City of Port St. Lucie

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

Meeting Agenda

Addition of Item 4A

Wednesday, April 17, 2024

1:30 PM

City Hall, Room 366

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	March 27, 2024, Meeting Minutes	**2024-372**

5. Public to be Heard

6. New Business

6.a	Oath of Office for the Citizens Advisory Committee (CAC)	**2024-368**
6.b	Septic to Sewer Project Update	**2024-370**
6.c	St. Lucie County Landfill Tour Download and Raftelis Scope of Work Overview	**2024-371**
6.d	2024 CAC Assignment Project Tracker.	**2024-369**

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

2024-372

Agenda Date: 4/17/2024 **Agenda Item No.:** 4.a

Placement: Minutes

Action Requested: Motion / Vote

March 27, 2024, Meeting Minutes

Submitted By: Jasmin Padova, Executive Assistant.

Executive Summary: March 27, 2024, meeting minutes.

Presentation Information: N/A

Staff Recommendation: Move that the Committee review and approve the March 27, 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: March 27,, 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

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

Citizen's Advisory Committee

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, March 27, 2024 | **1:30 PM** | **Room 366, City Hall**

1. Call to Order

   A Regular Meeting of the CITIZENS ADVISORY COMMITTEE of the City of Port St. Lucie was called to order by Michael Bernard on March 27, 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:
   Michael Bernard
   Jack Jennings
   Lynette Lockwood
   Christy Romano
   Melony Zaravelis
   James Abbott, Alternate (left at 2:05 p.m.)
   Danielle Eber, Alternate (arrived at 1:40 p.m.)

   Members Not Present:
   Raymond Pezzi
   Ingrid Sarmiento

3. Determination of Quorum

   It was determined that there was a quorum.

4. Approval of Minutes

   Mr. Jennings requested that his name be added to the February minutes as he was present for the landfill tour. Assistant City Manager Graham requested that the landfill name be corrected to say the St. Lucie County Landfill as it was not

the City's. Mr. Jennings moved to approve the amended minutes. Ms. Lockwood seconded the motion, which passed unanimously by voice vote.

4.a January 17, 2024, Meeting Minutes **2024-274**

This item was approved.

4.b February 16, 2024, Meeting Minutes **2024-275**

This item was approved.

5. Public to be Heard

There was nothing heard under this item.

6. New Business

6.a Appointment of Committee Chair and Vice-Chair **2024-278**

The Deputy City Clerk collected & tallied ballots. Michael Bernard was selected as the Chair, Lynette Lockwood was selected as the Vice Chair and Jack Jennings was selected as Chair Pro Tem.

6.b Saints Quarterly Report **2024-276**

(Clerk's Note: A PowerPoint was shown at this time.) Keith Bradshaw, Golf Course Administrator, provided a quarterly update to the Committee. He explained that the golf cart depreciation was over several years as the lifetime as a golf cart was five years. He explained how the course was playing at capacity and advised that he did not want to increase the playing numbers as it could negatively impact the course greens. He briefly discussed how the Sandpiper/Club Med & the City courses were linked in the past and advised that the current Sandpiper course was not a good investment for the City at this time. He explained the Saints goals for FY 23/24.

6.c Business Tax Update - Equity Fee Study Review **2024-277**

(Clerk's Note: A PowerPoint was shown at this time.) Yvonne White, Business Tax Manager, informed the Committee that Business Tax was not a license, it was a tax. She explained the benefits of the tax receipts, explained the revenue/expenses, statistics and analytics, the application process and the fee comparison.

Charlie Proulx, Finance Deputy Director, explained the challenges of meeting the demand of a growing city. He informed the Committee that the department had hired a third party to help identify the number of operating businesses in the City. Ms. Lockwood inquired what the course of action would be to adjust the tax, to which Ms. White replied that they would need a legislative change to increase the rate. Mr. Proulx added that there was a House Bill that was trying to cancel business taxes completely. Rich

Berrios, Interim City Attorney, stated that an equity study and a change in the Florida State Statute may be beneficial. Chair Bernard recommended that the City Manager's Office and the Finance Department work together to adjust the fees. Mr. Proulx added that compliance was an issue as the department only had one Compliance Officer to enforce the tax & he stated that during Covid the City decided not to raise the tax to help struggling businesses. Caroline Sturgis, Office of Management and Budget Director, added that the City Council voted to reduce the mileage rate and taxes as a way to aid in leveling the rise of assessments which may have also been a factor in not raising the business tax.

Ms. White explained that business tax was based upon the nature of the business, the service or the product that someone was providing. Mr. Jennings inquired if staff had the ability to assess costs retroactively, to which Ms. White replied that they had the ability to go back five years but usually only assessed two years of back revenue since they did not want to punish businesses within the City. Ms. Lockwood inquired if they could merge a program with Sunbiz to track businesses within the City, to which Ms. White replied that the third party was providing that service and City staff would impose a $25 fee on the tax to recoup the third party cost; if the business still did not comply staff would involve Code Compliance. Staff and the Committee discussed the need for more full-time employees. Ms. Eber stated that communication was key in trying to collect the tax and recommended that texting would be the ideal form of communication. Ms. Lockwood inquired if the Business Tax Office partnered with other departments and outside agencies in promoting business tax, to which Ms. White responded in the affirmative.

