

Table of Contents

Agenda	3
Approval of minutes from the September 22, 2015 Regular Meeting and October 7, 2015 Special Meeting.	
09-22-2015 Regular Meeting	6
10-07-2015 Special Meeting	18
Public Hearing for Conditional Use approval for Case 2015-0063 for a commercial dock.	
Agenda Report	20
Staff Report	21
Exhibit A - Aerial	23
Exhibit B - Photographs.	24
Exhibit C - CU application.	25
Exhibit D - Site Plan.	31
Exhibit E - LDC sections	33
Authorize the City Manager to enter into a lease agreement with Clark Sales Display, Inc. for the rental and installation of Holiday decorations for the 2015 season.	
Agenda Report	36
Holiday Decoration Proposal 1	37
Holiday Decoration Proposal 2	39
Authorize the City Manager to approve a change order to the purchase agreement with Morelli Landscaping, Inc. for the Bayway Landscaping Improvements project in the amount of \$93,389.63.	
Agenda Report	40
FDOT Grant Contract Extension	41
Change Order.	43
Authorize the City Manager to generate a purchase order in the amount of \$150,000 for payment of an invoice from Bright House Networks, LLC to underground service on Pass-A-Grille Way from West Maritana Drive to 19th Avenue.	
Agenda Report	44
Invoice	45
Emailed Binding Estimate.	46
Ordinance 2015-13, Amending Section 38.7 of the City Code entitled, "Election Date of Commissioners" and providing for an effective date.	
2015-13 Staff Report	47
Ordinance 2015-13	48
Ordinance 2015-18, Amending Section 38.7 of the Code of Ordinances and establishing the 2016 municipal election as March 15, 2016	
Ordinance 2015-18 Staff Report	50
Ordinance 2015-18	51

Ordinance 2015-19, Amending Section 3.04 of the Code of Ordinances entitled, "Compensation and Expenses for the City Commissioners and Mayor-Commissioner"	
Ordinance 2015-19 Staff Report	53
Ordinance 2015-19	54
Resolution No. 2015-13, confirming the 2016 municipal election date; establishing the runoff election date, if necessary; and establishing the Qualification Period for the District 1 and District 3 Commissioners	
Resolution 2015-13 Staff Report	56
Resolution 2015-13	57
PCSOE Cost Estimate	58
Administrative Services Department Quarterly Report	
Administrative Services	60
Recreation Department's 4th Quarter Report	
Recreation 4th Quarter Report FY15	63
City Clerk's Office - 4th Quarter Report	
4th Quarter Report	67
Fire Department 4th Quarter Report FY2015	
Fire Department 4th Quarter Report	69
Community Development 4th Quarter Report	
Quarterly Report	70
Public Services 4th Quarter FY2015 Report	
4th Qtr Report.	84



COMMISSION MEETING CITY OF ST. PETE BEACH

155 Corey Avenue

Tuesday, October 27, 2015

6:00 PM

Call to Order
Pledge of Allegiance
Invocation
Roll Call

REGULAR MEETING

1. **Presentations** - Presentations shall be limited to 5 minutes for non-city government related items.
2. **Changes to the Agenda** - Any agenda items to be added, moved, or deleted will be addressed at this time. Added items will be assigned agenda item numbers and moved items should remain with the same item numbers. Notation will be made that those items will be taken out of order. Consent items may be removed for discussion, changes, and/or anticipation of a non-unanimous vote and considered separately on the request of anyone on the Commission or by a majority vote of the City Commission upon request of an audience member.
3. **Audience Comments** - Comments shall be limited to 3 minutes per person to issues not on the agenda, 21 minutes in total.
4. **Consent**
 - a. **Approval of minutes from the September 22, 2015 Regular Meeting and October 7, 2015 Special Meeting.**

5. Action Items

- a. Public Hearing for Conditional Use approval for Case 2015-0063 for a commercial dock.**
- b. Authorize the City Manager to enter into a lease agreement with Clark Sales Display, Inc. for the rental and installation of Holiday decorations for the 2015 season.**
- c. Authorize the City Manager to approve a change order to the purchase agreement with Morelli Landscaping, Inc. for the Bayway Landscaping Improvements project in the amount of \$93,389.63.**
- d. Authorize the City Manager to generate a purchase order in the amount of \$150,000 for payment of an invoice from Bright House Networks, LLC to underground service on Pass-A-Grille Way from West Maritana Drive to 19th Avenue.**

6. Ordinances

- a. Ordinance 2015-13, Amending Section 38.7 of the City Code entitled, "Election Date of Commissioners" and providing for an effective date.**
- b. Ordinance 2015-18, Amending Section 38.7 of the Code of Ordinances and establishing the 2016 municipal election as March 15, 2016**
- c. Ordinance 2015-19, Amending Section 3.04 of the Code of Ordinances entitled, "Compensation and Expenses for the City Commissioners and Mayor-Commissioner"**

7. Resolutions

- a. Resolution No. 2015-13, confirming the 2016 municipal election date; establishing the runoff election date, if necessary; and establishing the Qualification Period for the District 1 and District 3 Commissioners**

8. Items for Discussion – No items submitted at this time.

9. Audience Comments 2 - Comments shall be limited to 3 minutes per person to issues not on the agenda, 21 minutes in total.

10. City Clerk, City Manager, City Attorney and City Commission Reports

- a. Administrative Services Department Quarterly Report**
- b. Recreation Department's 4th Quarter Report**
- c. City Clerk's Office - 4th Quarter Report**
- d. Fire Department 4th Quarter Report FY2015**
- e. Community Development 4th Quarter Report**
- f. Public Services 4th Quarter FY2015 Report**

11. Adjournment

APPEAL: If a person decides to appeal any decision made at this meeting, he/she will need a record of the proceeding and, for such purpose, will need to ensure that a verbatim recording of the meeting is made that includes the testimony and evidence on which to base the appeal. (Florida Statute 286.0105) The City does not furnish verbatim transcripts. Interested parties should make the necessary arrangements for verbatim transcripts.

AMERICANS WITH DISABILITIES ACT: In accordance with the Americans with Disabilities Act and Florida Statutes, Chapter 286.26, persons needing special accommodations to participate in a meeting should contact City Hall at (727) 367-2735 no later than four (4) days prior to the meeting for assistance.

**The public is cordially invited to attend this meeting.
All agenda material is available for review at City Hall.**

CITY COMMISSION MEETING

MINUTES

SEPTEMBER 22, 2015

6:00 P.M.

CALL TO ORDER

Mayor Lowe called the meeting to order at 6:05 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Maria Lowe, Mayor
Terri Finnerty, Vice Mayor
Rick Falkenstein, Commissioner
Gregory Premer, Commissioner
Melinda Pletcher, Commissioner

ALSO PRESENT:

Wayne Saunders, City Manager
Andrew Dickman, City Attorney
Rebecca C. Haynes, City Clerk
Jennifer Bryla, Community Development Director
Elaine Edmunds, Administrative Services Director
Jim Kilpatrick, Fire Chief
John Kretzer, Interim Public Services Director
Jennifer McMahon, Recreation Director
Phyllis Ruscella, Library Administrator
Ian Wade, Project Manager

1. Presentations

There were no presentations.

2. Changes to the Agenda

City Attorney Andrew Dickman requested to move Item 9(b) to immediately follow Item 4(c) for discussion.

3. Audience Comments

There were no audience comments.

4. Ordinances

- a. Ordinance 2015-24, Final Reading and Public Hearing, an ordinance of the City of St. Pete Beach, Florida setting the millage rate for fiscal year 2016

The proposed millage rate is 3.1500 for FY 2016.

Vice Mayor Finnerty moved to approve Item 4(a), Ordinance 2015-24, upon final reading, an ordinance of the City of St. Pete Beach, Florida; adopting a final millage rate for the fiscal year ending September 30, 2016; providing for an effective date. The motion was seconded by Commissioner Premer.

Vice Mayor Finnerty read the ordinance was read in its entirety.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- b. Ordinance 2015-23, Final Reading and Public Hearing providing for an amendment of Appendix A – Fee Schedule of the code of ordinance implementing a 9.75% increase in wastewater fees

City Manager Wayne Saunders reported that the proposed increase of 9.75% reflects the recommendation of Public Resource Management Group, who conducted an independent study of the City's wastewater system.

Commissioner Premer moved to approve Item 4(b), Ordinance 2015-23, upon final reading, an ordinance of the City of St. Pete Beach, Florida providing for an amendment of Appendix A – Fee Schedule, of the Code of Ordinances, implementing a 9.75% increase in wastewater fees; providing for severability; providing for repeal of ordinances or parts of ordinances, in conflict herewith, to the extent of such conflict; and providing for an effective date. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- c. Ordinance 2015-25, Final Reading and Public Hearing adopting a budget for the fiscal year ending September 30, 2016, providing appropriations and providing for an effective date.

The Fiscal Year 2016 budget totals \$43,711,702 and can be viewed on the City website at:

<http://www.stpetebeachorg/city-departments/administrativeservices/finance.html>

Commissioner Pletcher moved to approve Item 4(c), Ordinance 2015-25, upon final reading, an ordinance of the City of St. Pete Beach, Florida adopting a budget for the fiscal year ending September 30, 2016; providing appropriations; providing for an effective date. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Rosemary Manning, 1st Avenue, requested clarification on why employee salaries and contracts were not included in the budget. Ms. Manning requested that audience comments be allowed during future budget meetings.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

9. Items for Discussion

- b. Litigation Update: James Anderson v. City of St. Pete Beach and Chmielewski v. City of St. Pete Beach

City Attorney Dickman provided a litigation update on the two referenced cases.

Mr. Dickman introduced Marion Hale with the firm of Johnson, Pope, Bokor, Ruppel & Burns, LLP. Ms. Hale was retained to provide an independent opinion on services performed by the City's former law firm.

5. Consent

- a. Approval of City Commission minutes: August 25, 2015 Executive Session and the August 25, 2015 Regular Meeting
- b. Authorization of a payment to Gulf Coast Auto Body & Service in the amount of \$11,979.29 for vehicle damage repairs

- c. Authorize the City Manager to accept a proposal from Florida Safety Contractors, Inc., for construction of pedestrian walkway on East Maritana Drive
- d. Authorization to approve special event application for the 2nd Annual Sunset Scream on Saturday, October 31, 2015 from 2:00 p.m. to 12:00 a.m.
- e. Authorization to approve special event application and street closure for Gulf Beaches Fish Broil. Closures will be 85th Avenue between Blind Pass Road and Boca Ciega Drive. Closures would be in effect on Saturday, October 10, 2015 from 12:00 p.m. to 8:00 p.m.
- f. Authorize the City Manager to enter into a one-year agreement for Fiscal Year 2015-2016 with PSTA for trolley and DART Services

Mr. Saunders reviewed each item and recommended approval.

Commissioner Pletcher moved to approve the Consent Items (a), (b), (c), (d), (e) and (f) as presented. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

6. Action Items

- a. Authorization to approve a request to waive \$3,483.47 owed to the City by Beach Goes Pops' 2015 event held in April of this year

The Beach Goes Pop committee is requesting the waiver to offset staff and band expenses.

Bev Jackson, Pass-A-Grille, submitted a report detailing the history of the event and the 25th Anniversary sponsors and expenses. Ms. Jackson noted the number of volunteers required for the event and the monetary contributions made to numerous community organizations. Ms. Jackson, therefore, requested waiver of the \$3,483.47 overage.

Commissioner Pletcher moved to approve Item 6(a), to authorize a request to waive \$3,483.47 owed to the City by Beach Goes Pop's 2015 event held in April of this year. The motion was seconded by Commissioner Premer.

Mayor Lowe called for audience comments.

Kim Caliendo, Kim Caliendo Properties on Corey Avenue, offered to pay the City the amount owed on behalf of the Beach Goes Pops Committee.

Joanne Lentino, Boca Ciega Drive, congratulated the event organizers and spoke in support of remaining within a specified budget.

Ann Michael, 4th Avenue, questioned the amount of financial return to the City by the Chamber of Commerce.

Commissioner Pletcher withdrew the motion. Commissioner Premier withdrew the second.

Commissioner Pletcher moved to amend the motion and waive \$2,200.00 owed to the City by Beach Goes Pops for the event held in April of this year. The motion died for lack of a second.

- b. Authorize the City Manager to enter into a Purchasing Agreement with Gator Dredging for \$245,173.00 for Repairs to Seawalls at 59th Avenue (2) and Coquina Way Circle (1)

City Manager Saunders reviewed the seawall repairs which are included in the budget.

Commissioner Falkenstein moved to approve Item 6(b), to authorize the City Manager to enter into a purchasing agreement with Gator Dredging for \$245,173.00 for repairs to two seawalls at 59th Avenue and one seawall at Coquina Way Circle. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- c. Authorize the City Manager to enter into a purchase agreement with Jam 5:20 Construction for \$49,561.00 for Bathroom Renovations at Fire Station 23.

The proposed renovation will provide for both male and female bathrooms for the firefighters.

Vice Mayor Finnerty moved to approve Item 6(c), to authorize the City Manager to enter into a purchase agreement with Jam 5:20 Construction for \$49,561.00 for bathroom renovations at Fire Station #23. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- d. Authorize the City Manager to enter into a purchase agreement with Underground Infrastructure Technologies (UIT) for \$346,180.00 for the Wastewater System Inspection and Cleaning component of the City's Inflow & Infiltration (I & I) Study.

The City recently contracted with Kimley-Horn to provide an Inflow & Infiltration (I & I) study of the City's wastewater system. To complete the report, the City must select a contractor to perform inspection and cleaning of the system. The information provided by this contractor will be a critical component of the data required for Kimley-Horn to complete their report. Five contractors responded to the bid solicitation.

Commissioner Premier moved to approve Item 6(d), to authorize the City Manager to enter into a purchase agreement with Underground Infrastructure Technologies (UIT) for \$346,180.00 for Wastewater System Inspection and Cleaning. The motion was seconded by Commissioner Pletcher.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- e. Authorize the City Manager to enter into a purchase agreement with PlanActive not to exceed \$78,500.00 to provide Design Services associated with the Pass-A-Grille Overlay District.

Mr. Saunders reported that PlanActive was approved at the September 9th meeting as the top ranked firm to develop new guidelines for the Pass-A-Grille area that encourage the preservation of historic structures and development patterns.

Commissioner Pletcher moved to approve Item 6(e), to approve the City Manager to enter into an agreement with PlanActive for design services for the Pass-A-Grille community in an amount not to exceed \$78,500.00. The motion was seconded by Vice Mayor Finnerty.

Mayor Lowe called for audience comments.

Joanne Lentino, Boca Ciega Drive, requested an update to the Corey Avenue improvement project.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- f. Authorize the City Manager to proceed with a Holiday Decoration option selected by Commission

City Manager Saunders requested Commission guidance on holiday decorations in order to solicit bids.

Commissioner Premier moved to approve Item 6(f), Option One, with the addition of the Horan Park Decorative Light Display, for a total amount of \$35,000.00. The motion was seconded by Commissioner Pletcher.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- g. Authorize the Mayor and City Manager to enter into a collective bargaining agreement with the Communication Workers of America (CWA) for October 1, 2015 to September 30, 2018

The CWA union covers general employees with the City and includes a 3% increase for the first year with no guarantee for salary increases in the second and third year.

Vice Mayor Finnerty moved to approve Item 6(g), to authorize the Mayor and City Manager to enter into a collective bargaining agreement with the Communication Works of America for October 1, 2015 through September 30, 2018. The motion was seconded by Commissioner Pletcher.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

- h. Approval to provide a 3% merit increase to employees in the MAPS (Managerial, Administrative, Professional & Supervisory) pay plan for Fiscal Year 2016

Employees covered under the MAPS plan are not covered by the collective bargaining agreement but traditionally receive the same wage adjustment.

Commissioner Pletcher moved to approve Item 6(h), to approve a 3% merit increase to employees in the MAPS pay plan for Fiscal Year 2016. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Hearing no audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

7. Ordinances

- a. Ordinance 2015-21, Final Reading and Public Hearing amending the Land Development Code regarding outdoor drinking and dining within certain zoning districts within the Community Redevelopment District, providing for a permitting process for outdoor drinking and dining approval and allowing use of the sidewalk

Community Development Director Jennifer Bryla explained that the ordinance provides for outdoor eating and/or drinking on public sidewalks and/or streets with an approved conditional use permit. The four districts included are Town Center-1, Town Center-2, Downtown Core Residential and Commercial General-2.

