



COMMISSION MEETING CITY OF ST. PETE BEACH

155 Corey Avenue

Tuesday, February 08, 2011

6:30 PM

Call to Order
Pledge of Allegiance
Invocation
Roll Call

REGULAR MEETING

- 1. Changes to the Agenda** - Any agenda items to be added, moved, or deleted will be addressed at this time. Added items will be assigned agenda item numbers and moved items should remain with the same item numbers. Notation will be made that those items will be taken out of order. Consent items may be removed for discussion, changes, and/or anticipation of a non-unanimous vote and considered separately on the request of anyone on the Commission or by a majority vote of the City Commission upon request of an audience member.
- 2. Presentations**
 - a. Red Light Camera Program - Chief Dave Romine**
- 3. Audience Comments** - Comments shall be limited to 3 minutes per person on issues that are not on the agenda.
- 4. Consent**
 - a. Approval of Minutes of January 6, 2011 Special Meeting; January 11, 2011 Regular Meeting and January 25, 2011 Regular Meeting.**
 - b. Authorize City Manager to hang banners over 75th Avenue at Boca Ciega Drive and over the Pinellas**

Bayway at Granada Avenue for the Beach Goes Pops Concert.

- c. Authorize the City Manager to purchase a PowerEdge R710 Server from Dell Corporation for the virtualization of the City's desktops in the amount of \$11,376.70; as provided by under State Contract 250-WSCA-10-ACS.**

5. Ordinances

- a. Ordinance 2010-31, First Reading and Public Hearing, amending Divisions 6 and 31 of the City's Land Development Code relating to permitted ancillary uses and standards for development in Traditional Hotel District, excluding height.**
- b. Ordinance 2010-37, First Reading and Public Hearing amending the Special Area Plan establishing a special Future Land Use designation for Eighth Avenue, known as the Community Redevelopment District-Eighth Avenue.**
- c. Ordinance 2011-04, First Reading and Public Hearing, amending the Capital Improvements Element of the City's Comprehensive Plan to update the Five-Year Schedule of Capital Improvements.**
- d. Ordinance 2011-06, First Reading and Public Hearing, amending Chapter 66 Pensions and Retirement, Article IV, Firefighters' Pension Plan, Section 66-253(a) Conditions of Eligibility of the City of St. Pete Beach Code of Ordinances.**
- e. Ordinance 2011-08, First Reading and Public Hearing, eliminating the fee for discontinuing reclaimed water service to a property.**

6. Resolutions

- a. Resolution 2011-04, declaring items as surplus**

7. Action Items

- a. Authorize the City Manager to accept a professional service agreement from Woolpert, Inc for \$75,840 to assist with establishing a functioning stormwater utility.**
- b. Authorize the City Manager to enter into a purchase agreement with Kloote Contracting in the amount of \$85,085 for Alley Rehabilitation.**
- c. Recruitment process for open position for City Clerk**

8. Items for Discussion – none for this agenda.

9. City Manager, City Attorney and City Commission Reports

10. Adjournment

APPEALS

If a person decides to appeal any decision made at this hearing, they will need a record of the proceeding and, for such purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105) The City does not furnish verbatim transcripts; interested parties should make the necessary arrangements for verbatim transcripts.

Agenda Material is available for review at City Hall on the Friday preceding the meeting. In accordance with the Americans with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact Public Services at (727) 363-9243 no later than four (4) days prior to the proceeding for assistance.

SPECIAL CITY COMMISSION MEETING

January 6, 2011

6:30 pm

MINUTES

CALL TO ORDER

PLEDEGE OF ALLEGIANCE

ROLL CALL

PRESENT:

**Commissioner Marvin Shavlan
Commissioner Al Halpern
Commissioner Beverly Garnett
Vice Mayor Jim Parent
Mayor Mike Finnerty**

ALSO PRESENT:

**Mike Bonfield, City Manager
Mike Davis, City Attorney
Suzanne Van Wyk, City Attorney
Pamala Prell, Acting City Clerk**

Attorney Mike Davis recommended having a public hearing on the first three Ordinances at the same time and then have a public hearing on the next three Ordinances. They could then take a break after which time they can go on to the Resolution.

Mayor Finnerty asked Mr. Davis when he would suggest having public comments. Mr. Davis responded that after the Ordinance is on the table, it could be opened up to the public. After public comment, the Commission can have discussion.

Mayor Finnerty is in agreement with Mr. Davis' recommendation.

Mr. Bonfield asked if the attorney would do a brief overview of each Ordinance before taking comments.

1. Ordinances

- a. Ordinance 2010-40, repeal of Charter Requirement for Voter Approval of Comprehensive Plans or Amendments.

b. Ordinance 2010-41, repeal of Charter Requirement of submittal of Community Redevelopment Plans to Voters.

c. Ordinance 2010-42, repeal of Charter Requirement of Voter Approval of Development Code Changes to Height of Structures.

Ms. Van Wyk gave a brief explanation of all three Ordinances.

Mayor Finnerty stated that he feels this approach could possibly lead the City down the road for more litigation.

Ms. Van Wyk explained that if the voters approve the repeals so that no vote would be required in order to adopt a Comprehensive Plan, then the Commission would have to take steps to re-adopt the Ordinance under the Charter.

In other words, it would not have to be re-submitted to the Department of Community Affairs for another review process and the possibility of another administrative challenge.

Mayor Finnerty asked that if the voters decide to repeal the Ordinance, then the Comprehensive Plan, after going through this procedure, would be in effect.

Mr. Davis stated that by re-adopting the Ordinance the Comprehensive Plan would be in effect.

Mr. Davis stated that he feels this would put the City in a much better position and it's less of a risk and less costly than any other options, therefore he recommends this.

Commissioner Garnett said that based on what the Judge said, the ballot language challenge, they are trying to get this back out there to give the residents the opportunity to say "yes, I want to continue to vote on all these things, or no, I don't".

Commissioner Halpern pointed out that the majority of voters did vote for the Comprehensive Plan and he would like to believe that everyone knew what they were voting for. In his opinion it is the obligation of the Commission to support what the majority of the residents of St. Pete Beach are asking for.

Mayor Finnerty then opened the Meeting to audience comments on Ordinances 2010-40, 2010-41 & 2010-42.

Mr. Davis suggested to the Mayor that they read just the titles of the three Ordinances. Mayor Finnerty asked that they proceed and Ms. Van Wyk read the three Ordinances.

Bruce Kadoura, 6650 Sunset Way, stated that in his opinion, repealing these Ordinances right now is the wrong thing to do. He urged the Commission to come up with a plan that the residents can vote on and that the people understand.

William Pyle, 6600 Sunset Way, agreed with Mr. Kadoura's remarks.

Steve McFarlan, Second Palm Point, reminded everyone that the 75-word limit is what failed, not the Plan; the Plan has passed every bit of scrutiny. He asked that when looking at the picture Dr. Pyle presented, picture a straight elevation and it won't look so big.

Susan Hershman, 7309 Coquina Way, is asking that the City clean up the prostitution, the crack dealing and all the other crime that goes on in her neighborhood. Please charge the property owners for all the police calls and the ambulance calls; money is the motivator for the property owners in that neighborhood.

Robert Urban, 6439 2nd Palm Point, asked the Commission to focus on one factor; people in St. Pete Beach have always had a height concern. If you eliminate the people's ability to control their environment, which they are supposed to be protecting, you may have a lot of people get very angry and feel that the Commission is not fulfilling their duty.

A resident of 6600 Sunset Way, suspects, like other voters, that they don't have confidence in the Commission any more. They, the voters, don't trust them. They don't want all the tall buildings along the beach.

Janet Paarlberg, 556 70th Avenue, would hate to see their voice in some Commission's decisions removed. She wants the right to vote. She does not want a panel of five people and people behind the scenes making decisions who may or may not represent the people of St. Pete Beach.

Debra Schechner, 710 Boca Ciega Isle Drive, directed her remarks to Commissioner Garnett and stated that what the Commission is doing today will not unite the City; they are taking away their right to vote on height, which is very important.

Lorraine Huhn, 9425 Blind Pass Road, stated that to the best of her knowledge, the results of the election in 2008 represented the majority of voters. Approximately 40% disagreed with the elements of the Comprehensive Plan; that means people have the right to disagree.

Debra Edney, 181 73rd Avenue, wants to vote on everything and anything in this City. Everyone is worried about building up but they better take care of the crime in District 1. They should all be ashamed that Susan Hershman can't even live in her own house in St. Pete Beach.

Dave Bean, 106 7th Avenue, being a new resident of St. Pete Beach, was not present for the public debate and the history behind the issues of direct public voting for certain plans and amendments which were added to the City's Charter in 2006 and then the 2008 Amendment. He is concerned about the potential for never ending debate over these issues.

Park Lampson, 9301 Blind Pass Road, believes people have to adjust to changes and make them work for the residents and remember that this is a state without income tax.

Maria Urban, 6439 Second Palm Point, stated that this is a sham Meeting; they already know how they are going to vote.

Paul Pfister, 6600 Sunset Way, stated that the vast majority of people over at Silver Sands respect the Commission; they think they are doing a great job and please continue doing so. Representative government is what it's all about.

Michael Lehman, 535 80th Avenue, just moved to the beach in April; after reading the Ordinances, he understood that the Commission is actually giving people the opportunity to vote on these amendments, whether they are for or against them.

Kevin Hing, 7000 Beach Plaza, thinks the problem here isn't the substance of the Comp Plan and it's not the concept of the sacred right to vote; in his view, the problem is the process.

Tom Broderson, 6500 Sunset Way, believes it is important to remember that what they are doing tonight is giving the people of this City the opportunity to review the past and to decide for themselves whether moving away from representative government by adopting those Charter changes was a good idea or a mistake.

Mayor Finnerty called for further audience comments; hearing none the Meeting was closed to audience comments.

Mayor Finnerty then asked for Commissioner's comments.

Commissioner Halpern questioned using the word "right" instead of "requirement" in the Ordinances. Ms. Van Wyk explained that case law surrounding ballot challenges speaks in terms of "rights". Commissioner Halpern went on to explain to the audience that what they are talking about is ballot language; they are concerned about ballot language and they want to be sure that what they put out to be voted on will stand up to more litigation.

Vice Mayor Parent said he would stay with "right" or "rights".

Commissioner Shavlan said he agreed with Vice Mayor Parent and they should accept the advice of Ms. Van Wyk; if she advises this makes them more bullet proof, they should go along with it.

Commissioner Garnett also agreed.

Vice Mayor Parent addressed the sketch that they have seen numerous times. He went on to explain what will go on the ballot; one is to eliminate the right to vote on heights, eliminate the right to vote on comprehensive plans and eliminate the voting on Community Redevelopment Plans. Those are the things they want to put on the ballot. If it was right to put these issues on the ballot in 2006, it's just as right, if not more so, now.

After discussion, Section 3.18 of the City Charter was changed to read:

Charter Section 3.18 provides that no amendment to the City's Land Development Code changing the allowable height of any structure shall be adopted by the City Commission until the amendment is submitted to the electors by referendum unless it has been previously voted on in approved Comprehensive Plan or Plan amendment. Repeal of Section 3.18 terminates this right of electors to vote on Land Development Code height changes. Shall Charter Section 3.18 be repealed?

Commissioner Shavlan pointed out some ballot language that was offered by a voter in his District, which he in turn forwarded to the attorneys for their approval.

Commissioner Shavlan advised that he will be voting no on Section 3.16; he does not think it's that important and they can vote on that at a later time. He just

wants to keep the number of items on the ballot to the absolute minimum to what is really important right now and, in his opinion, that is Sections 3.15 & 3.18.

Commissioner Garnett urged the voters to do their homework before voting; just reading the ballot isn't enough. She went on to urge all residents to vote.

Mayor Finnerty stated that he is going to support all three.

Commissioner Garnett made a motion to approve City of St. Pete Beach, Florida, Ordinance No. 2010-40, an Ordinance of the City of St. Pete Beach, Florida proposing pursuant to Section 8.01 of the City Charter an amendment to the City Charter repealing section 3.15 of the City Charter which provides that except as otherwise prohibited by law, voter approval is required for any comprehensive plan or plan amendment that affects more than five parcels of land and which changes the density or intensity of uses or the height of structures or that adds or changes a land use category in the Comprehensive Plan; providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on March 8, 2011; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date.

The motion was seconded by Vice Mayor Parent and unanimously approved by roll call vote.

b. Ordinance 2010-41, repeal of Charter Requirement of submittal of community Redevelopment Plans to Voters.

Commissioner Halpern made a motion to approve Ordinance 2010-41, an Ordinance of the City of St. Pete Beach, Florida proposing pursuant to Section 8.01 of the City Charter an amendment to the City Charter repealing Section 3.16 of the City Charter which provides that a community redevelopment plan, as defined in Florida Statutes, shall not be adopted by the City Commission until such proposed community redevelopment plan is submitted to a vote of the electors by referendum; providing for repeal of said section 3.16 of the City Charter; providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on March 8, 2011; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date.

The motion was seconded by Vice Mayor Parent and approved by a 3 to 2 roll call vote; Commissioners Shavlan and Garnett voted “no”.

c. Ordinance 2010-42, repeal of Charter, Repeal of Voter Approval of Development code changes to Height of Structures.

Vice Mayor Parent made a motion to approve Ordinance 2010-42, an Ordinance of the City of St. Pete Beach, Florida proposing pursuant to Section 8.01 of the City Charter an amendment to the City Charter repealing Section 3.18 of the City Charter which provides that no amendment to the City’s Land Development Regulations changing the allowable height of any structure shall be adopted until the amendment is submitted to a vote of the electors by referendum, unless the amendment has been previously voted on in an approved comprehensive plan or plan amendment; providing for repeal of said Section 3.18 of the City Charter; providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on March 8, 2011; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date, with the changes that were discussed earlier in the ballot summary, specifically deletion of the word “will”, addition of the letter “s” to terminate, and insertion of the word “height” between “code” and “changes”.

The motion was seconded by Commission Garnett and unanimously approved by roll call vote.

A brief recess was called by Mayor Finnerty.

The Meeting resumed at 8:35 pm.

Mr. Davis suggested that they read the next three Ordinances and take them as a group as they did with the previous Ordinances. For the record, Mr. Davis went on to read the titles to these Ordinances.

d. Ordinance 2010-43, an Ordinance of the City of St. Pete Beach, Florida proposing pursuant to Section 8.01 of the City Charter an amendment to City Charter Section 7.02 which provides that the qualified voters of the City shall have the power to propose ordinances to the Commission and, if the Commission fails to adopt an ordinance so proposed without any change in substance to adopt it or reject it at a City election; providing for amendment of

said Section 7.02 of the City Charter to exclude from this Charter Section certain types of ordinances; providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on March 8, 2011; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date.

e. Ordinance 2010-44, an Ordinance of the City of St. Pete Beach, Florida proposing pursuant to Section 8.01 of the City Charter an amendment to the City Charter Section 7.03 which provides that the qualified voters of the City shall have power to require reconsideration by the Commission of any adopted ordinance and, if the Commission fails to repeal an ordinance so reconsidered, to approve or reject it at a City election; providing for amendment of said Section 7.03 of the City Charter to exclude from said section certain types of ordinances; providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on March 8, 2011; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date.

f. Ordinance 2010-45, an Ordinance of the City of St. Pete Beach, Florida, proposing revision to Section 8.01 of the City Charter revision of City Charter Section 7.04 which provides for initiative or referendum petitions, commencement of proceedings, procedures for filing, suspension of effect of an Ordinance which is the object of a referendum petition, action on petitions and results of election; to specify requirements and procedures, including language to appear on each petition blank, requiring that a certain percentage of the voters in each district of the City sign a petition in order to initiate proceedings under said section; to require referendum approval of an initiative or referendum measure by a certain percentage in each voting district of the City; providing a time limit for gathering and submitting initiative or referendum petitions; providing that no petition shall be considered valid if filed beyond that time period; to modifying the time period for an election to be held; to deleting the requirement that the election be held within a specific time period and specifying instead that the election shall be held at the next regular City election unless the City Commission in its discretion elects to hold a special election; deleting subsection 7.04 (d) which provides for suspension of effect or an ordinance upon filing of a referendum petition concerning that ordinance; and providing an effective date.

Mr. Davis went on to suggest they have a public hearing and then deal with each Ordinance separately.

Mr. Bonfield summarized the three Ordinances; basically they are using the initiative process to propose or repeal ordinances; one is proposing ordinances; one is repealing ordinances and one ordinance is just the mechanics of how the process works.

Mayor Finnerty stated that the only issue he is concerned about is where they have a percentage requirement from each district.

Mr. Davis responded by saying that the Commission may want all of the changes in there or none of the changes; that's for the Commission to decide.

Mayor Finnerty opened the Meeting for audience comments.

Rosemary Manning, 200 First Avenue, thanked the Commission for their service in the previous year. She believes that the people in St. Pete Beach who vote understand what they are voting for.

Bill Pyle, 6600 Sunset Way, spoke against the Ordinances.

Tony Cahill, 9243 Blind Pass Road, didn't agree with Dr. Pyle's remarks.

Kevin Hing, 7000 Beach Plaza, is afraid they will end up trying to explain the Comprehensive Plan in 75 words or less on the ballot and back to where they started.

Bob Manning, 200 First Avenue, agreed with Mr. Hing's remarks.

Debra Schechner, 710 Boca Ciega Isle Drive, feels that the City is slowly taking away the rights from the citizens of St. Pete Beach.

Lorraine Huhn, 9425 Blind Pass Road, is confused by the statement that SOLV got what they wanted. What did they want; what did they get? Nothing has changed since 2008.

Don Pellegrino, 105 25th Avenue, thinks there is a proposal here to make it more restrictive, for citizens to petition their government. This is not the way to solve the City's problems. There should be a legitimate means for a citizen or a group of citizens to bring something forward to their government. He suggested that they may want to think about an addition to the ballot language that the City Commission must have five votes to change the Charter.

Vice Mayor Parent wanted clarification that they are not changing the Charter; they are amending certain ordinances. The Charter is mandated by State Law. Mr. Davis agreed with his understanding.

Bill Pyle, 6600 Sunset Way, thinks restricting citizen's general right to make an initiative or a referendum is the wrong thing to do.

Mayor Finnerty closed audience comments and called upon Commissioner Garnett for her remarks.

Commissioner Garnett stated that Sections 7.02, 7.03, 7.04 are all things that have been in the City's Charter since 1987 and these are things that have worked well for the City. She is opposed to taking away citizen's right to petition their government or limit their right to petition.

Commissioner Shavlan is in agreement with Commissioner Garnett. He would like to talk about Section 7.04; he would like to see 15% signatures in each district. On the time period, he would like to see sixty days.

Mr. Bonfield asked if they wanted something greater than a simple majority overall. Commissioners Garnett and Shavlan were in favor of something greater than a simple majority.

Mayor Finnerty asked Vice Mayor Parent for his comments.

Vice Mayor Parent asked Mr. Davis for clarification on several issues. Several of the surrounding cities do not have in their Charter giving the residents/voters the right to initiate ordinances and make reconsiderations of ordinances. Some of the cities require up to 25% of their voters to sign a petition prior to action; some require 20%, some require 10%. There is no standard. He went on to say that he doesn't think they should increase the 10% requirement nor does he think they should require 10% from each district but he does feel a period of ninety (90) days is a decent length of time to collect signatures. He does not feel they should charge for special elections; he feels it's their duty to provide elections for items to get on the ballot no matter how they get there; he thinks the elections should be held in a timely manner; six months after the petition is certified is, in his opinion, a timely manner so the City doesn't stall forever. Furthermore, by information on the petition, each resident who signs the petition should be explicitly aware of what it will cost the City for a special election.

Vice Mayor Parent doesn't think they should change the "simple majority" requirement for the vote. He doesn't think they should vote by district; even

though they are elected to represent certain districts, they should all do the best job they can for the whole City all the time.

Commissioner Halpern doesn't want to limit the ability of residents to petition. They should recognize that at least the first two Ordinances No's 2010-43 and 2010-44, are the ones that limit what they can petition for.

Mayor Finnerty then stated that he agrees with the Vice Mayor.

After discussion, Mr. Bonfield acknowledged that Section 7.02 was "dead".

Commissioner Garnett made a motion to approve Ordinance 2010-43. The motion was seconded by Commissioner Halpern and upon roll call vote, the motion was unanimously defeated.

Commissioner Halpern made a motion to approve Ordinance 2010-44. The motion was seconded by Commissioner Garnett. After discussion, Commissioner Halpern amended his motion to remove comprehensive plans, land development regulations, including zoning, and community redevelopment plans. Commissioner Garnett seconded the amended motion and upon roll call vote, the motion was defeated by a 3 to 2 vote. Mayor Finnerty and Commissioners Shavlan and Garnett voted "no".

After discussion, the ballot language of Section 7.04 of the City Charter was changed to read: ***Shall Charter Section 7.04 governing initiative and referendum be revised to change the petition signature requirement from 10% of total electors to 10% in each district, specify a ninety day time period for petition submittals, delete suspension of ordinance upon filing of a referendum petition, and require petitioner to advise voters the election will be held at the next regular election unless a special election is called?***

At this point in the Meeting, Mayor Finnerty asked for audience comments.

Tony Cahill, 9343 Blind Pass Road, suggested they put in *"10% of the electorate of each district"*

Bob Pyle, 6600 Sunset Way, feels general rights with respect to initiatives in a referendum should stay in place.

Don Pellegrino, 103 25th Avenue, encouraged the Commission to simplify the ballot with primary issues that are before them.

Debra Schechner, 710 Boca Ciega Isle Drive, thinks it's very important to determine who the petition takers are.

Rosemary Manning, 200 1st Avenue, said that in listening to the discussion, she heard a lot of confusion and thinks they should throw all three of them out and not put them on the ballot. If the Commission is getting confused, it only adds more confusion to the voters.

Debra Edney, 181 73rd Avenue, challenged the Commission to explain things in detail so that everyone can understand what is going on.

Mayor Finnerty then closed audience comments.

As a point of clarification, Vice Mayor pointed out that, under Section 7.04, the petition takers are not restricted to five people, and affidavit signers are the physical circulators.

Mr. Bonfield suggested they make the change that Mr. Cahill suggested, i.e. on line 2 it would be "10% of total electors in each district"; all were in agreement.

Commissioner Garnett made a motion to approve Ordinance 2010-45 with changes to the ballot as follows: *Shall Charter Section 7.04 governing initiative and referendum be revised to change the petition signature requirement from 10% of total electors to 10% of total electors in each district, specify a ninety day time period for petition submittals, delete suspension of ordinance upon filing of a referendum petition, and require petitioner to advise voters the election will be held at the next regular election unless a special election is called? Whereby the Ordinance has been revised to correspond with the Ballot Summary.*

The motion was seconded by Commissioner Shavlan. Upon roll call vote, the motion was approved 4 to 1; Mayor Finnerty voted no.

g. Ordinance 2010-46, elimination of the City Clerk position from the City Charter.

Mr. Bonfield summarized the issue by stating that currently the City Charter provides that the City Clerk is hired, fired, disciplined by the City Commission and also details other specific duties. Under Section 2 of the City Code, the City Clerk is designated as a classified position which we don't use the term "classified" but he believes it means that position is intended to be covered by the personnel rules, as he would be considered a non-classified position because he

has a separate contract but the Clerk would be classified like the other employees; they fall under the personnel rules. It reinforces the City

Commission's role in hiring, firing and entitles the City Manager to recommend the City Clerk to be disciplined or fired. It also designates the City Manager to supervise the City Clerk and it designates the City Clerk's office shall function as a department under the City Manager. These provisions came about in the late 90s where the duties were added to fall under the City Manager. We are at a transition now where we are looking for a new City Clerk. Some of the issues they went through during the last year raised questions by some of the Commissioners in terms of their role, his role and what is before them is a proposal to remove the Commission completely from the role of hiring, firing, supervising the City Clerk.

Mr. Davis explained that there are two separate Ordinance titles that have been advertised and the Commission needs to decide which they want to consider. One eliminates the City Clerk as a City Commission appointee and also deletes the City Clerk from language in the initiative section. It replaces the City Manager as the one responsible for the whole process involving the City Clerk. The alternate is the simpler of the two.

Mayor Finnerty then opened the Meeting to audience comments.

Debra Edney, 181 73rd Avenue, would like to keep it the way it is now.

Bob Manning, 200 First Avenue, feels there are too many items on the ballot; they don't need to do this at this time. Don't clutter up the ballot.

Debra Schechner, 710 Boca Ciega Isle Drive, thinks the concentration of power to one individual can be dangerous in a city no matter what the intentions are.

Mayor Finnerty then closed audience comments.

Vice Mayor Parent made a motion to approve Ordinance 2010-46, an Ordinance of the City of St. Pete Beach, Florida proposing pursuant to Section 8.01 of the City Charter an amendment to City Charter to amend the Charter to eliminate the appointment of the City Clerk by the City Commission and to provide that the City Clerk shall be appointed by the City Manager, providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on March 8, 2011; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date.

Vice Mayor Parent proceeded to read the ballot language as follows: *Charter amendment provided for City Manager appointment of City Clerk. Ballot Summary: Charter Sections 3.09 and 4.04 provide for appointment of the City Clerk by the City Commission. Shall the charter be amended to provide for appointment of the City Clerk by the City Manager?*

The motion was seconded by Commissioner Halpern and upon roll call vote; the motion was defeated 3 to 2. Commissioners Shavlan and Garnett and Mayor Finnerty voted no.

Attorney Mike Davis suggested to the Commission that they proceed with the second resolution in the Agenda which pertains to the Traditional Hotel District and then take a brief recess. The Mayor and Commissioners were in agreement.

2. Resolutions

- b. Resolution 2011-02, regarding the Traditional Hotel District.

Mr. Bonfield outlined the Resolution drawing particular attention that it pertains to height. This one item lowers the allowable height of a commercial structure to be consistent with the allowable height of a residential structure in that zoning district. Currently it is 28 feet for residential, up to 35 feet for commercial. Simply put, eliminate the separate height allowance for commercial and in THD it would make any hotel built the same on height restrictions as any single residential *Special*

Mayor Finnerty asked for audience comments; hearing none, he called upon Commissioner Garnett for her comments.

Commissioner Garnett said she has been working on this a very long time and is all for it. On the Ballot Summary she would like five words added, "as approved by the Board." Mr. Bonfield suggested the word "recommended" instead of "approved"; she was in agreement.

Commissioner Shavlan stated that if they get approval for the repeal of Sections 3.14, 3.15 and 3.16, they don't need this on the ballot. They want to keep the ballot simple. He would like to hold this until March.

Vice Mayor Parent is not happy with all the provisions that are being recommended on the THD. He would rather consider the whole thing at one time. He doesn't think this should go on the ballot.

Commissioner Halpern thinks it would be very confusing to put this item on the ballot right now.

Commissioner Garnett made a motion to approve Resolution 2011-02 regarding the Traditional Hotel District. The motion was seconded by Commissioner Shavlan and upon roll call vote; the motion was defeated 3-2. Commissioner Halpern, Vice Mayor Parent and Mayor Finnerty voted "no".

Mayor Finnerty called for a ten minute recess.

Mayor Finnerty called the Meeting back to order and recognized City Attorney Mike Davis.

a. Resolution 2011-01

Mr. Davis explained that this is simply a Resolution with all the Ballot Title and Summaries on it which were just approved. This Resolution must be adopted tonight because it needs to be signed and attached to the form that goes to the Supervisor of Elections tomorrow in order to meet the deadline for these measures to go on the ballot.

Mayor Finnerty and the Commission took a few minutes to read the Resolution.

Mayor Finnerty asked Mr. Davis for his recommendation. Mr. Davis recommended that they approve it.

Commissioner Halpern made a motion to approve Resolution 2011-01, a Resolution of the City Commission of the City of St. Pete Beach, Florida; providing for ballot titles and ballot summaries for referendum to appear on the March 8, 2011 general municipal election in the City. The motion was seconded by Commissioner Shavlan and was unanimously approved by roll call vote.

Mr. Davis then asked the Commission for their advice in Pyle v. Finnerty, which is consolidated case number 08-008129-CI-8 and 08-00864-CI-08 and Kadoura v. Huhn which is case number 08-12498-CI-8. He would recommend that the Commission schedule a Shade Meeting as soon as possible in order to talk about their options before the time for appeal expires.

Mr. Bonfield suggested 5:00 pm next Tuesday (January 11, 2011). All were in agreement; Mr. Davis will attend and Suzanne Van Wyk will appear by telephone.

*Special City Commission Meeting
January 6, 2011
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There being no further business to come before the Commission, the Meeting was adjourned.

Pamala Prell, Acting City Clerk

Mike Finnerty, Mayor

Minutes approved on: _____

CITY COMMISSION MEETING

**January 11, 2011
6:30 pm**

MINUTES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

**Commissioner Al Halpern
Vice Mayor Jim Parent
Mayor Mike Finnerty
Commissioner Marvin Shavlan
Commissioner Beverly Garnett**

ALSO PRESENT

**City Manager Mike Bonfield
City Attorney Mike Davis
IT Director, Donald Burkhardt**

1. CHANGES TO THE AGENDA

Vice Mayor Parent asked that two items of discussion be added to the Agenda. First are the fees for reclaimed water and second is a Neighborhood Watch Group in the Upham Beach area. All consented to the addition of these items to the Agenda.

Mayor Finnerty requested that Item 8.a. be moved closer to the beginning of the Meeting. It was agreed that item 8.a. would be moved to 4.b.

2. PRESENTATIONS

There were none for this Meeting.

3. AUDIENCE COMMENTS

Bill Pyle, 6600 Sunset Way, made positive remarks regarding correspondence received from Commissioner Shavlan.

City Commission Meeting

January 11, 2011

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Bill Brown, 5920 Balao Way, complained about the disconnect fee for reclaimed water.

Mimi Gewanter, 265 Tessier Drive, expressed her hopes that the litigation would end soon.

Bob Manning, 201 First Avenue, remarked about a letter that Attorney Weiss had sent to the Commission and also negative statements made by Dr. Pyle.

Debra Edney, 181 73rd Avenue, she, too, is confused by the letter that Attorney Weiss wrote to the Commission.

Debra Schechner, 710 Boca Ciega Isle Drive, feels there are a lot of issues that need to be ironed out. She also spoke about the ballot language determined at the Meeting on January 6th.

Bob Fernandez, 110 12th Avenue, asked if the Commission would hold a Workshop with both Boards on THD at which the citizens could express their views.

Mayor Finnerty asked for further audience comments; hearing none, the Meeting was closed to audience comments.

Mayor Finnerty asked Mr. Davis if they were going to respond to Mr. Weiss's letter and Mr. Davis said he would write a brief response on behalf of the Commission.

4. CONSENT

a. **Vice Mayor Parent made a motion to approve the Minutes from the November 23, 2010, November 30, 2010, December 13, 2010, December 14, 2010 Meetings and Minutes from the November 30, 2010 Shade Meeting. The motion was seconded by Commissioner Shavlan and unanimously approved.**

b. Mr. Bonfield introduced Mr. Schwab from *Digital Eel* to address the Commission regarding their proposal to upgrade the City's website.

Steve Schwab gave a brief presentation of the programs and equipment that he is proposing for the City and answered questions from the Commissioners.

Mayor Finnerty asked Don Burkhardt for his comments.

Mayor Finnerty asked for audience comments.

Bill Brown, 5920 Balao Way, asked about price and also if the site would provide lodging sites.

Cleo Robertson, 2162 West Vina del Mar, put up a web site named "St. Pete Beach Today.com". She warned the Commission to not overlook the cost of hiring staff to put data on the web site; she has invested \$140,000 in the last two years.

Mayor Finnerty is in favor of supporting the new program.

Debra Edney, 181 73rd Avenue, cautioned the Commission about cost of the updates.

Rosemary Manning, 200 1st Avenue, asked if the money was budgeted in the current budget.

Mayor Finnerty closed audience comments.

5. ORDINANCES

a. Ordinance 2010-32, Final Reading and Public Hearing amending Division 26 of the City of St. Pete Beach Land Development Code.

Mr. Bonfield advised the Commission that they had discovered an error in the advertising and that is why they are having another Final Reading; nothing has changed.

Karl Holley reiterated that nothing had been changed since approval on the Second Reading.

Mayor Finnerty asked for audience comments; hearing none, the Mayor asked for a motion.

Commissioner Garnett made a motion to approve Ordinance 2010-32, an Ordinance for the City of St. Pete Beach, Pinellas County, Florida providing amendment of Division 26 of the Land Development Code; providing for amendment of the City of St. Pete Beach sign ordinance; providing for amendment of standards relating to sandwich board signs, designer signs, window signs, and banners; providing for amendments to section related

to fees; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date. The motion was seconded by Commissioner Halpern and unanimously approved by roll call vote.

b. Ordinance 2010-38, Final Reading and Public Hearing, an Ordinance of the City of St. Pete Beach, Florida providing a supplemental appropriation to the General and Capital Project Funds for fiscal year ending September 30, 2011; providing for funding; providing for an effective date.

Mr. Bonfield explained that this Ordinance establishes the budget for the St. Pete Beach Classic as well as bringing forward some funding from last year's capital budget that was not expended from the street improvements which will go towards the Don Cesar roadway improvements and alleyway work throughout the City.

Mayor Finnerty asked for audience comments; hearing none, the Mayor asked for a motion.

Commissioner Shavlan made a motion to approve Ordinance 2010-38, an Ordinance of the City of St. Pete Beach, Florida providing a supplemental appropriation to the General and Capital Project Funds for fiscal year ending September 30, 2011; providing for funding; providing for an effective date. The motion was seconded by Commissioner Halpern and unanimously approved by roll call vote.

c. Ordinance 2010-39, Final Reading and Public Hearing amending Section 50, Library, Code of Ordinances.

Mr. Bonfield explained that these are relatively minor changes to the rates in order to be consistent with other libraries in the co-op.

Mayor Finnerty asked for audience comments; hearing none, the Mayor asked for a motion.

Commissioner Halpern made a motion to approve Ordinance 2010-39, an Ordinance of the City of St. Pete Beach, Florida providing for amendment of Section 50 of the Code of Ordinances of the City, pertaining to the library; providing for severability; providing for repeal of ordinances or parts of ordinances, in conflict herewith, to the extent of such conflict; and providing for an effective date. The motion was seconded by Vice Mayor Parent and unanimously approved by roll call vote.

d. Ordinance 2011-01, First Reading and Public Hearing amending Chapter 22 of the City of St. Pete Beach Code of Ordinances.