6.d In-House Solid Waste Collection Study Proposal **2024-299**

Chair Bernard recommended that the Committee review the report and prepare questions for the consultant. Jasmin Padova, Executive Assistant, informed the Committee that the consultant would be attending the September Citizens' Advisory Committee meeting. Mariana Feldpausch, Solid Waste Director, informed the Committee that their kick off meeting with the consultant would be next week. Ms. Lockwood inquired if staff or the Committee should contact the Florida League of Cities or other agencies to see if other cities had undergone this process within the last three to five years, to which Ms. Feldpausch replied that the collections & services were very unique to each city and it was very difficult to compare but added that Coral Gables did go through this process with the same consultant. Mr. Jennings requested that page 44 of the handout be enlarged.

7. Unfinished Business

(Clerk's Note: This item was added at the meeting.)

Mr. Jennings stated that the previous Committee had addressed the septic to sewer issues within the City. He proposed that Zachary Judd speak to the Committee regarding water quality and handed out documents to the Committee. Ms. Padova informed the Committee that the Utility Systems Department would be providing a septic to sewer update at the next meeting. Assistant City Manager Graham advised that the Committee needed approval from the City Council to review water quality and/or septic to sewer issues.

8. Adjourn

There being no further discussion, the meeting was adjourned at 3:34 p.m.

_____
Michael Bernard, Chair

_____
Shanna Donleavy, Deputy City Clerk

City of Port St. Lucie

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

Agenda Summary

2024-368

Agenda Date: 4/17/2024 **Agenda Item No.:** 6.a

Placement: New Business

Action Requested: Discussion

Oath of Office for the Citizens Advisory Committee (CAC)

Submitted By: Jasmin Padova, Committee Liaison.

Executive Summary: In order to conduct business on behalf of the Port St. Lucie City Council, all members of the CAC, whether new Appointees, Alternates, or those previously serving members who have been reappointed to the CAC shall be required to take the Oath of Office prior to conducting formal business.

Presentation Information: The City Clerk shall issue the Oath of Office to Ms. Romano and Ms. Zaravelis who were absent from the January meeting.

Staff Recommendation: N/A.

Attachments: N/A.

City of Port St. Lucie

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

Agenda Summary

2024-370

Agenda Date: 4/17/2024 **Agenda Item No.:** 6.b

Placement: New Business

Action Requested: Discussion

Septic to Sewer Project Update

Submitted By: Summary by Jasmin Padova, Executive Assistant. Presentation by Donna Rhoden, Special Assistant to the City Manager.

Executive Summary: Donna Rhoden will provide an update on the Septic to Sewer Program.

Presentation Information: N/A.

Staff Recommendation: Move that the Committee hear the staff presentation.

Alternate Recommendations:

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

Attachments: Septic to Sewer program update.

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.

PORT ST. LUCIE
UTILITY SYSTEMS

Septic to Sewer Expansion Program

Update - April 17, 2024

www.utility.cityofpsl.com

A Quick History

- General Development Corporation (GDC) built Port St. Lucie in late 1950s
- 1/4-acre lots, $10 down and $10 a month
- General Development Utilities (GDU) built to service GDC homes, businesses

Treatment Plants

- 1959 Northport Water Treatment Plant
  - Served River Park subdivision, commercial plaza near US 1
- 1960 Southport Water Treatment Plant
  - Served Sandpiper Bay Golf Resort & Hotel, homes
- 1970 Northport Wastewater Treatment Plant
  - Served River Park
- 1973 Southport Wastewater Treatment Plant
  - Served Sandpiper Bay
- 1980 Westport Wastewater Treatment Plant
  - Served Windmill Point, apartments, townhomes, single-family homes

- 80,000 homes platted in early 1980s
- Other contractors started building homes
  - Could not use GDU
  - Utilized private shallow wells and septics

1990

- GDC struggled to meet demands with their limited utility
- Filed bankruptcy
- Utility assets transferred to St. Lucie County (SLC)

1992

- SLC did not expand infrastructure
- Ran out of water
- Opened dialogue between SLC and Port St. Lucie

