



BEACH STEWARDSHIP COMMITTEE MEETING

CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Wednesday, August 16, 2017
9:00 A.M.

Call to Order
Pledge of Allegiance
Roll Call

- 1. Changes to the Agenda** – Agenda items to be added, moved or deleted will be addressed at this time. Items added will be assigned agenda item numbers and items that are moved will retain the same item numbers. A notation will be made that those items will be taken out of order.
- 2. Audience Comments** – Comments shall be limited to three minutes per person to issues not on the agenda.
- 3. Approval of Minutes** – May 17, 2017
- 4. Agenda Items**
 - A.) Beach Ambassadors Group: Volunteers to Assist Tourists
 - B.) Owl Statues on the Beach
 - C.) Dune Removal: Plaza Beach Hotel, Permitted Actions
 - D.) Upham Beach Groin Replacement Project Update

- E.) Dune Crossover 12th Ave and 16th Ave Project Update
- F.) Removal of Public Beach Access Signage at Cabrillo Ave.
- G.) Sand Wall at Pass-A-Grille Painting and Repair Update
- H.) Fishing Pier at 1st Ave Repair Update
- I.) Restroom Improvements at Pass-A-Grille FY18 Proposed CIP Project Update
- J.) Ordinance 2016-09 Amending CH 6, Alcoholic Beverages and Transient Lodging
- K.) Beach Trash Pick-Up Update
- L.) A recommendation to the City Commission to approve a proposal from Jeff Bair, Facilitated Solutions, LLC in the amount of \$38,500.00 to assist the City to develop a comprehensive Beach Management Plan.
- M.) FY 18 Proposed Budget for Beach Improvements: Recommendations from the Committee to the Commission

5. Adjournment

APPEAL

APPEAL: Florida Statutes 286.0105 Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

AMERICANS WITH DISABILITIES ACT: Florida Statutes 286.26. Accessibility of public meetings to the physically handicapped. In accordance with the Americans with Disabilities Act and Florida Statutes, persons needing special accommodations to participate in a meeting should contact City Hall at (727) 367-2735 no later than forty-eight (48) hours prior to the meeting for assistance.

Electronic media must be submitted a minimum of 24 hours in advance to cityclerk@stpetebeach.org

The public is cordially invited to attend.

All agenda material is available for review at City Hall.

BEACH STEWARDSHIP COMMITTEE

MINUTES

MAY 17, 2017

9:00 A.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Lynda Lind Fontana, Chairwoman
Dan Rothenberger, Vice Chairman
Janet Harris, Member

ABSENT:

Lenny Stamos, Member
Michael Welch, Member

ALSO PRESENT:

Mike Clarke, Public Services Director
Mary Jo Murphy, Deputy City Clerk

Chairwoman Fontana called the meeting to order.

1. Changes to the Agenda

Chairwoman Fontana added Item No. 4.E., Election of Chair and Vice Chair.

2. Audience Comments

Chairwoman Fontana asked for audience comments.

David Westmark, St. Pete, Florida, Blue Turtle Society, distributed documentation entitled "Beach-Nesting Birds," "Sea Turtles Dig the Dark," and "Be a Beach Hero!" and spoke about conservation activities and owl effigies.

Jay Anderson, Pass-A-Grille Beach, spoke about beautifying Pass-A-Grille beach.

Rebecca Haynes, St. Pete Beach City Clerk, spoke about the highlights from the May 15, 2017 Sunshine, Public Records and Ethics Law training session.

3. Approval of Minutes – 3/29/17

Member Rothenberger made a motion to approve the March 29, 2017 minutes as written. The motion was seconded by Member Harris and was unanimously approved by a voice vote, (3 yeses – 0 nos).

4. Agenda Items

a. Discussion on the purpose of the Beach Stewardship Committee

Mr. Clarke, Public Works Director, spoke about giving advice to the City Commission on how to manage the elements of the beach for all of the purposes for which it's used by all of the different stakeholders.

b. Proposal presented by Jeff Blair

Chairwoman Fontana asked for discussion in regard to Jeff Blair's proposal.

Hearing none, Chairwoman Fontana stated the proposal will be listed on the next Beach Stewardship Committee agenda to vote whether or not to recommend the proposal to the City Commission.

c. Upham Beach Groin Replacement Project Update

Mr. Clarke updated the committee about the Upham Beach Shoreline Stabilization Project.

d. Dune Crossover Grant Project Update

Mr. Clarke updated the committee about the grant funded by the county.