Mr. Bonfield explained that this Ordinance is brought forward at the request of the Historic Preservation Board. Primarily, it is to add to their list of duties the responsibility to develop architectural guidelines for new construction and alterations to existing structures in the Historic District in Pass-a-Grille. Karl Holley is present to any questions the Commission may have.

Mr. Holley reiterated what Mr. Bonfield stated. The Board has been working on specific guidelines for some time. Mrs. Pletcher, the Chairman of the Historic Preservation Board, is present and willing to answer any questions the Commission members may have.

Commissioner Halpern stated that he has a major issue with design guidelines in general and especially on new construction and on remodels. He doesn't think the City should get involved in design guidelines or tell someone who owns a piece of property what his house needs to look like. He thinks it's an invitation for more lawsuits.

Mr. Bonfield doesn't think it's a legal issue; he thinks it's a policy issue for the Commission to decide if they think it's necessary.

Mayor Finnerty asked City Attorney Davis for his recommendation.

Mr. Davis stated since this is First Reading, they can proceed or not proceed, as they see fit, and in the meantime they will make sure there are no problems.

Mr. Bonfield explained that there are details that will get worked out in the process; which is whether or not the Commission wants them to embark on this exercise and if so, okay and if not, they won't spend any more time on it.

Commissioner Shavlan thinks they should have design guidelines but it will be very difficult to make it happen.

Vice Mayor Parent stated that there may be some things that will be ruled out; flat roof, one story, concrete bunker. There may be a place for design guidelines if they are developed reasonably but that may certainly be a challenge.

Commissioner Garnett added that the Board is looking at buildings that are already on the ground and they want to make it easier for those residents to redevelop their property and that's part of the guidelines.

Commissioner Halpern asked what if a resident in an existing building wants to make an addition and his existing building doesn't meet the design guidelines.

Mayor Finnerty called upon Mrs. Pletcher to address the Commission.

Melinda Pletcher told Commissioner Halpern that if he asked the residents of Pass-a-Grille about design guidelines, the majority of them are for them. What they are absolutely against is continuing to see the FEMA compliant homes and how they have impacted their district. If they do nothing, land values and FEMA ends up impacting their district in a negative way and changes what Pass-a-Grille is.

Ron Holehouse, 113 12th Avenue, spoke in favor of design guidelines.

Will Jacoby, 8100 Gulf Boulevard, stated that the Planning Board has already addressed historic structures and contributing structures on setbacks. He is in favor of design guidelines

Bob Manning, 2100 First Avenue, stressed that design guidelines and restrictions are done all over the nation. He is in favor of design guidelines.

Mr. Davis stated that design guidelines are a safer approach, to have incentives, as opposed to mandatory guidelines.

Commissioner Garnett made a motion to approve Ordinance 2011-01, an Ordinance of the City of St. Pete Beach, Pinellas County, Florida, providing for amendments to the Code of Ordinances; amending Chapter 22, Article VII, regarding the powers and duties of the Historic Preservation Board; providing for severability; providing for the repeal of ordinances or parts of ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date. The motion was seconded by Commissioner Shavlan and approved by a 4 to 1 vote; Commissioner Halpern voted no.

e. Ordinance 2011-02, First Reading and Public Hearing, amending Section (n) of Section 82-137 of Division 1 of Article III of Chapter 82 of the Code of Ordinances.

Mr. Bonfield explained that this is a request from Commissioner Shavlan. In his District on 46th Avenue currently one side of the road is no parking from Gulf Boulevard to Plaza Way, the south side of the road. What he is requesting is that prohibition only extend from Gulf Boulevard to the east side of Lido Park which is where the residences begin.

Mayor Finnerty thinks it's a good idea.

Bill Brown, 5920 Balao Way, asked if they had contacted the owner of the "Drunken Clam".

Commissioner Shavlan made a motion to approve Ordinance 2011-02, an Ordinance of the City of St. Pete Beach, Florida providing for amendment of subsection (n) of Section 82-137 of Division 1 of Article III of Chapter 82 of the Code of Ordinances, pertaining to stopping, standing and parking of vehicles; providing for amendment of the City parking maps; providing for severability; providing for the repeal of all ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date. The motion was seconded by Commissioner Garnett and unanimously approved by roll call vote.

6. RESOLUTIONS

- a. Resolution 2011-03 adopting the "Let's Move!" campaign.

Mr. Bonfield stated that this item is a request from the Florida League of Mayors Board of Directors and this is a Resolution supporting First Lady Michele Obama's program "Let's Move" campaign which is about increasing physical activity and promoting healthy living in our communities.

Mayor Finnerty commented that Pinellas County got a grant for two or three million dollars to promote this program; he supports the Resolution.

Commissioner Halpern made a motion to adopt Resolution 2011-03, a Resolution related to the Let's Move campaign which supports policies that focus on health and wellness; promotes activities for residents through exercise opportunities and continuing education; and provides information for families to make health choices. The motion was seconded by Vice Mayor Parent and was unanimously approved.

7. ACTION ITEMS

- a. Authorize the City Manager to enter into a purchasing agreement with KMS & Associates, Inc., for pavement assessment, software installation, and software training for \$13,762.

Steve Hallock gave a brief outline of the work that will be done.

Mayor Finnerty asked for audience comments; hearing none, the Mayor asked for a motion.

Vice Mayor Parent made a motion to authorize the City Manager to enter into a purchasing agreement with KMS & Associates, Inc., for pavement assessment, software installation, and software training for \$13,762. Commissioner Garnett seconded the motion and it was unanimously approved.

b. Authorize the City Manager to accept a proposal from George F. Young in the amount of \$19,930 to perform a downtown traffic analysis for a one-way couplet concept.

Mr. Bonfield explained that FDOT is doing work on Gulf Boulevard and Blind Pass Road in terms of pedestrian safety improvements; the City received an appropriation from the Federal Government to do some engineering design work on Blind Pass Road and the thought was while they are looking at that network in the area of 75th, Gulf Boulevard, Blind Pass Road and Corey Avenue they can take a broader view to see if there are other ways to make some improvements.

Mr. Hallock recommended proceeding; it's a relatively minor investment with a lot of benefits.

Mayor Finnerty asked for audience comments; hearing none, the Mayor asked for a motion.

Commissioner Halpern made a motion to authorize the City Manager to accept a proposal from George F. Young in the amount of \$19,930 to perform a downtown traffic analysis for a one-way couplet concept. The motion was seconded by Commissioner Shavlan and it was unanimously approved.

8. ITEMS FOR DISCUSSION

b. Discussion of process for staff review and reporting to Commission for applications for quasi-judicial determinations, including variances and conditional uses.

Mr. Bonfield gave a brief overview of these requests.

Karl Holley referred to the revised information sheets that had been provided to the Commission for their review. The application forms are slightly modified to address some of the information requirements. In addition, they have provided a proposed analysis form for both variances and conditional uses; they are very straight forward.

Mr. Bonfield pointed out that they have been down this road before and it puts a lot more responsibility on the applicant. Many homeowners who do their own applications look to staff to tell them what they need to write to get what they want and that's clearly not their roll.

Vice Mayor Parent stated that what was presented is extremely adequate; he went through it and couldn't find anything to add to it.

Commissioner Halpern feels it's their responsibility to help the applicants fill out the forms; a lot of people don't have any idea of where to go.

Commissioner Shavlan asked if an appeal is filed and they have already applied for a permit, do they lose their fee if they lose the appeal? Mr. Holley responded that they would not issue a permit until the period for filing an appeal had expired. As far as fees go, if someone pays for a plan review and they review the plan, then that fee has been utilized and is not refunded. The permit portion of the fee, which pays for inspections and administrative activities associated with that, could be refunded if someone had a variance overturned in court and they had already paid for a permit. It was agreed that no permit would be issued until the 30-day appeal time was over.

Commissioner Shavlan asked if the City could require digital files and Mr. Holley stated that they can require digital files however, the issue they have with digital files is providing for an archive standard that is acceptable under Florida law. The applicant can give them additional files but they still need a paper copy to maintain in their files if the digital copy does not have the proper electronic signature.

Commissioner Shavlan asked why can not require photos of what they are looking at. Mr. Holley is not aware of any legal reason why they can't require photographs of the subject property as part of the application.

He went on to ask that instead of "encouraging" a pre-application meeting, can they "require" it. Mr. Holley explained that the reason they encourage it is that many of these applications are extremely simple and they really don't need to be

taking staff time to sit down and talk with somebody. Many of these applications are being submitted by people that are very familiar with the process and have submitted applications before.

Commissioner Shavlan went on to ask if they can get disclosure of ownership because there could be voting conflicts and maybe they should tell us who is involved in these transactions. Mr. Bonfield stated that they represent themselves as having the authority, whether they do or not. Mr. Holley added that they can look at property tax records to determine who the owner of record is but that's not necessarily accurate information as of the time the Commission conducts the hearing. Mr. Davis advised that he assumes the owner in every case has to file the application or an agent for the owner has to file the application. The owner may be a company as opposed to an individual.

Commissioner Garnett spoke about a 3-story property that is partially constructed and the owners, because of financial problems, have not finished. There has got to be a way to make sure that people can afford to build. Mr. Davis replied that for an ordinary building permit, no.

c. Mayor Finnerty then moved on to discussion of reclaimed water fees.

Vice Mayor Parent pointed out that in Service Fees all of the rates and charges are listed however, there is no disconnect fee. If you look at page 46, in there it says there will be a fee for discontinuing reclaimed water; somewhere it says the disconnect fee shall be equal to the connect fee. Mr. Bonfield recalled that the Commission agreed to a disconnect fee to discourage people from making a quick decision to disconnect to save a few bucks because the cost of the system is going to be the same so for every person who opts out, it's going to increase the cost to other people.

Commissioner Garnett suggested taking a look at what other cities charge because she felt that \$250 sounds a bit exorbitant.

Steve Hallock added that every city property has the reclaimed water box installed so they are trying to recoup their costs. When a customer wants to disconnect they come in, write a letter requesting disconnect, fill out a form, so City staff spends time on it; there are three different contacts at Pinellas County as far as the billing, getting it scheduled and to get the records. Then it goes off to Pinellas County; they get it scheduled, the crew goes out, they usually do an inspection at that time, then they bill the City for the time they were out there to

do the disconnect, not only staff time but also truck time and any equipment they use, so there are only trying to recoup some of the costs that customer has placed on the system, so it wasn't really about making money. The City owns it and pay Pinellas County to maintain it.

Mayor Finnerty is in agreement to bringing this up. Mr. Bonfield suggested they put in on for First Reading to amend the Ordinance and they can get some "hard" costs and what may be considered "soft" costs. All were in agreement with this suggestion.

d. Neighborhood Crime Watch

Vice Mayor Parent advised that he met with a group, a few from District 2, some from District 1, at a meeting to talk to the police about a neighborhood watch in the area down by Corey. Officer Centofanti was there; there were about twenty people there and about half of them were more interested in what can be done about drugs and prostitution in the Corey Avenue area. It was a fairly long meeting; they are going to have another meeting on the 21st and Karl Holley is going to that meeting. He went on to ask if that would be a topic of interest for a Workshop to talk about effective neighborhood watches, to talk about anything we could possibly get, even to the extent of getting UK-style surveillance cameras in the area. Dispatch could be watching cameras.

Mr. Bonfield suggested having a meeting; Vice Mayor Parent was asked to attend the meeting on the 21st and he plans to attend however, he has a law seminar that morning so Commissioner Shavlan will attend. Mr. Bonfield asked if they wanted to schedule a workshop and all were in agreement. The Workshop was scheduled for February 10, at 3:00 pm.

9. REPORTS

City Manager Mike Bonfield presented his report.

Commissioner Beverly Garnett presented her report.

Commissioner Marvin Shavlan presented his report.

Vice Mayor Jim Parent presented his report.

Commissioner Al Halpern presented his report.

Mayor Mike Finnerty presented his report.

10. ADJOURNMENT

There being no further business to come before the Commission, the Meeting was adjourned.

Pamala Prell, Acting City Clerk

Mike Finnerty, Mayor

Minutes approved on _____

CITY COMMISSION MEETING

January 25, 2011

6:30 pm

MINUTES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

PRESENT

**Commissioner Al Halpern
Commissioner Beverly Garnett
Mayor Mike Finnerty**

NOT PRESENT

**Vice Mayor Jim Parent
Commissioner Marvin Shavlan**

ALSO PRESENT

**Mike Davis, City Attorney
Pamala Prell, Acting City Clerk
Michael Bonfield, City Manager**

1. Changes to the Agenda

There were none brought before the Commission.

2. Presentations

a. Project close out of the FY 2011 Police Department Hurricane Fabric Installation Capital Improvement Project.

Steve Hallock gave a power point presentation to explain how the project went and how the money was spent. The project was funded by a grant through the Emergency Department of the State of Florida and it was awarded in 2006.

The project consisted of re-sealing and painting of the Police Department Emergency Operations Center along with installing hurricane shutters on the doors and windows. For the post construction inspection, they put on the hurricane shutters and sealed the building, and it was completed in 2008. They were advised there was additional grant money available for a hurricane screen. After a delay due to the fact that funds were frozen, in late October 2010 they were able to proceed with the curtain wall fabric screening.

In the original Grant Agreement of 2006, the total project cost was \$130,859; 75% was paid by the Federal Grant. When it was decided to add the hurricane fabric screen protection, the total project cost was adjusted to \$177,239; again 75% of that was paid by the Grant. The project was done on time and under budget.

3. Audience Comments

Mayor Finnerty opened the Meeting to audience comments.

William Pyle, 6600 Sunset Way, presented a drawing of a building prepared by St. Pete Partners. He urged voters to vote “no” on the upcoming Charter Amendments.

Lorraine Huhn, 9425 Blind Pass Road, stated that the drawing presented tonight had been previously shown at a recent Commission Meeting at which time it was analyzed thoroughly and carefully; she feels it would be in the best interest of the advocates against re-development to stop bringing it up because it doesn't apply. She further suggested that they stop talking about the SOLV Plan; SOLV doesn't have a Plan, the City has a Plan.

Rosemary Manning, 2100 First Avenue, Pass-a-Grille, feels that when people come before the Commission and make erroneous statements, they should be stopped; they shouldn't wait until the end of audience comments.

Richard DeBois, Marr Street, spoke about the construction at the Don CeSar and asked if it was going to continue down to Pass-a-Grille Way. He reported that at the corner of 21st and West Vina there is a blind spot in two directions and half of the people don't stop; who should he talk to? Mr. Bonfield will talk to the appropriate people.

Rusty Ercius, 111 12th Avenue, wanted to address the THD and several things that Joe Caruso said in an earlier meeting to him. He feels the Commission should vote “no” again on Mr. Caruso's THD inclusion.

Paul Pfister, 8090 Gulf Boulevard,

Mayor Finnerty asked for further audience comments; hearing none, the Meeting was closed to audience comments.

4. Consent Agenda

a. Authorize the City Manager to sign a proposal for \$4,960 with George F. Young, Inc. for the design of electrical improvements at Horan Park.

b. Authorize the City Manager to enter into a purchasing agreement with LS Curb Service in the amount of \$38,559 for the reconstruction of sidewalks and curbs City wide.

c. Authorization for the Mayor to enter into an agreement with the Florida Department of Law Enforcement accepting an Edward Byrne Memorial, Non-Matching, U.S. Department of Justice Assistance Grant in the amount of \$5,963.

Commissioner Halpern made a motion to approve the Consent Agenda. The motion was seconded by Commission Garnett and unanimously approved.

5. Ordinances

a. Ordinance 2011-01, amending Chapter 22 of the City of St. Pete Beach Code of Ordinances.

Mr. Bonfield briefly described the contents of the Ordinance which modifies the duties of the History Preservation Board, more specifically adding to the list of their powers and duties.

Commissioner Halpern brought up Ordinance 2010-03 and asked if it wasn't the same as the one being voted on tonight. Karl Holley described the differences in the two ordinances. Commissioner Halpern asked if it wouldn't be easier to just amend the earlier Ordinance. Mr. Holley explained that they were similar but this Ordinance is considerably more restrictive and gives the Historic Preservation Board less authority to manage the design process in Pass-a-Grille.

Commissioner Garnett made a motion to approve Ordinance 2011-01, an Ordinance of the City of St. Pete Beach, Pinellas County, Florida, providing for amendments to the Code of Ordinances; amending Chapter 22, Article

VII, regarding the powers and duties of the Historic Preservation Board; providing for severability; providing for the repeal of ordinances or parts of Ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date. The motion was seconded by Mayor Finnerty. The motion was passed by a 2 to 1 vote; Commissioner Halpern voted no.

b. Ordinance 2011-02, amending Section (n) of Division 1, Article III, Chapter 82, Section 82-137 of the Code of Ordinances as it relates to stopping, standing or parking of vehicles.

Mr. Bonfield explained that this is a change that was requested by Commissioner Shavlan.

Commissioner Halpern made a motion to approve Ordinance 2011-02, an Ordinance of the City of St. Pete Beach, Pinellas County, Florida, providing for amendment of Subsection (n) of Section 82-137 of Division 1 of Article III of Chapter 82 of the Code of Ordinances, pertaining to stopping, standing and parking of vehicles; providing for amendment of the City parking maps; providing for severability; providing for the repeal of all ordinances in conflict herewith, to the extent of such conflict; and providing for an effective date. The motion was seconded by Commissioner Garnett and unanimously approved by roll call vote.

6. Resolutions

There were none on the Agenda.

7. Actions Items

a. Authorize the City Manager to enter into a five year Lease Agreement with Merry Pier Partners LLC for the operation and management of Merry Pier.

Mr. Bonfield explained that the current lease expires at the end of the month and, at the direction of the Commission, proposals were sought and bids were taken by Dan O'Connor, Administrative Services Supervisor. Mr. O'Connor stated that this was put out for bid in November and initially there were seven respondents. As it was whittled down, three actually put in bids for the project. In the end, Merry Pier Partners came out on top with the best overall plan to carry on the operation of Merry Pier. Mr. O'Connor pointed out two minor changes in the Lease Agreement.

Mayor Finnerty remarked that it seems there was a very thorough examination; Commissioner Halpern agreed. Commissioner Garnett asked what happens if they don't meet the requirements of the new Lease. Mr. O'Connor replied that there are provisions in the Lease that address those issues.

Mr. Bonfield added that he has talked to Randy and Nancy and it is their opinion that it is not worthwhile for the City to pursue the fuel tank use. There are some other maintenance items that need to be done; a list of things will be put together and the rest of the money will be freed up to go back into the Capital Improvement Fund.

Mr. O'Connor added that the City annually spends about \$1,800 on a submerged land lease for the land under the pier. He needs to obtain affidavits from people who could physically say that they were at that pier prior to 1951 and that it did indeed exist and the State will take that \$1,800 payment that we have to make away from us where we get it deeded over to us.

Commissioner Halpern made a motion to authorize the City Manager to enter into a five year Lease Agreement with Merry Pier Partners LLC for the operation and management of Merry Pier. The motion was seconded by Commissioner Garnett and unanimously approved by roll call vote.

8. Items for Discussion

There were no on the Agenda.

9. Reports

City Manager Bonfield presented his report

Commissioner Garnett presented her report

Commissioner Halpern presented his report

Mayor Finnerty presented his report

- a. Department Quarterly Reports can be viewed on line.

There being no further business to come before the Commission, the Meeting was adjourned.

Pamala Prell, Acting City Clerk

Mike Finnerty, Mayor

Minutes approved on: _____

St. Pete Beach City Commission
Agenda Report

Issue Considered: Authorize City Manager to hang banners over 75th Avenue at Boca Ciega Drive and over the Pinellas Bayway at Granada Avenue for the Beach Goes Pops Concert.

Date: 2/8/2011

Prepared By: Connie Kest, Administrative Service Assistant

Thru: Steven J. Hallock, Public Services Director

Summary of Issue: David Zavac is requesting permission to have banners erected over 75th Avenue and the Pinellas Bayway announcing the Beach Goes Pops Concert. The City Commission must approve this request prior to receiving permission from FDOT to erect the banners. If approved, the banners will be installed on April 15, 2011 and removed May 2, 2011.

The Public Services Department charges \$184.00 for each banner installed. However, because the City is a sponsor of this event, there will be no charge.

Requested Motion: "I move Authorize City Manager to hang banners over 75th Avenue at Boca Ciega Drive and over the Pinellas Bayway at Granada Avenue for the Beach Goes Pops Concert."

Attachments: Application

Reviewed by
City Manager: MB

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**APPLICATION TO PLACE BANNERS ON NON LIMITED ACCESS
 RIGHT OF WAY**

FOR FDOT USE ONLY

Permit No.:

APPLICANT INFORMATIONName of Applicant/Organization: BEACH GOES POPS - ORGANIZING COMMITTEEAddress: 246 So. TESSIER DR., ST PETE BEACH, FL 33706Telephone #: 727-363-1064 Fax #: 278-1884 E-Mail: DZAVAC@TTE.COMContact person (This person will serve as the contact person for all questions concerning the banner application and placement): DAVID ZAVACAddress (if different from above): 225 So. TESSIER DR., ST PETE BEACH, FL 33706

Telephone #: _____ Fax #: _____ E-Mail: _____

Date of Request: 01/21/2011**LOCATION AND DISPLAY PERIOD**This is a request to place ☐ pole banners ☒ street banners ☐ on the right of way of:Highway name & number: 75th AVENUE AND BOCA CIEGA DR. (SR 693)From (south or west limits): 0.096

To (north or east limits): _____

Highway name & number: PINELLAS BAYWAY AND GRANADA (SR 682)From (south or west limits): 0.875

To (north or east limits): _____

Highway name & number: _____

From (south or west limits): _____

To (north or east limits): _____

Highway name & number: _____

From (south or west limits): _____

To (north or east limits): _____

Projected installation date: 04/15/2011Banners will be removed on or before (if applicable): 05/02/2011Signature of Applicant
or Contact Person: _____

Date: _____

LOCAL GOVERNMENTAL ENTITY APPROVAL

Name of Local Governmental Entity: _____

Name of signing official (please print): _____

Telephone #: _____

Fax #: _____

E-Mail: _____

Signature of local official: _____

Date: _____

CONDITIONS AND STIPULATIONS AGREED TO BY THE APPLICANT

1. Pole banners must be at least 14 ½ feet above the pavement elevation. Street banners must be a minimum of eighteen (18) feet above the pavement elevation.
2. Pole banners will clear the face of the curb (if present) by at least two (2) feet.
3. The applicant (or applicant's designee) will maintain the banners as permitted.
4. The installation of the banners will not require the installation of poles or other support devices on the right of way.
5. The applicant and sponsoring organization will hold the Florida Department of Transportation harmless to the extent allowed by the laws of Florida in all matters concerning the banners and bear all expenses for defense of claims against the Florida Department of Transportation.
6. The applicant is responsible for any damages to public property resulting from the materials or the work of this permit.
7. A sketch of the proposed banners is attached.
8. View of traffic control devices is not impeded to those served by the erection of these permitted banners.

Signature of District Permits
Engineer (or designee): _____

Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**APPLICATION TO PLACE BANNERS ON NON LIMITED ACCESS
RIGHT OF WAY**

S75-070-18
RIGHT OF WAY -- 03/05
Page 2 of 2

APPLICATION FOR BANNER

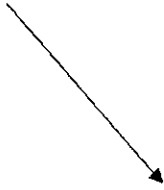
AGREEMENT: By signing the reverse of this form, each applicant agrees to the provisions of Section 14-43.001(5)(d), Florida Administrative Code:

1. To the extent provided by law, the Applicant shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the Applicant(s), its agents or employees arising from activities under this permit.
2. When the Department receives a notice of claim for damages that may have been caused by the Applicant in the performance of activities that arise under this permit, the Department will immediately forward the claim to the Applicant. The Applicant and the Department will evaluate the claim and report their findings to each other within 14 working days and will jointly discuss options in defending the claim. The Applicant shall bear all expenses of the Department in the defense of this claim.

REQUIRED ATTACHMENTS:

- A sketch or drawing of the banner(s), drawn to scale, including any message, logo, or emblem that will appear on the banner.
- A sketch of the specific location(s) of the banner(s), including height, location of supports, proximity to utility poles.
- Sketches, photographs, or specific descriptions of the method used to affix the banner to the support structure.
- Load rating analysis (or photocopy of previously-submitted analysis) bearing the seal of a professional engineer.

In the block space below, please sketch the lettering/what the banner will say.



BEACH GOES POPS - 4-29; 4-30

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

Issue Considered: Authorize the City Manager to purchase a PowerEdge R710 Server from Dell Corporation for the virtualization of the City's desktops in the amount of \$11,376.70; as provided by under State Contract 250-WSCA-10-ACS.

Date: 2/8/2011

Prepared By: Donald Burkhardt, Information Technology Director

Summary of Issue: The PowerEdge R710 Server will provide a crucial role in streamlining the Information Technology Department's (ITD) approach to consolidating and managing the City's desktop infrastructure in an efficient and cost effective manner. By centralizing the employee's desktop images and resources, ITD can provide desktop services in minutes, instead of hours. The expense for this item is currently dispersed amongst all the departments' FY 2010-2011 budgets; noted as computer replacements.

Requested Motion: "I move to uthorize the City Manager to purchase a PowerEdge R710 Server from Dell Corporation for the virtualization of the City's desktops in the amount of \$11,376.70; as provided by under State Contract 250-WSCA-10-ACS."

Attachments: Dell Corporation R710 Server Quote
State Contract 250-WSCA-10-ACS Information

**Reviewed by
City Manager:** MB

DELL**QUOTATION****QUOTE #:** 572604748**Customer #:** 2978944**Contract #:** WN05ACA**CustomerAgreement #:** 250WSCA10ACS;B27160**Quote Date:** 1/27/11**Date:** 1/27/11 11:33:11 AM**Customer Name:** CITY OF ST PETE BEACH

TOTAL QUOTE AMOUNT:	\$11,376.70		
Product Subtotal:	\$11,376.70		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 1	SYSTEM PRICE: \$11,376.70	GROUP TOTAL: \$11,376.70
Base Unit:	PE R710 with Chassis for Up to 8, 2.5-Inch Hard Drives (224-8461)		
Processor:	PowerEdge R710 Shipping (330-4124)		
Memory:	64GB Memory (8x8GB), 1333MHz Dual Ranked RDIMMs for 2 Processor, Advanced ECC (317-2223)		
Monitor:	Embedded Broadcom, GB Ethernet NICS with TOE and iSCSI Offload Enabled (430-2970)		
Monitor:	Embedded Broadcom, GB Ethernet NICS with TOE (430-1764)		
Video Card:	Intel Xeon X5670, 2.93Ghz, 12M Cache,Turbo, HT, 1333MHz Max Mem (317-4106)		
Video Memory:	Intel Xeon X5670, 2.93Ghz, 12M Cache,Turbo, HT, 1333MHz Max Mem (317-4118)		
Video Memory:	PowerEdge R710 Heat Sinks for 2 Processors (317-1213)		
Hard Drive:	146GB 15K RPM Serial-Attach SCSI 6Gbps 2.5in Hotplug Hard Drive (342-0427)		
Hard Drive Controller:	PERC 6/i SAS RAID Controller 2x4 Connectors, Internal, PCIe256MB Cache, x8 Chassis (341-8712)		
Floppy Disk Drive:	Power Saving BIOS Setting (330-3491)		
Operating System:	Citrix XenServer v5.6, Free Version, HDD FI, No Subscription (421-3804)		
NIC:	Intel Gigabit ET NIC,Quad Port, Copper, PCIe-4 (430-0657)		
Modem:	iDRAC6 Enterprise (467-8648)		
CD-ROM or DVD-ROM Drive:	DVD ROM, SATA, INTERNAL (313-9092)		
Sound Card:	Bezel (313-7517)		
Speakers:	Riser with 2 PCIe x8 + 2 PCIe x4 Slot (320-7886)		
Documentation Diskette:	Dell Management Console (330-5280)		
Documentation Diskette:	Electronic System Documentation and OpenManage DVD Kit (330-3485)		
Additional Storage Products:	146GB 15K RPM Serial-Attach SCSI 6Gbps 2.5in Hotplug Hard Drive (342-0427)		
Feature	RAID 5 for H700 or PERC 6/i Controllers (341-8700)		
Feature	Sliding Ready Rails With CableManagement Arm (330-3477)		
Service:	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (992-8182)		
Service:	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (993-2220)		
Service:	Dell Hardware Limited Warranty Extended Year (993-8458)		
Service:	Dell Hardware Limited Warranty Plus On Site Service Initial Year (993-8447)		
Service:	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (993-8517)		
Service:	ProSupport for your Enterprise: 7x24 HW / SW Tech Support and Assistance for Certified IT Staff, 3 Year (992-8372)		
Service:	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-9 (989-3439)		
Installation:	On-Site Installation Declined (900-9997)		
Support:	On-Site Installation Declined (900-9997)		
Misc:	High Output Power Supply Redundant, 870W (330-3475)		
Misc:	146GB 15K RPM Serial-Attach SCSI 6Gbps 2.5in Hotplug Hard Drive (342-0427)		
Misc:	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 10 feet / 3 meter (310-8509)		
Misc:	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 10 feet / 3 meter (310-8509)		
	146GB 15K RPM Serial-Attach SCSI 6Gbps 2.5in Hotplug Hard Drive (342-0427) - Quantity 5		
	Tracking sku for Mobile Clinical Computing (909-8419)		

SALES REP:	Sean Duggan	PHONE:	800-981-3355
Email Address:	sean_duggan@dell.com	Phone Ext:	5139023

Please review this quote carefully. If complete and accurate, you may place your order online at www.dell.com/qto (use quote number above). POs and payments should be made to **Dell Marketing L.P.**

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities*

Purchasing to Resell, and other terms of Dell's PartnerDirect program at www.dell.com/partner.
If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a [State Environmental Fee](#) will be applied. For Asset Recovery/Recycling Services, visit www.dell.com/assetrecovery.





01/27/2011

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Miscellaneous IT Equipment (WSCA)

Pricing

Contractors

How to Use this Alternate Contract Source

Complete Contract - Apple WSCA Master Agreement

Complete Contract - Apple DMS Participating Addenda

Complete Contract - Dell WSCA Master Agreement

Complete Contract - Dell DMS Participating Addenda

Complete Contract - HP WSCA Master Agreement

Complete Contract - HP DMS Participating Addenda

Amendments and Memorandums

Forms and Other Information

[Return to State Contracts, Agreements and Price Lists](#)

<< Return

Miscellaneous IT Equipment (WSCA)

250-WSCA-10-ACS

Effective Period	10/12/2009 through 08/31/2012
Contract Type	Alternate Contract Source
Contract Information	Pricing Contractors How to Use this Alternate Contract Source
Contract Documents	Apple WSCA Master Agreement - (pdf 1.47 MB) Apple DMS Participating Addenda - (pdf 1,018.90 kB) Dell WSCA Master Agreement - (pdf 1.48 MB) Dell DMS Participating Addenda - (pdf 705.05 kB) HP WSCA Master Agreement - (pdf 1.78 MB) HP DMS Participating Addenda - (pdf 734.61 kB) Amendments and Memorandums Forms and Other Information
Contract Administration	Michelle MacVicar 850-414-6131 Michelle.MacVicar@dms.myflorida.com
Commodity Codes	250-780

Description

This alternate contract source includes the purchase or leasing (as permitted by state and local requirements) of computer equipment, peripherals and related services from HP, Dell and Apple not currently available on state term contracts.

Benefits

- This contract is available only for products not on state term contracts
- "WSCA Store" websites provided by vendors
- WSCA participating addendums are entered on behalf of governmental entities in Florida for HP, Dell, and Apple.

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

Issue Considered: First Reading and Public Hearing of Ordinance 2010-31 amending Divisions 6 and 31 of the City's Land Development Code relating to permitted ancillary uses and standards for development in Traditional Hotel District, excluding height.

Date: February 8, 2011

Prepared By: Karl E. Holley, AICP, Community Development Director

Summary of Issue: At the request of the City Commission, the Planning Board and the Historic Preservation Board conducted a joint meeting regarding the proposed revised THD ordinance.

The two boards met on October 21, 2010. Eight members were present. Staff presented the ordinance as drafted for the public hearing and explained each section. The proposed ordinance as modified is the result of that joint meeting.

The Boards also jointly recommended a reduction in the allowable building height from 35 feet to 32 to feet in accordance with the requirements of the Pass-a-Grille Overlay for new residential construction, but this is being addressed as a separate ordinance due to the necessity for a public referendum.

Requested Motion: "I move to approve Ordinance 2010-31 (read title)"

Attachments: Ordinance 2010-31.

Reviewed by City Manager: MB

CITY OF ST. PETE BEACH, FLORIDA

ORDINANCE NO. 2010-31

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, PINELLAS COUNTY, FLORIDA, PROVIDING FOR AMENDMENT OF THE LAND DEVELOPMENT CODE; PROVIDING FOR AMENDMENT OF DIVISION 31 OF THE LAND DEVELOPMENT CODE AS IT RELATES TO DEVELOPMENT STANDARDS FOR TEMPORARY LODGING ESTABLISHMENTS IN THE TRADITIONAL HOTEL DISTRICT; AMENDING DIVISION 6 OF THE LAND DEVELOPMENT CODE AS IT RELATES TO TEMPORARY LODGING ESTABLISHMENTS; PROVIDING FOR THE REPEAL OF ORDINANCES, OR PARTS OF ORDINANCES, IN CONFLICT HERewith, TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City wishes to ensure a mix of land uses which are in keeping with the development policy objectives of the City and which are reasonable and beneficial given the circumstances of an individual development; and

WHEREAS, the City's Planning Board, acting as the City's local planning agency, has reviewed this ordinance and found it to be consistent with the City's adopted comprehensive plan and has recommended approval thereof; and

WHEREAS, the City Commission has found this ordinance to be consistent with the City's adopted comprehensive plan; and

WHEREAS, the City Commission has found this ordinance to be in the best interest of the health, safety and welfare of the citizens of the city; and

WHEREAS, notice of this ordinance has been provided in accordance with applicable law;

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, FLORIDA HEREBY ORDAINS:

Section 1. Division 31 of the City of St. Pete Beach, Florida Land Development Code is hereby amended as follows:

Sec. 31.1. Purpose and intent.