Vice Mayor Finnerty moved to approve Item 7(a), Ordinance 2015-21, upon final reading, an ordinance of the City Commission of the City of St. Pete Beach, Florida, amending the City of St. Pete Beach Land Development Code by amending Section 2.1 of Division 2, Definitions, relating to commercial kitchen, eating and drinking establishments, outdoor dining and outdoor drinking; amending Section 6.24 of Division 6, Supplemental Regulations, relating to general, operational and permitting requirements and City authority for outdoor dining areas and outdoor drinking areas; amending Section 16.2 of Division 16, CG-2, Commercial District, adding commercial kitchen, full-service restaurant, limited service restaurant as permitted uses and deleting sit-down restaurants as a permitted use; amending Section 16.4 of Division 16, CG-2, Commercial District, adding restaurant with drive-through service, take-out only restaurant, bar/lounge as conditional uses and deleting bar (cocktail lounges, saloons), nightclubs, fast food restaurants, outdoor restaurants, and sidewalk café as conditional uses; amending Section 30.2 of Division 30, TC-1, Town Center Core District, adding full service restaurant, limited service restaurant, take-out only restaurant, bar/lounge, and commercial kitchen as permitted uses and deleting eating and drinking establishments with or without outdoor seating as a permitted use; amending Section 34.4, Prohibited Uses and Structures of Division 34, to allowable conditional uses adding full-service restaurant; amending Section 34.5 from general requirements to prohibited uses and structures; amending Section 34.6

from density to general requirements; amending Section 34.7 from building height to density; amending Section 34.8 from setbacks to building height; amending Section 34.9 from maximum impervious surface ratio to setbacks; amending Section 34.10 from minimum off-street parking requirements to maximum impervious surface ratio; amending Section 34.11 from landscaping to minimum off-street parking; amending Section 34.12 from design requirements to landscaping; amending Section 34.13 from signs to design requirements; creating Section 34.14, Signs; amending Section 37.2 of Division 37, TC-2, Town Center Corey Circle and Coquina West Districts, adding full-service restaurant, limited service restaurant, bar/lounge as permitted uses and deleting eating and drinking establishments with or without outdoor seating as permitted uses; amending Section 37.5 of Division 37, TC-2, Town Center Corey Circle and Coquina West Districts adding Coquina West Districts, adding take-out only restaurant as a conditional use, providing for publication in accordance with the requirements of law; and providing for an effective date. The motion was seconded by Commissioner Premer.

Mayor Lowe called for audience comments.

Tom Rodgers, Corey Avenue Business Association, spoke in opposition to the use of public sidewalks and streets.

Donna Phillips, no address provided, spoke in opposition to the proposed ordinance, noting a difference between a restaurant that serves alcohol and a bar that does not serve food.

Lorraine Huhn, Blind Pass Road, spoke in support of neighboring businesses having a voice in the decision-making process.

Kim Caliendo, Corey Avenue, spoke in support of the proposed ordinance and commented that drinking promotes tourism.

Rob Williams, Swigwam Bar, spoke in support of the proposed ordinance and expressed appreciation to the Commission.

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was passed by a 3-2 vote, with Mayor Lowe and Commissioner Pletcher voting “no.”

- b. Ordinance 2015-26, Final Reading and Public Hearing providing for an amendment to the Code of Ordinances regarding Flood Management

Bruce Cooper, Building Code Administrator, noted the following changes were made during first reading: (1) the “freeboard” for new residential development was reduced to

one foot; (2) homes within the Pass-A-Grille overlay, as well as lands within commercial zoning districts, would be excluded from this requirement. Mr. Cooper anticipated the Community Rating System (CRS) will be lowered to a 6, thereby allowing for an additional 5% discount on insurance policies.

Commissioner Premier moved to approve Item 7(b), Ordinance 2015-06, upon final reading, an ordinance of the City of St. Pete Beach, Florida, amending the City Code to repeal the current Article V of Chapter 98, Flood Hazard Mitigation Regulations, to adopt a new Article V, to re-adopt flood hazard maps, to adopt procedures and criteria for development in flood hazard areas, and for other purposes; to adopt local administrative amendments and technical amendments to the Florida Building Code; to format existing provisions to be consistent with the Florida Building Code; providing for severability; providing for an effective date. The motion was seconded by Commissioner Falkenstein.

Mayor Lowe called for audience comments.

Tom Rodgers, Corey Avenue, requested clarification in regard to “freeboards.”

Hearing no further audience comments, Mayor Lowe called for the vote.

The motion was unanimously approved by an individual roll call vote.

8. Resolutions

There were no resolutions presented.

9. Items for Discussion

a. Parking on Corey Avenue

Vice Mayor Finnerty brought the issue forward to discuss weekend parking on Corey Avenue and to increase parking availability for business customers.

Staff was directed to review options including a two-hour parking limit.

10. Audience Comments

Tom Rodgers, Corey Avenue, inquired about access to the Lidar System utilized in the Corey Area Improvement Study performed by the Baker Group.

11. City Clerk, City Manager, City Attorney and City Commission Reports

City Clerk Haynes reported on the following item:

- A representative from the Supervisor of Elections Office was present at the Community Yard Sale to process new voter registrations and changes to existing registrations

City Manager Saunders reported on the following items:

- The library workshop will be held at 4:30 p.m. on October 13, 2015
- Funding for Rescue Truck 22 has been restored by Pinellas County

City Attorney Dickman reported on the following items:

- An Attorney-Client Executive Session is scheduled for 9:00 a.m. on Wednesday, September 23, 2015
- Offered guidance in regard to any voting conflicts on items that may come before the Commission

Commissioner Pletcher reported on the following items:

- Florida Wildlife Commission and the installation of “No Wake” and “Idle Speed” signs along the Intracoastal waterway
- The VW Bash will be held in Pass-A-Grille on Saturday, October 3, 2015

Vice Mayor Finnerty reported on the following items:

- Bus shelters in front of America Legion, Hotel Zamora and Walgreens
- Participated in a conference call with “Retail Strategies”
- The American Legion conducted a memorial ceremony in honor of MIA-POW Day and presented the City with an American flag
- Sunday Market begins October 4th at 10:00 a.m.
- Support Our Troops will sell beer and wine at the Fish Broil located at the Gulf Beaches Elementary School
- Support Our Troops will sell beer, wine, raffle tickets and T-shirts at the October Concert Series in Horan Park
- Expressed appreciation to Terry Wolski for the donation to Support Our Troops
- Contact Maureen Carr to visit Support Our Troops and pack a box of supplies
- Reported speeding along Pass-A-Grille Way by PSTA busses
- Requested a discussion be added to the next agenda in regard to the time limit for Commissioner comments

Commissioner Premer reported on the following items:

- He will be absent from the Commission Meeting – Executive Session on Wednesday, September 23, 2015
- Will contact the neighborhood association presidents in regard to the upcoming tourist season
- Encouraged residents to call their legislative representatives in regard to an article on increased student spending in Florida, most of which will be borne by local property taxes and not state taxes

Commissioner Falkenstein reported on the following items:

- Repairs to the seawall at 55th Avenue
- Flags are needed for the flagpoles located at the end of 59th Avenue in Mary Lou Schechner Park
- October Concert Series at Horan Park will begin October 2, 2015

Mayor Lowe reported on the following items:

- Firefighter promotion event moved to October 30th from 4:00 p.m. to 6:00 p.m.
- Attended an event at St. Petersburg Coliseum in honor of Patriots' Day and provided an update on helping a veteran with housing accommodations
- Provided an update on the sidewalk installation under the Pinellas Bayway Bridge – Gary Littrell Medal of Honor Bridge
- Inquired about bridge signage
- The Community Yard Sale sponsored by the Recreation Department was successful
- Introduced the new fire chief to the EMS Advisory Board

12. **Adjournment**

There being no further business to come before the Commission, the meeting was adjourned at 11:20 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Maria Lowe, Mayor

Minutes approved on: _____

CITY COMMISSION – SPECIAL MEETING

MINUTES

OCTOBER 7, 2015

9:00 A.M.

CALL TO ORDER

The meeting was called to order at 9:05 a.m. by Mayor Lowe.

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Maria Lowe, Mayor
Terri Finnerty, Vice Mayor
Rick Falkenstein, Commissioner
Gregory Premer, Commissioner
Melinda Pletcher, Commissioner

ALSO PRESENT:

Wayne Saunders, City Manager
Andrew Dickman, City Attorney
Rebecca C. Haynes, City Clerk

1. Litigation Topic – Discussion and Possible Action on Settlement Agreement

City Attorney Dickman reported that the purpose of the meeting was to discuss the settlement negotiations with Mr. Anderson's attorneys, Mr. Ken Weiss and Mr. Tim Weber, in connection with the Second DCA order regarding Sunshine Law violations.

Mr. Dickman further reported that he is requesting to continue this item to date certain of Tuesday, October 13, 2015, during the regular City Commission meeting, in order to fully evaluate a new issue that has been presented.

Mr. Dickman called for an Attorney–Client Executive Session in regard to continuing negotiations in the Anderson and Chmielewski cases.

It was the consensus of the Commission to begin the Attorney–Client Executive Session at 3:00 p.m., Tuesday, October 13, 2015.

The Commission continued with discussion in regard to a community fund-raising effort.

There being no further business to come before the Commission, the meeting was adjourned at 9:25 a.m.

Attest:

Rebecca C. Haynes, City Clerk

Maria Lowe, Mayor

Minutes approved on: _____

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Public Hearing for Conditional Use Case 2015-0063.

Date: October 27, 2015

Prepared By: Chelsey Welden, Planner II, Community Development

Presented By: Jennifer Bryla, Community Development Director

Summary of Issue: Applicant requests conditional use approval for a new dock and expansion of an existing dock at 2005 & 2007 Pass-a-Grille Way pursuant to Section 15.4 of the Land Development Code.

Requested Motion: "I move to approve conditional use case 2015-0063 as proposed.

Attachments: Staff report, Site and aerial photographs, conditional use application, site plan/survey, and Relevant Land Development Code sections.

**Reviewed by
City Manager:** _____ *WS* _____

	St. Pete Beach City Commission 155 Corey Avenue St. Pete Beach, FL 33706 727-367-2735
10/27/15	
Conditional Use Case #2015-0063 Applicant/Agent Ruth Smith, Bel Mar Pointe Developers/ Jeff Churchill, George F. Young Location 2005 & 2007 Pass-a- Grille Way Commission District District 4 Staff Representative Chelsey Welden, Planner II Findings In its review of the proposed application, staff has determined: 1. The proposed application is consistent with Florida Statutes and the St. Pete Beach Comprehensive Plan. 2. The proposed plans are compatible with the character of the existing area. 3. The proposed plans	ITEM SUMMARY: Applicant requests conditional use approval for a new dock and expansion of an existing dock pursuant to Section 15.4 of the Land Development Code. Existing Use: Restaurant Proposed Use: Restaurant Adjacent Uses North: Infrastructure South: Restaurant East: Water West: Infrastructure PUBLIC NOTICE: Notice of public hearing has been advertised as required by State Statutes. As of the date of this report, no written comments have been received. Oral and written comments may be presented at the public hearing. COMPREHENSIVE PLAN/LAND DEVELOPMENT CODE: The subject property is zoned CG-1 (Commercial District) which allows a variety of commercial uses. The property has a future land use designation of CG (Commercial General) in the Comprehensive Plan, which also allows a variety of commercial uses. PROJECT DESCRIPTION: The business located at 2007 Pass-a-Grille Way is a restaurant presently named Sea Critter's Café. The adjoining lot (2005 Pass-a-Grille Way) is a parking lot utilized by patrons of the restaurant. Sea Critters currently has a large wooden dock and the adjoining lot has one dock currently in operation. Sea Critter's is proposing to expand the existing dock which is in operation, remove the dock that is in disrepair, and build a new dock slightly to the north. When the applicant initially applied for a building permit in August 2015, the two lots were separate lots of record, but owned by the same entity.

will not have a negative impact on off-street parking or transportation. 4. The proposed plans will not negatively affect public health, safety, and welfare. 5. The applicant has demonstrated the financial and technical capacity to complete the improvements. Staff Recommendation Approval	According to Section 3.10(e) of the City’s Land Development Code (LDC), accessory structures must have a principal structure on the same lot of record, so the docks on the vacant lot were nonconforming and therefore could not be substantially repaired or replaced. The owner formally combined the lots at staff’s recommendation, making the docks conforming. Commercial docks are permitted by conditional use approval in the CG-1 zoning district. The proposed plans include the expansion of the north dock and a new dock to the south. BACKGROUND: 2005 Pass-a-Grille Way currently has one pending building permit application, which was put on hold due to the reasons listed above. 2007 Pass-a-Grille Way has 7 open building permits. According to the Property Appraiser, the only structures that have ever existed on the lot were a shed and the docks, all built in 1955. JUSTIFICATION / TECHNICAL REVIEW: The proposed conditional use application is in compliance with the regulations set forth in Section 6.23 of the LDC, which pertains to docks as well as Division 4 of the LDC which pertains to conditional use permits. After combining the lots into one, the length of the property at the waterfront is 115.0 ft., which allows for a maximum dock length of 86.25 ft. The proposed docks will be 73.0 feet. The minimum side setback is 10% of the width at waterfront, which the proposed docks will meet. <u>The applicant has revised the submerged land lease for the increased dock area and has recorded it with Pinellas County. City and County staff will ensure that all necessary approvals from the appropriate agencies will be acquired prior to issuance of a building permit.</u> STAFF RECOMMENDATION: Staff recommends approval as the proposed plans meet all requirements of the LDC and Comprehensive Plan and will generally improve the operation of the site. Attachments: - Aerial Photograph - Site Photographs - Conditional Use Application & Narrative - Site Plan/Survey - LDC Code Sections
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179

181

199

180

190

0

2103

2101

2102

2100

2020

2004

2000

2001

0

2007

2005

Exhibit B. Site Photographs

1. Sea Critters' dock and north dock to be extended



2. South dock to be removed



CONDITIONAL USE APPLICATION

Case Number: 20150063

PROPERTY FOR PROPOSED VARIANCE

Legal Description: See Attached
Parcel ID: 18-32-16-68634-000-0019 and
Address: 2005 and 2007 Pass A Grille Way, St. Pete Beach, FL 33706
Current Zoning: CG-1 FLUM Designation: CG Lot Area: 0.31 Ac
Existing Use: Restaurant w/parking Proposed Use: Restaurant with Docks

APPLICANT/AGENT:

Name: Jeff Churchill, George F. Young, Inc.
Address: 299 Dr. ML King Jr. St. N.
City: St. Petersburg State: FL
Zip: 33701 Phone: 727-822-4715
Email: churchill@eapermit.com

PROPERTY OWNER:

Name: Bel Mar Pointe Developers, LLC - Ruth Smith
Address: P.O. Box 292531
City: Tampa State: FL
Zip: 33687 Phone: 920-915-5460
Email: ruth@rksmithonline.com

DETAILS OF THE REQUEST: Cite code sections for which conditional use is requested: (Add additional sheets if necessary)

Conditional Use approval for a commercial dock pursuant to Section 15.4 of the LDC

See also attached narrative

Attach the following supporting documentation to this application:

- Recent survey of the property
- A site plan, drawn to scale, illustrating the proposed conditional use

This completed application, together with all required supporting documents and fees, shall be submitted by 12:00 noon on the stated filing date for the Technical Review Committee meeting. Failure to do so will delay your application to a later date. If any materials are missing or any part of this application is left blank, staff may refuse the

application until such time as it is completed by the applicant. _____ (applicant's initials)

Application Checklist:

Check here if document is attached	Required Document
✓	Recent Survey of the property illustrating all boundaries, easements, and physical improvements.
NA	Site Plan drawn to scale showing proposed deviations of the code.

In order for an application for a conditional use to be approved or approved with conditions, the City Commission must make a positive finding with regard to each of the provisions below. The applicant has the burden of proof demonstrating that the application for the conditional use complies with each of the requirements. Please explain in detail how your case meets these requirements (attach additional sheets if necessary):

1. Whether the conditional use is consistent with the goals, objectives, and policies of the Comprehensive Plan and any adopted special area plan.