David Westmark, St. Pete, Florida, Blue Turtle Society, commented that the organization is willing to support Beach Stewardship Committee in any efforts or activities.

e. Election of Chair and Vice Chair

Member Rothenberger made a motion to nominate Ms. Fontana as Chairwoman for the next year. The motion was seconded by Member Harris and was unanimously approved by a voice vote, (3 yeses – 0 nos).

Chairwoman Fontana made a motion to nominate Dan Rothenberger as Vice Chairman. The motion was seconded by Member Harris and was unanimously approved by a voice vote, (3 yeses – 0 nos).

5. Adjournment

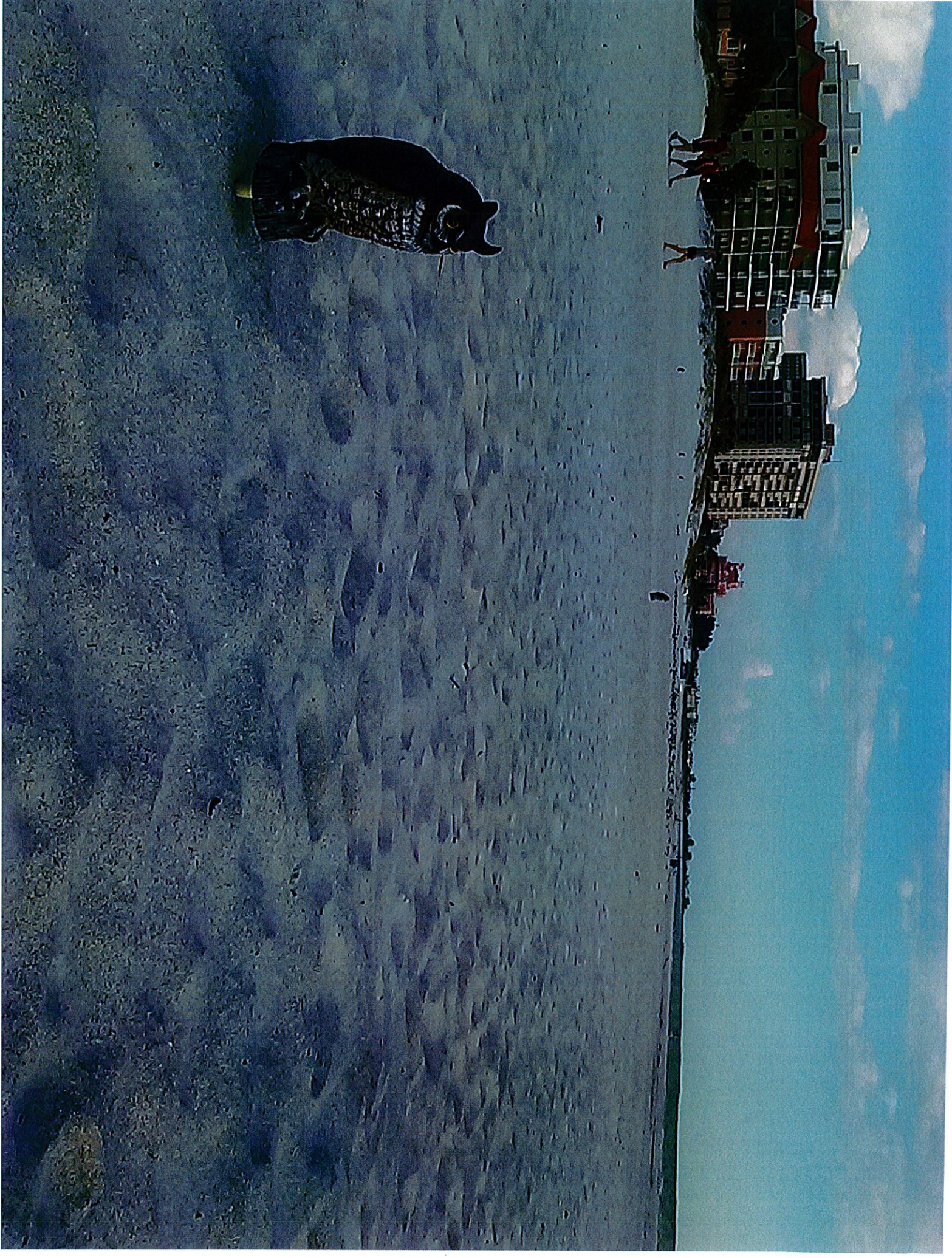
There being no further business before the Committee, the meeting was adjourned at 10:02 a.m.