The THD ~~Traditional Hotel Transient Accommodation~~ District is intended for, and restricted to, those areas designated within the Residential High (RH) land use category on the city's Future Land Use Plan Map to which the Resort Facilities Overlay (RFO) has been applied. The purpose of this district is to provide for the redevelopment of properties in areas traditionally utilized for small hotels and motels in a manner consistent with the present character of the surrounding area and which minimizes the negative impacts of such facilities on adjacent and nearby residential properties. This district shall only be established on those lots which lie south of 15th Avenue and for which the owner(s) can demonstrate said lots were utilized as temporary lodging facilities with five or more units as of December 31, 2010, and which were at that time, and have since remained, properly permitted and/or licensed by all applicable regulatory authorities. Such authorities shall include the City of St. Pete Beach, the Florida Department of Business and Professional Regulation and the Florida Department of Revenue. Any facility which cannot demonstrate that proper license fees and taxes have been paid throughout the required period of operation to the proper licensing or taxing authority, including the State of Florida and Pinellas County, shall not be eligible for application to this district. ~~with the City of St. Pete Beach and operating as a transient accommodation.~~

(Ord. No. 2007-51, § 1, 1-8-08; Ord. No. 2008-38, § 1, 10-28-08)

Sec. 31.2. Permitted principal uses and structures.

Subject to the provisions or restrictions contained in this section and elsewhere in this Code, permitted uses and structures in the Traditional Hotel District are as follows:

- (a) Temporary Lodging Facilities ~~Transient Accommodations~~ -- Density shall not exceed 50 units per acre.

(Ord. No. 2007-51, § 1, 1-8-08)

Sec. 31.3. Permitted accessory uses and structures.

~~(a) Uses and structures, as regulated in sections 6.31 and 6.13, which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures and are not of a nature prohibited under section 31.5, and only to the extent that such uses and structures were authorized by the applicable Land Development Regulations in effect at the time such uses and structures were established on the subject properties.~~ The following accessory uses are permitted in the THD district:

1. Retail sales, limited to 100 square feet in area. The sales shall be located inside the principal structure and shall not have signage outside the structure advertising such retail goods for sale.
2. Office space for the administrative use of the accommodation, such as check-in, check-out areas, reservations, and accounting.
3. Meeting or conference rooms for the use of guests.
4. Fitness facilities for the use of guests.

(b) In addition to those commercial accessory structures permitted in 6.12, the following accessory structures are permitted in the THD District:

1. Garages;
2. A storage building
3. Decks and patios
4. Fountains
5. Gazebos
6. Trellises

(c) Temporary structures under the provisions of section 6.11.
(Ord. No. 2007-51, § 1, 1-8-08)

Sec. 31.6. Minimum zoning lot requirements.

The maximum ~~Temporary Lodging~~ ~~Transient Accommodation~~ density permitted in the Traditional Hotel District shall not exceed 50 units per acre. The minimum lot area and width requirements in the Traditional Hotel District are as follows:

- (a) *Lot area:* 3,500 square feet. Two or more zoning lots shall not be combined for the purposes of development under this division, nor shall existing zoning lots be subdivided in any way which allows additional separate hotel or motel facilities to be developed.
- (b) *Lot width:* 50 feet.

(Ord. No. 2007-51, § 1, 1-8-08)

31.12 Maximum Floor Area - No new structure shall be larger in aggregate square footage than the structures which occupied the site prior to redevelopment, except that the Building Official may allow for minimum necessary increases in aggregate square footage in cases where such increases are reasonably necessary to implement current Building Code or other statutory requirements.

Section 2. Section 6.6 of the Land Development Code is amended as follows:

Sec. 6.6. Temporary Lodging Uses ~~Mixed uses (residential and transient accommodations with other uses).~~

Unless otherwise regulated or restricted in this Land Development Code, Temporary Lodging ~~Transient accommodation~~ uses ~~may that~~ include secondary uses that are customary guest amenities recognized by the hotel industry. Such uses are retail stores, business centers where guests can use computers, fax machines, printers and copiers, etc., conference and meeting room facilities, fitness facilities, centers, day spas, and restaurants with or without a bar or cocktail lounge. Such secondary uses, in total, may be no larger than 20% of the gross floor area of the temporary lodging use before being considered a mixed use, which would then be regulated by the Floor Area Ratio standards in each zoning district or the Future Land Use designation in the Comprehensive Plan,

~~whichever is more restrictive, and other ancillary nonresidential uses which exceed 20 percent of the gross floor area of the project shall be considered mixed uses. Except as provided for above, the density and intensity of mixed uses shall not exceed, in combination, the respective number of units per acre and floor area ratio permitted, when allocated in their respective proportion to the gross land area of the property.~~

Section 3. All ordinances or parts of ordinances, in conflict herewith are hereby repealed to the extent of any conflict with this Ordinance.

Section 4. If any portion or part of this Ordinance is declared invalid by a court of competent jurisdiction, the valid remainder hereof shall remain in full force and effect.

Section 5. This Ordinance shall become effective immediately upon adoption.

Michael Finerty, MAYOR

FIRST READING : _____

PUBLISHED : _____

SECOND READING : _____

PUBLIC HEARING : _____

I, Pamala Prell, Acting City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this _____ day of _____, 2011.

Pamela Prell, Acting City Clerk



Catherine M. Hartley, AICP, CNU-a
Senior Planner
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, Florida 33706
c.hartley@stpetebeach.org

Memorandum

To: Mike Bonfield, City Manager
From: Catherine M. Hartley, AICP, CNU, Senior Planner *CH*
Re: Traditional Hotel District Joint Workshop Summary – 10/21/10
Date: November 15, 2010

At the request of the City Commission, the Planning Board and the Historic Preservation Board conducted a joint meeting regarding the proposed revised THD ordinance (Ordinance 2010-31).

The two boards met on October 21, 2010. Eight members were present. Staff presented the ordinance as drafted for the public hearing and explained each section. The results of the discussion of each topic are as follows:

Ancillary uses:

In a handout, staff noted the definition of an ancillary use was stormwater attenuation or parking facilities.

Accessory uses:

The ordinance was drafted to read that if the existing hotel did not have a certain accessory use as listed in Section 6.13 of the LDC, they could not have it when the hotel was reconstructed (the existing ordinance permits these uses by right). The uses in this section are as follows: Garages, storage buildings, swimming pools, spas, decks, patios, gazebos, fountains, trellises, and children's playground equipment.

The board members were asked to rate the acceptability of each use based on the following numerical scale:

- 3= I support the use
- 2 = I have some issues with the use, but can live with it
- 1 = I am opposed to the use

The group's acceptance of each use was recorded as follows:

Accessory Use	"3"	"2"	"1"
Garage	4	0	4
Storage building	8	0	0
Pool	0	1	7
Spa	2	2	4
Deck/patio	8	0	0
Gazebo	7	1	0
Fountain	7	0	1
Trellis	8	0	0
Playground equipment	1	1	6

In summary, the majority of the group were split on allowing an enclosed garage, supported storage buildings, opposed pools and spas, supported decks, patios, gazebos, fountains, and trellises, and opposed playground equipment.

Mixed uses:

Section 6.6 of the Land Development Code states that certain uses can be mixed with temporary lodging uses without pro-rating the land area to each use if the use is less than 20% of the total area of the temporary lodging establishment. Those uses mentioned in the code are as follows: retail stores, office space, restaurants, meeting rooms, and fitness facilities. Noting that this section applies to temporary lodging uses citywide, the group was asked to rate the acceptability of each use as it applies only to the THD so that the LDC could be amended accordingly.

Use Mixed with TL	"3"	"2"	"1"
Retail Stores (100 sq ft or less)	3	3	2
Office Space (for check – in, etc)	8	0	0
Restaurant/Bar	0	0	8
Meeting Rooms	4	4	0
Fitness Facilities	8	0	0

In summary, the majority of the group agreed that office space for check ins and administrative uses was appropriate, fitness facilities were appropriate, meeting rooms and retail stores were acceptable (some had issues but could live with it), and restaurants and bars were unacceptable uses.

Height and effective date

The majority of the group supported changing the effective date of the ordinance which would require an existing lodging owner had to show proof of ownership, operation, and payment of taxes and fees to December 31, 2010. (7 members voted “3”, 1 member voted “2”).

The group also unanimously agreed to reduce the height from 35 feet to 32 feet over BFE, with eaves at 28 feet (to read like residential structures in PAG overlay).

The group agreed that other design issues are to be addressed by the Historic Board in the future.

The draft ordinance that will be heard by the Planning Board on November 17 is based on the outcomes recorded above. The commission will have to decide on whether or not they agree with the changes.

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

Issue Considered:	First Reading and Public Hearing of Ordinance 2010-37, amending the Special Area Plan establishing a special Future Land Use designation for Eighth Avenue, known as the Community Redevelopment District- Eighth Avenue.
Date:	February 8, 2011
Prepared By:	Karl E. Holley, AICP, Community Development Director
Summary of Issue:	The proposed ordinance is necessary to ensure the content of the Special Area Plan required by the Pinellas Planning Council is consistent with the Land Development Standards proposed for the Community Redevelopment District- Eighth Avenue. The Commission will consider adoption of the proposed Land Development Regulations at a subsequent meeting.
Requested Motion:	“I move to approve Ordinance 2010-37 (read title)”
Attachments:	Ordinance 2010-37.
Reviewed by City Manager:	<u>MB</u>

ORDINANCE # 2010-37

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, PINELLAS COUNTY, FLORIDA, PROVIDING FOR AMENDMENTS TO THE EIGHTH AVENUE SPECIAL AREA PLAN, AS WRITTEN IN EXHIBIT “A” ATTACHED HERETO; PROVIDING FOR THE REPEAL OF ORDINANCES OF PARTS OF ORDINANCES IN CONFLICT HERewith, TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted Ordinance 2008-24 on August 26, 2008, establishing a special Future Land Use designation for Eighth Avenue, known as the Community Redevelopment District- Eighth Avenue: and

WHEREAS, the Citizens of St. Pete Beach validated the adoption of this comprehensive plan amendment, in 2009; and

WHEREAS, Pursuant to the Countywide Rules, establishment of the Community Redevelopment District requires the submittal and acceptance of a Special Area Plan by the Pinellas Planning Council and the Countywide Planning Authority; and

WHEREAS, Pinellas Planning Council Staff has noted some inconsistencies with the Special Area Plan and the proposed Land Development Regulations, and has recommended changes to the Plan for consistency;

WHEREAS, the City Commission finds this Comprehensive Plan amendment to be in the best interest of the citizens of the City of St. Pete Beach.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, FLORIDA, HEREBY ORDAINS:

Section 1. The Special Area Plan is amended as written in “Exhibit A”, attached.

Section 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed to the extent of any conflict with this Ordinance.

Section 3. If any portion or part of this Ordinance is declared invalid by a court of competent jurisdiction, the valid remainder hereof shall remain in full force and effect.

Section 4. This Ordinance shall become immediately upon adoption.

Michael Finnerty, MAYOR

FIRST READING : _____

PUBLISHED : _____

SECOND READING : _____

PUBLIC HEARING : _____

I, Pamala Prell, Acting City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this _____ day of _____, 2011.

Pamala Prell, Acting City Clerk

“Exhibit A”

Density/Intensity Standards for Permitted Uses

The following standards are proposed for the new Community Redevelopment District – Eighth Avenue (CRD-EA) land use classification:

- Density and Intensity of use for commercial and residential components shall be inclusive, i.e. the same land area may be used to support both use types without proration.
- Residential use - Shall not exceed 24 dwelling units per acre.
- Residential equivalent use - Shall not exceed an equivalent of 2.0 to 3.0 beds per permitted dwelling unit at 24 dwelling units per acre.
- Non-residential use - Shall not exceed a floor area ratio (FAR) of 1.0 for single use commercial structures or ~~1.50~~ 1.45 for mixed-use development, nor an impervious surface ratio (ISR) of .90. The standard for the purpose of establishing relative intensity and potential impacts shall be an FAR of .75 and an ISR of .75.
- Transient accommodation use - Shall not exceed 30 units per acre.
- Public/semi-public; ancillary non-residential use - Shall not exceed a maximum area of three (3) acres. Any such use, alone or when added to existing contiguous like uses, which exceeds this threshold shall require a plan amendment which shall include such use and all contiguous like uses.

Mixed-Use Provisions

The Eighth Avenue Commercial District is a mixed-use area where many buildings have second floor residential or commercial over first floor commercial/retail/office space. It is the intent of this plan to continue to encourage this type of development pattern, in a scale that is consistent with the existing development. The City’s Comprehensive Plan and LDRs will allow a variety of compatible uses, while the higher FAR and ISR will encourage implementation of such a mixture. Specific provisions will be included to allow residential only on second or third stories of buildings and only as part of a mixed-use project, in order to maintain the street-level commercial use important to such a district. No stand-alone residential structures will be allowed within the CRD-EA plan area. However, Bed and Breakfasts and the adaptive re-use of existing residential structures shall be permitted.

Figure 18 Current Zoning Standards (ROR), Eighth Avenue Commercial District

Standard	Value	Problem	Potential Solution
Front	20 Feet	Moves buildings too far from sidewalk; not consistent with much of the existing pattern of development. structures	Set buildings closer to the front property line. Amend LDR's to allow some flexibility for recessed doorways, outdoor seating, etc. up to the sidewalk; provide for open plazas and seating areas
Secondary Front	10 Feet	Moves buildings too far from alleys; not consistent with existing structures	Position buildings adjacent to alleys Amend LDR's to allow for minimal to no setbacks required for secondary front yard.
Side	10 Percent of Lot Width	Requires building separation; not consistent with existing structures	Allow zero or minimal lot-line development setbacks (minimal setbacks allow for reduced cost of fire retardant materials in that will allow for building separation, and allows for courtyard areas).
Rear	20 Feet	Actually makes sense, pInconsistent with current building pattern; however current standard provides some room for surface parking.	Keep Standard to allow for parking or reduce rear yard setbacks.

Additionally, consistent with most of the existing development in the area, front and side setback requirements will be reduced in order to allow new construction to mimic the historic pattern of

development, while allowing for some flexibility for some architectural interest includes features such as recessed doorways and small outdoor seating areas. ~~eliminated in their entirety. One potential drawback is the possibility of elimination of existing open space by new construction on lots where buildings are now setback from the front and side property lines. Side setback would only be allowed to provide vehicular access to rear parking. Buildings would be required to be built to the sidewalk.~~

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

Issue Considered: First Reading and Public Hearing of Ordinance 2011-04 amending the Capital Improvements Element of the City's Comprehensive Plan to update the Five-Year Schedule of Capital Improvements.

Date: February 8, 2011

Prepared By: Karl E. Holley, AICP, Community Development Director

Summary of Issue: Section 9J-5.016 of the Rules of the Florida Department of Community Affairs requires the City to update the Five-Year Schedule of Capital Improvements in the Capital Improvements Element of the City's Comprehensive Plan on an annual basis.

The proposed amendment updates the Schedule, with identified projects which meet the criteria of being both an upgrade or expansion of current service and having a cost more than \$100,000 in the aggregate in each year.

Requested Motion: "I move to approve Ordinance 2011-04 (read title)"

Attachments: Ordinance 2011-04.

Reviewed by City Manager: MB

CITY OF ST. PETE BEACH, FLORIDA

ORDINANCE NO. 2011-04

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA AMENDING THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN; PROVIDING FOR UPDATE OF THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, TO THE EXTENT OF SUCH CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City is required, pursuant to Rules of the Department of Community Affairs Section 9J-5.016, to update the Five-Year Schedule of Capitol Improvements in the Capital Improvements Element of the City's Comprehensive Plan on an annual basis, and

WHEREAS, the Planning Board of the City of St. Pete Beach and the City Commission of the City of St Pete Beach conducted public hearings noticed pursuant to Florida law and conducted pursuant to Ordinance 88-36 of the City of St. Pete Beach and Section 22-3.9 of the Land Development Code; and

WHEREAS, the comprehensive plan amendment is determined to be in the best interest of the citizens of the City of St. Pete Beach,

NOW, THEREFORE, THE CITY OF ST. PETE BEACH, FLORIDA, HEREBY ORDAIN:

Section 1. The Capital Improvements Element of the St. Pete Beach Comprehensive Plan is hereby amended in accordance with the following:

Schedule of Capital Improvements FY 10-11 to FY 14-15

	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>Total</u>
Project	Street Rehabilitation	Street Rehabilitation	Street Rehabilitation	Street Rehabilitation	<u>Street Rehabilitation</u>	Street Rehabilitation
Cost	\$290,325	\$304,838	\$320,091	\$336,095	<u>\$277,275</u>	<u>\$ 1,346,775</u>

Funding Sources	General Fund, Transportation Impact Fees, Penny for Pinellas (local option sales tax)	General Fund, Transportation Impact Fees, Penny for Pinellas (local option sales tax)	General Fund, Transportation Impact Fees, Penny for Pinellas (local option sales tax)	General Fund, Transportation Impact Fees, Penny for Pinellas (local option sales tax)	<u>General Fund, Transportation Impact Fees, Penny for Pinellas (local option sales tax)</u>	<u>General Fund, Transportation Impact Fees, Penny for Pinellas (local option sales tax)</u>
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Section 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed to the extent of any conflict with this Ordinance.

Section 3. If any portion or part of this Ordinance is declared invalid by a court of competent jurisdiction, the valid remainder hereof shall remain in full force and effect.

Section 4. This Ordinance shall become effective immediately upon adoption.

Michael Finnerty, MAYOR

FIRST READING : _____

PUBLISHED : _____

SECOND READING : _____

PUBLIC HEARING : _____

I, Pamala Prell, Acting City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this _____ day of _____, 2011.

Pamala Prell, Acting City Clerk

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

Issue Considered: First Reading: Ordinance 2011-06 amending Chapter 66 Pensions and Retirement, Article IV, Firefighters' Pension Plan, Section 66-253(a) Conditions of Eligibility of the City of St. Pete Beach Code of Ordinances

Date: January 25, 2011

Prepared By: Elaine Edmunds, Finance Director

Summary of Issue: The purpose of the proposed change is to allow the fire chief the option of participating in the 175 pension plan or opting to participate in another plan. The current ordinance requires the fire chief to participate in the 175 plan.

Chapter 66, Article III, Police Officers' Retirement System, section 66-144 already includes this language giving the police chief the option of participating in the police 185 pension plan or another plan.

Requested Motion: "I move to approve Ordinance 2011-06...(read title.)"

Attachments: Ordinance 2011-06

Reviewed by
City Manager: MB

**CITY OF ST. PETE BEACH, FLORIDA
ORDINANCE 2011-06**

**AN ORDINANCE OF THE CITY OF ST. PETE BEACH,
FLORIDA AMENDING THE CODE OF ORDINANCES,
CHAPTER 66 PENSIONS AND RETIREMENT, ARTICLE IV
FIREFIGHTERS' RETIREMENT SYSTEM, DIVISION 1,
GENERALLY, SECTION 66-253 (A) CONDITIONS OF
ELIGIBILITY; PROVIDING FOR SEVERABILITY;
PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF
ORDINANCES, IN CONFLICT HERewith, TO THE EXTENT
OF SUCH CONFLICT; AND PROVIDING FOR AN EFFECTIVE
DATE.**

**THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, FLORIDA,
DOES HEREBY ORDAIN:**

Section 1. The Code of Ordinances, City of St. Pete Beach, Florida, Chapter 66, Article IV Firefighters' Retirement System, Division 1 Generally, Section 66-253(a) Conditions of Eligibility, is hereby amended as follows:

- (a) *Conditions of eligibility.* All firefighters as of the effective date and all future firefighters shall become members of the firefighters' retirement system as a condition of employment, except that if the fire chief has entered into an agreement with the city wherein he shall be permitted to participate in a pension plan other than the one provided in this article, he shall be entitled to waive participation in this plan. In order to waive such participation, the fire chief shall notify the city manager and the board of trustees, in writing, of his decision to waive such participation. The waiver shall be kept by the city clerk with a duplicate original copy maintained in the personnel file of the fire chief.

Section 2. This ordinance shall become effective immediately upon final passage.

MICHAEL FINNERTY, MAYOR

FIRST READING	: _____
PUBLISHED	: _____
SECOND READING	: _____
PUBLIC HEARING	: _____

CA: 10/15/07 V1

I, Pamala Prell, Acting City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions

of applicable law this ____ day of _____, 2011.

Pamala Prell, Acting City Clerk

St. Pete Beach City Commission
Agenda Report

Issue Considered: Ordinance 2011-08, First Reading and Public Hearing, eliminating the fee for discontinuing reclaimed water service to a property.

Date: 2/8/2011

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: The City established a reclaimed water disconnection fee to recover the hard and soft costs of providing this service to property owners. It is also meant to offset some of the cost to remaining reclaimed water customers who must pay to maintain the reclaimed water connection and distribution system for future use by the property if so desired. At the 1/11/2011 City Commission meeting staff was directed to draft an ordinance eliminating this fee. Additional information regarding costs and frequency data will be provided in a powerpoint presentation at the meeting.

Requested Motion: "I move to approve Ordinance 2011-08... (read title.)"

Attachments: Ordinance 2011-08

Reviewed by
City Manager: MB

CITY OF ST. PETE BEACH, FLORIDA
ORDINANCE 2011-08

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA PROVIDING FOR AMENDMENT OF CHAPTER 86 UTILITIES ARTICLE IV OF THE CODE OF ORDINANCES PERTAINING TO THE RECLAIMED WATER SYSTEM; ELIMINATING THE FEE FOR DISCONTINUING RECLAIMED WATER SERVICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES, IN CONFLICT HERewith, TO THE EXTENT OF SUCH CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, notice of this Ordinance has been provided in accordance with applicable law; and

WHEREAS, the City Commission desires to eliminate the fee for discontinuing reclaimed water service to a property; and

WHEREAS, the City Commission understands that the costs associated with discontinuing reclaimed water service and maintaining the reclaimed water connection and distribution system for future use by the property will be the responsibility of the remaining reclaimed water customers; and

WHEREAS, the City Commission has found this Ordinance to be in the best interest of the health, safety and welfare of the citizens of the City;

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, FLORIDA, DOES HEREBY ORDAIN:

Section 1. Section 86-137 of the Code of Ordinances of the City of St. Pete Beach, Florida, pertaining to reclaimed water system discontinuing service by the customer is hereby amended as follows:

Article IV. Reclaimed Water System. Division II. Reclaimed Water Use. Sec. 86-137.

Discontinuing service by customer.

There shall not be a fee for discontinuing reclaimed water service. A written request to discontinue service must be received by the City at least fourteen (14) days prior to discontinuation. All current bills shall be paid by the customer, including a bill for the use during the period current billing prior to discontinuation of service. ~~All disconnection fees and~~ Reconnection fees shall be equal to the connection fee. However, disconnection is not allowed during the first five years of service, either by the original customer or subsequent customers of the reclaimed water system.

Section 2. Except as outlined in this Ordinance all other sections and content of Chapter 86 Utilities Article IV relating to the reclaimed water system remain intact and unchanged.

Section 3. If any portion, part or section of the Ordinance is declared invalid, the valid remainder hereof shall remain in full force and effect.

Section 4. All Ordinances or parts of Ordinances, in conflict herewith, are hereby repealed, to the extent of such conflict.

Section 5. This Ordinance shall become effective upon passage.

Mayor Michael Finnerty

FIRST READING: _____
PUBLISHED: _____
SECOND READING: _____
PUBLIC HEARING: _____

Attest:

I, Pamala Prell, Acting City Clerk of the City of St. Pete Beach, Florida, do hereby certify that the foregoing Ordinance was duly adopted in accordance with the provisions of applicable law this _____ day of _____, 2011.

Pamala Prell, Acting City Clerk

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

Issue Considered: Resolution 2011-04, declaring items as surplus

Date: February 8, 2011

Prepared By: Mike Bonfield, City Manager

Summary of Issue: The equipment listed is no longer in service due to physical damage and the life packs were a trade with Pinellas County and will be returned.

Requested Motion: “I move to approve Resolution 2011-04. . . (read title)”

Attachments: Resolution 2011-04

RESOLUTION 2011 - 04

A RESOLUTION OF THE CITY OF ST. PETE BEACH, PINELLAS COUNTY, FLORIDA DECLARING AS SURPLUS THE PROPERTY LISTED.

The Board of Commissioners of the City of St. Pete Beach, Pinellas County, Florida, at a regular meeting held Tuesday, February 8, 2011, resolves as follows:

WHEREAS, the City Commission has determined that at the present time the listed items have past their life cycles, been parted out or have been replaced:

6 – Recliner chairs
1 – Couch
2 – Physio Life Pak 12
Serial Numbers: 11164857 & 11164860

WHEREAS, it has been determined that said items listed above, may be disposed of as deemed appropriate.

NOW THEREFORE, The City Commission of the City of St. Pete Beach, Pinellas County, Florida, DOES RESOLVE:

That the City Manager is authorized to return the two Physio Life Paks to the County and dispose the best possible way the remaining items.

INTRODUCED AND PASSED by the City Commission of the City of St. Pete Beach, Pinellas County, Florida, on this 8th day of February 2011.

MAYOR

ATTEST:

ACTING CITY CLERK

St. Pete Beach City Commission
Agenda Report

Issue Considered: Authorize the City Manager to accept a professional service agreement from Woolpert, Inc for \$75,840 to assist with establishing a functioning stormwater utility.

Date: 02/08/11

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: After identifying the need to invest more in the stormwater collection system and better protect receiving water bodies, the City had the foresight to establish a special assessment to specifically address these priorities. All tax parcels are now being charged a simple flat fee, as seen on recent tax bills, to establish a functioning stormwater utility. We are now at a critical juncture of this project and that is making the stormwater utility operational and establishing a fair and equitable rate structure.

To establish the stormwater utility, a RFQ was issued and a selection committee established. The committee consisted of Operations Manager Phil Christman, CIP Construction Manager Renee Cooper and I. Two proposals were received and the committee rated the results as follows, with the committee unanimous in its selection of Woolpert:

Woolpert – 1558 Total Points
Government Services Group – 1346 Total Points

The scope of services for the stormwater utility study include utility fee calculations based on pervious/impervious area methods, determining overall service costs and uses to be funded, implementing programs for monitoring water quality, and recommending approaches for governing stormwater functions. The initial cost estimate to assist with establishing the stormwater utility from Woolpert was \$116,250. After negotiations and our decision to do some of the work in-house the final cost is now \$75,840.

The special assessment totaled \$280,304. In FY 2010 \$109,877 was expended with the bulk of it going to perform the special assessment and meet legal requirements. In FY 2011 \$12,262 has been expended to date and \$158,165 remains. This funding can only be used to establish a functioning stormwater utility. It cannot be diverted and/or used for any other purpose. However, any remaining funding from the special assessment can be rolled over into the new stormwater utility once it is established.

Requested Motion: "I move to authorize the City Manager to accept a professional service agreement from Woolpert, Inc for \$75,840 to assist with establishing a functioning stormwater utility."

Attachments: Woolpert RFQ Proposal
Woolpert Agreement, Scope of Work, and Fee Breakdown

Reviewed by
City Manager: MB

PROFESSIONAL SERVICE AGREEMENT

Stormwater Utility Implementation

THIS AGREEMENT, made and entered into this _____ day of _____, 20_____, between Woolpert, Inc., (Woolpert) and the City of St. Pete Beach, Florida (Client), provides for Professional Services and as described in Attachment A to include the development and implementation of a stormwater utility and associated services. Compensation to be paid to Woolpert for providing the requested Services shall be on a lump sum basis as described in Attachment B. Any services beyond those identified in this Agreement shall be considered Additional Services.

This Agreement embodies the entire agreement and understanding between the parties.

City of St. Pete Beach, Florida

Signed: _____
Typed Name: _____
Title: _____
Date: _____
Address: _____

Woolpert, Inc

Signed:  _____
Typed Name: William E. Spearman III, P.E.
Title: Vice President
Date: 1/13/2011
Address: 3504 Lake Lynda Drive, Suite 400
Orlando, Florida 32817

ATTACHMENT A: SCOPE OF SERVICES

General Information

Woolpert understands that the City of St. Pete Beach is seeking assistance in implementing a stormwater utility to fund the enhancements to its existing stormwater program to comply with the anticipated new requirements related to National Pollutant Discharge Elimination System (NPDES) permit and anticipated Total Maximum Daily Loads (TMDLs) that may be stated in forthcoming Basin Management Action Plans (BMAPs) from the Florida Department of Environmental Protection. Woolpert will assist in analyzing existing laws and ordinances, collecting localized data, developing the necessary feasibility studies and reports, preparing a rate study, determining overall service costs and uses to be funded, implementing programs for monitoring water quality, recommending approaches for governing stormwater functions, and preparing ordinances/resolutions.

The following is a list of tasks to be conducted as part of this stormwater utility development and implementation.

A. Program Review

The City of St. Pete Beach currently performs stormwater projects on an as-needed basis. The adoption of the \$36/parcel assessment and the additional funds expected from the variable cost assessment associated with this scope will allow the City to improve stormwater quantity and quality within the City. Furthermore, the impending FDEP regulations and requirements will affect the way the City conducts and operates its stormwater program. The City intends to build the enhanced stormwater program on the strengths of the existing program and supplement it with new activities to meet the new requirements.

Task A.1: Existing Program Review and Data Collection

The Woolpert Team will review the City's current stormwater program and provide an analysis of existing legislation, rules, codes, policies, guidance documents, and processes currently implemented by the Federal, State, Water Management Districts, and others for the control of stormwater discharges that may impact the City's operations. When the review and update of the existing program and information is complete, we will provide a summary of the review and update with recommendations to the City. This preliminary analysis will provide the City with information for use in the one-on-one meetings as well as providing information to the public. This estimate will be based on information from the Stormwater Management Plan (SWMP) and review of the estimated stormwater program needs. The Woolpert Team will also identify the existing data/information related to the City's stormwater program that is required to complete the remaining tasks.

Woolpert Deliverables

- Program review summary report

City Responsibilities

- Provide copies of current NPDES MS4 permit and annual report
- Provide copies of current stormwater CIP
- Provide current Pinellas County parcel information in digital format

-
- Provide current City aerial photography and LiDAR information (if available) in digital format
 - Provide current City stormwater program staffing and budget information
 - Provide stormwater program information developed for the current parcel assessment program, including the legal documentation

B. Public Outreach / Education

Task B.1: Public Outreach / Education about the Stormwater Utility

The Woolpert Team will support the City staff during one work session with the City Commissioners to discuss the progress on the study. The Woolpert Team will identify and develop a PowerPoint presentation for this work session. City staff may use the presentation in other outreach efforts in the City.

Deliverables

- Presentation assistance during one meetings with the City Commission

City Responsibilities

- Schedule City Commission work session/presentation

C. Rate Structure:

Task C.1: Evaluation of Various Rate Structures

Resolution 2010-07, Section 3.02 indicates that an impervious-based rate structure as described in the Apportionment Report is fair and reasonable. And since this resolution was legally challenged and upheld, the use of the existing approved rate structure methodology is recommended.

The rate methodology will be based on the impervious area associated with a typical single family house. This typical single family house is generally referred to as an equivalent residential unit (ERU). The runoff potential of all other land use categories is then assessed by the number of ERUs equal to the effective impervious area contained on each parcel. This has proven to be the most equitable and legally defensible method for allocating stormwater management costs to all customers.

The impervious area and percent of impervious area will be calculated based on a statistical sample of single family houses in the City of St. Pete Beach. The Typical ERU impervious value is typically between 2,000 and 2,600 square feet.

The resolution indicates that three classes of properties are to be identified: 1) Typical single family; 2) Residential condominiums; and 3) All other property. In this scenario all single family houses would be charged one ERU. Condominiums would be charged a fraction of an ERU based on the average calculated impervious area that can be attributed to each unit. This fraction has been around 0.7 ERUs in other coastal communities we have investigated. The ERUs for all other property are to be calculated based on the site impervious area and the percent of impervious area on site based on the formula below:

$$\frac{\text{Property Total Impervious area (in sq. ft.)}}{1 \text{ ERU (in sq. ft.)}} * \frac{\text{Property Impervious Coverage (\%)}}{\text{Typical Single – Family Impervious Coverage (\%)}} = \text{Factored ERUs}$$

The initial base rate and subsequent variable costs should be both technically equitable and generally perceived as equitable. We believe the rate structure proposed in the resolution meets this goal.

The rate structure should be divided into three modules: (1) the basic rate structure; (2) modification factors which can be applied to any of the rate structure to enhance equity, reduce costs, and meet other objectives (e.g. tiered residential rates); and (3) the secondary funding methods that can be used in concert with the user fees. Secondary funding methods should be evaluated primarily to ensure that they would be consistent with the basic rate methodology.

The development of a preferred rate structure should involve the following steps:

1. Selection of appropriate funding methods for the Storm Water Management Program.
2. Definition of a primary funding method.
3. Selection of a basic rate structure.
4. Selection of appropriate rate structure modifiers, if any.
5. Selection of appropriate "secondary" funding methods, if any.

Deliverables

- One staff workshop to discuss rate methodology
- Rate Study defining the projected cash flow requirements, including the impacts of the draft Credit policy on the revenue collections

D. Credit Policy

Task D.1: Develop Credit Policy

Woolpert will develop a draft credit policy that defines the activities that are eligible for credits and delineates the application process for credits for water quality and quantity activities.

Deliverables

- Draft Credit Policy Manual

E. Appeals Process

Task E.1: Develop Appeals and Customer Service Policy

The Woolpert Team will develop a customer appeals policy with detailed procedures that is consistent with the City's existing policies and current operations in order to rectify billing errors and to hear citizen appeals. The City's customer service staff's input and guidance will be critical to the success of this program and any new staff should be trained prior to the first stormwater billing cycle.

Deliverables

- Appeals Policy
- Customer Service FAQs

F. Final Report

Task F.1 Final Report

The report will contain the program mission statement created in a workshop setting as a result of stormwater management plan definition and stakeholder meetings. All policy issues discussed during the course of the project will be documented and included in the report. Stormwater management service will be summarized with respect to both current and future levels and the costs of providing future service will be used to develop the 5-year Stormwater Management Plan.

