



CITY COMMISSION MEETING CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Tuesday, December 7, 2021
6:00 PM

Call to Order
Pledge of Allegiance
Roll Call

REGULAR MEETING

1. Presentations

a. City Clerk Presentation

Dawn Wright, Central West District Director for the Florida Association of City Clerks and the City Clerk for the City of Eagle Lake, will present City Clerk Amber LaRowe with her Master Municipal Clerk Certification.

b. Check Presentation - Vets of South Pinellas

Check presentation to the Veterans of South Pinellas from ticket sales from Chowder Challenge in the amount of \$3,800.

2. Changes to the Agenda

3. Audience Comments - Comments shall be limited to 3 minutes per person

4. Consent

a. November 10th City Commission Minutes: 2:00 p.m. and 5:00 p.m.

b. Pump Station 3 Improvements Design Task Order

c. Gulf Winds Drive Reconstruction Design Task Order

5. Action Items

a. Amendment to the City Clerk Contract

Request for salary adjustment for the recent Master Municipal Certification

Action Request: Motion to approve the amendment to the City Clerk's contract with an adjustment in salary to _____, to be retroactive to the date of her certification, October 27, 2021.

b. Agreement with Florida Blue for Group Medical Insurance

Staff has reviewed and evaluated several insurance options with the help of the City's health insurance broker and consultant. After reviewing the options, the recommended course of action is to enter into an agreement with Florida Blue.

Action Request: Motion to authorize the City Manager to enter into an agreement with Florida Blue for renewed group medical insurance.

c. Agreement with MetLife for Group Dental Insurance

Action Request: Motion to authorize the City Manager to enter into an agreement with MetLife for group dental insurance.

6. Resolutions

a. Resolution 2021-17: Authorization to Dispose Surplus City-Owned Assets

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, FLORIDA, AUTHORIZING THE DISPOSAL OF SURPLUS CITY-OWNED ASSETS; AND PROVIDING FOR AN EFFECTIVE DATE.

Action Request: Motion to adopt Resolution 2021-17.

7. Items for Discussion

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

9. Adjournment

APPEAL: In accordance with 286.0105, Florida Statute (Notices of meetings and hearings must advise that a record is required to appeal), if a person decides to appeal any decision made by this committee, board, agency, or commission with respect to any matter considered at this 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 (ADA): In accordance with the Americans with Disabilities Act and Florida Statutes, if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact City Hall at (727) 367-2735.

PUBLIC COMMENT INSTRUCTIONS FOR THOSE NOT PHYSICALLY PRESENT:

The City has made accommodations for those who cannot be physically present, or do not feel comfortable appearing in person, due to COVID-19. If a member of the public would like to provide comments for the meetings, they may do so in the following ways:

- Email the City Clerk by 5:00 p.m. on the day of the meeting at cityclerk@stpetebeach.org
- Leave a voicemail message by calling **727.363.9225** by 1:00 p.m. the day of the meeting
- Upload or submit a video or audio file online by 1:00 p.m. the day of the meeting at <https://www.stpetebeach.org/PublicComment>

In your three (3) minute or less comment, please be sure to include your name and address for the record.

The public is cordially invited to attend this meeting.

All agenda material is available for review at City Hall or www.stpetebeach.org.

**CITY COMMISSION MEETING
CITY OF ST. PETE BEACH**

Agenda Report

Issue Considered: Check Presentation - Vets of South Pinellas

Date: December 7, 2021

Prepared By: Jennifer McMahon, Chief Operating Officer

Through: Alex Rey, City Manager

Summary of Issue: The City hosted the Chowder Challenge on November 7, 2021 and collected ticket fees. The check presentation is from the funds that were collected for the event.

Funding: N/A

Requested Motion:

Attachments:

DRAFT
City Commission Meeting
November 10, 2021
2:00 p.m.

ELECTED OFFICIALS PRESENT:

Alan Johnson, Mayor
Ward Friszolowski, Vice Mayor, Commissioner, District 3
Chris Graus, Commissioner, District 1
Mark Grill, Commissioner, District 2
Melinda Pletcher, Commissioner, District 4

STAFF PRESENT:

Alex Rey, City Manager
Andrew Dickman, City Attorney
Amber LaRowe, City Clerk

Mayor Johnson called the meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.

1. CHANGES TO THE AGENDA

No changes to the Agenda.

2. AUDIENCE COMMENTS

Deborah Schechner, resident, commented in regard to the influx of live aboard vessels near the City.

3. ACTION ITEMS

- a. October 26, 2021 City Commission Minutes

Motion: **Commissioner Graus moved, Commissioner Grill seconded, and the motion carried 5-0 to approve the October 26, 2021 City Commission Minutes.**

4. ITEMS FOR DISCUSSION

- a. Comprehensive Plan Presentation

Alex Rey, City Manager, informed the Commission of the process the City has undertaken to bring forth changes to the Comprehensive Plan. Staff has been working with Kimley Horn and Associates and the Planning Board to prepare a cohesive document to make the necessary corrections to remain in compliance with State Law and with the requirements of Pinellas County.

Philip DiMaria, AICP, and Shelby Hughes, PE, Kimley Horn, made a presentation to the City Commission on the changes to the Comprehensive Plan. The presentation included:

- Timeline
 - Transmittal to Forward Pinellas Due Spring 2023
 - Transmittal to Florida Department of Economic Opportunity (DEO) Due Summer 2023
 - Final Adoption Anticipated Fall 2023
- Reorganization and Readability
- Statutory Changes

- F.S. 163.3177: Private Property Statement of Rights
 - F.S. 163.3178(2)(f)1: Risk of Peril Flood
- Forward Pinellas Countywide Plan
 - Vision Zero
 - County-wide Requirements
 - Umbrella Future Land Use Designation
- Future Planning Efforts
 - Parks Master Plan
 - Watershed Management Master Plan
 - Concurrency Management
- Level of Service
 - Potable Water and Solid Waste
 - Sanitary Sewer
 - Stormwater
 - Recreation and Open Space
 - Transportation
 - Pavement Condition Index
 - Fire and Library
- Element Review
 - Future Land Use
 - Transportation
 - Housing
 - Infrastructure
 - Coastal and Conservation
 - Recreation and Open Space
 - Capital Improvements
 - Inter-Governmental
 - Public Schools

A copy of the presentation is made a part of the minutes.

7. CITY CLERK, CITY MANAGER, CITY ATTORNEY AND CITY COMMISSION REPORTS

Amber LaRowe, City Clerk—reminded the Commission of the current qualification period for the March 2022 election; Districts 1 and 3. The qualification period ends at noon on Friday November 12th.

The Angel Tree tags have arrived from the Salvation Army, there are 8 tags left. The presents are due back to the City Clerk's Office on the morning of December 3rd or to the St. Petersburg Salvation Army on December 6th.

Alex Rey, City Manager—commented on Monday's Special Magistrate hearings. The City prevailed on seven of the eight vacation rental cases with one case being extended to allow more information from the property owners.

He mentioned the current contract negotiation with CWA and will plan to hold an executive session in December.

Commissioner Pletcher—mentioned the recent Historic Preservation Board meeting and suggested that the City may need to invest in a consultant to assist the Board with policies and procedures and what is best for both the Board and the City. There will be a discussion of this at tonight's 5:00 p.m. meeting.

Vice Mayor Friszolowski—announced the Saturday Belle Vista Yard Sale.

He wished everyone a Happy Thanksgiving.

Commissioner Grill—congratulated Parks staff on the well-attended Chowder Festival last weekend.

He has been working with the City Manager and Public Works staff on addressing the pothole situation in the District and with the vandalized signs on Sunset Way.

Commissioner Graus—asked the City to continue working on the issues that have been caused by Frontier.

Mayor Johnson—asked if the City Commission could receive an expansion map of Frontier’s services in the City.

Mayor Johnson adjourned the meeting at 3:41 p.m.

MINUTES APPROVED:

AMBER LAROWE
CITY CLERK

ALAN JOHNSON
MAYOR

DRAFT
City Commission Meeting
November 10, 2021
5:00 p.m.