Attest:

Rebecca C. Haynes, City Clerk

Lynda Lind Fontana, Chairwoman

Minutes approved on: _____





FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Water Resource Management
Coastal Construction Control Line Program
2600 Blair Stone Road, M.S. 3522
Tallahassee, FL 32399-2400
Phone: (850) 245-7669

Permit Number 8036084 - PI
No. of Pages Attached: 3

FIELD PERMIT PURSUANT TO SECTION 161.053 OR 161.052, FLORIDA STATUTES

FINDINGS OF FACT AND CONCLUSION OF LAW: The request for a field permit was considered by the staff designee of the Department of Environmental Protection and found to be in compliance with the requirements of Chapter 62B-33, Florida Administrative Code (F.A.C.). Approval is specifically limited to the activity in the stated location and by the project description, approved plans (if any), attached standard conditions, and any special conditions stated below pursuant to Paragraph 161.053(5), Florida Statutes (F.S.). This permit may be suspended or revoked in accordance with Section 62-4.100, F.A.C.

PROJECT LOCATION:

4506 Gulf Blvd., St. Pete Beach, FL 33706
Approximately 15-feet south of PI R-152

PROJECT DESCRIPTION:

The Permittee is authorized to conduct limited grading not to exceed 1 vertical foot from existing grade elevation landward of the property's coastal armoring structure. Additionally, the Permittee is authorized to collect and remove windblown sand from resort property provided it is retained seaward of the CCCL and returned to the active beach or dune system in the general vicinity.

SPECIAL PERMIT CONDITIONS: The permit is valid only after all applicable federal, state, and local permits are obtained and does not authorize contravention of local setback requirements or zoning or building codes. This permit and public notice shall be posted on the site immediately upon issuance and shall remain posted along with local approval until the completion of any activity authorized by this permit. Other special conditions of this permit include:

1. All windblown sand returned to the beach or dune system shall be free of debris, rocks, trash, or other foreign matter.
2. Grading activities are not authorized during marine turtle nesting season without prior written approval from the Department and the Florida Fish and Wildlife Conservation Commission (FWC).

STANDARD PERMIT CONDITIONS: The permittee shall comply with the attached standard field permit conditions.

APPLICANT INFORMATION: I hereby certify that I am either: (1a) the owner of the subject property or (1b) I have the owner's consent to secure this permit on the owner's behalf; and that (2) I shall obtain any applicable licenses or permits which may be required by federal, state, county, or municipal law prior to commencement of the authorized work; (3) I acknowledge that the authorized work is what I requested; and (4) I accept responsibility for compliance with all permit conditions.

Applicant's Signature [Signature] Date 1/11/17 Telephone No. 727 367-2791

Applicant's Printed Name Robert Czyszczon Address 4506 Gulf Blvd., St. Pete Beach, FL 33706

If applicant is an agent:

Plaza Beach Hotel 4506 Gulf Blvd., SPB 727 656-9345
Printed name of property owner Property owner's address Property owner's telephone no.

DEPARTMENT FINAL ACTION AND FILING AND ACKNOWLEDGMENT: This field permit is approved on behalf of the Department of Environmental Protection by the undersigned staff designee, and filed on this date, pursuant to section 120.52, F.S., with the undersigned designated Deputy Clerk, receipt of which is hereby acknowledged.

Charles Grisafi Digitally signed by Charles Grisafi
Date: 2017.01.09 17:33:04 -05'00' / Charles Grisafi / 01/09/2017
Staff Designee/Deputy Clerk Printed Name of Designee/Deputy Clerk Date

EXPIRATION DATE: 01/09/2018

(Emergency permits issued pursuant to Section 62B-33.014, F.A.C., are valid for no more than ninety days and other field permits are valid for no more than 12 months. The staff designee may specify a shorter time limit.)

EMERGENCY PERMIT: ☐ YES ☒ NO

Approved plans are attached: ☐ YES ☒ NO

POST PERMIT AND PUBLIC NOTICE CONSPICUOUSLY ON THE SITE

PUBLIC NOTICE

The foregoing constitutes final agency action. Any person whose substantial interests are affected by any decision made by the Department on the Field Permit has a right to request an administrative hearing in accordance with the provisions of Sections 120.569 and 120.57, F.S. The request for an administrative hearing must comply with the provisions of Rule 28-106.201, F.A.C., and must be received by the Department (at the address given below) within twenty-one (21) days from the date of this notice.

