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COMMISSION MEETING CITY OF ST. PETE BEACH

155 Corey Avenue

Tuesday, August 14, 2012

6:00 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** - Presentations shall be limited to 5 minutes for non-city government related items. – **none for this agenda**
3. **Audience Comments** - Comments shall be limited to 3 minutes per person to issues not on the agenda.
4. **Consent**
 - a. **Approval of the June 26, 2012; July 10, 2012; and July 24, 2012 Regular Meeting Minutes**
 - b. **Authorize the City Manager to enter into a purchasing agreement with Rowland Inc. for \$311,933.35 for replacement of 1300 feet of deteriorated force main #2 pipe.**

- c. Authorization for the City Manager to enter into a FY2013 annual contract for services agreement with the Pinellas County Sheriff's Office Latent Print, Forensics, Evidence and Property, Records Management in the amount of \$22,183.45 and the ARMS estimate in the amount of \$8,250.00 totaling \$30,433.45.**
- d. Authorize the City Manager to pay Rowland Inc. up to \$179,380 for Tropical Storm Debby repairs at Sunset Park.**
- e. Approve the request from Corey Area Business Association to close the 300 and 400 blocks of Corey Ave on 1/26/13 – 1/27/13, 4/6/13 – 4/7/13, 6/1/13 – 6/2/13 and 12/7/13 – 12/8/13 for the Corey Avenue Art and Craft Shows.**
- f. Approve the request from Corey Area Business Association to close the 300 block of Corey Ave on Sundays from October 2012 through May 2013 for the Corey Fresh Market.**
- g. Approve the request from Corey Area Business Association to close the 300 and 400 block of Corey Ave on the second and fourth Fridays of the month for their Sunset Celebration events in 2013.**
- h. Authorize the City Manager to hang banners over 75th Avenue at Boca Ciega Drive and over the Pinellas Bayway at Granada Avenue for 2013 Corey Area Business Association special events.**
- i. Ratification of the City Manager's decision to pay Luke Brothers Inc. \$52,650 for Tropical Storm Debby tree debris removal and approval to pay \$6,825 for the remaining tree stump removal.**
- j. Ratification of the City Manager's decision to allow the closure of 8th Ave on 6/30/12 for a Block Party and approval to close 8th Ave 10/20/12 for a Block Party.**

5. Action Items – none for this agenda

6. Ordinances

- a. Ordinance 2012-13, First Reading and Public Hearing, providing that wastewater rates be reviewed annually during fiscal year budget preparation and adjustments recommended to City Commission based on monies needed to pay Wastewater Enterprise Fund expenditures.**

7. Resolutions

- a. Resolution 2012-08, amending the City of St. Pete Beach Investment Policy, Section VI for investment in any investment pool organized pursuant to section 163.01 and 218.415 of the Florida Statutes.**
- b. Resolution 2012-09 establishing a public hearing for September 12, 2012 to consider adoption of the annual stormwater assessment roll.**

8. Items for Discussion – none for this agenda

9. City Manager, City Attorney and City Commission Reports

10. Adjournment

APPEAL

If a person decides to appeal any decision made at this meeting, they will need a record of the proceeding and, for such purpose, may need to ensure that a verbatim record of the meeting 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.

AMERICAN DISABILITIES ACT

In Accordance with the American's with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodations to participate in this meeting should contact City Hall at (727) 367-2735 no later than (4) days prior to the meeting for assistance.

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

CITY COMMISSION MEETING

MINUTES

June 26, 2012

6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

PRESENT:

Steve McFarlin, Mayor
Marvin Shavlan, Vice Mayor
Lorraine Huhn, Commissioner
Jim Parent, Commissioner
Bev Garnett, Commissioner

ALSO PRESENT:

Mike Bonfield, City Manager
Mike Davis, City Attorney
Pamala Prell, Deputy City Clerk, MMC
Steve Hallock, Director of Public Services
George Kinney, Director of Community Development

1. Changes to the Agenda

Mayor McFarlin asked City Manager Bonfield to give an update on the damage caused by tropical storm Debby.

2. Presentations

a. Tropical Storm Debby Damage Report

City Manager Mike Bonfield reported that a tornado touched down in Pass-a-Grille causing electrical outages and damage to homes in that area, and in the Vina del Mar and Belle Vista neighborhoods. He estimated that there is \$1.5 million worth of damage.

Mr. Bonfield advised that the wastewater system suffered minor damage, mostly to manhole lids. The rain and high tides produced more water than the system can discharge which causes the streets to flood.

Mayor McFarlin stated that he will not call for audience comments during the presentation by the Pinellas County Sheriff and requested proper decorum from the audience when the item was presented. If the Commission approves placing the law enforcement issue on the ballot, several public forums will be scheduled prior to the election to answer residents' questions.

b. Parks and Recreation Month Proclamation for July 2012

Mayor McFarlin read a proclamation declaring the month of July as Parks and Recreation Month.

c. Pinellas County Sheriff's Office Proposal For Law Enforcement Services – Sheriff Robert Gualtieri

Sheriff Robert Gualtieri gave a presentation regarding his proposal to offer law enforcement services for the City and explained the operations of the Pinellas County Sheriff's Office. Sheriff Gualtieri outlined the costs of the services pointing out that the savings to the City would be approximately \$2.4 million. Sheriff Gualtieri invited members of the City Commission to visit his office for a tour of the facilities.

The Commission unanimously agreed to direct the City Manager to place the issue of law enforcement services in St. Pete Beach on the ballot.

City Manager Bonfield explained that an ordinance will be drafted for the ballot language which will be considered for first reading at the July 10, 2012 meeting and, if approved, it will be considered for final reading at the July 24, 2012 meeting.

3. Audience Comments

Rosemary Manning, 1st Avenue, commented about the poor condition of Gulf Boulevard.

Deborah Schechner, Boca Ciega Isle, thanked everyone for their efforts in responding to the damage caused by Tropical Storm Debby. She also expressed her displeasure with the removal of a plaque from the Commission Chambers.

Jake Holehouse, 12th Avenue, thanked everyone for their efforts in responding to the damage caused by Tropical Storm Debby and offered to help residents with any insurance issues.

4. Consent

- a. Approval of the June 12, 2012 Regular Meeting Minutes

Vice Mayor Shavlan moved to approve the minutes of the regular meeting of June 12, 2012, as amended. The motion was seconded by Commissioner Parent and unanimously approved by roll call vote.

5. Action Items

- a. Rescind the Indemnification and Hold Harmless Agreement with the Swigwam Beach Bar, LLC for outside seating and consumption of alcoholic beverages in the public right-of-way.

Commissioner Huhn moved to revoke the permit for the use of the public sidewalk and right-of-way for alcoholic beverages and the Indemnification Agreement. The motion was seconded by Commissioner Garnett.

Rob Williams, Swigwam owner, addressed the Commission and requested that he be allowed to have the outdoor seating and alcohol consumption at his place of business.

The motion was approved by a 3-2 roll call vote, with Commissioner Parent and Vice Mayor Shavlan voting no.

Mayor McFarlin called for a recess at 8:00 p.m. The meeting reconvened at 8:10 p.m. with all members present.

- b. Authorize the City Manager to remove the sidewalk west of the private properties on Sunset Way between 29th and 30th Avenues.

Commissioner Huhn made a motion to authorize the City Manager to remove the sidewalk west of the private properties on Sunset Way between 29th and 30th Avenues. The motion was seconded by Commissioner Garnett.

The Commission held a general discussion regarding public access to the beach, public use of the sidewalk and the sidewalk's historical value.

Public Services Director Steve Hallock reported that the City has the authority to remove the sidewalk; if not removed, it should be repaired. Mr. Hallock cautioned that there is one retainer wall on private property which abuts the sidewalk that will eventually fall, regardless if the sidewalk is removed. He reported that replacement of the entire sidewalk would cost approximately \$35,000.

Mayor McFarlin called for audience comments.

The following persons spoke in opposition of removing the sidewalk:

Sylvia Thomas, Pass-a-Grille Way, St. Pete Beach
Jay Anderson, Pass-a-Grille Way, St. Pete Beach
Deborah Schechner, Boca Ciega Isle, St. Pete Beach
Attorney Robert Kapusta, Jr., 100 Second Ave., South, St. Petersburg, FL
(representing Howard Sharp, Pass-a-Grille Way and Steve McQueen of Pass-a-Grille Way)
Chester Chmielewski, El Centro, St. Pete Beach
Jacqueline Chapman, Pass-a-Grille Way, St. Pete Beach
Hayward Chapman, Pass-a-Grille Way, St. Pete Beach
Renee Roos, Gulf Boulevard, St. Pete Beach
Albert Few, Pass-a-Grille Way, St. Pete Beach

The following persons spoke in support of removing the sidewalk:

Guy Burns, Sunset Way, St. Pete Beach

Mayor McFarlin closed audience comments.

The motion was denied by a 1-4 roll call vote, with Commissioner Garnett voting yes.

6. Ordinances

a. Ordinance 2012-09, Final Reading and Public Hearing, amendment of Subsection (v) 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.

Vice Mayor Shavlan moved to adopt Ordinance 2012-09, Final Reading and Public Hearing, amendment of Subsection (v) 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, as amended. The motion was seconded by Commissioner Parent.

Mayor McFarlin called for audience comments.

Catherine Martin, Gulf Winds Drive, asked that the Commission allow a provision for guest parking permits.

Mayor McFarlin closed audience comments.

The motion was unanimously approved by a roll call vote.

7. Resolutions

a. Resolution 2012-05, authorizing the Mayor of the City of St. Pete Beach, Florida to execute an Interlocal Agreement with the Pinellas County School System to facilitate County-Wide School Concurrency.

Commissioner Parent moved to approve Resolution 2012-05, authorizing the Mayor of the City of St. Pete Beach, Florida to execute an Interlocal Agreement with the Pinellas County School System to facilitate County-Wide School Concurrency. The motion was seconded by Vice Mayor Shavlan and unanimously approved by a roll call vote.

b. Resolution 2012-06, establishing a public hearing for September 11, 2012 to consider adoption of the annual stormwater assessment roll.

Commissioner Garnett moved to approve Resolution 2012-06, establishing a public hearing for September 11, 2012 to consider adoption of the annual storm water assessment roll. The motion was seconded by Vice Mayor Shavlan and unanimously approved by a roll call vote.

8. Items for Discussion

There were no discussion items.

9. City Manager, City Attorney and City Commission Reports

City Manager Bonfield reported on the Planning Board's June Meeting. He announced that the FY-2013 Budget will be ready by the end of the week and noted that it reflects a shortfall of approximately \$930,000, which includes approximately \$780,000 for pension costs. He reported that the Recreation Department summer camps are well attended. Mr. Bonfield then outlined the agenda items for the July 10, 2012 meeting.

City Attorney Davis provided an update on the Anderson litigation and advised that Attorney Ken Weiss requested that the deadline to accept the City's settlement offer be extended to July 1, 2012. He advised that the hearing date is August 3, 2012.

City Attorney Davis asked the Commission to hold a shade meeting prior to the hearing to discuss the Anderson case. The Commission was in agreement to hold a shade meeting, if necessary.

City Attorney Davis reported that the City prevailed in the Pletcher (Betty Woods) lawsuit. He also reported that there has been no hearing date set for the Caruso case.

Commissioner Garnett thanked everyone for their efforts in assisting with the damage caused by Tropical Storm Debby. She announced that the 8th Avenue Annual Summer Fest will be on June 30, 2012 and urged everyone to attend. Ms. Garnett reported that she will not hold her citizen meeting on July 4, 2012.

Vice Mayor Shavlan reported that a sea oat planting will be held at 9:00 a.m., Saturday, June 30, 2012 at the Sirata Beach Resort.

Commissioner Parent announced that the Big C meeting scheduled for June 27, 2012 has been cancelled and that he will hold his regular meeting at the Library on June 27, 2012 at 6:30 p.m. He inquired if the City is considering cancelling the Holiday Land Parade and, if so, suggested that a community organization might volunteer to organize the parade.

Commissioner Huhn reported on the Ribbon Cutting Ceremony for the City's electric charging stations at City Hall and complimented the City on the Summer Camp Program.

Mayor McFarlin thanked everyone for their efforts in responding to the tropical storm damage and announced that the City put two dumpsters in Pass-a-Grille for the residents to use in cleaning up the debris. He also advised that the Fire Department will be offering an under-carriage wash for vehicles that drove through the salt water.

10. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 10:00 p.m.

Rebecca C. Haynes, City Clerk

Steve McFarlin, Mayor

Minutes approved on: _____

CITY COMMISSION MEETING

MINUTES

July 10, 2012

6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Steve McFarlin, Mayor
Marvin Shavlan, Vice Mayor
Lorraine Huhn, Commissioner
Jim Parent, Commissioner
Bev Garnett, Commissioner

ALSO PRESENT:

Mike Bonfield, City Manager
Susan Churuti, City Attorney
Rebecca C. Haynes, City Clerk
Elaine Edmunds, Finance Director
George Kinney, Community Development Director
Dan O'Connor, Administrative Services Supervisor
Catherine Hartley, Senior Planner

1. Changes to the Agenda

City Manager Bonfield requested removal of Item 4(a) for placement on a subsequent agenda. Mayor McFarlin requested to address Items 6(b) and 6(c) before Item 6(a).

2. Presentations

There were no presentations.

3. Audience Comments

There were no audience comments.

4. Consent

City Manager Bonfield read the Consent Items.

b. Authorize the City Manager to sign a task order with George F. Young in the amount of \$12,050 to provide permitting and survey services for covering the exposed portions of the subaqueous wastewater force main.

c. Authorize the City Manager to enter into a purchasing agreement with Bill Riley Painting for \$22,200 for caulking and painting the exterior of City Hall.

Commissioner Parent made a motion to approve/deny/continue the consent agenda as written. The motion was seconded by Vice Mayor Shavlan and unanimously approved a roll call vote.

5. Action Items

a. Sirata Beach Resort request to construct a sundeck seaward of both the rear-yard setback line and the City Coastal Construction Excavation Setback Line.

City Manager Bonfield summarized the request of Sirata Beach Resort owner, Gregg Nicklaus, stating that the City Code currently provides that a variance to the City's coastal construction line requires City Commission approval. He noted the request is a quasi-judicial hearing.

Community Development Director Kinney noted the request incorporates two variance requests. Mr. Kinney then reviewed a Power Point presentation that delineated the project location, coastal construction setback line locations, site plan and photos, and vegetation and landscape plans.

Mayor McFarlin asked if any audience member wanted to be considered a substantially affected party; there were none.

Mayor McFarlin requested Commissioners to disclose any communication they may have had with the applicant.

Commissioner Huhn disclosed she had no communication with the applicant. Commissioner Parent disclosed that he visited the site. Commissioner Garnett disclosed that she visited the site and spoke with Debra Nicklaus. Vice Mayor Shavlan disclosed that he visited the site and spoke with Gregg Nicklaus. Mayor McFarlin disclosed that he encountered the applicant prior to the meeting and saw the maps related to the project.

Jim Dickson, Adams and Reese LLP and counsel to owners of the Sirata, reviewed the variance request, noting the substantial difference in the City's and the State of Florida's coastal construction lines. Mr. Dickson apologized on behalf of the owners for not obtaining a variance prior to the installation of the paver deck.

Gregg Nicklaus, owner of the Sirata Beach Resort, commented on the additional vegetation and dunes he has provided to enhance the beach area in front of the property, and turtle nesting promotion efforts.

Mayor McFarlin called for audience comments; there were none.

Mayor McFarlin called for Commission comments; there were none.

Commissioner Parent moved to approve the Item 5(a), Sirata Beach Resort request to construct a sundeck seaward of both the rear-yard setback line and the City Coastal Construction Excavation Setback Line, with the inclusion of the access control walls. The motion was seconded by Commissioner Garnett and unanimously approved by a roll call vote.

6. Ordinances

b. Ordinance 2012-11, First Reading and Public Hearing, an ordinance of the City of St. Pete Beach, Florida providing for amendment of Section 82-260 of Division 1 of Article III of Chapter 82 of the Code of Ordinances, pertaining to the issuance of metered and non-metered parking space permits; 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.

City Manager Bonfield explained the ordinance is proposed in response to the recently enacted parking regulations associated with the "B" permit parking stickers. The ordinance will provide for non-metered "B" parking stickers, which will allow for one-day or an extended period of time parking, similar to the "D" parking sticker utilized in Pass-a-Grille.

Administrative Services Supervisor O'Connor noted the proposed ordinance establishes the language for non-metered fees. The stickers are currently sold at the Police Department and on-line service procedures are currently being established.

Mayor McFarlin called for audience comments.

Deborah Schechner, Boca Ciega Isle, commented on city-wide restricted parking regulations.

Mayor McFarlin called for Commission comments.

Commissioner Garnett made a motion to approve Ordinance 2012-11, First Reading and Public Hearing, an ordinance of the City of St. Pete Beach, Florida providing for amendment of Section 82-260 of Division 1 of Article III of Chapter 82 of the Code of Ordinances, pertaining to the issuance of metered and non-metered parking space permits; 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 Vice Mayor Shavlan and unanimously approved by a roll call vote.

c. Ordinance 2012-12, First Reading and Public Hearing, an ordinance of the City of St. Pete Beach Florida providing for an amendment of the Appendix A Fee Schedule as referenced in section 82-260 of the code of ordinances, as set forth in attachment A to this ordinance pertaining to the issuance of metered and non-metered parking space permits; 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.

City Manager Bonfield reported that the proposed ordinance establishes the rates for the "B" permit parking stickers.

Mayor McFarlin called for audience comments; there were none.

Commissioner Garnett made a motion to approve Ordinance 2012-12, First Reading and Public Hearing, an ordinance of the City of St. Pete Beach Florida providing for an amendment of the Appendix A Fee Schedule as referenced in section 82-260 of the code of ordinances, as set forth in attachment A to this ordinance pertaining to the issuance of metered and non-metered parking space permits; 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 Parent and unanimously approved by roll call vote.

a. Ordinance 2012-10, First Reading and Public Hearing, amendment to the City Charter repealing Section 4.06 which provides that the St. Pete Beach Police Department shall be established as a charter department and providing for ballot language for the November 6, 2012 election.

City Manager Bonfield reported that, in 1998, the residents approved a Charter amendment that provided for the police department to be a charter department, prohibiting the City Commission to contract for police services.

The proposed ordinance provides for ballot language for the November 6, 2012 election, repealing the requirement that the police department be a charter department and allowing the Commission to contract with an outside agency, specifically the Pinellas County Sheriff's Office.

Commissioner Huhn made a motion to approve Ordinance 2012-10, First Reading and Public Hearing, proposing pursuant to Section 8.01 of the City Charter an amendment to the City Charter repealing Section 4.06 of the City Charter which provides that the St. Pete Beach Police Department shall be established as a Charter department of the City of St. Pete Beach and all law enforcement activities shall be performed by employees of the

department, and that no law enforcement activity shall be transferred by contract or other process to any department or employee not administered by the city manager of the City of St. Pete Beach; providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on November 6, 2012; 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 Parent.

Rick Falkenstein, Palm Point, inquired about the ballot language.

Deborah Schechner, Boca Ciega Isle Drive, spoke in opposition of the ballot language.

Fran Trivison, St. Pete Beach, spoke in opposition of the ballot language and stated it was confusing.

Jeff Brunell, 80th Avenue, requested additional information on the ballot language.

Danielle Micklitsch, Pass-a-Grille Way, spoke in opposition of the ordinance.

Rosemary Manning, 1st Avenue, requested clarification on the ballot language.

Robert Micklitsch, Pass-a-Grille Way, spoke in opposition to the ordinance and contracting out for police services.

Mayor McFarlin called for the vote.

The motion was unanimously approved roll call vote.

7. Resolutions

a. Resolution 2012-07, a resolution of the City of St. Pete Beach, Pinellas County, Florida, establishing the tentative millage rate for Truth In Millage (T.R.I.M.) Notice.

City Manager Bonfield explained that we are required by law to adopt a tentative millage rate each year that will be used in the T.R.I.M. notices mailed out to residents regarding their property taxes. This rate can be decreased when the City Commission adopts the final millage rate but it cannot be increased.

Staff presented seven alternatives and after Commission discussion, the consensus was Alternative 7, allowing for the super majority vote.

Commissioner Parent made a motion to approve Resolution No. 2012-07, a resolution of the City of St. Pete Beach, Pinellas County, Florida, establishing the tentative millage rate for T.R.I.M. Notices at 3.5628. The motion was seconded by Commissioner Garnett.

Mayor McFarlin called for audience comments.

Rick Falkenstein, 4th Palm Point, supported the current administration and commissioners in the decision to possibly raise taxes to cover expenses and maintain the quality of St. Pete Beach.

Rosemary Manning, 1st Avenue, also supported the possible increase of taxes to maintain a quality of life in St. Pete Beach.

Jeffrey Brunell, 80th Avenue, noted the tax rate in St. Pete Beach was very low in comparison with surrounding communities.

Joe Caruso, Gulf Way, stated that he believes the parking rate is very low.

Finance Director Edmunds clarified that the 3.5628 millage rate does not include the debt service of .087, which covers the final payment for the police station. The total millage rate would be 3.6506 of which 3.5628 is operating millage and .087 is debt service.

The motion was unanimously approved by a roll call vote.

8. Items for Discussion

There were no items for discussion.

9. City Manager, City Attorney and City Commission Reports

City Manager Bonfield informed the Commissioners that Police Chief Dave Romine was out of town attending a conference and apologized that he was unable to attend tonight's meeting. Mr. Bonfield commented that Suntan Arts Center was awarded the Corporate Partner of the Year by Florida Recreation and Parks Association, reminded everyone the 'Dive-In' Movies have begun for the season and reported that the Finance and Budget Review Committee will hold meetings July 16th and 17th at 2:00 p.m. He noted the Gulf Boulevard project is scheduled to begin next week tapping into the reclaimed water for irrigation and then complete the landscaping. City Manager Bonfield commented that Commissioners need to schedule budget workshops, reported the FOP Impasse hearing is scheduled August 15 at 1:30 p.m., detailed the two separate drownings, and discussed the July 4th traffic back-ups.

