECITALS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council approved Resolution 23-R105, on September 11, 2023, creating rules and procedures for City boards and committees and providing a centralized resolution for all enacted boards and committees and their bylaws;

WHEREAS, City Council approved Resolution 23-R127, on July 10, 2023, to revise the Boards and Committees rules and procedures by changing the City of Port St. Lucie Youth Council from an advisory board to a fact finding board, exempting the board from the Florida's Government in the Sunshine Law;

WHEREAS, the City of Port St. Lucie desires to create bylaws for the newly active Keep Port St. Lucie Beautiful board;

WHEREAS, the City of Port St. Lucie desires to amend the bylaws for the City of Port St. Lucie Youth council to remove limit on number of members and create a board structure which provides inclusivity and opportunities to all City youth;

WHEREAS, the City of Port St. Lucie aims to amend and clarify the role of the alternate board member to foster involvement and create seamless transition from alternate member to acting full member;

WHEREAS, this Resolution amends procedures, such as replacing agency representatives on boards and creating staggered board terms, to help create more effective and productive boards.

WHEREAS, this Resolution repeals and replaces previously approved resolution 23-R127.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PORT ST. LUCIE:

SECTION 1. Ratification of Recitals. The foregoing recitals are hereby ratified and confirmed as true and correct and are hereby made a part of this Resolution.

SECTION 2. This Resolution shall govern all boards and committees and serves as the operating procedures of each board and committee unless as provided by State and/or Federal Law. This Resolution shall govern any subsequently created boards and committees, at the direction of the City Council or the City Manager, established after the enactment of this Resolution. Unless

RESOLUTION 24-R

provided by Exhibit herein the following boards and committees are amended or created as follows:

I. BOARDS AND COMMITTEES; CONFLICT.

A. Boards:

1. Affordable Housing Advisory Committee (“AHAC”)
2. Charter Review Committee (shall be convened by Resolution of City Council)
3. Citizens Advisory Committee (f/k/a Budget Advisory Committee)
4. Civil Service Appeals Board (City Council shall serve ex-officio capacity)
5. Construction Board of Appeals (f/k/a Contractor’s Examining Board)
6. Districting Commission (which shall be governed pursuant to section 5.05(b) of the Charter of the City of Port St. Lucie)
7. Infrastructure Surtax Citizens’ Oversight Committee
8. Keep Port St. Lucie Beautiful
9. Municipal Police Officers’ Retirement Trust Fund Board of Trustees (which shall be governed pursuant to Chapter 185, Florida Statutes).
10. Planning and Zoning Board
11. Port St. Lucie Youth Council (strictly educational non sunshine board)
12. Public Art Advisory Board
13. Safety Review Board (staff driven board)
14. Site Plan Review Committee (which shall be governed pursuant to section 158.236 of the City Code of Ordinances)

B. Conflict:

1. If this Resolution, or any part of this Resolution, conflicts with any boards’ bylaws, the bylaws shall prevail.

II. Meeting Requirements.

- A. A quorum shall consist of a majority of the committee or board’s size. If there are any vacant seats within the board, a quorum still consists of a majority of the board’s intended size, not how many seats are presently filled.
 - a. If an absent voting member will affect quorum, an alternate member shall be contacted to act as a voting member for that meeting. Alternate members shall substitute for absent voting members on a rotating basis, per the schedule provided by the City Clerk’s office.

RESOLUTION 24-R

B. To the extent possible, each member shall be notified of the place and date of each meeting by written notice or by telephone at least twenty-four (24) hours prior to any adjourned, called, or special meeting.

III. Appointment, Removal, Resignation, and Vacancies.

A. Appointment. At the recommendation of the Mayor and consent of the Council, qualified individuals may be appointed to a board/committee by an affirmative vote of City Council.. All Board and Committee Members shall serve without compensation.

1. Voting members. Voting members shall have full rights pursuant to Robert's Rule of Order, City ordinances, resolutions, policies, and procedures, and applicable law.
2. Alternate members. Alternate members shall have all rights afforded to voting members except the ability to make motions, engage in discussion/debate once a motion is on the table, and vote on items. Alternate members may not engage in discussion, as a member of the board or committee, during quasi-judicial proceedings.

B. Removal. Removal shall be done via resolution pursuant to section 112.501, Florida Statutes.

1. Where a board has a member seat that must be filled by a representative from a specific agency, the agency must replace the representative by providing notice to the City that the current representative member shall no longer serve on the board and provide a replacement representative's application to the City for review by the Mayor, at least two (2) weeks prior to a City Council meeting. Recommendation by Mayor for replacement shall be placed on the next City Council meeting for approval by the City Council.

C. Resignation. Any board member wishing to resign shall submit written notice to the City Clerk announcing their resignation and shall include the effective date of such resignation. Any board member resigning prior to the expiration of their term shall not be eligible for reappointment to any board or committee for a period of one (1) year following the resignation, unless good cause is shown.

D. The Mayor may elevate an alternate member or appoint from existing or new applications on file for any vacancies occurring mid-term. Applications on file are only valid for one (1) year. In the event there are no alternates available or applications on

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file, the vacant position will be posted, for the remainder of the original term period with consent of City Council.

IV. Board Terms; Staggered Terms. For those members appointed in 2024, members shall be grouped into three (3) separate “classes” of members: Class A, Class B, and Class C. Class C shall serve a one-year term, Class B shall serve a two-year term, and Class A shall serve a three-year term. After the first term, years 2025, 2026, and 2027, respectively, each Class’s term shall become three (3) years, effectuating staggering board terms.

- a. Members of each class, for members appointed in 2024, shall be grouped randomly by the City Clerk’s office, with the exception of Class C being only alternate members. Following the first term, classes shall expire, and each subsequent member shall serve a three (3) year term.
- b. There shall be no term limit for board members, however, the City Council may reappoint board members who reapply for their positions.

V. Selection of Chair and Vice Chair. At the first meeting of the year, members of each Board and Committee shall nominate a Chair, a Vice Chair, and a Chair Pro Tem. Members shall vote for these officers by paper ballot and the City Clerk shall announce the results prior to ending the meeting. The Chair, Vice Chair, and Chair Pro Tem, shall serve one (1) year terms as officers. The Chair shall serve no more than one (1) year term. All election of officers shall be done by paper ballot prepared by the City Clerk.

VI. Operating Procedures.

- A. Robert’s Rule of Order. Except to the extent there is a conflict with Florida Statutes, City Code, or this Resolution, “Robert’s Rule of Order” shall govern all meetings of boards and committees. All members of boards and committees must vote unless there is an executed conflict form submitted to the City Clerk disclosing such conflict.
- B. Florida’s Government in the Sunshine Law Training. Except for the Port St. Lucie Youth Council, all meetings shall be open to the public and properly noticed according to State Law. Except for the Port St. Lucie Youth Council, all board members shall undergo yearly Sunshine training.
- C. Order of Business.
 1. *At all regular board and committee Meetings, the general order of business before the Committee shall be as follows:*
 - (a) Call to Order

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- (b) Roll Call
- (c) Determination of Quorum
- (d) Approval of the Minutes
- (e) Public to be Heard
- (f) New Business
- (g) Unfinished Business
- (h) Adjournment

2. *The order of business for called or special meetings shall be as follows:*
 - (a) Call to Order
 - (b) Roll Call
 - (c) Determination of Quorum
 - (d) Business which is the subject of the special or called meeting
 - (e) Adjournment
3. The presentation for Quasi-Judicial Hearings shall be held pursuant to section 32.80 of the City Code.

VII. Declared State of Emergency. When the City Manager declares a State of Emergency for the occurrence of a natural disaster, committees shall be permitted to meet via Communications Media Technology (CMT), along with the following:

- A. During a State of Emergency, a quorum shall consist of a majority of board members present remotely.
- B. Voting shall be permitted to take place via Communications Media Technology (CMT).

SECTION 3. Conflict. If any resolution, or parts of resolutions, are in conflict herewith, this Resolution shall control to the extent of the conflicting provisions. This Resolution shall supersede any and all resolutions governing City boards and committees prior to the enactment of this Resolution.

SECTION 4. Severability. The provisions of this Resolution are intended to be severable. If any provision of this Resolution is determined to be void or is declared illegal, invalid, or unconstitutional by a Court of competent jurisdiction, the remainder of this Resolution shall remain in full force and effect.

SECTION 5. Effective Date. This Resolution shall become effective immediately.

RESOLUTION 24-R

PASSED AND ADOPTED by the City Council of the City of Port St. Lucie, Florida, this _____ day of _____, 2024.

CITY COUNCIL
CITY OF PORT ST. LUCIE

By: _____
Shannon M. Martin, Mayor

ATTEST:

Sally Walsh, City Clerk

APPROVED AS TO FORM:

By: _____
Richard Berrios, City Attorney

EXHIBIT “A”
Affordable Housing Advisory Committee “AHAC” Bylaws 2024

ARTICLE I. OBJECTIVES AND PURPOSE

Section 1. The objectives and purposes of the Affordable Housing Advisory Committee shall be as follows:

Annually, the Advisory Committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, each Advisory Committee shall submit a report to the local governing body that includes recommendations on, and annually thereafter evaluates the implementation of, affordable housing incentives in the following areas:

- A. The processing of approvals of development orders or permit, as defined in sections 163.3164 (15) and (16), Florida Statutes, for affordable housing projects is expedited to a greater degree than other projects.
- B. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- C. The allowance of flexibility in densities for affordable housing.
- D. The reservation of infrastructure capacity for housing for very low-income persons, low-income persons, and moderate-income persons.
- E. The allowance of affordable accessory residential units in residential zoning districts.
- F. The reduction of parking and setback requirements for affordable housing.
- G. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- H. The modification of street requirements for affordable housing.