When the Department receives an adequate and timely filed request for hearing, the Department will request the assignment of an administrative law judge. Once the administrative law judge is requested, the Division of Administrative Hearings will have jurisdiction over the formal proceeding and the Department (as the referring agency) will take no further action with respect to the proceeding except as a party litigant.

Section 120.54(5)(b)4, F.S., and Rule 28-106.201(2), F.A.C., explain that the following items must be included in a petition for a formal administrative hearing

- (a) The name and address of each agency affected and each agency's file or identification number, if known;
- (b) The name, address, any e-mail address, any facsimile number, and telephone number of the petitioner, if the petitioner is not represented by an attorney or a qualified representative; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceedings; and an explanation of how the petitioner's substantial interests will be affected by the agency determination;
- (c) A statement of when and how the petitioner received notice of the agency decision;
- (d) A statement of all issues of material fact disputed by the petitioner, or a statement that there are no disputed facts;
- (e) A concise statement of the ultimate facts alleged, including a statement of the specific facts that the petitioner contends warrant reversal or modification of the Department's action;
- (f) A statement of the specific rules or statutes the petitioner contends require reversal or modification of the Department's action, including an explanation of how the alleged facts relate to the specific rules or statutes; and
- (g) A statement of the relief sought by the petitioner, stating precisely the action that the petitioner wants the Department to take with respect to its action.

A person may request an extension of time to petition for an administrative hearing. The person filing the request for extension must do so within the time limits for filing a petition described above. The request must state why an extension of time is needed. The Department will grant an extension only when good cause is shown.

If a petition or a request for time extension is filed, further order of the Department becomes necessary to effectuate this Field Permit. Accordingly, the Department's final action may be different from the position taken in this notice. Actions undertaken by any person under this permit, pending the lapse of time allowed for the filing of such a request for hearing, may be subject to modification, removal, or restoration.

Failure to petition within the allowed time frame constitutes waiver of any right that a person has to request a hearing under Section 120.57, F.S., and to participate as a party to the proceeding. If a legally sufficient petition for hearing is not timely received, this notice constitutes final agency action.

When this order becomes final and is filed with the Department Clerk, any party to the order has the right to seek judicial review under Section 120.57, F.S., and Rule 9.030(b)1(c) and 9.110, Florida Rules of Appellate Procedure. A notice of appeal must be filed within thirty (30) days with both the Department Clerk (see address below) and with the appropriate district court of appeal. The notice filed with the district court must be accompanied by the filing fee specified in Section 35.33(3), F.S. Any subsequent intervention will be only by the approval of the presiding officer on motion filed under Rules 28-5.207 or 60Q-2.010, F.A.C.

All requests for hearings are to be filed with the Department at the following address:

Florida Department of Environmental Protection
Office of General Counsel
Department Clerk
3900 Commonwealth Boulevard
Mail Station 35
Tallahassee, Florida 32399-3000

STANDARD FIELD PERMIT CONDITIONS

The following conditions shall apply to **FIELD PERMITS** (unless waived by DEP or modified by special permit condition). In the event of a conflict between a field permit condition and a special permit condition, the special condition shall prevail.