City Attorney Churuti discussed the Chmielewski request to turn over Shade Meeting transcripts regarding pending litigation and noted there will be a hearing on August 3 at 9:00 a.m. regarding the Anderson case.

City Manager Bonfield listed the upcoming agenda items. Commissioner Garnett thanked volunteers at the 8th Avenue Celebration and the residents for working together after Tropical Storm Debby. Ms. Garnett requested people contact the Commissioners with their thoughts about the budget.

Vice Mayor Shavlan stated that he also attended the 8th Avenue Celebration and thanked participants of the 5K run at the Sirata Beach Resort.

Commissioner Parent reported that the Pinellas County Board of Commissioners gave their unanimous approval for the Interlocal agreement regarding Gulf Boulevard improvements. He commented that he was approached by representatives from Silver Sands regarding the parking situation, noting they offered several alternatives to the recent changes.

Commissioner Huhn reported on the Corey Avenue Summer Sizzle weekend and Woody's Christmas in July.

Mayor McFarlin commented favorably on the 4th of July fireworks.

10. Adjournment

There being no further business to come before the commission, the meeting was adjourned at 8:12 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Name, Mayor

Minutes approved on: _____

CITY COMMISSION MEETING

MINUTES

July 24, 2012

6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Steve McFarlin, Mayor
Marvin Shavlan, Vice Mayor
Lorraine Huhn, Commissioner
Jim Parent, Commissioner
Bev Garnett, Commissioner

ALSO PRESENT:

Mike Bonfield, City Manager
Mike Davis, City Attorney
Rebecca C. Haynes, City Clerk
Elaine Edmunds, Finance Director
Steve Hallock, Public Services Director
George Kinney, Community Development Director
Dave Romine, Police Chief

1. Changes to the Agenda

Mayor McFarlin requested Item 6(a) be moved to follow Item 6(c).

2. Presentations

There were no presentations.

3. Audience Comments

Rosemary Manning, 1st Avenue, complimented the Public Services Department on how they handled the aftermath of Tropical Storm Debby.

Deborah Schechner, Boca Ciega Isles Drive, submitted, for the record, a copy of the City's mission statement and core values statement, and commented on a plaque that previously hung in the Commission Chambers.

4. Consent

- a. Authorize the City Manager to enter into a purchasing agreement with Ram Marine Services, Inc., for seawall repairs in the amount of \$75,211.
- b. Authorize the City Manager to enter into a purchasing agreement with the ASH Group, Inc., for the replacement of the generator housing and fuel tank at Reclaimed Water Booster Station #550 in the amount of \$78,692.50.
- c. Authorize the City Manager to enter into a purchasing agreement with Envirowaste Services Group for storm water drainage outfall cleaning and inspecting in the amount of \$105,000.
- d. Authorize the City Manager to enter into a Uniform Collection Agreement with the Pinellas County Tax Collector for collection of the storm water non-ad valorem assessment second tier (variable).

City Manager Bonfield recommended approval of the consent agenda as written.

Vice Mayor Shavlan made a motion to approve the consent agenda as written. The motion was seconded by Commissioner Huhn and unanimously approved by roll call vote.

5. Action Items

- a. Public Hearing for Variance 2012-0021, requesting the extension of an existing deck seaward of the City Coastal Construction and Excavation Setback Line (Quasi-Judicial).

City Manager Bonfield noted the request is for an extension of an existing deck and is required by City code to be presented directly to the City Commission. He noted the item is a quasi-judicial procedure and noted Commissioners need to disclose any communication regarding the variance.

Mayor McFarlin requested City Commissioners disclose any communication or involvement with the variance request. There were none.

Mayor McFarlin asked if any audience member wished to declare that s/he was a substantially affected party. There were none.

Community Development Director Kinney reviewed a Power Point presentation noting the proposed dock location, zoning, and site plan with the existing deck and coastal construction lines. Mr. Kinney further noted that the Planning Commission recommended drafting an ordinance that would repeal the City's existing coastal

construction line. The proposed ordinance will be presented to the Planning Commission at their July 31st meeting.

Phil Albert, applicant, noted the proposed deck will be utilized by small bands, dancing and extra seating; eventually constructing a thatched Tiki covering.

Commissioner Huhn moved to approve Item 5(a), Variance 2012-0021. The motion was seconded by Commissioner Parent.

Deborah Schechner, Boca Ciega Isles Drive, spoke in opposition of the variance.

Mayor McFarlin called for Commissioners' comments. There were none.

Mayor McFarlin called for the vote.

The motion was unanimously approved by roll call vote.

- b. Authorization for the City Manager to accept a proposal from Public Risk Management of Florida for renewal of the City insurance policies covering the period from October 1, 2012 thru September 30, 2013 in the amount of \$430,780.

City Manager Bonfield reported that the Commission requested the insurance policy be placed out for bid, which was subsequently drafted by a consultant. The insurance, which is from an insurance pool, covers property liability and workers compensation.

Commissioner Garnett moved to approve authorizing the City Manager to accept a proposal from Public Risk Management of Florida for renewal of the City insurance policies covering the period from 10/01/2012 to 9/30/2013 in the amount of \$430,780. The motion was seconded by Vice Mayor Shavlan and unanimously approved by roll call vote.

6. Ordinances

- b. Ordinance 2012-11, Final Reading and Public Hearing, providing for amendment of Section 82-260 of Division 1, Article III, of Chapter 82 of the Code of Ordinances, pertaining to the issuance of metered and non-metered parking space permits.

City Manager Bonfield noted the ordinance proposes a non-metered "B" sticker for temporary use by guests of area residents.

Vice Mayor Shavlan made a motion to approve Item 6(b), Ordinance 2012-11, an ordinance of the City of St. Pete Beach, Florida providing for amendment of Section 82-260 of Division 1 of Article III of Chapter 82 of the

Code of Ordinances, pertaining to the issuance of metered and non-metered parking space permits; 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.

Mayor McFarlin called for audience comments. There were none.

Mayor McFarlin called for the vote.

The motion was unanimously approved by roll call vote.

c. Ordinance 2012-12, Final Reading and Public Hearing, providing for the amendment of the 'Appendix A' Fee Schedule of the Code of Ordinances as set forth in 'Attachment A' pertaining to the issuance and rates for daily and monthly metered and non-metered "B" Permit parking space permits.

Commissioner Parent made a motion to approve Item 6(c), Ordinance 2012-12, an Ordinance of the City of St. Pete Beach, Florida providing for an amendment of the 'Appendix A' Fee Schedule as referenced in Section 82-260 of the Code of Ordinances, as set forth in 'Attachment A' to this ordinance, pertaining to the issuance of metered and non-metered parking space permits; 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 Garnett.

Mayor McFarlin called for audience comments. There were none.

Mayor McFarlin called for the vote.

The motion was unanimously approved by roll call vote.

a. Ordinance 2012-10, Final Reading, amendment to the City Charter repealing Section 4.06 which provides that the St. Pete Beach Police Department shall be established as a Charter Department and providing for ballot language for the November 6, 2012 election.

City Manager Bonfield reported that, in the mid-90's, voters approved a charter amendment prohibiting the City from contracting for certain law enforcement services to an outside agency. The proposed ordinance repeals the charter amendment and allows for the City to contract with the Pinellas County Sheriff's Office for services.

Commissioner Parent moved to approve Item 6(a), Ordinance 2012-10, 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 4.06 of the City Charter which provides that the St. Pete Beach Police Department shall be established as a Charter department of the City of St. Pete Beach and all law enforcement activities shall be performed by employees of the department, and that no law enforcement activity shall be transferred by contract or other process to any department or employee not administered by the City Manager of the City of St. Pete Beach; providing for a ballot question to be submitted to the electors of the City at a referendum election to be held on November 6, 2012; 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 Garnett.

Mayor McFarlin called for audience comments.

Deborah Schechner, Boca Ciega Isle Drive, spoke in support of the St. Pete Beach Police Department.

Rick Falkenstein, Palm Point, thanked the Commission for changing the ballot language and spoke in support of the police department.

Rosemary Manning, 1st Avenue, asked about holding workshops to discuss possible changes in law enforcement services and spoke in support of retaining the current police department.

Fran Trivison, Boca Ciega Isle Drive, asked about police department pensions.

Brian Mitten, 44th Avenue, spoke in support of the current law enforcement services, stated his appreciation for the change in ballot language, and offered to help review the budget to reduce expenses if a committee was formed.

Jeff Brunell, 80th Avenue, thanked the Commission for changing the ballot language and spoke in support of maintaining current police services.

City Manager Bonfield stated there was no change in the contract proposal submitted by the Pinellas County Sheriff's Office. He further noted that the pension plans were the largest portion of the budget deficit but are a separate issue from the referendum.

Commissioners were in agreement that it was fiscally responsible to present all options to the residents so they can make an informed decision on budgetary matters.

City Attorney Davis confirmed the ordinance before the Commission contained the revised ballot language.

Mayor McFarlin called for the vote.

The motion was unanimously approved by roll call vote.

7. **Resolutions** – None for this agenda
8. **Items for Discussion** – None for this agenda
9. **City Manager, City Attorney and City Commission Reports**

City Manager Bonfield reported on the upcoming Planning Board meeting where the City's coastal construction line will be discussed. He requested Commissioners schedule Budget Workshops and it was the consensus to conduct the meetings during the week of August 6th. Mr. Bonfield noted staff is meeting with FEMA regarding reimbursements related to Tropical Storm Debby, provided an update on Gulf Boulevard improvements, noted City Hall building maintenance that is underway and listed items for the August 14, 2012 Commission meeting.

City Attorney Davis provided an update on the Coconut Inn case, and the recent 'Motion to Intervene' recently filed in the Anderson case, which will be heard on August 3rd at 9:00 a.m. He noted that Suzanne Van Wyk has been appointed an Administrative Law Judge in the Division of Administrative Hearings and will be leaving the firm within the week.

Commissioner Garnett reported that she will hold her monthly meeting at 6:00 p.m. on Wednesday at the Don Vista Center.

Vice Mayor Shavlan reported that all is quiet in District Three.

Commissioner Parent reported on his replacement to the Board of Adjustments, commented on Library happenings and noted he will hold his round table meeting at 6:30 p.m. on Wednesday at the Library. Mr. Parent relayed information about Tampa Bay Watch, the Big C Committee and Bugs Bunny's birthday this Friday.

Commissioner Huhn reported that the Friday Food Truck Festival is expecting a large turnout of vendors.

10. **Adjournment**

There being no further business to come before the commission, the meeting was adjourned at 7:55 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Steve McFarlin, Mayor

Minutes approved on: _____

St. Pete Beach City Commission
Agenda Report

Issue Considered: Authorize the City Manager to enter into a purchasing agreement with Rowland Inc. for \$311,933.35 for replacement of 1300 feet of deteriorated force main #2 pipe.

Date: 8/14/12

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: The wastewater force main #2 pipe is in very poor condition and has had six (6) six breaks requiring expensive emergency repairs. Three (3) of these breaks have occurred within the last year. As a result we have been expediting this project in order to prevent another break and any more expensive emergency repairs. The goal would be to start the project in September if we can secure the FDOT permit.

City Commission approved \$43,700 for engineering and \$241,930.50 for pipe replacement at the April 10, 2012 meeting. The engineering has now been completed and the FDOT requirements have been received and incorporated into the project. As a result the cost of the project is now estimated at \$311,933.35. The cost increase is mostly the result of the engineers adding air release valves to the project (\$31,560.00) and FDOT requiring a significantly more comprehensive Maintenance of Traffic (MOU) plan (\$30,975.00).

Rowland Inc. is a contractor the City has used in the past and we have been very satisfied with their work and customer service. For this project we will be piggybacking on the contract 089-0552-C (RM) that Rowland Inc. has with Pinellas County for sanitary sewer repair, rehabilitation and extension. Rowland Inc. has also agreed to install 16-inch pipe at the 14-inch unit costs. Funding for this high priority project is available within the Wastewater Fund reserves.

Requested Motion: "I move to authorize the City Manager to enter into a purchasing agreement with Rowland Inc. for \$311,933.35 for replacement of 1300 feet of deteriorated force main #2 pipe."

Attachments: Purchasing Agreement
Cost Estimate

Reviewed by
City Manager: MB

CITY OF ST. PETE BEACH, FLORIDA
PURCHASING AGREEMENT

THIS AGREEMENT is hereby executed this 14th day of August, 2012, between the CITY OF ST. PETE BEACH, FLORIDA (hereinafter "CITY") and Rowland 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 December 1st, 2012.

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 \$311,933.35, 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 12 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 12 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 combined single 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:

Rowland Inc.

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.

Rowland Inc.
Vendor

CITY OF ST. PETE BEACH, FLORIDA

BY Kenneth D. Rowland

BY _____
CITY MANAGER

Kenneth D. Rowland, Vice President
NAME, TITLE (typed or printed)

APPROVED AS TO FORM:

ATTEST:

CITY ATTORNEY

CITY CLERK

10/1/2004



Estimate

REVISION #2

Rowland Inc.

6855 102nd Ave. N.

Pinellas Park, FL 33782

phone (727) 545-3815, toll free (855) 545-3815

fax (727) 546-8464, email postmaster@rowland-inc.com

QUOTATION DATE August 2, 2012

EXPIRATION DATE 30 days from Quotation

TO
Ms. Renee Cooper
City of St. Pete Beach
155 Corey Ave.
St. Pete Beach, FL 33706-1839

PROJECT: **14" Force Main Replacement**

OWNER: City of St. Pete Beach

BID DATE:

QUANTITY	u/m	DESCRIPTION	UNIT PRICE	LINE TOTAL
1,150.00	sy	32c. Asphalt Pavement Base & Base Restoration - 8" Asphaltic Concrete Base	\$ 56.55	\$ 65,032.50
1,150.00	sy	33c. Asphalt Surface Pavement - 2" Asphaltic Surface Course	14.90	17,135.00
54.00	cy	34. Flowable Fill	132.80	7,171.20
100.00	sy	38. Concrete Sidewalk Restoration	44.65	4,465.00
150.00	lf	39. Concrete Curb Restoration	25.50	3,825.00
133.00	tns	42. Special Refill Materials - Crushed Stone	35.70	4,748.10
1,262.00	lf	65a. Furnish and Install Force Main - 12" DIP	77.15	97,363.30
2.46	tns	66. Furnish and Install Ductile Iron Fittings and Joint Restraints	10,200.00	25,092.00
4.00	ea	68b. Furnish and Install Air Release Valve and Enclosure - below ground	7,890.00	31,560.00
1.00	ea	76. Connect Proposed Force Main to Existing Manhole Including Reworking Bench and/or Fiberglass Patching	655.00	655.00
2.00	ea	77. Connect Proposed Force Main to Existing Force Main	470.00	940.00
21.00	dys	MAINTENANCE OF TRAFFIC - per plans Sheet C-8 Revised 7/24/12	1,475.00	30,975.00
		<i>The following item have no corresponding items in our Pinellas County Contract</i>		
115.00	lf	16" HDPE Pipe installed by Open Cut	199.75	22,971.25
		Total		311,933.35
	Note:	Pricing as per Pinellas County Contract 089-0552-C (RM) This contract also had items for work that is not anticipated to be used on this project but can be utilized should it become necessary		
	Note:	Unit prices shall prevail		

Quotation prepared by: _____ Ken Rowland _____

This is a quotation is subject to the conditions noted above:

To accept this quotation, sign here and return: _____

Rowland Inc. is a proud applicator of
SEWERCOAT
 over 20 years experience rehabilitating manholes
 with thousands of successful applications

THANK YOU FOR YOUR BUSINESS!

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

Issue Considered: Authorization for the City Manager to enter into a FY2013 annual contract for services agreement with the Pinellas County Sheriff's Office Latent Print, Forensics, Evidence and Property, Records Management in the amount of \$22,183.45 and the ARMS estimate in the amount of \$8,250.00 totaling \$30,433.45.

Date: August 14, 2012

Prepared By: Jennifer Predko, Administrative Services Assistant

Through: Dave Romine – Police Chief 

Summary of Issue: This is a request to authorize the City Manager to enter into a FY2013 annual contract for services agreement with the Pinellas County Sheriff's Office for Latent Print, Forensics, Evidence and Property, Records Management and ARMS estimate.

The FY2013 amount \$20,943.45 reflects a 15.5% decrease from FY2012 due to volume and workload decreases. The costs associated with the FY2013 agreement are as follows:

Latent Print: Cost per latent print case will remain the same for FY2013: \$74.32. FY2012 had 70 cases anticipated and FY2013 has been decreased to an estimated 55 cases. FY2013 estimate: \$4,087.60 (FY2012 charge: \$5,202.71).

Forensics: Cost per crime scene will remain the same for FY2013: \$202.17. FY2012 had 60 crime scenes anticipated and FY2013 has been decreased to an estimated 55 crime scenes. FY2013 estimate: \$11,119.35 (FY2012 charge: \$12,130.18).

Property & Evidence: Cost per item will remain the same for FY2013: \$10.43. FY2012 had 715 items anticipated and FY2013 has been decreased to 550 items. FY2013 estimate: \$5,736.50 (FY2012 charge: \$7,460.19).

ACISS (Records Management): The contract for records management has been a separate agreement and so the cost is not reflected in the above highlighted total. This cost is based on no changes to the ACISS license or any additions to mobile units the annual maintenance fees the annual cost for these licenses has not changed: \$476 for each ACISS license and \$24 for each NetMotion licenses, for a total of \$1,240 for all of them.

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

In addition, the charge for police reports is and will remain \$5.50 each. Based on the usage of the Automated Report Management Specialists (ARMS) so far this fiscal year, SPBPD is averaging about 125 reports per month, which would result in an annual charge of \$8,250. This amount is an estimate based on the current workload.

In summary:

Forensics:	\$11,119.35
Latent Print:	\$4,087.60
Evidence and Property:	\$5,736.50
ACISS:	<u>\$1,240.00</u>
Total:	\$22,183.45

ARMS Estimate:	<u>\$8,250.00</u>
Estimated Total	\$30, 433.45

The City Attorney has reviewed the agreement and has approved same as written.

Motion:

"I move to authorize the City Manager enter into a FY2013 annual contract for services agreement with the Pinellas County Sheriff's Office for Latent Print, Forensics, Evidence and Property, Records Management in the amount of \$22,183.45 and the ARMS estimate in the amount of \$8,250.00 totaling \$30,433.45.

Attachments:

Pinellas County Sheriff's Office F2013 contractual agreement.

**Reviewed by
City Manager:**

MB

AGREEMENT

COMES NOW, the CITY OF ST. PETE BEACH, FLORIDA, a municipal corporation (hereinafter “CITY”), and BOB GUALTIERI, as Sheriff of Pinellas County, Florida (hereinafter “SHERIFF”), and agree as follows:

WHEREAS, the CITY desires to contract with the SHERIFF for assistance in examining latent fingerprints derived from crime scenes within the CITY and from suspects and victims of crimes occurring within the municipal limits of the CITY, and

WHEREAS, the CITY desires to contract with the SHERIFF for crime scene services and evidence and property storage for the CITY OF ST. PETE BEACH Police Department, and

WHEREAS, the SHERIFF currently has available and utilizes a computer based system for taking, recording, and collating police reports known as the Augmented Criminal Investigative Support System (ACISS); and

WHEREAS, this computer based system allows for the preparation of police reports using the system, making retrieval of and statistical information related to such reports readily available to law enforcement personnel; and

WHEREAS, the CITY desires to contract with the SHERIFF to permit CITY officers to utilize the computer based ACISS program; and

WHEREAS, the ACISS system is capable of handling the volume of reports that are generated by the CITY without reducing the speed or efficiency of the system; and

WHEREAS, the SHERIFF has available personnel to perform such services for the CITY; and

WHEREAS both the CITY and the SHERIFF believe the provision of such services as hereinafter described is in the best interest of the safety and welfare of the citizens of the CITY and of Pinellas County and that such will facilitate the investigation of criminal activity and the apprehension of persons engaging in such activity; and

WHEREAS, the activities and services described herein are not "law enforcement activities" as provided under Sec. 4.06 of the City Charter,

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties hereto agree as follows:

1. LATENT PRINT SERVICES

A. The SHERIFF shall provide to the CITY latent print examination and analysis services.

B. Latent Print Examiners who perform these services shall be appropriately trained and qualified to examine latent fingerprints and to identify same.

C. Said Examiners shall be members of the Pinellas County Sheriff's Office and shall be subject to the direction and all rules and regulations of the SHERIFF.

D. Said Examiners shall be on duty to perform fingerprint examinations for the City eight (8) hours per day, five (5) days per week and shall as a part of their duties:

1. Examine fingerprints provided by the CITY to eliminate fingerprints of persons who have a legitimate reason to have their fingerprints in a premises or on an object.
2. Evaluate the quality of latent fingerprints provided by the CITY.
3. Compare the latent fingerprints of suspects provided by the CITY.

4. Appropriately document those latent fingerprints provided by the CITY that cannot be positively identified.
5. Prepare and provide to the CITY reports on all latent fingerprint identifications performed.
6. Attend depositions, hearings and trials and render expert testimony in the area of fingerprint identification.

E. In those instances where the CITY submits a complex or lengthy latent identification request, the SHERIFF shall devote the necessary personnel available to perform the work.

F. The CITY shall provide one individual, to be designated by the CITY, who shall act as a liaison with Examiners as provided for herein. Said liaison shall:

1. Be a member of the CITY Police Department.
2. Be responsible for the timely and appropriate delivery of latent fingerprints and certain items of evidence to the SHERIFF.
3. Be responsible for the proper execution and delivery to the SHERIFF of correctly executed latent fingerprint request forms.
4. Be responsible for the return to the CITY of completed latent fingerprint request forms showing the results of such examination or comparison.
5. Serve as the SHERIFF'S contact with the CITY in all day-to-day matters relating to the examination of latent fingerprints pursuant to this Agreement.