The detailed documentation of the billing structure, funding mechanism and apportionment methodology will be included, as well as a recommended mitigation credit and adjustment system for reducing user charges on properties that can demonstrate that they are providing mitigation.

Schedule

Woolpert will complete the tasks as identified in Attachment A by July 1, 2011 if a Notice to Proceed is issued prior to January 15, 2011 and the City provides to Woolpert the information identified in Task A – City Responsibilities within thirty (30) calendar days of the issuance of the Notice to Proceed.

Compensation

Compensation to be paid to Woolpert for providing the requested Services shall be on a lump sum basis as detailed in Attachment B and payable through monthly progress payments from City of St. Pete Beach. Services beyond those identified in this Agreement shall be considered Additional Services.

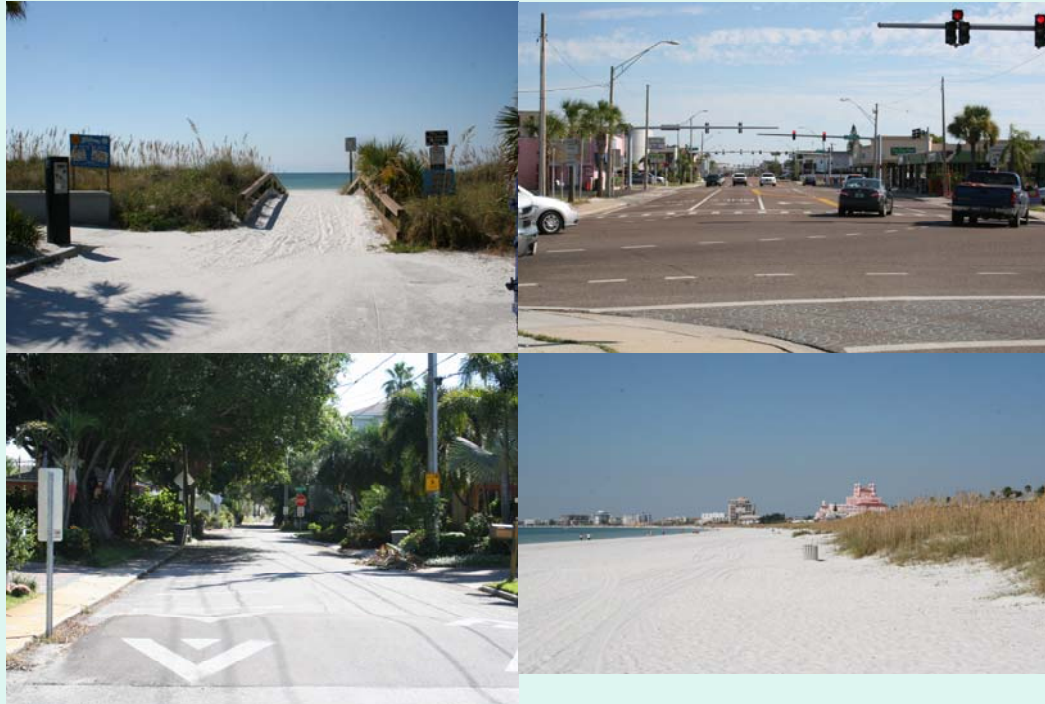
ATTACHMENT B: COMPENSATION

Fee Breakdown

Task A	Program Review	\$7,440
Task B	Public Outreach/Education	\$5,960
Task C	Rate Structure	\$32,520
Task D	Credit Policy	\$6,440
Task E	Appeals Process	\$5,960
Task F	Final Report	\$5,960
	Project Management	\$10,310
Subtotal		\$74,590
	Reimbursables	\$1,250
Total		\$75,840

Woolpert Use Only Reviewed As To Form: _____ Date: _____
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Request for Qualifications Stormwater Utility Study



3504 Lake Lynda Drive, Suite 400
Orlando, Florida 32817
407-381-2192
Bill Spearman, PE, Vice President

Prepared for
The City of St. Pete Beach



October 22, 2010



CITY OF ST. PETE BEACH

REQUEST FOR QUALIFICATIONS

STORMWATER UTILITY STUDY

Table of Contents

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	Stormwater Utility Article – Creating a Stormwater Utility With Near-Zero Opposition	
	Resumes	

October 22, 2010

City of St. Pete Beach
City Clerk's Office
155 Corey Avenue
St. Pete Beach, Florida 33706



3504 Lake Lynda Drive, Suite 400

Orlando, Florida 32817

407-381-2192

Fax: 407-384-1185

www.woolpert.com

RE: Stormwater Utility Study – City of St. Pete Beach

Dear Ms. Cooper,

Woolpert is pleased to present our response to the City of St. Pete Beach's Request for Qualifications to implement a stormwater utility study. Woolpert has been helping local governments develop and implement stormwater utilities for over twenty years. This dedicated funding source has allowed many communities to improve water quality, decrease the risk of flooding, improve the stormwater level of service, and help to meet state and federal unfunded stormwater mandates.

Woolpert has a designated practice of over 30 staff members that focuses solely on stormwater management issues for local, state and federal governments. We have assembled our most experienced staff to provide this service for the City. Our practice leader, Mr. Bill Spearman, PE, directs this practice area and the project director proposed for this contract, has over 30 years of experience in stormwater management program activities including serving as the director of the South Carolina stormwater program and an active participant in the Southeast and Florida Stormwater Associations. In addition, he has implemented stormwater utilities across the nation and is one of the principle instructors on stormwater management topics for the American Public Works Association's national training efforts.

Mr. Jeff Earhart, the Project Manager for this project, has over twenty years of experience creating stormwater solutions in Florida. Jeff has implemented small stormwater utilities in communities such as the City of Maitland and large stormwater utility assessments for Sarasota County. This depth of knowledge combined with Woolpert's database management and aerial interpretation of impervious areas expertise will prove to be invaluable to the City of St. Pete Beach.

To supplement our in-house stormwater capabilities we have added Allen Watts, with the law firm of Cobb & Cole, to address any legal concerns that may arise. Mr. Watts is an expert at assessment and stormwater utility law and legal precedent. He is the co-author of the Florida Stormwater Association's manual "Establishing a Stormwater Utility in Florida."

We make a positive commitment to perform the requirements under this contract. Mr. Bill Spearman, Vice Present (803.214.5922) is authorized to make representation for the firm. We thank you for this opportunity and are looking forward to assisting you with this important program.

Sincerely,

Woolpert, Inc.

William E. Spearman, III, PE
Vice President

Jeffrey J. Earhart, PE
Project Manager

STATEMENT OF QUALIFICATIONS AND PROFILE OF TEAM

PROJECT TEAM



Woolpert has been helping clients develop cost-effective solutions to meet their infrastructure needs since 1911. We have grown by focusing on our clients, being responsive and performing quality work. Our most valuable assets are the clients we serve—most on a repeat and continuing basis.



Projects have become more complex, requiring the orchestration of many skills, teamwork, and collaboration. Woolpert's dedication to expertise and investments in the latest technological advancements demonstrate our ongoing commitment to delivering high-quality professional support to the best clients. Our project teams are devoted to identifying innovative solutions that help maximize your potential for growth and success. We are proud of our consistent recognition by *Engineering News-Record* as one of the top design firms in the country. Woolpert is currently ranked 96 among national design firms. Our success is the result of listening carefully, working hard to consider the possibilities, and developing project solutions and strategies that make the difference. Woolpert can help you overcome today's challenges and prepare you for tomorrow.

With more than 600 professionals located in more than 23 offices across the United States, the firm has the relevant experience, professional expertise, technical support, and quality review personnel to complete projects on time and within budget.

WOOLPERT HEADQUARTERS

The headquarters of Woolpert is located at the following address:

4454 Idea Center Boulevard
Dayton, Ohio 45430-1500
Phone: 937.461.5660 / Fax: 937.461.0743
www.woolpert.com



The person authorized to enter into an agreement with the City of St. Pete Beach, and the project's director is Bill Spearman, PE. The primary office responsible is our Orlando office, located at

Bill Spearman, III, PE / Vice President
3504 Lake Lynda Drive, Suite 400
Orlando, Florida 32817
407.381.2192 / 407.384.1185, fax

Local Presence

Woolpert has been in business in Florida for over 20 years and during that time we have developed excellent working relationships with all of the review and regulatory agencies at the local, state and federal levels of government. Woolpert's key staff stays current with regulations and participates in industry committees, workshops and forums where new policies and standards are discussed, debated and implemented.



The Woolpert Team is ideally located to respond quickly to the City of St. Pete Beach for this Stormwater Utility Study. Woolpert's Orlando office is strategically located; allowing easy access to coastal and interior municipalities alike. Furthermore, Steve Tarte, who is a Tampa based telecommuter, will serve as client liaison and can be at the City's offices in approximately 30 minutes.



All of Woolpert's offices are equipped with state-of-the-art technology for production and communication to meet the needs of a wide range of clients. Our Florida staff consists of approximately 40 professional employees that work with a multitude of municipal clients throughout the state.

Firm / Team Experience

The Woolpert Team has a great deal of experience in implementing stormwater utilities across the state. Woolpert has assembled a highly qualified team to assist the City of St. Pete Beach in meeting its goals and objectives related to the establishment of a stormwater utility. Our project team is composed of Woolpert in conjunction with the law firm of Cobb & Cole.

The Woolpert Team specializes in stormwater utilities. Some of our team's project experience includes:



- City of Maitland – Environmental Stormwater Utility serving a population of 6,500. Coordinated with condominium, commercial and residential interests to gain consensus and support for the utility.
- City of Cape Canaveral – Stormwater Utility Implementation. Coastal community with coordination between condominium, mobile home and residential interests. Resolution easily passed City Council after successful public information campaign.
- Sarasota County Stormwater Utility – First in the state to use impervious/pervious model.
- Orange County Stormwater Utility – Worked with agriculture and urban interests to gain consensus.
- Martin County Stormwater Utility – Investigated level of service costs and related those costs to stormwater utility rate scenarios.
- City of Orlando – Compared stormwater projects and stormwater utilities of similar Cities, reviewed ordinances and resolutions, reviewed capital improvement plan and planned projects, and recommended rate adjustments.
- City of Altamonte Springs – Defined ERU, developed rate structure, determined fees and implemented mitigation credit system.
- Northern Kentucky Sanitation District No. 1 – Developed a stormwater utility for a 246 square-mile area, serving 34 cities and the urbanized areas of Boone, Campbell, and Kenton Counties.
- Greenville County – Utilized the property tax bill to collect approximately \$9 million annually for the Greenville. The County uses the funds to meet NPDES, flooding and water quality goals.
- Dorchester County – Lidar imagery was used to determine the impervious area of residential and non-residential properties. This limited digitization of parcels reduced the overall cost of the project.
- City of North Augusta – Development of a stormwater utility to meet NPDES requirements with near-zero opposition. A strong public involvement program was a leading indicator to success for the stormwater utility.

Innovative Approaches Include:

- Impervious, Pervious, DCIA and “drain-to” components developed for Sarasota County and Orange County.
- First in the state to develop mitigation credit system to include water quantity, water quality and rate components.
- Use of GIS, Access and Excel, along with the property appraiser’s role to quickly develop master account file to estimate ERUs and revenue.
- LiDAR and aerial photo interpretation to automate impervious area calculations.
- Strong GIS and database management skills to foster strong interfaces between City’s database and the County’s tax database.

Success/Failures Related to Stormwater Assessment Development

- Use public involvement to change opponents into supporters. Changed Orange County agricultural interests from vocal opponents to silent supporters.
- Reviewed staffing levels in Martin County and recommended new organizational structure and long-term system maintenance plan.
- Used LiDAR, aerial photography and GIS to calculate the impervious area for non-residential and residential parcels in Greenville County.
- A near-zero opposition utility creation is possible by educating the City Council, developing a simple and fair rate structure, ensuring all must pay their share, educating the public, involving the opposition, and engaging the press, as was done in the City of North Augusta.



As evidenced by the information presented herein, our team has an excellent reputation with many Florida communities. We believe that our project Team’s experience demonstrates our ability to successfully perform and manage all aspects of this project. This dedication is the hallmark of the Woolpert Team – always ready to serve you with innovation and responsiveness!

The professionals at Woolpert assigned to this project have, on average, 20 years of experience in solving stormwater challenges. The majority of our staff has worked for both public and private agencies, allowing our professionals a unique perspective into the everyday challenges facing public agencies, and how to work as a consultant to better serve such agencies. We pride ourselves in being able to dedicate resources toward meeting and exceeding our clients’ budgetary and performance goals.

Bill Spearman, Project Director

Mr. Spearman has over 34 years of experience in stormwater management, stormwater utility creation and implementation, erosion prevention, and sediment control. His project experience includes research and evaluation of erosion prevention and sediment control materials on federal and state projects, development of stormwater management and sediment control programs and ordinances for local governments, development of statewide stormwater management and sediment control programs and laws, development of stormwater master plans and modeling for state and local governments, and development and presentation of stormwater management and sediment control training programs. Mr. Spearman has also served as an Adjunct Professor in the Civil Engineering Department at the University of South Carolina with teaching responsibilities in environmental and water resources engineering. Similar stormwater utilities recently implemented by Bill Spearman include: City of Maitland, Town of Indian Trail, Town of Stallings, Town of Kannapolis, Northern Kentucky Sanitation District No. 1, Greenville County, Dorchester County, and City of North Augusta.

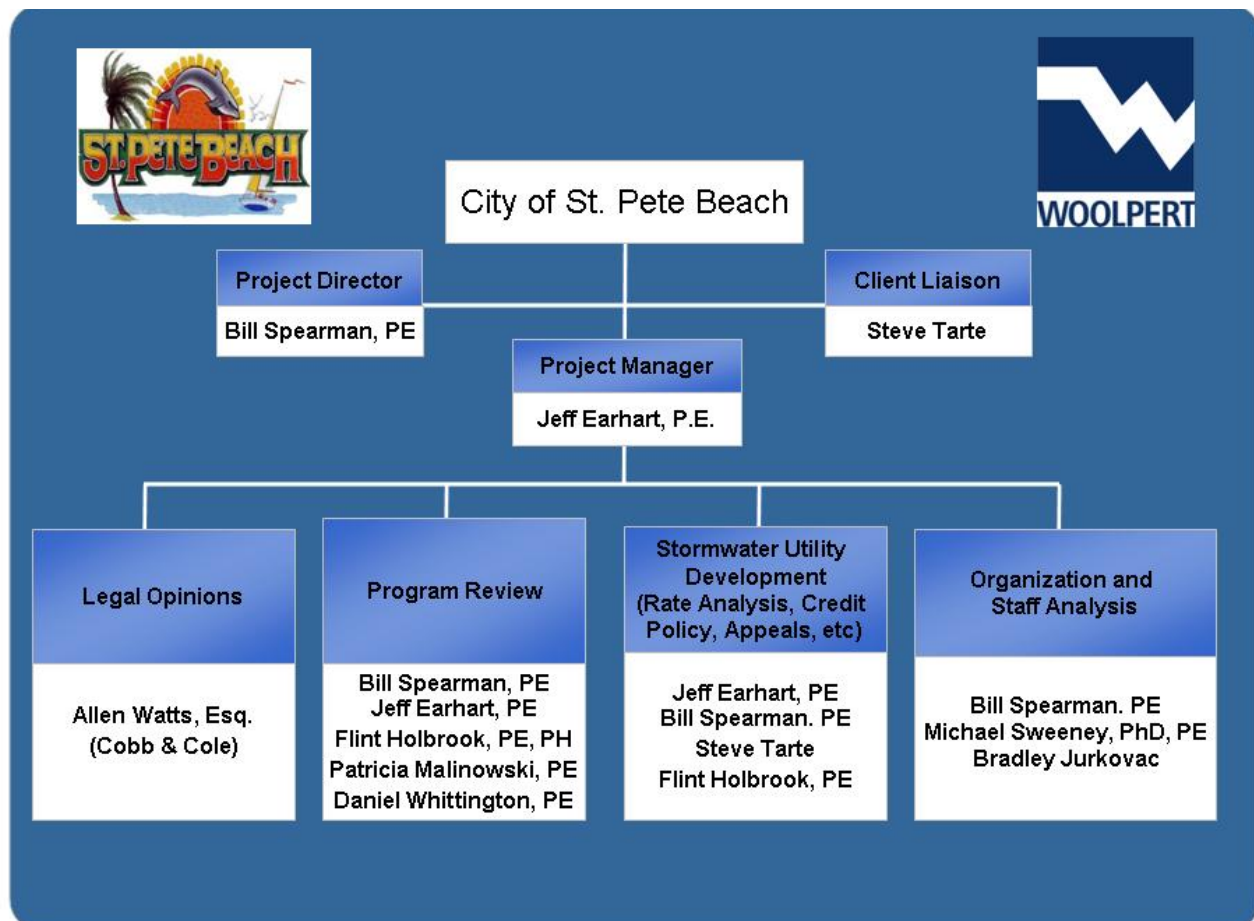
Jeff Earhart, Project Manager

Mr. Earhart has managed many Florida stormwater projects for such entities as the City of Orlando, Orange County, Volusia County, Seminole County, City of Lake Mary, City of Oviedo, City of Mount Dora, St. Johns River Water Management District, Southwest Florida Water Management District, and the South Florida Water Management District among others. In addition to Mr. Earhart's experience, he also possesses a Masters Degree in both Water Resources Engineering and Engineering Management and received the ASCE Florida Section 2003 Young Engineer of the Year Award and the Engineer of the Year Award in 2009. Mr. Earhart's recent Florida stormwater utility implementation experience includes: City of Maitland, Orange County, Martin County, Sarasota County, City of Cape Canaveral, City of Palmetto, City of Orlando, City of Winter Springs, City of Altamonte Springs, City of Port St. Lucie.

Steve Tarte, Client Liaison

Mr. Tarte has extensive experience providing services in the water resources and consulting engineering field. Mr. Tarte has developed and managed projects with municipal, state, federal agencies and private corporations. Mr. Tarte has managed projects in over fifteen states including Florida public agencies such as Orange County, Lake County, Hillsborough County, Seminole County, Martin County, City of Maitland, City of Orlando, City of Tampa, City of Tallahassee, the Southwest Florida, Northwest Florida, Suwannee River, St. Johns and South Florida Water Management Districts; the Army Corps of Engineers Districts (St. Paul, St. Louis, Rock Island, Vicksburg, New Orleans, Jacksonville, and the Waterways Experiment Station); the Fish and Wildlife Service, National Park Service, and the US Geological Survey. Mr. Tarte has provided extensive administrative and technical leadership in assuring complete client satisfaction on many projects.

A complete protect team organizational chart is presented below.



In addition to the eight specific staff members assigned to this project, the Orlando office and Tampa telecommuters boast a total of 43 individuals available to service this contract. Of the eight staff assigned six are professional engineers, one is an economist and one has a Master's Degree in organizational leadership.

Subconsultants

Law Office of Cobb & Cole

Our legal counsel is Mr. C. Allen Watts with the Law Offices of Cobb & Cole. Mr. Watts is a private attorney who has concentrated on administrative law and local government matters for more than thirty years. Mr. Watts serves as a consultant to local governments throughout Florida. Mr. Watts is one of the first Board-certified city, county and local government law specialists in the state. He is chair of the land use and local government law department at Cobb & Cole.

Mr. Watts pioneered the legal concept of impact fees on new development in Florida. He represented the City of Dunedin through six years of litigation in which the Supreme Court of Florida ultimately approved the constitutionality of such fees. He is the author of the chapter on impact fees in the Florida Bar's environmental and land use law treatise. During his service as board counsel to the School Board of Volusia County, he drafted its school impact fee ordinance and then defended it to a favorable settlement in a test case brought by the Florida Home Builders Association.

Mr. Watts has also been heavily engaged in the legal development of funding mechanisms for stormwater and other utility systems. He has provided counsel in the development of a stormwater funding plan for the Narragansett Bay Commission (Rhode Island), and in the development of stormwater utilities in several Florida jurisdictions. He wrote the legal chapter for the manual *"Establishing A Stormwater Utility in Florida"*, published by the Florida Stormwater Association, and has lectured at Florida, Georgia and Southeastern conferences of stormwater utilities.

Management plan and Communication Processes

Woolpert's foundation for meeting our clients' expectations is reaching a **shared vision** with our clients; i.e., a mutual understanding of scope, budget, schedule, and level of quality. Shared vision means that everyone involved in a project understands what is expected and "surprises" are minimized. To support this concept, our basic operating philosophy is to focus our operational management approach on meeting our clients' needs.

At the onset of a work order, the project manager will form a Project Implementation Team (PIT) consisting of the project manager, a technical leader (project engineer) and assigned staff. The PIT will work directly with the Client to address all project needs and issues. The project engineer will be responsible for the technical accuracy and completion of assignments. The project engineer will coordinate technical activities, monitor staff progress, implement quality assurance and quality control (QA/QC) procedures, control costs, ensure verification of engineering calculations, manage subcontractors, and maintain frequent communications with the project manager. In addition, they will also review and evaluate progress, identify potential problem areas, and make necessary corrections.

Communications/Reporting Plan

Our project organization provides a proactive management approach with clear lines of communication, well-defined activities and responsibilities at each management level, established quality control and quality assurance procedures, direct access to resources and professional staff, and rapid and effective



implementation and control of each work element within the confines of scope, budget, and schedule. Simple things, such as returning phone calls and emails in a timely manner, generally the same day, are our hallmarks of success. Providing written bi-weekly status reports allow all staff to understand the status of the project. Our goal is to help you achieve your goals, efficient communication and accurate timely reporting helps everyone succeed.

Timeliness, Scheduling, and Monitoring Plan

Cost and schedule control on a fixed-price task order is best accomplished by clearly identifying the scope of work during cost proposal development, negotiating a fair and reasonable price for the work, and performing the work promptly and to the client's satisfaction the first time. Woolpert has designed our method of project planning, proposal development, and project execution to reach that goal. We consistently use Microsoft Project software for schedule control and monitoring. We routinely use weekly meetings to monitor the schedule and progress of the project. In addition, monthly reports are generated for reporting to the client on continuing projects. The potential difficulties are discussed during these progress meetings and if needed corrective action plans are developed and discussed with the client at an early stage ensure the project is delivered on schedule.

QA/QC PLAN

Prior to submittal to the Client, the project manager first reviews the work product to determine its readiness for independent quality assurance review. Once approved by the project manager, the work product will then be submitted to the appropriate independent reviewer not involved in preparation of the work product. Our reviewers have experience with all applicable standards of governmental and regulatory agencies including local, state and federal organizations. Quality control is an inherent aspect of technical control that is built into the work process itself, and therefore relies on the project team itself. We implement a rigorous quality control plan that includes day-to-day attention to the performance of work to ensure its highest level of technical quality, thoroughness, and accuracy. We believe this is critical to providing the City with the highest quality work product.

Why Choose The Woolpert Team

- We Recently Implemented the City of Maitland's Stormwater Utility
- Outstanding Team
- In-Depth Understanding of Stormwater Utilities
- Our Legal Council, Allen Watts, is the Leading Legal Expert on Stormwater Utilities in the State
- Public Agency Focus
- Existing Research Tools, Databases, and Ordinances
- Woolpert is the Best Choice to Provide These Services to the City of St. Pete Beach.



We have the right mix of staff with recent similar experiences to meet the City's expectations on this project.

***The Woolpert Team identifies creative and effective solutions
for today and tomorrow!***

SERVICES APPROACH

Firm's Approach

Understanding of Scope of Services

The Woolpert Team understands that the City of St. Pete Beach is seeking assistance in implementing a stormwater utility to fund the enhancements to its existing stormwater program to comply with the anticipated new requirements related to National Pollutant Discharge Elimination System (NPDES) permit and anticipated Total Maximum Daily Loads (TMDLs) that may be stated in forthcoming Basin Management Action Plans (BMAPs) from the Florida Department of Environmental Protection. Woolpert will assist in analyzing existing laws and ordinances, collecting localized data, developing the necessary feasibility studies and reports, preparing a rate study, determining overall service costs and uses to be funded, implementing programs for monitoring water quality, recommending approaches for governing stormwater functions, and preparing ordinances/resolutions.



The City is already well on its way to having a fully functional stormwater utility by enacting Resolution No 2010-07 "Initial Assessment Resolution" adopted January 26, 2010. This ordinance allows for the collection of a \$36/parcel/year fee to cover "Program Costs." The existing resolution also allows for "Additional Apportionment Approach; Variable Costs" in Section 3.02 of the resolution.

The following is a list of tasks the Woolpert Team proposes to utilize in the evaluation of the City of St. Pete Beach's stormwater utility enhancement. We anticipate that the final scope of services will be developed in the scoping meeting. However, we believe that the activities discussed in this scope and the City's list of tasks serve as an opportunity to discuss our capabilities in meeting the City's needs and will be excellent starting points to refine the work plan as necessary.

A. Program Review:

The City of St. Pete Beach currently performs stormwater projects on an as-needed basis. The adoption of the \$36/parcel assessment and the additional funds expected from the variable cost assessment associated with this RFP will allow the City to improve stormwater quantity and quality within the City. Furthermore, the impending FDEP regulations and requirements will affect the way the City conducts and operates its stormwater program. The Woolpert Team believes that the City should build the new stormwater program on the strengths of its existing program and supplement it with new activities to meet the new requirements.

Task A.1.1: Existing Program Review

The Woolpert Team will review the existing legislation, rules, codes, policies, guidance documents, and processes currently implemented by the Federal, State, Water Management Districts, City and others for control of stormwater discharges. In addition, the review and update will include a review of the current program for the City of St. Pete Beach regarding the comprehensive stormwater management program.



Task A.1.2: Level of Service Parameters

The level of service defines the frequency of maintenance and inspection received by the various components of the drainage system within the service area. The City should consider using four levels of service to perform the cost of service analysis. These levels of service are existing, minimal, acceptable, and optimal (or desired) levels of service.

Task A.1.3: Determine Cost of Service

Cost of service defines the expenditures related to those stormwater management activities currently performed by the City. The cost of service also includes those expenditures that will be necessary to provide a new, higher level of service in the chosen service area and to meet the permit requirements and addresses capital needs where deemed necessary. The expenditures should include all of the activities related to providing the defined service level. These

expenditures should include the costs for the following program components:

- Administration
- Financial Management
- Operations and Maintenance
- Planning, Design, and Engineering
- Regulation and Enforcement
- Capital Improvements and Expenditures (A preliminary cost of service analysis will be developed for the existing, minimal, acceptable, and optimal (or desired) levels of service.)



Task A.2: Program Review Summary

When the review and update of the existing program and information is complete, the Woolpert Team will provide a summary of the review and update with recommendations to the City. Among the issues that need to be defined are the level of service to be provided, the cost associated with that level, and extent of service. This preliminary analysis will provide the City with information for use in the one-on-one meetings as well as providing information to the public. This estimate will be based on information from the Stormwater Management Plan (SWMP) and review of the estimated stormwater program needs.

Deliverables

- Program review summary report
- A report that outlines the recommendations for area, extent, and level of service.
- A cost of service analysis report that evaluates the existing, minimal, acceptable and optimal (desired) levels of service

Task A.3: Conduct Interviews

The Woolpert Team will interview selected City staff, other government agencies and business and industrial associations such as Southwest Florida Water Management District, Florida Department of Environmental Protection, Home Builders Association, Chamber of Commerce, Commercial and Industrial developers as well as others to help determine the level of expectations of the utility. A public information stakeholders/advisory meeting will be held to develop a thorough understanding of the needs associated with existing stormwater program issues, existing stormwater drainage / flooding problems, and water quality problems. In addition, the Woolpert Team will investigate the status of NPDES and TMDL issues that may affect the City.

Woolpert will review backlog needs and develop a Master Management plan for the stormwater program. This master plan will look 20 to 25 years into the future as to how the needs will be addressed. Part of this plan will be to develop a five year capital improvement project plan that ranks and prioritizes needs and projects. This plan will be incorporated into the cash flow analysis for the stormwater utility.

Deliverables

- Interview summary report

B. Public Outreach / Education:

Task B.1: Develop Plan to Educate each Group about the Stormwater Utility

The interests of the various affected stakeholder groups and those who may emerge as important to the approval process will be different. The Woolpert Team will begin by formulating a specific message for each category or group (i.e. political, taxpayer, media, environmental). The plan will then provide for assessing the level of awareness of each group to determine the amount of education needed. The best method for communicating with each group (individual meetings, group meetings, news coverage, editorials, direct mail, etc.) will be identified, placed on a matrix featuring a schedule for each task.



The Woolpert Team will support the City staff during two work sessions with the City Commissioners to discuss the progress on the study. The Woolpert Team will identify and develop materials to be used to support and promote this task. This may include brochures, form letters, pamphlets, and website page content.

Deliverables

- Presentation assistance during two meetings with the City Commission
- Develop brochures, etc., as directed by City Staff.



C. Organization and Staffing:

Task C.1: Perform Organization, Management, and Staffing Analysis

The Woolpert Team will perform this analysis to determine what resources exist in the current organizational structure and to determine what elements of the current organization can be modified to efficiently manage the Stormwater Management Plan and stormwater utility.

In addition, the City's ability to interface with other local governments on issues related to stormwater and to regulate activities within the local jurisdiction will be assessed. This analysis will provide a recommendation on how the City should structure ordinances for regulation, operation, and maintenance of the storm sewer system within the jurisdictional area.

The following major stormwater program components will be considered as part of the organizational, management, and staffing analysis:

- Administration, Financial Management, and Program Development to include: General Administration; Secretarial and Clerical Support; Financial Management; Program Planning and Development; Capital Outlay and Overhead Costs; and Public Awareness and Involvement.
- Planning, Design, and Engineering to include: Drainage Master Planning; Design; Field and Operations Engineering; Water Quality Planning and Monitoring; Hazard Mitigation; and Support Requirements.
- Operations and Maintenance to include: Maintenance Management; Routine Maintenance; Remedial Maintenance; Erosion and Sediment Control; Emergency Response Maintenance; Water Quality Maintenance; and Support Services.
- Regulation and Enforcement to include: Code Development and Enforcement; Permit Administration; Drainage System Regulation; Floodplain Management; Water Quality and Quantity Regulation; and Inspection.

Deliverables

- An organization, management and staffing analysis report that outlines a recommended organization, management, and staffing plan to implement the City's SWMP.

D. Rate Structure:

Task D.1: Evaluation of Various Rate Structures

Resolution 2010-07, Section 3.02 indicates that an impervious-based rate structure as described in the Apportionment Report is fair and reasonable. And since this resolution was legally challenged and upheld, the use of the existing approved rate structure methodology is recommended.



The rate methodology will be based on the impervious area associated with a typical single family house. This typical single family house is generally referred to as an equivalent residential unit (ERU). The runoff potential of all other land use categories is then assessed by the number of ERUs equal to the effective impervious area contained on each parcel. This has proven to be the most equitable and legally defensible method for allocating stormwater management costs to all customers.

The impervious area and percent of impervious area will be calculated based on a statistical sample of single family houses in the City of St. Pete Beach. The Typical ERU impervious value is typically between 2,000 and 2,600 square feet.

The resolution indicates that three classes of properties are to be identified: 1) Typical single family; 2) Residential condominiums; and 3) All other property. In this scenario all single family houses would be charged one ERU. Condominiums would be charged a fraction of an ERU based on the average calculated impervious area that can be attributed to each unit. This fraction has been around 0.7 ERUs in other coastal communities we have investigated. The ERUs for all other property are to be calculated based on the site impervious area and the percent of impervious area on site based on the formula below.

$$\frac{\text{Property Total Impervious area (in sq. ft.)}}{1 \text{ ERU (in sq. ft.)}} * \frac{\text{Property Impervious Coverage (\%)}}{\text{Typical Single – Family Impervious Coverage (\%)}} = \text{Factored ERUs}$$

Developing three tiers for residential houses (small, medium and large) should be consider to provide a more equitable distribution of rates. Consideration should be given to when a large house moves from being a typical single family house to being considered as a developed property that is to be analyzed using the equation above.

The initial base rate and subsequent variable costs should be both technically equitable and generally perceived as equitable. We believe the rate structure proposed in the resolution meets this goal.

The rate structure should be divided into three modules: (1) the basic rate structure; (2) modification factors which can be applied to any of the rate structure to enhance equity, reduce costs, and meet other objectives (e.g. tiered residential rates); and (3) the secondary funding methods that can be used in concert with the user fees. Secondary funding methods should be evaluated primarily to ensure that they would be consistent with the basic rate methodology.

The development of a preferred rate structure should involve the following steps:

1. Selection of appropriate funding methods for the Storm Water Management Program.
2. Definition of a primary funding method.
3. Selection of a basic rate structure.
4. Selection of appropriate rate structure modifiers, if any.
5. Selection of appropriate "secondary" funding methods, if any.



The rate methodologies to be examined differ primarily in three regards: the make-up of the rate base; the cost of implementation; and their flexibility. The make-up of the rate base determines who pays. The cost of the effort to obtain and maintain current information for the user fee calculations should be evaluated for each rate methodology.

The Woolpert Team will evaluate three rate structure scenarios (as directed by the City) The evaluation will include revenue estimates including pros and cons of each as well as an approach for phasing in each scenario.

Task D.2: Five year CIP budget requirements and cash flow analysis

In order to evaluate the revenue sufficiency of the rate structures, the Woolpert Team will develop a detailed cash flow analysis and 5-year budget developed for the operation of the stormwater utility and its program areas. Based on the SWMP and CIP requirements indentified the Woolpert Team will develop a 5-year projected budget for implementation of the SWMP and incorporate this budget into the base fee calculation. The projected budget requirements will include information from the cost of service analysis; the organization, management and staffing analysis; consulting services; maintenance activities; office space; permit fees; vehicles and equipment; computers; phone; etc.

Deliverables

- Two staff workshops to discuss rate methodology
- Report defining the projected cash flow requirements
- Report discussing the three rate structure scenarios

E. Credit Policy:

Task E.1: Develop Credit Policy

The Woolpert Team will develop a credit policy manual delineating the application process for credits for water quality and quantity activities. User fee adjustments or mitigation credits are essential for developing a legally defensible utility. Legal experts indicate that one of the tests of being a utility is that one is not required to be part of the utility. Therefore, citizens need a mechanism to earn credits if they perform tasks beneficial to the City's stormwater system. For example, if a development has a stormwater pond and it holds the runoff from a 100-year rainfall event, it may be determined that the pond does not contribute to the stormwater system, and therefore the property owner is not required to pay the stormwater utility fee. Generally, parcels with stormwater facilities can achieve some credits. The Woolpert Team has had a great deal of success using a simple series of curves to define the mitigation credits earned by each parcel, as illustrated herein.