- 1) The permittee shall carry out the construction or activity for which the permit was granted in accordance with the plans and specifications that were approved by DEP as part of the permit. Any deviation there from shall be grounds for suspension of the work and revocation of the permit pursuant to Section 120.60(7), F.S., and may result in assessment of civil fines or issuance of an order to alter or remove the unauthorized structure, or both. No other construction or activities shall be conducted. No modifications to project size, location, or structural design are authorized. A copy of the permit shall be conspicuously displayed at the project site.
- 2) The permittee shall conduct the construction or activity authorized under the permit using extreme care to prevent any adverse impacts to the beach and dune system, marine turtles and their nests and habitats, or adjacent property and structures.
- 3) The permittee shall allow any duly authorized member of the staff to enter upon the premises associated with the project authorized by the permit for the purpose of ascertaining compliance with the terms of the permit and with the rules of DEP, until all construction or activities authorized or required in the permit have been completed and the project accepted by DEP.
- 4) The permittee shall hold and save the State of Florida, DEP, its officers and employees, harmless from any damage (no matter how occasioned and no matter what the amount) to persons or property that might result from the construction or activity authorized under the permit and from any and all claims and judgments resulting from such damage.
- 5) The permittee shall allow DEP to use all submitted records, notes, monitoring data, and other information relating to construction or any activity under the permit for any purpose it may deem necessary or convenient, except where such use is otherwise specifically forbidden by law.
- 6) Construction traffic shall not operate and building materials shall not be stored on vegetated areas seaward of the control line, unless specifically authorized by the permit. If (in the opinion of DEP staff) this requirement is not being met, positive control measures shall be provided by the permittee at the direction of DEP staff. Such measures may include temporary fencing, designated access roads, adjustment of construction sequence, or other requirements.
- 7) The permittee shall not disturb existing beach and dune topography and vegetation except as expressly authorized in the permit. Before the project is considered complete, any disturbed topography or vegetation shall be restored (as prescribed in the permit) with suitable fill material or revegetated with appropriate beach and dune vegetation.
- 8) The fill material shall be obtained from a source landward of the control line and shall consist of sand which is similar to that already on the site in both grain size and coloration. This fill material shall be free of construction debris, rocks, or other foreign matter. A sample of the sand shall be provided to the staff representative of the Bureau of Beaches and Coastal Systems during the preconstruction conference.
- 9) If surplus sand fill results from any approved excavation seaward of the CCCL, such material shall be distributed seaward of the CCCL on the site, as directed by DEP staff (unless otherwise specifically authorized by the permit).
- 10) Any native salt-resistant vegetation destroyed during construction shall be replaced with plants of the same species or, by authorization of DEP, with other native salt-resistant vegetation suitable for beach and dune stabilization. Unless otherwise specifically authorized by the staff, all plants installed in beach and coastal areas (whether to replace vegetation displaced, damaged, or destroyed during construction or otherwise) shall be of species indigenous to Florida beaches and dunes (i.e., sea oats, sea grape, saw palmetto, panic grass, salt meadow hay cord grass, seashore salt grass, and railroad vine).
- 11) All topographic restoration and revegetation work is subject to approval and acceptance by DEP staff.
- 12) If not specifically authorized elsewhere in this permit, no operation, transportation, or storage of equipment or materials is authorized seaward of the dune crest or rigid coastal structure during the marine turtle-nesting season. The marine turtle-nesting season is May 1 through October 31 in all counties (except Brevard, Indian River, St. Lucie, Martin, Palm Beach and Broward counties where marine turtle nesting occurs during the period of March 1 through October 31).
- 13) If not specifically authorized elsewhere in this permit, no temporary lighting of the construction area is authorized at any time during the marine turtle-nesting season and no additional permanent exterior lighting is authorized.
- 14) This permit has been issued to a specified property owner and is not valid for any other person.

Permit Number: **8036084** **PI**







**CITY OF ST. PETE BEACH
BEACH MANAGEMENT PLAN
PROCESS DESIGN AND FACILITATION PROPOSAL**

**PRESENTED TO:
BEACH STEWARDSHIP COMMITTEE
CITY OF ST. PETE BEACH FLORIDA**

155 Corey Avenue
St. Pete Beach, FL 33706
727.367.2735

APRIL 7, 2017



SUBMITTED BY:

JEFF A. BLAIR
FACILITATED SOLUTIONS, LLC
850.694.1209
facilitatedsolutionsjb@gmail.com
facilitatedsolutions.org



TO: Lynda Lind Fontana, Chair, Beach Stewardship Committee
FROM: Jeff Blair, Facilitated Solutions, LLC
RE: Proposal to Facilitate Development of a Beach Management Plan
DATE: April 7, 2017

The following proposal is based on the scope of services proposed during the Beach Stewardship Committee's meeting on March 29, 2017. The objective of the proposed project is to assist the City of St. Pete Beach in an initiative to develop a comprehensive Beach Management Plan that is informed by meaningful stakeholder participation and that reflects a community consensus.

The Beach Management Plan Initiative is a collaborative process comprised of three phases:

Phase I: Conduct interviews of key stakeholders on their perspectives regarding key issues and desired solutions. Stakeholders may include residents, hoteliers, restaurant and other small business owners, environmental groups (birds, turtles), city, county and state officials, research and applied scientists and law enforcement. An Assessment Report with a summary of findings and recommendations for the composition and membership of an ad hoc Stakeholder Advisory Committee would be delivered to the Beach Stewardship Committee for review and to determine whether or not to approve as a recommendation for City Commission consideration.

Phase II: Convene and facilitate the Stakeholder Advisory Committee consensus building process.

Phase III: Deliver Stakeholder Advisory Committee recommendations for a Beach Management Plan to the City Commission for consideration.