ELECTED OFFICIALS PRESENT:

Alan Johnson, Mayor
Ward Friszolowski, Vice Mayor, Commissioner, District 3
Chris Graus, Commissioner, District 1
Mark Grill, Commissioner, District 2
Melinda Pletcher, Commissioner, District 4

STAFF PRESENT:

Alex Rey, City Manager
Andrew Dickman, City Attorney
Amber LaRowe, City Clerk
Michelle Gonzalez, Community Development Director

Mayor Johnson called the meeting to order at 5:00 p.m. followed by the Pledge of Allegiance.

1. CHANGES TO THE AGENDA

City Manager Alex Rey asked for the addition of a discussion on the Historic Preservation Board request as item 5.A.

Commissioner Grill asked for a discussion on the City Clerk's recent Master Municipal Clerk designation as item 5.B. He also requested item 3.a. Wastewater Inflow and Infiltration Contract Awards be removed from the Consent for discussion before approval.

2. AUDIENCE COMMENTS

No comments.

3. CONSENT

- a. ~~Wastewater Inflow and Infiltration Contract Awards~~ *(removed for discussion)*
- b. Kimley Horn Design of Phase II Utility Undergrounding Project Task Order
- c. Authorization of Vehicle Replacement and Acquisition
- d. Alpha Corporation Project Management Task Order

Motion: **Vice Mayor Friszolowski moved, Commissioner Graus seconded, and the motion carried 5-0 to approve the revised November 10, 2021 Consent Agenda as presented by the City Manager with the removal of item a.**

3.A. WASTEWATER INFLOW AND INFILTRATION CONTRACT AWARDS DISCUSSION:

Upon review of all the contracts, Commissioner Grill found that each Contract contained two number 13s. When discussing this with the City Attorney, he opined that it does not appear to be anything substantial, just an error. City Attorney Dickman confirmed and stated that his office will be working with the City's Procurement Department to review the agreements and ensure nothing is significant other than a scrivener's error with the number; and renumbering will occur before signatures are obtained.

Motion: **Commissioner Grill moved, Commissioner Graus seconded, and the motion carried 5-0 to approve the unit price Wastewater System Manhole Rehabilitation agreements with**

Rowland, Inc. (primary) and Hinterland Group, Inc. (backup), Wastewater System Point Repairs with Rowland, Inc. (primary, no backup), and Wastewater System Pipe Lining with Advanced Plumbing Technologies, LLC. (primary) and Instituform Technologies, LLC. (backup) in an amount not to exceed the annually approved Wastewater Inflow and Infiltration Repairs budget for three years from contract execution, including two additional one-year extensions thereafter.

4. ORDINANCES

a. Final Reading Ordinance 2021-23: Election Date

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA AMENDING THE CITY OF ST. PETE BEACH CODE OF ORDINANCES CHAPTER 38 SECTION 38-7 - ELECTION DATE OF COMMISSIONERS; SECTION 38-8. - ELECTION DATE OF MAYOR-COMMISSIONER; PROVIDING FOR CODIFICATION; CONFLICTS; SEVERABILITY; CORRECTION OF SCRIVENER'S ERROR; CONSTRUCTION; PUBLICATION; AND AN EFFECTIVE DATE.

No public comment.

Motion: Commissioner Graus moved, Vice Mayor Friszolowski seconded, and the motion carried 5-0 to adopt Ordinance 2021-23.

b. First Reading Ordinance 2021-24: Micromobility

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 74 – STREETS AND SIDEWALKS AND ADOPTING ARTICLE III – MICROMOBILITY; PROVIDING FOR SECTION 74-68 – DEFINITIONS; SECTION 74-69 – GENERAL PROVISIONS; SECTION 74-70 – MICROMOBILITY LICENSE AGREEMENT; SECTION 74-71 – REQUIREMENTS FOR MICROMOBILITY DEVICES FOR PUBLIC USE; SECTION 74-72 – PENALTIES; SECTION 74-73 – SECTION 74-80 – RESERVED; PROVIDING FOR CODIFICATION; CONFLICTS; SEVERABILITY; CORRECTION OF SCRIVENER'S ERROR; CONSTRUCTION; PUBLICATION; AND AN EFFECTIVE DATE.

Michelle Gonzalez, Community Development Director, discussed the proposed Ordinance as attached. In response to the emergence of micromobility device rentals in the City, staff has developed this Ordinance to help regulate these devices. The regulation is focused on the following two aspects:

1. Rules and regulations on where these devices can be used; such rules are to apply to all users whether the device is publicly rented or privately owned. The Ordinance proposes the following restrictions:
 - Riding of such devices shall be prohibited upon any sidewalk or on the beach within the City or any area as designated by the City where notice is posted.
 - Micromobility devices are allowed to be operated on streets with bike lanes, and/or on any streets with a speed limit of 30 mph or less, and/or on any shared paths designated by the City.
 - The City Manager has the authority to further restrict the use of micromobility devices in cases where a roadway may be closed due to an event or to maintain the health and safety of the community.
 - No person under the age of 16 shall operate a micromobility device within the City.
 - Ridership of more than one person on a micromobility device or motorized scooter shall be prohibited. The ridership of more than one person on a motorized bicycle is prohibited unless it is specifically designed to carry more than one person.
 - All micromobility devices within the City shall be limited to a maximum speed of 15 mph.
 - Micromobility devices should not be left parked in a manner blocking any ingress or egress from any building, parking area, or sidewalk that prevents a walkway of maintaining at least 5 ft. of

walkway clearance.

2. Regulation of micromobility providers and businesses renting micromobility devices to the public.
 - Defined: “any person or entity which makes available to the public any number of micromobility devices for use on the streets and sidewalks of the City by reservation through an online application, website, or software for point-to-point trips”.
 - Providers wishing to conduct business within the City must enter into a license agreement first.

A presentation was given to the Commission to include the following:

- A comparison of other jurisdictions and their regulation on micromobility
- Rider limitations
- Provider limitations
- Other providers of micromobility devices

A copy of the presentation is made a part of the minutes.

Discussion ensued regarding pedal bicycles on the beach. It was mentioned that there is nothing in the City’s current Code that prohibits pedal bicycles on the beach. The consensus of the Commission was to ask staff to bring the prohibition of pedal bicycles on the beaches to the Beach Stewardship Committee to hear their comments.

Commissioner Grill opined this Ordinance tonight should have some consistencies with that of Ordinance 2013-17, Golf Carts. Staff will take a look at that Ordinance.

John Kurzman, resident, spoke in regard to his opposition of this Ordinance.

No further public comment.

Motion: Vice Mayor Friszolowski moved, Commissioner Graus seconded, and the motion carried 4-1 to approve the first reading of Ordinance 2021-24. Commissioner Grill voted no.

5. ITEMS FOR DISCUSSION (all added)

- a. Request made from Historic Preservation Board

Mr. Rey discussed the recent discussion by the Historic Preservation Board and the request that was motioned. Essentially, the Board discussed the following three items:

1. Definition of Building Permits for the purposes of the Board’s review
 - a. They plan to reconvene at the next Board meeting and provide feedback as to what they feel is necessary for their review
2. Requested to have any permit applications under the 8th Avenue CRD-EA District to come for a courtesy review to the Board
 - a. The City Attorney would prefer to take time to review this request for possible legalities, especially as it relates to the imposition of new requirements on property owners
3. The roles of the Board and the balance of the property rights versus that of the Historic District

The City Attorney will be present at the next Historic Board meeting to discuss property rights with the Board. He has the most concern over items 1 and 2 above and opined those are the items that need to take the most time and care to ensure all legalities are followed.

The City Manager was in agreement with the statements by Commissioner Pletcher at today's 2:00 p.m. meeting in that this process for the roles of the Board and their review procedures needs to be a very well thought out process to make sure everything is done fair, right, and legal. Mr. Rey is also in agreement that the Board may benefit from the help of consultants for this process, whether that be an architect, engineer, etc. The City is willing and able to assist the Board in their role and their needs, but in a methodical process. It is the intent to educate the public through this process as well.