G. The CITY shall pay the SHERIFF the sum of FOUR THOUSAND EIGHTY-SEVEN DOLLARS AND SIXTY CENTS (\$4,087.60) for the latent print examination and analysis services to be rendered pursuant to this Agreement.

2. FORENSIC SCIENCE SERVICES

A. The SHERIFF will provide to the CITY, upon request by the CITY, forensic science services to document, process and collect evidence at crime scenes under the jurisdiction of the CITY. Said services shall include the photographing and otherwise documenting said crime scene as such may be appropriate, within the scope and capabilities of the SHERIFF. Any processing or testing outside the SHERIFF'S capabilities is not addressed herein as part of the terms of this Agreement.

B. The SHERIFF shall provide to the CITY Police Department copies of all crime scene reports generated by SHERIFF'S personnel pursuant to this Agreement.

C. The CITY shall pay to the SHERIFF the sum of TWO HUNDRED TWO DOLLARS AND SEVENTEEN CENTS (\$202.17) for each crime scene processed by the SHERIFF and shall pay for fifty-five (55) calls for service for the twelve month period of this Agreement. For all requests for service in excess of the minimum number of calls, the CITY shall pay to the SHERIFF the sum of TWO HUNDRED TWO DOLLARS AND SEVENTEEN CENTS (\$202.17) for each crime scene processed pursuant to this Agreement.

D. The CITY shall pay to the SHERIFF the sum of ELEVEN THOUSAND ONE HUNDRED NINETEEN DOLLARS AND THIRTY-FIVE CENTS (\$11,119.35) for the 55 calls for service during the period of this Agreement.

E. Billing for requests for service in excess of the minimum number of calls for service during the period of this Agreement shall be invoiced monthly at the rate of TWO HUNDRED TWO DOLLARS AND SEVENTEEN CENTS (\$202.17) per call.

F. Any funds from unused calls for service from FY 2012-2013 shall be refunded to the CITY as soon as practical after the final month of this contract term has been completed and the total number of calls for the year been determined.

G. The parties agree that the term “call for service” as used herein shall be defined as an incident, event or offense that requires a report or offense number made, recorded or taken by a member of the CITY Police Department for documentation purposes and which requires some reportable action by a SHERIFF’S Forensic Science Specialist. All services rendered under the same case number shall be deemed one call for service. Such offense numbers shall be used to calculate calls for service with each offense number that results in a request for services being deemed a call for service.

3. EVIDENCE AND PROPERTY SERVICE AND STORAGE

A. During the term of this Agreement, the SHERIFF agrees to provide to the CITY storage, release and disposition of all seized evidence, found property and property being held for safekeeping as defined by Florida Statutes and the CITY of St. Pete Beach Code of Ordinances within the SHERIFF'S Evidence and Property Storage Facility, except for non-evidentiary bicycles and breath, blood or urine samples obtained from persons suspected of operating vehicles or vessels while under the influence of alcohol or drugs, which samples shall be maintained by the Pinellas County Medical Examiner's Office.

B. The SHERIFF shall also transport drug items to and from the County lab as determined by the CITY Police Department. The SHERIFF shall be responsible for transporting all items of property or evidence as aforesaid from the CITY Police Department and transporting same to secure storage facilities maintained by the SHERIFF. However, where such

items of property or evidence are large, voluminous, heavy or otherwise not compatible with transport by ordinary courier, it shall be the responsibility of the CITY Police Department to transport such items to the SHERIFF'S Evidence and Property Storage Facility.

C. The SHERIFF shall store and maintain chain of custody of all evidence and other property in accordance with current general orders and SOPs.

D. All evidence and other property seized, found or held for safekeeping by the SHERIFF for the CITY Police Department shall be disposed of in accordance with Florida law or as otherwise ordered by a court of law. Nothing herein shall prevent the CITY from retaining any of its evidence or other property as part of the CITY'S inventory of property or donated by the CITY to a qualified non-profit organization in accordance with Florida law.

E. The CITY shall pay to the SHERIFF the sum of FIVE THOUSAND SEVEN HUNDRED THIRTY-SIX DOLLARS AND FIFTY CENTS (\$5,736.50) for the evidence processing and storage service. The cost is inclusive of personnel and storage costs.

4. RECORDS MANAGEMENT SYSTEM (RMS)

A. The SHERIFF shall provide a law enforcement records management system, Augmented Criminal Investigative Support System (ACISS) to the CITY for sharing automated records in order to maximize data resource sharing, increase efficiency, eliminate redundant records systems and the associated fiscal impact. In addition, the CITY'S police department will have access to and may choose to utilize the SHERIFF'S Automated Report Management System (ARMS) Unit staff for completion of police reports. In making the Automated Records Management System available to the CITY'S police department, the SHERIFF will enable and permit police department officers to call in to the SHERIFF all police

reports as the police department may deem necessary and appropriate. ARMS Unit staff who generate these reports shall be continuously available to the CITY'S police department except at such times as the SHERIFF'S computer system is unavailable due to routine maintenance, upgrading, data back-up operations, or malfunction.

B. The CITY'S police department may use ARMS Unit staff for the completion of police reports or may elect for its officers to enter and generate all or a portion of their own police reports, in which case the CITY agrees to establish and maintain a quality control system in order to maintain the integrity of the data being entered into ACISS. Failure to do so may result in payment by the CITY to ACISS to restore the integrity of the data and/or the requirement that all future reports be done utilizing ARMS Unit staff.

C. The SHERIFF shall operate ACISS on a computer hardware system and provide a point of network connectivity for the CITY Police Department. The SHERIFF is responsible for maintaining the records management computer system, including all required software licenses, upgrades, updates and system administration. The SHERIFF is also responsible for maintaining the records management software (ACISS), including all necessary software licenses, upgrades, updates and system administration. The CITY agrees it shall be responsible for providing and running the necessary anti-virus software on all computers connected to ACISS, and shall be responsible for performing Windows updates on a regular and ongoing basis.

D. The CITY'S police department local area network is currently able to link to the Sheriff's Office through its connections with a Pinellas County VPN appliance. This appliance provides a communication link to the Sheriff's Office public safety campus at 10750

Ulmerton Road, Largo, Florida. As network technology continues to evolve, typically with improved “throughput” and reduced cost, this network connection may be substituted upon agreement by both parties. The network described herein shall provide connectivity for the records management system; any cost in connection with this communication link shall be the responsibility of the CITY. In order to provide the CITY’S police department mobile units the most efficient access to ACISS, the CITY agrees to utilize the NetMotion VPN product on the police department’s mobile (laptop) units when said units are connected outside of the police department network.

E. Each party will continue to be the custodian of the data, information, and reports generated and developed by each. As a result, any public records request received for the CITY police department’s records will be the responsibility of the police department and be referred to the police department for response should the SHERIFF receive the request. Likewise, any public records request for Sheriff’s Office records will be the responsibility of the SHERIFF and should be referred to the SHERIFF should the CITY and/or the CITY’S police department receive the request.

F. The SHERIFF will provide to the Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC) information pertaining to articles with serial numbers from all police reports it completes, in order that these articles may be documented in these database systems. Said documentation, once accomplished, will be so noted by the SHERIFF in the applicable police reports. Whenever the CITY police department elects to prepare and enter its own police reports, it shall be responsible for notifying the SHERIFF of articles and serial numbers for entry into these database systems.

G. The SHERIFF, through appropriate staff, will review reports prepared by its ARMS Unit staff for completeness in compliance with UCR requirements. However, it shall be the responsibility of the CITY'S police department to review and approve all reports for the accuracy and completeness of information contained therein. The CITY police department will also be responsible for ensuring that all police report supporting documents are entered into ACISS. Further, the CITY'S police department shall determine which reports require follow-up by the State Attorney and shall provide copies of those reports to the Office of the State Attorney and to such other parties as it deems appropriate or may be required by law.

H. The SHERIFF will be responsible for preparing reports reflecting crime statistics for all Part 1, UCR reportable crimes occurring in the CITY which are reported to the SHERIFF through the ACISS system pursuant to this Agreement. The information shall include the number and types of crimes reported by the CITY through the ACISS system. This information will be provided to the CITY, which will be responsible for filing all required UCR reports with the Florida Department of Law Enforcement (FDLE).

I. In return for the services specified above to be provided by the SHERIFF, the CITY shall pay to the SHERIFF the sum of ONE THOUSAND TWO HUNDRED AND FORTY DOLLARS AND NO CENTS (\$1,240.00). This cost includes the cost of the annual maintenance fee for two (2) ACISS licenses (\$476.00 each), and the cost of the annual maintenance fee for twelve (12) NetMotion licenses (\$24.00 each). Additionally, the cost for police reports generated by ARMS Unit staff is \$5.50 per report.¹ Said reports shall be tracked

¹ A charge will not be incurred for any report created solely for the purpose of adding supporting documents to an existing report file. For billing purposes, the "PCSO-Supporting Documents" template must be used in order to result in no charge.

and invoiced by the SHERIFF to the CITY on a monthly basis, payable upon receipt. Should the parties determine that an additional ACISS license is required, the CITY agrees to pay the cost of the additional license, which is \$2,800.00, plus the annual maintenance charge of \$476.00. Should the CITY determine that additional mobile units will be connected to ACISS, the CITY agrees to pay for the required additional Netmotion licenses, which are \$120.00 per license, plus the annual maintenance charge per license of \$24.00.

J. In addition to ACISS, the SHERIFF will also make a vehicle crash reporting system available to the CITY police department. The system currently in use is the Traffic and Criminal Reporting System (TraCS) although the parties agree the SHERIFF reserves the right to discontinue use of TraCS should the State of Florida no longer offer its use free of charge or for other reasons as determined by the SHERIFF. Should the SHERIFF discontinue use of TraCS, it agrees to make available at cost, if any, whatever replacement system it elects to use. It will be the responsibility of the CITY police department to ensure that crash reports are entered and approved/closed in a timely manner in compliance with the standards set by Florida Statute and the Florida Department of Highway Safety and Motor Vehicles (DHSMV) guidelines. The SHERIFF will be responsible for the uploading of crash reports on its website for citizen access.

5. TOTAL COMPENSATION

The CITY shall pay to the SHERIFF, on October 1, 2012, the sum of TWENTY-TWO THOUSAND ONE HUNDRED EIGHTY-THREE DOLLARS AND FORTY-FIVE CENTS (\$22,183.45), which reflects the minimum sum due for all services to be rendered during the term of this Agreement.

6. CONTACT PERSONS

The SHERIFF agrees to use best efforts and necessary resources available to the SHERIFF to carry out the terms and conditions of this Agreement. Both parties agree that they will cooperate and work together to carry out the terms and conditions of the Agreement. To that end, the parties agree that the following individuals shall be the contact persons of the CITY and SHERIFF respectively:

FOR THE CITY

David Romine, Chief
200 76th Avenue
St. Pete Beach, FL 33706
(727) 363-9200

FOR THE SHERIFF

Major Sean Jowell
P.O. Drawer 2500
Largo, FL 33779-2500
(727) 582-6410

7. TERMINATION

Either party may terminate this Agreement without penalty upon providing notice of such termination in writing thirty (30) days in advance of the date of termination. Upon such termination, the SHERIFF shall retain such sums from the payment set forth above as reflect actual calls for service and property storage at the rate provided herein and shall refund the remainder to the CITY.

8. COMPLETE AGREEMENT

This Agreement constitutes the full and complete understanding of the parties.

9 MODIFICATION

This Agreement may be modified or amended only by a document in writing signed by the parties hereto.

10. ASSIGNMENT

Neither party shall assign any obligations or responsibilities under this Agreement to any third party.

11. INDEMNIFICATION

Each party shall be liable for the negligent acts or omissions of its own employees in the performance of this Agreement. Nothing contained herein shall be construed to limit or modify the provisions of Florida Statute 768.28. Nothing herein shall abrogate or expand the sovereign immunity enjoyed by the CITY and the SHERIFF pursuant to the provisions of Chapter 768, Florida Statutes, nor shall any third party receive any benefit whatsoever from the indemnification provided herein.

12. TERM OF AGREEMENT

This Agreement shall be for a period of one (1) year commencing October 1, 2012, and concluding September 30, 2013.

The parties agree that where the Agreement is not terminated as provided for above, the terms of this Agreement shall automatically continue for 120 days beyond September 30, 2013, in the event a replacement contract has not yet been completely executed. The CITY shall pay to the SHERIFF the same sum as is due per this Agreement, and the parties agree that an increase in the annual cost of service, if any, shall be retroactively applied for services rendered from October 1, 2013, through the duration of the replacement contract, and shall be paid by the CITY to the SHERIFF immediately for the services already provided.

IN WITNESS WHEREOF the parties to this Agreement have caused the same to be signed by their duly authorized representatives this ____ day of _____ 2012.

ATTEST:

CITY OF ST. PETE BEACH, FLORIDA

City Clerk

City Manager

APPROVED AS TO FORM

City Attorney

APPROVED AS TO FORM

SHERIFF, PINELLAS COUNTY, FLORIDA

General Counsel

Bob Gualtieri, Sheriff

St. Pete Beach City Commission
Agenda Report

Issue Considered: Authorize the City Manager to pay Rowland Inc. up to \$179,380 for Tropical Storm Debby repairs at Sunset Park.

Date: 8/14/12

Prepared By: Renee Cooper, CIP Construction Manager

Through: Steven J. Hallock, Public Services Director

Summary of Issue: Tropical Storm Debby caused a sink hole in the parking lot of Sunset Park and as part of the emergency response we contacted Rowland, Inc., to excavate the parking lot at the sink hole to assess damage. Erosions beneath the sidewalk and asphalt were observed along with a steady stream of water moving in through the seawall from Blind Pass. In order to avoid losing the seawall and stop the erosion of the park, Rowland drove sheet piles to isolate the two 24" stormwater lines and a section of the seawall. Once dried out, it became evident that one 24" stormwater pipe was displaced at the joint, the second 24" pipe was broken at the joint, and the seawall had numerous cracks that were allowing water infiltration. The contractor replaced the broken sections of pipe and sealed the back side of the seawall.

The one remaining 42" stormwater pipe and section of seawall was excavated. The cracks and holes in the seawall were sealed and a hole in the top of the pipe was patched. However, water is still managing to pour in underneath the 42" pipe. It is possible that there is a fracture in the seawall below the pipe or the pipe could also be displaced or broken. The only way to find the source of the water infiltration is to once again remove the rip rap and drive sheet piles to coffer dam the area and dry out this outfall. The 42" pipe is much deeper than the two 24" pipes and will require more work. The site has been secured, but the park will remain closed as the backfilled areas will be highly prone to wash out due to tidal action. Site restoration will include sidewalks, curbs, and asphalt.

A total of \$75,000 has been expended to date to avoid losing the seawall and stop the erosion of the park. A worst case scenario cost estimate to complete the repairs is an additional \$104,380 bringing the total repair cost to \$179,380. Funding is available in the Stormwater Fund to pay for these repairs. Based on early meetings with FEMA this cost should be reimbursed to the City due to Tropical Storm Debby.

Requested Motion: "I move to authorize the City Manager to pay Rowland Inc. up to \$179,380 for Tropical Storm Debby repairs at Sunset Park.

Attachments: Sunset Park Drainage Repair Estimate

Reviewed by
City Manager: MB

Rowland, Incorporated

Sunset Park - Drainage Repair

Cost Estimate No. 2

Item	Description	Quant	u/m	Unit cost	Total
G	General				
G-1.1	Mobilization - Delayed Response	1.00	ea	500.00	500.00
G-1.2	Mobilization - Immediate Response	0.00	ea	1,000.00	0.00
G-1.3	Performance & Payment Bond and Insurance	0.00	Lump Sum	1,675.00	0.00
G-2.1	Traffic Control	0.00	DAY	100.00	0.00
G-3.2	Excavation and Replacement of Unsuitable Material	0.00	CY	20.00	0.00
G-4.1	Select Fill Material	100.00	CY	20.00	2,000.00
G-5.1	Stone Bedding	36.00	CY	50.00	1,800.00
G-6.1	Concrete, Type I	25.00	CY	200.00	5,000.00
G-7.1	Flowable Fill	0.00	CY	150.00	0.00
G-9.1	Temporary Sheet piling	2,400.00	SF	10.00	24,000.00
G-9.2	Trench Box	0.00	DAY	75.00	0.00
G-9.3	Sheet piling Left in Place	0.00	SF	15.00	0.00
G-12.1	Well Point Dewatering - Initial, Cuts 0-9'	0.00	EA	1,000.00	0.00
G-12.2	Well Point Dewatering - Initial, Cuts 9-15'	0.00	EA	1,500.00	0.00
G-12.3	Well Point Dewatering - Initial, Cuts Deeper than 15'	0.00	EA	2,000.00	0.00
G-13.1	Well Point Dewatering - Additional, Cuts 0-9'	0.00	EA	28.00	0.00
G-13.2	Well Point Dewatering - Additional, Cuts 9-15'	0.00	EA	43.00	0.00
G-13.3	Well Point Dewatering - Additional, Cuts Deeper than 15'	0.00	EA	57.00	0.00
G-20.1	Site Super Hourly	100.00	Hour	83.00	8,300.00
G-20.2	Foreman Hourly	200.00	Hour	63.00	12,600.00
G-20.3	Operator Hourly	240.00	Hour	47.00	11,280.00
G-20.4	Truck Driver Hourly	80.00	Hour	35.00	2,800.00
G-20.5	Pipe Layer Hourly	240.00	Hour	37.00	8,880.00
G-20.6	Laborer Hourly	480.00	Hour	33.00	15,840.00
G-20.11	Site Super Overtime Hourly	0.00	Hour	93.00	0.00
G-20.12	Foreman Overtime Hourly	25.00	Hour	73.00	1,825.00
G-20.13	Operator Overtime Hourly	20.00	Hour	57.00	1,140.00
G-20.14	Truck Driver Overtime Hourly	0.00	Hour	45.00	0.00
G-20.15	Pipe Layer Overtime Hourly	25.00	Hour	47.00	1,175.00
G-20.16	Laborer Overtime Hourly	50.00	Hour	43.00	2,150.00
G-30.1	Foreman Truck w/ Tools	325.00	Hour	25.00	8,125.00
G-30.2	Job Truck w/Tools	225.00	Hour	30.00	6,750.00
G-30.3	Tractor & Trailer Heavy Transport	30.00	Hour	25.00	750.00
G-30.4	Tractor & Trailer Light Transport	0.00	Hour	20.00	0.00
G-30.5	Track Hoe (up to 100 H.P.)	20.00	Hour	85.00	1,700.00
G-30.6	Track Hoe (101 to 170 H.P.)	150.00	Hour	115.00	17,250.00
G-30.7	Track Hoe (171 H.P. and up)	40.00	Hour	125.00	5,000.00
G-30.8	Rubber Tired Backhoe	60.00	Hour	55.00	3,300.00
G-30.9	Wheel Loader (Up to 150 H.P.)	60.00	Hour	60.00	3,600.00
G-30.10	Wheel Loader (151 H.P. and up)	0.00	Hour	65.00	0.00
G-30.11	Track-Type Tractors (Up to 100 H.P.)	0.00	Hour	20.00	0.00
G-30.12	Track-Type Tractors (101 H.P. and up)	0.00	Hour	25.00	0.00
G-30.13	Dump Truck (tandem)	40.00	Hour	40.00	1,600.00
G-30.14	Plate Tamp	16.00	Hour	5.00	80.00
G-30.15	3" Trash Pump	80.00	Hour	5.00	400.00
G-30.16	4" Double Diaphragm Pump	240.00	Hour	8.00	1,920.00
G-30.17	Air Compressor (125 C.F.M. Minimum)	30.00	Hour	12.00	360.00
C	Surface Restoration				
C-1	Base Material	80.00	TON	55.00	4,400.00
C-2	Asphaltic Concrete Pavement	30.00	TON	200.00	6,000.00
C-3	Brick Pavement	0.00	SY	25.00	0.00
C-4.1	Type "A" Curb	0.00	LF	15.00	0.00
C-4.2	Type "B" Curb	160.00	LF	28.00	4,480.00
C-4.3	Type "D" Curb	0.00	LF	28.00	0.00
C-5.1	Concrete Sidewalk	75.00	SY	45.00	3,375.00
C-5.2	Sidewalk Curb Ramp	1.00	EA	1,300.00	1,300.00
C-6	Hexblock Sidewalk	0.00	SY	15.00	0.00
C-7.1	Asphalt Driveway	0.00	SY	35.00	0.00
C-7.2	Concrete Driveway	60.00	SY	70.00	4,200.00
C-8.1	Sodding	0.00	SY	5.00	0.00
C-8.2	Seeding, Bahia	0.00	SY	3.00	0.00
M	Surface Restoration				
M-13	Allowance for Contract Amendment	1.00	LS	5,500.00	5,500.00
				TOTAL =	\$ 179,380.00

St. Pete Beach City Commission
Agenda Report

Issue Considered: Approve the request from Corey Area Business Association to close the 300 and 400 blocks of Corey Ave on 1/26/13 – 1/27/13, 4/6/13 – 4/7/13, 6/1/13 – 6/2/13 and 12/7/13 – 12/8/13 for the Corey Avenue Art and Craft Shows.

Date: 8/14/12

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: Corey Area Business Association has requested to close the 300 and 400 block of Corey Ave on 1/26/13 – 1/27/13, 4/6/13 – 4/7/13, 6/1/13 – 6/2/13 and 12/7/13 – 12/8/13 for the Corey Avenue Art and Craft Shows. Street closure requests require the approval of the City Commission. These special events have been approved in prior years.

Requested Motion: “I move to approve the request from Corey Area Business Association to close the 300 and 400 blocks of Corey Ave on 1/26/13 – 1/27/13, 4/6/13 – 4/7/13, 6/1/13 – 6/2/13 and 12/7/13 – 12/8/13 for the Corey Avenue Art and Craft Shows.”