This proposal represents a comprehensive approach to achieve a Beach Management Plan that has broad community ownership with shared responsibility for compliance and implementation. The proposed process and budget is open for discussion and negotiation as I am committed to working with the City of St. Pete Beach to design a successful and cost effective initiative. Thank you for the opportunity to work with your community on this important issue.

If you have any questions, please contact me at (850) 694-1209 or facilitatedsolutionsjb@gmail.com.

Sincerely,

A handwritten signature in blue ink, appearing to be 'J. Blair'.

Jeff A. Blair



BACKGROUND

The Beach Stewardship Committee of the City of St. Pete Beach Florida, in consideration of the need for a comprehensive Beach Management Plan, invited Jeff Blair of Facilitated Solutions, LLC to present an approach for policy development that engages community stakeholders in a collaborative effort to define problems, identify solutions, and recommend legislation that reflects the consensus of the community.

Stakeholder Advisory Committees (SAC) are formed in recognition of a local government's desire to work more closely with interest groups affected by City Commission policies. The primary purpose is to solicit input and feedback from affected groups during the development of key policies and prior to their implementation.

In addition to providing valuable input to the City Commission regarding policy decisions, SACs serve to foster a working relationship between a local government and those groups that are affected and/or regulated by the City. Stakeholder Advisory Committees serve as forums for mutual education by which trust and respect can be fostered through the process of listening to one another's concerns and views related to the issues under consideration. One result is a City Commission will develop policy informed by a more thorough analysis and evaluation of all of the issues and options, and with a better understanding of how their decisions may impact a broad range of stakeholders.

In turn, stakeholders and the public gain a better understanding of how and why a local government has developed their policies. At a minimum, stakeholders should recognize that their input, even if not utilized, is fairly evaluated. Finally, interest groups working together on SACs generally discover that although they have many shared views, they also have competing interests that a local government must work to balance in context of protecting the general public interest. It is in a City Commission's interest to work with stakeholder groups. It is equally in the interest of stakeholder groups' to work with local government to develop and implement public policy in a collaborative process.

Jeff Blair is an experienced professional facilitator with a proven record of success. He facilitates a process that produces consensus recommendations from stakeholders. The process is designed to build trust and understanding between diverse interest groups. Stakeholders perceive the process as fair and objective and see that all perspectives are given equal evaluation. *Consequently, local government can implement policy developed in this manner with the benefit of broad support from stakeholders and without the concern for continual challenges and the need to frequently amend or possibly repeal ordinances as a result of persistent community opposition.*

In light of the challenges associated with building consensus between diverse stakeholders in St. Pete Beach regarding beach management, Jeff Blair was introduced to the Beach Stewardship Committee by a resident to share his experience in facilitating key community stakeholders in a variety of consensus-building initiatives that have produced thoughtful, durable and effective public policy.



FACILITATED SOLUTIONS' APPROACH

Facilitated Solutions' front-end approach is to work with City designated staff (Project Team) to establish a consensus-building initiative that provides an open and inclusive opportunity to collaboratively:

- Agree on project scope, objectives, and timelines;
- Assist in the identification of community stakeholders;
- Conduct an Issues and Priorities Identification Assessment Process to gauge stakeholder groups' willingness to participate in a consensus-building Beach Management Plan Initiative, and to determine the range of issues and priorities from key stakeholders' perspectives; and,
- Conduct project team planning meetings as needed to achieve the project's objectives.

Post assessment, given there is stakeholder and City agreement to engage an ad hoc Stakeholder Advisory Committee (SAC), Facilitated Solutions' services and deliverables include:

- Design of iterative consensus building SAC process that includes 4 – 6 meetings to identify, evaluate and agree on a package of policy recommendations for submittal to the City Commission.
- Guidelines for participation that establish procedures that foster open, respectful, and collaborative conversation and communication between members.
- Process facilitation to manage scope and to ensure that stakeholders identify and agree on the range of key issues to be addressed.
- Process facilitation to ensure stakeholders identify and agree on criteria for the evaluation of a full range of options for each of the key issues.
- Process facilitation to build consensus using a method for ranking/rating acceptability of each proposed option/alternative. (Options that achieve a supermajority rating, 75% or greater in support, are further developed to address the concerns of all stakeholders to the fullest extent possible.)
- Delivery of SAC's consensus recommendations to designated City staff, the Beach Stewardship Committee, and the City Commission.