The Commissioners were all in agreement to provide the Historic Board with the support they need for the best outcome.

b. City Clerk Master Municipal Clerk Designation Discussion

Commissioner Grill wanted to take a minute to recognize Mrs. LaRowe for her recent Master Municipal Clerk (MMC) Designation from the International Institute of Municipal Clerks. He read about the program and what it takes to receive such a designation.

Mayor Johnson stated that he received information on her recent designation and understood that there would be a formal presentation.

Mrs. LaRowe thanked the Commissioners for recognizing her and the work put into obtaining the MMC. She stated that the plan is to have the District Clerk come to the December 7th Commission meeting to present the plaque to her.

Mayor Johnson asked that the Commission come to the next meeting with thoughts about what kind of increase in salary Mrs. LaRowe should receive for her MMC.

Everyone congratulated Mrs. LaRowe.

6. CITY CLERK, CITY MANAGER, CITY ATTORNEY AND CITY COMMISSION REPORTS

Reports were made at today's 2:00 p.m. meeting.

Mayor Johnson adjourned the meeting at 6:30 p.m.

MINUTES APPROVED:

AMBER LAROWE
CITY CLERK

ALAN JOHNSON
MAYOR

CITY COMMISSION MEETING CITY OF ST. PETE BEACH

Agenda Report

Issue Considered: Pump Station 3 Improvements Design Task Order

Date: December 7, 2021

Prepared By: Mike Clarke, Public Works Director

Through: Alex Rey, City Manager

Summary of Issue: Based on the most recent Sewer Capacity study, Pump Station 3, located in Lazarillo Park in the Don CeSar Place Neighborhood, will require the addition of a third pump in order to maintain pressure balance with Pump Station 2 and provide capacity for projected flow increases due to anticipated future development. In order to size this third pump properly, the City's hydraulic model must be updated to account for the recent changes due to the City's Sewer Expansion and Lift Station Rehabilitation projects. This task order will provide the City with an up-to-date hydraulic model and design documents for bidding in order to make the necessary upgrades to this Pump Station.

Funding: Wastewater - Lift Station R&R (101-6107-535-5632)

Requested Motion: I move to approve the task order under the Continuing Engineering Services Contract with Kimley-Horn and Associates, in the amount of \$78,184.00 for Pump Station 3 Improvements.

Attachments: 1. Task Order from Kimley-Horn



Exhibit "B"

TASK ORDER FORM - CONTINUING CONTRACT FOR PROFESSIONAL DESIGN SERVICES

<i>Date of Task Order Request</i>	11/18/2021
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<i>Firm Selected for Task</i>	Kimley-Horn and Associates, Inc.
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<i>Task (Project) Name</i>	2022 Hydraulic Model Update & Pump Station 3 Improvements Design
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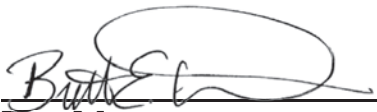
<i>Task Description (and other relevant details)</i>	Engineer will provide general engineering services to update the City's existing hydraulic model with current information and analyze proposed flow projections to determine the impact to the City's system. Based on the hydraulic model results, preliminary sizing for the Pump Station 3 improvements will be provided and included in design documents.
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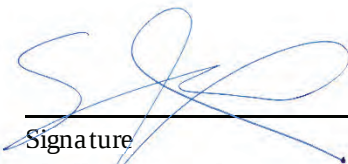
<i>Task Budget</i>	\$78,184.00
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<i>Task Proposal Due Date</i>	11/18/2021
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Thank you for your efforts on behalf of the City of St. Pete Beach. If there are any questions or additional information needed, please contact the Public Works Department at (727) 363-9243.

Acknowledgement of Task Order:

_____	_____
Alex Rey	Date
City Manager	
City of St. Pete Beach	
	11/23/2021
Brett Warner	Date
Assistant Public Works Director	
City of St. Pete Beach	

	11/18/2021
Signature	Date
Shelby N. Hughes, P.E.	
Name	
EOR	
Title	
Kimley-Horn and Associates, Inc.	
Firm	

INDIVIDUAL PROJECT ORDER (IPO)**November 18, 2021**

Describing a specific agreement between Kimley-Horn and Associates, Inc. ('Kimley-Horn' or 'the Engineer'), and the City of St. Pete Beach (the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated in 2021, which is incorporated herein by reference.

IDENTIFICATION OF PROJECT**2022 Hydraulic Model Update & Pump Station 3 Improvements Design****PROJECT UNDERSTANDING**

Under this IPO, the Engineer will provide general engineering services to update the City's existing hydraulic model with current information and analyze proposed flow projections to determine the impact to the City's system. The capital improvement projects intended to be included in the hydraulic modeling have been completed or are planned to be complete prior to 2023. Based on the hydraulic model results, preliminary sizing for the Pump Station 3 improvements will be provided and included in design documents.

SCOPE OF SERVICES**Task 1 – Hydraulic Model Update**

- A. The Engineer will update the existing hydraulic model using the management software package, SewerGEMS, to analyze the City's sanitary sewer system.
 - a. Pump flow and runtime data will be updated with the information recorded from 2019-2021 from the City's SCADA monitoring system.
 - b. Sewers and conveyance systems will be updated with additional information from inspection data, mapping data, and as-built data from sanitary sewer point repairs and CIP projects.
- B. The Engineer will model a maximum of three (3) alternatives which may include:
 - a. Existing Condition (projects completed through 2022)
 - b. Projected flow for developments identified by the City
 - c. Proposed Condition (Pump Station 3 improvements completed)
- C. The Engineer will model flow scenarios for these alternatives in accordance with the Peak Flow and the Average Daily Flow methodology established in the City Model Capacity Report dated September 2016 and September 2019.
- D. Upon completion of design coordination and modeling exercise, the Engineer shall draft an updated report and associated exhibits, including:
 - a. Results of the model
 - b. Outline of proposed improvements
 - c. Citywide map showing capacity ratings at each lift station and within gravity pipes and force mains in the existing conditions and the proposed flow conditions.
 - d. Electronic copy of the final report will be provided to the City along with all digital data accumulated throughout the project for a final deliverable, including the Bentley Model Files and GIS data.
- E. The Engineer will complete up to three (3) coordination meetings with the City to review the results of the model and discuss proposed flow alternatives and improvements.

Task 2 – Pump Station 3 Improvements - Design Documents

- A. The Engineer will provide a 60% design of the proposed pump station improvements including the addition of a third pump on 11" x 17" plan sheets. Plan sheets with details will be provided for the pump station equipment improvements, control modifications, and connections to the existing system. The plan sheets will be provided to the client electronically in PDF format. Plan PDFs will be provided at the 60% level for the 60% review meeting.
- B. Topographic survey and geotechnical investigation services are not anticipated to be required. Bidding and construction observation services are not included in this scope of services.
- C. The Engineer will attend one (1) meeting with the City during the design process to discuss and review the project. This meeting is anticipated to occur after submitting 60% plans.
- D. The Engineer will incorporate the City comments from the review meeting and provide the final Construction Plan submittal of the proposed pump station improvements on 11" x 17" plan sheets. The plan sheets will be provided electronically to the client in PDF format.
- E. The Engineer will provide technical specifications to detail the activities, materials, criteria, equipment, and payment to be incorporated into the project. Specifications will only be provided with the final design submittal.
- F. The Engineer will provide an opinion of probable construction cost (OPC) for the proposed project based on the final design. OPC will only be provided with the final design submittal. *Disclaimer: The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to the Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.*
- G. The Engineer's Electrical sub-consultant will provide the following services:
 - Design of a revised electrical system to incorporate the third pump
 - Design for revised control system to incorporate the third pump
 - Specifications for the electrical and control system modifications

ADDITIONAL SERVICES (if required):

Services requested that are not specifically included will be provided under a new and separate IPO agreement.

FEE AND BILLING

Kimley-Horn will accomplish the services outlined in Task 1-2 for a Lump Sum fee as outlined below. Invoicing and payment will be in accordance with the terms and conditions of the Design Services Contract between the City of St. Pete Beach and Kimley-Horn and Associates, Inc. (Kimley-Horn) dated in 2021.