1994

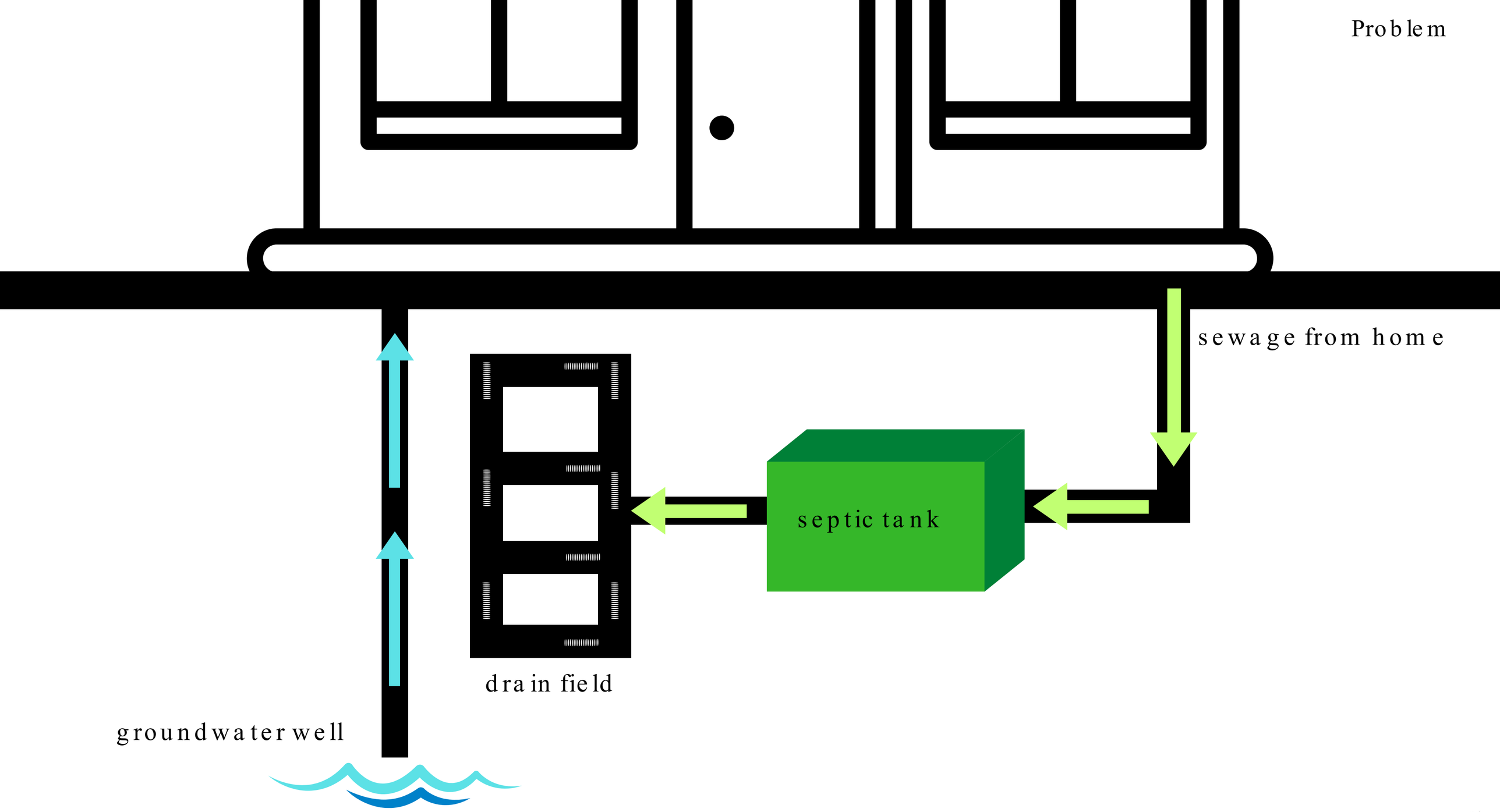
- SLC transferred to City of PSL
- Determined to expand

Customers

17,288 water

10,800 sewer

Problem



Concerns

1

Public Health

- 4 septic systems per acre
- Septic systems may contaminate private wells, pollute groundwater
- Jeopardize health of residents
- All PSL drainage flows to North Fork of the St. Lucie River

2

Economic Health

- Without public utilities, commercial development doomed
- Higher taxes
- Capped home sizes
- Schools cannot be built, students were bussed to Fort Pierce schools