STATEMENT OF WORK—PHASE I

TASK 1: ORGANIZE AND PLAN FOR THE BEACH MANAGEMENT PLAN INITIATIVE CONSENSUS-BUILDING PROCESS

Facilitated Solutions, LLC will work closely with the City's Planning Team to organize and facilitate pre-planning teleconference meetings as needed to review and agree upon project scope, objectives, timelines, and to design the Beach Management Plan Initiative Consensus-Building Process, including development of an assessment interview guide for conducting assessment interviews.

PLANNING & PREPARATION

- With Project Team advice and consent, prepare and refine approach for the development of a Beach Management Plan designed to achieve the desired objectives. Facilitate needed planning conference calls.
- Prepare, facilitate and document the results of the teleconference planning meetings.

PRIORITY ISSUES ASSESSMENT PROCESS INTERVIEW GUIDE

- With Project Team advice and consent, develop an Interview Guide of questions designed to solicit the perspectives of stakeholders regarding key issues and priorities as well to determine who would be acceptable and credible representatives to participate in a stakeholder advisory committee (SAC).

TASK 2: ISSUES AND PRIORITIES ASSESSMENT PROCESS

- Facilitated Solutions, LLC will conduct interviews of representatives of key stakeholder groups as identified by the Planning Team and through discovery during interviews.
- Interview key stakeholders to determine their perspectives regarding key issues and priorities regarding development of a Beach Management Plan.
- Identify participants for inclusion on the Stakeholder Advisory Committee.
- Prepare in consultation with the Planning Team an Issues and Priorities Assessment Report.



STATEMENT OF WORK—PHASE II

TASK 3-7: CONDUCT AND FACILITATE THE STAKEHOLDER ADVISORY COMMITTEE'S BEACH MANAGEMENT PLAN CONSENSUS-BUILDING PROCESS

Facilitated Solutions, LLC, through services provided and led by Jeff Blair, will provide the following services for each meeting:

- Facilitate each SAC meeting.
- Develop proposed Organizational and Procedural Guidelines including Decision-Making Procedures for acceptance by the SAC.
- Develop SAC Agenda Packet, Key Issues & Options Worksheet, and Meeting Summary Report.
- Develop Key Issues and Options Worksheet for the meeting using Assessment Results for each iteration of the Worksheet.
- Draft a summary report for each meeting.

STATEMENT OF WORK—PHASE III

TASK 8: DEVELOP PROPOSED BEACH MANAGEMENT PLAN STAKEHOLDER ADVISORY COMMITTEE'S CONSENSUS RECOMMENDATIONS REPORT

- Draft a report to the Project Team, the Beach Stewardship Committee, and the City Commission on the Stakeholder Advisory Committee's consensus package of recommendations regarding a proposed Beach Management Plan for the City of St. Pete Beach, Florida.



City of St. Pete Beach, Florida Beach Management Plan Initiative Proposal - Draft Schedule & Workplan April 2017												
TASK	4-17	5-17	6-17	7-17	8-17	9-17	10-17	11-17	12-17	1-18	2-18	3-18
Facilitated Solutions Submits Proposal to Beach Stewardship Committee												
Proposal Review & Contract Negotiations for City Commission Approval												
Planning Meetings with Project Team to evaluate and support establishment/operations of SAC*												
Assessment Process: Develop interview guide and conduct assessment interviews												
Assessment Report: Deliver Issues and Priorities Assessment Report												
Stakeholder Advisory Committee Meetings & Deliverables: Summary Reports and Options Worksheets												
Consensus Report of Strategic Actions and proposed next steps to Beach Stewardship & City Commission												

*PROJECT TEAM MEETING DATES MAY SHIFT AS NEEDED



CITY OF ST. PETE BEACH PROJECT PLANNING TEAM

The City's Planning Team will provide technical and logistical support including but not limited to the following:

- A Point of Contact/Project Manager to serve as project liaison to participate in project planning meetings as needed;
- Advice and consent on development of materials for the Assessment Process and associated forms and worksheets;
- Advice and consent on the preparation of agenda packets, technical background information, relevant documentation, and summary reports;
- Identify, locate and issue invitations to SAC members;
- Schedule, post and publically notice all meetings as necessary;
- Schedule and provide adequate facilities and logistics for the meetings;
- Provide note taker during meetings to assist the Facilitator;
- Provide copies of all materials needed by SAC members; and,
- Provide appropriate audio/video and electronics for the meetings.

TIMELINES

Facilitated Solutions, LLC will:

- Coordinate with the Planning Team to establish a mutually agreeable timetable for all activities and deliverables.
- Develop a tracking tool for project planning milestones.
- Consult with Project Team regarding any follow up activities and services.