The following task items represent a breakdown of the lump sum amount for reference:

Task 1 – Hydraulic Model Update	\$57,390.00
Task 2 – Pump Station 3 Improvements - Design Documents	\$20,794.00
<i>Includes: Electrical Design Services</i>	\$7,662.00

TOTAL LUMP SUM FEE	\$78,184.00
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METHOD OF COMPENSATION:

Services under this IPO will be provided as a lump sum basis. Invoices will be prepared based on a percentage completion of the design of the project.

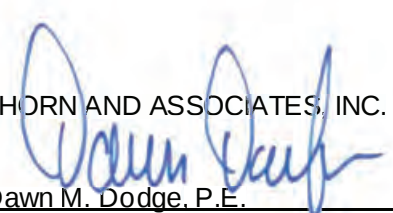
OTHER SPECIAL TERMS OF IPO:

Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided.

ACCEPTED:
THE CITY OF ST. PETE BEACH, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  Dawn M. Dodge, P.E. _____

TITLE: _____

TITLE: Vice President _____

DATE: _____

DATE: 11/18/2021 _____

Estimated By: SNH

CITY COMMISSION MEETING CITY OF ST. PETE BEACH

Agenda Report

Issue Considered: Gulf Winds Drive Reconstruction Design Task Order

Date: December 7, 2021

Prepared By: Mike Clarke, Public Works Director

Through: Alex Rey, City Manager

Summary of Issue: Following a public workshop on August 26, 2021, the City requested a task order from Kimley-Horn and Associates to prepare design documents and perform construction phase services for the implementation of the roadway modifications identified in the workshop. These modifications include realigning the roadway to provide a wider pedestrian pathway on the west side of the road, reduced travel lane widths, improved pedestrian connectivity, addition of a landscape buffer, traffic calming, and new curbing and asphalt surface. Design is anticipated to take six (6) months to complete and will result in a set of construction documents for solicitation of construction bids.

Funding: CIP - Gulf Winds Drive (301-8000-590-0011)

Requested Motion: I move to approve the task order under the Continuing Engineering Services Contract with Kimley-Horn and Associates, in the amount of \$260,790.90 for design and construction phase services for the Gulf Winds Drive Improvements from 75th Avenue to Gulf Boulevard.

Attachments: 1. Task Order from Kimley-Horn



Exhibit "B"

TASK ORDER FORM - CONTINUING CONTRACT FOR PROFESSIONAL DESIGN SERVICES

<i>Date of Task Order Request</i>	11/23/2021
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<i>Firm Selected for Task</i>	Kimley-Horn and Associates, Inc.
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<i>Task (Project) Name</i>	Gulf Winds Drive Improvements
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<i>Task Description (and other relevant details)</i>	The Engineer will provide general engineering services to provide design and construction phase services for Gulf Winds Drive improvements from 75th Avenue to Gulf Boulevard
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<i>Task Budget</i>	\$260,790.90
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<i>Task Proposal Due Date</i>	11/23/2021
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Thank you for your efforts on behalf of the City of St. Pete Beach. If there are any questions or additional information needed, please contact the Public Works Department at (727) 363-9243.

Acknowledgement of Task Order:

Alex Rey
City Manager
City of St. Pete Beach

Brett Warner
Assistant Public Works Director
City of St. Pete Beach
11/23/2021
Date

Signature
Shelby Hughes
Name
Associate
Title
Kimley-Horn and Associates, Inc.
Firm
11/23/2021
Date



INDIVIDUAL PROJECT ORDER (IPO)

November 22, 2021

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn or CONSULTANT), and the City of St. Pete Beach (the CITY) in accordance with the terms of the Master Agreement for Continuing Professional Services dated in 2021, which is incorporated herein by reference.

IDENTIFICATION OF PROJECT:

Gulf Winds Drive Improvements from Gulf Boulevard to 73rd Ave – Engineering Design Services

GENERAL CATEGORY OF SERVICES:

Under this IPO, Kimley-Horn will provide general engineering services for the design and preparation of construction contract documents, special provisions, and incidental engineering services for roadway streetscape improvements to Gulf Winds Drive from Gulf Boulevard to 73rd Avenue. Design and prepare a complete set of signed and sealed design drawings, attend public meetings, provide post design construction phase services, and incidental engineering services for the construction of the improvements.

The proposed improvements are described herein:

- Reconfigure the roadway typical section to provide for 10' travel lanes and a 6' wide sidewalk on the west side of the shoulder with a landscaped buffer along the project corridor. Maintain the eastern side curb/pavement limits.
- Improvements to begin just beyond the FDOT right-of-way along Gulf Boulevard.
- For the residential section between 64th Avenue and 73rd Avenue, provide for 5 feet wide bicycle lanes adjacent to the travel lanes and raised intersections for traffic calming
- For the commercial segment between Gulf Boulevard and 64th Avenue, provide for 6' wide sidewalks along both shoulders with a landscaped buffer, preserve on-street parking (expand if possible) and Sharrow lane markings (with green background).
- Remove the overhead flasher at 64th Avenue.
- Evaluate the alternative of maintaining the existing valley gutter or providing curb and gutter.
- Evaluate alternative geometric or traffic operational configurations for the 71st Avenue intersection.
- For Boca Ciega Drive, construct parallel on-street parking within the City right-of-way to serve the church parcel along 84th Ave from Boca Ciega Drive west to the first driveway.

TASK 1 – STREETScape ROADWAY DESIGN IMPROVEMENTS

The CONSULTANT will prepare a Streetscape Design Package as described below. This work effort includes the roadway and drainage, utility adjustment/relocations, Traffic Control Plans, Signing and Pavement Markings, Environmental Permits (exemptions) and other necessary

documents.

A. General/Project Administration

Project administration activities will be undertaken throughout the project that will include the following:

1. *Project Setup:* The CONSULTANT will establish project files, project work plan, initiating accounting system and prepare a CPM project schedule.
2. *Kick-off Meeting:* The CONSULTANT will participate in a kick-off meeting with the CITY and the project team.
3. *Coordination/Progress Meetings:* The CONSULTANT will meet with the CITY to review the progress of work, to conduct project reviews and to coordinate with utility companies. Six (6) meetings are budgeted for this project.
4. *Progress Reports and Invoices:* The CONSULTANT will prepare a monthly progress report to be included with the monthly invoice. The CONSULTANT will maintain the project schedule and review/update the schedule at each monthly invoicing.

B. Streetscape Roadway Design Improvement Plans

The CONSULTANT will prepare roadway design plans on 11"x17" sheets depicting the needed streetscape improvements. The streetscape improvement design plans will consist of the following sheets:

1. **Key Sheet.**
2. **General Notes.**
3. **Typical Sections** – Roadway typical section sheets will be prepared to illustrate the recommended roadway improvements based upon available right-of-way.
4. **Streetscape Improvement Plan / Profile Sheets** – The plan / profile sheets will detail geometric design requirements, pavement resurfacing, pavement widening, turn lane additions, turnouts for intersecting streets/driveways, sidewalk, hardscape and re-alignment in areas of pavement widening, drainage structure modifications, and erosion control measures.
5. **Intersection Details** – Where needed, the detailed grading improvements to intersections will be provided.

6. **Driveway Section Details** – Where necessary, driveway half section details will be developed to include information depicting the limits of driveway reconstruction, grading information, and cross drain information for accommodation of existing residential and commercial driveway connections.
7. **Drainage Structure Sections and Tabulation** – Construction plan sheets providing a tabular listing of drainage structure ID's, FDOT Index references, pipe inverts and pavement elevations and Drainage structure sections for each drainage structure proposed for the project.
8. **Cross Sections** – Roadway cross sections will be developed at 100-foot intervals.
9. **Miscellaneous Detail sheets**
10. **Traffic Control Plan** - The CONSULTANT will provide a brief narrative of the traffic control requirements and the general conditions that the contractor must follow in preparing their own traffic control plan.
11. **Erosion Control / SWPPP Plans** – Erosion control plans will be prepared depicting site specific erosion control measures, as well as general notes, details and specifications for additional erosion control measures that may be needed depending on site conditions. It is assumed that these plans will constitute the Storm Water Pollution Prevention Plan (SWPPP) that the contractor will utilize during construction.
12. **Utility Adjustment Plans** – Based on information provided by the various wire utility providers in the corridor, proposed utility adjustments will be detailed in plan view on these sheets.
13. **Quantities** – Develop quantities consistent with CITY preferences and prepare an Opinion of Probable Costs (OPC). The OPC will be submitted with the 30%, 60% and 100% plans.