The proposed is consistent with the Comprehensive Plan.

2. Whether the proposed use will be compatible with the character of the existing area, including existing structures and structures under construction, existing public facilities and public facilities under construction, and residential commercial and/or service facilities available within the existing area. More specifically:

- a. Whether the overall appearance and function of the area will be significantly affected consideration shall be given to the existence of other uses in the area, based on the number, size, and location of the uses and the intensity and scale of the proposed and existing uses in the area;

The proposed commercial dock is consistent with adjacent and nearby properties and uses.

- b. Whether the application will preserve any city, state, or federally designated historic, scenic, archaeological, or cultural resources (check with Community Development to determine historic resource status);

The proposed project will not have any impact on the designated historic, scenic, archaeological or cultural resources.

- c. Whether the application will be compatible with adjacent development, if any, based on characteristics such as size, building style and scale, or whether such incompatibilities are mitigated through such means as screening, landscaping, setbacks, and other design features;

The proposed commercial docks are compatible with surrounding and adjacent like properties in size, style and scale.

- d. Whether the application will have significant adverse impacts on the livability and usability of nearby land due to noise, dust, fumes, smoke, glare from lights, late-night operations, odors, vehicular traffic, truck and other delivery trips, the amount, location, and nature of any outside activities, potential for increased litter, or privacy and safety issues;

As the proposed use is simply replacing an existing historic similar use there should be no significant impact on the livability and usability of the land.

- e. Whether the transportation system is capable of adequately supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, access to arterials, transit availability, on-street parking impacts, if any, site access requirements, neighborhood impacts, and pedestrian safety (a traffic study may be required);

The proposed use should have no significant impact on transportation. It may have a minor reduction in traffic in the area of the project.

- f. Whether the minimum off-street parking area required and the amount of space needed for the loading and unloading of trucks, if applicable, will be provided and will function properly and safely (please provide current and proposed number of parking and loading spaces);

The proposed use will require no parking and may reduce needed parking

- g. Whether generally, the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation have been made;

The proposed project will have no effect on health and welfare. New docks will be safer than existing docks

- h. Whether the applicant has demonstrated the financial and technical capacity to complete any improvements and mitigation necessitated by the development as proposed and has made adequate legal provision to guarantee the provision of such improvements and mitigation; and,

The applicant has the financial capacity to complete the project and has retained professionals to assure the technical capacity

- i. Whether the proposed use complies with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other applicable requirements of the regulations of the City of St. Pete Beach.

The proposed commercial dock will be permitted as per sections 6.23 and section 15.4 of the code

Bel Mar Piers Developers LLC
CER Group LLC sole member of BMPD
Beth K. Smith, sole member & managing member

Signature of Applicant	Date	Signature of Authorized Agent	Date
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For office use only:

Hearing Date: _____ Fees: _____

Board Action: ☐ Approved as requested ☐ Approved with conditions ☐ Denied ☐ Continued

**Project Narrative
Sea Critters South Docks
2005 and 2007 Pass-A-Grille Way**

Bel Mar Pointe Developers, LLC the current owners of the Sea Critters restaurant in Passagrille is currently proposing to make improvements to their docks on the south end of the property. The reason for the proposed improvements is two fold. The docks are currently in poor condition, and the existing configuration and size of the docks are not ideal for use by transient boaters utilizing the restaurant. This is particularly true of the southern most dock which is only 2.4 feet in width.

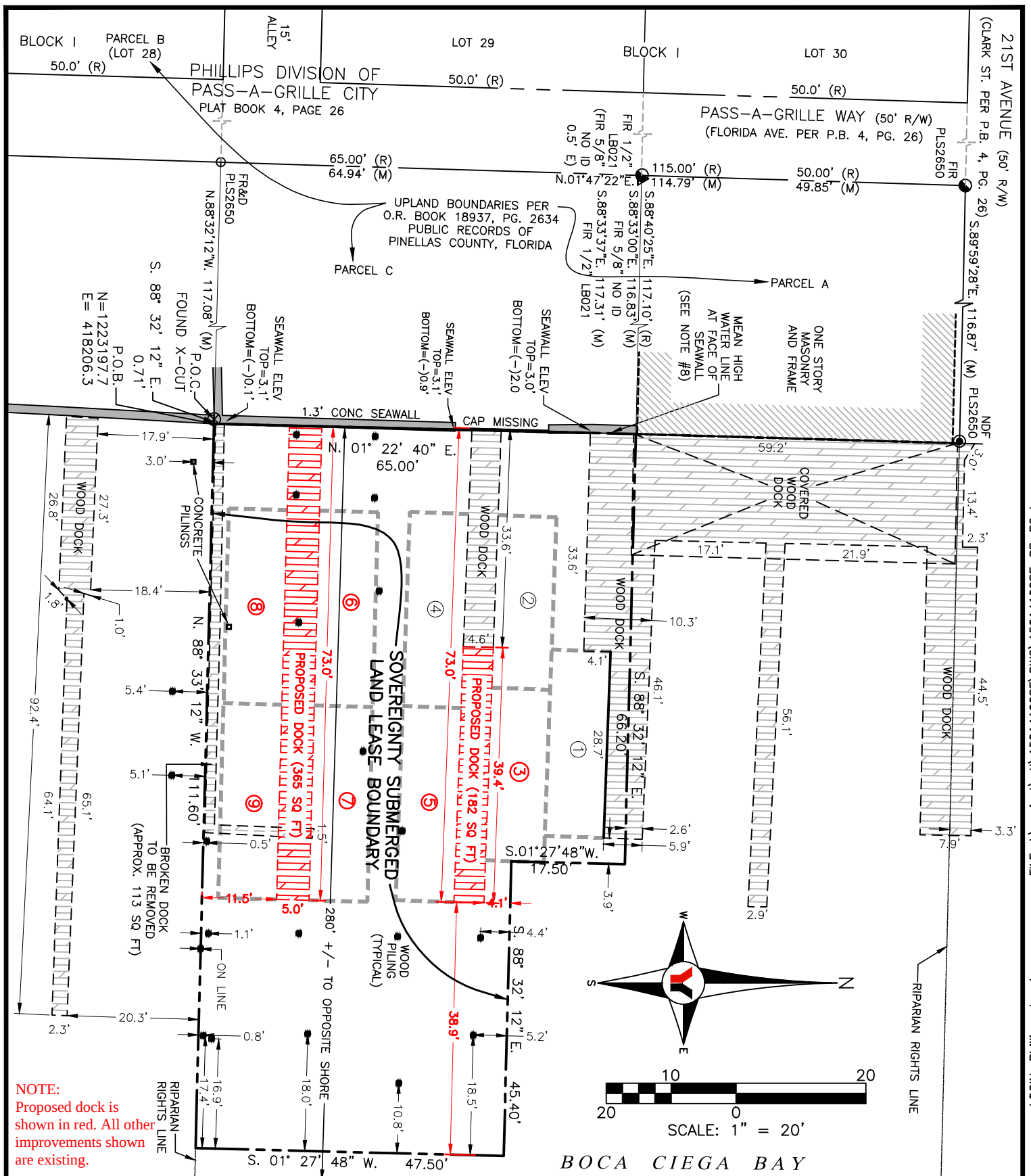
The existing condition of the southernmost dock is poor. Portions of the dock beyond the first finger pier (as shown on the prior lease survey) have collapsed, the deck area adjacent to the seawall is gone, and the finger pier formerly at the end of this dock is gone. Total area of this remaining existing south dock is 113 square feet. The area of this dock as shown on the existing lease survey was 524.88 square feet.

The improvements to the southernmost dock will include relocating the dock to 11.5 feet of the south property line (extended or 10% of lot width) the widening of the southernmost dock to 5 feet in width for safety; extending it back to its original 73 foot length; and removal of the finger piers from the southernmost dock. The total area over water will be 365 square feet which is an increase of almost 250 square feet (252 square feet) from the existing condition and a decrease of almost 160 square feet (159.88 square feet) from the condition at the time of the lease survey.

The second improvement that will be made to the docks will be the extension of the middle dock to match the south dock. It will be extended 39 feet at a width of 5 feet. This will mean a new area of 195 square feet. No changes will be made to the north dock. The overall increase in square footage over water for the proposed changes when compared to the existing condition is 393.60 square feet, from the previously surveyed condition 195 square feet.

The proposed changes in the docks will not result in any new boat slips. The reconfigured docks will provide for lateral docking primarily for small pleasure craft visiting the restaurant for lunch or dinner. The length of the vessels range from less than 20 feet to more than 40 feet. Vessel drafts range from less than one foot to approximately 3-4 feet. There is no known seagrass or other submerged vegetation at the site. This site has been used for docking boats for over 50 years. During portions of this time it provided boat dockage for extended periods of time. Currently the docks are only used for transient dockage and no long term dockage occurs.

A qualified dock contractor will be utilized to construct the docks. During construction of the docks the contractor will use floating silt screens to control turbidity. Pilings will be jetted in to place using a small barge with a mounted derrick to place and hold the pile. The *Standard Manatee Conditions for In-Water Work* most recent edition will be utilized during the construction of the docks. The *Sea Turtle and Small Toothed Sawfish Construction Conditions* will also be utilized. Materials for the docks will arrive by land and be transferred to the barge for the substructure. Decking will be accomplished by land and work off shore.



PREPARED FOR:
Bel Mar Pointe Developers, LLC
PO Box 292531
Tampa, FL 33687

2005 Pass-A-Grille Way Submerged Land Lease

SECTION 18, TOWNSHIP 32 S., RANGE 16 E.

BY	DATE	DESCRIPTION
JRP	9/30/15	Updated upland parcel boundaries.
JRP	10/13/15	Revised note 9.

INITIALS	DATE
CREW CHIEF LP	7/16/15
DRAWN DGE	7/29/15
CHECKED JRP	8/03/15
FIELD BOOK HYDRO33	
FIELD DATE	7/16/15

SEE SHEET 1 OF 2 FOR
LEGEND, NOTES, SIGNATURE
AND SEAL



George F. Young, Inc.

299 DR. MARTIN LUTHER KING JR. STREET, N. ST. PETERSBURG, FLORIDA 33701
PHONE (727) 822-4317 FAX (727) 822-2919

BUSINESS ENTITY LB21

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GAINESVILLE•LAKEWOOD RANCH•ORLANDO•PALM BEACH GARDENS•ST. PETERSBURG•TAMPA

JOB NO.
15014100SE

SHEET NO.

2 OF 2

SURVEYOR'S NOTES:

- Specific Purpose Survey to show the configuration of the existing and proposed docks within the current Submerged Land Lease parcel recorded in Official Records Book 17880, page 1762 of the Public Records of Pinellas County, Florida (Lease Number 520341993).
- This is a field survey. Survey date: July 16, 2015.
- Basis of bearings is N 88°33'12" W from a found rivet and disk stamped 'PLS 2650' to a found "X" cut in the seawall being the south line of the adjoining upland parcel.
- Coordinates of the Point of Beginning are in U.S. survey feet and are referenced to the West Zone of the Florida State Plane Coordinate System, North American Datum of 1983, 2011 adjustment. Coordinates were established using Network RTK GNSS observations.
- Elevations shown hereon are referenced to the North American Vertical Datum of 1988 (NAVD 88). Control is based on benchmark '872 6442 TIDAL 2', located on top of a concrete seawall 116.5 feet north of the centerline of 12th Avenue, 66.0 feet east of the centerline of Pass-a-Grille Way, St. Pete Beach Florida, having a published adjusted elevation of 5.22 feet NAVD 88. Information obtained from NGS data sheet, PID AG0999.
- The approximate Mean High Water line shown hereon is not a tidal property boundary and was not located in accordance with the procedures specified in the "Florida Coastal Mapping Act of 1974", Chapter 177, Part II of the Florida Statutes. The approximate Mean High Water elevation at this site is 0.36 feet NAVD 88 per Tide Interpolation Point 841, provided by the Florida Department of Environmental Protection.
- This is not a boundary survey.
- Shoreline lying 1,000 linear feet on each side of the subject property consists of 100% seawall/bulkhead/riprap.
- Shoreline frontage of subject property consists of 114.9 linear feet of seawall. Length of proposed docks along the shoreline totals 68.8 linear feet (60% of shoreline frontage).
- This survey was prepared for the exclusive use of the current owners and also those who purchase, mortgage or guarantee the title thereto and/or others whose names appear on the face of this survey.
- Certified to the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida and to Bel Mar Pointe Developers, LLC.
- This survey is intended to be displayed at a scale of 1"=20' or smaller.
- Additions to or deletions from survey maps or reports by other than the signing party or parties are prohibited without the written consent of the signing party or parties.
- The survey is not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

LEGAL DESCRIPTION:

Bel Mar Pointe Submerged Land Lease Parcel as recorded in Official Records Book 17880, Page 1762 of the Public Records of Pinellas County, Florida.

A parcel of land lying within Boca Ciega Bay (McPherson Bayou) in Section 18, Township 32 South, Range 16 East, Pinellas County, Florida, and being more particularly described as follows:

Commence at an "X" cut in the seawall at the southeast corner of 2005 Pass A Grille Way; thence S88°32'12"E for 0.71 feet to the Point of Beginning, said point being at the face of an existing seawall; thence along the face of said seawall N01°22'40"E for 65.00 feet to point lying S88°40'25"E 117.10 feet from a 5/8" iron rod at the northwest corner of said 2005 Pass A Grille Way; thence leaving said seawall S88°32'12"E for 66.30 feet; thence S01°27'48"W for 17.50 feet; thence S88°32'12"E for 45.40 feet; thence S01°27'48"W for 47.50 feet; thence N88°32'12"W for 111.60 feet to the Point of Beginning.

Containing 6,462 Square Feet or 0.148 acres, more or less.

LEGEND:

(M)	Measured
FIR	Found Iron Rod
FN&D	Found Nail & Disk
FR&D	Found Rivet and Disk
GNSS	Global Navigation Satellite System
I.D.	Identification
LB	Licensed Business
LS	Licensed Surveyor
NGS	National Geodetic Survey
O.R.	Official Records
P.B.	Plat Book
P.O.B.	Point of Beginning
P.O.C.	Point of Commencement
PID	Permanent Identifier
PLS	Professional Land Surveyor
PSM	Professional Surveyor and Mapper
(R)	Record
RTK	Real-Time Kinematic
R/W	Right of Way

SLIP DIMENSIONS:

①	9' x 28.7'
②	9' x 26.6'
③	9' x 26.6'
④	9' x 29.9'
⑤	9' x 29.9'
⑥	9' x 30'
⑦	9' x 30'
⑧	9' x 30'
⑨	9' x 30'



VICINITY MAP - NOT TO SCALE

PREPARED FOR:

Bel Mar Pointe Developers, LLC
PO Box 292531
Tampa, FL 33687

2005 Pass-A-Grille Way Submerged Land Lease

SECTION 18, TOWNSHIP 32 S., RANGE 16 E.

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CHECKED JRP	8/03/15
FIELD BOOK HYDRO33	
FIELD DATE	7/16/15

Jared R. Phillips PSM LS 6894

DATE



George F. Young, Inc.

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15014100SE

SHEET NO.

1 OF 2

Sec. 15.1 - Purpose and intent.

The CG-1 Commercial District is intended for areas, except the area known as the "Corey Business District," designated within the CG Commercial General land use category on the future land use maps. Certain other structures and uses required to serve governmental and non-commercial recreational needs of such areas may be permitted, subject to restrictions and requirements intended to preserve the character of such district.

Sec. 15.4. - Allowable conditional uses.

Subject to the provisions or restrictions contained in this section and elsewhere in this Code, allowable conditional uses in the CG-1 Commercial District are as follows:

- (a) Assisted living facilities.
- (b) Adult entertainment establishments—See also Chapter 10, St. Pete Beach Code of Ordinances.
- (c) Automotive rental agencies.
- (d) Automotive sales lots.
- (e) Automotive services and repairs.
- (f) Automotive service stations.
- (g) Boat sales and repair facilities.
- (h) Car wash facilities.
- (i) Commercial boat docking facilities.
- (j) Commercial water sports, non-motorized vessels of 16 feet or less in length only.
- (k) Communication facilities.
- (l) Docks, commercial—Classes A, B, C, and D.
- (m) Eating and drinking establishment—Fast food restaurant, nightclub or outdoor restaurant.
- (n) Financial institutions with drive-through services.
- (o) Kennels with outdoor runs.
- (p) Laundries, dry cleaning.
- (q) Marinas.
- (r) Parking lots, commercial and/or off-premise.
- (s) Printing, general.
- (t) Recreational—Commercial recreation; public parks and/or recreational facilities.
- (u) Recycling centers.
- (v) Schools, public or private and/or commercial.
- (w) Services, commercial/business.
- (x) Storage facilities with outdoor storage.
- (y) Storage, self-service.
- (z) Theatres.
- (aa) Utility substations and/or rights-of-way.
- (bb) Vehicle for hire businesses.
- (cc) Vessel for hire businesses.