Attachments: Special Event Permit Applications

Reviewed by
City Manager: MB

Complete and return to:
Catherine Hartley, Senior Planner
Community Development Department
155 Corey Avenue
St. Pete Beach, FL 33706



Staff Use Only:
Date Received: _____
Permit Number: 2012-____

SPECIAL EVENT PERMIT APPLICATION

ART/CRAFT Show
JAN 2013
26/27

Name of Event Corey Ave Art/Craft Show
Date of Event JAN 26/27 2013 Time 10:00 am - 5:00 pm
Event Location Corey Ave between Gulf Blvd + Boca Ciega Dr.
Applicant Name: KATH. HANSEN Telephone # 727-498-8778
Email Address: lorefcorners@yahoo.com Mailing Address: 350 Corey Ave, SPB, 33706
Organization Corey Area Business Assoc. CABA Estimated Attendance 1000 ? +
Description of event: Annual Art/Craft Show on Corey Ave

DO YOU REQUEST ANY OF THESE ACTIVITIES? Please checkmark ☒ all that apply.

☒ Signage <u>Dinner</u>	☒ Food Sales <u>Vendor</u>
☐ Retail Vending	☐ Banner
☐ Fireworks	☐ Alcohol Sale/Consumption (Additional State Liquor Permit Required)
☐ Bonfire	☒ Cookout
☐ Vehicles On The Beach	☐ Temporary Structure (i.e.: Tent, Stage, Etc.)
☒ Street Closure	☐ On-Site Medical Team/EMS
☐ Electricity	☐ Traffic/Crowd Control

Other _____

A map must be provided denoting all above referenced areas of activity. The appropriate attached forms must also be completed.

FEE SCHEDULE:

Special Event Permit Fee
Non-Profit Activities

\$20.00 Type 1 Events, \$50.00 Type 2 Events, \$500.00 Type 3 Events
No Fee Upon Proof Of Non-Profit Status

The City Administration reserves the right to require a two (2) weeks notice for all special events request. If City Commission approval is required four (4) weeks notice is required for agenda placement. This application along with any other required information must be submitted to the Community Development Department for review. Applications must be approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Commission shall be met.

I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. Additionally, I/we certify that there are no misrepresentations in the foregoing statements and answers.

Kathi Hansen Pres. CABA
Applicant Signature

6-9-12
Date

Banners To go up Jan 18th
Down Jan 28



REQUEST FOR CITY CO-SPONSORSHIP (Resolution 92-16)

If you are requesting a street closure, you are requesting co-sponsorship. Please turn in your application materials 45 days prior to the event so that the request can be placed on the City Commission agenda.

Co-Sponsorship: An agreement entered into by the City of St. Pete Beach with an entity to provide money, services, or supplies to help promote and implement a program or event.

Your request will be placed on the City Commission agenda for consideration of co-sponsorship. The sponsoring entity shall be notified of the decision of the City Commission by the City Clerk. Once approved for co-sponsorship for moneys, supplies or services, you will be required to submit a financial statement, (a final statement of expenditures and revenues), for the event to the City Manager within thirty (30) days of the conclusion of the program or event.

Name of Applicant: Corey Area Business Assoc. (CABA)
Description of Event: Corey Ave Art/Craft Show

Are you requesting:

1. Money? Yes ☐ No ☒ Amount requested _____
2. In-kind services? Yes ☒ No ☐ _____
3. City supplies? Yes ☒ No ☐ _____
4. Describe services/supplies requested: Is this event sponsored by a charitable or non-profit organization?
Street closure with cones & barricades to be dropped off on Fri & picked up on Mon.

If yes, what is the name of the charity or non-profit organization?

Corey Area Business Assoc.
(A letter of authorization is required from the charitable/non-profit organization).

Is this fund-raiser for the non-profit organization? If yes, proof of a permit from the Department of Consumer Protection is required.

What percent of the gross proceeds will go to the non-profit organization?

Are you receiving funding from other sources? If yes, who?

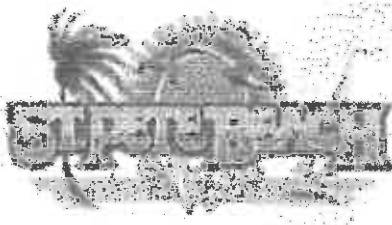
Do you presently have any outstanding balances due to the City of St. Pete Beach? If yes, describe _____

Will this be an annual event? Yes ☒ No ☐
Will this event be recurring later this year? Yes ☐ No ☐
If yes, when? _____

Will this event will be open to the public? Yes ☒ No ☐
If yes, how will it be advertised? _____

How will this event benefit the residents of St. Pete Beach?

Family outdoor event / Exposure to downtown St Pete Beach



TEMPORARY STRUCTURE PERMIT APPLICATION

COMPLETE AND RETURN TO:

St. Pete Beach Fire Department
7301 Gulf Blvd.
St. Pete Beach, FL 33706
(727) 363-9296 FAX: (727) 369-6744

Name of Event: Corey Ave Art/Craft Show
Date of Event: Jan 26-27 2013 Hours: 10:00 (Add to 5:00 AM/PM)
Event Location: Corey Ave. Between Gulf Blvd & Boca Ciega Dr
(Authorization is required from the property owner)
Event Coordinator/Applicant: Kathi Hansen Phone: 727-498-8778
Organization: Corey Area Business Assoc. (CABA)
Summary of Event Activities: annual art/craft show on Corey Ave
Estimated Attendance: 1000+
Type of Temporary Structure to be used: ☒ Tent ☐ Stage ☐ Bleachers ☐ Other (describe)
What will the structure be used for: Vendor areas usually 10' x 10'
Will cooking be conducted in the structure? Yes ☒ No ☐ (If yes, a separate outdoor cooking permit is required) some food vending
Who is supplying the structure? Vendor
What is the structure constructed of: metal/vinyl (If the structure is a tent, attach current Flame Spread Certificate)
Does the tent have open sides? Yes ☒ No ☐

GUIDELINES FOR TEMPORARY STRUCTURES

- 1. Tents and air supported structures shall comply with requirements of FPC CB.39
- 2. All structures must be accessible by fire equipment, structurally stable, and flame resistant
- 3. There must be separate tents for cooking and dining. Over 100 people, provide emergency lighting
- 4. Fire Extinguishers (approved minimum 2A:10BC) at each tent. (ABC for fire types)
- 5. Hot producing appliances shall not sit on combustible surfaces (tables, saw horses, etc.)
- 6. Cooking areas separated - minimum of 3 feet between vendors
- 7. Electrical connections shall be only approved main disconnect panels complete with circuit breakers and a limited number of receptacles (both 120 and 125 volt) available from the City Public Works Dept.
- 8. Extension cords (temporary wiring) shall comply with NEC Article 105
- 9. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture.
- 10. Extension cords shall be in good condition without splices, deterioration, or damage.
- 11. Extension cords shall be of grounded type when servicing grounded appliances or fixtures.
- 12. Ground fault protection shall be provided to supply temporary power to equipment being used by personnel.
- 13. Plans and necessary applications shall be submitted to the building department for electrical or gas installations. Permits shall be issued only to licensed contractors and limited to one of each per event.
- 14. One EMS unit and one Fire Inspector may be required on site when 1,000 or more are expected to attend. Costs for these services will be billed to the sponsoring organization or promoter.

APPROVALS:

Building Department: _____ Date: _____
Zoning Department: _____ Date: _____

(A map must be provided depicting all above referenced areas of activity. All temporary structures, and electrical supplies must be in accordance with the City of St. Pete Beach guidelines accompanying this application.)

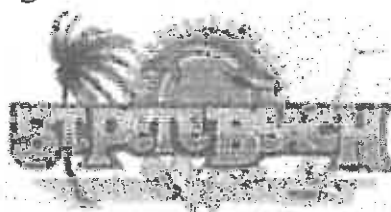
DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the intensity of the event.

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathi Hansen 350 Corey Ave. 727-498-8778
(Signature) (Address) (Phone)
Pres CABA

(Signature of Fire Marshal, Fire Chief, or his/her designee)

(Date)



SPECIAL EVENT OUTDOOR COOKING PERMIT APPLICATION

COMPLETE AND RETURN TO: St. Pete Beach Fire Department
 7301 Gulf Blvd.
 St. Pete Beach, FL 33706
 (727) 363-9206 FAX: (727) 360-6741

Name of Event: Corey Area Art Craft Show
 Date of Event: Jan 26/27 2013 Hours: 10:00 AM to 5:00 PM
 Event Location: Corey Ave. Between Gulf Blvd + Boca Ciega Dr
(Authorization is required from the property owner)
 Event Coordinator/Applicant: Kathy Hansen / Helayne Stillings Phone: 727-498-8778
 Organization: Corey Area Business Assoc.
 Summary of Event Activities: Annual Art/Craft Show
 Estimated Attendance: 1000
 What cooking source will be used? Propane ☒ Charcoal ☐ Electrical ☒

GUIDELINES:

- General:**
 - 1 If pit is used for cooking, a maximum of four (4) foot diameter is required.
 - 2 Approved metal containers shall be provided for the disposal of coals and ashes.
- Propane:**
 - 3 Listed outdoor cooking appliances shall be installed in accordance with state listing and the manufacturer's instructions.
 - 4 Unvented units shall be installed outdoors with clearance to combustible material of not less than 36 inches at the sides and back, and not less than 48 inches at the front.
 - 5 Installation, testing, and replacement of gas piping, gas utilization equipment, or accessories shall be performed by only a qualified agency. Total product for the event shall be provided with an approved centrally located tank. No portable tanks.
 - 6 Propane equipment must be inspected prior to approval.
 - 7 Dry powder extinguisher (ABC) must be readily available at all times.
- Electrical:**
 - 8 Approved main disconnect panels and all circuit breakers must comply with the National Electrical Code.

Plans and necessary permit applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each per event. **NOTE: Some companies offer these services at no cost to non-profit activities events.**

One EMS unit and one Fire Inspector may be required on site when 1,000 or more are expected to attend. *(Costs for these services will be billed to the sponsoring organization or property.)*

APPROVALS:

Building Department: _____ Date: _____
 Zoning Department: _____ Date: _____

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the intensity of the event.

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathy Hansen Pres CABA 350 Corey Ave 727-498-8778
(Applicant) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief, or other designee)

(Date)

Special Event Permit Information Package

Revised January 2009

Complete and return to:
Catherine Hartley, Senior Planner
Community Development Department
155 Corey Avenue
St. Pete Beach, FL 33706



Staff Use Only:
Date Received: _____
Permit Number: 2012-____

SPECIAL EVENT PERMIT APPLICATION

April 6/7 2013
craft show

Name of Event: Corey Ave Art/Craft Show
Date of Event: April 6/7 2013 Time: 10:00 am - 5:00 pm
Event Location: Corey Ave between Gulf Blvd + Boca Ciega Dr.
Applicant Name: Kath. Hansen Telephone #: 727-498-8778
Email Address: coreycorners@yahoo.com Mailing Address: 350 Corey Ave, SPB, 33706
Organization: Corey Area Business Assoc. Estimated Attendance: 1000?
CABA
Description of event: Annual Art/Craft Show on Corey Ave

DO YOU REQUEST ANY OF THESE ACTIVITIES? Please checkmark ☒ all that apply.

☒ Signage <u>Banners</u>	☒ Food Sales <u>Vendor</u>
☐ Retail Vending	☐ Banner
☐ Fireworks	☐ Alcohol Sale/Consumption (Additional State Liquor Permit Required)
☐ Bonfire	☒ Cookout
☐ Vehicles On The Beach	☐ Temporary Structure (i.e.: Tent, Stage, Etc.)
☒ Street Closure	☐ On-Site Medical Team/EMS
☐ Electricity	☐ Traffic/Crowd Control

Other _____

A map must be provided denoting all above referenced areas of activity. The appropriate attached forms must also be completed.

FEE SCHEDULE:

Special Event Permit Fee \$20.00 Type 1 Events, \$50.00 Type 2 Events, \$500.00 Type 3 Events
Non-Profit Activities No Fee Upon Proof Of Non-Profit Status

The City Administration reserves the right to require a two (2) weeks notice for all special events request. If City Commission approval is required four (4) weeks notice is required for agenda placement. This application along with any other required information must be submitted to the Community Development Department for review. Applications must be approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Commission shall be met.

I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. Additionally, I/we certify that there are no misrepresentations in the foregoing statements and answers.

Kath. Hansen Pres CABA 7/8/12
Applicant Signature Date

Banners up March 29
Down Apr 8



REQUEST FOR CITY CO-SPONSORSHIP (Resolution 92-16)

If you are requesting a street closure, you are requesting co-sponsorship. Please turn in your application materials 45 days prior to the event so that the request can be placed on the City Commission agenda.

Co-Sponsorship: An agreement entered into by the City of St. Pete Beach with an entity to provide money, services, or supplies to help promote and implement a program or event.

Your request will be placed on the City Commission agenda for consideration of co-sponsorship. The sponsoring entity shall be notified of the decision of the City Commission by the City Clerk. Once approved for co-sponsorship for moneys, supplies or services, you will be required to submit a financial statement, (a final statement of expenditures and revenues), for the event to the City Manager within thirty (30) days of the conclusion of the program or event.

Name of Applicant: Corey Area Business Assoc. (CABA)
Description of Event: Corey Ave Art/Craft Show

Are you requesting:

1. Money? Yes ☐ No ☒ Amount requested _____
2. In-kind services? Yes ☒ No ☐ _____
3. City supplies? Yes ☒ No ☐ _____
4. Describe services/supplies requested: Is this event sponsored by a charitable or non-profit organization?
street closure with cones & barricades to be dropped off on Fri & picked up on Mon.

If yes, what is the name of the charity or non-profit organization?

Corey Area Business Assoc.
(A letter of authorization is required from the charitable/non-profit organization).

Is this fund-raiser for the non-profit organization? If yes, proof of a permit from the Department of Consumer Protection is required.

What percent of the gross proceeds will go to the non-profit organization?

Are you receiving funding from other sources? If yes, who?

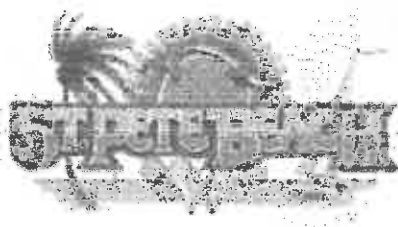
Do you presently have any outstanding balances due to the City of St. Pete Beach? If yes, describe _____

Will this be an annual event? Yes ☒ No ☐
Will this event be recurring later this year? Yes ☐ No ☐
If yes, when? _____

Will this event will be open to the public? Yes ☒ No ☐
If yes, how will it be advertised? _____

How will this event benefit the residents of St. Pete Beach?

Family outdoor event / Exposure to downtown St Pete Beach



TEMPORARY STRUCTURE PERMIT APPLICATION

COMPLETE AND RETURN TO:

St. Pete Beach Fire Department
7301 Gulf Blvd.
St. Pete Beach, FL 33736
(727) 363-9206 FAX: (727) 360-6744

Name of Event: Corey Ave. Art/Craft Show
Date of Event: Apr 6/7 2013 Hours: 10:00 (AM) to 5:00 (PM)
Event Location: Corey Ave. Between Gulf Blvd & Boca Ciega Dr
(Authorization is required from the property owner)
Event Coordinator/Applicant: Kathi Hansen Phone: 727-498-8778
Organization: Corey Area Business Assoc. (CABA)
Summary of Event Activities: annual art/craft show on Corey Ave
Estimated Attendance: 1000+
Type of Temporary Structure to be used (check each): ☒ Tent ☐ Stage ☐ Bleachers ☐ Other ☐ (describe)
What will the structure be used for? Vendor areas usually 10' x 10'
Will cooking be conducted in the structure? Yes ☒ No ☐ (If yes, a separate outdoor cooking permit is required) some food vending
Who is supplying the structure? Vendor
What is the structure constructed of? metal/vinyl (If the structure is a tent, attach current Flame Spread Certificate)
Does the tent have open sides? Yes ☒ No ☐

GUIDELINES FOR TEMPORARY STRUCTURES

- Tents and air supported structures shall comply with requirements of FPC CH 39
- All structures must be constructed by Fire equipment. Structurally stable, and flame resistant
- There must be separate tents for cooking and display. Over 100 people, provide emergency lighting
- Fire Extinguishers (approved) minimum 2A-10BC in each tent. 20BC for fat fires
- Food producing appliances shall not sit on combustible surface (table, saw horses, etc.)
- Cooking under open flame - minimum of 8 feet between vendors
- Electrical connections shall be only approved main disconnect panels complete with circuit breakers and a linked number of receptacles (both 220 and 120 volt) available from the City Public Works Dept.
- Extension cords (temporary wiring) shall comply with NEC Article 308
- Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture.
- Extension cords shall be in good condition without splices, deterioration, or damage.
- Extension cords shall be of grounded type when servicing grounded appliances or fixtures.
- Ground fault protection shall be provided to supply temporary power to equipment being used by personnel.
- Plans and necessary calculations shall be submitted to the building department for electrical or gas installations. Permits shall be issued only to licensed electricians and limited to one of each per event.
- One EMT unit and one fire inspector may be required on site when 1,000 or more are expected to attend. Costs for these services will be billed to the sponsoring organization or producer.

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

(A map may be provided depicting all above referenced areas of activity. All temporary structures and electrical supplies must be in accordance with the City of St. Pete Beach guidelines accompanying this application.)

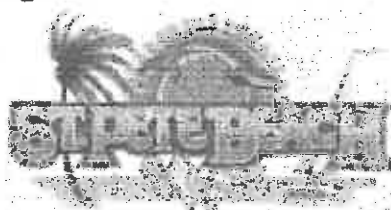
DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the liability of the event.

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathi Hansen Pres CABA 350 Corey Ave. 727-498-8778
(Applicant) (Address) (Phone)

(Signature of City Manager, City Clerk, or Public Works Director)

Date:



SPECIAL EVENT OUTDOOR COOKING PERMIT APPLICATION

COMPLETE AND RETURN TO: St. Pete Beach Fire Department
 7301 Gulf Blvd.
 St. Pete Beach, FL 33706
 (727) 363-9206 FAX: (727) 360-6744

Name of Event: Corey Ave. Art Craft Show
 Date of Event: April 17 2013 Hours: 10:00 (AM) to 5:00 (PM)
 Event Location: Corey Ave. Between Gulf Blvd + Plaza Ciega Dr
(Address must be required from the property owner)
 Event Coordinator Applicant: Kathy Hansen / Helayne Stillings Phone: 727-498-8778
 Organization: Corey Area Business Assoc.
 Summary of Event Activities: Annual Art/Craft Show
 Estimated Attendance: 1000?
 What cooking source will be used? Propane ☒ Charcoal ☐ Electrical ☒

GUIDELINES:

- ☐ **Charcoal:**
 - If pit is used for cooking, a maximum of four (4) foot diameter is required.
 - Approved metal containers shall be provided for the disposal of coals and ashes.
- ☐ **Propane:**
 - Listed outdoor cooking appliances shall be installed in accordance with their listing and the manufacturer's instructions.
 - Unlisted units shall be installed outdoors with clearances to combustible material of not less than 36 inches at the sides and back, and not less than 48 inches at the front.
 - Installation, testing, and replacement of gas piping, gas utilization equipment, or accessories shall be performed by only a qualified person. Total product for the event shall be provided with an approved centrally located tank. *(No portable tanks.)*
 - Propane cylinders must be inspected prior to approval.
 - Dry powder extinguisher (2A10BC) must be readily available at all times.
- ☐ **Electrical:**
 - Approved main disconnect panels and all circuit breakers must comply with the National Electrical Code.

Plans and necessary permit applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each per event. **NOTE:** Some companies offer these services at no cost to non-profit community events.

One EMS unit and one Fire Inspector may be required on site when 1,000 or more are expected to attend. *(Cost for these services will be added to the sponsoring organization or promoter.)*

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the intensity of the event.

Event Coordinator
Howard Allen Shores

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathy Hansen Pres CABA 350 Corey Ave 727-498-8778
 (Applicant) (Address) (Phone)

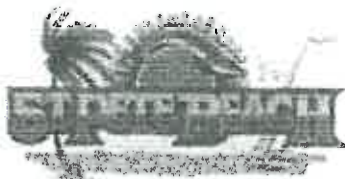
(Signature of Fire Marshal, Fire Chief, or Designated Officer)

(Date)

Special Event Permit Information Package

Revised January 2009

Complete and return to:
Catherine Hartley, Senior Planner
Community Development Department
155 Corey Avenue
St. Pete Beach, FL 33706



Staff Use Only:

Date Received: _____

Permit Number: 2012-_____

SPECIAL EVENT PERMIT APPLICATION

June 1-2 2013
craft show

Name of Event Corey Ave Art/Craft ShowDate of Event June 1-2 2013 Time 10:00 am - 5:00 pmEvent Location Corey Ave between Gulf Blvd & Boca Ciega Dr.Applicant Name: Kath. Hansen Telephone # 727-498-8778Email Address: coreycorners@yahoo.com Mailing Address: 350 Corey Ave, SPB, 33706Organization Corey Area Business Assoc. Estimated Attendance 1000?Description of event: CABA

Annual Art/Craft Show on Corey Ave

DO YOU REQUEST ANY OF THESE ACTIVITIES? Please checkmark ☒ all that apply.

☒	Signage <u>Banners</u>	☒	Food Sales <u>Vendor</u>
☐	Retail Vending	☐	Banner
☐	Fireworks	☐	Alcohol Sale/Consumption (Additional State Liquor Permit Required)
☐	Bonfire	☒	Cookout
☐	Vehicles On The Beach	☐	Temporary Structure (i.e.: Tent, Stage, Etc.)
☒	Street Closure	☐	On-Site Medical Team/EMS
☐	Electricity	☐	Traffic/Crowd Control

Other _____

A map must be provided denoting all above referenced areas of activity. The appropriate attached forms must also be completed.