Note: The CONSULTANT has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided in accordance with this AGREEMENT are based on the information known to at the time the opinions of cost are developed and represent only the CONSULTANT's judgment as a design professional familiar with the construction industry. Actual costs for proposals, bids, or actual construction costs will be different.
14. **Submittals** – The CONSULTANT will submit electronic copies of the roadway plans at 30%, 60% and 100% completion stage to the CITY. In addition, The CONSULTANT will submit two (2) copies of the roadway plans at 60% and 100% to affected utility companies. Interim plan submittals will provide information generally consistent with FDOT Standard Plans Checklist for interim submittals. An electronic copy will be provided at the Final plan submittal.

C. Utility Coordination

The CONSULTANT will be responsible for coordinating the proposed design with the affected utility companies in order to minimize utility conflicts. The individual utility owners will designate the existing utilities within the project limits and assist the utilities during the design phase.

Each utility provider will be responsible for the design of their respective utilities for this project. These designs will be provided to the CONSULTANT by the utility provider for inclusion into the Streetscape Improvement Plans for this project. The CONSULTANT will be responsible for coordinating with the utility providers for the proposed construction such that utility conflicts are minimized or avoided.

The CONSULTANT will provide to the utility owners, electronic PDF files of plans for each of the 30%, 60% and 100% submittals. The CONSULTANT cannot be responsible for the accuracy of the CADD files after they are provided to the Utility owners, if requested. The CONSULTANT will, prior to and during design, obtain available data from the Utility Owners that may be needed to determine the actual location and depth of the underground utilities.

D. Signing and Marking Plans

Signing and pavement marking plan sheets, details, signing and General Notes sheet will be provided in accordance with City and MUTCD standards. The plans shall include details for one (1) pedestrian mid-block crossing.

The plan set will include the following sheets:

1. Notes and tabulation of quantities,
2. Signing and Pavement Marking plans,
3. Pedestrian mid-block crossing plan.

E. Landscaping Plans

CONSULTANT will prepare landscape construction documents consisting of:

- Landscape planting plans.
- Detail sheets for key components.

Documents prepared under this task will be of sufficient detail for bidding, permit applications, and implementation purposes. Details will describe materials, finishes, systems, equipment, workmanship, quality and performance criteria. These documents will be submitted to the Client for review at approximately the 60% stage. Comments received at the 60% stage will be incorporated into the final 100% bid documents.

TASK 2 – STORMWATER DESIGN SERVICES

A. Stormwater Design

1. *Drainage Design Analysis:* The CONSULTANT will review the existing drainage systems present along the corridor and determine the modifications that will be necessary to accommodate the proposed streetscape improvements.
2. *Drainage Design Report:* The CONSULTANT will prepare a Drainage Design Report and submit it to the CITY with up to three (3) signed and sealed copies of the Drainage Design Analysis in addition to those required for permitting.

B. Stormwater Analysis

It is anticipated that stormwater improvements will only be required as needed to modify the existing system to accommodate the new lane configuration/alignment and no additional treatment is needed.

C. Stormwater Improvement Plans

The stormwater analysis will determine what modifications to the existing stormsewer system are required to accommodate the new roadway geometry/storm inlets.

1. Summary of Drainage Structures
2. Drainage Structure Sheet (Per Structure) - The CONSULTANT shall prepare drainage structure plans (cross sections) to show details of structures and pipes. Existing and proposed underground utilities are also to be included on the drainage structure plans.

TASK 3 – PERMITTING

The CONSULTANT will prepare permit applications, technical data and supporting documentation for permits to be submitted by the CITY. The CONSULTANT will attempt to acquire the applicable state and federal permits for the proposed project including Southwest Florida Water Management ERP

and FDOT Right-of-way permits. Upon completion of the 60% design phase, the CONSULTANT will contact the CITY to schedule pre-application meetings with applicable permitting agencies to identify specific permitting requirements for the project. The CONSULTANT will attend pre-application meetings with CITY staff. The CONSULTANT will provide written minutes of each meeting for distribution to attendees.

The CONSULTANT will visit the project site with respective regulatory agencies, as necessary, to determine the applicability of permits.

The CONSULTANT will prepare application forms, narratives, calculations, exhibits, permit drawings, etc. necessary for permit application submittals. The CONSULTANT will submit the completed draft permit applications to the CITY for review and signature after receiving and incorporating comments from the 60% design QC review, unless agreed upon otherwise by the CITY.

The CONSULTANT will prepare responses to agency requests for additional information (RAI), including completion of design revisions that may be required to secure the required permits, and provide draft response packages to CITY. The CONSULTANT will coordinate with CITY to meet with the regulatory agencies as necessary to resolve permitting issues.

TASK 4 – SCHEDULED PUBLIC MEETINGS

The CONSULTANT will prepare for and attend two (2) scheduled public meetings. The purpose of the meetings is to inform citizens of the design concept and CONSULTANT's recommendations. The CONSULTANT will prepare project display to illustrate the concept. The CONSULTANT will participate in open dialogue with members of the public in attendance at the meeting.

TASK 5 – BIDDING ASSISTANCE AND POST DESIGN SERVICES

This AGREEMENT includes the scope of services necessary to prepare the Project for competitive bidding and aid the CITY during the construction. It specifically does not include Construction Engineering Inspection (CEI) services or geotechnical materials testing during construction of the project.

A. Bidding Assistance

1. *Bid Document Preparation and Contractor Notification.* The CONSULTANT will attend a pre-bid meeting and assist the CITY in the preparation of construction bidding documents, including front end documents, schedule of values, measurement and payment, and specifications for the subject Work and the construction contract. The CONSULTANT will provide written

responses to the bidder's questions during the bidding period.

B. Post Design Services

The CONSULTANT will provide the following services upon the CITY's acceptance of the final bid documents.

1. Participate in a pre-construction conference after award of the construction contract.
2. Check detailed shop drawings submitted by the Contractor or Subcontractor for compliance with the design plans and technical specifications and approve if in conformance.
3. Make periodic site reviews during construction and provide the CITY with notification of defects or deficiencies of work by the contractor which does not conform to the contract documents.
4. In coordination with the CITY, provide Contractor with interpretations and clarifications of the contract documents, as required.
5. Attend inspection meeting and prepare punch list of items to be corrected or completed at substantial completion.
6. Attend final walk-thru inspection.
7. Review the final set of record drawings from survey certified as-built plans provided by the Contractor and provide comments, if needed, for conformance with the design plans.

TASK 6 – SUBSURFACE UTILITY ENGINEERING (OPTIONAL SERVICES – AS NEEDED)

Kimley-Horn will subcontract with a SUE subconsultant to provide Level A subsurface utility investigations for the Boca Ciega Drive and Gulf Winds Drive segments as needed based upon the design.

The SUE scope of services for this project will consist of the following:

- a. Test holes (Vacuum Excavation) will be used to safely expose utilities by using a combination of compressed and vacuum air. Once the utility has been exposed, depth, diameter, and material type will be obtained. It is estimated that twenty (20) to thirty (30) test holes may be needed to locate potential underground conflicts.

- b. Prepare clearing/test hole reports documenting the methods used and the existence or non-existence of utilities in the proposed location(s).

TASK 7 – SURVEY (BOCA CIEGA DR SUPPLEMENTAL TOPO)

The CONSULTANT will subcontract with a survey consultant to provide supplemental survey along boca Ciega Dr. at the side streets and beyond the roadway rights-of-way in specific areas commencing at the intersection with 75th Avenue (approx. STA 52+00) and ending at the intersection with 87th Avenue (approx. STA 87+00) in St. Pete Beach, FL. Services include:

- Topographic survey every 50' with high points and low points including above ground features such as curb, trees with a diameter of 4" and larger, center line, asphalt crown, sidewalk, and above ground utilities.
- Complete location and identification of the apparent road right-of-way based on recorded plats, last deed of record, found monumentation together with the FDOT right-of-way maps.
- Set onsite vertical benchmarks at minimum of every 1,100 feet along the length of the project.
- Expected vertical accuracies of hard shots on pavement will be 0.05 feet and ground shots will be 0.10 feet.
- Elevations shall be collected in sufficient density to create an accurate digital terrain model.
- Shrubs and bushes will be excluded.

