

**City of Port St. Joe
Redevelopment Agency Board Special Meeting
October 19, 2021 at 11:00 A.M.**

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

**Brett Lowry
Linda Bullock
Marvin Davis**

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL OF THE BOARD

CONSENT AGENDA:

BUSINESS ITEMS

- **Financial Update- Mike Lacour**
- **Consultation Services Proposal**

**Pages 1-3
Pages 4-5**

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

PSJDRA			
REVENUES			
NEW	NEW		FY 21/22
ORG	OBJECT	DESC	BUDGET
001310		Taxes	
001310	311000	Ad Valorem Taxes County	\$15,830
001310	311001	Ad Valorem Taxes City	\$8,361
		Sub Total	\$24,191
001360		Miscellaneous Revenues	
001360	361100	Interest Earned	\$5
001360	362000	Rent & Royalties	\$0
001360	369900	Miscellaneous Revenue	\$0
		Sub Total	\$5
001380	389091	Current Bank Balance	\$35,891
		Sub Total	\$35,891
TOTAL PSJDRA REVENUE			\$60,086

ADMINISTRATIVE EXPENSES			BUDGET
ORG	OBJECT	Account Name	
PERSONAL SERVICES			
001513	512000	Salaries & Wages	\$0
001513	521000	Social Security	\$0
		TOTAL PERSONAL SERVICES	\$0
ORG	OBJECT	Account Name	BUDGET
OPERATING EXPENSES			
001513	531003	Professional Services-Consulting	\$0
001513	532000	Accounting & Auditing	\$3,550
001513	541000	Communications	\$0
001513	542000	Postage	\$0
001513	545001	Comprehensive Liability	\$6,069
001513	549490	Bank Charges-Credit Card Fees	\$0
001513	551000	Office Supplies	\$0
001513	552000	Materials & Supplies	\$0
001513	554000	Dues & Subscriptions	\$695
		TOTAL OPERATING EXPENSES	\$10,314
NON-OPERATING EXPENSES			
001513	549009	Contingency Funds	\$0
001513	599099	Reserve	\$35,891
		TOTAL NON-OPERATING EXPENSES	\$35,891
		TOTAL ADMIN EXPENSES	\$46,205
		TOTAL NET INCOME	\$13,882

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11:24 AM
09/20/21
Accrual Basis

Port St. Joe Redevelopment
Balance Sheet
As of September 20, 2021

	<u>Sep 20, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Cent Bank-Money Market	3,353.19
Cent Bank Operating #10082484	35,890.53
Total Checking/Savings	<u>39,243.72</u>
Other Current Assets	
Prepaid Insurance	-19.00
Total Other Current Assets	<u>-19.00</u>
Total Current Assets	<u>39,224.72</u>
TOTAL ASSETS	<u><u>39,224.72</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to other funds	876.00
Total Other Current Liabilities	<u>876.00</u>
Total Current Liabilities	<u>876.00</u>
Total Liabilities	876.00
Equity	
32000 · Prior Unearned Income	68,224.99
Net Income	<u>-29,876.27</u>
Total Equity	<u>38,348.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>39,224.72</u></u>