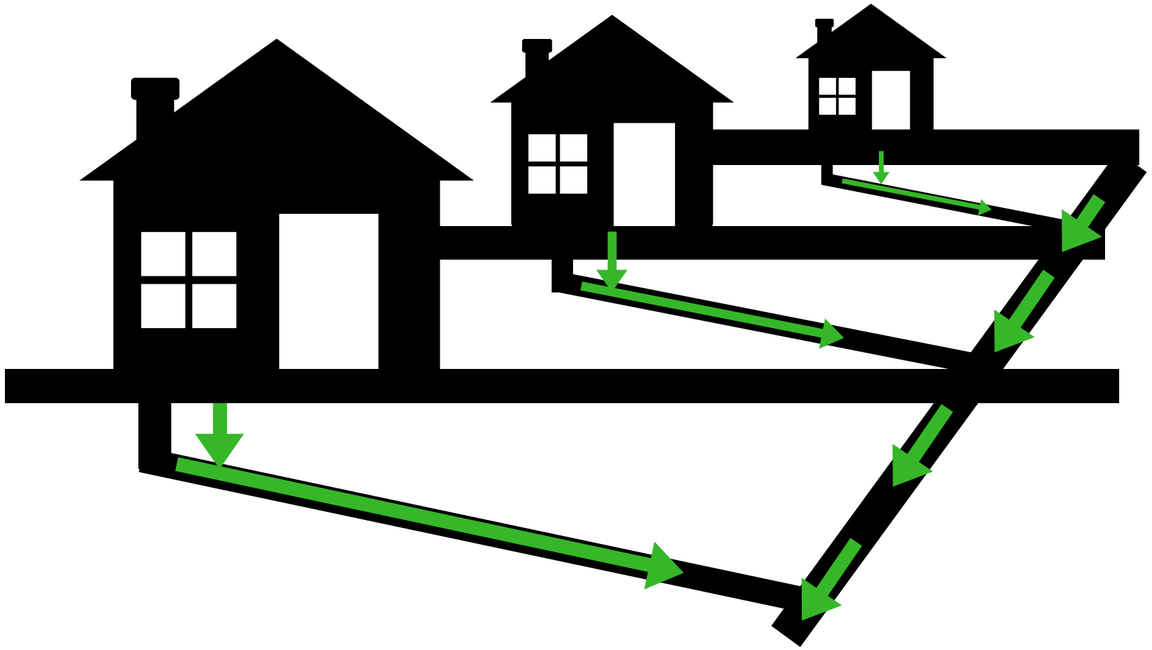
Action

Assessments

- PSL used "utility special assessment methodology"
- Property owners assessed their share of costs for new infrastructure
- 1st 40,000 notices mailed in 1994
- Unhappy property owners
- City Council listened to concerns at all public hearings
- Folks were worried about the financial burden, not the actual program
- Protests from septic system contractors

Grinder vs. Gravity

- More cost-effective
- 3-5 ft. deep
- Easier for contractors
- Easier for us to maintain, make repairs



- More costly
- 15-20 ft. deep
- Tougher for contractors
- More construction, restoration

Multi-Phased Expansion Program

- Extend potable water mains, low-pressure sewer mains throughout the City

Assessment Payment Options

- Pay off assessment in full for a discount
- Pay with interest over 20 years through property tax
- *Homestead property owners with up to 3 lots that touched were exempt until they developed them if they executed a restrictive covenant against the deed for those properties

Connection Fees

- Not mandatory for functioning septic systems, wells per State Statute
- If septic system fails and infrastructure is in place, homeowner must connect
- 10-year financing program with no interest
- Residents may still use their private wells for irrigation
- All new construction must connect

Conversion Fee

10-Year Interest-Free Financing Program

$2,277.00	Treatment plant capacity
3,263.00	Grinder system
577.00	Septic abandonment
+ 90.00	Account deposit

$6,207.00 ($50.98 per month)

Plus: $45.50 Account Recording Fee

Connect to Protect

www.cityofpsl.com/septictosewer

- Reasons to convert
- Steps to connect
- Warning signs of septic system failure
- Connection costs
- Expansion Program history

Installations

Hired sub-contractor in 2018

- New construction
- Conversions

- Decreased wait time

New workflow in 2023

- Dedicated staff work with sub-contractor

- Focus on preventative maint.

Hot Spots

Microbial Tracking Study

- Partnered with Harbor Branch
- Tested for fecal coliform, sucralose, acetaminophen
- Phase I (2018)
- Phase II (2020)
- Studies identified 5 hot spots

HARBOR BRANCH

FLORIDA ATLANTIC UNIVERSITY®

Grant Funding

- Grants focused on cleaning up hot spots
- Funding from Indian River Lagoon Council (IRLC) since 2019
- $100,000 from City of PSL annually since 2020

Sagamore

Phase I (2020)

- TOTAL: 17 completed applications/ out of 62 properties
- 26% participation

Phase II

- Sent 1st & 2nd letters to 40

Grant Funding

Elkham

Phase I (2020 & 2021)

- TOTAL: 36 completed applications/ out of 104 properties
- 34% participation

Phase II (2021)

- TOTAL: 38 completed applications/ out of 120 properties
- 30% participation

Phase III (2021)

- TOTAL: 29 completed applications/ out of 114 properties
- 25% participation

Grant Funding

Monterrey

Phase IA (2021-2023)

- Extended to 3 customers

Phase I (2022-2023)

- 33 completed applications/out of 154 properties
- 21.4% participation.
- 33 grants x $3,013.00 each = $99,429 of $100,000 allocation was expended

Phase II (2023-2024)

- Sent 1st & 2nd letters to 67
- 14 applications received

*Another round of letters will be sent this fiscal year

Remaining Septic Systems

within City limits

TOTAL
13,406

Within 50 ft.
of a waterway
4,039

As of February 29, 2024

Conversions since 1999

As of February 29, 2024

10,499 conversions

20 billion gallons of sewage diverted

32,176 new construction

80 conversions pending

42,675 combined

412 average number of conversions per year (550 projected for FY24/25)

Thank you!

Jenny Tomes, APR
Assistant Manager - USD Community Outreach
jtomes@cityofpsl.com
772-618-3142

City of Port St. Lucie

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

Agenda Summary

2024-371

Agenda Date: 4/17/2024 **Agenda Item No.:** 6.c

Placement: New Business

Action Requested: Motion / Vote

St. Lucie County Landfill Tour Download and Raftelis Scope of Work Overview

Submitted By: Summary by Jasmin Padova, Executive Assistant. Discussion to be led by Mariana Feldpausch, Office of Solid Waste Director.

Executive Summary: Scope of Services to be provided by Raftelis.

Presentation Information: Mariana Feldpaush, Office of Solid Waste Director, will provide a brief overview of the scope.

Staff Recommendation: Move that the Committee discuss the St. Lucie County landfill tour and review the approved Raftelis scope of work.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and review the Raftelis approve scope of work.
2. Move that the Committee hear the update and provide staff direction.