PROVISIONS FOR WORK

Governing Regulations

The services performed by The CONSULTANT will be in compliance with all applicable CITY and FDOT Standards Guidelines. The current edition, including updates, of the following References and Guidelines will be used in the performance of this work.

1. CITY Land Development Code.

2. FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, Green Book.
3. AASHTO's "A Policy on Geometric Design of Highways and Streets".
4. FDOT Design Standards.
5. FDOT Standard Specifications for Road and Bridge Construction.
6. Florida Manual on Uniform Traffic Studies (MUTS).
7. Manual on Uniform Traffic Control Devices (MUTCD).
8. AASHTO Guide for Bicycle Facilities Design.
9. SWFWMD ERP guidelines.

Quality Control

The CONSULTANT will be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT will implement a Quality Control Plan with specific procedures to be utilized to verify, independently check, and review all design drawings, specifications, and other documentation prepared as a part of the contract. The CONSULTANT will be responsible for checking and review processes that are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of the normal operation or it may be one specifically designed for this project.

Optional Services

At the CITY's option, the CONSULTANT may be requested to provide miscellaneous design services which may include expert witness testimony, utility design, environmental permitting (if required), plans update and additional post design services. The fee for these services will be negotiated for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). A supplemental agreement adding the additional services will be executed at the appropriate time.

Submittals

The CONSULTANT will provide copies of the required documents as listed below. These are the anticipated deliverable requirements for the project. This tabulation will be used for estimating

purposes, and the Project Manager will determine the number of copies, if required, prior to each submittal. Three (3) copies of the final signed and sealed plans will be submitted to the CITY and additional copies will be submitted to the regulating agencies as required for review and approval.

1. 30% Roadway Plans,
2. 60% Roadway Plans and Permit Exemption Application,
3. 100% Roadway Plans and specifications,
4. Cost Estimates at 60%, and 100% Plan Stages.
5. Environmental Permit Exemption Package for SFWMD.

ADDITIONAL SERVICES

Payment for Additional Services

Any professional services not specifically listed in the above Scope of Services are not included in the contracted fees. Should the CITY desire any of these services, the CONSULTANT will prepare a fee, scope and schedule for the work at the time the services are requested.

SERVICES NOT PROVIDED IN THIS SCOPE

1. Construction management or engineering inspection.

SCHEDULE

The CONSULTANT will provide the above Scope of Services as expeditiously as possible to meet a mutually agreed upon schedule. A project schedule will be developed and discussed at the first progress meeting. The project schedule will be maintained throughout the performance of the scope of services. It is anticipated that the Scope of Services will be completed in seven (7) months after Notice to Proceed is received unless there are delays outside of the CONSULTANT's control, such as delays associated with right-of-way issues and negotiations, unanticipated design or permitting issues, CITY requested design changes etc.

FEE AND BILLING

Kimley-Horn will provide the services outlined above for the Lump Sum fee of as outlined below. Invoicing and payment will be in accordance with the terms and conditions of the Design Services Contract between the City of St. Pete Beach and Kimley-Horn and Associates, Inc. (Kimley-Horn), dated in 2021.

The following task items represent a breakdown of the lump sum amount for reference:

Task 1 – Streetscape Roadway Design Improvement Plans	\$	149,798.20
Task 2 – Stormwater Design Services	\$	35,160.20
Task 3 – Permitting	\$	10,230.00
Task 4 – Scheduled Public Meetings	\$	8,413.40
Task 5 – Bidding Assistance and Post Design Services	\$	22,044.10
Task 6 – Subsurface Utility Engineering (Optional Services – As Needed)	\$	25,000.00
Task 5 – Survey (Boca Ciega Dr Supplemental Topo)	\$	10,145.00

TOTAL LUMP SUM FEE	\$	260,790.90
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ADDITIONAL SERVICES (if required):

Services requested that are not specifically included will be provided under a new and separate IPO agreement.

METHOD OF COMPENSATION:

Services under this IPO will be provided as a lump sum basis. Invoices will be prepared based on a percentage completion of the project.

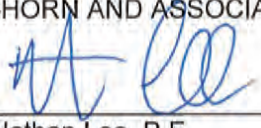
OTHER SPECIAL TERMS OF IPO:

Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided.

ACCEPTED:
THE CITY OF ST. PETE BEACH, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____
Nathan Lee, P.E.

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: 11/22/2021

PROJECT WORK PLAN PERSON-HOUR ESTIMATE

Project Name: Gulf Wind Drive Improvements from Gulf Blvd to 73rd Ave

Project Number:

Date Prepared: 11/22/2021

Estimated by: John Seals, P.E.

KHA Task #/Name Subtask Name/Description	Direct Labor (Person-Hours)														Misc Direct Expense (\$)	Total Activity Fee	
	Sr Prof 2 \$272.80		Senio Prof 1 \$251.10		Prof \$182.90		Senior Tech Support \$158.10		Analyst \$117.80		Support Stff \$99.20		Manhrs By Activity	KHA Labor Total			
	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees					
1-STREETSCAPE ROADWAY DESIGN IMPROVEMENT PLANS																	
L.A. General/Project Administration																	
Project Setup		\$0.00	8	\$2,008.80		\$0.00		\$0.00		\$0.00	4	\$396.80	12	\$2,405.60			\$15,475.20
Kick-off Meeting		\$0.00	3	\$753.30	3	\$548.70		\$0.00		\$0.00		\$0.00	6	\$1,302.00			
Coordination/Progress Meetings (6)		\$0.00	18	\$4,519.80	18	\$3,292.20		\$0.00		\$0.00		\$0.00	36	\$7,812.00			
Progress reporting/invoicing		\$0.00	12	\$3,013.20		\$0.00		\$0.00	8	\$942.40		\$0.00	20	\$3,955.60			
L.B. Streetscape Roadway Design Improvement Plans																	\$102,027.20
Horiz/Vet Master Design File		\$0.00	16	\$4,017.60	24	\$4,389.60	60	\$9,486.00	70	\$8,246.00		\$0.00	170	\$26,139.20			
Cross Section Design File		\$0.00	4	\$1,004.40	10	\$1,829.00	36	\$5,691.60	20	\$2,356.00		\$0.00	70	\$10,881.00			
Field Reviews		\$0.00	8	\$2,008.80	6	\$1,097.40	8	\$1,264.80		\$0.00		\$0.00	22	\$4,371.00			
Traffic Control Analysis		\$0.00	4	\$1,004.40		\$0.00	6	\$948.60		\$0.00		\$0.00	10	\$1,953.00			
Key Sheet		\$0.00		\$0.00	1	\$182.90		\$0.00	4	\$471.20		\$0.00	5	\$654.10			
Tabulation of Quantities		\$0.00		\$0.00	1	\$182.90		\$0.00	18	\$2,120.40		\$0.00	19	\$2,303.30			
Typical Section Sheet		\$0.00	3	\$753.30	3	\$548.70		\$0.00	10	\$1,178.00		\$0.00	16	\$2,480.00			
General Notes/Pay Item Notes		\$0.00	2	\$502.20		\$0.00		\$0.00	6	\$706.80		\$0.00	8	\$1,209.00			
Plan/Profile Sheets (12 sheets at 20 scale)		\$0.00	4	\$1,004.40	5	\$914.50	24	\$3,794.40	50	\$5,890.00		\$0.00	83	\$11,603.30			
Back of Sidewalk Profile		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00			
Drainage Structure Sections	2	\$545.60	6	\$1,506.60	8	\$1,463.20	18	\$2,845.80	35	\$4,123.00		\$0.00	69	\$10,484.20			
Drainage Structure Tabulation		\$0.00	2	\$502.20		\$0.00	6	\$948.60	6	\$706.80		\$0.00	14	\$2,157.60			
Cross section sheets		\$0.00	4	\$1,004.40		\$0.00		\$0.00	24	\$2,827.20		\$0.00	28	\$3,831.60			
Traffic control plan sheet (general narrative only)		\$0.00	8	\$2,008.80		\$0.00	12	\$1,897.20		\$0.00		\$0.00	20	\$3,906.00			
Erosion control/SVPPP plans		\$0.00	1	\$251.10		\$0.00		\$0.00	6	\$706.80		\$0.00	7	\$957.90			
Utility Adjustment Plan		\$0.00	2	\$502.20		\$0.00		\$0.00	30	\$3,534.00		\$0.00	32	\$4,036.20			
Quantities and Cost Estimate		\$0.00	8	\$2,008.80		\$0.00	10	\$1,381.00	24	\$2,827.20		\$0.00	42	\$6,417.00			
QA/QC	16	\$4,364.80	12	\$3,013.20		\$0.00	8	\$1,264.80		\$0.00		\$0.00	36	\$8,642.80			
I.C. Utility Coordination																	\$13,131.60
Make utility contacts & utility tracking log		\$0.00		\$0.00		\$0.00	8	\$1,264.80		\$0.00	24	\$2,380.80	32	\$3,645.60			
Collect/review plans from UAO's		\$0.00		\$0.00	2	\$365.80	8	\$1,264.80	24	\$2,827.20		\$0.00	34	\$4,457.80			
Constructability review		\$0.00		\$0.00	6	\$1,097.40		\$0.00	16	\$1,884.80		\$0.00	22	\$2,982.20			
Final plans to UAO's		\$0.00		\$0.00		\$0.00	4	\$632.40	12	\$1,413.60		\$0.00	16	\$2,046.00			
I.D. Signing and Marking Plans																	\$11,311.90
Reference and master design file		\$0.00	6	\$1,506.60		\$0.00	20	\$3,162.00		\$0.00		\$0.00	26	\$4,668.60			
Quantities		\$0.00		\$0.00		\$0.00	2	\$316.20		\$0.00		\$0.00	2	\$316.20			
cost estimate		\$0.00		\$0.00		\$0.00	2	\$316.20		\$0.00		\$0.00	2	\$316.20			
Tabulation of Quantities		\$0.00		\$0.00	1	\$182.90		\$0.00	4	\$471.20		\$0.00	5	\$654.10			
General Notes		\$0.00		\$0.00	1	\$182.90		\$0.00	4	\$471.20		\$0.00	5	\$654.10			
Plan sheets		\$0.00	5	\$1,255.50		\$0.00		\$0.00	20	\$2,356.00		\$0.00	25	\$3,611.50			
QA/QC	4	\$1,091.20		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$1,091.20			