As the City begins to implement the stormwater program a compliant tracking system will be required. The Woolpert Team develops a procedure and process for the City to receive, manage and respond to citizen complaints concerning water quality and quantity. This procedure will merge with any reporting requirements that may be associated with NPDES compliance activities. Tracking of actions and follow up will be an important part of the program performance evaluation.

Deliverables

- Draft Credit Policy Manual
- Complaint procedures for handling complaints and tracking results of actions

The intent of the adoption of a sound mitigation credit and adjustment factor policy is to preempt both legal and political challenges to the rate structure.

F. Appeals Process:

Task F.1: Develop Appeals and Customer Service Policy

The Woolpert Team will develop a customer appeals policy with detailed procedures that is consistent with the City's existing policies and current operations in order to rectify billing errors and to hear citizen appeals. The City's customer service staff's input and guidance will be critical to the success of this program and any new staff should be trained prior to the first stormwater billing cycle.

Deliverables

- Appeals Policy and Customer Service Program

G. Billing Options:

Task G.1: Evaluate Billing Options

The City currently uses the Property Appraiser and Tax Collector to collect the fee. We would recommend that this system continue to be used. The Woolpert Team will work with City staff to evaluate the City's existing system of maintaining the data that is then pasted to the County Tax Collector. Recommendations might include everything ranging from changes in existing procedures, configuration changes to the existing systems, enhancements to the existing system, requirements for and replacement of the existing system, or any combination of the afore mentioned recommendations.



The Woolpert is proposing an approach that has been proven successful on numerous past projects. This approach is one where we apply a principle of "**business drives technology.**" In short, we are firm believers that technology should not be implemented simply for the sake of technology and implementing a system without understanding the underlying business processes it supports is done at tremendous risk. This approach, highlighted in the following figure, involves four primary steps:

1. **Strategize.** In this stage we work with the City to understand the key operational objectives a stormwater utility billing system should support. We define the high level processes and analyze the key success factors/performance indicators (KPI's) that demonstrate progress in meeting these objectives.

2. **Design.** In this stage we map the detailed business processes that would be supported by the billing system. We not only analyze the processes for determining system requirements but also look at providing recommendations for improving the processes themselves. Once we understand the objectives, KPI's, the detailed business processes and the requirements of a successful system, we make recommendations on the ideal system and develop an implementation plan for putting the right solution in place.
3. **Implement.** The Woolpert Team can also assist with implementation recommendations with services ranging from configuration changes, selection and implementation of a new system, configuration/customization or custom software development. During implementation we focus on the organizational changes, process changes, the actual information systems and development of tools/techniques for monitoring KPI's all in parallel. This ensures a successful solution from the end to end.
4. **Monitor and Maintain.** The job is not finished once you hit the "go-live" date. New or enhanced information systems require monitoring to ensure continued success. This includes monitoring of all aspects of a solution from the organizational changes, to process changes and to the systems themselves. Adjustments are always necessary to "iron out the wrinkles" in any new enterprise system.

Deliverables

- Stormwater Billing System Recommendations Report

Final Feasibility Report

Task H.1 Final Report

The feasibility report will be prepared. The feasibility report will contain the program mission statement created in a workshop setting as a result of stormwater management plan definition and stakeholder meetings. All policy issues discussed during the course of the project will be documented and included in the report. Stormwater management service will be summarized with respect to both current and future levels and the costs of providing future service will be used to develop the 5-year Stormwater Management Plan.

Using information provided through national and regional surveys and statistical information available from selected stormwater programs, a comparison of experiences of other municipalities will be presented. For the purpose of meaningful comparisons, data will be normalized to maximize the usefulness of this information.

The detailed documentation of the billing structure, funding mechanism and apportionment methodology will be included, as well as a recommended mitigation credit and adjustment system for reducing user charges on properties that can demonstrate that they are providing mitigation. A credit system should be based on sound engineering principles and coded to be consistently applied across time and by various qualified individuals. The basis must be programmed into the billing system to accurately allocate credits to eligible parcels. Maintaining eligibility for a credit must be tied to a dependable flow of information in a systematic and equitable manner.

Mitigation credits are designed to recognize the reduction in impact (burden) on the City of privately built and/or privately maintained facilities. While the amount of credit awarded cannot be arbitrarily determined, substantial values can be developed based on compelling engineering science that can motivate targeted behavior. Woolpert's staff has developed a reliable methodological approach to the awarding of credits and has pioneered a range of techniques to be applied specifically to each jurisdiction's needs.

Review/Modify Rate Ordinance and Legal Counsel

Task I.1 Legal Review

The Woolpert Team will address the challenge of assuring a strong legal foundation for the stormwater utility. Accordingly, the team's legal counsel will be involved in issues concerning the review of the existing resolution and any potential amendments, as well as the avoidance of issues raised by Florida and other courts in stormwater utility cases.



REFERENCES

1. Environmental Stormwater Utility – City of Maitland

The City of Maitland is a primarily residential community located in north central Orange County with a population of approximately 16,500 people. A defining feature of the City is its 22 lakes that cover a significant portion of the City's topography. The City of Maitland has long recognized that its stormwater systems, and especially its lake systems, are critical infrastructure for the City citizens.

For the development of the stormwater utility, we employed the following steps:

- Data retrieval and review for establishment of an equitable Equivalent Residential Unit (ERU). The main source of data retrieval was the Orange County Property Appraiser's database.
- Establish guidelines for converting various types of development to ERUs and for determining the total number of ERUs.
- Based upon operation and maintenance costs, and the prioritized capital improvement projects list established in the Master Stormwater Plan, determine the fee per ERU that is necessary to cover these costs.
- Determine if a stormwater user fee credit system is appropriate for the City of Maitland Stormwater Utility
- Developed a legally defensible ordinance.

At the conclusion of the above tasks, we prepared a comprehensive, yet concise report, summarizing to the City Manager and City Council the progress and results of the fee structure implementation, along with a recommendation for an initial fee to be set by the City.

City of Maitland, 1827 Fennel Street, Maitland, Florida 32751, Ms. Marissa Williams, - (407) 539-6203
Project Manager: Jeff Earhart, PE

2. Orlando Stormwater Utility Rate Study – City of Orlando

Over the last several years the City of Orlando dramatically increased the spending within the Stormwater Utility; so much that the Utility faced considerable budget deficits in 2004 and future years. Stormwater professionals were engaged to analyze the Utility's program and budget to determine opportunities to reduce expenses and/or increase revenues.

We initiated an investigation with a survey of similar Stormwater Utilities in Florida to compare their programs and funding with Orlando's Utility. It was concluded that Orlando has considerably higher expenses for operation and maintenance activities, as well as Streets and Drainage budget transfers, than most other Utilities. It was also noted that Orlando has one of the highest Utility fees in the state.

We next performed a detailed analysis of the Utility's budget to determine causes of high expenses. It was observed that Orlando's Utility funds a number of programs and functions that are not funded in other Utilities. Some of the areas of possible funding reduction include Lake Enhancement, Stormwater Management, Street Sweeping, Materials and Equipment Storage, Surveying Services, Parks Personnel, Pond Maintenance, Wetlands, Emergency Spill Cleanup, Annexation Studies and Projects, System Rehabilitation, Rapid Response, Underdrain Construction, and Curb Replacement. These expenses accounted for over \$85,000,000 (58%) of the Utility's budget over the next ten years. The projected deficit for the next 10 years was \$65,658,574.

We also investigated the feasibility of increasing fees to make up budget shortfalls. The current Utility fee was \$5.50 per ERU. When compared to other Utilities, this rate was among the highest in Florida, with only seven other communities having higher rates. Two projected rate increases were prepared which would balance the Utility's budget over the next ten years. In the first proposed budget, as a worst-case scenario, there were no decreases in existing funding levels of administrative and program expenses. The budget was balanced by rate increases only. Under this proposed plan, the rate would increase from the current \$5.50 per ERU to \$7.75 in Fiscal Year 2004/2005, to \$9.00 in Fiscal Year 2006/2007, to \$9.20 in Fiscal Year 2008/2009, and to \$9.90 in Fiscal Year 2011/2012.

City of Orlando, 400 South Orange Avenue, Orlando, Florida 32801, Mr. Jim Hunt, - (407) 246-3646
Project Manager: Jeff Earhart, PE (Individual Experience)

3. Cape Canaveral Stormwater Utility Development – City of Cape Canaveral

Our professionals were selected by the City of Cape Canaveral to develop a stormwater utility based on the amount of run-off and pollution discharged. The City of Cape Canaveral has completed a comprehensive stormwater master plan, initiated by the City's council to better understand the status of drainage into the Banana River Lagoon, the major receiving waterbody for the City and a Surface Water Improvement Management (SWIM) program identified waterbody. With State and Federal regulations looming on the horizon, as well as public concern about the deteriorating conditions of water quality and seagrass coverage in the Banana River Lagoon, the City decided to act proactively and find ways for stormwater pollution abatement and better protection of its precious resource. A majority of the funding from the utility is aimed at stormwater quality retrofit.

For the development of the stormwater utility, we employed the following steps:

- Data retrieval and review for establishment of an equitable Equivalent Residential Unit (ERU). The main source of data retrieval was the Brevard County Property Appraiser's database.
- Establish guidelines for converting various types of development to ERUs and for determining the total number of ERUs.
- Based upon operation and maintenance costs, and the prioritized capital improvement projects list established in the Master Stormwater Plan, determine the fee per ERU that is necessary to cover these costs.
- Determine if a stormwater user fee credit system is appropriate for the City of Cape Canaveral Stormwater Utility.
- Develop an integrated utility assessment database.

At the conclusion of the above tasks, we prepared a comprehensive, yet concise report, summarizing to the City Manager and City Council the progress and results of the fee structure implementation, along with a recommendation for an initial fee to be set by the City.

*City of Cape Canaveral, 105 Polk Avenue, Cape Canaveral, FL 32920,
Ms. Andrea L Bowers, City Treasurer - (321) 868-1234
Project Manager: Jeff Earhart, PE (Individual Experience)*

4. Stormwater Utility Mitigation Credit Policy – Sarasota County

Mr. Earhart worked on this project while at another firm. The goal of this project was to review the present Sarasota County Stormwater Environmental Utility rate structure, and reconceive and restructure to achieve a more equitable, manageable, comprehensive and legally defensible rate structure for consideration by the Board of County Commissioners. Geographic Information System (GIS) data was developed and used to create a parcel layer assessing impervious surface areas.

The objectives were to:

- Incorporate the concept that everyone contributes including vacant, public and agricultural properties;
- Develop an apportionment methodology to appropriately allocate program costs with special emphasis on capital improvement cost allocation;
- Develop a financing plan for the capital improvement program;
- Investigate a variable or tiered residential rate structure; and
- Ensure that any proposed rate structure is consistent with State Statutes and legally defensible.

The results were:

- The parcel layer created for this project became the County's GIS base layer.
- New rate model based on pervious and impervious area. Relative runoff weights were assigned five different pervious area vegetative classes based on engineering techniques.
- New rate model allows for adjusting site specific bill for "drain to" considerations, area in ponds, lakes and wetlands, area in different types of vegetation, even different soil characteristics.
- New rate structure incorporates much more realistic credit mechanisms for on-site, in-place stormwater facilities.

-
- New rate structure assesses parcels for capital improvements based on geographic area of benefit of the improvements; that is, utility-wide, basin-wide, or neighborhood only.
 - New rate structure characterizes operating costs by geographic benefit area and bills those who receive services.
 - New structure allows for distinction between quality and quantity costs and apportionment based on such.
 - Rate ordinance is built from ground up to substantiate non ad valorem assessment legal tests and rules.

Sarasota County, 1301 Cattlemen Road, Sarasota, Florida 34232, (813) 378-6030
Project Manager: Jeff Earhart, PE (Individual Experience)

5. Stormwater Utility Pervious and Impervious Area Runoff Factory Review and Mitigation Credit Policy – Orange County

Mr. Earhart assisted in the development of a stormwater utility for Orange County which accounted for runoff from both the impervious and pervious areas. The Equivalent Residential Unit (ERU) was established as the benchmark from which all other developments would be assessed. The stormwater utility also provided for mitigation credits for privately owned and maintained on-site stormwater facilities. The mitigation credit was divided into three distinct components. The components are Quality, Peak Rate and Quantity (Volume). Quality refers to acts such as storing the first inch of runoff and other activities that enhance water quality. Rate is associated with the peak flow of stormwater off-site. Quantity refers to the volume of stormwater runoff stored on-site. This mitigation policy provided additional legal defensibility to the stormwater utility.

Existing data were compiled into a Geographic Information System, which greatly simplifies the future operation of the utility. The utility will be collected as a special assessment on the property tax bill. The fee structure provided for a significant level of service enhancement to return the County's stormwater system to its original design capability. A user-friendly data management system was developed to calculate bill amounts for new parcels.

Mr. Michael Drozeck, PE, Stormwater Management Department,
4200 John Young Parkway, Orlando, Florida 32432, (407) 836-7990
Project Manager: Jeff Earhart, PE (Individual Experience)

6. Stormwater Management Program and Assessment Rate Structure – Martin County

Mr. Earhart worked on this project at another firm. This project involved reviewing the County's existing stormwater management plans, policies and regulations, and providing recommendations for clarifying, strengthening and streamlining the program. The review process included review of all the reference documents used to prepare the existing program. Specific program elements that were addressed included:

- Capital Improvement Program
- Operation and Maintenance Program
- Cost Estimates for Implementation
- Development Review Process
- Regulatory Framework

As a part of the evaluation process several meetings were held with the technical advisory committee, consisting of members of the local engineering community. Through the technical committee meetings, we were able to identify real and perceived problems, within the existing stormwater program. As a result, specific recommendations were provided to the County that would clarify the vague portions of the regulatory policies, reduce duplication of rules and effort, provide for effective stormwater planning and increase water quality protection.

Concurrent with the review of the stormwater program, the County's stormwater utility framework and ordinances were developed. An appropriate rate was determined based on benefits areas, desired level of service, capital improvement costs, and predicted operation and maintenance expenses. An advanced mitigation credit system was developed to fairly and simply apportion stormwater utility fees. The process included coordination with the technical advisory committee and with a citizen advisory committee that was appointed by the County Commission. The result was a rate structure that met all legal requirements and addressed the concerns of the citizens and the County Commission.

Mr. Scott Webber, PE, Martin County, 2401 S.E. Monterey Road, Stuart, Florida 32996, (561) 288-5927
Project Manager: Jeff Earhart, PE (Individual Experience)

7. Stormwater Utility Development – Town of Indian Trail and Stallings

In order to fund the development and implementation of various Stormwater Management Plans (SWMPs), the Towns of Indian Trail and Stallings have decided to create and implement a Storm Water Utility and Service Fee. Woolpert assisted in the development and implementation of the Storm Water Utilities and SWMPs for both Towns.

Woolpert developed a Fact Sheet to supplement the Towns' existing public education and information program regarding the Stormwater Utility and overall Phase II stormwater requirements. A complete review of the Towns' of Indian Trail and Stallings existing stormwater management practices and plans was performed in order to define the existing activities, and to determine the existing service area, extent and level of service of these activities.

The overall goals and priorities of the Storm Water Management Programs (SWMPs) for the Towns of Indian Trail and Stallings were defined as related to:

- Stormwater Improvement Prioritization
- Operations and Maintenance Policies and Procedures
- Define Service Area
- Existing and Proposed Level of Service
- Funding and Stormwater Utility Implementation Guide

Based on the recommended SWMP elements, Organization, Staffing, Equipment and Facilities Analyses and Cost of Service Estimates for the Towns were developed to determine what elements of the current organizations can be modified to efficiently manage the recommended comprehensive SWMPs. Estimates of potential annual revenues were developed using selected rates and real property data from Indian Trail and Stallings along with recommended Stormwater Utility Rates.

Contact: Mr. Scott J. Kaufhold, PE (704) 821.5401

8. Stormwater Program Funding and Implementation – Town of Kannapolis

The purpose of this project was to provide the City of Kannapolis with a comprehensive report that included an audit of their existing program, a detailed description of the program requirements, a recommended action plan, planning level costs, a management plan, and available funding options, including a storm water utility.

Contact: Mr. Wilmer Melton, III (704) 920.4200

9. Stormwater Utility and Management Program Implementation – Northern Kentucky Sanitation District No. 1

The District's storm water service area covers about 245 square miles, including 34 cities and the urbanized areas of Boone, Campbell, and Kenton counties. The goal of the District's regional storm water management program is to provide uniform, cost-effective management of storm water problems, to enhance water quality in local streams, and to assure regulatory compliance within the storm water service area. The District's comprehensive program includes the financial, institutional, technical, and regulatory foundations and programmatic building blocks necessary to support the program.

Tasks completed include:

- Developed an Immediate Needs Assessment for the storm water management program and a GIS Needs Assessment.
- Developed an "impervious area" rate methodology for utility billings.
- Performed a statistical analysis of impervious areas on residential properties in the storm water service area to determine the average amount of impervious area per property.
- Determined the total impervious area for over 7,400 non-residential properties.
- Developed the storm water billing data maintenance processes.
- Determined the area, extent and level of service for the storm water utility.
- Determined the cost of service including an annual program for routine and remedial maintenance expenses; capital improvement projects; administration, engineering, and financial components; NPDES regulatory compliance; and debt service.
- Determined the organizational, management, and staffing needs for the utility.
- Performed a revenue generation analysis, cash flow analysis, and ten-year pro forma for the storm water utility.

-
- Developed billing policies for the storm water utility.
 - Developed a credit policy for non-residential properties.

*Mr. Jeff Eger, General Manager, Northern Kentucky Sanitation District No. 1,
1045 Eaton Drive, Fort Wright, Kentucky 41017, (859) 578.7465
Project Manager: Bill Spearman, PE*

10. Stormwater Utility and Management Program Implementation – Greenville County

The Greenville County Utility was developed primarily to fund the County's NPDES compliance activities with a \$425,000 going to fund the County's drainage program and approximately \$200,000 rebated to the participating municipalities to supplement their flooding and drainage programs. The utility was established in 2002. At that time, there were 130,756 residential parcels and 17,482 non-residential parcels. The ERU was established at 2,477 square feet. The initial revenue generated was \$7 million. With additional development and updates to the impervious data file, this revenue has increased to approximately \$9 million and is now used fund both the flood mitigation program as well as their NPDES compliance activities. The County is utilizing their annual County property tax bill as the billing mechanism.

Ms. Judy Wortkoetter, Greenville County, 301 University Ridge, Suite 3900, Greenville, SC 29601, (864) 467.4610

11. Stormwater Utility and Management Program Implementation – Dorchester County

While the Dorchester County utility was developed using the same steps and procedures as the others discussed in this section, it is unique in that LiDAR imagery was used to determine the impervious area measurements, including the calculation of the ERU value. The use of this imagery permitted the use of a larger sample size (2,734 parcels instead of the 477 parcels required for the 95% confidence level) for the calculation of the ERU value (3,755 square feet) and more consistent measurement of the impervious areas. This revenue estimates for this utility are based on 41,448 residential ERUs and 25,491 non-residential ERUs. The utility uses a three-tier residential rate – < 2,242 square feet (\$31.97/month); 2,242 to 5,229 square feet (\$44.76/month); and > 5,229 square feet (\$62.76/month). This utility does not offer credits at the present time. The total estimated annual revenue generated by this utility is \$2.69 million which meets the current stormwater program budget needs of \$2.61 million. The County is utilizing their annual County property tax bill as the billing mechanism.

Kelly Billbrough, Dorchester County SC, 2120 East Main Street, Dorchester, South Carolina 29437, (843) 832.0090

12. Stormwater Utility and NPDES Stormwater Phase II Permitting – City of North Augusta

The purpose of this project was to develop a comprehensive NPDES compliant Storm Water Management Program. At the conclusion of the project, a summary report was provided to the City. Woolpert coordinated with the South Carolina Department of Environmental Health and Control (SCDHEC) to develop a timeline for the City's NPDES compliance efforts.

Based on this timeline, Woolpert established the required steps to become compliant with the NPDES Phase II requirements. The primary focus of this task was to determine what the City did, determine the additional activities, and schedule to confirm the City's compliance with requirements.

After analyzing the City's activities and ordinances, Woolpert prepared a summary report that detailed the activities, identified deficiencies in complying with the requirements, and outlined an action plan to address those deficiencies.

Once the steps required to become compliant with the NPDES Phase II requirements were identified, the costs associated with complying with the Phase II requirements were determined. This analysis included an estimate of the costs based on varying levels of service as well as performing the activities cooperatively with other governmental entities. In addition, a comparison of the costs associated with contracting the work out was made to the costs associated with performing the services using City staff. Woolpert also considered the feasibility of implementing a storm water utility to fund the NPDES program.

Contact: Mr. Thomas C. Zeaser, PE (803) 441.4220

INSURANCE REQUIREMENT

Attached are our commercial general liability, automobile liability, umbrella liability, worker compensation, and professional liability insurance information.



CERTIFICATE OF LIABILITY INSURANCE

OP ID SHCL
WOOLP-1

DATE (MM/DD/YYYY)

04/08/10

PRODUCER Nichols Rogers Knipper 533 E First St. Dayton OH 45402 Phone: 937-222-4666 Fax: 937-222-0103		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Woolpert, Inc. 4454 Idea Center Boulevard Dayton OH 45430-1500		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: The Hartford Casualty Ins Co	29424
		INSURER B: Fireman's Fund Insurance Co	21873
		INSURER C: Ohio Casualty Group	24074
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A X	GENERAL LIABILITY	33UENTI4913	01/01/10	01/01/11	EACH OCCURRENCE \$1,000,000
	☒ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000
	☐ CLAIMS MADE ☒ OCCUR				MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☒ LOC				PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGREGATE \$2,000,000
					PRODUCTS - COMPROP AGG \$2,000,000
A	AUTOMOBILE LIABILITY	33UENTI4239	01/01/10	01/01/11	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	☒ ANY AUTO				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
A	☒ HIRED AUTOS				
A	☒ NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
B	EXCESS / UMBRELLA LIABILITY	SSZ99918377	01/01/10	01/01/11	EACH OCCURRENCE \$1,000,000
	☒ OCCUR ☐ CLAIMS MADE				AGGREGATE \$1,000,000
	DEDUCTIBLE				C - EXCS \$500,000
	RETENTION \$				\$500,000
					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	33WBPN3041	12/31/09	12/31/10	☒ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐				E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$1,000,000
	OTHER				E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

EXAMPLE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
William J. [Signature]

CERTIFICATE OF INSURANCE

Producer:
Ames & Gough, Inc.
8300 Greensboro Drive, Suite 980
McLean, VA 22102
(703) 827-2277

LEXINGTON
100 SUMMER STREET, BOSTON, MASSACHUSETTS 02110
ARCHITECTS/ENGINEERS PROFESSIONAL AND
POLLUTION INCIDENT LIABILITY

To:

EXAMPLE

As set forth below, the named insured has in force, on the date indicated, a policy of Architects/Engineers Professional And Pollution Incident Liability insurance with a limit of liability of not less than the amount indicated.

This certificate is issued as a matter of information only and confers no rights upon the holder. By its issuance, it does not alter, change, modify or extend the provisions of said policy and does not waive any rights thereunder.

Name of Insured:

WOOLPERT, INC.

Policy Period:

7/8/2010 TO 7/8/2011

Address of Insured:

**4454 IDEA CENTER BOULEVARD
DAYTON, OH 45430-1500**

Limit Of Liability - Per Claim:

\$1,000,000.00

Policy Number:

21456787

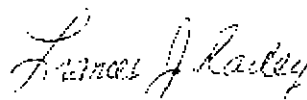
Limit of Liability - Annual Aggregate:

\$1,000,000.00

Insurance Company

LEXINGTON

**AMES & GOUGH
INSURANCE/RISK MANAGEMENT, INC.**



Frances J. Railey, CPCU

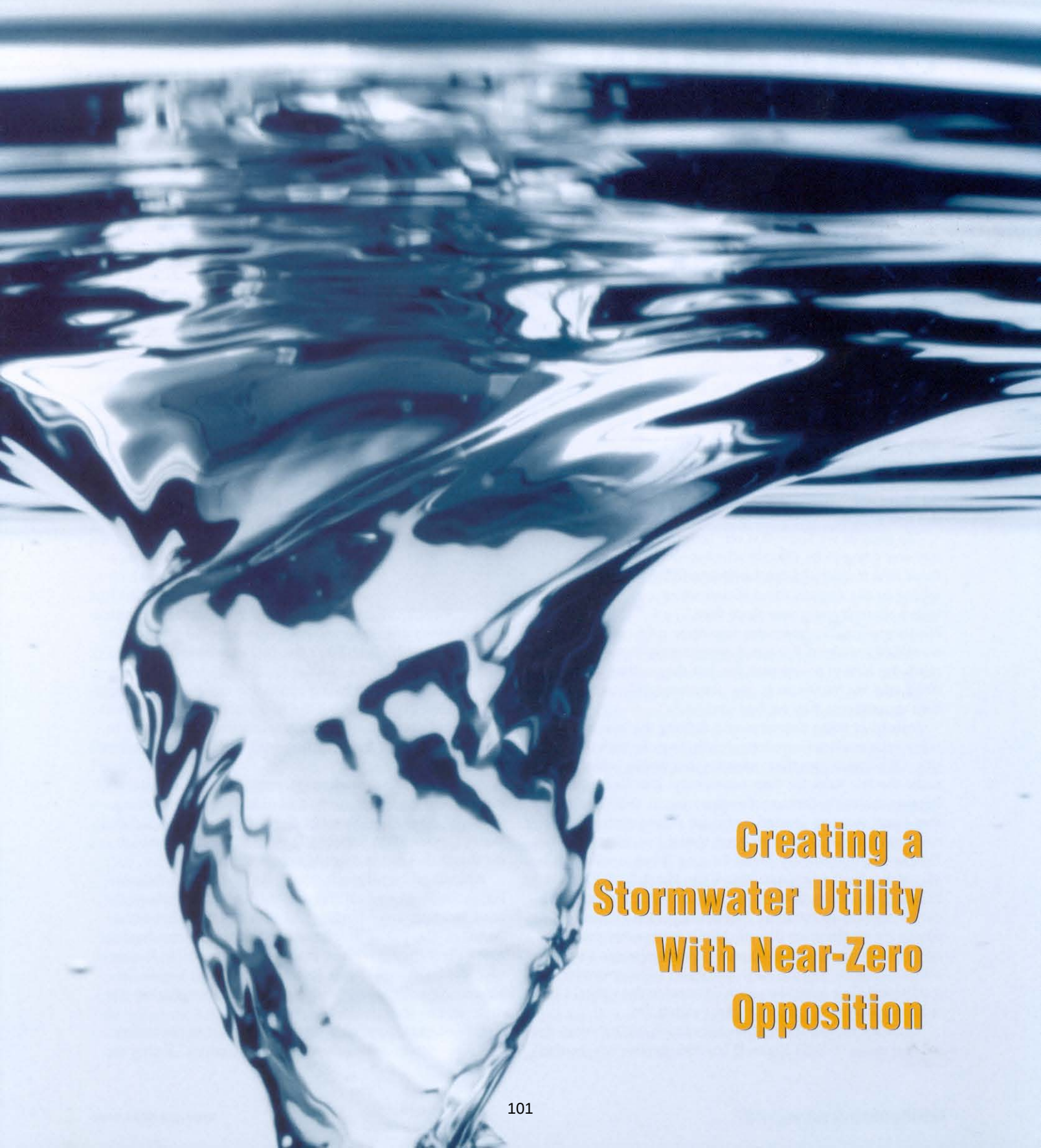
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Stormwater

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**Creating a
Stormwater Utility
With Near-Zero
Opposition**

Creating a Stormwater Utility With Near-Zero Opposition

Public attention will pay off, but educating city council is always job one.

By Harold E. Clarkson

Establishing a new user fee for stormwater management isn't something you just "pull out of a hat and spring on people," says Charles Martin, city administrator for North Augusta, SC. It's a process that requires long-term education and relationship building—with city leaders and the public—to foster acceptance of the concept.

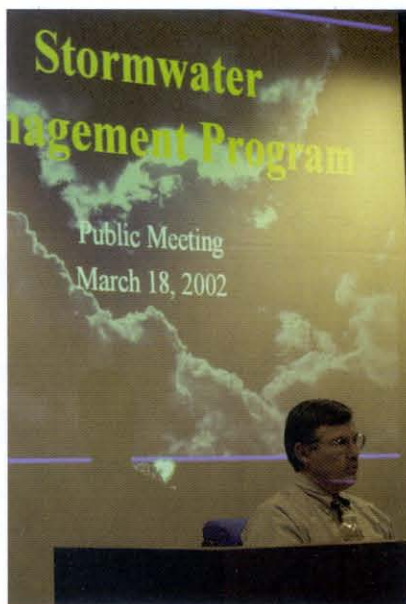
Martin should know. He began informing North Augusta's City Council about the need for better stormwater management back in the early 1990s, right after the latest amendment to the Clean Water Act was issued.

"As soon as we knew that our community was going to be directly affected by these new federal regulations, we started talking to city council about it, and we've talked about it every year since then,"

Martin reports. "So when the time came a few years ago to do something about it, council members did not necessarily relish the idea of a new user fee, but they certainly understood why we had to do it. And they were able to explain to their constituents why we had to do it."

Instead of being defensive and fighting the law, which other communities have done, North Augusta took the offensive. City leaders put their energies into finding ways to make the law work for their community. Tom Zeaser, who became the city's director of engineering in 1998, realized that North Augusta needed a plan for implementing a stormwater management program focused on water quality. He also realized the city needed a new revenue source to begin paying for the program before the March 2003 National Pollutant Discharge Elimination System (NPDES) Phase II permit application deadline. Martin supported Zeaser's charge by emphasizing the need for a stormwater program and revenue source in his annual budget messages to city council. "Martin was the early champion [of] stormwater funding," Zeaser says. "So when we created the utility, it was not a surprise to the press or to the public."

Even before North Augusta—population 18,000—was designated as an NPDES Phase II community, the city needed



North Augusta Mayor Lark Jones shares information about the needed stormwater utility with citizens at a public meeting.

stormwater funding to solve minor local flooding problems and make capital improvements to replace aging stormwater infrastructure. The NPDES Phase II regulations made it clear that North Augusta had to address water-quality issues as well.

The city hired national design and engineering firm Woolpert LLP in 2001 to conduct a stormwater program needs assessment and utility feasibility study to prepare for NPDES Phase II program implementation. Woolpert recommended a utility as a feasible and appropriate revenue source for North Augusta. By year's end, a preliminary rate structure, based

on a property owner's contribution to runoff, had been determined. And by July 2002 the first stormwater utility bills were in the mail.

After two complete billing cycles, the city had logged only three citizen inquiries about the new stormwater utility. Residential and nonresidential property owners alike seemed to take it all in stride. In North Augusta, utility implementation was a nonevent.

"Other municipalities have attempted to establish stormwater utilities, and they've had all kinds of problems along the way," notes Gary Sick, Southeast director of the Soil and Water Conservation Society. "They've failed to accomplish the things that North Augusta accomplished."

Political problems are to blame for many utility failures. For example, elected officials might have misunderstood the need for stormwater funding and thus might not have supported it. The public may have opposed stormwater funding, especially if they perceived that the city was simply finding a new way to increase taxes. In other cases, poor timing—implementing a stormwater utility after a different tax has just come on-line—has resulted in public protests.

"We did not experience the great amount of opposition that many other communities have experienced," Zeaser ex-

plains. "We developed our utility in a manner that we thought would stand up to close scrutiny."

Educating City Council

North Augusta, known as South Carolina's Riverfront for its location across the Savannah River from Augusta, GA, spans more than 18 mi.² North Augusta property owners enjoy many big-city amenities, as well as a strong sense of history, tradition, family, and community. Current projects include revitalizing the downtown and enhancing the city's riverfront location. These and other city initiatives are discussed at the city's annual retreat, called North Augusta Forward, each May. At this forum in 1999, Zeaser made his first presentation to city council about the pending NPDES Phase II stormwater regulations.

"We explored the history of the Clean Water Act, educated council on the law, described activities required to obtain a permit, and tried to put a dollar figure on all that," he relates. "We definitely had to sell it to them; few thought it was great."

The council was concerned about how the city would charge its residents for stormwater and how fairness and affordability could be ensured. "Council cautioned us not to minimize our efforts but not to go overboard either," he says.

The council asked Zeaser to explore funding options and outline the next steps at the next retreat. He responded, giving the council the specifics about NPDES Phase II regulations and presenting an implementation timeline. "We tried to present a greater sense of urgency in 2000," he recalls. "We focused more on stormwater fees instead of taxes or assessments based on lot frontage. We laid out what the fees might look like for the average homeowner and business owner and the revenues that would be generated."

Zeaser says the council was concerned that the proposed fees might be too burdensome on the average homeowner and business owner. "We were asked to streamline our program as much as possible." The council and Zeaser agreed that a consultant should evaluate the city's existing stormwater management activities and determine what additional activities were required to comply with EPA regulations.

At the 2001 retreat, Zeaser presented the proposed stormwater management program in detail, outlined existing efforts to hire a consultant, and invited three council members to serve on the consultant selection committee. "That was another way to educate council about stormwater management," he says. "These three council members heard presentations about stormwater management from outside sources and asked questions so they could share more information with their fellow council members later."

Woolpert was selected, began work in July 2001, and presented results to the city council by year's end. Woolpert and Zeaser made the proposed rate structure easy to understand by giving the council several sample rate scenarios for different types of property owners in North Augusta.

"We spent a lot of time making sure city council fully understood the technical aspects of the proposed rate structure, even reviewing concepts like the hydrological response of the ground to rainwater and how development affects that response," Zeaser explains. "The rate structure had to be understandable to the average person, yet grounded in science. We knew this structure would be more defensible than an arbitrary, simplistic formula."