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- I. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- J. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- K. The support of development near transportation hubs and major employment centers and mixed-use developments.

The Advisory Committee recommendations may also include other affordable housing incentives identified by the Advisory Committee.

ARTICLE II. MEMBERSHIP

Section 1. Members shall be appointed by the City Council, in accordance with the provisions set out by the City of Port St. Lucie.

Section 2. Members shall:

- A. Have a general knowledge of the City;
- B. Exhibit a genuine interest in the affairs and development of the City;
- C. Devote the time necessary to serve the Committee;
- D. Serve without pay or renumeration;
- E. Make judgments without respect to any personal gain;
- F. Support the adopted policies of the City;
- G. Have their primary residence or business within the City of Port St. Lucie;
- H. Be representative of at least one of the following:
 - 1. Citizen actively engaged in the residential home building industry in connection with affordable housing;
 - 2. Citizen actively engaged in the banking or mortgage banking industry in connection with affordable housing;
 - 3. Citizen representative of those areas of labor actively engaged in home building in connection with affordable housing;
 - 4. Citizen actively engaged as an advocate for low-income persons in connection with affordable housing;
 - 5. Citizen actively engaged as a for-profit provider of affordable housing;
 - 6. Citizen actively engaged as a not-for-profit provider of affordable housing;

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7. Citizen actively engaged as a real estate professional in connection with affordable housing;
8. Citizen actively serving on the local planning agency pursuant to 163.3174, Florida Statutes;
9. Citizen residing within the jurisdiction of the local governing body making the appointments;
10. Citizen who represents employers within the jurisdiction;
11. Citizen who represents essential services personnel, as defined in the local housing assistance plan;

Section 4. Members of the Committee may be removed in accordance with the provisions set out by the City of Port St. Lucie.

Section 3. The Committee shall consist of nine (9) members and two (2) alternate members. Eight (8) of the members shall be representative of at least six (6) of the eleven (11) representative categories as outlined by Florida State Statutes and listed in Article II. Section 2 above. One (1) member of the Committee shall always be an active, elected official of the City of Port St. Lucie as provided by Florida Law. Officers shall be elected in accordance with the provisions set out by the City of Port St. Lucie.

ARTICLE IV. MEETINGS

Section 1. Regular or special meetings may be held at any time or place by the Committee provided that such meetings shall be held in accordance with the provisions set out by the City of Port St. Lucie, subject to the call of the Chairperson or in the absence of the Chairperson, the Vice-Chairperson.

Section 2. All meetings of the Affordable Housing Advisory Committee shall be open to the public and advertised publicly.

Section 3. All meeting schedules and agendas shall be determined and voted on by the Committee, in accordance with the provisions set out by the City of Port St. Lucie, subject to the call of the Chairperson or in the absence of the Chairperson, the Vice-Chairperson.

ARTICLE V. QUORUM

Section 1. For the purpose of transacting business at any regular meeting, adjourned, special or called meeting, five (5) members will constitute a quorum and an affirmative vote of five members will be required to pass on any matter.

ARTICLE VI. FLORIDA STATE STATUTES

RESOLUTION 24-R

Section 1. The Committee shall follow rules set out by the Florida State Statutes Chapter 420 HOUSING SECTION 9076 Adoption of affordable housing incentive strategies; committees.

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EXHIBIT “B”
Charter Review Committee 2023

The Charter Review Committee will operate as set-forth in a Resolution calling for a Charter Review.

EXHIBIT “C”
Citizens Advisory Committee By-Laws 2023

Section 1. Qualifications: When appointing or consenting to members and alternate members, expertise shall be an important consideration of the Mayor and City Council. The expertise of applicants may be determined based on whether an applicant possesses an established financial background and budgeting experience. An established financial background may include, but is not limited to, educational background, experience, or both in a government budget process or private sector budget process, accounting experience, or high-level financial management experience.

Section 2. Attendance: The Citizens Advisory Committee shall meet at least once (1) per month unless there is no business to transact by the day before the regular meeting date. Special meetings may be called by a majority vote of the members of the Citizens Advisory Committee or as requested by the City Council.

Section 3. Duties and Responsibilities: The duties and responsibilities of the Citizens Advisory Committee shall include, but not be limited to, the following:

- A. Review of the City Manager’s proposed budget, capital improvements plan, and budget update following the presentation of same to the City Council;
- B. If directed by the City Council review and advise the City Manager and the City Council on up to three (3) service areas or revenue sources each budget year, i.e. Solid Waste Fund, Gas Tax Revenue, and Saints Golf Course operations;
- C. If directed by the City Manager review and provide recommendations on specific expenditures, revenues, services, and policies;
- D. Provide recommendations to the City Manager on methods and tools to engage citizens in the budget process;
- E. Upon recommendation of the City Manager, City staff may provide appropriate support to the Citizens Advisory Committee; and
- F. Provide any and all recommendations in writing to the City Manager prior to making any recommendations to the City Council.

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EXHIBIT "D"
Civil Service Appeals Board 2023
(City Council shall serve ex-officio capacity)

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EXHIBIT “E” Construction Board of Appeals Revised By-laws 2023

ARTICLE I. NAME

The name of the Board is the Construction Board of Appeals (“CBA” or “Board”). The CBA is created by City Council as follows.

ARTICLE II. MISSION AND PURPOSE

The Board was created to serve as the local construction regulation board with authority to issue certificates of competency, discipline locally licensed contractors, regulate unlicensed contractor activity, and hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code.

The Board is required by Ordinance to establish rules and regulations for its own procedure not inconsistent with the provisions of the code or any other provision of city Code of Ordinances. The Board shall meet as needed at the call of the chairperson, after a request to call a meeting by the secretary. The Board is also required to establish rules to prescribe the procedure for determining the qualifications of an applicant to show: (1) the applicant’s degree of experience; (2) the applicant’s knowledge of building, safety, health, and lien laws of the county, state and federal governments as may be applicable; and (3) the applicant’s knowledge of rudimentary administrative principles of the contracting business for which application is being made.

ARTICLE III. MEMBERS

Members shall be appointed by the City Council. The Board is required to consist of seven (7) regular members plus two (2) alternate members. Regular Board members, must be St. Lucie County residents, each of whom has a vote, with knowledge and experience in the technical codes and to include to the greatest extent possible:

- One (1) Division 1 Contractor (GC,BC,RC)
- One (1) Architect or Engineer
- One (1) Electrical Contractor
- One (1) Plumbing Contractor
- One (1) HVAC Contractor
- One (1) Building Code Administrator
- One (1) Member at large from the public

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A contractor who serves on the Board must hold a current Florida state contractor's license or a Certificate of Competency issued by the City, and carry valid insurance and workers' compensation, as required by law.

ARTICLE IV. MEETINGS AND ATTENDANCE

The Board is required to hold not less than four (4) regular meetings each year. The meetings are to be called by the chairperson of the Board, and in his or her absence, by the vice-chairperson of the Board.

ARTICLE V. ORDER OF BUSINESS

The general order of business at Board meetings shall be as follows:

1. Call to order
2. Roll call
3. Determination of Quorum
4. Pledge of Allegiance
5. Approval of minutes
6. Additions or deletions to Agenda
7. Approval of Consent Agenda
8. New Business
9. Quasi-Judicial Hearings
10. Citation Hearings
11. Certification of Fine Hearings
12. Disciplinary Hearings
13. Public to be heard
14. Adjourn

ARTICLE VI. QUORUM

Four (4) members of the Board constitute a quorum at any meeting, and a majority vote of those present are required to make any decisions. In modifying a decision of the building official, the affirmative vote of the majority present, but not less than four (4) affirmative votes, shall be required. If regular members are unable to attend a meeting, the alternate members shall vote.

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EXHIBIT “F”
Districting Commission

(Shall be governed pursuant to section 5.05(b) of the Charter of the City of Port St. Lucie)

EXHIBIT “G”
Infrastructure Surtax Citizens’ Oversight Committee By-Laws 2023

Section 1. Membership and Qualifications: Term of Appointment; Vacancy.

A. The Committee shall consist of seven (7) members and two (2) alternates. All members shall have the following qualifications:

1. All members shall be residents of the City;
2. Members shall not be elected officials or City staff members;
3. Consideration should be given to applicants that have a background in engineering, planning or finance.

Section 2. Responsibilities and Duties: The Committee shall act solely in an oversight and advisory capacity to the City Council. The Committee shall not be responsible for identifying projects or determining the priority of a proposed project on the approved Projects List. Project priorities are determined by the City Council based upon many factors, including, but not limited to, availability of surtax revenues along with the status of project design and permitting. The Committee shall have the following responsibilities and duties

A. Prepare an annual report to the City Council regarding:

1. Whether City's expenditure of Surtax proceeds for the fiscal year was consistent with the requirements of Section 212.055(2), Florida Statutes, and the ballot language approved by the voters; and
2. Whether the City's expenditure of Surtax proceeds for the fiscal year was consistent with City Ordinance 18-50.

B. Review documents and projects:

1. The Committee will be presented with appropriate documents, plans, budgets, designs, permits (or permit applications), reports, photographs, presentations or other materials to sufficiently determine the status of each project.
2. Review and comment upon any changes or additions to the Projects List that may occur as a result of emergencies, hurricanes or other

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acts of God that might necessitate altering the Projects List. In the case of an emergency, the Committee may be consulted after-the-fact.

- C. *Meetings*: The Committee shall meet quarterly. Special meetings may be called by a majority vote of the Committee members or as requested by City Council in order to fulfill its duties and responsibilities.
- D. *Reports*. The Committee shall compile information received from the City on Surtax expenditures so that it is able to provide annual reports to the City Council by December 31st of each year, or by some other date as determined by the Committee. The Committee also shall provide a final report to the City Council prior to sun-setting and completing its operations.
- E. *Subcommittees*. By majority vote of the Committee members present and voting, a subcommittee, task force, or work group, may be created to further the purpose of the Committee. Any such task force, work group, or sub-committee shall be made up of Committee members and shall report their findings and/or recommendations back to the Committee for action.