11:27 AM
 09/20/21
 Accrual Basis

**Port St. Joe Redevelopment
 Profit & Loss YTD Comparison
 October 1, 2020 through September 20, 2021**

	<u>Oct 1, '20 - Sep 20, 21</u>	<u>Oct 1, '20 - Sep 20, 21</u>
Ordinary Income/Expense		
Income		
Maddox rent revenue	716.79	716.79
Tax Increment Funds		
County	0.00	0.00
Total Tax Increment Funds	<u>0.00</u>	<u>0.00</u>
Interest Income	41.01	41.01
Total Income	<u>757.80</u>	<u>757.80</u>
Expense		
G & A		
Human Resources		
Wages and Benefits	7,350.00	7,350.00
Total Human Resources	<u>7,350.00</u>	<u>7,350.00</u>
General Insurance		
Directors & Officers Liability	6,069.00	6,069.00
Total General Insurance	<u>6,069.00</u>	<u>6,069.00</u>
Office Expense		
Phone	188.61	188.61
Office Supplies	456.23	456.23
Total Office Expense	<u>644.84</u>	<u>644.84</u>
Public Relations & Advertising		
Dues & Subscriptions		
DEO	200.00	200.00
FRA	495.00	495.00
Total Dues & Subscriptions	<u>695.00</u>	<u>695.00</u>
Total Public Relations & Advertising	<u>695.00</u>	<u>695.00</u>
Professional Services		
Audit	3,550.00	3,550.00
Total Professional Services	<u>3,550.00</u>	<u>3,550.00</u>
Total G & A	<u>18,308.84</u>	<u>18,308.84</u>
Civic Projects		
Waterfront Parks		
Maddox House Improvements	3,800.00	3,800.00
BayPark upgrades	451.62	451.62
Total Waterfront Parks	<u>4,251.62</u>	<u>4,251.62</u>
Downtown Improvements		
Other Improvements	5,648.61	5,648.61
Total Downtown Improvements	<u>5,648.61</u>	<u>5,648.61</u>
Expansion Area Improvements		
Wash Ctr/NPSJ Improvs	2,425.00	2,425.00
Total Expansion Area Improvements	<u>2,425.00</u>	<u>2,425.00</u>
Total Civic Projects	<u>12,325.23</u>	<u>12,325.23</u>
Total Expense	<u>30,634.07</u>	<u>30,634.07</u>
Net Ordinary Income	<u>-29,876.27</u>	<u>-29,876.27</u>
Net Income	<u><u>-29,876.27</u></u>	<u><u>-29,876.27</u></u>



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September 16, 2021

Pastor Chester F. Davis,
President North Port St Joe Project Area Coalition
261 Ave D
Port St. Joe, Florida 32456

Mail Box
P.O. Box 112
Port St. Joe, Florida 32457
Email: chesterd282d@gmail.com

RE: Consultation Services Proposal
Rural Community Redevelopment for the North Port St. Joe Community
Redevelopment Area CRA

Dear Pastor Davis:

As requested, Cardno is pleased to provide the following technical and cost proposal for providing advice and consultation, technical investigation and analysis, design and other professional services in the field of Rural Community Redevelopment for the North Port St. Joe CRA to reinvigorate the Port St. Joe Community Redevelopment Area (CRA).

Cardno will be partnering with Edward Johnson, Community Solutions Inc. on this effort. This proposal is a preliminary proposal to provide necessary information to the City and surrounding stakeholders regarding the North Port St. Joe CRA as a viable tool to support community-based redevelopment within the CRA Area. Ultimately, the City will need to consider investing additional resources to move the CRA forward in a positive manner.

Background

The following preliminary activities are suggested to provide an informed decision on the path forward and potential advancement of commitment of resources to the established CRA. The North Port St. Joe Project Area Coalition (PAC), desires to engage a licensed professional consultant team to provide advice and consultation, technical investigation and analysis, design and other professional services to all departments in the city and other stakeholders involved in the implementation of initiatives such as the North Port St. Joe, 2016 Community Redevelopment Masterplans and relevant projects listed in the City of Port St. Joe Comprehensive Development Plan, the Capital Improvement Plan as well as other projects and associated proposals presented to the CRA.

Proposed Tasks:

- Task 1: Provide education and training to City Commissioners and Staff on Florida Statue, Chapter 163, Part III.
- Task 2" Conduct a review of past CRA activities and projects, and provide recommendations.
- Task 3: Provide template/procedures and guidance for filing CRA Annual Report and review of other CRA compliance Items (does not include developing or filing of reports).
- Task 4: Provide recommendations for the CRA to create a Community Advisory Committee Board.
- Task 5: Educate the CRA and City Staff on how CRA funding can be used to leverage local public funds and private funds to incentivize private investment in NPSJ.
- Task 6: Provide examples of recommended policies and procedures for consideration by the CRA and City Staff.

Compensation (Lump Sum)

The proposed tasks listed above will be completed on a lump-sum basis for \$9,750. Please note that this fee does not include any fees for public meeting space or meeting notifications to local stakeholders or filing of any CRA Annual Reports

Schedule

Cardno working with Edward Johnson, Community Solutions Inc will initiate activities immediately upon receiving notice to proceed. The tasks will be completed not more than 120 days following notice to proceed.

Thank you for the opportunity to submit this technical and cost proposal. Upon acceptance of this proposal Cardno will provide a Professional Services Agreement for your review and execution. Please give us a call if you have any questions or need additional information.

Sincerely,



Miles G. Ballogg
Senior Principal Brownfields & Economic Development Practice Leader & Director
for Cardno

Phone: 727.423.1587
Email: Miles.Ballogg@cardno.com