Sec. 4.1 - Review of conditional use permit applications.

- (a) Purpose. Certain uses are conditional rather than uses by right. They are subject to the conditional use regulations because they may, but do not necessarily, have significant adverse effects on the environment, public services, the desired character of an area, or they may create nuisances. A review of these uses is necessary due to the impacts they may have on the surrounding area or neighborhood. The conditional use review provides an opportunity to allow the use when there are minimal impacts, to allow the use but impose mitigation measures to address identified concerns, or to deny the use if the concerns cannot be resolved.
- (b) Authority. The city commission may approve applications for conditional uses in accordance with the procedures, standards and limitations of this division.
- (c) Authorized conditional uses. Only those uses which are authorized in each zoning district or those nonconforming uses which are substantially damaged or destroyed, and are permitted to be re-established in accordance with this ordinance may be approved as conditional uses. The designation of a use in a zoning district as a conditional use does not constitute an authorization of such use or an assurance that such use will be approved; rather, each proposed conditional use shall be evaluated by the city commission for compliance with the standards and conditions set forth in this section and for each district. Wherever a conditional use existing on the effective date of these regulations is terminated or destroyed, subsequent conditional use of the property shall be permitted only in conjunction with the approval process specified herein.

Sec. 4.4. - Standards for review.

- (a) Standards applicable to all conditional uses. When considering an application for approval of a conditional use, the city commission review shall consider the following standards:
 - (1) Whether the conditional use is consistent with the goals, objectives, and policies of the Comprehensive Plan, any adopted special area plan and these regulations;
 - (2) Whether the proposed use will be compatible with the character of the existing area, including existing structures and structures under construction, existing public facilities and public facilities under construction, and residential, commercial and/or service facilities available within the existing area. More specifically:
 - a. Whether the overall appearance and function of the area will be significantly affected consideration shall be given to the existence of other uses in the area, based on the number, size, and location of the uses and the intensity and scale of the proposed and existing uses in the area;
 - b. Whether the application will preserve any city, state or federally designated historic, scenic, archaeological, or cultural resources;
 - c. Whether the application will be compatible with adjacent development, if any, based on characteristics such as size, building style and scale; or whether such incompatibilities are mitigated through such means as screening, landscaping, setbacks, and other design features; and
 - d. Whether the application will have significant adverse impacts on the livability and usability of nearby land due to noise, dust, fumes, smoke, glare from lights, late-night operations, odors, vehicular traffic, truck and other delivery trips, the amount, location, and nature of any outside activities, potential for increased litter, or privacy and safety issues.
 - (3) Whether the transportation system is capable of adequately supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, access to arterials, transit availability, on-street parking impacts, if any, site access requirements, neighborhood impacts, and pedestrian safety;
 - (4) Whether the minimum off-street parking area required and the amount of space needed for the loading and unloading of trucks, if applicable, will be provided and will function properly and safely;

- (5) Whether generally, the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation have been made;
- (6) Whether the applicant has demonstrated the financial and technical capacity to complete any improvements and mitigation necessitated by the development as proposed and has made adequate legal provision to guarantee the provision such improvements and mitigation; and
- (7) Whether the proposed use complies with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other applicable requirements of the regulations of the City of St. Pete Beach.

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Authorize the City Manager to enter into a lease agreement with Clark Sales Display, Inc. for the rental and installation of Holiday decorations for the 2015 season.

Date: October 27, 2015

Prepared By: John J. Kretzer, Interim Public Services Director

Summary of Issue: City Commission was presented with options for 2015 Holiday display and the decision was made to proceed with a combination of pole mounted displays and garland tree wraps. Commission also selected to move forward with decorating Horan Park with static and animated lighted displays similar to last year, not to exceed the budget.

Staff made the selections for this year's display based upon the Commission's recommendations.

The City will be utilizing a competitive bid that was solicited from the City of St. Petersburg for the pricing of the Holiday decorations. Bid No. 962.60 Cooperative Agreement For Lighting Services, Holiday Displays.

Funding: FY2016 Budget – Public Services Department – Streets – Professional/Contractual 001.6103.541.5310

Requested Motion: “I move to authorize the City Manager to enter into a lease agreement with Clark Sales Display, Inc for \$ 34,200.00 for Holiday Decorations and Displays.”

Attachments: Lease Agreement/Proposal

**Reviewed by
City Manager:** _____ WS

CLARK SALES DISPLAY, INC.

"THE CHRISTMAS PEOPLE"

POST OFFICE BOX 1007

TAVARES, FLORIDA 32778

1-800-962-7937 / 352-343-5899 / FAX: 352-343-0194

WWW.CLARKSCHRISTMAS.COM

PROPOSAL

SALES ~ LEASE ~ INSTALLATION

ST. PETE BEACH, CITY OF
City wide decorations.



JOB NAME / LOCATION

Cher Hollister

Public Services

City of St. Pete Beach

155 Corey Avenue

St. Pete Beach, FL 33706-1839

PH: 727.363.9254

FAX: 727.367.2736

Date 10/12/2015

Questions? Please call Lee C. Clark

Quote Expires on: 11/1/2015

Quote Number: 150208 ST PETE BCH 2105

Qty	REF.	Description	Price	Extend
1	1 YEAR	THE LEASE, INSTALLATION, REMOVAL, AND STORAGE OF THE FOLLOWING HOLIDAY DECORATIONS FOR 2015 City of St. Pete :962-60, IFB No. 7296 - Two-Year Cooperative Agreement for Lighting Services, Holiday Displays.	\$0.00	\$0.00
53	POLE MOUNT	LIGHT POLES TO BE DECORATED WITH A COMBINATION OF 7' TO 8' HOLIDAY DISPLAYS, WHICH CAN INCLUDE, STOCKINGS, SOLDIERS, 4'-5' WREATHS, CANDLES, AND A VARIETY OF TREES. ** 2015 SELECTION ** P181 Candy Cane P128 Halo Candle P331 Wreath P163 Saluting Soldier STREETS TO BE DECORATED WITH POLE MOUNTS: BLIND PASS RD FROM 75TH STREET NORTH TO BRIDGE & 75TH AVE FROM BRIDGE TO GULF BLVD ** NOTHING INSTALLED ON GULF BLVD **	\$175.00	\$9,275.00
140	LAMP	THE FOLLOWING POLE TRIMS TO PLACED IN SAME AREAS AS PAST YEARS: GULF WAY & PASS A GRILLE WAY AREA, COREY BLVD 25' GREEN POLE TRIM SPIRALED DOWN SMALL DOWNTOWN LAMPOST WITH A 2- 24" LARGE RED VINYL AFFIXED TO THE TOP 24- MEDJOOL PALMS LOCATED IN THE MEDIANS ON GULF BLVD STARTING SOUTH OF 75TH STREET, TO BE WRAPPED WITH THE FOLLOWING: 50' - 9" RED GARLAND TRIMS WITH 2- GOLD GLITTER BOWS	\$75.00	\$10,500.00
24	TREE WRAP RED	50' - 9" RED GARLAND TRIM TO BE WRAPPED ON THE MEDJOOL PALMS., WITH 2 -24" GOLD GLITTER BOWS POSTIONED AT THE TOP TO FACE ON COMING TRAFFIC IN EACH DIRECTION.	\$125.00	\$3,000.00
1	BRCH TREE	HORAN PARK TREE: 25' NATURAL BRANCH GARLAND TREE WITH STAR AND OVER 700 MULTI-COLORED LED LGHTS, BASE SIZE 8' IN DIAMETER TREE WILL BE DECORATED WITH	\$3,850.00	\$3,850.00

Qty	REF.	Description	Price	Extend
1	INFO	LARGE METALLIC SILVER, RED, GREEN AND/OR GOLD DECORATIVE ORNAMENTS 4"-9" DECORATIONS WILL BE INSTALLED IN NOVEMBER, AND REMOVED TO OUR STORAGE FACILITY IN JANUARY. WE DON'T DO MID SEASON SERVICE UNLESS DANGEROUS CONDITIONS APPLY AND THEY WILL BE CORRECTED AS SOON AS POSSIBLE. WE ARE IN THE DISPLAY BUSINESS ONLY, AND DO NOT DO ANY ELECTRICAL WORK OTHER THAN PLUGGING INTO EXISTING OUTLETS. THIS ALSO INCLUDES THE RESETTING OF GFCI BREAKERS THAT POP DUE TO MOISTURE, RAIN, SPRINKLERS, ETC. ** ALL TREE LIGHTING WILL BE INSTALLED IN SEPTEMBER OR OCTOBER FOR A NOVEMBER PLUG IN**	\$0.00	\$0.00
			TAX	
			TOTAL ANNUAL LEASE	\$26,625.00

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is acknowledged and agreed that by signing this proposal a contract will thereafter exist between the parties the terms of which contract will be those described in this proposal

Signature: _____

Signature: _____

Name: _____ Title: _____

Date of Acceptance: _____

ALL MATERIALS IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A PROFESSIONAL MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATION INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.

CLARK SALES DISPLAY, INC.

POST OFFICE BOX 1007
TAVARES, FLORIDA 32778
1-800-962-7937/ 352-343-5899 / FAX: 352-343-0194
WWW.CLARKSCHRISTMAS.COM

PROPOSAL

SALES ~ LEASE ~ INSTALLATION



JOB NAME / LOCATION
ST. PETE BEACH, CITY OF
City wide decorations.

Quote Expires on: 11/1/2015

Cher Hollister
Public Services
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706-1839
PH: 727.363.9254
FAX: 727.367.2736

Questions? call Lee C. Clark

Quote Number: 150210 HORAN PARK 2015
Date 10/12/2015

Qty	REF.	Description	Price	Extend
1	3 YEAR	THE LEASE, INSTALLATION, REMOVAL, AND STORAGE OF THE FOLLOWING HOLIDAY DECORATIONS: THREE YEAR LEASE 2014, 2015, AND 2016. City of St. Pete :962-60, IFB No. 7296 - Two-Year Cooperative Agreement for Lighting Services, Holiday Displays. THE FOLLOWING ITEMS TO BE INSTALLED AT HORAN PARK. ** 2015 SELECTIONS**	\$0.00	\$0.00
3	SSTL 17	6.5' W X 10' T GROUND MOUNT CANDY CANE AND LOLLIPOP (LED)	\$410.00	\$1,230.00
1	SSTL 211	25.5' W X 10' T ANIMATED DELUXE SANTA SLEIGH (LED)	\$2,450.00	\$2,450.00
1	SSCT 11	14' W X 9' T 2 ELVES WRAPPING A LARGE GIFT PACKAGE (LED)	\$995.00	\$995.00
1	SSTL 97	6' X 5' TRIPLE PACKAGE SET (LED)	\$200.00	\$200.00
2	CLUSTER PKG	3- SILHOUETTE PACKAGES 2' - 4' IN SIZE CLUSTERED TOGETHER TO SIMULATE THE SSTL 97 TRIPLE PACKAGE DISPLAY. (LED)	\$200.00	\$400.00
1	SSTL 92	12' W X 21' T NUTCRACKER (LED)	\$2,300.00	\$2,300.00
1	INFO	DECORATIONS WILL BE INSTALLED IN NOVEMBER, AND REMOVED TO OUR STORAGE FACILITY IN JANUARY. WE DON'T DO MID SEASON SERVICE UNLESS DANGEROUS CONDITIONS APPLY AND THEY WILL BE CORRECTED AS SOON AS POSSIBLE. WE ARE IN THE DISPLAY BUSINESS ONLY, AND DO NOT DO ANY ELECTRICAL WORK OTHER THAN PLUGGING INTO EXISTING OUTLETS. THIS ALSO INCLUDES THE RESETTING OF GFCI BREAKERS THAT POP DUE TO MOISTURE, RAIN, SPRINKLERS, ETC. ** ALL TREE LIGHTING WILL BE INSTALLED IN SEPTEMBER OR OCTOBER FOR A NOVEMBER PLUG IN**	\$0.00	\$0.00
TAX TOTAL ANNUAL LEASE				\$7,575.00

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is acknowledged and agreed that by signing this proposal a contract will thereafter exist between the parties the terms of which contract will be those described in this proposal

ALL MATERIALS IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A PROFESSIONAL MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATION INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.

Signature: _____

Signature: _____

Name: _____ Title: _____

Date of Acceptance: _____

**St. Pete Beach City Commission
Agenda Report**

Issue

Considered: Authorize the City Manager to approve a change order to the purchase agreement with Morelli Landscaping, Inc. for the Bayway Landscaping Improvements project in the amount of \$93,389.63.

Date: October 27, 2015

Prepared By: John Kretzer, Interim Public Works Director

**Summary of
Issue:**

On September 10, 2014, City Commission authorized the Interim City Manager to enter into a purchase agreement with Morelli Landscaping, Inc. in the amount of \$155,784.75 for the Bayway Landscaping Improvements.

Subsequently to this Purchase Agreement being issued, Florida Department of Transportation (FDOT) has issued several requests for plan revision. As a result of these changes and in order to fully utilize available grant funding from FDOT, the scope of Morelli's services has increased by \$93,389.63.

As mentioned above, funding for this project includes three years of Highway Landscape Reimbursement grants from FDOT, so the City will be reimbursed the full amount of this change order.

Funding: CIP – FDOT Landscaping

**Requested
Motion:**

“Authorize the City Manager to approve a change order to the purchase agreement with Morelli Landscaping, Inc. for the Bayway Landscaping Improvements project in the amount of \$93,389.63.”

Attachments: Change Order 1
FDOT Grant Contract Extension

**Reviewed by
City Manager:**

WS



Florida Department of Transportation

RICK SCOTT
GOVERNOR

11201 N. McKinley Drive
Tampa, FL 33612-6456

JIM BOXOLD
SECRETARY

March 9, 2015

Mr. Ian Wade, P.E.
Project Manager
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 343706-1839

RE: Contract Time Extension

Multi-year Citywide Highway Landscape Reimbursement and Maintenance
Memorandum of Agreement for Landscape Rehabilitation
FPID# 429468-6-58-01: Contract #AQ603: City of St. Pete Beach

Dear Mr. Wade:

In response to your request on March 4, 2015, and a recommendation from Mr. William Moriarty, District Roadside Vegetation Coordinator, the expiration for the above referenced Reimbursement and Maintenance Memorandum of Agreement is hereby extended to 9 months to March 31, 2016. It is anticipated that no further extensions will be necessary.

By copy of this letter I am asking our Fiscal Office to reflect this extension in our FLAIR system. Please acknowledge and return one copy of this extension letter to Mr. William Moriarty at Florida Department of Transportation, 11201 N. McKinley Drive, Tampa, Florida 33612.

Sincerely,

Brian McKishnie, P.E.
Director of Transportation Operations

BM/wm

cc: Linda Mitchell, Account Services Supervisor
William Moriarty, District Roadside Vegetation Coordinator

Acknowledgement:

Mr. Ian Wade, P.E., Project Manager

03-16-15
Date



March 4, 2015

Mr. William Moriarty
Florida Department of Transportation
FDOT District 7 Roadside Vegetation Coordinator
MS 7-1200, 11201 N. McKinley Drive
Tampa, FL 33612

Mr. Moriarty,

This letter is in reference to the City of St. Pete Beach's contract agreement #AQ603 with the Florida Department of Transportation regarding the City of St. Pete Beach Multiyear Citywide Highway Landscape Reimbursement FP #429468-6-58-01. The City's Landscape Architect, Genesis, is currently completing what is anticipated to be the final plan submittal for the FY 3 and FY 4 projects, incorporating feedback from numerous meetings and revisions between the City and FDOT.