Section 3. Sunset Provisions: Pursuant to County Ordinance No. 18-004, the Surtax shall be in effect only through December 31, 2028. It shall "sunset" and expire thereafter, without further action by any local government. The Committee shall remain in effect for the life of the Surtax imposed pursuant to County Ordinance No. 18-004 and until all Surtax proceeds are expended by the City Council. Thereafter, the Committee shall automatically sunset.

EXHIBIT “H”
Keep Port St. Lucie Beautiful

ARTICLE I. MISSION, PURPOSE AND GOALS

Keep Port St. Lucie Beautiful serves to foster the strategic goal of a clean, safe, and beautiful City of Port St. Lucie. Keep Port St. Lucie Beautiful aims to build community partnerships, improve public health and safety, reduce illegal dumping, enhance property values, eradicate litter, and foster community pride.

ARTICLE II. MEMBERSHIP AND STRUCTURE

Section 1. Membership

Keep Port St. Lucie Beautiful members shall consist of City of Port St. Lucie staff and members of the community, including residents of the City and public, private, and civic representatives. City staff shall represent different departments in the City. Members shall be appointed by the Mayor upon recommendation by the Director of the Office of Solid Waste (“Director”).

Section 2. Structure

Keep Port St. Lucie Beautiful shall consist of a delegation of general members and a Board. The Board shall be comprised of seven (7) members, which may consist of five (5) staff members and two (2) members from the public, private, and civic representatives. There shall be two (2) alternate members.

The board shall appoint, by a majority vote, a chair, vice chair, and chair pro temp to serve on the Board.

There shall be subcommittees, including but not limited to, the Holiday Lights Committee, which both general members and board members may join.

ARTICLE III. DUTIES AND RESPONSIBILITIES

The board’s duties and responsibilities include:

1. Identifying areas of opportunities for volunteering and community involvement to assist with litter pickup and other activities which help continue to keep the City clean and beautiful.
2. Creating, implementing, and participating in volunteering opportunities aimed at the goal of eradicating litter in the City.
3. Gathering input from residents regarding the litter status of the City, identifying challenges or opportunities for improvement, and providing potential solutions to staff and City Council.
4. Setting Strategy, implementing ideas, and communicating with staff, City Council, and any other parties responsible for keeping the City clean, safe, and beautiful.
5. Recruiting more volunteers to assist in litter eradication activities.
6. Identifying and participating in community events to provide educational opportunities for residents to become more familiar with litter eradication efforts and discover more ways to volunteer and contribute to litter eradication efforts at their own home or workplaces.

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ARTICLE IV. MEETINGS

Meetings shall be held quarterly unless otherwise proscribed by the Director or Board. For quorum, there must be a majority of the Board present, not a majority of the general members.

ARTICLE V. RESIGNATION AND REMOVAL

Members may resign at any time by providing written notice of their resignation and specifying their last date of service to the governing board. Staff representing the various City departments serve the board at will and may be removed or switched out at the discretion of the Director, City Manager, and/or Mayor.

The public, private, or civic representative agencies may also replace their representatives by providing the member who is no longer serving and the application of the new representative to the Solid Waste Department Head. Such change must be effectuated via a memo from the Mayor and presented to City Council, for approval, on the consent agenda.

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EXHIBIT “I”

Municipal Police Officers’ Retirement Trust Fund Board of Trustees 2023
(Shall be governed pursuant to Chapter 185, Florida Statutes)

EXHIBIT “J”
Planning and Zoning Board Revised By-Laws 2023

ARTICLE I: POWERS AND DUTIES.

The Planning and Zoning Board shall have the following powers and duties:

- A. *Financing.* Make recommendations for the financing of improvements; but those recommendations for financing shall in no way be binding on the city council.
- B. *Comprehensive plan.* The comprehensive plan shall be adopted and may be amended from time to time. The plan, together with accompanying maps, charts, and explanatory matters shall show the recommendations of the Board for the development of the city and, among other things, may include recommendations as to the general location, character and extent of streets, bridges, parks, water ways, or other public ways, the general location of public buildings and other public property, and general location and extent of public utilities, the removal, relocation, widening, extension, narrowing, abandonment or change of use of existing or future public ways, grounds, spaces, buildings, or utilities.
- C. *Procedure for adoption of comprehensive plan.* The adoption of any future comprehensive plan or any part thereof, or any amendment, extension, or addition to the current comprehensive plan as set forth in Chapter 151, Florida Statutes.
- D. *Disposal of City property.* If requested by the City Council, the Board may make recommendations on the leasing or disposition of real property. However, the City Council shall have authority to overrule the recommendation of the Board on any proposal.
- E. *Neighborhoods.* Make recommendations for the improvement and development of neighborhoods.
- F. *Public relations.* Promote public interest in, and understanding of, the comprehensive plan and other proposals submitted by the board.
- G. *Budget.* The Board shall make recommendations on the annual update to the capital improvements element of the comprehensive plan.

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- H. *Voting.* The planning and zoning board shall make recommendations to the city council pertaining to all items relating to planning and zoning before any council action may be taken.
- I. The Planning and Zoning Board may only table items at the request of the applicant or City Staff.

**EXHIBIT “K”
Port St. Lucie Youth Council 2023**

ARTICLE 1. SCOPE, MISSION AND VISION

Section 1. Scope.

The Port St. Lucie Youth Council (“Youth Council”) is a fact-finding board, consisting of local high school students. The Youth Council is not subject to the Florida Government in the Sunshine Law.

Section 2. Mission.

To provide youth with an understanding of the inner workings of municipal government while cultivating leadership skills and working towards the City’s strategic plan through a youth perspective.

Section 3. Vision.

To be leaders amongst their peers, while amplifying the voices of the City’s youth and finding opportunities for civic engagement and community service.

ARTICLE 2. MEMBERSHIP, TERM, QUALIFICATION, AND STRUCTURE

Section 1. Membership and Term

The Youth Council shall have no limit on the number of members. Each member shall serve a one (1) year term and shall be automatically opted into the next term, provided the member is in good standing at the end of the previous term, the member has not opted out for the next term, and the member will remain a high school student for the upcoming term. Members who are not in good standing at the end of the term may reapply after their term has expired. There is no limit on terms served. The initial term shall begin in August 2024 and expire in May of 2026. The application process for the Youth Council shall open every year in May.

Section 2. Qualifications.

All members shall have the following qualifications:

1. All members must be students enrolled in grades ninth (9th) through twelfth (12th)
2. All members must be residents of the City of Port St. Lucie

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3. All members must complete, in its entirety, an application by the designated deadline.
4. All members must be appointed by the Mayor and are subject to certain qualifications, including but not limited to, GPA/grades, academic and behavioral standing, letter of recommendation, and overall interest and promise in, as well as commitment to membership in the City of Port St. Lucie Youth Council.

Section 3. Structure.

The Port St. Lucie Youth Council shall be comprised of a delegation of members who may choose to serve on a variety of committees and/or the Governing Board (“Board”).

The delegation, with approval from the Board, shall create committees at the start of each academic year. The delegation shall meet at a frequency and time determine by the Board

Governing Board members shall meet at a frequency and time determined by the Board at the start of the academic year.

Committees may meet at a time and frequency determined by members of the committee, but no less frequency than necessary to accomplish that committee’s goals and objectives.

ARTICLE 3. DUTIES AND RESPONSIBILITIES

The Youth Council shall coordinate activities for City youth, obtain data from City youth and residents, and provide said data to City staff and the City Council to help cultivate a better understanding of the needs of the City’s Youth population.

Members must serve on at least one (1) committee per year. Members must dedicate forty (40) hours to Youth Council which can be done in a variety of ways, listed below:

Event/Meeting	Hours
Youth Council Retreat- <i>September</i>	5 hours
City Council Meeting- <i>Year-Round</i>	3 hours (Per Meeting)
Youth Council Meeting- <i>Monthly</i>	2 hours (Per Meeting)

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Florida League of Cities Annual Youth Conference- <i>October</i>	8 hours
National League of Cities Annual Summit- <i>November</i>	8 hours
PSLinLights Party- <i>December</i>	6 hours
Citizen Summit- <i>February</i>	7 hours
Legilative Action Days- <i>March</i>	14 hours (2-day trip)
Community Service- <i>TBD</i>	4-5 hours (varies depending on the project)
City Signature Events-September- <i>June</i>	4-5 hours (Per event)
Community Field Trips- <i>September-June</i>	2-3 hours (Depending on location)
Other events/hour opportunity as set forth by the Governing Board	<i>TBD</i>

ARTICLE 4. GOVERNING BOARD

The delegation shall vote for a Governing Board determinative of, including but not limited to, interest in serving on the governing board, previously serving on the Youth Council, strong qualifications such as leadership experience, academic excellence, or strong recommendation from the community, and nomination from peers.

The Governing Board shall:

- Be comprised of at least five (5) members.
- Consist of a chair, vice chair, chair pro temp, committee chair, and volunteer chair. The Board shall serve for one (1) term.

ARTICLE 4. RESIGNATION AND REMOVAL

Members may resign at any time by providing written notice of their resignation and specifying their last date serving on the Youth Council to the Governing Board.

Members may only be removed by the Governing Board upon good cause must be shown.

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Governing board members may resign at any time by providing written notice of their resignation and specifying their last date serving on the Board to the Mayor. Thereafter, time in term allowing and after succession rules are implemented, the Governing Board shall nominate a member to serve on the applicable vacancy for the remaining amount of the term.