So when the city council had to make a final decision about utility implementation, not much selling was required. The council could proceed with confidence because its members had been educated right from the beginning and had reached a consensus. Elected officials fully understood why North Augusta needed a utility, how revenues would be used, and what the program would cost.

Insisting on a Simple, Fair Rate Structure

A utility stands a greater chance of success if the rate structure is both fair to all and easy to understand. Citizens must understand how their bill is calculated. And the rate structure must generate sufficient revenue to cover the projected budget for stormwater management.

There are two primary approaches to rate structure design: (1) adopting a very simple, straightforward method that allows a utility to get up and running quickly but might result in questions and appeals upon implementation and (2) adopting a very detailed rate structure, which takes longer to implement but ultimately results in fewer questions from the public.

If exceptions or too many credits are built into the rate structure, or if flat rates are adopted, the rate structure won't be perceived as fair and a municipality could set itself up for public opposition and appeals. To avoid this problem, North Augusta took a hybrid approach—correlating rates to property size, land use, and percentage of impervious area—and kept the number of factors in its rate structure to a minimum. To determine the charge for each customer, a base unit of measurement, called the Equivalent Residential Unit (ERU), was established. An ERU is the average-size residential lot and its corresponding runoff coefficient ("C" factor), which indicates the quantity of runoff for an average-size lot with a home. The ERU in North Augusta is one-third of an acre with a C factor of 0.35. All single-family residential customers are charged at one ERU per month, set at \$4. Multi-family residential customers pay less.

Nonresidential customers, including businesses, churches, and schools, typically have a much greater percentage of impervious area than do residential customers. In North Augusta, a nonresidential customer's charge is based on the number of ERUs the property represents. All nonresidential customers were assigned one of 14 categories of developed land use; the land use and its associated C factor, and the number of acres in the property determine the number of ERUs.

"North Augusta's rate structure is fair because it calculates how much runoff a property will contribute compared to other properties," Zeaser points out. Fairness was not sacrificed for the sake of simplicity.

All Contribute, All Must Pay

North Augusta's utility implementation succeeded because city leaders never wavered from their initial philosophy: Since all property owners—including residents, churches, schools, and large and small businesses—contribute to stormwater runoff, all must pay to help manage stormwater.

Some of the largest contributors to runoff, however, such as churches and schools, are usually organizations with the perceived least ability to pay. Communities that try to exempt such entities from a stormwater user fee often get themselves into legal trouble. North Augusta avoided this

potential pitfall.

"We equate the user fee for stormwater to the taxes we pay for schools," Martin says. "Everybody has to help pay for public education whether they have children in the school system or not. Likewise, because everyone contributes to water-quality degradation through their everyday activities, everyone should have to pay to find solutions to water-quality problems. Property owners can't be exempt from their water and sewer bills, and they can't be exempt from stormwater charges either."

Educating the Public

If job one is educating elected officials, then job two is educating the public about the need for stormwater management, the law, how funds will be used, and program costs. Not only must the rate structure *be* fair and easy to understand, but the public also must *perceive* that it is fair and easy to understand. "You don't want the public to perceive that the city is implementing a 'rain tax,'" Martin says. "That's a real negative and should be avoided."

The better a city knows its community, the more effective its public education process can be. North Augusta's citizens learned about the program in multiple ways:

Stories in the City's Newsletter (North Augusta Forward). Two of the earliest stories coincided with the completion of Woolpert's program needs assessment and feasibility study. A story titled "Unfunded Federal Mandate" described how EPA is requiring North Augusta to develop and implement a stormwater management program to meet the municipal stormwater permitting requirements of the South Carolina Department of Health and Environmental Control. Citizens learned that existing programs must be revised and new programs added for the city to fully comply. The story warned citizens that no federal or state funding is available and that funding needs will go beyond what the city currently budgets for stormwater management. Citizens also learned of the consequences to the environment and to public and private property if the city's stormwater management program is inadequate.

A second article discussed the city's stormwater management budget, introduced the utility fee concept, projected that each household would pay between \$3 and \$4 monthly to provide revenues to the Stormwater Utility Fund, described the basis for fee calculations, and explained that credits and an appeals process would be available.

"We wanted to make citizens aware in 2001 that we were anticipating a utility fee," Zeaser says. "We had done enough research and felt we had enough information to answer questions. This was the appropriate time to really bring the public into the process."

Another story, "Stormwater Management: Protecting Land and Water," ran in the newsletter's March 2002 edition. This story discussed the impact of stormwater runoff, described how the city's program would reduce the discharge of pollutants into the Savannah River and meet the water-quality requirements of the Clean Water Act, listed some citizen do's and don'ts for reducing the amount of stormwater pollution discharged into local waterways, and announced an upcoming public hearing.

Bill Stuffers. Before the public hearing on March 18, the city included an official Public Hearing Notice in customers' water utility billing statements announcing the date, time, and purpose of the meeting. The notice explained why the

North Augusta FORWARD

A Publication for the Citizens of North Augusta, South Carolina

STORMWATER Warning

Unfunded Federal Mandate

In compliance with regulations adopted by the U.S. Environmental Protection Agency (EPA) and the South Carolina Department of Health and Environmental Control (SCDHEC), the City of North Augusta is now required to develop and implement a stormwater management program that "reduces pollutants to the maximum extent practicable." The EPA regulations require that the City's program address six specific areas before a municipal stormwater permit can be issued by SCDHEC:

- 1) Public Education and Outreach
 - 2) Public Involvement and Participation
 - 3) Elimination of Illicit Discharges
 - 4) Construction Site Stormwater Runoff Management
 - 5) Post-construction Site Stormwater Runoff Management
 - 6) Pollution Prevention and Good Housekeeping
- The City currently has programs in place that address several of the areas required by the EPA regulations. However, the

Stormwater Management Budget

In anticipation of the new stormwater management requirements the City Council retained the services of an engineering consultant, Woolpert, LLP, earlier this year. Woolpert's assigned task was to evaluate the City's current stormwater management program and make recommendations for program enhancements to meet EPA regulations. Woolpert was also asked to evaluate a variety of potential revenue sources to fund the program enhancements.

With adoption of the 2002 City budget, the City Council created a Stormwater Utility Fund. The City Council will be evaluating the Woolpert report in December and January to decide on how best to implement the expanded stormwater program. It has initially been determined that a stormwater utility fee is the most dependable and equitable approach available to the City for financing the Stormwater Management Program. At this time it is anticipated that a monthly stormwater utility fee of between \$3.00 and \$4.00 per month

North Augusta's newsletter informed the public about Phase II requirements and the need for stormwater management.

city needed a stormwater management program, how the city planned to pay for the program, the basis of the rate structure, and proposed fees and ranges for residential and nonresidential property owners.

Public Hearing. During the public hearing, city officials presented the plan to pay for stormwater activities required by EPA mandate. City officials received public comments and answered questions about the proposed rate structure. The public learned that two sources outside the city, Woolpert and the South Carolina chapter of the Soil and Water Conservation Society, supported the utility and the soundness of the rate calculations.

Notes the society's Gary Sick, "It was a relatively calm meeting. That shows the city did its homework by sharing information with the public beforehand. Those who attended were well informed."

"Dummy" Bill. For the two months before the stormwater bills were sent, Zeaser notified customers right on their existing water utility bills that they would be charged for stormwater management beginning July 1, 2002. These two water utility bills included a zero in the stormwater service charge column so citizens could begin recognizing where and when the new charge would appear. Citizens didn't seem surprised with the advance notice of the upcoming charge; Zeaser received fewer than a half-dozen phone calls from property owners questioning the information.

Brochure and Rate Notification to Nonresidential Customers. In spring 2002, a trifold brochure on stormwater management was mailed to nonresidential customers to explain the program, the service charge, how it's calculated, and the process for credits and appeals. Customers were advised of their monthly fee and what credits already had been applied. The city told customers they had the right to contest their fee if they believed it was calculated in error and the right to submit written documentation of any additional stormwater management activities that might result in credits.

Some nonresidential customers questioned how their service charge had been calculated. Acreage calculations had been based on data in North Augusta's geographic information system (GIS).

"We did go back and verify some of the fees," says Zeaser, who extracted new acreage measurements from actual site plans instead of from the GIS, reworking rate calculations by hand. Some properties were in the wrong land-use classification; adjustments were made as necessary and re-

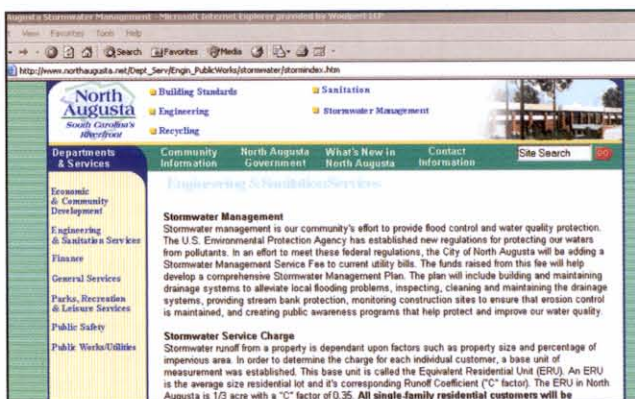
Results

Once the groundwork had been laid and the decision made to establish a stormwater utility, North Augusta proceeded swiftly. Woolpert helped the city develop the rate structure, set the budget, analyze GIS data to determine parcel acreage, calculate rates, design the utility billing system using existing databases, educate the public, prepare ordinances, and implement the utility.

Throughout the process, city leaders listened—and responded—to every citizen who expressed a concern or had a question. No one's comments were dismissed. No excuses were given. And no exceptions to utility compliance were made. "The customers seemed to appreciate our responses to their comments and requests," Zeaser observes. "Overall, the citizen input helped us because we've gained a certain level of trust from the public. They know we're trying to keep this as fair as possible."

North Augusta proved that a stormwater utility, with a solid, defensible rate structure, can be established successfully in small communities. Throughout utility planning, development, and implementation, city leaders remained united in their efforts and in their messages to citizens. "We learned that you sometimes have to sit down one-on-one to explain how much money is needed, why the rate structure is fair, and that nonresidential properties can earn reasonable credit for their stormwater management activities," Zeaser says.

In January 2003, North Augusta won a Special Achievement Award from the South Carolina chapter of the Soil and Water Conservation Society for "exemplary leadership and innovative planning and community involvement to meet



North Augusta's Web site features FAQs and information about the rate structure, credits, and appeals process.

stormwater guidelines." Sick says Zeaser and Martin not only educated themselves about stormwater utilities and how they function but also learned the rules, regulations, and laws of the utility business.

"North Augusta's city officials became stormwater management experts," Sick remarks. "They gained a keen understanding of the technical concepts of stormwater management and spoke with authority. They not only talked to citizens but also listened and got their input."

*Author **Harold E. Clarkson, P.E., C.F.M.**, is a project manager with Woolpert LLP in Columbia, SC.*



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Team Resumes



WILLIAM E. SPEARMAN, III, PE, PH

Vice President and Project Director

Mr. Spearman has over 30 years of experience in stormwater management, erosion prevention and sediment control. His project experience includes research and evaluation of erosion prevention and sediment control materials on federal and state projects, development of stormwater management and sediment control programs and ordinances for local governments, development of statewide stormwater management and sediment control programs and laws, development of stormwater master plans and modeling for state and local governments, and development and presentation of stormwater management and sediment control training programs.

Mr. Spearman has also served as an Adjunct Professor in the Civil Engineering Department at the University of South Carolina with teaching responsibilities in environmental and water resources engineering.

Mr. Spearman is responsible for directing the firm's large water resources projects and managing the firm's water management staff in the Southeast.

Project Experience

Stormwater Management

Stormwater Utility—City of Columbus, Ohio. Project engineer responsible for developing the stormwater utility ordinance. Other project responsibilities included providing QA/QC review of the entire development process and client follow-up.

Stormwater Utility—City of Fort Wayne, Indiana. Project engineer responsible for coordinating the public involvement/education program. Other responsibilities included evaluating the rate structure and revenue generation capacity of the rate methodology.

Stormwater Utility—Indianapolis/Marion County, Indiana. Project engineer responsible for developing stormwater policy position papers that were used by the City in developing a stormwater utility ordinance. Other project responsibilities included developing a cost of service analysis and preliminary stormwater fee range estimate, assisting the City with their public education and awareness program to major stakeholder groups, and providing guidance on GIS parcel boundary coverage in calculating the average ERU for Indianapolis and Marion County.

Stormwater Utility—City of North Augusta, South Carolina. Project director overseeing the design of a stormwater utility to serve the City of North Augusta. Woolpert assisted in designing the rate structure, determining individual parcel rates, and creating a rate modification manual (credit and appeal system).

Stormwater Utility—City of Anderson, South Carolina. Project director overseeing the design of a stormwater utility to serve the City of Anderson. Woolpert assisted in designing the rate structure, determining individual parcel rates, and public education activities.

Regional Stormwater Management Program, NPDES Permit and Stormwater Utility—Northern Kentucky Sanitation District #1, Kentucky. Project director responsible for developing a regional

Years of Experience

30 years

Education

- M.S., Civil Engineering, University of South Carolina
- B.S., Civil Engineering, Clemson University

Professional Registration

- Professional Engineer (PE)—South Carolina #10562, North Carolina #19461, Georgia #21681, Alabama #23878, Florida #56318, Kentucky #21578, Ohio #66788
- Professional Hydrologist-American Institute of Hydrology (PH)—#1450
- Certified Professional Erosion and Sediment Control Specialist – 308

Professional Membership

- American Society of Civil Engineers, Past President, South Carolina Section (ASCE)
- American Public Works Association (APWA), Chairman, National Water Resources Management Technical Committee
- International Erosion Control Association (IECA)
- Consulting Engineers of South Carolina (ACEC-SC)

stormwater management program covering Boone, Campbell, and Kenton Counties in Northern Kentucky. This comprehensive program included developing ordinances and inter-local agreements, identifying policy issues and developing policy, developing a stormwater utility, developing a GIS database development, infrastructure inventory, modeling and master planning, public awareness/involvement, and preparing NPDES Phase II permit.

Phase I NPDES Municipal Stormwater Permit—Richland County, South Carolina. Project director for Phase I NPDES MS4 permit negotiations for stormwater permit covering 776 square miles. This area includes five municipalities, a federal army base, and SCDOT as co-permittees. The focus was to structure this permit on a watershed basis and distribute the work evenly over the permit cycle.

Phase I NPDES MS4 Stormwater Permit and Stormwater Utility—Greenville County, South Carolina. Group Manager responsible for conducting an outfall inventory for 23 watersheds that contain approximately 400 square miles. The data collection utilizes differential GPS receivers connected to ruggedized pen based computers. Geographical Information Linking software (GILware), the software that is used on the computers, was developed in-house and can be tailored for each individual project in order to prompt the field crews for all the attributes are required and none are not.

NPDES Stormwater Permitting—Prichard, Alabama. Assisted the city in meeting the stormwater management requirements necessary for years one and two of their National Pollutant Discharge Elimination System (NPDES) Permit. A detailed report of the methods to achieve permit compliance was prepared and a funding source was established. The funding source allowed the city to hire a stormwater coordinator and two part-time field assistants, and to retain Woolpert to assist with program development.

Stormwater Management Program and Funding Evaluation—Spartanburg County, South Carolina. As project manager, developed a countywide stormwater ordinance that meets the regulatory requirements of the South Carolina Stormwater Management and Sediment Reduction Act; developed a design manual to establish uniform design criteria, procedures and practices in the County to address the impacts of erosion sediment and stormwater runoff associated with new developments; provided training for County staff and evaluated several funding alternatives.

Stormwater Management Program—City of Aiken, South Carolina. As project manager developed a computer hydraulic and hydrologic model of a two-square-mile watershed in the downtown area. Based on the results of simulations with the model, evaluated effects of several design alternatives on the quantity and quality of stormwater runoff and erosion in Sand River. Prepared conceptual designs incorporating bioengineering and geosynthetic materials to address bank erosion in Sand River. Prepared formal reports and made public presentations to City council and interested citizen groups.

Mobile Bay Sediment Study—Mobile, Alabama. Project director for a sediment characterization study conducted for the Mobile Bay National Estuary Program. The project included a search for existing sediment analyses conducted in and near the Bay. A “strawman” analysis was then performed on the data to determine its scientific value and to determine what additional study needs may be required.

Coastal Engineering

Shore Protection Project Performance Improvement Initiative (S3P2I)—US Army Corps of Engineers, ERDC, Vicksburg, MS. Program director responsible for coordinating activities associated with the assessment of the performance of shore protection projects in Florida during the 2004 Atlantic hurricane season. Activities include collecting field and office data on the storms, coordinating activities with affected state, local and other federal agencies, and providing staff support to the USACE. Other activities include coordinating the activities of numerous universities and agencies in the development of the MORPHOS-3D model to better predict the response of the shoreline to the impacts of a coastal storm and coordinating the development and implementation of the National Coastal databank, a virtual databank to house all coastal information collected by the USACE and other affected agencies.



JEFFREY EARHART, PE

Project Manager

Mr. Earhart specializes in water resources, including stormwater master planning, stormwater retrofit projects, stormwater utilities, stormwater retrofit projects, stormwater utilities, stormwater permitting, potable water, and wastewater. Special talents include water quality and water quality modeling. He also has a great deal of experience designing recreation park systems and land development type projects. He has managed multiple, continuing engineering contracts for Cities and Counties across Florida. He was the ASCE Florida Section 2003 Young Engineer of the Year Award recipient and the past president of the East Central ASCE Branch.

Project Experience

STORMWATER UTILITY PROJECTS

Stormwater Utility Implementation Based on Impervious Area and Development of Mitigation Credit Policy, City of Maitland.

Tasks: Feasibility report, rate study, mitigation credit policy, stormwater utility ordinance, impervious area calculation using GIS, rate resolution, fee role, integration with existing billing system, and public involvement.

Stormwater Utility Pervious and Impervious Area Runoff Factor Review and Orange County Stormwater Utility Mitigation Credit Policy, Orange County. Tasks: Developed runoff factors and mitigation credit policy, drafted ordinances, analyzed sample parcels, developed DCIA adjustment factors.

Stormwater Management Program and Assessment Rate Structure, Martin County. Tasks: Defining capital improvement costs, designated LOS, delineation benefit areas, developed mitigation credit system, drafted ordinances.

Stormwater Utility Pervious and Impervious Area Runoff Factor Review and Sarasota County Stormwater Utility Mitigation Credit Policy, Sarasota County. Tasks: Developing runoff factors and mitigation credit policy, delineated benefit areas, reviewed ordinances, analyzed sample parcels, expert witness services.

Stormwater Utility Implementation, City of Cape Canaveral. Tasks: Developing runoff factors and mitigation credit policy, delineated benefit areas, reviewed ordinances, analyzed sample parcels, public involvement, create tax role, expert witness services.

Stormwater Utility Rate Study, City of Palmetto. Tasks: Developing runoff factors and mitigation credit policy, compared stormwater project and utility of similar Cities, reviewed ordinances, analyzed sample parcels, public involvement, expert witness services.

Stormwater Utility Rate Study, City of Orlando. Tasks: compared stormwater project and utility of similar Cities, reviewed ordinances, reviewed and CIP and planned projects, recommended rate adjustment.

City of Winter Springs Stormwater Utility Mitigation Credit Policy, City of Winter Springs. Tasks: Developing mitigation credit policy, reviewed ordinances, analyzed sample parcels.

Years of Experience

18 years

Education

Bachelor of Science, Civil Engineering,
University of Central Florida

Master of Science, Water Resources
Engineering, University of Central Florida

Master of Engineering, Engineering
Management, University of Central Florida

Doctor of Philosophy, Civil Engineering - in
progress, University of Central Florida

Professional Registration

Professional Engineer, Florida, 49935

Professional Membership

American Society of Civil Engineerings
(ASCE) - Water Resources Technical Group
Chairman

Chi Eta, Tau Beta Pi Association, Golden Key
National Honor Society

Florida Association of Stormwater Utilities

Florida Engineering Society

Florida Stormwater Association (FSA)

Awards

Young Engineer of the Year, American
Society of Civil Engineering, 2003

City of Altamonte Springs Stormwater Utility, City of Altamonte Springs. Tasks: Defining ESU, **developed rate structure, determined fees and implemented mitigation credit system.**

City of Port St. Lucie Stormwater Utility Review, Atlantic Gulf Communities. Tasks: Reviewing ordinances, developing runoff factors, determining fees, analyzing connectedness of system, determine annual runoff from various parcels.

MASTER STORMWATER MANAGEMENT PLAN PROJECTS *(Prior to joining Woolpert)*

Leesburg Watershed Management Plan, City of Leesburg. Master Stormwater Management Plan. Project Area: 8 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, stormwater inventory, SWMM and ICPR modeling and alternative analysis.

Watershed Models Reviews, Southwest Florida Water Management District. Watershed model reviews of existing floodplain models that have been developed by Hillsborough (SWMM Models) and Sarasota (ICPR Models) counties. The purpose of the review was to determine if the models were adequate for use as an Environmental Resource Permit (ERP) review tool, and includes an assessment of the existing models' conformance to District standards for model development. The review included: Watershed Model Database Review; Subbasin Delineation Verification; Subbasin Hydrologic Data and Parameter Verification; Rainfall Review; Junction/Reach Connectivity Development and Review; Hydraulic Data and Parameter Verification; Storage Verification; Review of Watershed Model Results; Report Generation and Presentations. The reviewed were East Lake, Curiosity Creek, and Duck Pond (in Hillsborough County) along with Hatchett and Curry creeks (in Sarasota County.)

Peck Sink Stormwater Master Plan, Southwest Florida Water Management District/ Hernando County. Master Stormwater Management Plan. Project Area: 17 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, stormwater inventory, ICPR modeling, model calibration, alternative analysis, and public information. The project for perform in accordance with SWFWMD Guidelines and Specifications.

Weeki Wachie Prairie Stormwater Master Plan, Southwest Florida Water Management District/Hernando County. Master Stormwater Management Plan. Project Area: 11 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, stormwater inventory, ICPR modeling, model calibration, alternative analysis, and public information. The project for perform in accordance with SWFWMD Guidelines and Specifications.

Crystal River Stormwater Master Plan, Southwest Florida Water Management District/ City of Crystal River. Master Stormwater Management Plan. Project Area: 5.4 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, ICPR modeling, model calibration, alternative analysis, cost estimation, maintenance concerns, implementation and prioritization.

Shingle Creek Drainage Basin Master Stormwater Management Study, Orange County. Master Stormwater Management. Plan Project Area: 81 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, water quality modeling, adICPR modeling, model calibration, alternative analysis, cost estimation, implementation, prioritization and public information.

East Branch Watershed Stormwater Master Plan, City of Tallahassee, Leon County. Master Stormwater Management Plan. Duration: 24 months. Project Area: 7 square miles. Tasks: Project Manager for hydrologic and hydraulic parameter development, basin delineation, water quality modeling, XP-SWMM modeling, alternative analysis, cost estimation, implementation and prioritization, model calibration, public information.

Deep Creek Gully Stormwater Management Master Plan, Southwest Florida Water Management District/DeSoto County. Master Stormwater Management. Plan Project Area: 12 square mile watershed Tasks: Hydrologic and hydraulic parameter development, basin delineation, ecological investigation, adICPR modeling, model calibration, alternative analysis, cost estimation, implementation, prioritization, funding alternatives and public information.

Western Hillsboro Basin Water Quality Monitoring Program, South Florida Water Management District. Master Stormwater Management Plan/Water Quality Monitoring and Collection. Project Area: 47 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, land use, pollutant load estimation and modeling, installation of stage and flow monitoring devices, collecting water quality samples, compiling results and making recommendations.

Assessment of Pollution Sources in the Newnans Lake Watershed, St. Johns River Water Management District. Master Stormwater Management Plan/Water Quality Assessment. Project Area: 100+ square mile watershed. Tasks: Inventory Stormwater Structures, refine GIS coverages, calculate pollutant loads, define historic changes in land use and septic tanks, recommended modeling program and perform a septic leachate study.

Deltona Master Stormwater Management Plan, Volusia County, Stormwater Control, Conservation and Aquifer Recharge Program, Master Stormwater Management Plan. Project Area: 46 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, water quality modeling, XP-SWMM modeling, alternative analyses, cost estimation, implementation and prioritization.

Dixie/Lafayette County Stormwater Master Plan, Suwannee River Water Management District. Master Stormwater Management Plan. Project Area: 89 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, water quality modeling, ICPR modeling, alternative analyses, cost estimation, implementation and prioritization.

Big Wekiva Engineering Study and Drainage Inventory, Seminole County. Master Stormwater Management Plan. Project Area: 6.4 square mile watershed. Tasks: Hydrologic and hydraulic parameter development, basin delineation, adICPR modeling, model calibration, alternative analysis, cost estimation, implementation, prioritization and public information.

Howell Creek Drainage Basin Inventory Study, Seminole County. Master Stormwater Management Plan. Project Area: 30 square mile watershed. Permitting From: SJRWMD - Conceptual Permit. Tasks: Structure inventory, survey, hydrologic and hydraulic parameter development, basin delineation, water quality modeling, adICPR modeling, alternative analysis, cost estimation, implementation, prioritization and public information.

Little Wekiva River Drainage Basin Inventory Study, Seminole County. Master Stormwater Management Plan. Project Area: 22 square mile watershed. Permitting From: SJRWMD - Conceptual Permit. Tasks: Structure inventory, survey, hydrologic and hydraulic parameter development, basin delineation, water quality modeling, adICPR modeling, alternative analysis, cost estimation, implementation, prioritization and public information.

Martin County Stormwater Master Plan, Martin County. Master Stormwater Management Plan. Project Area: All of Martin County. Tasks: Determination of quantity, quality and maintenance levels of services (LOS), developed structures and problem areas geographic information system, provided phasing and implementation plan for 20-year program; created database/query system for budget manipulation and generation.

DESIGN PROJECTS *(Prior to joining Woolpert)*

Nashville Avenue Drainage/Drainwell Improvement Project - Retrofit Project, Orange County. Permitting: SFWMD, DEP. Tasks: Stormwater modeling, alternatives analysis, costs estimation, design and construction plans preparation, permitting.

Lawton Chiles Elementary School (Park Manor) Drainage Improvements, Orange County. Permitting: SJRWMD. Tasks: Stormwater modeling, alternatives analysis, costs estimation, design and construction plans preparation, permitting.

Riverside Acres Arched Pipe Replacement Project, Orange County/St. Johns River Water Management District. Permitting: DEP. Tasks: Public involvement, stormwater modeling, alternatives analysis, costs estimation

Sixth Avenue Utility Improvements - Retrofit Project, City of Mount Dora. Tasks: Stormwater modeling, design and construction plans preparation and stormwater tabulations.

Indiatlantic Projects H2, 3 and 4 - Retrofit Project, Brevard County. Permitting From: SJRWMD. Tasks: Modeled, designed and permitted the use of baffle boxes and exfiltration trenches to reduce pollutants entering the Indian River Lagoon and the associated stormwater piping system.

Cranes Roost Exfiltration System - Retrofit Project, City of Altamonte Springs. Tasks: Modeled, designed and managed construction on exfiltration system constructed in conjunction with the Cranes Roost Regional Stormwater Treatment Facility.

Sixth Avenue Utility Improvements - Retrofit Project, City of Mount Dora. Tasks: Stormwater modeling, design and construction plans preparation and stormwater tabulations.

Codding Property Stormwater Treatment Facility -Retrofit Project, City of Mount Dora. Tasks: Survey, stormwater modeling, design and construction plans preparation.

Gilbert Park Stormwater Management Facility - Multi-Use Facility, City of Mount Dora. Tasks: Stormwater modeling, design and construction plans preparation.

Lakes McGarity/Theresa Interconnect, Volusia County. Permitting From: SJRWMD Tasks: XP-SWMM modeling, alternative analysis, water quality monitoring and evaluation, construction plans preparation and public involvement.

University of South Florida Master Stormwater Management Plan, Florida Board of Regents. Permitting From: SWFWMD, ACOE and City of Tampa. Tasks: Existing and proposed adICPR modeling, alternative analysis, construction plan preparation, treatment accounting system.

Santa Fe Community College. Permitting From: SJRWMD. Tasks: Existing and proposed adICPR modeling, alternative analysis, conceptual plan preparation, treatment accounting system.



STEPHEN TARTE

Client Liaison and Stormwater Utility Development

Mr. Tarte has extensive experience providing services in the water resources and consulting engineering field. Mr. Tarte has developed and managed projects with municipal, state, federal agencies and private corporations. Mr. Tarte has managed projects in over fifteen states with public agencies such as Orange County, Lake County, Hillsborough County, Seminole County, Martin County, City of Maitland, City of Orlando, City of Tampa, City of Tallahassee, The Southwest Florida, Northwest Florida, Suwannee, St. Johns and South Florida Water Management Districts, The Army Corps of Engineers Districts (St. Paul, St. Louis, Rock Island, Vicksburg, New Orleans, Jacksonville, and the Waterways Experiment Station), The Fish and Wildlife Service, National Park Service and the US Geological Survey. Mr. Tarte has provided extensive administrative and technical leadership in assuring complete client satisfaction on many engagements.

Project Experience

Stormwater Utility Implementation Based on Impervious Area and Development of Mitigation Credit Policy, City of Maitland. Tasks: Feasibility report, rate study, mitigation credit policy, stormwater utility ordinance, impervious area calculation using GIS, rate resolution, fee role, integration with existing billing system, and public involvement.

USF - Lake Behnke Weir Study, University of South Florida—Tampa, Florida. Client Services Support responsible for contract negotiations, contract management and QA/QC. Woolpert provided design, analysis and permitting services to modify an existing control structure to provided additional water quality treatment and 100-year flood plain protection. An agreement was brokered with the Southwest Florida Water Management District, City of Tampa, Hillsborough County and University of South Florida to allow the modifications to the control structure.

Lake Lawne Water Quality Project, Orange County Environmental Protection—Orlando, Florida. Client Services Support responsible for contract negotiations and QA/QC review. The purpose of this project was to develop stormwater water quality improvement alternatives for the east tributary flowing into Lake Lawne. The alternatives investigated included wet detention ponds, alum/chemical treatment, and algal turf system.

Storm Water District Watershed Monitoring, Butler County, Ohio—Hamilton, Ohio. Project Manager responsible for contract negotiations, QA/QC and client satisfaction. The Butler County Storm Water District (BCSWD) recognizes that watershed monitoring data is fundamentally necessary to gain an understanding of the water quantity, water quality, and nutrient budgets of Butler County watersheds. For this project, Woolpert will assist BCSWD in managing water resources to meet multiple objectives within the County including predicting frequency and severity of floods, establishing quantity and quality for aquatic life and recreation, managing water use, and developing watershed policies, procedures, and

Years of Experience

20 years

Education

Bachelor of Science, Economics, University of Illinois

Presentations and Publications

Floating Sample-collection Platform with Stage-Activated Automatic Water Sampler for Streams with Large Variation in Stage, S.R. Tarte, A.R. Schmidt, and D.J. Sullivan, 1995, U.S. Geological Survey Water Supply Paper 2360 p 21.

1995, Discharges Measured in the Mississippi River Pool 7, near the Dakota Channel Improvement, A.R. Schmidt, J.A. Slowikowski, and S.R. Tarte, March-September, 1995: HydroScience, Ltd. Contract Report 95-1023-01, 134 p.

1995, Velocity-Profile Measurements near Locks and Dams 20-25 on the Upper Mississippi River, A.R. Schmidt, J.A. Slowikowski, and S.R. Tarte, June 1995: HydroScience, Ltd. Contract Report 95-1025-01, 32 p.

Floating Sample-collection Platform with Stage-Activated Automatic Water Sampler for Streams with Large Variation in Stage, S.R. Tarte, A.R. Schmidt, and D.J. Sullivan, 1992, U.S. Geological Survey Open File Report 92-149, p 13.

action plans for land use and development. Woolpert will assist the County establish a Countywide Comprehensive Monitoring Plan, beginning with a pilot project, the results of which will enable the County to provide monitoring to other watersheds.

Red Bug Lake Road Outfall Drainage Final Design, Seminole County—Seminole County, Florida. Phase Manager responsible for project set up and monitoring. The project included ICPR stormwater modeling of a three-square mile system; Alternatives analysis for wet detention, wet detention with park system and alum injection; construction cost estimation; construction plans preparation; and St. Johns River Water Management District Individual ERP permitting and construction observation. Woolpert provided design and permitting services for a regional stormwater facility to discharge to Lake Howell. Design to address TMDL requirements. The project included a re-evaluation of the existing outfall infrastructure system, topographical survey, geotechnical investigation of the subsurface, and installation of a gage station to evaluate flow and water quality of the existing stormwater discharge.

43rd Street Pipe Failure Investigation, Orange County Environmental Protection Division—Orlando, Florida. Client Services Support responsible for contract management and project oversight. Woolpert investigated the causes and provided solution alternatives for a failed stormwater pipe/manhole near 43rd Street. The subsurface excavation and pipe video determined that the seal between the pipe and the manhole failed. The County reinforced the seal with concrete, thereby correcting the problem. The work entailed survey and locating the associated pipe and manholes structures, test-pitting and non-destructive vacuum excavation for pipeline conditions, video inspection of the interior of the pipe lines and final reports and recommendations for the clients consideration.

City of Holly Hill Community Redevelopment Services, City of Holly Hill—Holly Hill, Florida. Project Manager responsible for contract negotiations and QA/QC. Woolpert provided engineering and surveying services to support the Holly Hill Community Redevelopment Area Master Plan. The master plan addresses streetscape and gateway features, transit facilities, lighting, and signage.

Casa San Juan Bosco Off-Site Utilities, Casa San Juan Bosco—Orlando, Florida. Project Manager responsible for contract negotiations and QA/QC. Woolpert provided design and permitting services for an 86-acre development that included 125 home lots, community center, village preserve, nature preserve, playground, bus drop area, roadway system, stormwater management system, sanitary sewer system, and potable water system infrastructure. Elements of work included preliminary site plan, utility plan, stormwater plan, roadway plan and profile, signing and pavement markings, environmental, City and County permits and construction phase services.