In order to accommodate the pending completion of the plans, FDOT Notice to Proceed, mobilization, project completion, ninety day FDOT mandated establishment period, and any unforeseen delays, the city respectfully requests a time extension to the original contract agreement of nine months. This would extend the completion date from June 30th, 2015 to March 31, 2016.

Thank you for your consideration of this matter. If there are any questions or additional information needed, please contact the undersigned at 727.363.9254.

Sincerely

Ian Wade, PE
Project Manager



CHANGE ORDER NO. 1

PROJECT IDENTIFICATION:

Project Name: Bayway Landscaping Improvements

CONTRACTOR: Morelli Landscaping, Inc.

CONTRACT: The Agreement dated September 10th, 2014 between Morelli Landscaping, Inc. and the City of St. of St. Pete Beach for the above described Project.

The Contract is changed as a result of an increased landscaping scope resulting from several plan revisions from FDOT that were provided subsequent to the issuance of the above referenced Purchase Agreement as well as resulting from a desire by the City to fully utilize available grant funding from FDOT.

Contract Sum with prior approved Change Orders was: \$ 155,784.75

The Contract Sum will be increased by this Change Order
for the items described above in the amount of: \$ 99,389.63

The new Contract Sum, including this Change Order, will be: \$ 249,174.38

The Contract Time will be changed as follows: No Change

Execution of this Change Order shall constitute a final settlement of all matters relating to the change in the Work as described above which is the subject of this Change Order. Unless the Contract Time has been adjusted as provided above, the change approved by this Change Order shall not result in a change in the Contract Time.

OWNER/CITY:

By: _____

Name: Wayne Saunders

Title: City Manager, St. Pete Beach

Date: _____

CONTRACTOR:

By: _____

Name: Vincent J. Morelli, Jr.

Title: President

Date: 10/14/2015

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Authorize the City Manager to generate a purchase order in the amount of \$150,000 for payment of an invoice from Bright House Networks, LLC to underground service on Pass-A-Grille Way from West Maritana Drive to 19th Avenue.

Date: October 27, 2015

Prepared By: John J. Kretzer, Interim Public Services Director

Summary of Issue: As part of the upcoming Pass-A-Grille Way Reconstruction Project, the City is asking all pole-based, above ground utility providers to provide the City with a cost estimate to underground these facilities.

On September, 2015 the City received an invoice from Bright House Networks, LLC indicating that the total cost to perform undergrounding of their facilities south from West Maritana Drive to 19th Avenue on the east and west sides of Pass-A-Grille Way will not exceed \$300,000. To aid in construction of this relocation, the City is asked to make an initial payment of \$150,000, or 50% of the total maximum cost.

This estimate is consistent with the binding estimate received via email from Bright House on April 15, 2015.

Funding: CIP – Pass-A-Grille Way Reconstruction project

Requested Motion: “I move to authorize the City Manager to generate a purchase order in the amount of \$150,000 for payment of an invoice from Bright House Networks, LLC to underground service on Pass-A-Grille Way from West Maritana Drive to 19th Avenue.”

Attachments: Bright House Invoice, dated September 21, 2015
Emailed Binding Estimate, dated April 15, 2015

**Reviewed by
City Manager:** WS



Date: 9/21/2015

CARL ID: 317739

**2251 Lucien Way
Maitland, FL 32751**

Invoice

City of St. Petersburg Beach
Attn: Ian Wade
155 Corey Avenue
St. Pete Beach, FL 33706
ian.wade
727-363-9254

Project Account Coding: 1304-31-301-13040155502-317739-R-RPLCE-U05
Expense Coding

Mail To:
BHN Treasury Dept
2251 Lucien Way
Maitland, FL 32751

If you have questions concerning this invoice, please contact:

Name: Ted Bingham
Phone: 727-329-2847
e-mail: Theodore.bingham@mybighthouse.com

Ian Wade

From: Jeff Earhart <jeff.earhart@cpwgengineering.com>
Sent: Friday, April 17, 2015 1:31 PM
To: Ian Wade; Wayne Saunders
Subject: Fwd: St Pete Beach Pass a Grille Duke's concept drawing is attached

see brighthouse's cost estimate below

Jeff

----- Forwarded message -----

From: **Creasy, Windell Scott.** <Scott.Creasy@mybriighthouse.com>
Date: Wed, Apr 15, 2015 at 7:34 AM
Subject: RE: St Pete Beach Pass a Grille Duke's concept drawing is attached
To: Jeff Earhart <jeff.earhart@cpwgengineering.com>

Our binding cost for Pass-a-grill, the north section is a binding figure not to exceed 300k.

I anticipate the construction coming in as less however there are variables which I needed to account for in this pricing.

The way this will work is when I get the go ahead, I will submit an invoice to the City. The terms of payment will be 50% up front with a final billing upon significant completion. At that final billing I will request the remainder of what we have spent.

Given the lead time for fiber optic cable ordering and an anticipated start time this summer let me know as soon as possible when to craft the invoice.

If you have any questions feel free to call.

Ty

W. Scott Creasy

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Ordinance 2015-13, amending Section 38.7 of the Code of Ordinances entitled, "Election Date of Commissioners", removing the reference to the 2012 election.

Date: October 27, 2015

Prepared By: Rebecca Haynes, City Clerk

Through: Wayne Saunders, City Manager

Summary of Issue: This ordinance will amend the Code to remove language that specifically refers to the 2012 municipal election.

Funding: N/A

Requested Motion: "I move to approve Ordinance 2015-13 upon final reading..."
(read ordinance title)

Attachments: Ordinance 2015-13, Election Date of Commissioners

**Reviewed by
City Manager:** WS

**CITY OF ST. PETE BEACH, FLORIDA
ORDINANCE NO. 2015-13**

**AN ORDINANCE OF THE CITY OF ST. PETE BEACH,
FLORIDA AMENDING SECTION 38.7 OF THE CITY OF
ST. PETE BEACH CITY CODE ENTITLED "ELECTION
DATE OF COMMISSIONERS" AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the City Commission finds the amendments to Chapter 38 of the City Code, as more particularly set forth herein, in the public interest of the citizens of the City of St. Pete Beach, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ST. PETE BEACH, FLORIDA:

Section 1. Section 38-7; St. Pete Beach City Code related to Elections is hereby amended as follows:

Sec 38-7: Election Date of Commissioners

The regular election for the city commission shall be held on the second Tuesday of March, unless the city commission determines, by ordinance pursuant to F.S. § 100.3605(2), that it is appropriate to schedule an election for some other date in March.

The regular election for the city commission shall be held on the second Tuesday of March, unless the city commission determines, by ordinance pursuant to F.S. § 100.3605(2), that it is appropriate to schedule that election for some other date in March. ~~The date of the regular municipal election in the year 2012; however, shall be January 31, 2012. Every person who shall be a candidate for the office of city commissioner shall file the necessary papers with the city clerk not earlier than 8:00 a.m. on November 14, 2011 and not later than 12:00 noon on November 30, 2011.~~

Section 2. Should any section, sentence, clause, part or provision of this ordinance be held or declared invalid or unenforceable by a court of competent jurisdiction, the same shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part held or declared to be invalid.

Section 3. Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall take effect immediately upon adoption.

Maria Lowe, Mayor

First Reading: 10/13/2015
Published: 10/16/2015
Second Reading: 10/27/2015
Public Hearing: 10/27/2015

I, Rebecca Haynes, City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this 27th day of October, 2015.

Rebecca C. Haynes, City Clerk

APPROVED AS TO FORM AND CONTENT:

Andrew Dickman, City Attorney

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Ordinance 2015-18, amending Section 38.7 of the Code of Ordinances entitled, "Election Date of Commissioners", establishing the 2016 municipal election date as March 15, 2016.

Date: October 27, 2015

Prepared By: Rebecca Haynes, City Clerk

Through: Wayne Saunders, City Manager

Summary of Issue: This ordinance establishes the 2016 municipal election date to coincide with the Presidential Preference Primary election.

Funding: N/A

Requested Motion: "I move to approve Ordinance 2015-18 upon final reading..."
(read ordinance title)

Attachments: Ordinance 2015-18, Election Date of Commissioners for 2016

**Reviewed by
City Manager:** WS

**CITY OF ST. PETE BEACH, FLORIDA
ORDINANCE NO. 2015-18**

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA AMENDING SECTION 38.7 OF THE CITY OF ST. PETE BEACH CITY CODE ENTITLED, "ELECTION DATE OF COMMISSIONERS" SPECIFYING THE DATE OF THE 2016 ELECTION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission finds the amendments to Chapter 38 of the City Code, as more particularly set forth herein, in the public interest of the citizens of the City of St. Pete Beach, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ST. PETE BEACH, FLORIDA:

Section 1. Section 38-7; St. Pete Beach City Code related to Elections is hereby amended as follows:

Sec 38-7: Election Date of Commissioners

The regular election for the city commission shall be held on the second Tuesday of March, unless the city commission determines, by ordinance pursuant to F.S. § 100.3605(2), that it is appropriate to schedule an election for some other date in March.

The date of the regular municipal election in the year 2016, however, shall be March 15, 2016 to coincide with the Presidential Preference Primary election.

Section 2. Should any section, sentence, clause, part or provision of this ordinance be held or declared invalid or unenforceable by a court of competent jurisdiction, the same shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part held or declared to be invalid.

Section 3. Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall take effect immediately upon adoption.

Maria Lowe, Mayor

First Reading: 10/13/2015
Published: 10/16/2015
Second Reading: 10/27/2015
Public Hearing: 10/27/2015

I, Rebecca Haynes, City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this 27th day of October, 2015.

Rebecca C. Haynes, City Clerk

APPROVED AS TO FORM AND CONTENT:

Andrew Dickman, City Attorney

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Ordinance 2015-19, amending Section 3.04 of the Code of Ordinances entitled, "Compensation and Expenses for the City Commissioners and Mayor-Commissioner"

Date: October 27, 2015

Prepared By: Rebecca Haynes, City Clerk

Through: Wayne Saunders, City Manager

Summary of Issue: This ordinance will amend the Code of Ordinances to allow for an increase in compensation for Commissioners and the Mayor-Commissioner. At the October 13, 2015 meeting, Commissioners increased compensation for the Mayor to \$1600 per month.

Ballot language will be drafted after the adoption of this ordinance and sent to the Pinellas County Supervisor of Elections Office for the March 15, 2016 election. The ordinance will become effective immediately following to voter approval.

Funding: TBD by the Supervisors of Elections Office

Requested Motion: "I move to approve Ordinance 2015-19 upon final reading..."
(read ordinance title)

Attachments: Ordinance 2015-19, Compensation and Expenses

**Reviewed by
City Manager:** WS

**CITY OF ST. PETE BEACH, FLORIDA
ORDINANCE NO. 2015-19**

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, STATE OF FLORIDA, AMENDING SECTION 3.04 OF THE CODE OF ORDINANCES, PROVIDING FOR COMPENSATION AND EXPENSES FOR THE CITY COMMISSIONERS AND THE MAYOR-COMMISSIONER; PROVIDING THAT THE QUESTION BE SUBMITTED AS A REFERENDUM QUESTION TO THE ELECTORS FOR APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

The City Commission of the City of St. Pete Beach, Florida does ordain:

Section One (1). Section 3.04 of the Code of Ordinances of the City of St. Pete Beach is amended to provide as follows:

Compensation and Expenses: The City Commissioners of the City shall receive the sum of ~~\$400.00~~ \$800.00 per month and the Mayor-Commissioner shall receive the sum of ~~\$600~~ \$1600.00 per month as *compensation* for their respective services to the City during the time they hold office; and,

In addition thereto, the Mayor-Commissioner and City Commissioners shall be authorized to receive reimbursement of expenses incurred in connection with performing official duties for the City. A fund shall be provided in the annual budget for that purpose provided, however, that the City in no way shall be obligated for the payment of such expenses unless and until the City Commission shall have expressly approved the same in open public meeting.

The Mayor-Commissioner shall be paid the monthly sum of seventy-five (\$75.00) and each Commissioner shall be paid the monthly sum of fifty dollars (\$50.00) as reimbursement for ordinary expenses.

Section Two (2). The above proposed amendment to the City Charter shall be placed on the ballot at the next general election scheduled for March 15, 2016.

Section Three (3). This Ordinance shall take become effective upon its approval by a majority of the electors of the City of St. Pete Beach at the next general election scheduled for March 15, 2016.

Maria Lowe, Mayor

First Reading: 10/13/2015
Published: 10/16/2015
Second Reading: 10/27/2015
Public Hearing: 10/27/2015

I, Rebecca Haynes, City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this 27th day of October, 2015.

Rebecca C. Haynes, City Clerk

APPROVED AS TO FORM AND CONTENT:

Andrew Dickman, City Attorney

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Resolution No. 2015-13, confirming the 2016 election date; establishing the date for the 2016 runoff election, if necessary; and establishing the Qualification Period for the District 1 and District 3 Commissioners

Date: October 27, 2015

Prepared By: Rebecca C. Haynes, City Clerk

Through: Wayne Saunders, City Manager

Summary of Issue: This resolution will confirm the 2016 election date; establish the date for the 2016 runoff election, if necessary, as April 26, 2016; and set the qualification period.

The election date is selected by the Supervisor of Elections Office (SOE) to coincide with the Presidential Preference Primary (PPP) Election. The runoff election must be a minimum of 45 days after the PPP election in order for the SOE to meet the absentee ballot mailing requirements for overseas voters.

Further, the resolution designates the Qualification Period as 12:00 p.m./noon, Monday, December 7, 2015 through 12:00 p.m./noon, Friday, December 11, 2015.

Funding: Account #001-5101-0512-5493

Requested Motion: "I move to approve Resolution No. 2015-13...(read title)."

Attachments: (1) Resolution 2015-13
(2) 2016 Election Cost Estimates from Pinellas County Supervisor of Elections Office

**Reviewed by
City Manager:** WS

RESOLUTION NO. 2015-13

A RESOLUTION OF THE CITY OF ST. PETE BEACH, PINELLAS COUNTY, FLORIDA, CONFIRMING THE 2016 ELECTION DATE; ESTABLISHING THE DATE FOR THE 2016 RUNOFF ELECTION, IF NECESSARY; AND ESTABLISHING THE QUALIFICATION PERIOD FOR COMMISSIONERS IN DISTRICT 1 AND DISTRICT 3

The Board of Commissioners of the City of St. Pete Beach, Pinellas County, Florida, in a regular meeting held on Tuesday, October 27, 2015 resolves as follows:

1. A Municipal Election will be held on Tuesday, March 15, 2016 for the purpose of electing Commissioners for District One and District Three; the Runoff Election will be held on April 26, 2016, if necessary; and the Qualification Period will be 12:00 p.m./noon, Monday, December 7, 2015 through 12:00 p.m./noon, Friday, December 11, 2015.
2. Every person who shall be a candidate for the Office of City Commissioner shall file the necessary papers with the Office of the City Clerk no earlier than 12:00 p.m./noon, on December 7, 2015 and no later than 12:00 p.m./noon on December 11, 2015.
3. To qualify for the position of Commissioner for District One or District Three, a candidate must be a full-time resident of the district in which s/he seeks to represent for a period of twelve (12) months next preceding the last day of the established qualifying period.

RESOLVED this 27th day of October, 2015 by the Board of Commissioners of the City of St. Pete Beach, the County of Pinellas, and the State of Florida.