Governing board members may only be removed by the Board for good cause shown.

EXHIBIT “L”
Public Art Advisory Board By-Laws

ARTICLE I. Public Art Advisory Board, creation, and composition.

- A. A Public Art Advisory Board is hereby created as a body of individuals appointed by the mayor and consented to by City Council that shall have the duty and responsibility to make recommendations to the City Council on public art projects.
- B. The Public Art Advisory Board must be comprised of seven (7) members and two (2) alternates as follow:
 1. A representative of the St. Lucie County Chamber of Commerce.
 2. A representative of the Treasure Coast Builders' Association.
 3. Whenever possible, the remaining members should be representative of one (1) or more of the following classifications:
 - a. Architect, or Interior Designer;
 - b. Landscape Architect or Land Use Planner;
 - c. Professional in the field of art;
 - d. Art or Architectural Historian;
 - e. Art Educator;
 - f. Artist.
- C. All members and alternates of the Public Art Advisory Board must reside within the City limits for a minimum of one (1) year preceding appointment.
- D. Each member of the Public Art Advisory Board serves without compensation.
- E. No member of the Public Art Advisory Board may be the artist, provide the artwork, provide art consulting services, or have any interest in any artwork to be reviewed by the board, whether proposed by a private developer or the City.
- F. In the event the Public Art Advisory Board is suspended, the City Manager or designee shall assume the duties and responsibilities of the Public Art Advisory Board as provided under this chapter.
- G. All meetings of the Public Art Advisory Board must comply with Florida law.

ARTICLE II. Public Art Advisory powers, duties, and functions.

- A. The Public Art Advisory Board shall:
 1. Advise the City Council on the adoption of policies and procedures to acquire, commission, and maintain works of art in public places.

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2. Advise the City Council regarding applications for the installation of art as part of private projects pursuant to this chapter.
3. Advise the City Council regarding installation of art as part of public projects pursuant to this chapter.
4. Advise the City Council regarding proposed donations of art pursuant to this chapter.
5. Recommend sites for location of public art in accordance with the public art master plan.
6. Provide recommendations and guidance in implementation of the public art master plan.
7. From time to time, recommend to the City Council updates or revisions to the public art master plan that identify proposed locations and criteria for public artwork, art selection, and placement criteria, and other program recommendations, to reflect the changing environment of the City. It is the intent that such master plan be updated every five (5) years.
8. Conduct, with the assistance of City staff, calls to artists regarding installation of art as part of public projects and regarding installation of art using the Art Fund pursuant to this chapter.
9. Provide recommendations to the City Council on the maintenance of city-owned artwork to preserve and protect the public art in the city's collection.
10. Provide recommendations to the City Council on the deaccessioning, removal, or replacement of public art owned by the City.
11. Advise the City Council regarding murals to be installed on city property.
12. Propose recommendations to the City Council regarding the art in public places ordinance and program.
13. Report to the City Council, on an annual basis, the status of the art in public places program, the application of the master plan, the use of art in public places funds and the fund balance.

B. The recommendations of the public art advisory board to the City Council are advisory only and may or may not be consistent with similar recommendations made to the City Council by other City boards.

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EXHIBIT “M”

Safety Review Board By-Laws

ARTICLE I. PURPOSE:

The purpose of the Safety Review Board will be to establish guidelines and make recommendations essential for providing a Safety Program with a primary objective of reducing the frequency and severity of bodily injuries to employees, and the general public; damage to property, and liability losses. Inherent in the guidelines is the charge to provide a safe and healthful work environment.

ARTICLE II. ELECTION OF OFFICERS / BOARD MEMBERS:

- A. The election of Officers will provide for a Chairperson, a Vice Chair-Person, and a Recording Secretary provided by the City Clerk’s Office.
- B. Members will serve on the Board for a three (3) year term, with members alternating the turnover, thereby creating a completely new Board, each term. Members shall be appointed by each Department Head. A maximum of two (2) individuals from each department will be appointed.
- C. Members may serve consecutive terms subject to the approval of their Department Head.
- D. Terms of office will commence at the beginning of each calendar year.

ARTICLE III. MEETINGS / ATTENDANCE:

- A. All meetings shall be in person unless otherwise directed by the City Manager.
- B. Meetings will be held at a minimum on a bi-monthly basis, on the third Thursday of the month. Special meetings will be held as called by the Chairperson.
- C. A quorum shall consist of at least half or more of total Board members.
- D. Board member shall attend all meetings unless they have notified Risk Management in advance of the meeting that they will not be in attendance. The Board member will be responsible for notifying the Department Head and coordinating an alternate to attend.
- E. Board member and / or Officers may be removed from office for unexcused absences of two or more consecutive meetings or for other reasons as determined by majority vote of the Board, or at the discretion of their Department Head.

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ARTICLE IV. RULES OF PROCEDURE:

- A. Decisions of the Board shall be made by at least a quorum of the Board
- B. Each accident / injury will be reviewed on a bi-monthly basis as reported on the claim logs maintained by Risk Management.

ARTICLE V. RECOMMENDATIONS:

- A. All recommendations will be directed to the respective Department Head.
- B. The Department Head will have thirty (30) days to respond to the Board's recommendation.

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EXHIBIT “N”

Site Plan Review Committee

(Shall be governed pursuant to section 158.236 of the City Code of Ordinances)



City of Port St. Lucie

121 SW Port St. Lucie Blvd.
Port St. Lucie, Florida 34984

Agenda Summary

2024-1047

Agenda Date: 10/16/2024

Agenda Item No.: 6.b

Placement: New Business

Action Requested: Discussion

St. Lucie River and Estuary Basin Management Action Plan

Submitted By: Summary by Jasmin Padova, Executive Assistant.

Executive Summary: Staff with the Public Works and Utility Systems Dept, will provide a presentation on the St. Lucie River and Estuary Basin Management Action Plan

Presentation Information: Bret Kaiser, NPDES Project Manager.

Staff Recommendation: Move that the Committee hear the presentation.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and hear the presentation
2. Move that the Committee provide staff direction

Attachments: Presentation

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

St. Lucie River and Estuary TMDL/BMAP feat. CPSL BMAP Projects

Bret Kaiser

Donna Rhoden

October 16, 2024



Total Maximum Daily Load (TMDL)



Scientific determination of the maximum amount of a given pollutant that a surface water can absorb and still meet the water quality standards that protect human health and aquatic life



Conducted by the Department of Environmental Protection



Waterbodies that do not meet water quality standards are identified as "impaired" for the pollutants of concern

Ex. nutrients, bacteria, etc



TMDLs must then be developed, adopted and implemented to reduce those pollutants and clean up the waterbody

Total Maximum Daily Load (TMDL)

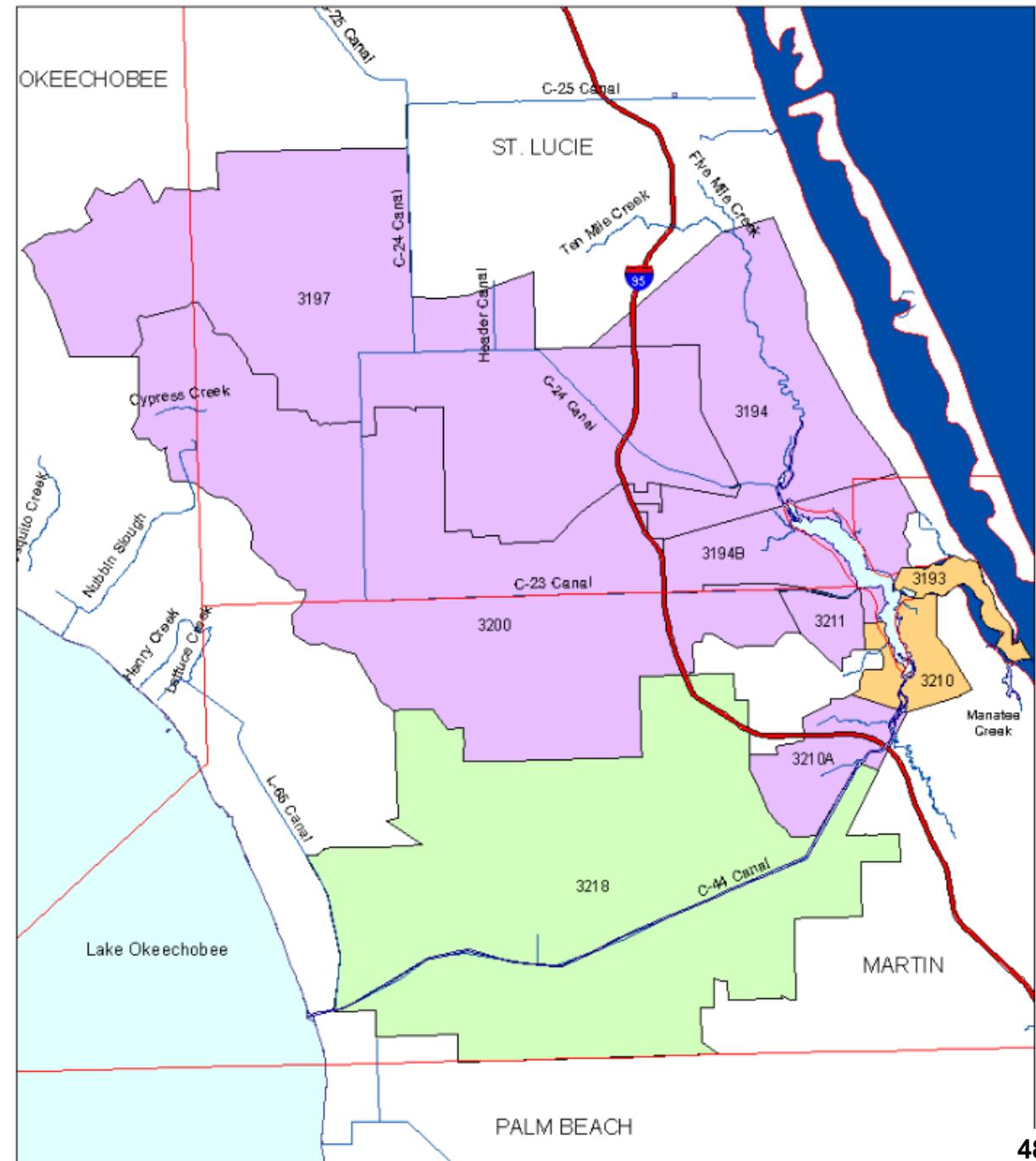
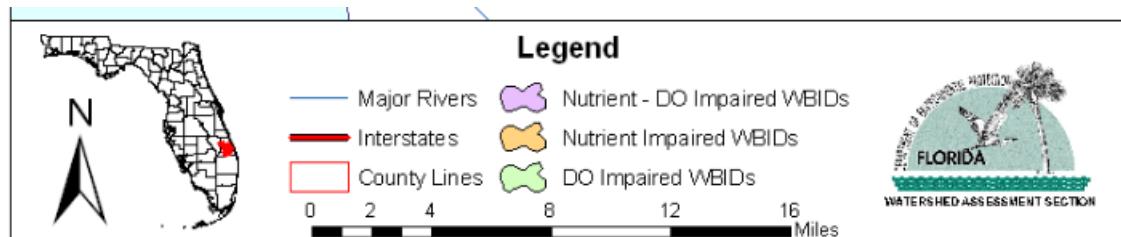
What are the basic steps in the TMDL program?