FEE SCHEDULE:

Special Event Permit Fee
Non-Profit Activities

\$20.00 Type 1 Events, \$50.00 Type 2 Events, \$500.00 Type 3 Events
No Fee Upon Proof Of Non-Profit Status

The City Administration reserves the right to require a two (2) weeks notice for all special events request. If City Commission approval is required four (4) weeks notice is required for agenda placement. This application along with any other required information must be submitted to the Community Development Department for review. Applications must be approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Commission shall be met.

I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. Additionally, I/we certify that there are no misrepresentations in the foregoing statements and answers.

Kath Hansen Pres CABA
Applicant Signature

7/8/12
Date

Banners up May 24 2013
Down June 3 2013



REQUEST FOR CITY CO-SPONSORSHIP (Resolution 92-16)

If you are requesting a street closure, you are requesting co-sponsorship. Please turn in your application materials 45 days prior to the event so that the request can be placed on the City Commission agenda.

Co-Sponsorship: An agreement entered into by the City of St. Pete Beach with an entity to provide money, services, or supplies to help promote and implement a program or event.

Your request will be placed on the City Commission agenda for consideration of co-sponsorship. The sponsoring entity shall be notified of the decision of the City Commission by the City Clerk. Once approved for co-sponsorship for moneys, supplies or services, you will be required to submit a financial statement, (a final statement of expenditures and revenues), for the event to the City Manager within thirty (30) days of the conclusion of the program or event.

Name of Applicant: Corey Area Business Assoc. (CABA)
Description of Event: Corey Ave Art/Craft Show

Are you requesting:

1. Money? Yes _____ No X Amount requested _____
2. In-kind services? Yes X No _____
3. City supplies? Yes X No _____
4. Describe services/supplies requested: Is this event sponsored by a charitable or non-profit organization?
Street closure with cones + barricades to be dropped off on Fri + picked up on Mon.

If yes, what is the name of the charity or non-profit organization?

Corey Area Business Assoc.
(A letter of authorization is required from the charitable/non-profit organization).

Is this fund-raiser for the non-profit organization? If yes, proof of a permit from the Department of Consumer Protection is required.

What percent of the gross proceeds will go to the non-profit organization?

Are you receiving funding from other sources? If yes, who?

Do you presently have any outstanding balances due to the City of St. Pete Beach? If yes, describe _____

Will this be an annual event? Yes X No _____
Will this event be recurring later this year? Yes _____ No _____
If yes, when? _____

Will this event will be open to the public? Yes X No _____
If yes, how will it be advertised? _____

How will this event benefit the residents of St. Pete Beach?

Family outdoor event / exposure to downtown St Pete Beach



TEMPORARY STRUCTURE PERMIT APPLICATION

COMPLETE AND RETURN TO:

St. Pete Beach Fire Department
7391 Gulf Blvd.
St. Pete Beach, FL 33706
(727) 363-9776 FAX: (727) 360-6744

Name of Event: Corey Ave. Art/Craft Show
 Date of Event: June 1-2 2013 Hour: 10:00 (Optional to 5:00 (Optional))
 Event Location: Corey Ave. Between Gulf Blvd & Boca Chica Dr
 (Address location is required from the property owner)
 Event Coordinator/Applicant: Kathi Hansen Phone: 727-498-8775
 Organization: Corey Area Business Assoc. (CABA)
 Summary of Event Activities: annual art/craft show on Corey Ave
 Estimated Attendance: 1000+
 Type of Temporary Structure to be used (check one): Tent ☒ Stage ☐ Bleachers ☐ Other ☐ (describe) _____
 What will the structure be used for? Vendor areas usually 10' x 10'
 Will cooking be conducted in this structure? Yes ☒ No ☐ (If yes, a separate outdoor cooking permit is required) : some food vending
 Who is supplying the structure? Vendor
 What is the structure constructed of? metal / vinyl (If the structure is a tent, attach current Flame Spread Certificate)
 Does the tent have open sides? Yes ☒ No ☐

GUIDELINES FOR TEMPORARY STRUCTURES

1. Tents and air supported structures shall comply with requirements of FPC CH39
2. All structures must be accessible by fire equipment. Structurally stable and flame resistant
3. There must be separate tents for cooking and dining. Over 100 people, provide temporary lighting
4. Fire Extinguishers (approved) minimum 2A-10BC in each tent. 1ABC for bar areas
5. Food producing appliances shall not sit on combustible surface (tables, saw horses, etc.)
6. Cooking vendor separation - minimum of 8 feet between vendors
7. Electrical connections shall be only approved with disconnect panels complete with circuit breakers and a limited number of receptacles (both 220 and 120 volt) available from the City Public Works Dept.
8. Extension cords (temporary wiring) shall comply with NEC Article 305
9. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture.
10. Extension cords shall be in good condition without splices, deterioration, or damage.
11. Extension cords shall be of grounded type when servicing grounded appliances or fixtures.
12. Ground fault protection shall be provided to supply temporary power to equipment being used by personnel.
13. Plans and necessary specifications shall be submitted to the building department for electrical or gas installations. Permits shall be issued only to licensed contractors and limited to one of each per event.
14. One EMT and one fire inspector may be required on site when 1,000 or more are expected to attend. Costs for these services will be billed to the sponsoring organization or promoter.

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

(A map may be provided depicting all above referenced areas of activity. All temporary structures, and electrical supplies must be in accordance with the City of St. Pete Beach guidelines accompanying this application.)

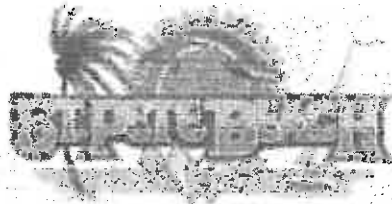
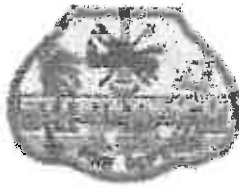
DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the liability of the event.

I HEREBY CERTIFY THAT I WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREA USED FOR THE EVENT. ADDITIONALLY, I WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathi Hansen Pres CABA 350 Corey Ave. 727-498-8775
 (Applicant) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief, or his/her designee)

(Date)



SPECIAL EVENT OUTDOOR COOKING PERMIT APPLICATION

COMPLETE AND RETURN TO: St. Pete Beach Fire Department
 7301 Gulf Blvd.
 St. Pete Beach, FL 33706
 (727) 368-9206 FAX: (727) 368-6744

Name of Event: Corey Ave. Art/Craft Show
 Date of Event: June 1-2 2013 Hours: 10:00 (approx) to 5:00 (approx)
 Event Location: Corey Ave. Between Gulf Blvd & Boca Grande Dr
(Authorization is required from the property owner)
 Event Coordinator/Applicant: Kathy Hansen / Helayne Stillings Phone: 727-498-8778
 Organization: Corey Area Business Assoc.
 Summary of Event Activities: Annual Art/Craft Show
 Estimated Attendance: 1000?

What cooking source will be used? Propane ☒ Charcoal ☐ Electrical ☒

GUIDELINES:

- Charcoal:
 - 1 If gas is used for cooking, a maximum of four (4) foot diameter is required.
 - 2 Approved metal containers shall be provided for the disposal of coals and ashes.
- Propane:
 - 1 Listed outdoor cooking appliances shall be installed in accordance with their listing and the manufacturer's instructions.
 - 2 Unvented units shall be installed outdoors with clearances to combustible material of not less than 36 inches at the sides and back, and not less than 48 inches at the front.
 - 3 Installation, testing, and replacement of gas piping, gas utilization equipment, or accessories shall be performed by only a qualified person. Total product for the event shall be provided with an approved vented liquid tank. (No portable tanks.)
 - 4 Propane cookware must be inspected prior to approval.
 - 5 Dry powder extinguisher (A/B/C) must be readily available at all times.
- Electrical:
 - 1 Approved main disconnect panels and all circuit breakers must comply with the National Electrical Code.

Plans and necessary permit applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each per event. **NOTE:** Some companies offer their services at no cost to non-profit charity events.

One EMS unit and one Fire Inspector may be required on site when 1,000 or more are expected to attend. (Costs for these services will be billed to the sponsoring organization or promoter.)

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City or Risk Management Officer according to the intensity of the event.

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Applicant:

(Address):

(Phone):

(Signature of Fire Marshal, Fire Chief, or other designee)

(Date)

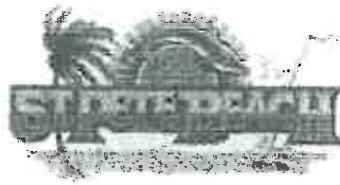
St. Pete Beach Fire Department

2/22/09

Special Event Permit Information Package

Revised January 2009

Complete and return to:
Catherine Hartley, Senior Planner
Community Development Department
155 Corey Avenue
St. Pete Beach, FL 33706



Staff Use Only:
Date Received: _____
Permit Number: 2012-____

SPECIAL EVENT PERMIT APPLICATION

Dec 7/8 2013
Craft Show

Name of Event Corey Ave Art/Craft Show
Date of Event Dec 7/8 2013 Time 10:00 am - 5:00 pm
Event Location Corey Ave between Gulf Blvd + Boca Ciega Dr.
Applicant Name: Kath. Hansen Telephone # 727-498-8778
Email Address: Coreycorners@yahoo.com Mailing Address: 350 Corey Ave, SPB, 33706
Organization Corey Area Business Assoc. CABA Estimated Attendance 1000 ?
Description of event: Annual Art/Craft Show on Corey Ave

DO YOU REQUEST ANY OF THESE ACTIVITIES? Please checkmark ☒ all that apply.

☒ Signage <u>Banners</u>	☒ Food Sales <u>Vendor</u>
☐ Retail Vending	☐ Banner
☐ Fireworks	☐ Alcohol Sale/Consumption (Additional State Liquor Permit Required)
☐ Bonfire	☒ Cookout
☐ Vehicles On The Beach	☐ Temporary Structure (i.e.: Tent, Stage, Etc.)
☒ Street Closure	☐ On-Site Medical Team/EMS
☐ Electricity	☐ Traffic/Crowd Control

Other _____

A map must be provided denoting all above referenced areas of activity. The appropriate attached forms must also be completed.

FEE SCHEDULE:

Special Event Permit Fee
Non-Profit Activities

\$20.00 Type 1 Events, \$50.00 Type 2 Events, \$500.00 Type 3 Events
No Fee Upon Proof Of Non-Profit Status

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I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. Additionally, I/we certify that there are no misrepresentations in the foregoing statements and answers.

Kath. Hansen Pres CABA
Applicant Signature

7/8/12
Date

Banners up Dec 2nd
Down Dec 9th

(Because of 100
on the 30th Artshow)



REQUEST FOR CITY CO-SPONSORSHIP (Resolution 92-16)

If you are requesting a street closure, you are requesting co-sponsorship. Please turn in your application materials 45 days prior to the event so that the request can be placed on the City Commission agenda.

Co-Sponsorship: An agreement entered into by the City of St. Pete Beach with an entity to provide money, services, or supplies to help promote and implement a program or event.

Your request will be placed on the City Commission agenda for consideration of co-sponsorship. The sponsoring entity shall be notified of the decision of the City Commission by the City Clerk. Once approved for co-sponsorship for moneys, supplies or services, you will be required to submit a financial statement, (a final statement of expenditures and revenues), for the event to the City Manager within thirty (30) days of the conclusion of the program or event.

Name of Applicant: Corey Area Business Assoc (CAIBA)
Description of Event: Corey Ave Art/Craft Show

Are you requesting:

1. Money? Yes _____ No X Amount requested _____
2. In-kind services? Yes X No _____
3. City supplies? Yes X No _____
4. Describe services/supplies requested: Is this event sponsored by a charitable or non-profit organization?
street closure with cones + barricades to be dropped off on Fri + picked up on Mon.

If yes, what is the name of the charity or non-profit organization?

Corey Area Business Assoc
(A letter of authorization is required from the charitable/non-profit organization).

Is this fund-raiser for the non-profit organization? If yes, proof of a permit from the Department of Consumer Protection is required.

What percent of the gross proceeds will go to the non-profit organization?

Are you receiving funding from other sources? If yes, who?

Do you presently have any outstanding balances due to the City of St. Pete Beach? If yes, describe _____

Will this be an annual event? Yes X No _____
Will this event be recurring later this year? Yes _____ No _____
If yes, when? _____

Will this event will be open to the public? Yes X No _____
If yes, how will it be advertised? _____

How will this event benefit the residents of St. Pete Beach?

Family outdoor event / exposure to downtown St Pete Beach



TEMPORARY STRUCTURE PERMIT APPLICATION

COMPLETE AND RETURN TO:

St. Pete Beach Fire Department
7301 Gulf Blvd.
St. Pete Beach, FL 33736
(727) 361-9206 FAX: (727) 360-6744

Name of Event: Corey Ave. Art/Craft Show
Date of Event: Dec 7/8 2013 Hours: 10:00 (Circle in 5:00 AM/PM)
Event Location: Corey Ave. Between Gulf Blvd & Boca Chico Dr
(Authorization is required from the property owner)
Event Coordinator/Applicant: Kathi Hansen Phone: 727-498-8778
Organization: Corey Area Business Assoc. (CABA)
Summary of Event Activities: annual art/craft show on Corey Ave.

Estimated Attendance: 1000+

Type of Temporary Structure to be used (check one): Tent ☒ Stage ☐ Bleacher ☐ Other ☐ (describe)

What will the structure be used for: Vendor areas usually 10' x 10'

Will cooking be conducted in the structure? Yes ☒ No ☐ (If no, a separate outdoor cooking permit is required.) : Some food vending

Who is supplying the structure? Vendor

What is the structure constructed of? Metal/Vinyl (If the structure is a tent, attach current Flame Spread Certificate)

Does the tent have open sides? Yes ☒ No ☐

GUIDELINES FOR TEMPORARY STRUCTURES

- 1. Tents and air supported structures shall comply with requirements of FPC CH39
- 2. All structures must be accessible by fire equipment, structurally stable, and flame resistant
- 3. There must be separate tents for cooking and dining. Over 100 people, provide emergency lighting
- 4. Fire Extinguishers (approved minimum 2A:10BC for each tent, 30BC for fryers)
- 5. Hot cooking appliances shall not sit on combustible surface (table, saw horses, etc.)
- 6. Cooking vendor requirement - minimum of 2 feet between vendors
- 7. Electrical connections shall be only approved with disconnect panels complete with circuit breakers and a limited number of receptacles (both 220 and 120 volt) available from the City Public Works Dept.
- 8. Extension cords (temporary wiring) shall comply with NEC Article 305
- 9. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture
- 10. Extension cords shall be in good condition without splices, deterioration, or damage
- 11. Extension cords shall be of grounded type when servicing grounded appliances or fixtures
- 12. Ground fault protection shall be provided to supply temporary power to equipment being used by personnel
- 13. Plans and necessary applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each per event
- 14. One EMT and one Fire Inspector may be required on site when 1,000 or more are expected to attend. Costs for these services will be billed to the sponsoring organization or promoter.

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

(A map must be provided depicting all above referenced areas of activity. All temporary structures, and electrical supplies must be in accordance with the City of St. Pete Beach guidelines for temporary day application.)

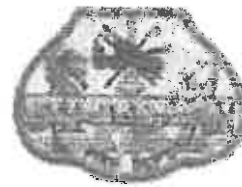
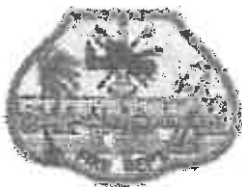
DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the intensity of the event.

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathi Hansen Pres CABA 350 Corey Ave 727-498-8778
(Applicant) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief, or his/her designee)

(Date)



SPECIAL EVENT OUTDOOR COOKING PERMIT APPLICATION

COMPLETE AND RETURN TO: St. Pete Beach Fire Department
 7301 Gulf Blvd.
 St. Pete Beach, FL 33706
 (727) 363-9206 FAX: (727) 360-6744

Name of Event: Corey Area Art Craft Show
 Date of Event: Dec 7/8 2013 Hours: 10:00 (AM) to 5:00 (PM)
 Event Location: Corey Ave Between Gulf Blvd + Boca Ciega Dr
(Additional fee is required from the property owner)
 Event Coordinator/Applicant: Kathy Hansen / Helayne Stillings Phone 727-498-8778
 Organization: Corey Area Business Assoc.
 Summary of Event Activities: Annual Art/Craft Show
 Estimated Attendance: 1000?
 What cooking source will be used? Propane ☒ Charcoal ☐ Electrical ☒

GUIDELINES:

- 1. **Charcoal:**
 - 1. If pit is used for cooking, a maximum of four (4) foot diameter is required.
 - 2. Approved metal containers shall be provided for the disposal of coals and ashes.
- 2. **Propane:**
 - 1. Listed outdoor cooking appliances shall be installed in accordance with their listing and the manufacturer's instructions.
 - 2. Unlisted units shall be installed outdoors with clearances to combustible material of not less than 36 inches at the sides and back, and not less than 48 inches at the front.
 - 3. Installation, testing, and replacement of gas piping, gas ordination equipment, or accessories shall be performed by only a qualified person. Total product for the event shall be provided with an approved centrally located tank. (No portable tanks.)
 - 4. Propane cockle must be inspected prior to approval.
 - 5. Dry powder extinguisher (ABC) must be readily available at all times.
- 3. **Electrical:**
 - 1. Approved main disconnect panels and all circuit breakers must comply with the National Electrical Code.

Plans and necessary permit applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each per event. **NOTE:** Some companies offer these services at no cost to non-profit charity events.

One EMS unit and one Fire Inspector may be required on site when 1,000 or more are expected to attend. (Costs for these services will be billed to the sponsoring organization or premises.)

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☒ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City or Risk Management Officer according to the intensity of the event.

Event Coordinator
Howard Allen Sholas

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathy Hansen Pres CABA 350 Corey Ave 727-498-8778
 (Applicant) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief, or his/her designee)

(Date)

St. Pete Beach City Commission
Agenda Report

Issue Considered: Approve the request from Corey Area Business Association to close the 300 block of Corey Ave on Sundays from October 2012 through May 2013 for the Corey Fresh Market.

Date: 8/14/12

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: Corey Area Business Association has requested to close the 300 block of Corey Ave on Sundays from October 2012 to May 2013 for the Corey Fresh Market. Street closure requests require the approval of the City Commission. This special event has been approved in prior years.

Requested Motion: "I move to approve the request from Corey Area Business Association to close the 300 block of Corey Ave on Sundays from October 2012 through May 2013 for the Corey Fresh Market."

Attachments: Special Event Permit Application

Reviewed by
City Manager: MB

Special Event Permit Information Package

Revised January 2009

Complete and return to:
Catherine Hartley, Senior Planner
Community Development Department
155 Corey Avenue
St. Pete Beach, FL 33706



Staff Use Only:
Date Received: _____
Permit Number: 2010- _____

SPECIAL EVENT PERMIT APPLICATION

Fresh Market
Sundays Oct 2012 -
May 2013

Name of Event: Corey Fresh Market
Date of Event: Sundays Oct 12 - May 13 Time: 9am - 3pm
Event Location: 300 Block Corey Ave
Applicant Name: Kathi Hansen Pres CABA Phone #: 727-498-8778
Email Address: coreycorners@yahoo.com Mailing Address: 350 Corey Ave
Organization: CABA Estimated Attendance: 500+

Description of event:

Farmers Market - local vendors selling produce
plants flowers foods arts crafts
Live Music street closure

DO YOU REQUEST ANY OF THESE ACTIVITIES? Please checkmark ☒ all that apply.

☒ Signage	☒ Food Sales
☐ Retail Vending	☐ Banner
☐ Fireworks	☐ Alcohol Sale/Consumption (Additional State Liquor Permit Required)
☐ Bonfire	☐ Cookout
☒ Vehicles On The Beach	☒ Temporary Structure (i.e.: Tent, Stage, Etc.)
☒ Street Closure	☐ On-Site Medical Team/EMS
☐ Electricity	☐ Traffic/Crowd Control

Other _____

A map must be provided denoting all above referenced areas of activity. The appropriate attached forms must also be completed.

FEE SCHEDULE:

Special Event Permit Fee \$20.00 Type 1 Events, \$50.00 Type 2 Events, \$500.00 Type 3 Events
Non-Profit Activities No Fee Upon Proof Of Non-Profit Status

The City Administration reserves the right to require a two (2) weeks notice for all special events request. If City Commission approval is required four (4) weeks notice is required for agenda placement. This application along with any other required information must be submitted to the Community Development Department for review. Applications must be approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Commission shall be met.

I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. Additionally, I/we certify that there are no misrepresentations in the foregoing statements and answers.

Kathi Hansen Pres CABA 7/9/12
Applicant Signature Date
Corey Area Business Assoc.
street to be closed as early as 6:30 a.m.
back open by 4 pm
Market runs 9 a.m. ~ 3 p.m.



REQUEST FOR CITY CO-SPONSORSHIP (Resolution 92-16)

If you are requesting a street closure, you are requesting co-sponsorship. Please turn in your application materials 45 days prior to the event so that the request can be placed on the City Commission agenda.

Co-Sponsorship: An agreement entered into by the City of St. Pete Beach with an entity to provide money, services, or supplies to help promote and implement a program or event.

Your request will be placed on the City Commission agenda for consideration of co-sponsorship. The sponsoring entity shall be notified of the decision of the City Commission by the City Clerk. Once approved for co-sponsorship for moneys, supplies or services, you will be required to submit a financial statement, (a final statement of expenditures and revenues), for the event to the City Manager within thirty (30) days of the conclusion of the program or event.