Maria Lowe, Mayor

ATTEST:

Rebecca C. Haynes, City Clerk

Deborah Clark
Pinellas County Supervisor of Elections
13001 Starkey Road, Largo, FL 33773
(727) 464-6108

2016 Election Cost Estimates

Municipality: City of St. Pete Beach

Election with Polling Places (Same Day Municipal)

Item/Description	Qty	Rate	Total
Election Administration (Registered Voters / \$400 Minimum)	7,808	\$0.40	\$3,123.20
Polling Place Rent (# of locations)	2	(vary)	\$100.00
Poll Worker Salaries (# of poll workers)	14	(vary)	\$2,390.00
Equipment Delivery (# of equipment carts)	20	\$31.00	\$620.00
Precinct Ballots (Active Voters less Mail Ballot Requests, rounded up to the next 100)	4,100	\$0.22	\$902.00
Provisional Ballots (25 per precinct)	50	\$0.22	\$11.00
Duplicate Ballots (5 per precinct)	10	\$0.40	\$4.00
Test Ballots (10 per precinct)	20	\$0.40	\$8.00
*Mail Ballot Kits (Initial Mailing) (Nonprofit Bulk Postage Rate) <i>NOTE: If daily print run does not exceed 200 pieces, the municipality will be charged \$.40 per ballot kit</i>	3,474	\$0.90	\$3,126.60
*Replacement Ballot Kits + Print Fee (3% of MB kits originally mailed)	104	\$1.30	\$135.49
Modem Line Activation (# of phone lines)	2	\$190.50	\$381.00
Total Cost Estimate (Same Day Municipal)			\$10,801.29

Election with Polling Places (City of St. Pete Beach ONLY)

Add these costs:	Qty	Rate	Total
Ballot-on-Demand Printing System Set-Up	1	\$450.00	\$450.00
Mailing System Set-Up	1	\$3,125.00	\$3,125.00
Ballot Image Creation Fee, Per Precinct	2	\$1.00	\$2.00
Mailing System Materials/Supplies	1	\$450.00	\$450.00
Change these costs:			
*Mail Ballot Kits (Initial Mailing) (Nonprofit Bulk Postage Rate)	3,474	\$0.80	\$2,779.20
*Replacement Mail Ballot Kits	104	\$1.20	\$125.06
Total Cost Estimate (Municipality ONLY)			\$14,470.46

In Conjunction with Countywide Election (1 Card Ballot)

Item/Description	Qty	Rate	Total
Election Administration (Registered Voters)	7,808	\$0.10	\$780.80
St. Petersburg Times Sample Ballot Publication (average # of inches)	4 in.	\$153.00/ per in.	\$612.00
Total Cost Estimate (One-Card Ballot)			\$1,392.80

Disclaimers:

- This estimate is valid beginning May 5, 2015 until further notice.
- This is only a cost estimate. Actual costs will not be known until the conclusion of the election process.
- This estimate does NOT include costs for legal advertisements/publications, re-printing and/or re-mailing.

2016 Election Cost Estimates

In Conjunction with Countywide Election (2 Card Ballot)

The municipality would only accrue these costs if municipal ballot language created a two-card ballot.

Add these costs:	Qty	Rate	Total
*Additional Mail Ballot Card (mail ballot requests)	3,474	\$0.40	\$1,389.60
*Additional Mail Ballot Postage (mail ballot requests) (NOTE: If daily print run does not exceed 200 pieces, the Municipality will be charged \$.40 per ballot kit)	3,474	\$0.17	\$590.58
*Additional Precinct Ballot Card (Active Voters less Mail Ballot Requests, rounded up to the next 100)	7,510	\$0.22	\$902.00
*Additional Provisional Ballots (25 per precinct)	50	\$0.22	\$11.00
*Additional Duplicate Ballots (5 per precinct)	10	\$0.40	\$4.00
*Additional Test Ballots (10 per precinct)	20	\$0.40	\$8.00
*Replacement Ballot Kits (3% of the mail ballot kits originally mailed)	104	\$0.40	\$41.69
*Total Cost Estimate (Two-Card Ballot)			\$4,339.67

NOTE: Municipality would NOT be responsible for the following costs: L&A Tests/Canvassing Board/Notice Of Election Advertisement; Polling Place List/Polling Place Changes Advertisement; Polling Place Rental Fees; Poll Worker Salaries; Equipment Delivery; First Ballot Card for Mail, Precinct, Duplicate, Test, and Replacement Ballots; or Polling Place Modem Line Activation.

All Mail Ballot Election (Same Day Municipal)

(Permissible Under Florida Statute 101.6102)

Item/Description	Qty	Rate	Total
Election Administration (Registered Voters)	7,808	\$0.20	\$1,561.60
Duplicate Ballots (5 Ballots Per Precinct)	10	\$0.40	\$4.00
Test Ballots (10 Ballots Per Precinct)	20	\$0.40	\$8.00
*Mail Ballot Kits (First-class postage rate required)	7,808	\$1.30	\$10,150.40
*Replacement Mail Ballot Kits (3% of ballot kits originally mailed)	104	\$1.30	\$135.49
Total Cost Estimate (All Mail Ballot Election)			\$11,859.49

All Mail Ballot Election (City of St. Pete Beach ONLY)

Add these costs:	Qty	Rate	Total
Ballot-on-Demand Printing System Set-Up	1	\$450.00	\$450.00
Mailing System Set-Up	1	\$3,125.00	\$3,125.00
Ballot Image Creation Fee, Per Precinct	2	\$1.00	\$2.00
Mailing System Materials/Supplies	1	\$450.00	\$450.00
Change these costs:			
*Mail Ballot Kits (Initial Mailing) (Nonprofit Bulk Postage Rate)	7,808	\$1.20	\$9,369.60
*Replacement Mail Ballot Kits	104	\$1.20	\$125.06
Total Cost Estimate (Municipality ONLY)			\$15,095.26

Disclaimers:

- This estimate is valid beginning May 5, 2015 until further notice.
- This is only a cost estimate. Actual costs will not be known until the conclusion of the election process.
- This estimate does NOT include costs for legal advertisements/publications, re-printing and/or re-mailing.

Administrative Services Division Quarterly Report for September 30, 2015

Finance Division:

The third quarter of the calendar year (fourth quarter of our fiscal year) is always a busy time in the finance division. The budget is due to the City Commission and Finance & Budget Committee June 30th. The fourth quarter includes meetings to review the budget with the Finance & Budget committee as well as workshops on the budget with the City Commission. The property appraiser is advised of the tentative millage rate and the first and final public hearings on the millage and budget are conducted during this time. The truth in millage process (TRIM) is very specific as to the timeframes for the advertisement and hearings of the budget. The advertisement is specific as well, requiring a certain font and placement in the newspaper. Any errors can result in the state withholding funding to the City.

The Administrative Services Director worked with rate consultants to perform an analysis of the Wastewater rates and Stormwater assessments. Normally this would be performed under the direction of the Public Services Director, but due to the vacancy in that position Finance assumed responsibility this year. This resulted in the City adopting ordinances and resolutions increasing the wastewater rates and stormwater assessment. This process also requires strict adherence to timelines and advertising requirements.

The City reached an agreement with the C.W.A. in collective bargaining. The new agreement is for three years and was approved by the City Commission.

The Finance Tech II who had been with the City for 25 years retired on July 31 with a two week notice due to personal reasons. Since the division consists of 3 full time employees including the Director, this resulted in an immediate burden on the 2 employees left in the division. The City is fortunate to have such dedicated staff that met the challenge and managed to keep bills/payroll and all other time sensitive filings completed by the deadlines imposed. A search was conducted, interviews were done and the Accountant position was filled during the last month of the quarter.

The finance division is also responsible for workers compensation and risk management. Dan O'Connor has been working diligently to reduce the city loss ratio on workers compensation claims by getting employees back to maximum medical improvement (MMI) in a timelier manner. There were two workers compensation claims processed during this time period and both employees have been released back to work. There are currently 2 outstanding general liability claims. The annual state form SI5 (self-insurer payroll report) was submitted to the State Department of Financial Services. The Annual Accidental Death/Dismemberment insurance application was also filed as well as the self-insurer experience modification document to our insurance carrier.

Grant management is essential if the City is to receive reimbursement for grants that it has been awarded. The FDLE/JAG grant for 4 portable breathing testing devices

purchased for law enforcement to use on traffic stops was completed and closed. The quarterly report for Egan Park was submitted showing no activity. The grant related to the community center docks is still working its way thru the system of Clearinghouse, State Historic Preservation and Section 7 review completion.

The City advertised and sold as surplus equipment 2 vehicles and a portable stage and lighting system thru GovDeals for a total of \$10,800.

Parking Enforcement Division:

Dan O'Connor has completed the installation of 7 pay stations at the County Park and Upham areas.

Statistics for the quarter are as follows:

Pay Stations:	109,570 transactions totaling \$431,366.62
Coin Meter Collections:	\$17,030.94
Coin Meter Smartphone:	2,294 transactions totaling \$8,843.35
Parking Citations Issued:	569

Library Division:

Staffing news – Maryjane Hyatt retired on September 30th after 15+ years at the St. Pete Beach Library; initially as Children's Librarian, and later as Librarian with more inclusive responsibilities for all programming, community outreach, and the Library's webpages. The FRIENDS of SPB Library hosted a retirement celebration for her; invitations were sent out and patrons were encouraged to join in bidding Maryjane farewell. A community volunteer has stepped in to do the weekly Mother Goose Storytime. Skeeter, the Reading Therapy Dog, has also left; hopefully, we can recruit a replacement. A temporary, part-time Library Clerk is helping with Circulation Desk and shelving until a new librarian is hired.

A very worthwhile Staff Development Day was held on August 28th. Staff members worked as a team to develop a 5-Yr. Strategic Plan, and FY2016 Objectives for the Library. It was approved by Elaine Edmunds. Library Volunteers were invited to join staff for lunch and many remained for an afternoon of tech training provided by individual staffmembers on various devices, i.e. iPad, e-readers, copier, scanner, wireless printing, etc. Staff also took advantage of over 20 webinars on various topics such as RDA for Catalogers, Customer Service, Dealing with Difficult Patrons, Successful Collection Weeding, etc. and most attended the workshop on Violence in the Workplace offered by the Sheriff's Office staff for SPB employees.

Programs & Services-- the Summer Reading Program was again the centerpiece of our programming. In addition to the Reading with the Rays incentives, fourteen crafts and reading groups focused on the statewide theme this year, HEROS. Activities for a range of age groups attracted 290 children to participate. We also kicked off a monthly Movie

Night with showings of recently released films that patrons may have missed in the theatres, i.e. Unbroken, Cinderella, Theory of Everything, etc.

The Library-sponsored turtle nest on Pass-A-Grille beach had 92 eggs hatch. Several patrons and FRIENDS of SPB Library were on-hand to watch them make their way to sea.

The three levels of iPad classes continue to be well-attended as well as the bi-weekly E-reader forums. The adult book discussion club continues and once again we had a rep from Empath Health and SHINE do sessions on Medicare & Supplemental Healthcare plans in anticipation of open enrollment periods coming up in the Fall. Fortunately we were able to buy/install software to enable wireless printing for patrons via our coin-op photocopier..

Exhibits/displays— Summer displays featured library materials related to Pirates/Sunken Treasures, National Relaxation Month in August and currently Breast Cancer Awareness.

Collections – Once again through the generosity of the Tampa Bay Times book editors, our library received approximately 700 new publications. Approx. one-third were suitable for the various collections, Juvenile, Non-fiction, Fiction, Mysteries, etc. Others were used to enhance our paperback collection, and the remaining donations were either sold in the FRIENDS Bookstore or will be included in the Silent Auction Holiday Baskets being put together for later this month.

Recreation Quarterly Report - 4th Quarter
July – September 2015

Programs

- The licensed after school program enrolled 85 participants that come from Gulf Beaches, Pasadena Fundamental and Azalea Elementary Schools.
- ½ day specialty camps are up (32%) from \$10,420 (FY14). FY15 revenue was \$10,880
- Full day camp up 19% from \$79,834 (FY14). FY15 revenue was \$98,612
- Overall camp revenue was up 21% from \$90,254 (FY14). FY15 revenue was \$114,007
- 463 Residents registrations /11 weeks = 42 a week (48%)
- 496 Non Resident registrations/11 weeks = 45 a week (52%)
- Average # of campers per week was 87
- 9 children on some sort of camp scholarship
- 45 and older basketball programs had 7 teams each this quarter
- The Fitness Center is seeing an average of 34 users each weekday.
- Sold 75 resident monthly fitness passes and 22 non-resident monthly fitness passes for a total of \$1,102 revenue from fitness monthly passes this quarter.
- Daily fitness user revenue was \$980 for this quarter
- The Silver Sneaker program has 519 enrolled members that averaged 450 visits a month to the center bringing in, on average, \$1400 in revenue a month this quarter.
- Instructor led program revenue for 4th quarter was \$102,000 over doubling last year's revenue of \$50,200.
- Staff led programs revenue at the end of the 4th quarter was \$195,750, a 15% increase from last year
- Offered a Community Wide Garage sale on September 12 with over 60 vendors

Pool

- Private Rentals: 8 with 760 participants
- Umbrella Rentals: 13 with 520 participants
- Adaptive Swim Lesson that meet on Tuesday to offer Therapeutic opportunities for people with disabilities had about 20 participants partner with My World Therapeutic Recreation Specialist
- Several beginning of the year school parties: Azalea Elementary School and St John Vinney Catholic School

Memberships:

- 14 New Memberships and currently have 75 Memberships using the pool
- 180 Silver Sneakers Members registered at the pool

Swim Lessons:

- Summer Swim Lessons: July 6-August 13 148 participants
- Total Summer Swim Lessons 336 participants
- Total for Spring and Summer Swim Lessons 492 participants
- Private Lessons for July 1-September 30 42 participants

- Total for Spring and Summer Swim Lessons 85 participants

Camps:

- City of St Pete Beach used the pool everyday with 50 participants
- City of Madeira Beach used the pool every Wednesday with 30 participants
- City of Gulfport used the pool every Tuesday with 50 participants
- City of Treasure Island used the every Wednesday with about 30 participants
- Calvary Christian used the pool on Mondays and Fridays with 30 participants
- Northside Christian Pre-School used the every Monday and Friday with 30 participants
- Southwest Little League used the pool in the Month of July with about 15 participants
- St Pete Beach Tennis Camp used the pool the Month of July with about 10 participants
- St John's Basketball Camp used the poll for the month of July with about 10 participants
- Pasadena Pre-School used the pool on Wednesday with about 15 participants
- Manus Camp came to the pool on Fridays with about 15 participants
- Adelphi After Care program came to the pool on Fridays with about 25 participants
- St Pete Beach After Care program came to the pool on Fridays in August and September with about 60 participants
- North West Preschool came to the pool on Fridays with about 10 participants
- Monday through Friday Camps came to the pool between 1:00-pm-3:00pm with an average of 100 children per day

Special Events:

- **Family Fun Days:**

- Held on Sundays with games, music and prizes.
- July 19 50 participants
- August 16 50 participants

Dive In Movies:

- Showed Two Movies out of Six due to the weather:
- | | | |
|-----------|--------------------|------------------|
| July 10 | Lego Movie | 200 participants |
| July 17 | Frozen | rained out |
| July 24 | Despicable Me | rained out |
| July 31 | Happy Feet | rained out |
| August 7 | Wreck It Ralph | 100 participants |
| August 16 | Monster University | rained out |
- 300 patrons participated in the Dive In Movies Nights from July through August
 - The Movies that were rained out will be reschedule for next summer at no cost

Lifeguard Classes:

- Treasure Island Fire Department renewed their Lifeguarding certification in August 15 Firefighter received their certifications

Water Exercise Classes:

- We offer several Water Aerobics Classes Monday-Saturday Morning and Tuesday and Thursday evenings throughout the Summer
- Water Aerobics on Tuesday/Wednesday/Thursday average about 30 participants

- Water Zumba on Tuesday/Friday/Saturday average about 25 participants
- Aqua Fitness Classes on Monday/Thursday average about 10 participants

Swim Teams:

- West Coast Swim Team meets year round Monday-Friday from 4:00pm-6:00pm with about 75 Swimmers
- In the Summer the Swim Team runs a Pool Team that runs for 6 weeks during the summer. They participants in two swim meets over the summer 25 swimmers
- Master Swim Team meets year round Monday/Wednesday/Friday with about 15 participants. The complete in several Tri Athlon Meets throughout the year
- Boca Ciega High School Swim Team uses the pool for practice and Home Swim Meets: August 10-November 1
- The High School Team practices Monday-Friday 2:30pm-4:30pm
- Held several home swim meets: September 2,16,30, with about 500 participants at Home Meets
- The Boca Swim Team has about 40 Swimmers on the team

New Programs:

- **Paddle Board Yoga started in September and meets every Sunday at 10:30am-11:30am**
- Middle of the Month in July for Three Weeks it rained and most of August the same weather which affect the pool 's attendance and Rentals

Marketing

Marketing material is created in house and then is sent by many different avenues. Below is how we get the word out to the community:

- Print – The Gabber, Pinellas Beaches Patch, Tamp Bay Times, Island Reporter, Paradise News, Beach Beacon
- Insert in Tampa Bay Times Sunday, September 27 paper promoting fall programs and events
- Insert in Paradise News on Summer programs in June
- Flyers/Brochures – to all area schools, lobbies, city hall, library, local hotels and condos
- Online – website, Facebook, Twitter, TBO.com, blogs, WhatsdoingTampaBay.com, Wedding Wire, Visit Florida and print website pages
- Face to Face – with local hotels, condos, and businesses with the Tampa Bay Beaches Chamber and through events/meeting with the Chamber, networking
- Press Releases
- Received #1 Couple's Choice Award for 2015 from Wedding Wire

Rentals for the quarter

- Community Center Rentals: 23 weddings
19 meetings
- Park Rentals: 19
3 @ Horan Park, 2 @ McKenney Park, 13 @ Hurley Park, 1 at Vina
- Warren Webster: 10 (above the regular scheduled meetings and civic group meetings)

Permitting

- 20 special event permits were issued for events happening this quarter
- 150 beach wedding permits were issued this quarter

Staff

- Stephanie DelMonte attend the Florida Recreation and Parks Association's annual meeting in September
- Jennifer McMahon presented and attended Florida Recreation and Parks Association's annual conference in Orlando in September.
- Jennifer attended Ethics Training in September from Florida League of Cities



TO: Wayne Saunders, City Manager
FROM: Rebecca C. Haynes, City Clerk
RE: 4th Quarter Report
DATE: October 1, 2015

- ✓ Attended and recorded the following meetings, prepared minutes and related follow-up, posted to the website and downloaded meetings to DVDs and CDs
 - o City Commission (15)
 - o Board of Adjustment (3)
 - o Code Enforcement-Special Magistrate (1)
 - o Finance and Budget Review Committee (2)
 - o Historic Preservation Board (2)
 - o Library Advisory Committee (2)
 - o Pension Boards (3)
 - o Planning Board (1)
 - o Recreation Advisory Committee (1)
- ✓ Attended the following meetings with City Manager and/or City Staff
 - o Bi-weekly meetings (6)
 - o City Clerk staff meetings (2)
 - o Pre- and Post-Agenda meetings (12)
 - o Your Turn meetings, Health Insurance Review Committee meetings, Violence in the Workplace training, Safety Committee meetings
- ✓ Met with Mayor and City Commissioners - weekly
- ✓ Prepared and published legal ads:
 - o Ordinances (11)
 - o Public Hearings (2)
 - o Resolutions (1)
 - o Requests for Bids (4)
 - o Requests for Proposals (2)
 - o Request for Qualifications (3)
- ✓ Received and recorded sealed bids, opened and processed in recorded public meeting, composed minutes
- ✓ Received, researched and provided documents in response to public records requests
- ✓ Records Management System:

- Continued working with consultant to review and organize for retention and/or destruction over 200 file boxes
- Continued drafting city-wide Records Management System; worked with Records Management Consultant and departments continuing city-wide records management procedures/policies
- Scanned documents into Laserfiche
- ✓ Published agendas, meetings, minutes, ordinances, resolutions, pension board documents through Granicus for placement on website for transparency to the community
- ✓ FL Association of City Clerk webinars and Pinellas County Municipal Clerks training sessions
- ✓ Updated job description, reviewed applications and interviewed candidates for newly created position of part-time Secretary
- ✓ Updated and maintained advisory board membership and condominium/civic association membership lists
- ✓ Worked with City Attorney to draft correspondence, ordinances, background information etc. for election dates, commission salary, communication with advisory boards, Sunshine Laws and Public Records training session for elected and appointed officials and City staff
- ✓ Scheduled Commissioners for attendance at Florida League of Cities Conferences and Suncoast League of Cities Conferences; prepared registration forms, hotel reservations and per diem expenses
- ✓ Provided adopted ordinances to MuniCode for update in our Code of Ordinances, Land Development Code and Comprehensive Plan books
- ✓ Served as Notary Public, attested Declarations of Domicile
- ✓ Assisted with parking permit telephone calls and walk-in customer service
- ✓ Updated/distributed/posted Chambers calendar
- ✓ Approved & processed invoices for City Commission and City Clerk Departments
- ✓ Approved & processed payroll
- ✓ Processed all incoming and outgoing mail, Federal Express packages, supply & equipment delivery
- ✓ Greeted & assisted public with tourist information, meetings, interview appointments, etc.
- ✓ Volunteered at Tampa Bay Watch and Lights on Eighth Avenue celebrations

To: Wayne Saunders, City Manager
From: James Kilpatrick, Fire Chief
Via: Ronnie Nifong, District Chief
Date: October 9, 2015
Subject: 4th Quarter Report FY 2015 – Fire Department

The following is a summary of Fire Department activities for the 4th Quarter of FY2015:

- Department recently was inspected by Insurance Service Office (ISO).
- Crews have been involved in Public Education at St Johns Church, St. Albans, and Montessori by the Sea schools.
- Crews attended countywide ISO required fire based training.
- Crews attended required Continuing Medical Education (CME) class to maintain proficiency and maintain certifications.
- Crews continue to study and complete the requirements for their Advance Cardiac Life Support (ACLS) recertification.
- The Team is out in the community working on Tactical Survey Reviews (TSR) of all commercial buildings.
- Personnel conducted 96 Commercial Inspections during the quarter.
- During (7/1/15-9/30/15) the Fire Department responded to 629 requests for service in the following categories:

•	EMS	529
	Fire Alarms	47
	Structure Fires	7
	Other	46



Building and Community Development

155 Corey Avenue
St. Pete Beach, Florida 33706
Phone: 727.367.2735
Fax: 727.363.9222

Memorandum

October 27, 2015

To: Wayne Saunders, City Manager
From: Jennifer Bryla, Community Development Director
Re: 2015 3rd Quarter Report
Community Development Department

The attached report includes information related to the following:

Planning Support – This portion of the report includes information on various Boards and Committees supported by the Planning Division including the number of cases/items and their disposition.

Building Inspections – This portion of the report includes the number of building inspections performed for the quarter broken down by month and type.

Permits Issued - This portion of the report includes the total number of permits issued by type.

Plan Review Action - This portion of the report includes plan review actions and outcomes.

Code Enforcement - This portion of the report includes code enforcement items broken down by District.

Planning Support				
	July	August	September	Total
BOA Items	4	4	1	9
PB Items	5	0	1	6
Historic Board Items	0	1	2	3
Commission Items	3	1	2	6
Magistrate Items	2	0	0	2
Technical Review Committee	2	1	0	3
Temporary Use Permits	1	1	0	2

Other Commission Items:
 Outdoor Drinking and Dining Workshop

BOARD OF ADJUSTMENT

July

Case 20150027: 5800 Gulf Boulevard. Applicant requests variances related to the establishment of an off-premise parking lot: (1) variance to Section 22.4(c)(1) of the St. Pete Beach Land Development Code (LDC) requiring plants to be of a certain height and width at planting; (2) variance to Section 22.7(a)(1) of the LDC requiring the entire length of the property frontage to be landscaped with a minimum depth equal to 10% of the adjacent right-of-way; (3) variance to Section 22.8(d)(6) of the LDC requiring a landscape buffer between commercial properties; and (4) variance to Section 22.7(b) requiring a landscape strip around all vehicular use areas where they abut a property line. **Approved**

Case 20150038: 5402 Leilani Drive. Applicant requests a variance to Section 6.13 of the LDC to permit the construction/extension of a pool deck that would encroach 5.0' into the 20.0' required rear yard setback. **Approved**

Case 20150047: 103 7th Avenue. Applicant requests (1) variance to Section 6.22(d) of the LDC to allow a 3.0' roof eave encroachment on the west side yard in lieu of the maximum 2.0' permitted; and (2) variance to Section 6.13(c)(5) of the LDC to permit a trellis encroachment of 12.7' into the required 20.0' front yard setback. **Approved**

Case 20150049: 7525 Blind Pass Road. Applicant requests variances to the following Sections of the LDC related to the establishment of an artist studio: (1) Section 22.6(c) which requires a change in use to come into full compliance with the landscaping requirements; (2) Section 22.7(c) requiring 20 sq. ft. of interior landscaping per parking space; (3) Section 22.7(d) requiring shade trees to be placed every 50 linear ft. along pedestrian walkways; (4) Section 22.8(c) requiring a landscape buffer along all "A" streets; (5) Section 22.10(a) requiring all landscaped areas to include in-ground irrigation; (6) Section 23.5 to permit 10 parking spaces in lieu of the required 16 spaces; (7) and Section 39.10 requiring landscaping along 76th Ave and landscaping, pedestrian amenities, and lighting along Blind Pass Rd. **Approved w/ Conditions**

August

Case 20150042: 1346 Boca Ciega Isle Dr. Applicant requests a variance to Section 9.7(a)(4) of the Land Development Code to permit the construction of an addition that will encroach 5.0' into the required 20.0' rear yard setback. **Approved**

Case 20150050: 3815, 3855, & 3859 Gulf Blvd. Applicant requests a variance to Section 6.11(d)(1) of the Land Development Code for a temporary use permit extension to December 31, 2015. **Approved**

Case 20150052: 199 21st Avenue. Applicant requests variance to Section 8.7(a) of the Land Development Code to permit the construction of a pool with a retaining wall and decking that will encroach 15.0' into the required 20.0' rear yard setback. **Approved**

Case 20150053: 0 10th Avenue (vacant lot). Applicant requests a variance to Section 11.7(a) of the Land Development Code to permit the construction of a new single-family residence that will encroach 11.4' into the required 20.0' front yard setback and 4.05' into the 7.05' required side yard setback. ***Partially Approved (Side Yard Request Denied)***

September

Case 20150051: 4945 Gulf Blvd. Applicant requests a variance to Section 26.38(a) of the Land Development Code to permit the continued use of a nonconforming sign that is 13.8' taller than the maximum 8.0' and 21.0' larger in area than the maximum 50.0' allowed. ***Approved***

PLANNING BOARD

July

Public Hearing: Resolution #2015-10 Update to the Pinellas County Local Mitigation Strategy
Public Hearing: Ordinance #2015-16 Allowable encroachments in the Right-of-Way on Eighth Avenue
Discussion Item: Adoption of the Administrative Code for the 5th Edition (2014) of the Florida Building Code
Discussion Item: Revised Flood Hazard Mitigation Regulations
Discussion Item: Regulations regarding dogs on the Beach

August

No items.

September

No items

HISTORIC PRESERVATION BOARD

July

No cases heard

August

Discussion Item: Ordinance #2015-16: Allowable Encroachments in the Right-of-Way on Eighth Avenue (recommendation to City Commission)

September

Case #2015-0055 Property address: 113 11th Ave. Application for local historic designation.

Approved

Discussion Item: Pass-a-Grille Design Guidelines

CITYCOMMISSION

July

Action Item: Acceptance of the Density Analysis prepared by Calvin, Giordano & Associates, Inc.

Action Item: #2015-11, Final reading and approval of a re-plat, ROW vacation and conveyance of real property. **Approved**

Action Item: #2015-12, First reading and public hearing amending the Code of Ordinances to prohibit dogs on all sand beach and beach access points. **Approved**

Action Item: #2015 – 16, First reading and public hearing, Amendment to the Land Development Code Zoning District CRD-EA to provide second floor encroachment over the ROW. **Approved**

Action Item: #2015-12, Final reading and approval of amendment to Code of Ordinances to prohibit dogs on all sand beach and beach access points. **Approved**

August

Action Item: #2015 – 16, Final reading and public hearing, Amendment to the Land Development Code Zoning District CRD-EA to provide second floor encroachment over the ROW. **Approved**

Action Item: #2015-15, First Reading and Public Hearing, amending the Code of Ordinances related to Flood Management. **Approved**

Action Item: Resolution #2015 – 08, Final Reading and Public Hearing, adopting fees associated with Chronic Nuisance **Approved**

Action Item: #2015-15, Final Reading and approval, amending the Code of Ordinances related to Flood Management and adoption of model ordinance. **Approved**

Action Item: #2015-20 First Reading and Public Hearing; amending the Land Development Code pertaining to outdoor drinking and dining in certain zoning districts and prohibiting such activities on the sidewalk. **Denied**

Action Item: #2015-21 First Reading and Public Hearing; amending the Land Development Code pertaining to outdoor drinking and dining in certain zoning districts and allowing for such activities on the sidewalk. **Approved**

Action Item: Resolution # 2015-10 Final Reading and Public Hearing adopting information regarding local flood mitigation strategies. **Approved**

September

Action Item: Request for conditional use approval for a commercial parking lot; case #20150028. **Withdrawn**

Action Item: Acceptance to recognize ImageNet as the low proposer for Document Scanning Services. **Approved**

Action Item: #2015-26, First Reading and Public Hearing, Amending Code of Ordinances related to Flood Mitigation and CRS rating criteria. **Approved**

Action Item: Approval of the ranking for the Pass-a-grille design services.

Action Item: #2015-21, Final reading and approval of Land Development Code amendment relating to outdoor drinking and dining in certain zoning districts. **Approved**

Action Item: Approval to enter into contract with PlanActive for Pass-a-grille design services in the amount not to exceed \$78,500. **Approved**

Action Item: #2015-26, Final Reading and approval, Amending Code of Ordinances related to Flood Mitigation and CRS rating criteria. **Approved**

MAGISTRATE

July

Case # 20110112: 453 85th Avenue

City of St. Pete Beach v. Christopher

J. O'Connell Request for fee

reduction. (E-mail Correspondence)

Adjudicated in Favor of the City

August

No items

September No Items

TECHNICAL REVIEW COMMITTEE

July

1. Site Plan Case # 2015-0048. Property address: 6295 Gulf Blvd. Description: Outdoor patio addition
2. Site plan Case #2015-0049. Property address: 7525 Blind Pass Rd.
Description: Application for variances associated with the establishment of a performing arts studio where a retail shop used to exist.

August

1. Temporary Use Permit Case # 2015-0054. Property address: 5090 Gulf Blvd. Description: permit to utilize an empty lot for commercial parking.

September

No meetings

Inspection Totals

July

2015

BUILDING

(207 Inspections)

ELECTRICAL

(70 Inspections)

GAS

(13 Inspections)

MECHANICAL

(48 Inspections)

PLUMBING

(53 Inspections)

POOL

(10 Inspections)

July 2015 Inspections 401

August 2015

BUILDING

(164 Inspections)

ELECTRICAL

(72 Inspections)

GAS

(5 Inspections)

MECHANICAL

(32 Inspections)

PLUMBING

(51 Inspections)

POOL

(13 Inspections)

August 2015 Inspections 337

September 2015

BUILDING

(202 Inspections) ELECTRICAL

(73 Inspections)

GAS

(3 Inspections) MECHANICAL(51 Inspections)

PLUMBING

(67 Inspections)

POOL

(8 Inspections)

June 2015 Inspections 405

Total number of Inspections 1143

Plan Review

July 38 plans \$22,133.75

August 46 plans \$8,930.00

September 46 plans \$10,341.25

TEMPORARY USE PERMITS

July

No Permits Issued

August

Temporary Use Permit #2015-0054: Property address is 5090 Gulf Blvd. Application for temporary use permit to utilize an empty lot for commercial parking. ***Pending***

Temporary Use Permit #2015-0050: Property address: 3815.3855.3859 Gulf Blvd. Extension to previously-approved permit. Granted by BOA.