Attachments: 1. In-House Solid Waste Collection Study Proposal.
2. Raftelis Expense Breakdown.
3. Landfill and Solid Waste 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.

City of PORT ST. LUCIE
HEART OF THE TREASURE COAST

OFFICE OF SOLID WASTE

MEMORANDUM

TO: Mayor and City Council

VIA: Jesus Merejo, City Manager, ICMA-CM DSG for JM

THROUGH: Teresa Lamar-Sarno, Assistant City Manager, AICP, ICMA-CM TLS

FROM Mariana Feldpausch, Office of Solid Waste Director

SUBJECT: In-House Solid Waste Collection Study Proposal

DATE: February 6, 2024

This Memorandum serves to inform you of the methodology and Consultant for the In-House SW Collection Study. A brief outline and the entire proposal are included. Total cost is $67,220.00 and will include an executive summary report documenting key findings and presentation to City Council.

Raftelis has been a trusted advisor to local governments for over 30 years and is under a standing contract.

Project Understanding and Approach:

- Prepare a financial forecast model and financial forecast analysis to evaluate in-house solid waste collection service alternatives for both residential and commercial customers and compare the cost of service to existing service conditions.
- Identify the cost of providing collection service and developing rates for the full recovery of costs. Raftelis' review will focus on labor, fuel, truck/vehicle purchase and maintenance, container purchases, facility needs, maintenance and replacement, customer service, and other attendant costs such as insurance, software purchases and integration into the City's fleet management activities.
- Identify issues, advantages, and disadvantages for consideration by the City. The objective is to determine the reasonableness of an in-house alternative solid waste collection option by the City.

- Cost breakdowns by types of disposal material (i.e., MSW, Veg, Bulk, Recycling) and cost differentials among single family gated communities and single family non-gated communities.

Should you require any further information or clarification, please don't hesitate to reach out to us at your convenience.

C: Executive Team

RAFTELIS

February 6, 2024

Ms. Mariana Feldpausch
Solid Waste Director
City of Port St. Lucie
121 S.W. Port St. Lucie Blvd.
Port St. Lucie, FL 34983

Subject: Work Authorization to Perform a 2024 Solid Waste Collection In-House Study

Dear Ms. Feldpausch:

Raftelis Financial Consultants, Inc. ("Raftelis" or the "Consultant"), is pleased to submit this Work Authorization to provide a 2024 solid waste collection in-house study and to assist in the preparation of a solid waste collection services analysis to evaluate service options for the City of Port St. Lucie, Florida (the "City" or the "Client"). Based on our discussions, the services provided will be as requested by the City and will focus on: i) solid waste financial evaluations; ii) assisting in the review of solid waste collection service agreements for the City; iii) preparing a financial evaluation to review collection service options for the City; and iv) a financial tool to evaluate cost scenarios and assist the City in its initial evaluation of solid waste options (the "Project"). This Work Authorization is established pursuant to the Agreement between the City and Raftelis under Contract #20220120 signed December 12, 2022 (the "Agreement").

FIRM EXPERIENCE

Raftelis has been a trusted advisor to local governments for over 30 years. Some of the firm highlights include:

- Our team includes over 180+ professionals and consultants located in 16 offices nationwide.
- The firm has served local governments and public sector utilities in Florida, including the establishment of financial plans and rate evaluations for solid waste, water, wastewater, stormwater, electric and street lighting services.
- Our Florida-based Raftelis Team has been involved in the development of solid waste financial evaluations and the establishment of rates and cost recovery plans for the counties of Hillsborough, Hernando, Lee, Charlotte, Sarasota, Pinellas, and Collier County as well as several municipalities, including Tampa, Arcadia, Town of Palm Beach, Edgewater, and Clermont.

PROJECT TEAM AND BILLING RATES

Concerning the performance of this engagement, Thierry Boveri will be the Project Manager and will be a primary point of contact for the City and ultimately responsible for ensuring the timely completion and success of the engagement. Brandon Vatter and Harold Mitchell will also be the designated person(s) assigned to the evaluation of the City solid waste service agreements, the evaluation of any transaction issues, and the evaluation of the financial and rate evaluations as requested by the City. Sarah Neely will serve as the primary analyst for the engagement responsible for the development of the financial model and any necessary analyses. Other analysts and administrative personnel will be utilized during the engagement as needed. The services covered by this proposal shall be provided based on the direct labor and indirect cost rates presented in Attachment A, which is made a part of this Proposal.