Direct Labor (Person-Hours)

Direct Labor (Person-Hours)																	Misc Direct Expense (5)	Total Activity Fee
KHA Task #/Name Subtask Name/Description	Sr Prof 2 \$272.80		Senior Prof 1 \$251.10		Prof \$182.90		Senior Tech Support \$158.10		Analyst \$117.80		Support Stff \$99.20		Manhrs By Activity	KHA Labor Total				
	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees						
1.E Landscaping Plans																\$7,852.30		
Reference and master design file		\$0.00	4	\$1,004.40		\$0.00	12	\$1,897.20		\$0.00		\$0.00	16	\$2,901.60				
Quantities		\$0.00		\$0.00		\$0.00	4	\$632.40		\$0.00		\$0.00	4	\$632.40				
cost estimate		\$0.00		\$0.00		\$0.00	3	\$474.30		\$0.00		\$0.00	3	\$474.30				
Tabulation of Quantities		\$0.00		\$0.00		\$0.00		\$0.00	4	\$471.20		\$0.00	4	\$471.20				
General Notes		\$0.00		\$0.00		\$0.00		\$0.00	4	\$471.20		\$0.00	4	\$471.20				
Plan sheets		\$0.00		\$0.00		\$0.00		\$0.00	20	\$2,356.00		\$0.00	20	\$2,356.00				
QA/QC	2	\$545.60		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$545.60				
TASK 2 - STORMWATER DESIGN SERVICES																		
2.A. Stormwater Design Coordination/Permitting																\$35,160.20		
Drainage Design Analysis		\$0.00	8	\$2,008.80	16	\$2,926.40	28	\$4,426.80	12	\$1,413.60		\$0.00	64	\$10,775.60				
Drainage Design Report/Permit Plg	2	\$545.60	4	\$1,004.40	4	\$731.60	12	\$1,897.20		\$0.00		\$0.00	22	\$4,178.80				
Field Review		\$0.00	6	\$1,506.60		\$0.00		\$0.00		\$0.00		\$0.00	6	\$1,506.60				
Drainage Structure Design	4	\$1,091.20	16	\$4,017.60		\$0.00	24	\$3,794.40	60	\$7,068.00		\$0.00	104	\$15,971.20				
QA/QC	10	\$2,728.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	10	\$2,728.00				
TASK 3 - PERMITTING																		
																\$10,230.00		
Pre-app meetings		\$0.00	6	\$1,506.60		\$0.00	6	\$948.60		\$0.00		\$0.00	12	\$2,455.20				
SWFWM Coordination		\$0.00	8	\$2,008.80		\$0.00	8	\$1,264.80		\$0.00		\$0.00	16	\$3,273.60				
EDOT permit		\$0.00	6	\$1,506.60		\$0.00	10	\$1,581.00	12	\$1,413.60		\$0.00	28	\$4,501.20				
TASK 4 - SCHEDULED PUBLIC MEETINGS																		
																\$8,413.40		
Prepare exhibits for 2 meetings		\$0.00	4	\$1,004.40		\$0.00	2	\$316.20	12	\$1,413.60		\$0.00	18	\$2,734.20				
Attend Boca Ciega		\$0.00	4	\$1,004.40	4	\$731.60	4	\$632.40	4	\$471.20		\$0.00	16	\$2,839.60				
Attend Gulf Winds Dr		\$0.00	4	\$1,004.40	4	\$731.60	4	\$632.40	4	\$471.20		\$0.00	16	\$2,839.60				
TASK 5 - BIDDING ASSISTANCE AND POST DESIGN SERVICES																		
3.A. Bidding Assistance																\$5,208.00		
Bid doc prep		\$0.00	4	\$1,004.40	12	\$2,194.80		\$0.00		\$0.00		\$0.00	16	\$3,199.20				
Attend pre-bid meeting		\$0.00	4	\$1,004.40		\$0.00		\$0.00		\$0.00		\$0.00	4	\$1,004.40				
Respond to bidder questions		\$0.00	4	\$1,004.40		\$0.00		\$0.00		\$0.00		\$0.00	4	\$1,004.40				
3.B. Post Design Services																\$16,836.10		
Precon Meeting		\$0.00	4	\$1,004.40		\$0.00		\$0.00		\$0.00		\$0.00	4	\$1,004.40				
Shop drawing reviews		\$0.00	6	\$1,506.60		\$0.00	16	\$2,529.60		\$0.00		\$0.00	22	\$4,036.20				
Periodic site reviews/reporting (assume 4 site reviews)		\$0.00	12	\$3,013.20		\$0.00	8	\$1,264.80		\$0.00		\$0.00	20	\$4,278.00				
Construction RFI's		\$0.00	4	\$1,004.40	4	\$731.60		\$0.00		\$0.00		\$0.00	8	\$1,736.00				
Substantial completion review/punch list prep		\$0.00	6	\$1,506.60		\$0.00		\$0.00		\$0.00		\$0.00	6	\$1,506.60				
Final walk-thru punch list review		\$0.00	4	\$1,004.40		\$0.00		\$0.00		\$0.00		\$0.00	4	\$1,004.40				
As-built review/certification		\$0.00	3	\$753.30		\$0.00	4	\$632.40	16	\$1,884.80		\$0.00	23	\$3,270.50				
SUB TOTALS	40	10,912.00	257	64,532.70	133	24,325.70	377	59,603.70	539	63,494.20	28	2,777.60	1,374	225,645.90		\$225,645.90		

Kimley Horn Fee = \$225,645.90
SUE Services (as needed) = \$25,000.00
Sudrvey Subconsultant (George F Young) = \$10,145.00
Total Fee = \$260,790.90

CITY COMMISSION MEETING CITY OF ST. PETE BEACH

Agenda Report

Issue Considered: Amendment to the City Clerk Contract

Date: December 7, 2021

Prepared By: Amber LaRowe, City Clerk

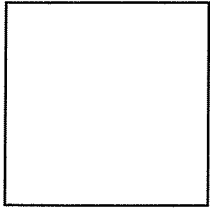
Through: Amber LaRowe, City Clerk

Summary of Issue: The City Clerk was recently awarded the Master Municipal Clerk Certification from the International Institute of Municipal Clerks. Mrs. LaRowe is only the second Clerk in the City to obtain this certificate. Hard work and dedication contribute to the attainment of the certification and the City will gain many benefits from Mrs. LaRowe's education and training. City Clerk LaRowe is requesting the consideration of an increase in salary retroactive to the date of award, October 27, 2021.