Name of Applicant: Kathi Hansen - CABA
Description of Event: Corey Fresh Market

Are you requesting:

1. Money? Yes ☐ No ☒ Amount requested _____
2. In-kind services? Yes ☒ No ☐ street closure
3. City supplies? Yes ☒ No ☐ barricades
4. Describe services/supplies requested: Is this event sponsored by a charitable or non-profit organization?
CABA non-profit

If yes, what is the name of the charity or non-profit organization?

CABA Corey Area Business Assoc
(A letter of authorization is required from the charitable/non-profit organization).

Is this fund-raiser for the non-profit organization? If yes, proof of a permit from the Department of Consumer Protection is required.

What percent of the gross proceeds will go to the non-profit organization?

Are you receiving funding from other sources? If yes, who?

no

Do you presently have any outstanding balances due to the City of St. Pete Beach? If yes, describe no

Will this be an annual event? Yes ☒ No ☐

Will this event be recurring later this year? Yes ☒ No ☐

If yes, when? Oct - May

Will this event will be open to the public? Yes ☒ No ☐

If yes, how will it be advertised? Local Papers - On-line - Posters - Press

How will this event benefit the residents of St. Pete Beach?

Farmers Market to provide local arts/crafts/produce
Retail benefit for 8-Merchants



TEMPORARY STRUCTURE PERMIT APPLICATION

COMPLETE AND RETURN TO:

St. Pete Beach Fire Department
7301 Gulf Blvd.
St. Pete Beach, FL 33706
(727) 363-9206 FAX: (727) 360-6744

Name of Event: Corey Fesh Market - Sundays
 Date of Event: Oct '12 - May '13 Hours: 9 AM to 3 PM
 Event Location: 300 Block Corey Ave
 Event Coordinator/Applicant: Kathi Hansen Pres CABA Phone: 727-498-8778
 Organization: Corey Area Business Assoc
 Summary of Event Activities: Farmers Market - Local vendors
 Estimated Attendance: 500x
 Type of Temporary Structure to be used (check one): Tent ☒ Stage ☐ Bleachers ☐ Other ☐ (description)
 What will the structure be used for? Vendor area / shade - show products
 Will smoking be conducted in the structure? Yes some No ☐ (if yes, a separate outdoor smoking permit is required)
 Who is supplying the structure? Vendor 10x10 bases pop up
 What is the structure constructed of? Metal / Canvas (if the structure is a tent, attach current Flame Spread Certificate)
 Does the tent have open sides? Yes ☒ No ☐

GUIDELINES FOR TEMPORARY STRUCTURES

- Tents and air supported structures shall comply with requirements of FPC (CH39)
- All structures must be accessible by fire equipment. Structurally stable and flame resistant.
- There must be separate tents for cooking and dining. Over 100 people, provide emergency lighting.
- Fire extinguishers (approved) minimum 2A-10BC in each tent. 40BC for hot food.
- Heat producing appliances shall not sit on combustible surface (table, saw horses, etc.)
- Cooking vendor separation - minimum of 8 feet between vendors.
- Electrical connections shall be only approved main disconnect panel; complete with circuit breakers and a limited number of receptacles (both 120 and 220 volt) available from the City Public Works Dept.
- Extension cords (temporary wiring) shall comply with NEC Article 305.
- Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture.
- Extension cords shall be in good condition without splices, deterioration, or damage.
- Extension cords shall be of grounded type when servicing grounded appliances or fixtures.
- Ground fault protection shall be provided to supply temporary power to equipment being used by personnel.
- Plans and necessary applications shall be submitted to the building department for electrical or gas installations. Permits shall be issued only to licensed contractors and limited to one of each per event.
- One EMT and one Fire Inspector may be required on site when 1,000 or more are expected to attend. Costs for these services will be billed to the sponsoring organization or promoter.

APPROVALS:

Building Department: _____ Date: _____
 Zoning Department: _____ Date: _____

(A map must be provided denoting all above referenced areas of activity. All temporary structures and electrical supplies must be in accordance with the City of St. Pete Beach guidelines accompanying this application.)

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☐ No ☒ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the intensity of the event.

I HEREBY CERTIFY THAT I WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathi Hansen Pres CABA 350 Corey Ave 727-498-8778
 (Applicant) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief, or his/her designee)

Date: _____



SPECIAL EVENT OUTDOOR COOKING PERMIT APPLICATION

COMPLETE AND RETURN TO: St. Pete Beach Fire Department
 7301 Gulf Blvd.
 St. Pete Beach, FL 33706
 (727) 363-9296 FAX: (727) 369-6744

Name of Event: Corey Fresh Market
 Date of Event: Sundays Oct '12 - Mar '13 Hours: 9 (AM/PM) to 3 (AM/PM)
 Event Location: _____

Event Coordinator/Applicant: Kathi Hansen Pres CABA Phone: 727-498-8778
 Organization: Corey Area Business Assoc
 Summary of Event Activities: Farmers Market

Estimated Attendance: 500+

What cooking source will be used? Propane ☒ Charcoal ☒ Electrical ☒

GUIDELINES:

Charcoal:

- 1 If pit is used for cooking, a minimum of four (4) foot diameter is required.
- 2 Approved metal containers shall be provided for the disposal of coals and ashes.

Propane:

- 1 Listed outdoor cooking appliances shall be installed in accordance with their listing and the manufacturers instructions.
- 2 Unlisted units shall be installed outdoors with clearance to combustible material of not less than 36 inches on the sides and back, and not less than 48 inches at the front.
- 3 Installation, testing, and replacement of gas piping, gas utilization equipment, or accessories shall be performed by only a qualified person. Total product for the event shall be provided with an approved centrally located tank. No portable tanks.
- 4 Propane cookware must be inspected prior to approval.
- 5 Dry powder extinguisher (2A10BC) must be readily available at all times.

Electrical:

- 1 Approved main disconnect panels and all circuit breakers must comply with the National Electrical Code.

Plans and necessary permit applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each per event. **NOTE:** Some companies offer these services at no cost to non-profit activity events.

One EMS unit and one Fire Inspector may be required on site when 1,000 or more are expected to attend. *(Cost for these services will be billed to the sponsoring organization or producer.)*

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes _____ No _____ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the intensity of the event.

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathi Hansen 350 Corey Ave 727-498-8778
 (Applicant) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief, or his/her designee)

(Date)

St. Pete Beach City Commission
Agenda Report

Issue Considered: Approve the request from Corey Area Business Association to close the 300 and 400 block of Corey Ave on the second and fourth Fridays of the month for their Sunset Celebration events in 2013.

Date: August 14, 2012

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: Corey Area Business Association has requested to close the 300 and 400 block of Corey Ave on the second and fourth Fridays of the month for their Sunset Celebration events in 2013. This event was approved in 2011 and 2012 and we are not aware of any problems with it. The goal of the event is to attract people to the downtown area.

Requested Motion: "I move to approve the request from Corey Area Business Association to close the 300 and 400 block of Corey Ave on the second and fourth Fridays of the month for their Sunset Celebration events in 2013."

Attachments: Special Event Permit Application

Reviewed by
City Manager: MB

Special Event Permit Information Package

Revised January 2009

Complete and return to:
Catherine Hartley, Senior Planner
Community Development Department
155 Corey Avenue
St. Pete Beach, FL 33706



Staff Use Only:
Date Received: _____
Permit Number: 2011-____

SPECIAL EVENT PERMIT APPLICATION

Name of Event 2nd & 4th Friday Sunset Celebration - 2013
Date of Event Every 2+4 Fri ea Month Time ~ 4pm - 10pm (seasonal hours)
Event Location 300 + 400 Block Corey Avenue
Applicant Name: Kathi Hansen Telephone # 727-498-8778
Email Address: coreycorners@yahoo.com Mailing Address: 350 Corey Ave
Organization CABA Estimated Attendance 500+

Description of event: Festival w/ Food trucks/vendors, live music, entertainment
Street Closure: Always 400 Block Corey
Sometimes: East end Corey by Boca Ciega to crosswalk
(300) by Theater

DO YOU REQUEST ANY OF THESE ACTIVITIES? Please checkmark ☒ all that apply.

☒ Signage	☒ Food Sales
☒ Retail Vending	☐ Banner
☐ Fireworks	☐ Alcohol Sale/Consumption (Additional State Liquor Permit Required)
☐ Bonfire	☒ Cookout
☒ Vehicles On The Beach	☒ Temporary Structure (i.e.: Tent, Stage, Etc.)
☒ Street Closure	☐ On-Site Medical Team/EMS
☐ Electricity	☐ Traffic/Crowd Control

Other Barriers to be provided by city

A map must be provided denoting all above referenced areas of activity. The appropriate attached forms must also be completed.

FEE SCHEDULE:

Special Event Permit Fee \$20.00 Type 1 Events, \$50.00 Type 2 Events, \$500.00 Type 3 Events
Non-Profit Activities No Fee Upon Proof Of Non-Profit Status

The City Administration reserves the right to require a two (2) weeks notice for all special events request. If City Commission approval is required four (4) weeks notice is required for agenda placement. This application along with any other required information must be submitted to the Community Development Department for review. Applications must be approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Commission shall be met.

I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. Additionally, I/we certify that there are no misrepresentations in the foregoing statements and answers.

Kathi Hansen
Applicant Signature

7/20/12
Date



REQUEST FOR CITY CO-SPONSORSHIP (Resolution 92-16)

If you are requesting a street closure, you are requesting co-sponsorship. Please turn in your application materials 45 days prior to the event so that the request can be placed on the City Commission agenda.

Co-Sponsorship: An agreement entered into by the City of St. Pete Beach with an entity to provide money, services, or supplies to help promote and implement a program or event.

Your request will be placed on the City Commission agenda for consideration of co-sponsorship. The sponsoring entity shall be notified of the decision of the City Commission by the City Clerk. Once approved for co-sponsorship for moneys, supplies or services, you will be required to submit a financial statement, (a final statement of expenditures and revenues), for the event to the City Manager within thirty (30) days of the conclusion of the program or event.

Name of Applicant:

Description of Event:

Corey Area Business Assoc / KATHI HANSEN, Pres
Festival w/ food Trucks/vendors, music, entertainment

Are you requesting:

1. Money? Yes ☐ No ☒ Amount requested _____
2. In-kind services? Yes ☒ No ☐ _____
3. City supplies? Yes ☒ No ☐ _____
4. Describe services/supplies requested: Is this event sponsored by a charitable or non-profit organization?
street closure - Barracades provided

If yes, what is the name of the charity or non-profit organization?

CABA

(A letter of authorization is required from the charitable/non-profit organization).

Is this fund-raiser for the non-profit organization? If yes, proof of a permit from the Department of Consumer Protection is required.

What percent of the gross proceeds will go to the non-profit organization?

Are you receiving funding from other sources? If yes, who?

no

Do you presently have any outstanding balances due to the City of St. Pete Beach? If yes, describe no

Will this be an annual event? Yes ☒ No ☐

Will this event be recurring later this year? Yes ☒ No ☐

If yes, when?

Monthly

Will this event will be open to the public? Yes ☒ No ☐

If yes, how will it be advertised? local papers, radio, tv, posters, web

How will this event benefit the residents of St. Pete Beach?

Fun for community - Exposure to Downtown SPB - Retail Boost

Street Closure:

★ Always 400 Block Corey leaving south lane open to Wells Fargo drive-thru banking until 6 p.m.
Approval by Wells Fargo Bank

★ Occasionally: east end of Corey 300 Block from Boca Ciega Dr to almost crosswalk leaving alley open between theatre + funeral home for east traffic exit,
for only special needs of more room for vendors/entertainment/music.

Will notify City when using partial 300 Block. Will not be used when City is holding large event at Community Center for traffic purposes.



TEMPORARY STRUCTURE PERMIT APPLICATION

COMPLETE AND RETURN TO:

St. Pete Beach Fire Department
7501 Gulf Blvd.
St. Pete Beach, FL 33706
(727) 363-9206 FAX: (727) 360-6744

Name of Event: 2nd + 4th Friday Sunset Celebration
 Date of Event: Monthly - 2013 Home: 4 AM to 10 PM Seasoned Hours
 Event Location: 300-400 Block Corey Ave
 Event Coordinator/Applicant: Kathi Hansen Phone: 727-498-8778
 Organization: CABA
 Summary of Event Activities: Festival w/ food trucks/vendors, music, entertainment
 Estimated Attendance: 500
 Type of Temporary Structure to be used (check one): Tent ☒ Stage ☐ Bleachers ☐ Other ☐ description:
 What will the structure be used for? Vendors
 Will cooking be conducted in the structure? Yes ☒ No ☐ (If yes, a separate permit for cooking is required)
 Who is supplying the structure? Vendors / CABA
 What is the structure constructed of? Canvas / Metal (If the structure is a tent, attach a valid Flame Spread Certificate)
 Does the tent have open sides? Yes ☒ No ☐

GUIDELINES FOR TEMPORARY STRUCTURES

- Tents and all supported structures shall comply with requirements of IFC CH39
- All structures must be recorded by Fire Department Structurally stable and flame resistant
- Structures shall separate tent for cooking and dining. Over 100 people provide emergency lighting
- Fire Exit: minimum 2 1/2 ft. in each tent. Exit for fire exit
- Heat producing appliances shall not be on combustible surfaces (table, van interior, etc.)
- Cooking: candle operation - minimum of 8 feet between vanities
- Electrical connection shall be only approved main disconnect panel complete with circuit breakers and limited number of receptacles (both 20A and 120 volt, available from the City Public Works Dept.)
- Extension cords (temporary wiring) shall comply with NEC Article 305
- Each extension cord shall be plugged directly into an approved receptacle and shall except for approved multiplying extension cords, serve only one appliance or fixture.
- Extension cords shall be in good condition, without splices, deterioration, or damage.
- Extension cords shall be of grounded type when servicing grounded appliances or equipment.
- Ground fault protection shall be provided to supply temporary power to equipment being used by personnel.
- Plans and necessary applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each permit.
- One EMT and one Fire Inspector may be required on site when 1000 or more are expected to attend. Cost for these services will be billed to the sponsoring organization or promoter.

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

(A map may be provided depicting all site referenced areas of activity. All temporary structures and electrical supplies must be in accordance with the City of St. Pete Beach guidelines accompanying this application.)

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☐ No ☒ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Officer according to the liability of the event.

I HEREBY CERTIFY THAT I WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY I WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kathi Hansen 350 Corey Ave 727-498-8778
 (Signature) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief, or his designee)

(Date)



SPECIAL EVENT OUTDOOR COOKING PERMIT APPLICATION

COMPLETE AND RETURN TO: St. Pete Beach Fire Department
7301 Gulf Blvd.
St. Pete Beach, FL 33706
(727) 363-9206 FAX: (727) 360-6744

Name of Event: 2nd + 4th Fri Sunset Celebration
 Days of Event: Monthly - 2013 Event: 4 (AM/PM) 10 (AD/PM)
 Event Location: 300 - 400 Block Corey Ave Seasonal House
 Event Coordinator, Applicant: Kath Hansen Pres CABA Phone: 727-498-8778
 Organization: Corey Area Business Association
 Summary of Event Activities: Festival w/ Food trucks/vendors, music, entert.
 Estimated Attendance: 500+
 Why cooking source will be used? Propane ☒ Charcoal ☐ Electrical ☒

GUIDELINES:

- Charcoal:
 - If used for cooking a maximum of four (4) feet diameter is required.
 - Approved metal containers shall be provided for the disposal of coals and ash.
- Propane:
 - Listed outdoor cooking appliances shall be installed in accordance with their listing and the manufacturer's instructions.
 - Appliances shall be installed outdoors with clearances to combustible material of not less than 36 inches at the side and back and not less than 48 inches at the front.
 - Installation, testing, and replacement of gas piping, gas valuation equipment, or accessories shall be performed by only a qualified person. Total gas used for the event shall be provided with an approved centrally located shut-off as possible under the event.
 - Propane containers must be inspected prior to approval.
 - Dry powder extinguisher (A1BC) must be readily available at all times.
- Electrical:
 - Approved main electrical panels and all circuit breakers must comply with the National Electrical Code.

Please note necessary permit applications shall be submitted to the building department for electrical or gas installation. Permits shall be issued only to licensed contractors and limited to one of each per event. **NOTE:** Some companies offer these services at no cost for non-profit organizations.

One EMS unit and one Fire Inspector may be required on site when 1,000 or more are expected to attend. Costs for these services will be billed to the sponsoring organization or promoter.

APPROVALS:

Building Department: _____ Date: _____

Zoning Department: _____ Date: _____

DO YOU HAVE PROOF OF LIABILITY INSURANCE FOR THIS EVENT? Yes ☐ No ☐ If this event is to be held on Public Property, the City may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City's Risk Management Office according to the intensity of the event.

I HEREBY CERTIFY THAT I WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREAS USED FOR THE EVENT. ADDITIONALLY, I WE CERTIFY THAT THERE ARE NO MISREPRESENTATION IN THE FOREGOING STATEMENTS AND ANSWERS.

Kath Hansen 350 Corey Ave 727-498-8778
 (Applicant) (Address) (Phone)

(Signature of Fire Marshal, Fire Chief or his/her designee)

(Date)

St. Pete Beach Fire Department 2009

St. Pete Beach City Commission
Agenda Report

Issue Considered: Authorize the City Manager to hang banners over 75th Avenue at Boca Ciega Drive and over the Pinellas Bayway at Granada Avenue for 2013 Corey Area Business Association special events.

Date: August 14, 2012

Prepared By: Connie Kest, Administrative Service Assistant

Thru: Steven J. Hallock, Public Services Director

Summary of Issue: The Corey Area Merchants Association request permission to have banners erected over 75th Avenue and the Pinellas Bayway announcing their 2013 special events. The City Commission must approve the request prior to receiving permission from FDOT to erect the banners. If approved, the banners will be installed / removed as follows:

- Arts & Crafts Show (Installation 01/18/2013, Removal 01/28/2013)
- Sidewalk Sale (Installation 03/08/13, Removal 03/18/13)
- Arts & Crafts Show (Installation 03/29/2013, Removal 04/08/2013)
- Arts & Crafts Show (Installation 05/24/2013, Removal 06/03/2013)
- Sidewalk Sale (Installation 11/08/2013, Removal 11/18/2013)
- Arts & Crafts Show (Installation 12/02/2013, Removal 12/09/2013)

The Public Services Department charges \$184.00 for each banner installed at each location.

Requested Motion: "I move to authorize the City Manager to hang banners over 75th Avenue at Boca Ciega Drive and over the Pinellas Bayway at Granada Avenue for 2013 Corey Area Business Association special events."

Attachments: Applications

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 INFORMATION

Name of Applicant/Organization: Corey Area Business Association
 Address: 350 Corey Ave, St Pete Beach, 33706
 Telephone #: 727-498-8778 Fax #: NA E-Mail: coreycorners@yahoo.com
 Contact person (This person will serve as the contact person for all questions concerning the banner application and placement): KATHI HANSEN
 Address (if different from above): _____
 Telephone #: _____ Fax #: _____ E-Mail: _____
 Date of Request: JAN 18th 2013 - JAN 28, 2013 JULY 16, 2012 10

LOCATION AND DISPLAY PERIOD

This is a request to place ☒ pole banners ☐ street banners ☐ on the right of way of: SECT 15110
 Highway name & number: 75th Ave & Boca Ciega Dr (SR693) SR693
 From (south or west limits): C. 0916 To (north or east limits): mpc. 0916
 Highway name & number: PINELLAS BOYWAY & GRANADA (SR682) SECT 15200001
 From (south or west limits): C. 875 To (north or east limits): mpc. 290
 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: JAN 18, 2013 OK
 Banners will be removed on or before (if applicable): JAN 28, 2013 OK
 Signature of Applicant or Contact Person: KATHI HANSEN Date: 7/18/12

LOCAL GOVERNMENTAL ENTITY APPROVAL

Name of Local Governmental Entity: CITY OF ST. PETE BEACH
 Name of signing official (please print): MICHAEL P BONFIELD
 Telephone #: 727-363-9231 Fax #: 727-363-9249 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**

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 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 discuss options in defending the claim. The Applicant shall bear all expenses for defense of claims against the Department.

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.

COREY Ave Art/Craft Show Jan 26/27

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

FOR FOOT USE ONLY
 Permit No.:

APPLICANT INFORMATION

Name of Applicant/Organization: Corey Area Business Association
 Address: 350 Corey Ave, St Pete Beach, 33706
 Telephone #: 727-498-8778 Fax #: NA E-Mail: CoreyCorners@yahoo.com
 Contact person (This person will serve as the contact person for all questions concerning the banner application and placement): Kathi Hansen
 Address (if different from above): _____
 Telephone #: _____ Fax #: _____ E-Mail: _____
 Date of Request: March 8 - 17 - 2013 July 16, 2012

LOCATION AND DISPLAY PERIOD

This is a request to place ☒ pole banners ☐ street banners ☐ on the right of way of: Sec 15110
 Highway name & number: 75th Ave & Boca Ciega Dr (SR693) SR693
 From (south or west limits): C. 0916 To (north or east limits): mpo. 0916
 Highway name & number: Pinellas Bayway & Granada (SR682) Sec 15200001
 From (south or west limits): C. 875 To (north or east limits): mpo. 290
 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: MARCH 8, 2013 (10)
 Banners will be removed on or before (if applicable): MARCH 18, 2013 (10)
 Signature of Applicant or Contact Person: Kathi Hansen Date: 7/18/12

LOCAL GOVERNMENTAL ENTITY APPROVAL

Name of Local Governmental Entity: City of St. Pete Beach
 Name of signing official (please print): MICHAEL P. ROSEFIELD
 Telephone #: 727-363-9231 Fax #: 727-363-9249 E-Mail: _____
 Signature of local official: _____ Date: _____

CONDITIONS AND STIPULATIONS AGREED TO BY THE APPLICANT

1. Pole banners must be at least 14 1/2 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.
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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****APPLICATION FOR BANNER**

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- 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.