341 N. Maitland Avenue, Suite 300
Maitland, FL 32751
www.raftelis.com

SCOPE OF SERVICES

PROJECT UNDERSTANDING AND APPROACH

Based on discussions with representatives of the City, the City is responsible for, among other things, trash, recycling, yard waste, and bulky waste collection services to residents and businesses within the City limits. We understand that the City has entered into an exclusive franchise agreement with FCC Environmental to collect solid waste and to deliver to the disposal sites managed by St. Lucie County. The City is currently considering other solid waste collection options and strategies, namely in-house service, and would like assistance in the evaluation of such strategies. Within this approach, we maintain the assumption that the current routing structure utilized by FCC Environmental will serve as the baseline for this in-house study. Based on our discussions with the City, we have identified an approach to assist the City with its strategic initiatives including the following:

- Prepare a financial forecast model and financial forecast analysis to evaluate in-house solid waste collection service alternatives for both residential and commercial customers and compare the cost of service to existing service conditions.
- Identify the cost of providing collection service and developing rates for the full recovery of costs. Raftelis' review will focus on labor, fuel, truck/vehicle purchase and maintenance, container purchases, facility needs, maintenance and replacement, customer service, and other attendant costs such as insurance, software purchases and integration into the City's fleet management activities.
- Identify issues, advantages, and disadvantages for consideration by the City. The objective is to determine the reasonableness of an in-house alternative solid waste collection option by the City.

Based on our understanding of the City's needs, the scope of work is detailed below.

Evaluation of In-house Collection Services

Task 1 – Project Initiation, Data Request, & Project Management – We believe that the execution of a productive kick-off meeting is the most effective way to initiate a project of this nature. We have assumed the kick-off meeting will be performed virtually but can be held on-site at the City staff's preference. The goals for this meeting include:

- Confirm the study goals and objectives with City staff;
- Discuss and review the data needs for the project;
- Discuss and confirm the current collection routing structure utilized by the current vendor. The scope assumes we will utilize the same level of service requirements as the vendor for comparison purposes. (e.g., type of collection, frequency of collection, staffing, operational days / hours, etc.); and
- Discuss any specific areas of concern or issues that may impact the project.

Prior to the kick-off meeting, a detailed data request will be submitted to the City to obtain statistical data such as the number of residential and commercial accounts served and tons of waste collected, financial data such as trial balances and invoices to the City by FCC Environmental for collection service, as well as other relevant data such as contractual agreements or other relevant information.

Throughout the project, we believe the execution of bi-weekly status meetings and project coordination will be performed to ensure the timely completion of the study.

Task 2 – Forecast of the Customer Collection Requirements – This task will include identifying current collection customer billing statistics, service levels, and waste generation requirements for both residential and commercial customers. The current collection of customer requirements will then be forecasted based on population and residential and commercial growth assumptions developed with input by City staff.

Task 3 – Financial Forecast Model and Cost Estimating – This task develops a financial forecast model for residential and commercial customers encompassing a seven (7) to ten (10) year period to capture life-cycle costs of vehicles and maintenance expenses and mirror the duration of a typical franchise collection agreement for comparison. This task will include several key steps to determine the projected cost of in-housing operations as follows:

1. Identify the realistic timeline for service transition and transition costs;
2. Based on the required number of vehicles develop cost assumptions for the acquisition of collection vehicles, containers, and other necessary capital or equipment to provide service (e.g., staffing uniforms, communication equipment, etc.);
3. Based on personnel identified, develop salary and benefits costs;
4. Forecast estimated life-cycle maintenance and replacement costs for vehicles and equipment (e.g., Confirm In-house or Contracted);
5. Identify any incremental customer service and public information related costs;
6. Gather insights/feedback pertaining to new facility requirements (if needed);
    a. For new facility requirements, determine source of funding scenarios, payback terms, and projected completion date(s);
7. The City is interested in cost breakdowns by types of disposal materials (i.e., MSW, Veg, Bulk, Recycling) and costs differentials among single family gated communities and single family non-gated communities. Raftelis has included an allowance to allocate such costs contingent data availability. Allocation of such costs will require statistical data including, but not limited to, annual tonnage collected by customer class and type of material. With respect to gated vs. non-gated communities, necessary data would include statistical data such as, but not limited to, collection routes, tonnage data by quantity and type of material, and staff / contractor interviews to determine key cost differentials (e.g., housing densities, add'l time for gate access, other).
8. Develop operating and capital cash flow projections;
9. Develop comparison of cashflow requirements among current and alternative solid waste collection operations.

Task 4 – Interactive Work Session and Presentation of Preliminary Findings – This task contemplates an on-site meeting to present findings to City staff through an interactive working session to analyze potential changes to key assumptions as requested by City staff. This working session will serve to help finalize key assumptions for the engagement and to assist in the strategic planning efforts of the City.

Task 5 – Executive Summary Report Documenting Key Findings and Presentations – This task will prepare a technical report documenting the methodology, data relied upon, assumptions, and findings of the study. This task includes a presentation of and attendance of a public council meeting or workshop to present findings of the study, including preparation of a brief power point document. This task also includes an allowance for an optional meeting(s) with City Council, and a presentation to the City Advisory Committee.

Task 6 – Rate Comparison – This task contemplates developing a fee comparison with other comparable municipalities providing in-house collection service relative to current and calculated collection rates for the City. The survey will include up to, but not limited to, six (6) entities.

ADDITIONAL SERVICES

Services will be provided as specifically requested by the City for other related matters concerning the solid waste engagement study, such as but not limited to: benchmarking with other local utility information on relative to operational statistics or level of service; preparation and attendance at additional meetings including public meetings not identified in the scope above, individually with City Councilmembers and/or representatives of concerned organizations; meetings not included in the above Tasks 1 through 6; significant modification to the forecast model after the preparation of the draft report; request to fully draft portions of the ordinance; and/or calculation of special circumstances, or other items not explicitly identified in the scope of services.