- Assess the quality of surface waters
- Determine which waters are impaired
- Establish and adopt, by rule, a TMDL for each impaired water for the pollutants of concern—the ones causing the water quality problems
- Develop, with extensive local stakeholder (local communities, local government agencies, and landowners) input, Basin Management Action Plans (BMAPs) that:
 - Implement the strategies and actions in the BMAP.
 - Measure the effectiveness of the BMAP, both continuously at the local level and through a formal re-evaluation every five years.
 - Change the plan and change the actions if things aren't working.
 - Reassess the quality of surface waters continuously.

Total Maximum Daily Load (TMDL)

Established St. Lucie Basin Nutrient and Dissolved Oxygen TMDL

Figure 2.1 Verified Impaired WBIDs for Nutrients and Dissolved Oxygen for the St. Lucie Basin (WBIDs 3193, 3194, 3194B, 3197, 3200, 3210, 3210A, 3211, and 3218)



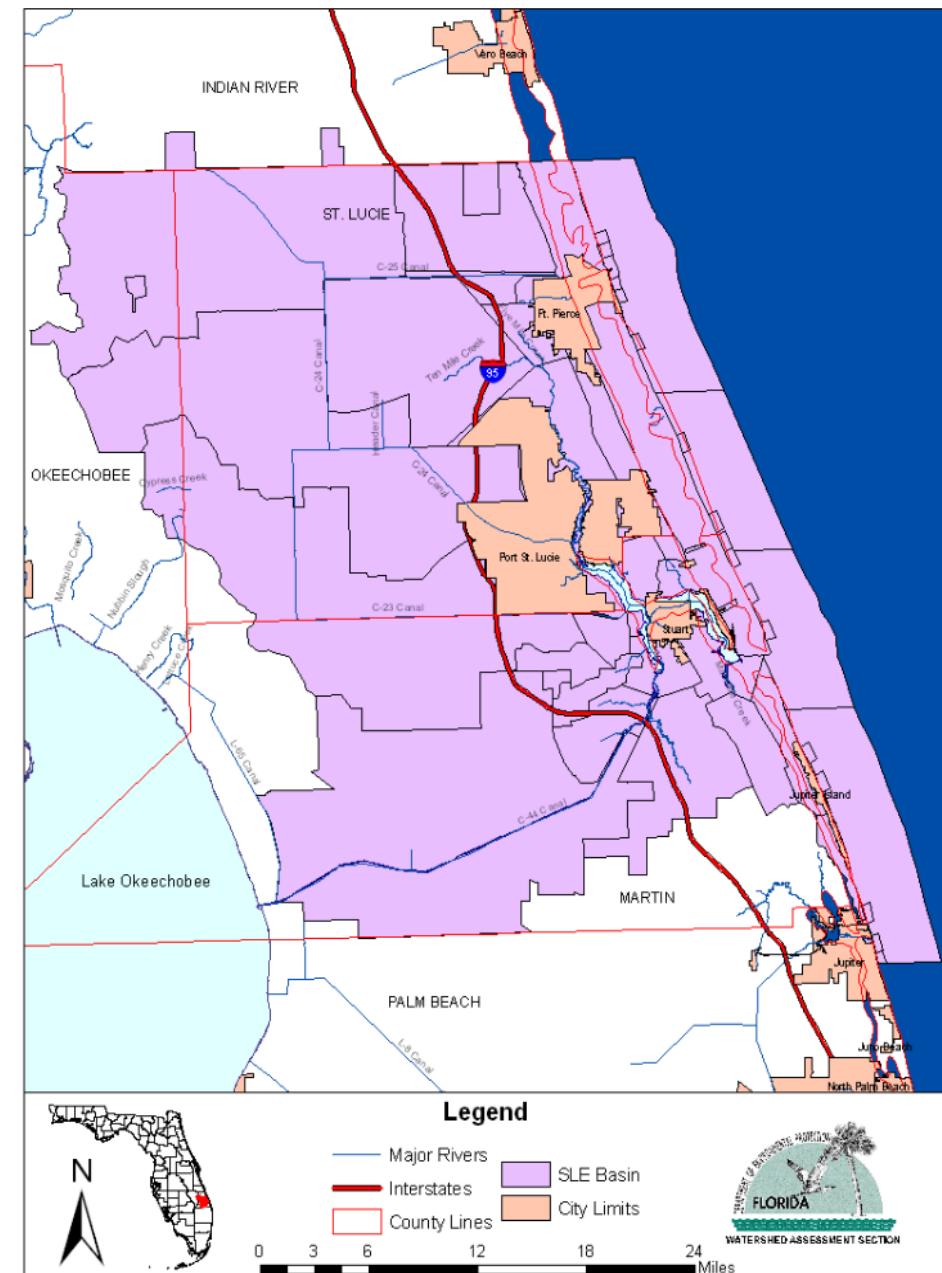
Total Maximum Daily Load (TMDL)

- The Department identified nine segments with waterbody identification (WBID) numbers in the St. Lucie River and Estuary Basin as impaired by nutrient
- Goal is to achieve the following concentrations for Total Nitrogen (TN) and Total Phosphorus (TP) at the Roosevelt Bridge

TN Target: 0.72 mg/L

TP Target: 0.081 mg/L

Figure 1.1 Location of the St. Lucie Basin in St. Lucie and Martin Counties



Basin Management Action Plan (BMAP)



St. Lucie River and Estuary Basin Management Action Plan (BMAP)



Is the "blueprint" for restoring impaired waters by reducing pollutant loadings to meet the allowable loadings established in the TMDL

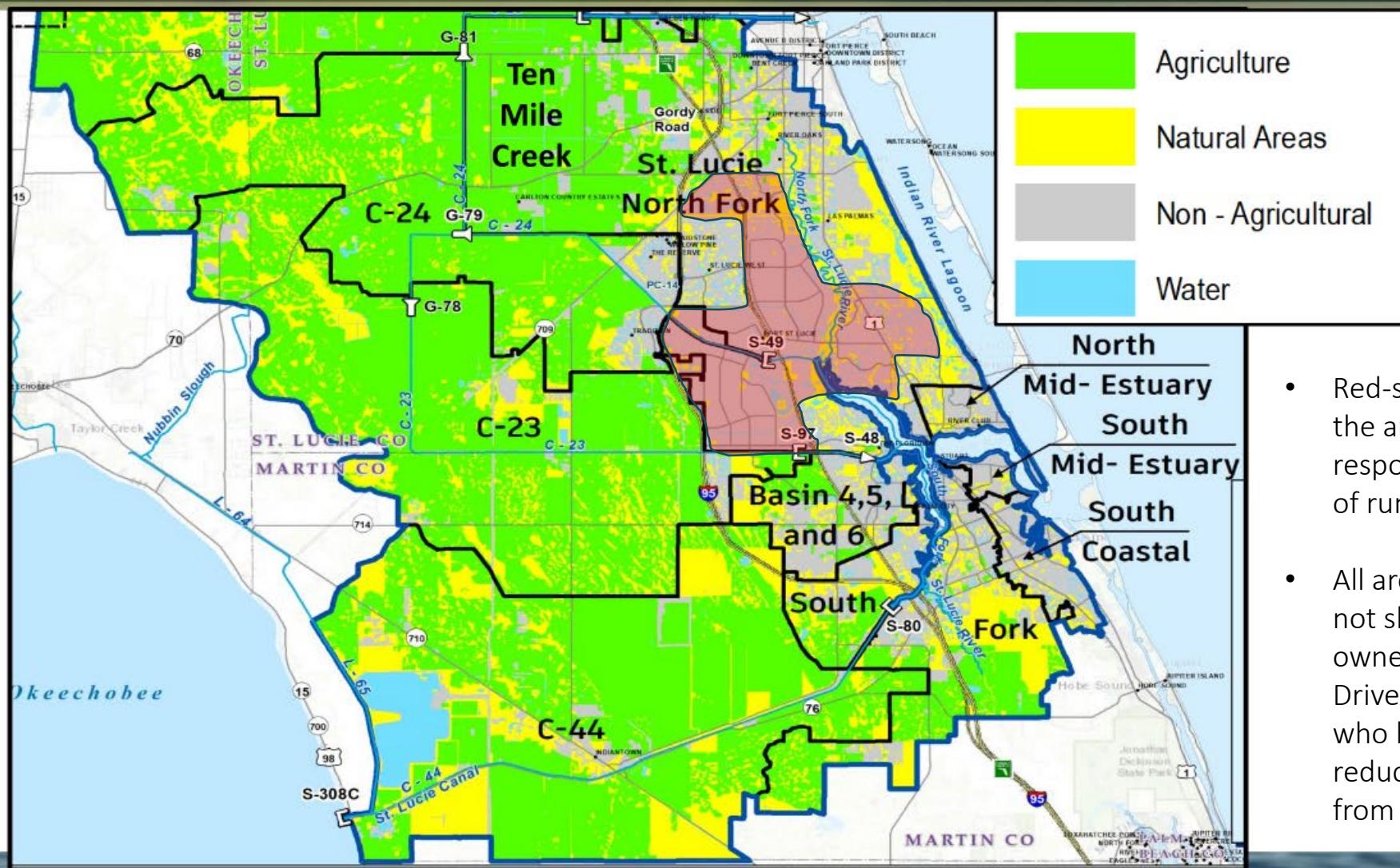


These broad-based plans are developed with the same local stakeholders and they are adopted by Secretarial Order to be enforceable