COREY AVE SIDEWALK SALE 3-13/16

FOR FDOT USE ONLY Permit No.: _____	
APPLICANT INFORMATION	
Name of Applicant/Organization: <u>Corey Area Business Association</u>	
Address: <u>350 Corey Ave, St Pete Beach, 33706</u>	
Telephone #: <u>727-498-8778</u>	Fax #: <u>NA</u>
E-Mail: <u>CoreyCorners@yahoo.com</u>	
Contact person (This person will serve as the contact person for all questions concerning the banner application and placement): <u>Kathi Hansen</u>	
Address (if different from above): _____	
Telephone #: _____	Fax #: _____
E-Mail: _____	
Date of Request: <u>March 29 - Apr 8th 2013</u> <u>July 16, 2012</u>	
LOCATION AND DISPLAY PERIOD	
This is a request to place ☒ pole banners ☐ street banners ☐ on the right of way of:	
Highway name & number: <u>75th Ave & Boca Ciega Dr (SR693)</u>	
From (south or west limits): <u>0.096</u>	To (north or east limits): <u>Sect 1510 SR693 MPC. 096</u>
Highway name & number: <u>Pinellas Bayway & Granada (SR682)</u>	
From (south or west limits): <u>0.875</u>	To (north or east limits): <u>Sect 15200001 SR682 MPC. 290</u>
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: <u>MARCH 29, 2013</u>	
Banners will be removed on or before (if applicable): <u>APRIL 8, 2013</u>	
Signature of Applicant or Contact Person: <u>Kathi Hansen</u>	
Date: <u>7/18/12</u>	
LOCAL GOVERNMENTAL ENTITY APPROVAL	
Name of Local Governmental Entity: <u>City of St. Pete Beach</u>	
Name of signing official (please print): <u>MICHAEL A BONFIELD</u>	
Telephone #: <u>727-363-9231</u>	Fax #: <u>727-363-9249</u>
E-Mail: _____	
Signature of local official: _____	
Date: _____	
CONDITIONS AND STIPULATIONS AGREED TO BY THE APPLICANT	
1. Pole banners must be at least 14 1/2 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**

APPLICATION FOR BANNER

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- 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.

COREY AVE ART/CRAFT SHDW 4-6/7

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

FOR FDOT USE ONLY	
Permit No.:	
APPLICANT INFORMATION	
Name of Applicant/Organization: <u>Corey Area Business Association</u>	
Address: <u>350 Corey Ave, St Pete Beach, 33706</u>	
Telephone #: <u>727-498-8778</u> Fax #: <u>NA</u> E-Mail: <u>CoreyCorners@yahoo.com</u>	
Contact person (This person will serve as the contact person for all questions concerning the banner application and placement): <u>Kathi Hansen</u>	
Address (if different from above):	
Telephone #: Fax #: E-Mail:	
Date of Request: <u>MAY 24 JUNE 3 2013</u> <u>JULY 16, 2012</u>	
LOCATION AND DISPLAY PERIOD	
This is a request to place ☒ pole banners ☐ street banners ☐ on the right of way of:	
Highway name & number: <u>75th Ave & Boca Ciega Dr (SR693)</u> Sect 15110 From (south or west limits): <u>C. 0916</u> To (north or east limits): <u>SR693</u>	
Highway name & number: <u>Pinellas Bayway & Granada (SR682)</u> Sect 15100001 From (south or west limits): <u>C. 875</u> To (north or east limits): <u>mpc. 290</u>	
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: <u>MAY 24, 2013</u>	
Banners will be removed on or before (if applicable): <u>JUNE 3, 2013</u>	
Signature of Applicant or Contact Person: <u>Kathi Hansen</u> Date: <u>7/18/12</u>	
LOCAL GOVERNMENTAL ENTITY APPROVAL	
Name of Local Governmental Entity: <u>City of St. Pete Beach</u>	
Name of signing official (please print): <u>MICHAEL P BONFIELD</u>	
Telephone #: <u>727-363-9231</u> Fax #: <u>727-363-9249</u> 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**

APPLICATION FOR BANNER

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COREY AVE ART/CRAFT SHDW 6-1/2

APPLICATION TO PLACE BANNERS ON NON LIMITED ACCESS
RIGHT OF WAY

FOR FDOT USE ONLY

Permit No.:

APPLICANT INFORMATION

Name of Applicant/Organization: Corey Area Business AssociationAddress: 350 Corey Ave, St Pete Beach, 33706Telephone #: 727-498-8778 Fax #: NA E-Mail: coreycorners@yahoo.comContact person (This person will serve as the contact person for all questions concerning the banner application and placement): Kathi Hansen

Address (if different from above):

Telephone #:

Fax #:

E-Mail:

Date of Request: Nov 8 - 18 2013 July 16, 2012 (C)

LOCATION AND DISPLAY PERIOD

This is a request to place ☒ pole banners ☐ street banners ☐ on the right of way of:Highway name & number: 75th Ave & Boca Ciega Dr (SR493) Sec 15 110
SR493
mp. 0910From (south or west limits): C. 0910 To (north or east limits):Highway name & number: Pinehill Bayway & Granada (SR682) Sec 15 00001
SR682
mp. 290From (south or west limits): C. 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: Nov. 8, 2013Banners will be removed on or before (if applicable): Nov 18, 2013Signature of Applicant
or Contact Person:Kathi HansenDate: 7/18/12

LOCAL GOVERNMENTAL ENTITY APPROVAL

Name of Local Governmental Entity: City of St. Pete BeachName of signing official (please print): MICHAEL P BONIFIELDTelephone #: 727-363-9231 Fax #: 727-363-9249 E-Mail:

Signature of local official:

Date:

CONDITIONS AND STIPULATIONS AGREED TO BY THE APPLICANT

1. Pole banners must be at least 14 1/2 feet above the pavement elevation. Street banners must be a minimum of sixteen (16) 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
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APPLICATION FOR BANNER

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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 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 discuss options in defending the claim. The Applicant shall bear all expenses for defense of claims against the Department.

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COREY AVE SIDEWALK SALE 11-13/16

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

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 Permit No. _____

APPLICANT INFORMATION

Name of Applicant/Organization: Corey Area Business Association
 Address: 350 Corey Ave, St Pete Beach, 33706
 Telephone #: 727-498-8778 Fax #: NA E-Mail: CoreyCorners@yahoo.com
 Contact person (This person will serve as the contact person for all questions concerning the banner application and placement): Kathi Hansen
 Address (if different from above): _____
 Telephone #: _____ Fax #: _____ E-Mail: _____
 Date of Request: Dec 2nd - Dec 9 2013 July 16, 2013

LOCATION AND DISPLAY PERIOD

This is a request to place ☒ pole banners ☐ street banners ☐ on the right of way of: Sect 15110
 Highway name & number: 75th Ave & Boca Geyra Dr (SR693) SR693
 From (south or west limits): C. 0916 To (north or east limits): mpc. 0916
 Highway name & number: P.ellas Bayway & Granada (SR682) Sect 15300001
 From (south or west limits): C. 875 To (north or east limits): SR682
 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: Dec. 2 2013
 Banners will be removed on or before (if applicable): Dec. 9, 2013
 Signature of Applicant or Contact Person: Kathi Hansen Date: 7/18/12

LOCAL GOVERNMENTAL ENTITY APPROVAL

Name of Local Governmental Entity: City of St. Pete Beach
 Name of signing official (please print): MICHAEL P BONFIELD
 Telephone #: 727-363-9231 Fax #: 727-363-9249 E-Mail: _____
 Signature of local official: _____ Date: _____

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Signature of District Permits
 Engineer (or designee): _____

Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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COREY AVE ART/CRAFT SHDW 12-7/8

St. Pete Beach City Commission
Agenda Report

Issue Considered: Ratification of the City Manager's decision to pay Luke Brothers Inc. \$52,650 for Tropical Storm Debby tree debris removal and approval to pay \$6,825 for the remaining tree stump removal.

Date: 8/14/12

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: Tropical Storm Debby took out trees in PAG Park, Lazarillo Park and Fisherman's Park. As a part of the emergency response we authorized our currently approved tree contractor, Luke Brothers Inc., to assist and perform emergency tree debris removal. Under our contract the hourly rate for emergency service is \$300 per hour. A total of 175.5 hours were worked to remove 495 cubic yards of tree debris at a cost of \$52,650.

To finish the Tropical Storm Debby tree debris cleanup we still need to perform stump grinding. This work is proposed at a cost of \$6,825. As a result the total cost for all tree debris removal will be \$59,475. Based on early meetings with FEMA this cost should be reimbursed to the City due to Tropical Storm Debby.

Requested Motion: "I move to ratify the City Manager's decision to pay Luke Brothers Inc. \$52,650 for Tropical Storm Debby tree debris removal and approve to pay \$6,825 for the remaining tree stump removal."

Attachments: Tree Debris Removal Inventory and Stump Removal Proposal

Reviewed by
City Manager: MB



Tree Trimming

11/10/10 - 1PM

	Luke Brothers	Enviro Tree Service	Yutzy Tree Svc
<u>BASE BID</u>			
Trim Sabal Palms on City Properties	\$41,514	\$43,401	\$43,401
Price Per Sabal Palm	\$22	\$23	\$23
Trim Other Palms(as per inventory)	\$5,566	\$5,819	\$6,072
Price Per Tree	\$22	\$23	\$24
Remove Invasive Exotics	\$2,250	\$2,100	\$2,100
Total ALL TRIMMING - BASE BID	\$49,330	\$51,320	\$51,573
<u>UNIT PRICES</u>			
Hourly Rate for Tree Work	\$200/HR	\$200/HR	\$250/HR
Hourly Rate for Emergency Service	\$300/HR	\$325/HR	\$300/HR
Remove Boots off of Sabal Palms	\$6.00/TREE	\$12.00/TREE	\$3.00/TREE*
<u>ALTERNATES</u>			
Trim Washingtonia in City ROW	\$20,130	\$21,045	\$21,960
Price Per Tree	\$22	\$23	\$24
Trim Washingtonia on City Properties	\$5,522	\$5,773	\$6,024
Price Per Tree	\$22	\$23	\$24

*Yutzy qualification: No skirted trunks on boot removal.

CITY OF ST. PETERSBURG BEACH - Tropical Storm Debby Tree Removal

Lazarillo Park

Date	Crew	Yards of Debris	Start Time	End Time	Total Hours	ER Rate	Billing Amount
6/26/2012	Sotero Flores + 1	30	7:00 AM	7:00 PM	12	\$300.00	\$3,600.00
6/26/2012	Erik Noracumbo + 1	0	7:00 AM	7:00 PM	12	\$300.00	\$3,600.00
6/26/2012	Kirt Schraam + 1	75	7:00 AM	7:00 PM	12	\$300.00	\$3,600.00
6/27/2012	Robert Schraam + 1	50	2:00 PM	7:30 PM	5.5	\$300.00	\$1,650.00
6/27/2012	Kirt Schraam + 1	80	7:30 AM	7:30 PM	12	\$300.00	\$3,600.00
6/28/2012	Kirt Schraam + 1	0	7:30 AM	7:30 PM	12	\$300.00	\$3,600.00
6/29/2012	Kirt Schraam + 1		7:30 AM	7:30 PM	12	\$300.00	\$3,600.00
						\$300.00	\$0.00
TOTALS:		235			77.5	\$300.00	\$23,250.00

CITY OF ST. PETERSBURG BEACH - Tropical Storm Debby Tree Removal

Pass-A-Grill Park

Date	Crew	Yards of Debris	Start Time	End Time	Total Hours	ER Rate	Billing Amount
6/25/2012	Jaime Rivera + 1	30	7:30 AM	7:30 PM	12	\$300.00	\$3,600.00
6/25/2012	Vincenta Rivera + 1	15	12:00 PM	8:00 PM	8	\$300.00	\$2,400.00
6/25/2012	Tim Michaels + 1	15	12:00 PM	8:00 PM	8	\$300.00	\$2,400.00
6/26/2012	Jaime Rivera + 1	30	7:00 AM	8:00 PM	13	\$300.00	\$3,900.00
6/26/2012	Robert Schramm + 1	100	7:30 AM	7:30 PM	12	\$300.00	\$3,600.00
6/27/2012	Jaime Rivera + 1	15	7:00 AM	2:00 PM	8	\$300.00	\$2,400.00
6/27/2012	Robert Schramm + 1	50	7:30 AM	2:00 PM	8	\$300.00	\$2,400.00
6/28/2012	Robert Schramm + 1	0	7:30 AM	7:30 PM	12	\$300.00	\$3,600.00
6/29/2102	Rebert Schramm + 1		7:30 AM	7:30 PM	12	\$300.00	\$3,600.00
						\$300.00	\$0.00
TOTALS:		255			93	\$300.00	\$27,900.00

CITY OF ST. PETERSBURG BEACH - Tropical Storm Debby Tree Removal

Fisherman's Park

Date	Crew	Yards of Debris	Start Time	End Time	Total Hours	ER Rate	Billing Amount
6/27/2012	Jaime Rivera + 1	15	2:00 PM	7:00 PM	5	\$300.00	\$1,500.00
						\$300.00	\$0.00
TOTALS:		15			5	\$300.00	\$1,500.00



LUKE BROTHERS INC.

LANDSCAPE SERVICES

5532 AULD LANE HOLIDAY, FL 34690
PHONE: (727) 937-6448 FAX: (727) 937-6458
TOLL FREE: (800) 887-LUKE (5853)

STUMP REMOVAL PROPOSAL

FOR

CITY OF ST. PETERSBURG BEACH

To: Ms. Renee Cooper: CIP Construction Manager
From: Matt Mondelli: Arbor Care Division Manager
Date: July 12, 2012

SCOPE OF WORK

- Removal of nine stumps and root balls at Pass-A-Grill Park.
- Stump grinding of three stumps at Pass-A-Grill Park.
- Removal of four stumps at Lazarillo Park.
- Stump grinding of ten stumps at Lazarillo Park.
- Includes all necessary fill dirt for root ball removals.
- Removal, hauling and dumping fees for all debris.

TOTAL PROJECT CHARGE: \$6,825.00

Thank you for the opportunity to submit this proposal. Should you approve of this proposal, please sign and fax the proposal to (727) 937-6458 or e-mail the proposal to mattm@lukebrothers.com.

By signing this proposal, I hereby agree to pay all statements and/or invoices within thirty (30) days of receipt and interest on any statements and/or invoices not paid within such period at the rate of 1 ½ percent (1 ½ %) per month until paid in full and I further agree to be responsible for any and all costs and fees, including but not limited to attorneys' fees and court costs incurred by Luke Brothers, Inc. in collecting any amounts due and owing under this contract.

St. Pete Beach City Commission
Agenda Report

Issue Considered: Ratification of the City Manager's decision to allow the closure of 8th Ave on 6/30/12 for a Block Party and approval to close 8th Ave 10/20/12 for a Block Party.

Date: 8/14/12

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: The Pieces of Eighth Association requested to close 8th Ave from Pass-a-Grille Way to Gulf Way on 6/30/12 and 10/20/12 for 8th Ave Block Parties. Street closure requests require the approval of the City Commission. This special event has been approved in the past.

Requested Motion: "I move to ratify the City Manager's decision to allow the closure of 8th Ave on 6/30/12 for a Block Party and approve to close 8th Ave 10/20/12 for a Block Party."

Attachments: Special Event Permit Application

Reviewed by
City Manager: MB

Complete and return to:
Catherine Hartley, Senior Planner
Community Development Department
155 Corey Avenue
St. Pete Beach, FL 33706



Staff Use Only:
Date Received: _____
Permit Number: 2011-____

SPECIAL EVENT PERMIT APPLICATION

Name of Event 3TH AVE BLOCK PARTY
Date of Event JUNE 30TH 2012 + 10/20/12 Time 5PM - 10PM
Event Location 3TH AVE PASSA GRILL
Applicant Name: PIECES OF EIGHTH ASSOCIATE Telephone # 727-744-3224
Email Address: BILL HEPSON@YAHOO.COM Mailing Address: 118 8TH AVE SPB. FL 33706
Organization SAME Estimated Attendance 500

Please attach a cover letter describing the activities for the event, along with proof of liability insurance. The City Manager may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City Manager/City Commission according to the intensity of the event.

Do you request Co-Sponsorship? Yes ☒ No ☒ If yes, please fill out page 6. (Co-sponsorship requires City Commission approval)

DO YOU REQUEST ANY OF THESE ACTIVITIES? Please checkmark ☒ all that apply.

☐ Signage	☐ Food Sales (Additional DBPR Permit Required)
☐ Retail Vending	☐ Banner
☐ Fireworks	☒ Alcohol Sale/Consumption (Additional State Liquor Permit Required)
☐ Bonfire	☐ Cookout
☐ Aircraft Landing	☐ Temporary Structure (i.e.: Tent, Stage, Etc.)
☐ Street Closure	☐ On-Site Medical Team
☐ Electricity	☐ Traffic/Crowd Control
☐ Trailer On Site	☐ Vehicles On The Beach

Other _____

A map must be provided denoting all above referenced areas of activity. The appropriate attached forms must also be completed.

FEE SCHEDULE:

Special Event Permit Fee \$20.00 Type 1 Events, \$50.00 Type 2 Events, \$500.00 Type 3 Events
Non-Profit Activities No Fee Upon Proof Of Non-Profit Status

The City Administration reserves the right to require a two (2) weeks notice for all special events request. If City Commission approval is required four (4) weeks notice is required for agenda placement. This application along with any other required information must be submitted to the Community Development Department for review. Applications must be approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Commission shall be met.

I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. Additionally, I/we certify that there are no misrepresentations in the foregoing statements and answers.

William Hpson
Applicant Signature

6/20/12
Date



REQUEST FOR CITY CO-SPONSORSHIP (Resolution 92-16)

If you are requesting a street closure, you are requesting co-sponsorship. Please turn in your application materials 45 days prior to the event so that the request can be placed on the City Commission agenda.

Co-Sponsorship: An agreement entered into by the City of St. Pete Beach with an entity to provide money, services, or supplies to help promote and implement a program or event.

Your request will be placed on the City Commission agenda for consideration of co-sponsorship. The sponsoring entity shall be notified of the decision of the City Commission by the City Clerk. Once approved for co-sponsorship for moneys, supplies or services, you will be required to submit a financial statement, (a final statement of expenditures and revenues), for the event to the City Manager within thirty (30) days of the conclusion of the program or event.

Name of Applicant: PIECES OF EIGHTH ASSO INC
Description of Event: BLOCK PARTY

Are you requesting:

1. Money? Yes ☐ No ☒ Amount requested _____
2. In-kind services? Yes ☐ No ☒
3. City supplies? Yes ☒ No ☐
4. Describe services/supplies requested: Is this event sponsored by a charitable or non-profit organization?
BARMADEES & TRASH CANS

If yes, what is the name of the charity or non-profit organization?

PIECES OF EIGHTH ASSO INC
(A letter of authorization is required from the charitable/non-profit organization).

Is this fund-raiser for the non-profit organization? If yes, proof of a permit from the Department of Consumer Protection is required.

YES

What percent of the gross proceeds will go to the non-profit organization?

100%

Are you receiving funding from other sources? If yes, who?

NO

Do you presently have any outstanding balances due to the City of St. Pete Beach? If yes, describe _____

NO

Will this be an annual event? Yes ☒ No ☐

Will this event be recurring later this year? Yes ☒ No ☐

If yes, when? 10/20/12

Will this event will be open to the public? Yes ☒ No ☐

If yes, how will it be advertised? BANNER & FACEBOOK

How will this event benefit the residents of St. Pete Beach?

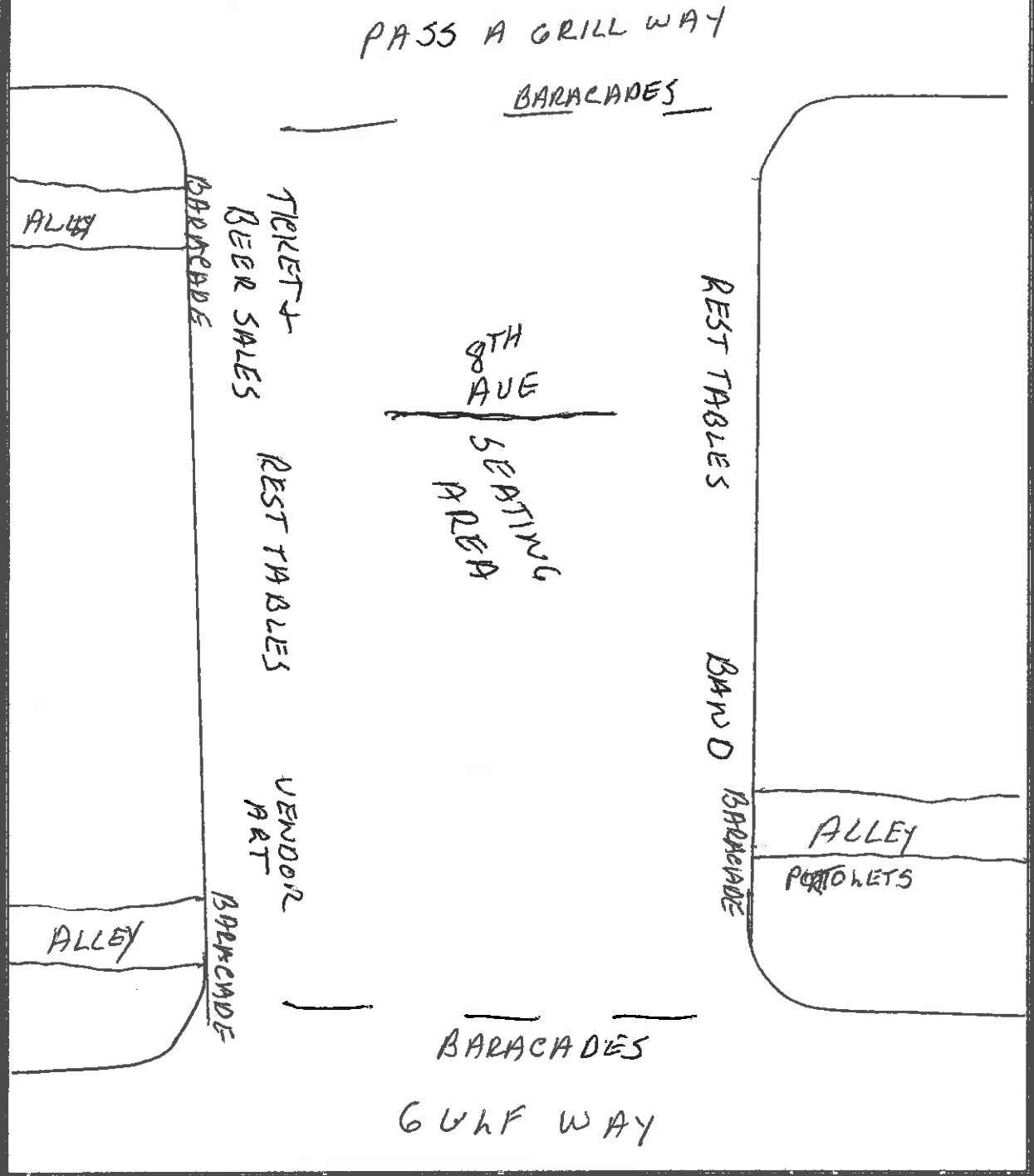
PROCEEDS TO BENEFIT 9TH AND 15TH LIGHTS & TREES
ALREADY INSTALLED

SECTION 6 - DESCRIPTION OF PREMISES TO BE LICENSED
AB&T AUTHORIZED SIGNATURE REQUIRED

Business Name (D/B/A) or Name of Event

PIECES OF EIGHTH ASS. INC. BLOCK PARTY

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises sought to be licensed. A multi-story building where the entire building is to be licensed must show each floor plan.