September

No Permits Issued

PARKING PASSES ISSUED

July 157 passes \$2,524.00

August 112 passes \$1,543.00

September 106 passes \$4,498.00

Total:

375 Passes \$8,565.00

St Pete Beach Code Enforcement

From 07/01/15 TO 09/30/15

65 Total Cases

Printed Monday, October 12, 2015

District 1

Total number of Cases for the time period listed above 16

	DATE	CASE #	LOCATION	OWNER	Parcel ID Number
1 DEBRIS					
1 CLOSED	7/10/2015	20150128	335 80TH AVE	SEYLER CATHY M TRE	36/31/15/78030/094/0030
1 MISCELLANEOUS					
1 CLOSED	7/10/2015	20150130	453 85TH AVE	O'CONNELL CHRISTOPHER J	25/31/15/78246/103/0080
1 PROPERTY MAINT					
1 CLOSED	8/25/2015	20150160	7105 BOCA CIEGA DR	FLYNN ELAINE C	36/31/15/05094/040/0030
2 SIGNS					
2 ACTIVE	7/17/2015	20150134	315 COREY AVE	ST PETE BEACH THEATRE LLC	36/31/15/77994/061/0110
	8/11/2015	20150146	7800 BLIND PASS RD	VERDUCCIS ITALIAN MARKET	36/31/15/61524/080/0160
11 YARDS					
8 7 ACTIVE	7/13/2015	20150132	451 81ST AVE	DILLON ROGER P	36/31/15/78210/096/0060
	7/22/2015	20150139	327 72ND AVE	ZIMMERMAN RUSSELL W	36/31/15/77994/048/0110
	8/11/2015	20150145	334 72ND AVE	MARTO	36/31/15/77994/041/0090
	8/25/2015	20150159	9140 GULF BLVD	HAYRAPETIAN IRENE	25/31/15/78318/113/0010
	8/28/2015	20150165	0	GALANEK TIMOTHY J	36/31/15/77994/087/0220
	9/18/2015	20150175	421 77TH AVE	CONLIN JAMES J EST	36/31/15/61524/077/0280
	9/18/2015	20150174	557 77TH AVE	CURRAN CATHERINE	36/31/15/61524/077/0040
4 CLOSED					
	7/10/2015	20150127	508 79TH AVE	CORLEY JAMES	36/31/15/78174/082/0030
	9/7/2015	20150171	201 73RD AVE	REVEALING TRUTH MINISTRIES CHR	36/31/15/05112/005/0050
	9/17/2015	20150173	7300 COQUINA WAY	BRINSON ALEX	36/31/15/77994/057/0160
	9/22/2015	20150181	400 73RD AVE	ANDRE JUDY A	36/31/15/77994/047/0140

District 2

Total number of Cases for the time period listed above 12

DATE	CASE #	LOCATION	OWNER	Parcel ID Number
6 MINIMUM HOUSING				
5 ACTIVE				
8/18/2015	20150152	504 67TH AVE 5	METACARPA	36/31/15/65169/000/0050
8/18/2015	20150151	504 67TH AVE 4	ADOVASIO DANIEL J	36/31/15/65169/000/0040
8/27/2015	20150161	5830 BAHIA WAY	OVERMYER JOHN E	31/31/16/02381/000/0130
9/1/2015	20150167	203 59TH AVE	BIDDLE	06/32/16/02322/000/0070
9/24/2015	20150184	650 59TH AVE	ORNDORFF GEORGE	31/31/16/02376/000/0190
1 CLOSED				
8/19/2015	20150156	5850 BAHIA WAY	SMITH ROBERT H	31/31/16/02381/000/0120
1 MISCELLANEOUS				
1 ACTIVE				
9/8/2015	20150170	101 59TH AVE	BUNS FRED	36/31/15/78336/015/0060
1 SIGNS				
1 CLOSED				
7/1/2015	20150124	6101 GULF BLVD	CSYSZCZON ENTERPRISES LLC	36/31/15/34776/006/0090
1 VEHICLE PARKING				
1 CLOSED				
8/7/2015	20150140	620 64TH AVE	JOHNSON KATHLEEN M	31/31/16/90740/000/0150
2 YARDS				
1 ACTIVE				
8/10/2015	20150142	509 55TH AVE	THOMASSON DONALD S	06/32/16/11448/000/0050
1 CLOSED				
8/18/2015	20150154	6660 BAY ST	PIES HILEEN	36/31/15/90666/000/0310
1 ZONING				
1 ACTIVE				
9/2/2015	20150169	101 59TH AVE	BUNS FRED	36/31/15/78336/015/0060

District 3

Total number of Cases for the time period listed above 21

DATE	CASE #	LOCATION	OWNER	Parcel ID Number
1 DEBRIS				
1 ACTIVE				
7/16/2015	20150133	231 LIDO DR	FORONDA JOSEPH P	07/32/16/51678/003/0280
1 ENCROACHMENT				

1	ACTIVE	7/9/2015	20150126	4020 BELLE VISTA DR	PAREDES	07/32/16/07416/000/0230
6	MINIMUM HOUSING					
6	ACTIVE	8/20/2015	20150157	327 39TH AVE	HALL ROY W	07/32/16/07542/002/0080
		8/27/2015	20150162	3121 W MARITANA DR	NOLA PROPERTIES INC	07/32/16/21852/021/0110
		8/27/2015	20150163	3800 BELLE VISTA DR	BIDDLE	07/32/16/07416/000/0290
		8/27/2015	20150164	4270 BELLE VISTA DR	UNRUH DAVID D	07/32/16/07398/002/0130
		9/24/2015	20150186	644 BOCA CIEGA ISLE DR	YOVAN CAROLYN J	06/32/16/09594/001/0160
		9/25/2015	20150188	33 44TH AVE	HOFFMAN JAMIE P	07/32/16/07398/002/0020
2	PROPERTY MAINTN					
2	ACTIVE	8/19/2015	20150158	5210 GULF BLVD	MEDOSCH RUTH B TRE	06/32/16/08100/000/0010
		9/22/2015	20150178	1320 BOCA CIEGA ISLE DR	PERRY ELY J III	06/32/16/09594/003/0110
2	VEHICLE PARKING					
2	CLOSED	7/1/2015	20150131	3411 E DE BAZAN AVE	LERMA JULIO	07/32/16/21852/016/0060
		9/2/2015	20150168	105 LIDO DR	KELLER HENRY C JR	07/32/16/51660/001/0050
8	YARDS					
3	ACTIVE	7/7/2015	20150125	253 42ND AVE	HIRTH LILLIAN	07/32/16/07398/006/0190
		7/21/2015	20150136	245 41ST AVE	GRACI GUISEPPE	07/32/16/07434/000/0050
		8/12/2015	20150147	471 BELLE POINT DR	PLUMERI DON TERRY L	07/32/16/07506/005/0210
80	CLOSED	7/20/2015	20150135	3665 BELLE VISTA DR E	BENOIT WILDA J	07/32/16/07542/004/0140
		7/21/2015	20150137	260 41ST AVE	GRYBAUSKAS VINCE S	07/32/16/07398/006/0200
		8/13/2015	20150149	4375 POINSETTIA DR	WILLIAMS J BETH	07/32/16/07524/009/0750
		8/13/2015	20150150	271 44TH AVE	BRYSON CHARLES C	07/32/16/07398/004/0290
		8/31/2015	20150166	3699 GULF BLVD	WILLIAMS ROBERT A	07/32/16/21852/009/0090
1	ZONING					
1	ACTIVE	8/6/2015	20150141	321 41ST AVE	DUNNAN PAUL	07/32/16/07488/001/0110

District 4

Total number of Cases for the time period listed above 16

1	DEBRIS	DATE	CASE #	LOCATION	OWNER	Parcel ID Number
1	CLOSED	7/9/2015	20150129	109 11TH AVE	LAUTERBACH EMMA J	19/32/16/58932/003/0190

Monday, October 12, 2015

2 MINIMUM HOUSING

1	ACTIVE	9/24/2015	20150185	2851 E VINA DEL MAR BLVD	K & G IRREVOCABLE REAL ESTATE	18/32/16/94176/002/0610
1	CLOSED					
1	PERMITS	7/22/2015	20150138	2933 W VINA DEL MAR BLVD	YORE RICHARD A	18/32/16/94176/008/0060
1	ACTIVE	9/24/2015	20150187	1207 PASS A GRILLE WAY	WHITTEN	18/32/16/95454/001/0010
1	VEHICLE PARKING	8/18/2015	20150153	401 GULF WAY	RUHLMAN ROBERT E	19/32/16/58932/008/0140
11	YARDS	8/11/2015	20150143	308 PASS A GRILLE WAY	HYLAND JOY M	19/32/16/58932/009/0010
7	ACTIVE	9/17/2015	20150172	380 N TESSIER DR	KINDLER KAREN	18/32/16/94158/006/0380
		9/21/2015	20150176	270 N TESSIER DR	RILEY JAMES J	18/32/16/94158/006/0280
		9/22/2015	20150180	110 15TH AVE	DOLPHIN WATCH I LLC	18/32/16/95454/005/1290
		9/22/2015	20150183	370 N TESSIER DR	TOPPING IRENE E	18/32/16/94158/006/0370
		9/22/2015	20150182	1300 PASS A GRILLE WAY	BODINE REAL INV	18/32/16/95454/004/0030
		9/22/2015	20150179	2604 PASS A GRILLE WAY	QUINN	18/32/16/61002/003/0100
4	CLOSED					
		8/11/2015	20150144	300 PASS A GRILLE WAY	ASSENHEIMER PERRY J JR	19/32/16/58932/009/0040
		8/12/2015	20150148	107 28TH AVE	GARCIA-LEYVA GISELA	18/32/16/17316/001/0010
		8/19/2015	20150155	2380 E VINA DEL MAR BLVD	HANMORE SAIDA	18/32/16/94176/005/0160
		9/21/2015	20150177	340 N TESSIER DR	CASSADY KRISTI A	18/32/16/94158/006/0340

OTHER ITEMS OF INTEREST

- ❖ During this quarter, the Community Development Department was able to hire the 2 positions that were authorized by the Commission in the previous quarter. CDD hired a full-time secretary for the department. She is responsible for parking pass purchases and a consistent phone voice for the city in answering calls. The department also hired a zoning tech II to be able to effectively respond to citizen inquiries and run the Board of Adjustment process.
- ❖ The department's new secretary passed her notary testing and therefore adds additional value to our customers that require this service for applications.
- ❖ The department has moved to a more visible Public Hearing sign and Community Meeting sign; the cost of which should be folded into the cost of application.
- ❖ The department continues to explore the most cost effective options for GIS and permitting capabilities, with several options being reviewed.
- ❖ Staff is continuing to review and provide guidance to customers concerning the remedial action agreement. Considerable interest is being generated within the City trying to identify re-development opportunities and allowable uses.
- ❖ Staff continued to support the City Attorney efforts related ongoing litigation efforts and opinion statements. This included providing relevant materials, responding to inquiries and attending meetings.
- ❖ Staff continued to represent the City as sitting members to the Pinellas Advisory Committee and Technical Coordinating Committee. Staff also attended several Pinellas Planning Council and Metropolitan Planning Organization meetings when possible.
- ❖ Moderated a community meeting for first hotel re-development in the City. The Allure, previously named Plaza Beach Hotel.
- ❖ Staff attended the state planning conference and several training sessions pertaining to sea level rise and other pertinent topics to further their expertise in their fields.

ECONOMIC DEVELOPMENT INITIATIVES

- ❖ Staff secured the consultant PlanActive for the Pass-a-grille form based code work. First task will be to take a visual survey of the area in Oct.
- ❖ Staff continues to work with Tindale-Oliver & Associates as they develop the City CRA Plan. Staff has provided final comments to consultant and anticipate sitting with the County to obtain comments prior to the Public Hearing.
- ❖ Staff continues to make progress in removing the existing City concurrency program in favor of a mobility plan that would provide more opportunity to the City. Staff is also developing a reasonable strategy for the adoption of the required EAR for the Comprehensive Plan.
- ❖ Staff has met with various development professional providing guidance and development potential for properties located within the CRD.
- ❖ Staff continued to attend the Pinellas County quarterly economic development meetings including the most recent one held in September..



**Public Services Department
4th Quarter Report (July, August, and September 2015)**

"The Public Services Department oversees the efficient and effective operations of the Public Properties, Utilities and Construction Divisions in order to consistently deliver the highest quality of life and infrastructure to our island community."

Director/Operations Manager

- Received 152 SPBConnect requests completed 149 of them.
- Prepared Holiday Decorations presentation.
- Conducted two staff meetings this quarter to discuss upcoming projects and give awards to staff that received resident compliments.
- Completed 16 performance evaluations, met with all staff members individually to discuss the review.
- Completed initial design of new vac/jet truck to be ordered.
- Assisted Project Manager in planning and bid process of major construction projects.
- Reviewed and signed off on all purchase orders, p-card transactions, invoices and payrolls for the Department.
- Attended Pass-a-Grille Way Progress and Information meetings every Thursday.
- Kicked off annual curb/repaving contract with Ajax Paving. Curb construction started in Belle Vista.
- Addressed issues at Pump Station #3 due to collapsed line. Attended meeting with Contractors and Engineers discussing options of repair.
- Continuing meetings, phone calls and emails for construction coordination with the City of Treasure Island for the force main valve replacement on 79th Street and Central Avenue.
- Worked with FDOT for a solution to the Bayway Bridge sidewalk issue. Coordination with tree removal contractor and sidewalk contractor started. Duke Energy was contacted to move guy wires and Pinellas County to move water service that directly interfered with sidewalk installation.

PUBLIC PROPERTIES

- Installed new plants and shrubs at McKenney Park, Lido Park, Pass-a-Grille Park and Horan Park in an effort to give more curb appeal to the parks.
- Continually serviced Egan Park baseball/softball field and prepared them for Little League and softball games.
- Performed sign maintenance in several locations throughout the City.
- Beach Cleaning and seaweed removal operations continued on a daily basis.
- Repaired paver brick sidewalk on Gulf Way that became a trip hazard.

- Normal Park and facility maintenance continued in all areas.
- Lowered all City flags to half staff on several occasions.
- Assisted by delivering materials for several special events such as trash cans and barricades.

UTILITIES

- Performed numerous sewer inspections and televised the lines
- Cleaned storm lines and catch basins in various locations.
- Trimmed and dug open culverts in retention areas.
- Performed sanitary sewer maintenance on lift stations by pumping down and conducting generator tests.
- Continually cleaned out bypass pumps at PS #3 to keep flow moving due to collapsed line.
- Attended meetings for Force Main #3 replacement and PS #3 Construction.

CONSTRUCTION

- David Nelson Construction began PAGW North reconstruction project.
- Continued negotiations with Duke Energy regarding easements, equipment placement, and LED options for PAGW.
- Weekly PAGW project meeting at Warren Webster
- TLC completed rehabilitation of Pump Station #2, City installed landscaping
- Coordinated installation of temporary bypass pumping system at Pump Station #3 in Lazarillo Park following collapse of 18 inch gravity line adjacent to station.
- Bayway landscaping project completed.
- Enlisted Landscape Architect GGI, Inc. to design improvements to small sections of 75th Avenue and Blind Pass Road to utilize grant funds remaining following completion of Bayway landscaping project.
- Updated SWFWMD on Egan Park, PAGW and BPR status
- Met with residents to discuss outfalls and easements for PAGW project
- Reviewed and issued ROW permits
- Meeting with Kimley-Horn to refine scope for upcoming Pump Station #8 rehab, Trimble unit repair, and status of subaqueous crossing and valve repair in Treasure Island.
- Met with Treasure Island to discuss valve replacement at SP tie-in
- Solicited bids for Wastewater Crossovers, no bids received. To be reevaluated.
- Annual roadway rehab project with Ajax Paving underway, including resurfacing of roads in Bella Vista as well as Corey and 75th Avenues west of Gulf Blvd.
- Solicited bids for seawall repairs, awarded to Gator Dredging.
- Attended pre-construction meeting with FDOT for Gulf Boulevard Resurfacing Project. Provided feedback on overlapping City projects and established project contact list for FDOT and GC. Resurfacing currently ongoing.
- Solicited bids for Egan Park BMP project, awarded to Augustine Construction.

- Held pre-construction meeting for Egan Park project, to start in late October.
- Solicited bids and awarded contract for Wastewater System Cleaning and Inspection to Underground Information Technologies. This is a component of the I & I Study being conducted by Kimley Horn.
- Additional alley shell and concrete apron improvements completed.
- Solicited bids for Bathroom Renovations at Fire Station #23, awarded to Jam 5:20 Construction. Renovations to start in mid-October.
- Published RFB for Demolition of Police Department Building, Force Main #3, and Pump Station #3 Renovation.
- Held several meetings with FDOT to coordinate construction of the City-proposed pedestrian ramp and stairs, which will provide access to the Bayway Bridge from E. Maritana Drive. City to remove trees and construct sidewalk to tie in from Granada Street. Construction anticipated to be completed by end of 2015.
- Meetings with Baker, Duke, FDOT, Verizon, and CM to discuss BPR.
- Attended and provided Public Services feedback at bi-weekly TRC meetings.
- Continued working with NPDES consultant on updating documentation procedures by City staff and contractors.