Establish "Starting Loads", "Allocated Loads", and required reduction totals, for each individual entity with the BMAP

Land Uses (2014-2016)



- Red-shaded shape shows the area the city is responsible for in terms of run-off
- All areas within city limits not shaded red are owned by Community Driven Districts (CDD) who have their own reductions to meet, apart from the cities'

Basin Management Action Plan (BMAP)

Goals (Adopted 2013)



BMAP was agreed upon by Local Stakeholders as a 15-year Plan



City governed by BMAP



BMAP has three 5-year goals

First 5-year goal 2013-2018	(30% reduction TP/TN)
Second 5-year goal 2018-2023	(35% reduction TP/TN)
Third 5-year goal 2023-2028	(35% reduction TP/TN)

Statewide Annual Report (STAR)

- The Statewide Annual Report (STAR) details the status of all restoration and protection actions for TMDLs, BMAPs, and other similar strategies
- STAR is available in an interactive application format that can be viewed on the DEP's webpage
 - Yearly info contribution from the City of Port St. Lucie regarding our current nutrient reduction related projects
- Managed by the Division of Environmental Assessment and Restoration (DEAR)
 - Restoration Project Collection

CPSL Nutrient Reduction Projects

Examples of projects submitted for the STAR report to indicate the city's progress towards meeting nutrient reduction goals.

Regional Stormwater Treatment

St. Lucie River / C-23 Water Quality Restoration Project at McCarty Ranch Extension

Areas 1, 2, 3, 4, 5, 7a, 7b

OSTDS Phase Out

Septic to Sewer Conversion Program

Baffle Boxes

Kingsway Waterway 2nd Generation

Stormwater Treatment Areas

Sagamore STAs East and West

Control Structure

E-17 Canal WCS

General Water Quality Improvement Projects

Veterans Memorial Water Quality Retrofit, Project 1 and 2

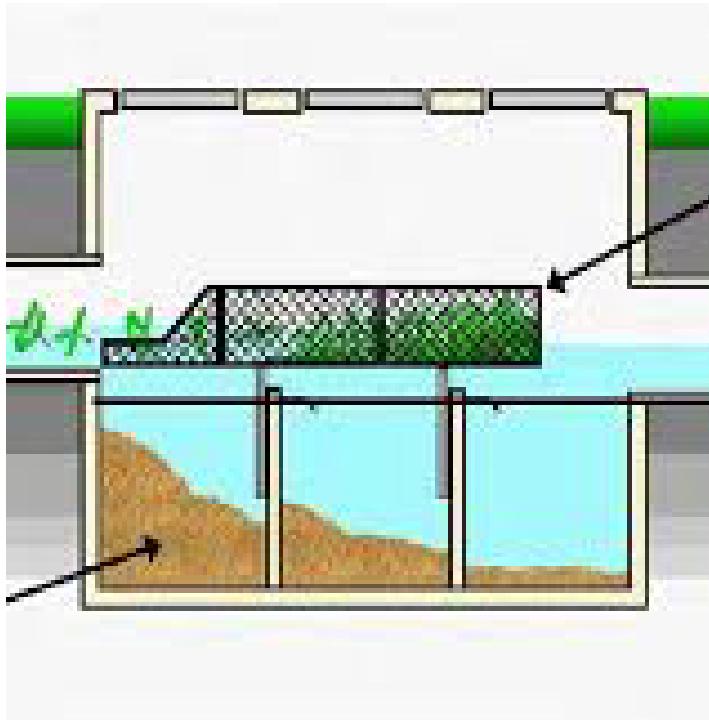
Maintenance Efforts

Catch Basin Cleaning, Swale

Maintenance, Street Sweeping

Even Education Efforts!

Baffle Boxes



- Concrete or fiberglass structures containing a series of sediment settling chambers separated by baffles
- Primary function is to remove sediment and other suspended particles from storm water.
- Often contain trash screens or skimmers to capture large materials as well
- Often found at the end of a stormwater conveyance system
- Baffle boxes are cleaned out monthly (also after major rain events or if needed)
- The sediment removed from the box is quantified for TN and TP reductions
- Monitoring Plan in effect to test the efficacy
- Easy to construct and can have additions made to it to improve function



Baffle Boxes

Existing

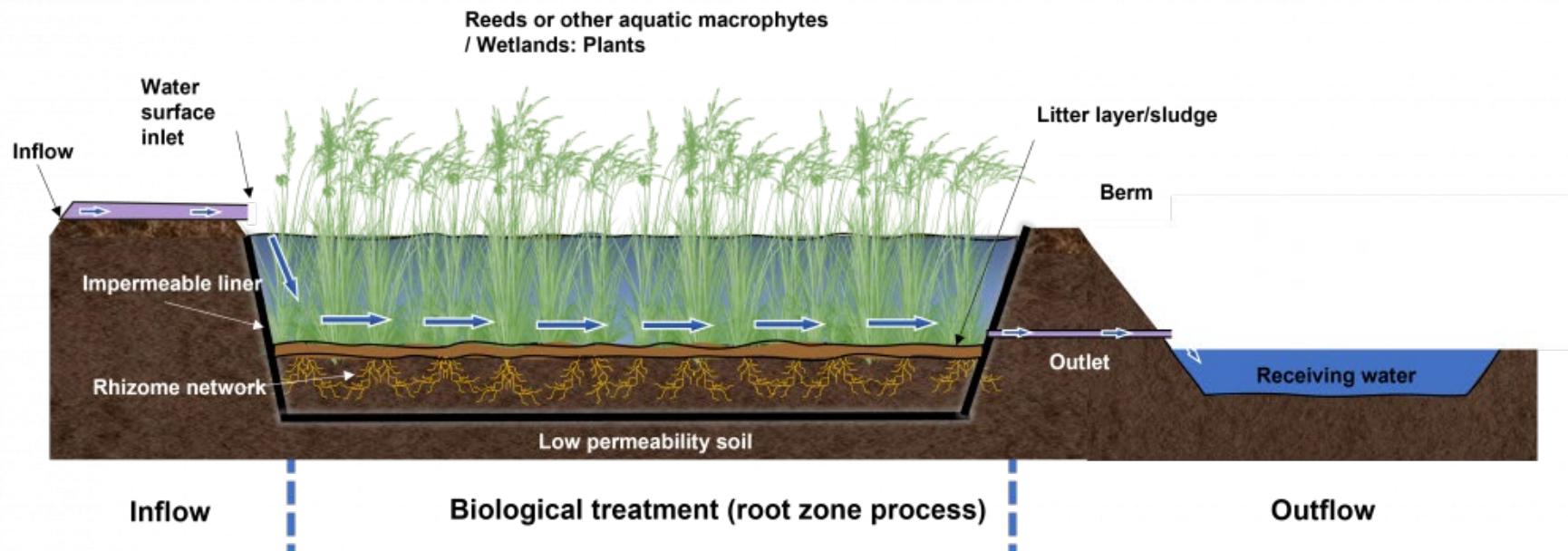
Kingsway Baffle Box, Atlantis Basin (D-13), Evergreen Basin (D-11), Lansdown Basin (D-14), Streamlet/Manth Basin (D-21), Walters Basin (D-12)

In development

Whitmore Baffle Box (D-19), Floresta Phase III Baffle Boxes (D-8 & D-10)

Stormwater Treatment Area

- Constructed wetlands that remove and store nutrients through plant growth and the accumulation of dead plant material that is slowly converted to a layer of peat soil.
- Remove excess nitrogen and phosphorus from runoff water by channeling it through shallow marshes filled with aquatic plants
- STAs are also great collaborative efforts with Parks and Rec as they are often used as recreational walk/park areas.