Howell Creek Basin/Red Bug Lake Road Regional Stormwater Facility, Seminole County, Florida—Casselberry, Florida. Client Services Support responsible for contract negotiations and contract management. Woolpert provided design and permitting services for a regional stormwater facility to discharge to Lake Howell. Design included a public access boat ramp and limited boat trailer parking. The project included a re-evaluation of the existing outfall infrastructure system, topographical survey, geotechnical investigation of the subsurface, and installation of a gage station to evaluate flow and water quality of the existing stormwater discharge.

The Q at Maitland, 430 East Packwood Partners, LP—Maitland, Florida. Project Manager responsible for project delivery, QA/QC and client satisfaction. The elements provided were a conceptual plan, design and permitting services, site design, drainage design, project schedule, final certifications with the General Contractor, St. Johns River Water Management District, and the City of Maitland, and construction administration.

Multi-Year Master Service Contracts

Surface and Water Quality Monitoring Network—West Palm Beach, Florida. This three year MOSCAD Design and Integration contract provided MOSCAD monitoring system design services

through multiple work orders issued totaling \$1,750,000. This project included complete engineering for replacing outdated SCADA monitoring system with MOSCAD systems at pump stations and control structures throughout South Florida to monitor levels, water quality, flow and rainfall. *(Prior to joining Woolpert.)*

Surface Water Monitoring—Atlanta, Georgia. This work consisted of the installation of 26 MOSCAD monitoring systems in STA 1E including panel installation; instrumentation installation; calibration and site activation; and as-built engineering drawings. *(Prior to joining Woolpert.)*

Flood Warning Network—Tallahassee, Florida. This project consisted of the installation of a flood warning network across Leon County including installation of two base stations at County Building and USF National Weather Service Office; complete county-wide radio path study for VHF RF network; tower and antenna installation on top of 40-story county building; installation of 18 remote monitoring sites utilizing store and forward technology; and providing training for county personnel. *(Prior to joining Woolpert.)*

County Wide Monitoring Network—Martin County, Florida. This multi-year Environmental Monitoring Network contract included installation of Campbell Scientific Based monitoring system; installation of base of 40+ monitoring sites; including level, flow and meteorological parameters; and providing monthly maintenance and data reporting. *(Prior to joining Woolpert.)*

Surface Water Monitoring Network—Tampa, Florida. This multi-year General Instrumentation Services contract collected third party data as decreed by Florida State Supreme Court and included installation of RTU systems; monthly maintenance and servicing of monitoring network; monthly reporting; and expert testimony. *(Prior to joining Woolpert.)*

Science and Engineering Support Services—South Florida Water Management District. This three-year work-order based contract provided science and engineering support services to various science and engineering groups throughout the water management district. Twenty plus work orders with fees in excess of \$2,200,000.00. Tasks: Hydrologic and hydraulic modeling, hydrologic data evaluation, stormwater evaluation, water quality data quality assurance. *(Prior to joining Woolpert.)*

Western Hillsborough Basin Water Quality Monitoring Program—South Florida Water Management District. Master Stormwater Management Plan/Water Quality Monitoring and CollectionTasks: Hydrologic and hydraulic parameter development, basin delineation, land use, pollutant load estimation and modeling, installation of stage and flow monitoring devices, collecting water quality samples, compiling results and making recommendations. *(Prior to joining Woolpert.)*

Water Resources Monitoring Projects

Lake Howell Watershed—Winter Park, Florida. This project provided pre-construction water quality monitoring. This future park site was being designed with a walking trail, boat ramp and natural resources office. The monitoring station continually monitored the inflow of the watershed into Lake Howell. The site was equipped with an ISCO refrigerated auto sampler, rain gauge and pressure transducer to record water level. This site collected flow proportional samples based on computed discharge flowing past the monitoring location. *(Prior to joining Woolpert.)*

City of Kissimmee—Kissimmee, Florida. Directed the installation of a city wide water quality monitoring network comprised of 22 monitoring sites. Each site was equipped with an YSI 600 water quality sonde, rain gauge, a level sensor and telemetry system. *(Prior to joining Woolpert.)*

Indian River Lagoon—Jensen Beach, Florida. Participated in a 13-hour synoptic to collect discharge, velocity, and salinity data for calibration of a three-dimensional hydrodynamic model developed by South Florida Water Management District. *(Prior to joining Woolpert.)*

Lake Jesup—Orlando, Florida. Conducted velocity profiling measurements at selected cross-sections in Lake Jesup to determine circulation and velocity patterns. Three separate days of measurements were conducted to take into account the effect of winds and other environmental impacts. (Prior to joining Woolpert.)

Snapper Canal Flushing Study—Hernando Beach, Florida. Conducted a flushing study of the Snapper Canal by injecting Rhodamine dye into the land end of the canal and tracing the movement of the dye plume to the Gulf of Mexico with a flow-through fluorometer mounted in a boat. The dye plume was tracked for 13 hours to ensure complete flushing of the canal. *(Prior to joining Woolpert.)*



KENDALL HOLBROOK, PE, PH

Vice President

Program Review and Utility Development

Mr. Holbrook has more than 20 years of experience in hydrology and sedimentology analysis specializing in the urban environment with additional experience in mining and agricultural applications. Since joining Woolpert, he has been a senior engineer and project manager in the water management service line. Prior to joining Woolpert, he developed and implemented the South Carolina Storm Water Management and Sediment Reduction Regulations and Program. He supervised the permitting program for municipal, industrial, and construction NPDES permits as well as agricultural facilities for the State of South Carolina. Mr. Holbrook is an Adjunct Professor in the Agricultural Engineering Department at Clemson University. He has experience with and is familiar with most hydrologic, hydraulic, and sedimentology computer analysis and design models.

Project Experience

Legal Authority Development

- **Legal Authority Erosion Prevention and Sediment Control Ordinance Development—Louisville Jefferson County Planning Commission.** Responsible for developing and implementing a local erosion and sediment control ordinance for Louisville and Jefferson Counties, Kentucky. This included working with a citizen advisory committee consisting of members of the regulated community, environmental groups, and contractors to produce a reasonable workable ordinance.
- **Ordinance Development—City of Asheville, North Carolina.** Project Director for revising the City's Storm Water, Erosion Prevention and Floodplain Management Ordinances. These ordinances were dated and with the Phase II permit requirements were updated to reflect new technology and requirements. A stakeholder group was developed and ten meetings were held to craft the new framework for each ordinance and their respective requirements.
- **Ordinance Development—Greenville County, South Carolina.** Project Director to develop a new storm water ordinance for compliance with Phase I NPDES MS4 requirements. A stakeholder process was used to provide input on the structure and contents of the ordinance.
- **Detention Policy Development—City of Charlotte, North Carolina.** Project Director for assessing and developing detention policy for residential subdivision development. A stakeholders group was developed and engaged to review and provide input to the policy development. Eleven issues were evaluated and reports developed outlining the results.

Years of Experience

24 years

Education

Master of Science, Agricultural Engineering,
Clemson University

Bachelor of Science, Agricultural Engineering,
University of Kentucky

Continuing Education

Project Management Training, Dayton, OH,
April 25-26, 2008

Professional Registration

Professional Engineer, Kentucky, 20099

Professional Hydrologist, National, 1455

Professional Engineer, North Carolina,
022390

Professional Engineer, Ohio, 70365

Professional Engineer, South Carolina, 12574

Professional Engineer, Tennessee, 00103634

Professional Engineer, West Virginia, 16673

Professional Membership

American Institute of Hydrology (AIH)

American Public Works Association (APWA)
member # 160649

American Society of Agricultural Engineers
(ASAE)

American Society of Civil Engineers (ASCE)

Association of State Dam Safety Officials
(ASDSO)

International Erosion Control Association
(IECA)

Presentations and Publications

NPDES Phase II MS4 Storm Water Permit
Compliance: What To Do Now Public Works,
pp.32-36 2002

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- **Erosion Prevention and Sediment Control Program Field Audit, Louisville Jefferson County Municipal Sewer District—Louisville, Kentucky.** Project manager for developing a process to audit the performance of inspectors, designers and contractors by watershed to implement the Erosion Prevention and Sediment Control Program. The audit consisted of developing a database for entering data from the plans and a database for entering data from field inspections. Pentop data collectors were used to carry plan review information to the field for the evaluation. Field attributes were entered into the database and compared to information taken from the plans. The inspectors were rated on their performance. Recommendations were also made to improve inspection and plan review operations prior to implementation of the new erosion prevention and sediment control ordinance.
 - **Erosion Prevention and Sediment Control Practices Demonstration Project, Louisville Jefferson County Municipal Sewer District—Louisville, Kentucky.** As project manager, selected two construction projects and installed example erosion and sediment control practices tracking cost, performance, and maintenance requirements. Held field days to instruct the regulated community on how to properly use erosion and sediment control practices.
 - **Erosion and Sediment Control Training, Louisville Jefferson County Municipal Sewer District—Louisville, Kentucky.** Developed and presented six four-hour training sessions for engineers, contractors and inspectors on hydrology, sedimentology and BMP application for erosion and sediment control. A total of 120 people attended this training. A repeat of this session was held six months later for other interested parties.
 - **Erosion and Sediment Control Training Kentucky Department of Highways—Kentucky.** Developed and presented a training course on erosion and sediment control for highway construction inspectors. The course was designed to provide basic knowledge and skills to assist the Department in complying with NPDES regulations for construction activities. This course was presented in all 12 district offices and once in the central office to a total of 500 people. Follow up work included working in the field with each of 55 crews to design, install and maintain best management practices for erosion and sediment control.
 - **Erosion and Sediment Control Training South Carolina Department of Transportation—South Carolina.** Developed and presented a training course on erosion and sediment control for highway construction inspectors and contractors. This course was mandatory for contractors planning to bid on SCDOT projects. The course was designed to provide basic knowledge and skills to assist the Department to comply with NPDES regulations for construction activities. This course was presented in all eight district offices and once in the central office to a total of 400 people. Based on this training, SCDOT requires the contractors to prepare the Erosion and Sediment Control plans as part of the construction project to take advantage of the contractor's phasing and scheduling plan. This plan must be stamped by a licensed engineer and approved by SCDOT.

Storm Water Permitting

- **NPDES Phase I Storm Water Compliance, South Carolina Department of Transportation — Columbia, South Carolina.** Project manager for Phase I permit development representing SCDOT in Greenville and Richland Counties, South Carolina and Phase II permit development and compliance statewide. This project is a multi-year project with several phases. The first year of this project characterized the storm water quality of discharge related to average daily traffic counts. The second part of the first year project developed a GIS system in MGE database format that identified road right-of-ways and outfall locations for storm water. This included sampling and monitoring points. The third part of the first year project is the development of the statewide Phase II Storm Water General Permit.

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- **NPDES Phase I Municipal Storm Water—South Carolina Department of Transportation, Columbia, South Carolina.** Project Director for statewide implementation of the large MS4 permit for SCDOT. This project includes outfall inventory, dry screening, construction program development, enhancing the encroachment permit process, public relations, water quality monitoring for TMDL compliance, development of a post construction water quality program, industrial facilities compliance, etc.
 - **Phase I NPDES Municipal Storm Water—Greenville County, South Carolina.** Project manager for Phase I NPDES MS4 permit negotiations for storm water permit covering 775 square miles. This area includes seven municipalities, and SCDOT as co-permittees. The focus was to structure this permit on a watershed basis and distribute the work evenly over permit cycle. The permit was appealed due to its onerous requirements. A settlement was reached with the state achieving all of our goals for what should be in the permit.
 - **Phase I NPDES Municipal Storm Water —Greenville County, South Carolina.** Project Director for implementation of the NPDES MS4 permit. This is our seventh year of providing implementation for this program. It has included development of a storm water utility for program funding, outfall inventory, automating inspection services for construction/post construction, developing water quality models (IDEAL) for post construction compliance with TMDL's and assessment of impaired waterbodies, development of simplified detention models (SUDS), enhancement of during construction tools (SEDIMOT III), permit tracking applications, water quality monitoring programs, watershed management and prioritization, responding to EPA audits, conducting construction program audits, implementing CIP with water quality goals, etc. This is one of the most complete and developed comprehensive storm water programs in the country.
 - **Phase II NPDES Municipal Storm Water Funding and Implementation—Kannapolis, North Carolina.** Project Director for Phase II NPDES MS4 program development and compliance. This includes development of a storm water program funding mechanism, storm water ordinance development, post construction program development, construction program audits, etc.
 - **NPDES Phase II Permitting—City of Rock Hill, South Carolina.** Project director overseeing the preparation of the City's NPDES Phase II Storm Water permit application. An audit of the existing storm water management program was conducted and a detailed report of the methods to achieve permit compliance was prepared. An analysis of the current funding sources was conducted to determine revisions necessary for permit compliance.
 - **NPDES Phase II Storm Water Permitting—City of North Augusta, South Carolina.** Project director overseeing the preparation of the City's NPDES Phase II Storm Water permit application and storm water utility feasibility study. An audit of the existing storm water management program was conducted and a detailed report of the methods to achieve permit compliance was prepared. An analysis of the current funding sources and the feasibility of implementing a storm water utility were conducted. The City is proceeding with utility implementation.
 - **Phase I NPDES Storm Water Permitting—City of Columbia, South Carolina.** Project director responsible for preparing the NPDES Phase I Storm Water permit application, parts 1 and 2. The project included creating an inventory of major outfalls, collecting water quality data, evaluating existing storm water management programs and ordinances, reviewing the City's fiscal resources and preparing the application.
 - **NPDES Phase II Permitting—City of Anderson, South Carolina.** Project director overseeing the preparation of the City's NPDES Phase II Storm Water permit application. An audit of the existing storm water management program was conducted and a detailed report of the methods to achieve

permit compliance was prepared. An analysis of the current funding sources was conducted to determine revisions necessary for permit compliance.

- **NPDES Phase II Permitting—Georgetown County, South Carolina.** Project director overseeing the preparation of the County's NPDES Phase II Storm Water permit application. An audit of the existing storm water management program was conducted and a detailed report of the methods to achieve permit compliance was prepared. An analysis of the current funding sources was conducted to determine revisions necessary for permit compliance.
- **NPDES Phase II Permitting—City of Burlington, North Carolina.** Project director overseeing the preparation of the City's NPDES Phase II Storm Water permit application. An audit of the existing storm water management program was conducted and a detailed report of the methods to achieve permit compliance was prepared. An analysis of the current funding sources was conducted to determine revisions necessary for permit compliance.
- **NPDES Phase II Permitting—Spartanburg County, South Carolina.** Project director overseeing the preparation of the County's NPDES Phase II Storm Water permit application. An audit of the existing storm water management program was conducted and a detailed report of the methods to achieve permit compliance as prepared. An analysis of the current funding sources was conducted to determine revisions necessary for permit compliance.
- **NPDES Phase II Permitting—York County, South Carolina.** Project director overseeing the preparation of the County's NPDES Phase II Storm Water permit application. An audit of the existing storm water management program was conducted and a detailed report of the methods to achieve permit compliance was prepared. An analysis of the current funding sources was conducted to determine revisions necessary for permit compliance.



MICHAEL SWEENEY, PhD, PE, REHS

Associate

Organization and Staff Analysis

Dr. Mike Sweeney has years of hands-on municipal operations and utility management, consulting and university teaching experience. He has held executive positions with Cities of Indianapolis, Cincinnati, and Louisville MSD. His experience includes asset management, operations optimization, continuous improvement using various ISO and other frameworks, business process improvements, performance improvement, information and control system planning and implementation. Dr. Sweeney's innovative leadership, academic accomplishments and industry contributions include numerous publications, professional society leadership, research projects, workshops, and presentations.

Project Experience

Tampa Bay Water Assessment, Larson Allen LLP—Tampa, Florida. Project Manager responsible for overall project deliverables and client satisfaction. Woolpert assessed organizational structures, staffing levels, business processes, and related costs; identify opportunities for improvement and areas of strength within the organization and leveraged benchmark data from peer organizations and national utility associations to compare operations and identify alternative service delivery methods. Tampa Bay Water requires this comprehensive assessment every five years to fulfill a charter requirement.

Citrus County Managed Competition, Citrus County Utilities—Citrus County, Florida. Project Manager responsible for evaluating the performance of their utility and determine efficiency opportunities for operations and maintenance. Woolpert is providing process oversight and management to ensure a fair and equitable evaluation of proposals and responses for this important undertaking. The project includes numerous phases and evaluations to ensure a final outcome that is fact-based and that provides The County with the best solution for the long-term viability of utility services.

Asset Management, City of Suffolk Department of Utilities—Suffolk, Virginia. Project Manager responsible for overall project deliverables and client satisfaction. Work performed under this task order consisted of assessing the current methods and work processes through which the department performs maintenance activities for the Department's utility infrastructure. Work was coordinated with other consultants assisting with the Management, Operation and Maintenance (MOM) Program.

Asset Management Program and Implementation, Miami-Dade Water and Sewer Department—Miami-Dade County, Florida. Project Manager responsible for analyzing asset management practices for asset inventory, mobile computing requirements. Woolpert is providing implementation services for the Enterprise Asset Management System (EAMS) software product Infor EAMS to manage maintenance

Years of Experience

29 years

Education

Doctor of Philosophy, Environmental Engineering, Purdue University

Master of Science, Environmental Engineering, Purdue University

Bachelor of Science, Public Health, Indiana University

Professional Registration

Professional Engineer, Indiana, PE60021427

Professional Engineer, Ohio, 58014

Professional Engineer, Kentucky, 20926

Registered Environmental Health Specialist, Indiana, 21000596A

Professional Membership

Water Environment Federation (WEF)

Water Environment Research Foundation (WERF)

American Society of Civil Engineers (ASCE)

Instrument Society of America (ISA)

Instrumentation Society of America (ISA)

International Water Association (IWA)

National Water Council of the International Water Association (USANC)

Presentations and Publications

Over 50 published articles

Awards

Water Environment Federation Service Award, WEF, 1996

J.W. Ellms Award, Ohio Water Environmental Association, 1995

activities associated with water treatment and delivery and wastewater collection, treatment, and disposal. This \$7 million asset management project includes incorporating best practices, determining mobile computing requirements, data conversion, system configuration and testing, application development, and training.

CMOM-Orange County, Florida. Project Manager for multi-year Capacity, Management, Operations, and Maintenance (CMOM) project focused on increasing efficiency and reducing overflows. *(Prior to Woolpert)*

Enterprise Asset Management System Project, Miami-Dade Water and Sewer Department—Miami, Florida. Project Manager design and implement Infor EAM (Enterprise Asset Management) to support its water and sanitary sewer infrastructure management functions. *(Prior to Woolpert)*

Asset Management Program Assessment and Implementation Plan—Bloomington, Minnesota. Performed a program assessment of asset management practices and technology. *(Prior to Woolpert)*

Strategic Plan, Toho Water Authority—Kissimmee, Florida. Facilitated the development of a strategic plan for a rapidly growing water and wastewater utility in central Florida. *(Prior to Woolpert)*

Water Distribution and Wastewater Collection Optimization Project, Charlotte-Mecklenburg Utilities—Charlotte, North Carolina. Track Lead/Subject Matter Expert. Working with team of employees and consulting partners to reengineer current business processes in both divisions applying industry best practices, creating corresponding organization changes, and identifying supporting technologies for the reengineered work processes. Phase 2 of this engagement included expansion of piloted practices and organization concepts as well as specification of technology applications. *(Prior to Woolpert)*

Fox River Water Reclamation District—Elgin, Illinois. Performed a SCADA technology assessment and created a master plan; work practices were also assessed. *(Prior to Woolpert)*

Disaster Exercise Design and Execution—Orange County, Florida. For the purposes of updating the county's emergency response plan, a comprehensive exercise was designed for Water, Water Reclamation, Solid Waste and other divisions. The day long event was successfully conducted with 80 participants and observers. *(Prior to Woolpert)*

Simulated Water Contamination Event—Baltimore, Maryland. A city-wide event was conducted to exercise the City's emergency response plan for a water contamination event. Police, Fire, Water Distribution, Engineering, Mayor's Office and other departments and divisions were involved. *(Prior to Woolpert)*

Asset Management Assessment Program Assessment and Implementation Plan, Columbus Water Works—Columbus, Georgia. Performed an assessment of CWW's asset management performance to identify initiatives to improve asset management practices; incorporated the initiative work into ongoing projects that involve evaluating underground assets condition and performance assessments in various areas of its service area. *(Prior to Woolpert)*

Asset Management Assessment, Alexandria Sanitation Authority—Alexandria, Virginia. Performed a high level asset management assessment and development of a prioritized list of follow-up initiatives for new \$300 million plant. Ongoing programmatic support. *(Prior to Woolpert)*

Business Process Analysis—Austin, Texas. Performed assessment of Watershed Protection Development Review Division work and data flows to determine practice improvements and technology functional requirements. *(Prior to Woolpert)*

Organization Optimization, Niagara Falls Water Board—Niagara Falls, New York. Subject Matter Expert. Assessment, design, and implementation of improvements for information technology, laboratory, engineering and fleet services, CIP project prioritization process. *(Prior to Woolpert)*

Blue Plains Process Control System Preliminary Design. Energy Management Audit, Subject Matter Expert. Assessment of energy loads and usage patterns to determine opportunities for loading elimination, shedding or delay starting. *(Prior to Woolpert)*

Business Services Assessment Program, TOHO Water Authority—Kissimmee, Florida. Project Manager. Program includes assessing key business support services for newly formed authority to help select best service delivery options. *(Prior to Woolpert)*

Technology Master Plan and Laboratory Services Optimization Planning, Niagara Falls Water Board—Niagara Falls, New York. Track Leader. Assistance in developing overall technology master plan and laboratory services optimization program. *(Prior to Woolpert)*

Technology Master Plan, Eagle River Water & Sewer District—Vail, Colorado. Subject Matter Expert. Assisted project team on the development of an information technology master plan. *(Prior to Woolpert)*

Municipal Experience

Louisville and Jefferson County Metropolitan Sewer District (KY), Director of Operations, 1998-2003

- Managed six regional treatment plants, pump stations and collection systems, collecting and treating an average of 135 MGD.
- Co-managed the Collection Systems Maintenance Division.
- Managed the Industrial Compliance and Monitoring Division, which was responsible for administering the industrial waste pretreatment program, hazardous material management and spill response, and central laboratory services. Maintained consistent compliance by regulated industries, reduced expenses and increased productivity by 50 percent.
- Managing partner for watershed improvement area teams overseeing a comprehensive \$400 million 5-year capital plan that provided new or upgraded collection system, plant, pump station, drainage systems, flood control and mitigation, wet weather overflow abatement, automation and control and watershed/riparian system restoration.

Metropolitan Sewer District of Greater Cincinnati (OH), Deputy Director, 1992-1998

- Provided technical and operations management for collection, treatment, maintenance, engineering, project support, and general administration for 6 major treatment plants, 13 extended aeration plants, and 3,000 miles of sanitary and combined sewers, a flood protection system and dam and 135 pump stations.
- Reinvigorated the MSD construction program increasing output from eight projects per year prior to 1993 to 40-45 new capital improvement projects per year in 1994-1998.
- Planned and managed the implementation of various information systems including MSD's share of an enterprise-level geographic information system through Cincinnati Area Geographic Information System (CAGIS), a comprehensive collection system attribute database, complaint and project tracking, pretreatment/laboratory information management, billing, permitting, plant maintenance management, and process control. Established eight local area networks connected via a wide area network. Implemented a spread spectrum packet radio telemetry system to replace and expand an outdated telephone dialup system.

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- Served as a key utility member on Mill Creek Watershed Council, providing utility perspective on combine sewer overflow mitigation and greenway development projects.
 - Participated in Hamilton County, OH, Environmental Priorities Project involving community leaders, water quality experts, environmentalists, and elected officials interested in long-range planning and collaborative solution development.

City of Indianapolis Department of Public Works (IN), Executive Officer and Assistant Administrator for Advanced Wastewater Treatment, 1981-1992

- Responsible for a wide range of municipal responsibilities including advanced wastewater treatment division, departmental management information systems, real estate and property management, finance, and EEO; provided decision support for Director and Division Administrators (Wastewater Treatment, Flood Control and Drainage, Solid Waste, Air Pollution); served as Acting Director during Director's absence.
- Responsible for implementation, startup and operation of two state-of-the-art distributed digital control systems for two new 125 MGD advanced wastewater treatment plants, information management systems, and management of laboratory, safety, operations training center.



BRADLEY JURKOVAC

Associate

Organization and Staff Analysis

Mr. Jurkovac is a Project Director in Woolpert's Enterprise Information Management group. He is a skilled and practiced utility management professional with an excellent record of accomplishments with significant emphasis on water utility operations, project management, leadership and staff development, succession planning, organizational performance optimization, work practice improvement, supporting technology design and implementation of control systems, and process control,.

He is highly skilled in the operational aspects of public and private utilities, including serving as an Operations Manager for the City of Tucson Utilities in Tucson, AZ. He also served in various capacities with the Columbus, Ohio Utilities Department and several other private and public utilities. Brad has also provided project management services for numerous management consulting and technology projects throughout the United States and Canada.

Among the many utilities Brad has worked with are the Portland Bureau of Environmental Services, San Diego Water Department, Las Vegas Valley Water District, Clark County Sanitation District (Nevada), and New Orleans Sewerage & Water Board. Brad has also served the Metropolitan Water District of Southern California, Toronto Metro Works, and Houston Utilities Department to perform assessments of the utilities' business operations and help them optimize their performance to be competitive with private utilities in an ever-increasingly competitive business environment.

He has significant expertise in consulting, strategic planning, business process re-engineering, quality control, utility operations and maintenance (O&M), project management, and process control and control systems.

Project Experience

Tampa Bay Water Assessment, Larson Allen LLP—Tampa, Florida. Project Director responsible for overall project coordination. Woolpert provided utility content expertise during the assessment of this utility.

Citrus County Managed Competition, Citrus County Utilities—Citrus County, Florida. Project Director responsible for the development of RFQ/RFP documents for bidding purposes. Woolpert is providing process oversight and management to ensure a fair and equitable evaluation of proposals and responses for this important undertaking. The project includes numerous phases and evaluations to ensure a final outcome that is fact-based and that provides The County with the best solution for the long-term viability of utility services.

Years of Experience

31 years

Education

Master of Arts, Organizational Leadership (in progress), Gonzaga University

Bachelor of Arts, Management/emphasis on Construction Management, University of Phoenix

Continuing Education

Management Skills Development, Capital University, Columbus, OH

Advanced Water/Wastewater Treatment, Operator Training Committee, Columbus, OH

Professional Membership

American Management Association (AMA)

American Water Works Association (AWWA) member #00086166

AWWA Workforce Strategies Committee (national committee) member

Florida Section AWWA - Training and Education Council

Water Environment Federation (WEF) (member # 1650018)

Presentations and Publications

"Finding the Next Idol - Building a Talent-Driven Organization", presented at the 2007 UMC, Portland, OR

"Strengths-Based Management Enables Corpus Christi to Deal with Double Whammy of Expectations / Exodus", presented at the 2007 AWWA ACE, Toronto, Canada

"City of Tampa DSS Optimizes Advanced Wastewater Treatment Plant", presented at the Transforming Local Governments Conference, Tucson, AZ, May 2002

"Power of Engagement - Engagement Survey ID Organizational Needs and Help Improve Employee Performance", presented at the 2008 AWWA ACE, Atlanta, GA

"Tampa Fast Tracks To Competitiveness By Focusing On O-P-T", presented at the WEF/AWWA Joint Management Conference, Charlotte, NC, March 2002

EMA Services SNWA, EMA, Inc.—Orlando, Florida. Project Director responsible for providing utility O&M and management content expertise. Woolpert conducted an assessment of the utility to determine best practices application resulting in numerous recommendations for organization, practices, and technology changes to ensure optimum performance following the implementation of the new multi-million dollar SCADA system.

Asset Management Program and Implementation, Miami-Dade Water and Sewer Department—Miami-Dade County, Florida. Project Director responsible for assessing current O&M and business functions performance prior to application of the new technology. Brad helped the internal teams evaluate opportunities for improving processes then applied those improvements to the design of the new system. Woolpert is providing implementation services for the Enterprise Asset Management System (EAMS) software product Infor EAMS (formerly Datastream 7i). The EAMS will manage maintenance activities associated with water treatment and delivery and wastewater collection, treatment, and disposal. Many of the features the system include work order creation and tracking, inventory control, labor force management, and asset status and condition reporting requirements. This \$7 million asset management project includes determining mobile computing requirements, data conversion, system configuration and testing, application development, and training.

Prior Experience

Before joining Woolpert, Mr. Jurkovic held a number of high-level utility management positions in the Midwest and Southwest. Most recently, he was a Managing Partner and Principal Consultant with EMA, Inc. in their Southeast Region office in Tampa, FL. Brad was project manager for the City of Tampa Process Optimization project. Work on this project included improving efficiency of operations and maintenance practices.

Water and Wastewater

Mr. Jurkovic's areas of specialization include utility management, operations and maintenance, design, implementation, start-up, and management of new facilities and control systems. He performed operations, maintenance, and support functions as well as competitiveness assessments to evaluate public utilities' current performance levels and compare them with benchmarks from private utilities. These assessments evaluate a utility's ability to remain competitive and address potential areas for improvement of productivity. The following organizations represent some of the more than 100 utilities for which Mr. Jurkovic has performed these assessments.

- Tampa Bay Water, FL
- Tampa Department of Sanitary Sewers, FL
- Spartanburg Water and Sewer Utilities, SC
- New Orleans Sewerage & Water Board, LA
- Alexandria Wastewater Utility, VA
- Aguas Argentinas, Buenos Aires, Argentina
- Toronto Metro Utilities, Ontario, Canada
- Ottawa Utilities, Ontario, Canada
- El Paso Water Utilities, TX
- Clark County Sanitation District, NV
- Metropolitan Water District of Southern California
- Albuquerque Water Utilities Division, NM
- Southern Nevada Water System
- City of Phoenix Water and Wastewater Divisions, AZ
- Augusta-Richmond Utilities Department, GA
- Orange County Water District, CA
- Carlsbad Municipal Water District, CA
- Portland Bureau of Environmental Services, OR
- City of Riverside Wastewater Department, CA
- City of San Diego Water Department, CA
- Las Vegas Valley Water District, NV
- Orange County, CA Sanitation District, CA

In addition, he designed and performed simulated competition exercises, competitive action plan development, and re-engineering programs for numerous utilities, some of which are listed above, to help utilities realize optimum performance.

City of Tampa Department of Sanitary Sewers Change Management Program. Project Manager. Program included establishing a Change Management Steering Team, teaching best business practices, vision and mission development, selection of reengineering team members, and as-is and to-be modeling of key wastewater treatment plant processes. *(Prior to joining Woolpert)*

Spartanburg, SC, Competitive Analysis, Business Practice Redesign, and Implementation Assistance Program. Project Manager. This project included assessing opportunities, forming a guiding coalition, developing an action plan for optimizing utility performance, and implementing the plan—all over a period of 4 years. *(Prior to joining Woolpert)*

Metropolitan Water District of Southern California, Maintenance Process Reengineering Project Phase 1. Project Manager. Total productive operations reengineering for the Operations Division at Metropolitan's Riverside Branch. Project included object-oriented technology planning to improve efficiency of Operations and Maintenance practices. The Riverside Branch is piloting the object-oriented technology planning process for incorporation on a districtwide basis. *(Prior to joining Woolpert)*

City of Houston Utilities Best Business Practices (BPR) reengineering project; Tempe, AZ, O&M BPR project; and Clark County, NV, Sanitation District O&M BPR project. Project Leader. These efforts included development and implementation of new O&M practices and the training, technology, and organizational structures to support the new O&M practices. *(Prior to joining Woolpert)*

Tucson Water, Tucson, AZ, Water Operations Manager/Process Control Superintendent. Directed the start-up of the control systems for a 150-MGD water treatment plant with 13 chemical feed systems and 15 physical processes including advanced oxidation (ozone), coagulation, flocculation, direct filtration, and disinfection. Implemented control strategies; activated and tuned P&ID loops; trained staff on plant and control system operation; and developed operation, maintenance, and management programs for control system. *(Prior to joining Woolpert)*

City of Columbus, OH, Water Department, Control System Manager and Operations Supervisor. Responsible for the start up of a 50-MGD lime-soda ash softening plant and control system and subsequent operation and maintenance of plant and control system. Implemented controls on eight distributed redundant controllers. Tuned all P&ID loops and assured proper interface to field units and provided training to all plant personnel. *(Prior to joining Woolpert)*

Las Vegas Valley Water District, SCADA System Replacement. Project Manager. Design and implementation of a fully integrated SCADA system including a relational database for data sharing with Geographic Information System, Maintenance Management System, Financial Information System, and Customer Information System. SCADA system also includes an inter-utility connection with the Southern Nevada Water System. *(Prior to joining Woolpert)*



PATRICIA A. MALINOWSKI, PE, LEED AP

Senior Engineer

Program Review

Ms. Malinowski has more than 20 years of experience in water resources and environmental engineering including five years as a hydraulic engineer with the U.S. Army Corps of Engineers. She specializes in storm water management including policy development, planning and design studies, surface water modeling and floodplain management; and National Pollutant Discharge Elimination system (NPDES) storm water permitting, compliance and pollution prevention for municipal and industrial dischargers. She is experienced in statistical hydrology, rainfall/runoff and hydraulic modeling processes and methodologies as well as the use of several hydrologic and hydraulic models including the HEC suite of models. She has additional experience in environmental engineering including industrial wastewater pretreatment compliance, environmental compliance permitting, sampling and analysis and water quality modeling.

Project Experience

Storm Water Management Related Projects

Storm Water Management Program Development—Towns of Indian Trail and Stallings, North Carolina. Project Manager for the development of comprehensive Storm Water Management Programs (SWMPs) that address both storm water quality and quantity needs within each Town. The storm water quality needs were specifically related to the requirements necessary to fully implement the Towns' National Pollutant Discharge Elimination System (NPDES), Phase II, Municipal Separate Storm Sewer System (MS4) Permits including the following: Storm Water Management Program Development; Storm Water Utility Development; Ordinance Review and Development; and, Stakeholder Committee Facilitation and Public Education/ Information Program.

Ordinance Update—City of Asheville, North Carolina, Project manager for the development of a storm water ordinance for the City that will address both water quality and water quantity requirements and will comply with the NPDES Phase II Storm Water Regulations. In addition, recommendations will be made for revisions to the City's existing Erosion and Sediment Control and Floodplain ordinances. An advisory group has been formed to provide input and consensus in the development of revised language for all three ordinances. Historical information including NPDES requirements as well as information from other municipalities' ordinances will be used in the development of proposed language.