PROPOSED PROJECT BUDGET

City of St. Pete Beach, Florida Beach Management Plan Initiative Proposal Project Budget			
PHASE	TASK#	DESCRIPTION	COST
I	1	Project Planning and Development: 5 meetings, 4 by phone, 1 in person; Development of Stakeholder Assessment Interview Guide	\$2,000.00
I	2	Interview up to 20 stakeholders, draft and deliver Assessment report identifying priority issues and stakeholder participation comments	\$7,500.00
SUB-TOTAL		Requires City Commission approval to advance to Phase II	\$9,500.00
II	3-7	Stakeholder Advisory Meetings 4-6: Includes preparation, materials, travel, facilitation, summary reports	\$24,000.00
III	8	Final strategic Actions Implementation Report: includes action steps and implementation plan, recommended next steps	\$5,000.00
TOTAL		10% upon contract approval, thereafter billed monthly for services rendered	\$38,500.00
Travel is included in the per/meeting price.			
Facilitated Solutions will only bill for work completed. If fewer meetings are required the project cost will be reduced proportionally.			

The Purchase Order (contract) will be executed through a Letter of Agreement between the City of St. Pete Beach Florida and Facilitated Solutions, LLC/Jeff A. Blair.

Payment shall be 10% in advance and the remainder billed monthly or quarterly based on percentage of completion.

For contracting please contact Jeff Blair at: facilitatedsolutionsjb@gmail.com



ABOUT FACILITATED SOLUTIONS, LLC AND JEFF A. BLAIR

JEFF A. BLAIR specializes in stakeholder advisory groups, visioning, workplan (strategic action plan) development and strategic planning initiatives. His work for the FCRC Consensus Center and Facilitated Solutions, LLC includes facilitation, process design, strategic planning and consensus-building on complex public policy initiatives.

Jeff has worked with federal, state, local government, and private sector representatives to design and implement collaborative approaches to planning, rule making and dispute resolution with an emphasis on public participation in the design and implementation of policy in over 170 projects and over 2200 meetings. In addition, he is an instructor/trainer on a range of dispute resolution topics.

EMPLOYMENT

- FCRC Consensus Center, Associate Director
- Facilitated Solutions, LLC. , Founder/Owner/Operator
- Florida State University, Faculty

EDUCATION/CREDENTIALS

- University of Florida (Philosophy and Anthropology)
- Florida State University (Social Policy and Dispute Resolution)
- Florida Certified General Contractor
- Florida Supreme Court Certified Mediator
- U.S. Institute for Environmental Conflict Resolution
- National Roster of Environmental Dispute Resolution and Consensus Building Professionals
- Qualified/approved practitioner on EPA's Environmental ADR Neutrals Roster

CLIENTELE

Current – Ongoing

- Coastal SEES OysterFutures Workgroup
- Gulf of Mexico Angler Focus Group Initiative
- For-Hire Recreational Fisheries Electronic Monitoring Workgroup
- DBPR Florida Building Commission
- Florida Department of Agriculture and Consumer Services (FDACS), Suwannee River Partnership



Previous

- North Florida Regional Water Supply Partnership Stakeholder Advisory Committee (SRWMD/SJRWMD/DEP/FDACS)
- FDACS Pest Control Enforcement Advisory Council
- FDACS Pesticide Review Council
- FDACS Agricultural Feed, Seed and Fertilizer Advisory Council
- Florida Coordinating Council on Mosquito Control
- Florida Division of Emergency Management
- Flood Resistant Standards Workgroup
- Florida Emergency Notification System Vision Workshop
- National Oceanic and Atmospheric Administration (NOAA)
- National Saltwater Recreational Fishing Summit
- Deepwater BP Oil Spill Programmatic Environmental Impact Statement scoping workshops
- NOAA Fisheries Chesapeake Modeling Symposium
- Gulf of Mexico Grouper Forum
- United States Environmental Protections Agency (USEPA)
- National Bedbug Summit
- International Public Health Pesticides Workshop in London, England
- Recreational Boating Stakeholders Growth Summit
- National Pest Management Association (NPMA)
- National Marine Manufactures Association (NMMA)
- Association for Structural Pest Control Regulatory Officials (ASPCRO)
- Association of American Plant Food Control Officials (AAPFCO)
- Florida Green Building Coalition (FGBC)
- National Association of Home Builders (NAHB)
- Florida Natural Gas Association (FNGA)

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Additional information regarding **Facilitated Solutions, LLC** and my projects are available at the following URL: <http://facilitatedsolutions.org/>.