Stormwater Treatment Area

Existing

Cane Slough 2/ Azzi STA, Mary STA, Patio STA, Tiffany Channel, Howard Creek STA, Loutus STA, Cane Slough 1/ Elks STA, Leithgow STA, Bur St. STA, Sagamore STAs East and West

In development

A-14 STA, Hogpen Slough STA



Water Control Structures and General Water Quality Improvement Projects

- Include a wide variety of stormwater related projects included improvements to existing watersheds, and the rehabilitation of existing water control structures.
- These projects often focus on flooding prevention and maintaining proper conveyance of the stormwater system.
- Often have water quality improvement efforts as well often due to the improved water storage capabilities that facilities natural processes better than pushing it along to the receiving water bodies outside city limits



Water Control Structures and General Water Quality Improvement Projects

Existing

Woodstork Trail Design Districts 6,7,8, and 9, Veterans Memorial Water Quality Retrofit Project 1 and 2, Eastern Watershed Improvement Project (STAs and Ponds), E-8 Waterway Phase 1 Water Quality Retrofit, B-3 WCS, E-17 Canal WCS, B-1 and B-2 WCS

In development

SWW-1 Rehabilitation, Watershed A-B Improvement, D-11 Canal Improvements



Stormwater/Drainage Maintenance

- All maintenance efforts conducted by the Stormwater and Drainage divisions are reported for TN/TP reductions if they involve removal of pollutants
- Procedures include Swale Maintenance, Catch Basin Cleanings, and Street Sweeping
- Cubic yards of pollutants removed are reported and reductions are provided.



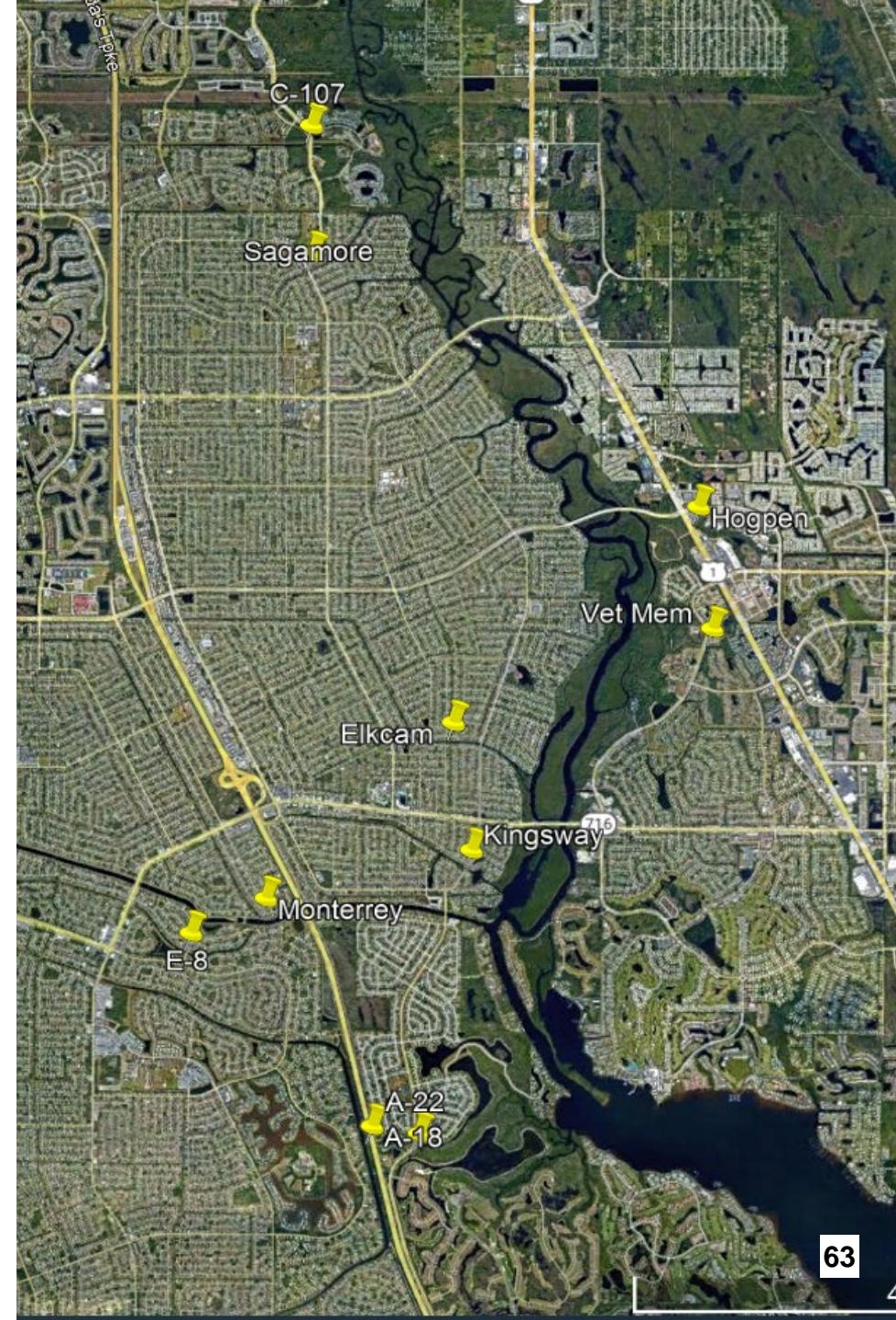
Educational Efforts

- All efforts taken to educate residents regarding the importance of reducing personal pollution is reported in the STAR as well.
- Major educational outreach efforts include Florida Yards and Neighborhoods Program; fertilizer, landscape, irrigation, and pet waste ordinances; PSAs; stormwater educational shows; city website sections; outreach programs such as St Lucie Water Champions; Stencil program; and stormwater pollution hotline.



CPSL Surface Water Quality Monitoring Program

- The city currently conducts a surface water quality sampling program on a bimonthly basis
- This includes basic water quality analyses conducted at 10 major discharge points from city-fed canals into either the St. Lucie River, C-23, or C-24 canals
- Sampling analyses include a wide variety of testing done to assess basic water quality health, dissolved nutrient levels, algal influence, and coliform presences.
- Data is uploaded to the Watershed Information Network (WIN) with the FDEP where the information is public record and can be found on the FDEP's webpage/portal



National Pollutant Discharge and Elimination System (NPDES)

- Manages the cities' Municipal Separate Storm Sewer Systems (MS4) permit per FDEP requirements
- Establishes Illicit Discharge Detection and Elimination program to combat environmental disturbances via established engineering standards and city ordinances

- 1. Public Education and Outreach**
 - Distribute educational materials and conduct outreach activities
- 2. Public Participation/Involvement**
 - Establish volunteer/community involvement programs
- 3. Illicit Discharge Detection and Elimination**
 - Implement a plan to detect, address, and enforce illicit discharges
- 4. Construction Site Stormwater Runoff Control**
 - Implement and enforce a regulatory mechanism to require erosion and sediment controls and control waste to ensure compliance
- 5. Post-Construction Stormwater Management in New Development and Redevelopment**
 - Establish a program that addresses post-construction stormwater runoff from developing projects
- 6. Pollution Prevention/Good Housekeeping for Municipal Operations**
 - Develop and oversee an operation and maintenance program that has the goal of preventing or reducing pollutant runoff from municipal operations

Interdepartmental Involvement

- The cities' commitment to water quality improvement spans across all departments
- Some of our biggest water quality projects include collaborations between departments, for example, Public Works and Utilities

St. Lucie River / C-23 Water Quality Restoration at McCarty Ranch Extension

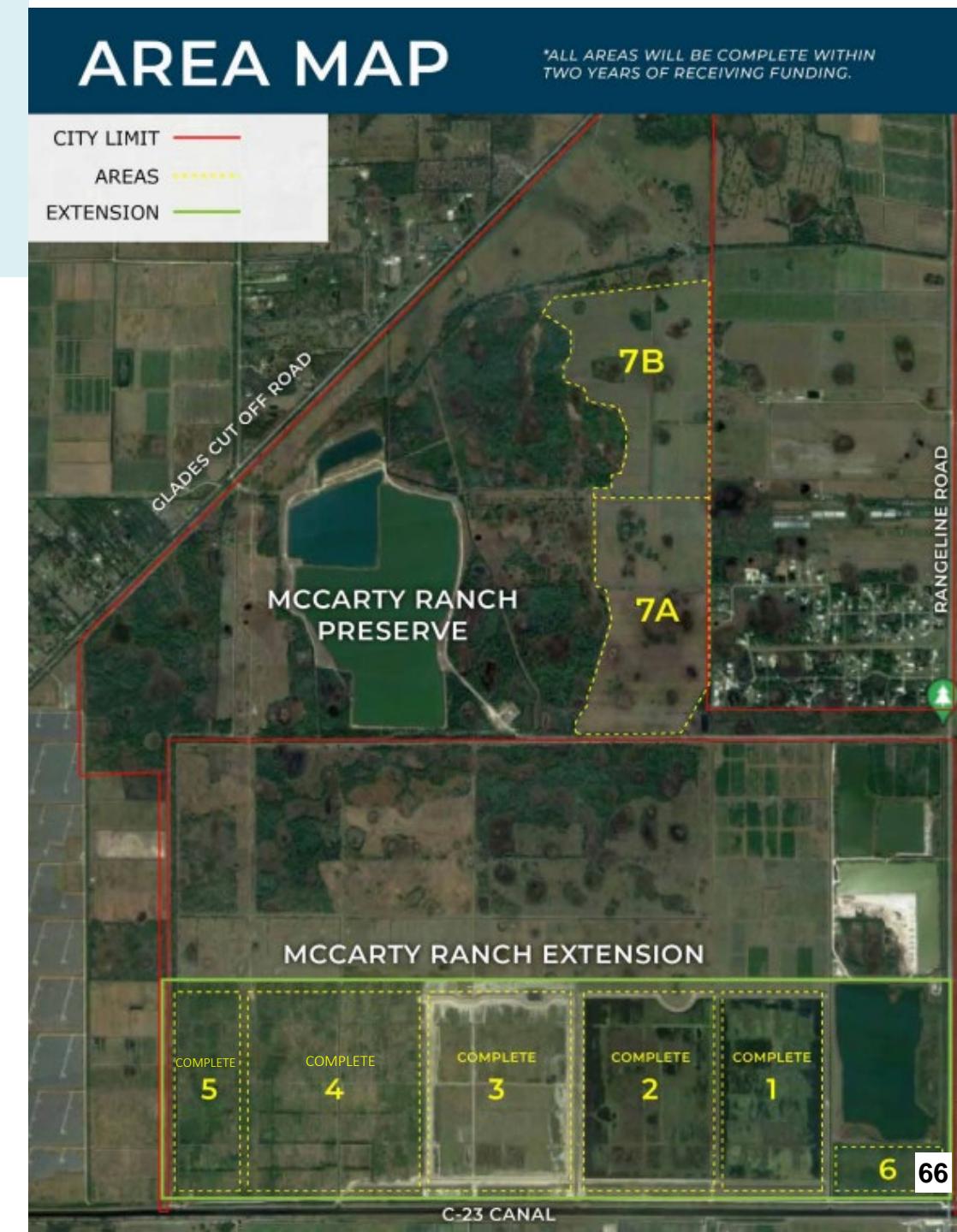
During wet season, water from the C-23 Canal is pumped into approximately 1,871 acres of fallow citrus grove that has been converted to shallow water storage impoundments.