PROJECT TEAM AND BILLING RATES

Project Cost Estimate

With respect to the performance of this engagement, Thierry Boveri will be the overall project primary contact person for Raftelis. Other analysts and administrative personnel will be utilized during the course of the engagement as needed. Attachment A, which is made a part of this Work Authorization, summarizes the direct labor hourly billing rates related to this engagement.

COMPENSATION AND BILLING

Based on the direct hourly labor billing rates as summarized on Attachment A, a not-to-exceed contract budget of $67,720 is established for this general consulting services Work Authorization, as presented on Attachment B. This budget amount includes the direct cost of personnel anticipated to be assigned to perform the scope of services as well as any reimbursable expenses at cost.

Raftelis will invoice the City on a monthly basis for the general consulting services provided on behalf of the City based on the sum of: i) direct labor cost based in the actual hours of service; and ii) any reimbursable expenses incurred during the month associated with the project. No additional services above the cost estimate will be performed without the prior written authorization of the City.

SCHEDULE

We expect Tasks 1 - 6 to be completed within 120 days of the notice to proceed from the City assuming timely receipt of the requested data from the City and timely availability of City staff for meetings.

DISCLOSURE

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing "advice" as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist. Under the Dodd-Frank Act the definition of "advice" includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of a rate model update. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the respective Parties should issue debt based on analyses and evaluations performed associated with this Agreement. The information developed as part of our financial analyses and evaluations is intended only

to provide information useful in evaluating the potential service strategies of the Parties. If either Party decides at some future date to issue debt, then at that time the respective Party will need to engage an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and each respective Party's credit rating at the time of issuance. At that time, as a registered Municipal Advisor, RFC can also provide additional assistance related to a specific bond or debt issue, such as preparing a bond feasibility report or financial forecast for inclusion in bond documents, without requiring additional oversight or supervision by the Financial Advisor.

By acceptance of this Work Authorization and indicating its approval of the proposed scope of work and fees, the Parties are also explicitly acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis as part of this engagement.

The Municipal Securities Rulemaking Board ("MSRB") provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB web site at www.msrb.org.

TERM OF WORK AUTHORIZATION

The term of this proposed Work Authorization and the associated direct hourly labor billing rates for Raftelis personnel shall be in effect for one (1) calendar year after issuance of the purchase order, but not more than 15 months from the date of this letter.

We appreciate the opportunity to be of service to the City.

Sincerely,

Raftelis Financial Consultants, Inc.

Thierry Boveri
Vice President

ATTACHMENT A

RAFTELIS FINANCIAL CONSULTANTS, INC.

SCHEDULE OF DIRECT LABOR 2023 HOURLY RATES

Position	Hourly Rate [1]
Chief Executive Officer/President	$250.00
Executive Vice President	$250.00
Vice President/Principal Consultant	$240.00
Senior Manager	$230.00
Manager	$220.00
Senior Consultant	$210.00
Consultant	$200.00
Associate	$150.00
Administration	$70.00

Note: Rates obtain from Contract #20220120.

[1] Direct labor hourly rates may be adjusted by not more than the net percentage change in the Consumer Price Index – Urban Consumers per annum (rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter.

Attachment B - Port St. Lucie In-House Study

Tasks	Web-Based Meetings	In-person Meetings	Hours TB	BV	HM	SN	Admin	Total	Total Fees & Expenses
1. Project Kick-Off & Project Management	9	0	8	12	4	4	2	30	$6,460
2. Forecast of the Customer Collection Requirements	0	0	2	4	8	4	0	18	$3,880
3. Financial Forecast Model and Cost Estimating	0	0	16	16	28	88	12	160	$31,840
4. Interactive Work Session and Presentation of Preliminary Findings	1	0	8	8	8	8	0	32	$7,040
5. Executive Summary Report Documenting Key Findings	0	1	20	16	20	12	2	70	$16,720
6. Rate Comparison			2	2	4	0	0	8	$1,780
Total Meetings / Hours	10	1	56	58	72	116	16	318	
Hourly Billing Rate			$240	$230	$210	$200	$70		
Total Professional Fees			$13,440	$13,340	$15,120	$23,200	$1,120	$66,220	
								Total Fees	$66,220
								Total Expenses	$1,500
								Total Fees & Expenses	$67,720

TB - Thierry Boveri
BV - Brandon Vatter
HM - Harold Mitchell
SN - Sarah Neely
Admin - Administration

Tasks	Web-Based Meetings	In-person Meetings	Hours						Total Fees & Expenses
			TB	BV	HM	SN	Admin	Total	
1. Project Kick-Off & Project Management	9	0	8	12	4	4	2	30	$6,460
2. Forecast of the Customer Collection Requirements	0	0	2	4	8	4	0	18	$3,880
3. Financial Forecast Model and Cost Estimating	0	0	8	16	28	88	12	152	$29,920
4. Interactive Work Session and Presentation of Preliminary Findings	1	0	8	8	8	8	0	32	$7,040
5. Executive Summary Report Documenting Key Findings	0	1	8	12	20	12	2	54	$12,920
6. Rate Comparison			2	2	4	0	0	8	$1,780
Total Meetings / Hours	10	1	36	54	72	116	16	294	
Hourly Billing Rate			$240	$230	$210	$200	$70		
Total Professional Fees			$8,640	$12,420	$15,120	$23,200	$1,120	$60,500	
								Total Fees	$60,500
								Total Expenses	$1,500
								Total Fees & Expenses	$62,000