Flooding Problem and Water Quality Problem Prioritization—Greenville County, South Carolina. Project manager for the development of a prioritization process for the County's flood control capital improvement projects. The overall goal of this project process was to develop a flooding problem priority list and then overlay the water quality prioritization of known water quality problem areas so that solutions that address water quality concerns would be considered when developing flood control solutions. The development of the flooding problem prioritization process included researching the prioritization procedures of several other municipalities; the development of an exhaustive list of known and potential flooding problem locations in Greenville County from various sources including the County's complaint records, previous flood control and flood insurance studies, and other available reports and documents; field review of each flooding problem location to determine type and extent of

Years of Experience

20+ years

Education

Master of Science, Civil Engineering, State University of New York at Buffalo

Bachelor of Science, Civil Engineering, State University of New York at Buffalo

Professional Registration

Professional Engineer, North Carolina, 24287

Professional Engineer, South Carolina, 19715

Professional Engineer, California, C41740

Leadership in Energy and Environmental Design

Professional Membership

American Society of Civil Engineers (ASCE)

Water Environmental Federation (WEF)

flooding problem, if possible; categorizing of flooding problems into maintenance or capital improvement projects; and developing a ranking system for prioritization of projects.

Detention Policy Modification—City of Charlotte, North Carolina. Project manager responsible for development of work plan strategy and work performed for the evaluation of policy change options to the City's current storm water detention policy and ordinance. Ten issues related to the current detention policy were researched in order to develop potential policy change options. This research included a review of the literature, field observation of existing and potential flooding problems related to the City's current detention policy, and collection of policy information from several other U.S. municipalities. Technical calculations were then performed for several Charlotte case study sites to determine the potential environmental and economic impacts of the proposed policy change options. Recommendations were then made regarding the city's storm water detention policy in terms of downstream analysis requirements, storm water management options other than detention including the use of low impact development practices, detention policy applicability and detention design criteria.

Flood Control Feasibility Design, East Garden Grove, Wintersburg-Oceanview Channels—Orange County, California. Project manager for the hydraulic design analysis of an existing urban channel system to increase flood protection level. This project also included determining the extent of local flooding for the purposes of forming assessments districts to fund needed improvements based on benefit. *(Prior to joining Woolpert)*

Regional Hydrology Manual Development—Orange County and San Bernardino County, California. Documented all technical work performed for the development of regional calibrated hydrology manuals for Orange and San Bernardino Counties in California for acceptance and use by the Los Angeles District and South Pacific Division, U.S. Army Corps of Engineers. *(Prior to joining Woolpert)*

Hydrology for Flood Control Feasibility Study, San Antonio Dam and Channel—San Bernardino County, California. Project manager for the analysis of impacts of changing watershed parameters on an existing U.S. Army Corps of Engineers channel draining approximately 80-square-miles in western San Bernardino County, California. Work included a field review for the cataloging of existing inlets and determining drainage patterns, determination of hydrologic parameters, creation of hydrologic models for the determination of lag times and resultant flow rates, model manipulation to create multiple storm centering scenarios over the dam's watershed for worst-case analysis, and incorporated existing and proposed dam operation parameters into these scenarios. *(Prior to joining Woolpert)*

Master Plan of Drainage—City of Upland, California. Project manager for the preparation of a Master Plan of Drainage (MPD) for a 7-square-mile, built-out watershed in the foothills of the San Bernardino Mountains with virtually no existing drainage infrastructure. The project included the evaluation of the existing storm drain system, analysis of several drainage alternatives, and recommended improvements to bring the system up to current design criteria. Aided in the update of the San Bernardino rainfall/runoff calibration study, and used results of this study to recommend new hydrologic parameters for incorporation into the MPD. Prepared preliminary plans, profiles, and cost estimates for the recommended alternative. *(Prior to joining Woolpert)*

NPDES Storm Water Permitting and Compliance Related Projects

Channel Outfall Inventory and Dry Weather Screening —Town of Indian Trail, North Carolina. Project Manager for a project to fulfill certain requirements of the Town of Indian Trail's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit related to storm sewer base mapping and illicit discharge detection and elimination (IDDE). Specifically, this project involved the development and implementation of an IDDE Program including provisions for assessment and evaluation; development of a Storm Sewer Base Map with complete

identification, locations of and mapping of storm drainage channel outfall system components including outfalls, drainage areas, and receiving streams; and, implementation of illicit discharge detection procedures through the implementation of an inspection program to detect dry weather flows at system outfalls. The IDDE Program included the establishment of procedures for tracing the sources of illicit discharges; development of procedures for the identification of priority areas likely to have illicit discharges; and the development of a procedure for updating the map of drainage system components on a priority basis per the approved illicit discharge program..

NPDES MS4 Permit Renewal—Greenville County, South Carolina. Developed a Permit Renewal Package for renewal of Greenville County’s first cycle NPDES MS4 permit. The permit renewal package consisted of a summary of activities completed during the first permit cycle, a detailed description of activities to be accomplished during the second permit cycle including any deficiencies from the first permit cycle, and a detailed discussion of modifications to programs begun during the first permit cycle along with supporting information for justification of the modifications.

Erosion Prevention and Sediment Control (EPSC) Inspector Certification Training Course, SCDOT—Columbia South Carolina. Provided oversight and quality review in the development of an EPSC Inspector Certification Training Course for SCDOT inspectors.

2004 South Carolina Clear Water Contractor Course —SCDOT and Clemson University. Provided oversight and quality review in the development of the 2004 South Carolina Clear Water Contractor Course for SCDOT and Clemson University.

Water Quality Protection during Construction Field Manual, SCDOT—Columbia, South Carolina. Provided oversight and quality review in the development of a field manual for use by SCDOT site inspectors and contractors for the protection of water quality during construction especially related to erosion prevention, sediment control and site chemical control. This manual includes practical guidance regarding best management practice (BMP) installation, inspection and maintenance and a preventative measures and troubleshooting guide.

Water Quality Protection BMP Field Manual—Greenville County, South Carolina. Provided oversight and quality review of the development of a field manual for use by Greenville County site inspectors and contractors with practical guidance for the protection of water quality during construction (erosion prevention, sediment control, and site chemical control) and post-construction. This manual includes practical guidance regarding best management practice (BMP) installation, inspection and maintenance and a preventative measures and troubleshooting guide.

Draft Sections, SCDOT Water Quality Design Manual—Columbia, South Carolina. Developed various draft sections for a SCDOT Water Quality Design Manual in anticipation of SCDOT’s Municipal Separate Storm Sewer System (MS4) NPDES permit. Completed draft sections include: Water Quality Protection During Construction; Post-Construction Water Quality Protection; and, Water Quality Protection During Operations and Maintenance (O & M) Activities. The development of these sections included research of several other state highway department design and O & M manuals, including those from North Carolina, California, Washington and Virginia.



DANIEL F. WHITTINGTON, PE

Associate Program Review

Mr. Whittington has experience with hydraulic and hydrologic modeling software, GPS and GIS data collection and presentation, and stormwater sampling procedures. He has also received training in GIS water quality analysis and is familiar with various hydraulic and hydrologic modeling software packages.

Representative Project Experience

Stormwater

- **City of North Augusta; NPDES Phase II Status Review and Stormwater Utility—North Augusta, South Carolina.** Team member responsible for evaluating the City's existing programs, specified deficiencies according to NPDES Phase II requirements, and presented an action plan which would bring the City into compliance. Also, developed a methodology for applying an equitable monthly stormwater utility fee among the City's residential, commercial, and industrial parcels. Using this methodology and data gleaned from GIS and existing water/sewer/sanitation billing records, a master database was developed to calculate the monthly rate to be charged each parcel in the City.
- **Charleston County; Stormwater Utility—Charleston County, South Carolina.** Team member responsible for assessing and verifying the accuracy of preliminary calculations performed by the County staff. However, before this could happen, the ERU (Equivalent Residential Unit) utility methodology was applied to appropriate GIS (Geographic Information System) data, including CAMA (Computer Assisted Mass Appraisal) databases and parcel coverages. Revenue potential for the County's stormwater utility was calculated based on their proposed monthly fee. A report documented these findings, gave a comparison with established utilities of other communities, and provided suggestions for making the final utility fair and equitable among the County's residential, commercial, and industrial interests.
- **Spartanburg County, NPDES Phase II Status Review—Spartanburg County, South Carolina.** Team member responsible for evaluating the County's existing programs, specified deficiencies according to NPDES Phase II requirements, and presented an action plan which would bring the County into compliance. Also, negotiated with SCDHEC officials to remove non-urbanized areas from the County's required illicit discharge detection and elimination program. With over 2600 miles of streams in the County, this saved the County well over \$1 million in field crew expense.
- **Georgetown County, Stormwater Program Review—Georgetown County, South Carolina.** Team member responsible for evaluating stormwater quantity and quality issues facing the County. Recommendations were made to address localized flooding problems, and an action plan was presented to bring the County into compliance with NPDES Phase II requirements. Both of these were benefited through the formation of a stormwater stakeholders group. With interested citizens also in attendance, the stakeholders met in various locations throughout the County. This series of

Years of Experience

10 years

Education

- M.S., Civil Engineering, Clemson University (Water Resources Emphasis)
- B.S., Civil Engineering, Clemson University (Magna Cum Laude)
-

Professional Registration

- Professional Engineer (PE)—South Carolina 23174

Professional Membership

- South Carolina Association of Stormwater Managers (SCASM)
- South Carolina Arc Users Group (SCARC)

meetings was designed to disseminate information to (and receive input from) the general public concerning flooding and stormwater quality problems.

- **SCDOT, Grist Mill Study near Route 151—McBee, South Carolina.** Team member responsible for determining the effect of decreased pond volume on mill operations due to encroachment from expansion of Route 151. Calculated seasonal flows feeding the pond from the upstream Swift Creek watershed. Computed drawdown equations for the pond to determine the mill operating time before and after the roadway expansion. Made recommendations to SCDOT to help offset the lost pond volume.
- **Eckerd Drug Store, Classification of Headwaters—Spartanburg, South Carolina.** Team member responsible for calculating peak flow on Chiquipin Creek near proposed Eckerd drug store, and verified whether the location was above or below headwaters. This information was necessary to determine the US Army Corps of Engineers permitting requirements.
- **City of Columbia; NPDES Phase I MS4 Permit Application, Part 1—Columbia, South Carolina.** Team member responsible for collecting GPS locations and field data for stormwater outfalls discharging to waters of the state inside the corporate limits of the city of Columbia. Sampled dry weather flows and tested for pollutant indicators such as chlorine, copper, phenols, and surfactants. This data was used in the preparation of a DHEC required permit evaluating stormwater quality for the City.
- **Greenville County, NPDES Phase I Pilot Outfall Inventory—Greenville County, South Carolina.** Team member responsible for collecting GPS locations and field data for stormwater outfalls discharging to waters of the state inside the pilot area of Greenville County. Sampled dry weather flows and tested for pollutant indicators such as chlorine, copper, phenols, and surfactants. This data was used to project time and resources necessary for inventory of the entire county.
- **Greenville County; NPDES Phase I, Year 1—Greenville County, South Carolina.** Conducted research and interviewed County and other personnel in order to gauge the County's current status pertaining to public education efforts, existing roadways, and pesticides program. Also, authored these sections of the annual report for review by the County and SCDHEC.
- **City of Charlotte, Detention Policy Modification—Charlotte, North Carolina.** Team member responsible for organizing and compiled details of stormwater policies and ordinances from municipalities nationwide. The information was used by the City of Charlotte to revise its own stormwater ordinances, with specific emphasis on detention pond requirements.
- **Georgetown County, NPDES Phase II Dry Weather Inventory and Screening—Georgetown County, South Carolina.** Team member responsible for directing crew personnel activities for the collection of GPS and attribute data of stormwater outfalls discharging to USGS streams within the urbanized area of Georgetown County. Dry weather flows were sampled and tested for pollutant indicators such as chlorine, copper, phenols, and surfactants. This data was used in part to comply with NPDES Phase II annual reporting requirements to SCDHEC.

Hydraulic and Hydrologic Modeling

- **SCDOT Revision of Drainage Design for Route 302—Lexington County, South Carolina.** Team member responsible for using HEC-1 and SEDCAD models for design of detention ponds to accommodate off-site stormwater runoff. Construction of the ponds allowed the existing pipe drainage network downstream to remain viable.

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- **Beachwood Place Mall; Runoff Study—Beachwood, Ohio** Team member responsible for using HEC-1 and SEDCAD models to assess downstream impact of the construction of Beachwood Place Mall in the Euclid Creek watershed. A PondPack model was also constructed in order to verify the results.
 - **Thomas Brooks Park; Constructed Wetland and Detention Ponds—Cary, North Carolina.** Team member responsible for using SEDCAD for sizing ponds and constructed wetland. Selected appropriate outlets to provide required permanent pool depths and detention times.
 - **City of Raleigh; Big Branch Flood Study—Raleigh, North Carolina.** Team member responsible for using HEC-RAS and RASPLLOT to show flood profiles of varying frequency for Big Branch and its tributaries. The study was used by the City to assist planning efforts for existing and future development in the Big Branch watershed.
 - **FEMA; Flood Insurance Study of Wolf Creek—Montgomery County, Ohio.** Team member responsible for using HEC-2 and CHECK2 to correct and modify a flood model for tributaries to Wolf Creek. The new model was used to establish the floodway and in the preparation of FEMA's Flood Insurance Study.
 - **Triad Park; Conditional Letter of Map Revision for New Culvert—Forsyth County, North Carolina.** Team member responsible for using HEC-RAS to update the effective HEC-2 flood model for Reedy Fork, which flows through Triad Regional Park. CheckRAS and RASPLLOT were used to verify the new model and display the updated water surface profiles. The new model will be used in the preparation of an updated Flood Insurance Study by FEMA.
 - **City of Greenville; Hidden Lake Flood Model—Greenville, South Carolina.** Team member responsible for conducting a stream walk and collected field data used as input in HEC-RAS and XP-SWMM computer models. The models were used by the City to aid in planning and decision making in the surrounding flood plain.
 - **City of Rock Hill; Conditional Letter of Map Revision for New Bridge—Rock Hill, South Carolina.** Team member responsible for using HEC-RAS to update the effective HEC-2 flood model for Manchester Creek, which flows through the site for a new City park. CheckRAS was used to verify the new model, which will be used in the preparation of an updated Flood Insurance Study by FEMA.
 - **Georgetown County, Pawleys Island Watershed Study—Georgetown County, South Carolina.** Phase manager responsible for oversight of field data collection and development of stormwater quantity and quality models for an area along Highway 17 in the Pawleys Island community. Also developed landuse, stormwater conveyance, and other GIS coverages in support of these modeling efforts. The results from the models were used to make recommendations to alleviate flooding problems upstream of several Highway 17 crossings.
 - **Ward Edwards, Inc.; Flood Study for the Great Swamp—Jasper County, South Carolina.** Team member and project engineer responsible for hydrologic and hydraulic modeling. GIS and LiDAR topography was used extensively to more accurately determine the extent of the flooding associated with a proposed 5000 acre development.
 - **SCDOT; Flooding Analysis of Unnamed Tributary—Town of St. Stephen, South Carolina.** Project manager and engineer responsible for the analysis of piped street crossings along an unnamed tributary of the Santee River that flows through the Town of St. Stephen, SC. Among the flooding

issues along the stream, one street had been severely overtopped, causing the roadway to erode and fail. In another area, a middle school, also used as an emergency evacuation center, was flooded during larger storm events. LiDAR topography was used to improve both the hydrologic and hydraulic models. HEC-GeoRAS was used to generate the input for (and display the output from) the HEC-RAS model. Cost and downstream impacts were considered for the recommended improvements.

GIS Analysis

- **Georgetown County, Watershed Prioritization—Georgetown County, South Carolina.** Team member responsible for using ArcView GIS to rank the potential for existing and future water quality issues for areas across Georgetown County. This determination was necessary because it was not feasible for the County to address all of its stormwater management issues concurrently. The analysis was conducted on a watershed basis and considered data such as Census-designated urbanized areas, future development areas, established TMDLs, 303(d) impairments, public water supplies, outstanding resource waters, shellfish harvesting waters, RCRA sites, and NPDES permitted industrial facilities.
- **City of North Augusta, NPDES Phase II Status Review—North Augusta, South Carolina.** Team member responsible for using ArcView GIS along with zoning parcel data and planimetrics to approximate the revenue-generating potential of a stormwater utility. Estimates were conducted for the City's existing development as well as its future "built-out" condition.
- **City of Columbia, NPDES MS4 Permit Application, Part 1—Columbia, South Carolina.** Team member responsible for preparing maps for the permit application using ArcView GIS. Some of the features represented include land use, city limits, DHEC watersheds, USGS hydrologic features, culverts and bridges, illicit discharges, regulated outfalls and their respective catchment areas.
- **City of Columbia, NPDES MS4 Permit Application, Part 2—Columbia, South Carolina.** Team member responsible for using ArcView GIS to select appropriate outfall sampling points with respect to land use, accessibility, safety, outfall type, flow conditions, and pollutant indicators. These selected outfalls were sampled throughout the year to provide a baseline with which to gauge the effectiveness of future efforts to improve water quality from the City's MS4.

Constructed several Avenue scripts within ArcView GIS which automated the process of generating a city-wide and watershed-specific coverage of curve numbers. The scripts assigned a hydrologic soil group classification to each parcel in the soil survey data. A subsequent overlay with the City's land use data made it possible for a final script to assign each land use/hydrologic soil group area the appropriate curve number. The curve numbers were used in the SCS method to predict runoff at each of the regulated outfalls.

- **Greenville County, NPDES Stormwater Permit, Phase I—Greenville County, South Carolina.** Team member responsible for using ArcView GIS and Spatial Analyst to conduct man-hour projections for outfall inventory in years 1-5 of the permit. Required collection of various GIS data including census population data, USGS DEMs, DHEC watersheds, USGS hydrologic features, and outfall and man-hour data from the pilot inventory.

Employed the Avenue scripts as mentioned above to develop a coverage of curve numbers for the pilot area. The curve numbers were used in the SCS method to predict runoff at each of the regulated outfalls.

C. ALLEN WATTS

Statement of Background, Training, and Experience In Matters Concerning Local Government Law

A private attorney who has concentrated on administrative law and local government matters for more than thirty years, Mr. Watts represents private development interests and also serves as a consultant to local governments throughout Florida. Mr. Watts is one of the first Board-certified city, county and local government law specialists in that state. He is chair of the land use and local government law department at Cobb & Cole.

A son and grandson of Florida dairy farmers, Mr. Watts graduated from Stetson University in 1967 (B.A. in religion) and its College of Law (J.D., magna cum laude) in 1971. He graduated first in his law class, served as editor-in-chief of the Stetson Law Review, and earned numerous competitive scholastic honors. During a two-year sabbatical from private practice, he served as a member of the founding law school faculty at Campbell University in North Carolina, teaching courses in property rights, constitutional law and legislation. He has also attended a number of summer instructional programs at Harvard Law School. He is admitted to practice before the United States Supreme Court; the Federal Courts of Appeal for the Fourth, Fifth and Eleventh Circuits, and the state courts of Florida and North Carolina.

Mr. Watts has served as counsel to the charter commissions of Brevard, Flagler, St. Johns, Polk, Columbia and Volusia Counties, board counsel to the Volusia County School Board, and as the founding city attorney for the new cities of Palm Coast, DeBary and Deltona. Among other assignments, he served the City of Fort Lauderdale, Brevard County, and the Orange County School Board as redistricting counsel after the 2000 census. He served as counsel to the School Board of Palm Beach County in securing Florida's first and only approved school concurrency plan.

Mr. Watts pioneered the legal concept of impact fees on new development in Florida. He represented the City of Dunedin through six years of litigation in which the Supreme Court of Florida ultimately approved the constitutionality of such fees. He is the author of the chapter on impact fees in the Florida Bar's environmental and land use law treatise. During his service as board counsel to the School Board of Volusia County, he drafted its school impact fee ordinance and then defended it to a favorable settlement in a test case brought by the Florida Home Builders Association.

Mr. Watts has also been heavily engaged in the legal development of funding mechanisms for stormwater and other utility systems. He has provided counsel in the development of a stormwater funding plan for the Narragansett Bay Commission (Rhode Island), and in the development of stormwater utilities in several Florida jurisdictions. He wrote the legal chapter for the manual "Establishing a Stormwater Utility in Florida", published by the Florida Stormwater Association, and has lectured at Florida, Georgia and Southeastern conferences of stormwater utilities.

St. Pete Beach City Commission
Agenda Report

Issue Considered: Authorize the City Manager to enter into a purchase agreement with Kloote Contracting for \$85,085 for Alley Rehabilitation.

Date: 2/8/2011

Prepared By: Renee Cooper, CIP Construction Manager

Through: Steven J. Hallock, Public Services Director

Summary of Issue: Bids were received for Alley Rehabilitation on 1/14/ 2011. Two (2) bids were received – Alto Construction and Kloote Contracting.

Alto Construction: \$105,509
Kloote Contracting: \$85,085

Inspections of alleys throughout the City were performed by Public Services personnel and projects were prioritized based on condition. There were six (6) base bid alleys and four (4) alternate alleys. Bid pricing will allow all ten (10) alleys to be completed this fiscal year. Locations of alleys are:

- East alley running north/south between 20th Ave. and 21st Ave.
- West alley running north/south between 20th Ave. and 21st Ave.
- West alley running north/south between 17th Ave. and 18th Ave.
- East alley running north/south between 26th Ave. and 27th Ave.
- West alley running north/south between 19th Ave. and 20th Ave.
- East alley running north/south between 17th Ave. and 18th Ave.
- West alley running north/south between 3rd Ave. and 4th Ave.
- East alley running north/south between 3rd Ave. and 4th Ave.
- West alley running north/south between 7th Ave. and 8th Ave.
- West alley running north/south between 10th Ave. and 11th Ave.

All major alley work will replace the various existing materials with shell to allow for more drainage in neighborhoods. We are trying to eliminate as much impervious surface area as possible so the stormwater will percolate into the ground. The FY2011 approved budget for alley rehabilitation totals \$100,000 and our intent is to exhaust this entire budget on needed alley work this year.

Requested Motion: "I move to authorize the City Manager to enter into a purchase agreement with Kloote Contracting for \$85,085 for Alley Rehabilitation."

Attachments: Bid Tab
Purchase Agreement

Reviewed by
City Manager: MB



Bid Tabulation

Alley Rehab

1/14/2011 11AM

Base Bid	Alto Construction	Kloote Contracting
1: East alley running north/south between 20 th Ave. and 21 st Ave.	\$8,723.00	\$9,875.00
2: West alley running north/south between 20 th Ave. and 21 st Ave.	\$10,353.00	\$9,431.00
3: West alley running north/south between 17 th Ave. and 18 th Ave	\$11,005.00	\$10,056.00
4: East alley running north/south between 26 th Ave. and 27 th Ave	\$11,005.00	\$9,016.00
5: West alley running north/south between 19 th Ave. and 20 th Ave	\$8,723.00	\$10,056.00
6: East alley running north/south between 17 th Ave. and 18 th Ave.	\$11,787.00	\$9,425.00
Lump Sum Base Bid	\$61,596.00	\$57,859.00

Alternates		
1: West alley running north/south between 3 rd Ave. and 4 th Ave	\$11,748.25	\$6,663.00
2: East alley running north/south between 3 rd Ave. and 4 th Ave.	\$8,878.25	\$6,668.00
3: West alley running north/south between 7 th Ave. and 8 th Ave.	\$11,278.25	\$6,690.00
4: West alley running north/south between 10 th Ave. and 11 th Ave.	\$12,008.25	\$7,205.00
Lump Sum Alternates	\$43,913.00	\$27,226.00

Lump Sum Base Bid + Alternates	\$105,509.00	\$85,085.00
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Unit Price - 6" Sidewalk - \$/sqft	\$6.00	\$8.34
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CITY OF ST. PETE BEACH, FLORIDA
PURCHASING AGREEMENT
Alley Rehabilitation

THIS AGREEMENT is hereby executed this 9 day of FEB, 2011, between the CITY OF ST. PETE BEACH, FLORIDA (hereinafter "CITY") and Kloote Contracting, Inc. (hereinafter "VENDOR"), as follows:

WHEREAS, City is desirous of purchasing from Vendor the goods or services described in this agreement; and

WHEREAS, Vendor is in the business of providing the goods or services described herein, and has submitted an appropriate proposal to the City to provide the same; and

WHEREAS, this agreement has been properly approved by the appropriate authority of the City and the Vendor.

NOW, THEREFORE, upon the mutual covenants contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree to the following:

1. City hereby agrees to purchase, and Vendor hereby agrees to sell or provide, the goods or services described in the proposal attached hereto and incorporated herein.

2. Vendor shall deliver the goods, or provide the services, described herein no later than May 1st, 2011.

3. Time is of the essence in the performance of this contract. City shall be entitled to liquidated damages in the amount of \$500 per day, for each day subsequent to the date set forth in paragraph 2 hereof that Vendor has failed to properly and completely deliver all of the goods or provide all of the services herein specified. Vendor specifically acknowledges that the foregoing sum is reasonable and does not constitute a penalty.

4. Upon Vendor's satisfactory delivery of the goods, or full performance of the services, or in accordance with the payment schedule provided in the attached proposal, City shall pay Vendor the sum of \$85,085, as full consideration for the goods or services provided hereunder.

5. Vendor fully warrants the title to any goods provided hereunder, and agrees to defend the same against all claims whatsoever. At the time of delivery, Vendor shall furnish to the City a bill of sale absolute, with full warranties, or other evidence of title transfer satisfactory to the City, for the goods specified herein.

6. Vendor expressly warrants that all goods delivered hereunder are of merchantable quality and fit for the purpose for which the City has purchased the same. Vendor further warrants that any defects in the goods shall be properly repaired by Vendor for a period of 18 months from final delivery, including all parts and labor associated with said repairs.

7. City reserves the right to reject any defective goods, notwithstanding City's payment of the purchase price provided herein.

8. Vendor fully warrants that all services provided hereunder have been provided in a

good and workmanlike manner. Vendor guarantees said services for a period of 18 months from the date of final performance. Vendor shall provide all labor and materials necessary to repair any defective workmanship reported to Vendor within said guarantee period.

9. To the extent that this agreement requires Vendor to provide any services of any kind, Vendor and all of Vendor's subcontractors shall maintain public liability insurance in a single combined limit for bodily injury and property damage in the amount of not less than \$1,000,000.00, satisfactory to the City Manager of City, naming the City as additional insured and providing coverage up through and including the final performance of any services provided hereunder. Vendor and all of Vendor's subcontractors shall maintain in full force and effect a policy of worker's compensation insurance for all of Vendor's employees in accordance with applicable state and federal law. Said insurance coverage shall include employer's liability with a single limit of \$100,000.00 per accident or occurrence. Vendor shall present City with a certificate for all of the foregoing insurance, at the time of executing this agreement and at such other times requested by the City.

10. In consideration of the payment of ten dollars as part of the above purchase price, Vendor shall indemnify, defend and hold the City harmless for itself, its employees, agents and assigns, from and against any and all losses, claims, damages, suits, actions, or demands, including attorneys fees and costs of litigation through all appellate proceedings, arising from the performance or non-performance of this agreement, whether caused in part by the City or not.

11. This Agreement shall be binding upon the parties, their successors, assigns, and legal representatives. Vendor shall not assign or otherwise transfer any of the rights or duties under this Agreement, without the express written consent of the City.

12. This document embodies the entire agreement of the parties. There are no promises, terms, conditions, or representations binding on either party hereto, other than those contained herein; and this document shall supersede all previous communications, representations, and/or agreements between the parties hereto, whether written or oral. This Agreement may be modified only in writing executed by all parties. This agreement shall be construed according to the laws of Florida, and venue for any action arising herefrom shall be in Pinellas County, Florida.

13. The prevailing party in any action to enforce or interpret this agreement shall be entitled to reasonable attorneys fees incurred through all appellate proceedings.

14. Vendor hereby acknowledges that the person executing this agreement on behalf of Vendor has the full authority to do so and to bind Vendor to the terms hereof.

15. Any notices provided hereunder shall be sent to the parties at the following addresses and shall be considered properly delivered when placed in the U.S. mail, postage prepaid, certified return receipt requested:

As to Vendor:

Kloote Contracting, Inc.
P.O. Box 339
Palm Harbor, FL 34682

As to City:

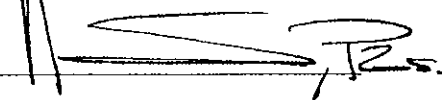
City Manager
City of St. Pete Beach, Florida
155 Corey Avenue
St. Pete Beach, Florida 33706

16. To the extent that any terms in the attached proposal conflict with the terms of this agreement, the terms of this agreement shall control and supersede such conflicting terms in the attached proposal, to the extent of such conflict.

17. The following sections, paragraphs or provisions of the attached proposal are hereby deleted from this agreement and shall be of no force or effect:

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Kloote Contracting
Vendor

BY 

David C. Kloote, President
NAME, TITLE (typed or printed)

CITY OF ST. PETE BEACH, FLORIDA

BY _____
CITY MANAGER

APPROVED AS TO FORM:

ATTEST:

CITY ATTORNEY

CITY CLERK

10/1/2004

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

Issue Considered: Recruitment process for open position for City Clerk

Date: February 8, 2011

Prepared By: Michael P. Bonfield, City Manager MB

Summary of Issue: As provided in the City Charter, the City Commission is responsible for hiring the City Clerk. The following options are recommended to determine the recruitment process to be used in hiring the new City Clerk.

Option 1: Hire a headhunter to handle the recruitment, including screening applications, providing recommend short list, and coordinating the interview and selection process with the City Commission. It would likely take 40-60 days to issue a Request for Qualifications (RFQ) and select a headhunter. These services typically run in the range of \$15K-\$25K.

Option 2: Direct the City Manager and Human Resources Administrator to coordinate the application process, working with the City Commission to prepare advertisement, receipt and screening of applications, interviews and selection. This process would be very similar to Option 1 with the City Manager and Human Resources Administrator serving in the place of the headhunter.

Option 3: Direct the City Manager and the Human Resources Administrator to coordinate recruitment process and bring recommended candidate(s) to the City Commission for interview(s) and selection.

Requested Motion: "I move to approve Option ___ for the recruitment of the City Clerk position."

Attachments: City Clerk job description
City Clerk advertisement (option 2 or 3 only)

General Definition of Work:

Performs difficult paraprofessional and responsible administrative work overseeing the maintenance of official files and records and conducting municipal elections; does related work as required. Work is performed under the general supervision of the City Manager and the City Commissioners. Supervision is exercised over all department personnel.

Essential Functions/Typical Tasks:

Overseeing the preparation and maintenance of minutes, official records, legal documents, books, etc.; maintaining custody of the City seal; conducting elections.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees the care and custody of the books, records, papers, legal documents, and journals of proceedings of the City Commission.
- Records, transcribes, indexes and maintains City Commission minutes; records, transcribes and maintains the minutes for all commission appointed boards and committees; maintains the municipal code book; conducts research of the minutes as requested.
- Conducts all municipal elections; prepares manual for potential candidates; advises candidates of procedures; processes all election forms; recruits and supervises poll workers; coordinates election equipment with the county.
- Prepares legal advertising for public hearings, final readings of ordinances and bid openings; advertises, mails and distributes bid packages; conducts bid openings; retains bid files for filing and retention.
- Arranges and gives legal notice of commission and board/committee meetings.
- Oversees the preparation, reproduction and distribution of agendas in multiple copies to serve the Mayor and Commission, staff, civic associations and the news media.
- Prepares and manages the annual budget for the Clerk's office; oversees the preparation and management of the City Commission budget.
- Serves as secretary to the Mayor and City Commission.
- Oversees the preparation of City Commission records for filing, bound books and/or storage for retention period prescribed by law; oversees the maintenance of an ongoing library of books.
- Prepares declaration of domicile for the public; administers oaths of office to City Commission and employees.
- Countersigns official documents with the Mayor and/or City Manager; serves as authorized person to cosign checks.
- Prepares records retention per Florida Statutes; serves as state designated records management liaison.
- Submits to the county the recording of deeds, easements, and vacations of City property.
- Provides information on officials, employees, and board/committee members to the state regarding financial disclosure; sends letters of appointment to board/committee members.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of general laws and administrative policies governing municipal procedures; attends meetings and conferences to refresh present knowledge and to obtain new education concerning current rules, regulations and procedure; thorough knowledge of the operations, functions and scope of authority of City departments and offices; ability to operate personal computers including some knowledge of applicable software packages; ability to conduct research and develop concise and appropriate reports; ability to communicate effectively both orally and in writing; ability to record and maintain detailed minutes, records and files; ability to establish and maintain effective working relationships with associates, department directors, elected officials and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business management, secretarial science or related field and considerable experience as a Deputy City Clerk. Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires crouching, reaching, walking, pushing, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of Florida. Possession of certification as a Municipal Clerk. Notary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Public.

City Clerk
City of St. Pete Beach, Florida

(pop. 10,002) The City of St. Pete Beach, a diverse beach community located on a barrier island off of St. Petersburg in west central Florida, is seeking qualified candidates for the position of City Clerk. This individual performs difficult paraprofessional and responsible administrative work overseeing the maintenance of official files and records and conducting municipal elections. Candidates should have a comprehensive knowledge of general laws and administrative policies governing municipal procedures; the ability to conduct research and develop concise and appropriate reports; communicate effectively both orally and in writing; record and maintain detailed minutes, records and files. Graduation from an accredited community college with major course work in business management, secretarial science or related field and prior experience as a Deputy City Clerk; Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) desired. Work is performed under the general supervision of the City Manager, however the hiring and continued employment of this individual is at the discretion of the City Commissioners. Hiring range: \$55,215.46 to \$63,497.78 DOQ. For an application and to view the full job description, go to www.stpetebeach.org. Applications/resumes should be submitted to: City of St. Pete Beach, Attn.: Human Resources, 155 Corey Avenue, St. Pete Beach, FL 33706; or e-mailed to g.behnke@stpetebeach.org; fax: 727/367-2737. Closing date: February 25, 2011. EOE, DFWP