Areas 1-5 are complete and active

The project is anticipated to:

- Reduce discharges from the C-23 Canal into the North Fork of the St. Lucie River by 21%
- Remove at least 56,959 lbs. of Nitrogen and 7,703 lbs. of Phosphorus from the water entering the North Fork of the St. Lucie River annually

Currently pursuing funding sources for 7a and 7b



Septic to Sewer Conversion Program

Goal has always been to connect aging homes and business that are still using private septic systems to the City's wastewater collection and treatment system

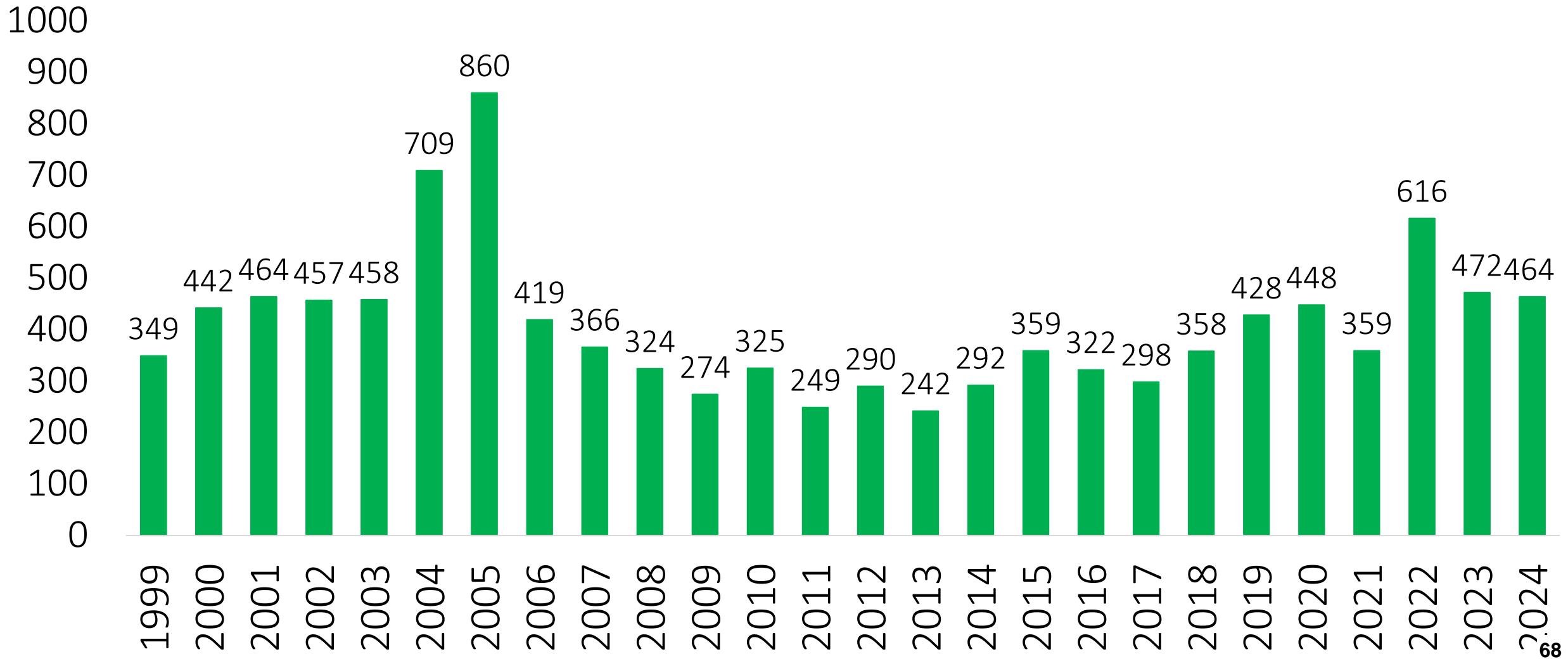
- Primary environmental benefit of septic conversions is the prevention of septic effluent (raw untreated wastewater) from leaching into local groundwaters

The septic conversion program was fueled by City's acquisition of the former GDU / County utility systems in 1994

- Extension of more than 1,100 miles of water and sewer main throughout the City occurred over a 10-year period
- 10,771 residential conversions have been completed since 1999
 - 13,170 residential septic systems are believed to still be in use

10,771 Septic to Sewer Conversions Completed Per FY Since 1999

Annual Average thru FY 2023 = 414



Environmental Benefits of the City's Growing Sewer System

Breakdown of Sewer Connections

10,771

32,795

35,724

79,290

Septic to Sewer Conversions since 1999

New Construction Grinders & STEP Systems since 1999

Gravity system connections (GDC areas and new areas)

Total sewer connections

Benefit of Septic Conversions

$6.12 \times 10,771 = \pm 65,919$

pounds of nitrogen prevented
from entering lagoon
annually because of 10,696
septic conversions

Benefit of Entire Sewer System

$\pm 485,255$ pounds of
nitrogen prevented from
entering lagoon annually due
to 79,183 total connections to
the City-wide sewer system

Septic to Sewer Conversion - Benefits and Barriers

- Environmental Benefits
 - Prevents septic effluent from leaching into local groundwater
- Financial Barriers
 - FY 24-25 Conversion Connection Costs = \$7,859.00
 - Can be financed 10 years interest-free = \$64.58 monthly
 - Monthly bills after conversion for 5,000 gallons of monthly water use
 - \$36.05 for Water
 - \$59.00 for Sewer
 - \$95.05 total average monthly bill
 - +\$64.58 per month for the 10-year payment
 - \$159.63 total bill per month



Other Financial Barriers

- Must consider the 10-Year financing program
 - Outstanding 10-year financing balance has historically hovered between \$10,000,000 - \$11,000,000 annually
 - If it ever exceeds \$14,000,000: debt coverage risks, operating revenue issues, and potential for large rate increases
 - ± 200 conversions above the 414 voluntary annual average over several years would push the outstanding 10-year financing balance to near \$14,000,000
 - That assumes all owners would choose to finance their full connection fee interest free for 10 years
 - ± 200 above the annual average would require +\$600,000 grant funds annually if they were part of the 50% grant program
- Future septic conversion cost will increase annually
 - Currently projected to be at least \$11,381 by FY 28-29

3,257 Septics Identified in FY 19-20 in a Microbial Study in Hot Spots based on testing for the presence of artificial sweetener and acetaminophen in samples

664 Hot Spot
Conversions have
been completed

2,593 Septics are
still in use in the
Hot Spots as of
8-31-24

McCARTY RANCH
PRESERVE

McCARTY RANCH
EXTENSION

Monterrey
SAD / USA 5
1,441 Septics

Sagamore
SAD 1-Phase 2
178 Septics

Elkcam
SAD / USA 3
967 Septics

Hog Pen
7 Commercial
Septics

Veteran's
0- Septics

NOT TO SCALE

LIMITS ON WATERWAYS WITHIN 50

LIMITS NOT ON WATERW 72

1,467/- SEPTIC TANK PARCELS WITHIN PSLUSD SERVICE AREA UNDER COUNTY

CONTROL ON WATERWAYS WITHIN 50 FEET

72 SERVICE AREA UNDER COUNTY

CONTROL ON WATERWAYS WITHIN 50 FEET

\$650,000 in Funding Received thru FY 23-24

FY	Agency	Received	50% Grants Awarded
20-21	City General Fund	\$100,000	17
21-22	State Appropriations - FDEP	\$100,000	36
21-22	City General Fund	\$100,000	38
22-23	Indian river Lagoon Council	\$100,000	32
22-23	City General Fund	\$100,000	33
23-24	Indian River Lagoon Council	\$50,000	16
23-24	City General Fund	\$100,000	32

Future Strategies for Septic to Sewer Conversions

1. Continue the voluntary conversion project that has resulted in 10,771 residential conversions since 1999
 - a. Continue offering 10-year interest free financing with the execution of a residential Capital Charge Agreement that is recorded as a lien
2. General Fund annual appropriations (historically \$100,000 annually)
 - a. Use appropriations to systematically offer 50% funding to properties within the known Hot Spots
3. Apply for outside agency grants – use same protocol as General Fund appropriations 50% grant program
4. Continue Neighborhood Services Department's income-based 100% conversion fee grant program funded by CDBG and SHIP monies

CPSL Nutrient Reduction Status

- Thanks to large water quality efforts such as the McCarty Ranch Water Quality Restoration Project, the septic to sewer program, and every additional nutrient reduction project in between, the city has currently met its 10-year goal as of 2023 for TN and TP reductions.
- Moving forward the city will continue to focus on water quality projects that include TN/TP reductions.

Questions and Discussion

Feel free to reach out if you have any additional questions or concerns

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For Septic to Sewer Concerns

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