Funding:

Requested Motion: I move to approve the amendment to the City Clerk's contract with an adjustment in salary to _____, to be retroactive to the date of award, October 27, 2021.

Attachments: 1. MMC Confirmation



10/27/2021

Dear Amber LaRowe, MMC:

Congratulations! It is my pleasure to inform you that you have fulfilled all the requirements of the Master Municipal Clerk (MMC) Program of the International Institute of Municipal Clerks (IIMC) and have earned your MMC designation. Your certificate and your pin (and plaque if you purchased it) will be shipped to you today.

The MMC is more than a pin, a certificate and three letters at the end of your name. It is a declaration that you are proficient in your important position and that you have demonstrated mastery of administrative skills critical to good government.

I extend my warmest congratulations to you and wish you all the best in your professional endeavors.

Ashley DiBlasi
Director of Certification and Conference Programs
IIMC Education Department

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St. Pete Beach City Commission Agenda Report

Issue Considered: Authorization to enter into an agreement with Florida Blue for renewed group medical insurance

Date: December 7, 2021

Prepared By: Vince Tenaglia, Assistant City Manager

Through: Alex Rey, City Manager

Summary of Issue: The City of St. Pete Beach currently provides group medical insurance benefits via Florida Blue. To ensure competitive pricing, staff has aggressively evaluated all alternative options with the help of M.E. Wilson, the City's health insurance broker and consultant. Possible alternatives included joining an intergovernmental insurance pool (e.g., Public Risk Management, Florida Municipal Insurance Trust, or Public Risk Insurance Agency), joining a private-sector insurance captive, and soliciting quotes directly from other carriers.

The City received a 14.79% renewal rate from Florida Blue. The best competing offers received included proposals from United Health and Pareto Health, each of which exceeded the quoted renewal rate from Florida Blue. The United Health provider network was also more limited, while the downside risk associated with the Pareto Health option could have exposed the City to a cost increase up to 42%, depending on claims experience.

The Florida Blue plan is unique in that it is a balance-funded rather than fully insured plan. This provides a direct financial incentive for the City to improve its claims experience. The plan structure allows the City to capture any favorable plan experience with a true-up credit that would be applied to 2023 coverage.

Last year at this time, staff also discussed with the City Commission the funding methodology for single employee and dependent coverage. Historically, the City had funded the high-tier plan option, despite the fact that union contracts and personnel rules and regulations call for the low-tier plan option to be funded, with employees "buying up" any additional coverage desired. The tentative plan discussed last year was to gradually reduce the funding tier from the high-tier to the low-tier, recognizing the impact to employees and families. Effective 2021, single employee coverage was

funded at the mid-tier plan while dependent coverage remained at the high-tier plan. The City Manager recommends maintaining that same structure for 2022, with no changes to the funding tier. This would be re-evaluated in 2023 depending on proposed health insurance rates at that time.

Funding:

The net effect of the renewal rate and the continuation of current funding tiers is an increase of \$134,305 (15.4%), within the budgeted estimate of 20%.

Requested Motion:

“I move to authorize the City Manager to enter into an agreement with Florida Blue for renewed group medical insurance.”

Attachment:

N/A

**Reviewed by the
City Manager:**

St. Pete Beach City Commission Agenda Report

Issue Considered:	Authorization to enter into an agreement with MetLife for group dental insurance
Date:	December 7, 2021
Prepared By:	Vince Tenaglia, Assistant City Manager
Through:	Alex Rey, City Manager
Summary of Issue:	The City of St. Pete Beach provides group dental insurance benefits in addition to the medical insurance described previously on this agenda. Guardian Insurance, the current carrier, quoted an 11.7% premium increase for 2022. Staff recommends changing carriers and authorizing an agreement with MetLife Insurance, at a 15.2% decrease versus the current premium. The savings associated with the MetLife proposal is \$17,472.48. Plan options include a low tier plan and a “buy up” plan, with the City funding the single employee rate for the low tier plan. Because the proposed premium is blended based on plan selection and employee versus dependent coverage, the 15.2% decrease does not apply equally to all types of coverage. The single employee rate for the low tier plan will increase slightly and the City’s total cost will increase by approximately 1.3%. Costs for all other plans will decrease, meaning employees with dependent coverage and those who purchase the higher tier plan will experience the proposed savings.
Funding:	The City’s total estimated cost is \$30,435.84, an increase of 1.3% and within the budgeted estimate of 3%.
Requested Motion:	“I move to authorize the City Manager to enter into an agreement with MetLife for group dental insurance.”
Attachment:	N/A
Reviewed by the City Manager:	_____

CITY COMMISSION MEETING CITY OF ST. PETE BEACH

Agenda Report

Issue Considered: Resolution 2021-17: Authorization to Dispose Surplus City-Owned Assets

Date: December 7, 2021

Prepared By: Kathy Kapusta, Procurement Manager

Through: Vincent Tenaglia, Assistant City Manager

Summary of Issue: Chapter 2, Section 2-186, Article III of the Code of Ordinances requires City Commission authorization to dispose of fixed assets. The attached pieces of equipment have been determined to be surplus assets, no longer providing value to City operations. Four of the five vehicles listed on Appendix A have been fully depreciated, with no remaining book value. The 2015 Ford F-150 has a remaining book value of \$4,603 and will be written off. The vehicle has significant rust deterioration throughout the entire frame and the estimated cost to repair is \$15,000.

Funding: Staff will sell the assets via auction.

Requested Motion: I move to adopt Resolution 2021-17.

Attachments: 1. Surplus resolution and Appendix A

RESOLUTION 2021-17

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, FLORIDA, AUTHORIZING THE DISPOSAL OF SURPLUS CITY-OWNED ASSETS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Section 2-186, Article III of the Code of Ordinances requires City Commission authorization to dispose of fixed assets; and

WHEREAS, the City-owned assets identified in Appendix A have been determined by the City Manager to surplus assets, providing no operational value to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, THAT:

SECTION 1. Recitals. The above recitals ("Whereas" clauses) are true and correct and adopted hereby as findings, purpose and intent of the City Commission.

SECTION 2. The City Commission hereby authorizes the City Manager to dispose of the City-owned assets identified in Exhibit A.

SECTION 3. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND APPROVED BY THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, FLORIDA, THIS _____ DAY OF _____, 2021.

CITY COMMISSION, CITY OF ST. PETE BEACH,
FLORIDA.

Alan Johnson, Mayor

ATTEST:

Amber LaRowe, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Andrew Dickman, City Attorney

Resolution 2021-17**Appendix A**

<u>Description</u>	<u>Department</u>	<u>Original Cost</u>	<u>Acquisition Date</u>	<u>Book Value</u>
2007 Ford F-250	Public Works	\$26,626.00	04/27/07	\$.00
2015 Ford F-150	Public Works	\$24,166.00	02/05/2016	\$4,603.06
2005 Ford F-150	Parks & Rec	\$16,488.00	03/31/2005	\$.00
2011 Ford Fusion	City Manager	\$18,572.00	07/01/2011	\$.00
2005 Chevy Suburban	Fire	\$30,708.00	03/31/2005	\$.00