TB - Thierry Boveri
BV - Brandon Vatter
HM - Harold Mitchell
SN - Sarah Neely
Admin - Administration

Citizens Advisory Committee – April 17, 2024

St. Lucie County Landfill Tour Download

SHUTTLE

EXIT

St. Lucie County Landfill

Owned and operated by St. Lucie County

Interlocal Agreement between SLC and PSL

Solid Waste Collection In-House Collection Study by Reftelis

PORT ST. LUCIE
HEART OF THE TREASURE COAST

Important Dates

July 2022 – Council Workshop – "Mayor Martin recommended that the Budget Advisory Committee partner with members of the Solid Waste Task Force."

August. 2022 – Committee meeting - "Mr. Peters recommended that the City hire a consulting firm to provide an overview of how other cities created their own solid waste programs and to request assistance from the City's Solid Waste Consultant."

August 2023 – Council Workshop" Joint venture with some previous Solid Waste Task Force members to explore the feasibility to build the required infrastructure, equipment, and personnel costs to operate a City-operated Solid Waste Collection service"

Next Steps

Consultant needed to complete Council mission

Request for Proposal issued

Next Steps

Contract awarded to Raftelis –February 2024

Expected completion = 180 days

Raftelis Scope

Task 1 – Project Initiation, data request & project management

Task 2 – Forecast of the customer collection requirements

Task 3 – Financial forecast model and cost estimating

Raftelis Scope

Task 4 – Interactive Work Session and Presentation of Preliminary Findings

Task 5 – Executive Summary Report Documenting Key Findings

Task 6 – Rate Comparison

Committee Expectations

- Draft report to be provided to the members, in advance of the presentation for the opportunity to review and provide feedback.
- Presentation to the committee by Raftelis is tentatively scheduled for the September CAC meeting.

Committee Expectations

COMMITTEE FEEDBACK TO BE INCORPORATED INTO THE FINAL REPORT.

FINAL REPORT TO BE SHARED WITH THE COMMITTEE

Questions?

City of Port St. Lucie

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

Agenda Summary

2024-369

Agenda Date: 4/17/2024 **Agenda Item No.:** 6.d

Placement: New Business

Action Requested: Discussion

2024 CAC Assignment Project Tracker.

Submitted By: Summary by Jasmin Padova, Executive Assistant.

Executive Summary: Review the CAC Assignment Project Tracker to help guide staff with future meetings agendas as we look to determine which projects the committee wishes to receive status updates on and how often.

Presentation Information: N/A

Staff Recommendation: Move that the Committee review the schedule and discuss the Project Tracker assignments.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and provide staff direction.
2. Move that the Committee decline to approve the project tracker and provide staff direction.

Attachments:

- CAC Assignment Project Tracker.

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.

Assignment	Recommendations / Comments	Completion	Status	Progress
Mid Florida Event Center Operations Review	Mid Florida Event Center Center Maintenance function moved to new Facilities Maintenance Dept.	2019	100	
Fleet Management Services Review	Contract Review Study and Creation of the Fleet Manager position	2019	100	
Septic to Sewer Program Development	50% connection fee funding for residential septic to sewer conversions ($100,000 authorized by council via budget approval). Council did not adopt the committee's recommendations at the 2020 Summer Workshop	2020	100	
Impact Fees (Parks)	Adopted new ordinances	2022	100	
Mobility Fees	Adopted new ordinances	2021	100	
Interlocal Agreements (Police, Library, School, fire)	pending further direction from CM and CCO	pending	0	
National Golf Foundation report review	Presented to CAC April 2022	2022	100	
Contracts management overview	Recommended contract management software to enhance oversight by centralizing contracts, tracking compliance, monitoring vendor performance, improving compliance, and streamlining contract management processes	2023	100	
Payment Process overview	Charge convenience fees back to the customer	4th Quarter of FY23/24	100	
Saints Golf Course drainage project updates	Committee request steming from the NGF Report. Future updates at the discretion of the committee	In Progress	80	
Special Revenue Fund -street light fund	Assess the feasibility of streetlight master plan (i.e., evaluating budget constraints, regulations, existing infrastructure, potential economic benefits, or costs, (Intake # 23202-02)	2024	50	
Business Tax	Pending additional presentations in 2024. 1) Fee Equity Study 1994 2) Category review and fee comparison	In Progress	25	
Solid Waste	Introduction presented Sept 2023. Pending additional presentations in 2024 and SLC Landfill tour	In Progress	25	

Assignment Update Requests	Comments	When
Business Tax	Continued from 2023 assignment list	March & May
Septic to sewer	Update requested at the 10/18/2023 meeting	April
Budget	Proposed CIP & proposed operating Budget	May & August
Fleet Management Services	Update previously requested prior to contract renewal	September
Saints Golf Course	Continue operational updates quarterly or change frequency	Quarterly