St. Pete Beach City Commission
Agenda Report

Issue Considered: Ordinance 2012-13, First Reading and Public Hearing, providing that wastewater rates be reviewed annually during fiscal year budget preparation and adjustments recommended to City Commission based on monies needed to pay Wastewater Enterprise Fund expenditures.

Date: 8/14/12

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: The City has implemented the wastewater rate adjustments for 2009, 2010 and 2011 and they are no longer needed in the Code of Ordinances. The current wastewater rates are now found in Appendix A – Fee Schedule of the Code of Ordinances. The wastewater rates are already reviewed annually. Ordinance 2012-13 simply underlines this fact.

Requested Motion: “I move to approve Ordinance 2012 -13... (read title.)”

Attachments: Ordinance 2012-13

Reviewed by
City Manager: MB

CITY OF ST. PETE BEACH, FLORIDA
ORDINANCE 2012-13

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA PROVIDING FOR AMENDMENT OF SUBSECTION (e) OF SECTION 86-31 OF THE CODE OF ORDINANCES OF THE CITY, PERTAINING TO WASTEWATER USE CHARGES; PROVIDING FOR ANNUAL WASTEWATER RATE REVIEW; 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 wastewater rate adjustments for 2009, 2010 and 2011 were implemented; and

WHEREAS, Ordinance 2012-03 was approved and incorporated the current wastewater rates into Appendix A – Fee Schedule of the Code of Ordinances; and

WHEREAS, wastewater rates are reviewed annually during fiscal year budget preparation and adjustments are recommended to City Commission based on monies needed to pay Wastewater Enterprise Fund expenditures; 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. Subsection (e) of Section 86-31 of the Code of Ordinances of the City of St. Pete Beach, Florida, pertaining to wastewater use charges, is hereby amended as follows:

Sec. 86-31. – Wastewater (Sewer) charges established

~~(1) As of January 1, 2009. Monthly wastewater (sewer) rates shall be charged to all customers using the wastewater (sewer) utility system of the City. The rate is based on a base component, flow component (3,000 gallons), rate for usage (1,000 gallons) over flow component, purchased wastewater (sewer) pass-through, and annual index adjustment. Each wastewater (sewer) customer shall be billed as follows:~~

~~*Residential base rate* — \$16.80 \$21.97 for the first three thousand (3,000) gallons, or fraction thereof, of potable water used per residential unit.~~

~~*Residential excess rate* — \$5.60 \$7.25 for each one thousand (1,000) gallons, or fraction thereof, of potable water used by the customer in excess of the residential base rate.~~

~~*Commercial base rate* — \$16.80 \$21.97 for the first three thousand (3,000) gallons, or fraction thereof, of potable water used by the customer.~~

~~Commercial excess rate — \$5.60 \$7.25 for each one thousand (1,000) gallons, or fraction thereof, of potable water used by the customer in excess of the commercial base rate.~~

- ~~(2) As of January 1, 2010. Monthly wastewater (sewer) rates shall be charged to all customers using the wastewater (sewer) utility system of the City. The rate is based on a base component, flow component (3,000 gallons), rate for usage (1,000 gallons) over flow component, purchased wastewater (sewer) treatment pass-through, and annual index adjustment. Each wastewater (sewer) customer shall be billed as follows:~~

~~Residential base rate — \$21.98 \$23.61 for the first three thousand (3,000) gallons, or fraction thereof, of potable water used per residential unit.~~

~~Residential excess rate — \$7.25 \$7.79 for each one thousand (1,000) gallons, or fraction thereof, of potable water used by the customer in excess of the residential base rate.~~

~~Commercial base rate — \$21.98 \$23.61 for the first three thousand (3,000) gallons, or fraction thereof, of potable water used by the customer.~~

~~Commercial excess rate — \$7.25 \$7.79 for each one thousand (1,000) gallons, or fraction thereof, of potable water used by the customer in excess of the commercial base rate.~~

- ~~(3) As of January 1, 2011. Monthly wastewater (sewer) rates shall be charged to all customers using the wastewater (sewer) utility system of the City. The rate is based on a base component, flow component (3,000 gallons), rate for usage (1,000 gallons) over flow component, purchased wastewater (sewer) treatment pass-through, and annual index adjustment. Each wastewater (sewer) customer shall be billed as follows:~~

~~Residential base rate — \$24.34 \$25.36 for the first three thousand (3,000) gallons, or fraction thereof, of potable water used per residential unit.~~

~~Residential excess rate — \$8.03 \$8.37 for each one thousand (1,000) gallons, or fraction thereof, of potable water used by the customer in excess of the residential base rate.~~

~~Commercial base rate — \$24.34 \$25.36 for the first three thousand (3,000) gallons, or fraction thereof, of potable water used by the customer.~~

~~Commercial excess rate — \$8.03 \$8.37 for each one thousand (1,000) gallons, or fraction thereof, of potable water used by the customer in excess of the commercial base rate.~~

(e) The City Manager or his/her designee shall review wastewater rates annually during fiscal year budget preparation and recommend any needed adjustments to City Commission to ensure revenue is secured to pay all needed Wastewater Enterprise Fund expenditures.

Section 4. If any portion, part or section of the Ordinance is declared invalid, the valid remainder hereof shall remain in full force and effect.

Section 5. All ordinances or parts of Ordinances, in conflict herewith, are hereby repealed, to the extent of such conflict.

Section 6. This Ordinance shall become effective upon passage.

McFarlin, MAYOR Steve

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

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

Issue Considered: Authorization to amend the City of St. Pete Beach Investment Policy to allow investment in all securities permitted by Florida Statute 218.415 (16).

Date: August 14, 2012

Prepared By: Elaine Edmunds, Finance Director

Summary of Issue: Resolution 2001-24, Section VI of the City of St. Pete Beach Investment Policy allows for the investment of surplus funds in securities permitted by Florida Statute 218.415 (16). The policy lists certain securities allowed.

Since the policy was written in 2001, other investments pools have been formulated that are in compliance with the requirements of this statute. The purpose of this amendment is to allow for investment in any investment pool organized pursuant to Section 163.01 and 218.415 of the Florida Statutes.

Requested Motion: "I move to approve Resolution 2012-08."

Attachments: Resolution 2012-08

**Reviewed by
City Manager:** MB

RESOLUTION 2012-08

A RESOLUTION AMENDING THE CITY OF ST. PETE BEACH INVESTMENT POLICY SECTION VI TO ALLOW FOR INVESTMENT IN ANY INVESTMENT POOL ORGANIZED PURSUANT TO SECTION 163.01 AND 218.415 OF THE FLORIDA STATUTES.

The Board of Commissioners of the City of St. Pete Beach, Pinellas County, Florida, at a regular meeting held Tuesday, August 14, 2012, resolves as follows:

WHEREAS, Sec. 163.01, Florida Statute, authorized the state, or any county municipality or political subdivision of the state to jointly exercise any power, privilege, or authority which such governmental entities share in common and which each might exercise separately, and further provides such authority is in addition to and not in limitation of those granted by any other general, local or special law; and

WHEREAS, from time to time new investment opportunities are formulated that meet the requirements of the above referenced statute; and

WHEREAS, the constitutional, statutory and judicial authorities in the State of Florida authorize municipalities and other agencies or political subdivisions in or of the state to join with other municipalities and other agencies or political subdivisions in or of the state for the purpose of investing and reinvesting surplus public funds.

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

Section 1. Section VI of the City of St. Pete Beach Investment Policy be modified to allow for all types of securities empowered by Florida Statute 218.415 (16) which includes any intergovernmental investment pool authorized as provided in section 163.01 of the Florida Statutes.

Section 2. This Resolution shall take effect immediately upon its adoption.

Adopted this _____ day of _____, 2012.

MAYOR

ATTEST:

CITY CLERK

CITY OF ST. PETE BEACH, FL
INVESTMENT POLICY

August 29, 2001

**CITY OF ST. PETE BEACH
INVESTMENT POLICY**

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SCHEDULES:

1. GLOSSARY OF CASH MANAGEMENT/INVESTMENTS

CITY OF ST. PETE BEACH INVESTMENT POLICY

I. POLICY:

It is the policy of the City of St. Pete Beach to manage and invest public funds in a manner that preserves principal over time while maintaining liquidity and generating income to meet the City's projected cash needs and conforming to all state statutes governing the investment of public funds.

II. SCOPE:

This investment policy applies to all funds held by the City of St. Pete Beach in excess of those required to meet current expenditures. The investment policy shall not apply to pension funds, including those funds in Chapter 175 and 185; trust funds; or funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. The investment plan funds are disclosed in detail in the City's quarterly investment reports and annual financial report and include;

- A. General Fund*
- B. Special Revenue Funds*
- C. Capital Project Fund*
- D. Agency Funds*
- F. Any new fund created by the City, unless specifically exempted by City Commission.*

III. INVESTMENT OBJECTIVES:

The following investment objectives, in priority order, of the City of St. Pete Beach's investment activities shall be:

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner, which seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk. To attain this objective, diversification is required in order that potential losses of individual securities do not exceed the income generated from the remainder of the portfolio.*
- B. Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in money market funds or local government investment pools, which offer same-day liquidity for short-term funds.*
- C. Yield: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment*

CITY OF ST. PETE BEACH

INVESTMENT POLICY

risk constraints and liquidity needs. Return on investments is a secondary importance compared to the safety and liquidity objectives. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

IV. PERFORMANCE STANDARDS:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The City's investment strategy is passive. Given this strategy, the basis used by the Finance Director to determine whether market yields are being achieved shall be the six-month U.S. Treasury Bill and the Average Fed Funds rate.

V. PRUDENCE AND EHTICAL STANDARDS:

The standard of prudence to be used by investment officials shall be the "Prudent Person ", and will be applied in the context of managing the overall portfolio. The Prudent Investor Rule States:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." (F.S. 218.415(4))

The investment officials, acting in accordance with written procedures, investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair the ability to make impartial decisions. Employees and investment officials shall disclose to the City Manager any material interests in financial institutions with which they conduct business.

CITY OF ST. PETE BEACH INVESTMENT POLICY

VI. AUTHORIZED & SUITABLE INVESTMENTS:

The City is empowered by Florida Statute 218.415 (16) and Code of Ordinances to invest in the following types of securities.

- A. The State of Florida Local Government Surplus Funds Trust Fund (SBA: State Board of Administration)*
- B. Florida Municipal Investment Trust Funds (FMInvT)*
- C. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.*
- D. Interest-bearing time deposits or savings accounts in qualified public depositories.*
- E. Direct obligations of the U. S. Government Treasury*
- F. Certificates, notes, bonds, or bills of the United States, or other obligations of the United States or its Agencies. Agencies are backed by the full faith and credit of the US and include but not limited to:*
 - 1. Government National Mortgage Association (GNMA)*
 - 2. Farmers Home Administration (FHA)*
 - 3. Small Business Association (SBA)*
 - 4. General Services Administration (GSA)*
 - 5. Federal Housing Administration*
 - 6. Housing & Urban Development (HUD)*
- G. Obligation of government-sponsored corporations (Instrumentalities) which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve. Instrumentalities are usually "AAA" rated, but have no explicit government guarantee and include, but are not limited to:*
 - 1. Federal National Mortgage Association (FNMA)*
 - 2. Federal Farm Credit Banks (FFCB)*
 - 3. Federal Home Loan Banks (FHLB)*
 - 4. Federal Home Loan Mortgage Corporation (FHLMC)*
 - 5. Student Loan Marketing Association (SLMA)*
 - 6. Tennessee Valley Authority (TVA)*
- H. Collateralized Mortgage Obligations (CMO) with very accurately defined maturities issued by Federal Agencies and Instrumentalities. Only the following three CMO's products will be considered: 1) VATM/Accretion Directed, 2) PAC-1 (Planned*

CITY OF ST. PETE BEACH INVESTMENT POLICY

Amortization Class, and 3) Sequential Bonds. CMO's are usually rated "AAA" due to the credit pass-thru of the issuing Agency or Instrumentality.

- I. Bankers Acceptance (BA) guaranteed by banking institutions with bank rating of "AA" on its long-term debt. All bankers' acceptances must be inventory based.*
- J. Commercial Paper having received an A1/P1 or higher rating by a nationally recognized rating agency, such as Moody's, Standard and Poors, or Fitch.*
- K. Non-negotiable Certificates of Deposit and Bank Investment Contracts (BIC), which can be insured, collateralized at the Federal Reserve or qualify as state qualified public deposits, as defined by the Fl. Statutes.*
- L. Taxable or Tax-Exempt Government bonds, notes or other obligations of investment grade quality (as established by a nationally recognized rating agency), municipal corporation, special district, and authority or political subdivision thereof.*
- M. Repurchase Agreements with primary dealers with the City's primary state certified qualified public depository. The repurchase agreement for overnight sweep cash investments is collateralized by State Law with the State Comptroller's office. The City must have a Master Repurchase Agreement to engage in this investment option.*

VII. MATURITY AND LIQUIDITY REQUIREMENTS:

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. The City may invest sufficient liquid funds in overnight investment securities to meet projected cash requirements.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practical with the expected use of the funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds, demand deposit accounts, overnight repurchase agreements, to ensure that appropriate liquidity is maintained to meet ongoing obligations.

CITY OF ST. PETE BEACH INVESTMENT POLICY

VIII. PORTFOLIO COMPOSITION:

The investment policy establishes guidelines for investments and limits on security issues, issuers and maturities. These will be reviewed periodically to correspond with the economic conditions or changes in the City's liquidity requirements.

IX. RISK DIVERSIFICATION:

It is the policy of the City of St. Pete Beach to diversify its investment portfolio. Assets held shall be diversified to control risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific instrument and/or class of instruments. This will be accomplished by limiting investments to avoid over concentration from a specific issuer or business sector. Limiting investments in securities that have higher credit risks, investing in securities with varying maturities, and continuously investing a portion of the portfolio in readily available funds such as the State Board, demand and saving accounts, money market funds and overnight repurchase agreements to ensure that the appropriate liquidity is maintained in order to meet ongoing obligations.

X. DELEGATION OF AUTHORITY:

Management responsibility for the investment program is hereby delegated to the Finance Director who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

XI. AUTHORIZED INVESTMENT INSTITUTIONS AND BROKERS

The City will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers who are authorized to provide investment services. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- *Audited financial statements*
- *Proof of National Association of Securities Dealers (NASD) certification.*
- *Proof of state registration*
- *Completed broker/dealer questionnaire*

CITY OF ST. PETE BEACH INVESTMENT POLICY

- *Certification of having read, understanding and agreement to comply with the City's investment policy.*

Repurchase Agreements will only be conducted through and negotiated with "primary securities" dealers or Qualified Public Depository financial institutions. A written Master Repurchase Agreement will be negotiated with any institution that is approved and authorized by the City, through the Finance Director with City Manager's approval.

XII. THIRD PARTY CUSTODIAL AGREEMENTS

The City, through the Finance Director, will execute a Third-Party Custodial Safekeeping Agreement with a commercial bank's trust department which is separately chartered by the United States Government or the State of Florida or a securities firm properly registered with the New York Stock Exchange and complying with all regulations of the U. S. Securities and Exchange Commission. An independent third-party custodian provides the strongest assurance and control that the securities have been properly segregated on behalf of the local jurisdiction.

The Third-party Custodial Safekeeping Agreement shall include letters of authority from the City, details as to the responsibilities of each party; notification of security purchases, sales, delivery, repurchase agreements, wire transfers, safekeeping and transaction costs; and procedures in case of wire failure or other unforeseen mishaps, including liability of each party.

All securities purchased and/or collateral obtained by the City shall be properly designated as an asset of the City and held in safekeeping by the Trust Department and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except as designated in the Internal Control Policy.

All security transactions between authorized security dealers/brokers, financial institutions and the custodian involving purchases or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" (DVP) basis. Simultaneous with the release of City funds to purchase a security, there will be a delivery of the securities purchased. Accordingly, for any sale of securities, there will be a simultaneous transfer of money to the City before the release of the securities. This policy ensures that the City neither transfers money or securities before receiving the other portion of the transaction. Rather, both transfers will happen simultaneously through the custodial bank authorized to conduct transactions for the City.

Certificates of deposit and other time deposits do not need to be placed with a third-party custodian, since they are collateralized through Chapter 280 of the Florida Statutes.

The Local Government Surplus Funds Trust (State Board of Administration – SBA) and Local Municipal Investment Trusts (FMIvT) are exempt from collateralization and third-party agreements.

CITY OF ST. PETE BEACH INVESTMENT POLICY

XIII. BID REQUIREMENTS:

After the Finance Director determines the approximate maturity date based on the cash-flow needs and market conditions and has analyzed and selected one or more optimal types of investments, the security in question shall, when feasible and appropriate, be competitively bid

XIV. INTERNAL CONTROLS:

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal controls structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of controls does not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management. In this regard, the Finance Director will develop and regularly update standard investment internal control procedures.

The internal controls shall address the following points:

- *Control of collusion*
- *Separation of transaction authority from accounting and record-keeping*
- *Custodial safekeeping*
- *Avoidance of physical delivery securities*
- *Clear delegation of authority to subordinate staff members*
- *Written confirmation of transactions for investments and wire transfers*
- *Development of a wire transfer agreement with the lead bank and third party custodian.*

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures as part of the annual financial audit required by Florida Statutes.

XV. CONTINUING EDUCATION:

Periodic training and education opportunities will be provided to those staff members responsible for the investment function of the City of St. Pete Beach. Those City Officials responsible for making investment decisions must complete no less than eight (8) hours of continuing education in subjects or courses of study related to investment practices and products on an annual basis.

XVI. REPORTING:

- *The Finance Director shall prepare an investment report at least annually, which will include a management summary and provide an analysis of the status of the current investment portfolio and transactions made over the past year. This management summary*

CITY OF ST. PETE BEACH
INVESTMENT POLICY

will be prepared in a manner that will allow the City to ascertain whether investment activities during the period have conformed to the investment policy.

XVII. INVESTMENT POLICY ADOPTION AND REVIEW:

The City's investment policy shall be adopted by resolution by the City Commission. The Finance Director shall review the policy annually and recommend any modifications to the City Commission.

XVII: GLOSSARY:

See Glossary of Cash Management and Investment Terms - Schedule 1

Glossary of Cash Management/Investment Terms

Accrued Interest – The accumulated interest due on a bond as of the last interest payment made by the issuer.

Asked – The price at which securities are offered.

Auction Rate Securities (Dutch Auctions) – A security designed to preserve capital while realizing higher rates than money market accounts while mirroring the market. The name is derived from the mechanism in which the security is reset between seven and 49 days through investors and potential shareholders competitively bidding (Dutch auction) for securities on the next reset period.

Bankers' Acceptance (BA) – Short-term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. An acceptance is a high-grade negotiable instrument. Acceptances are purchased in various denominations for 30, 60, or 90 days, but no longer than 270 days. The interest is calculated on a 360-day discount basis similar to treasury bills.

Bank Investment Contracts (BIC) – Similar to certificates of deposits. An arrangement with a Bank to purchase a security for a stated period of time at a specific interest rate.

Basis Point – A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

Bid – The indicated price at which a buyer is willing to purchase a security or commodity.

Book Entry Securities – All U.S. Treasury and Federal Agencies as well as other corporate and municipal securities authorized under this plan are maintained on computerized records at the Federal Reserve now known as "wireable" securities.

Book Value – The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Broker – A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. In the money market, brokers are active in markets in which banks buy and sell money and in interdealers markets.

Callable Bond – A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Call Price – The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Glossary of Cash Management/Investment Terms

Call Risk – The risk to a bondholder that a bond may be redeemed prior to maturity.

Certificates of Deposit (Non-Negotiable) (CD) – A time deposit with a specific maturity evidenced by a certificate. The interest is calculated on a 360-day basis.

Collateral – Securities, evidence of deposit, or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Commercial Paper – Short term unsecured promissory notes issued by large corporations with high credit ratings.

Comprehensive Annual Financial Report (CAFR) – The official annual report for all governmental units. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with General Accepted Accounting Principle (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related, legal and contractual provisions, extensive introductory material and a detailed “Statistical Section”.

Coupon Rate – The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the “interest rate”.

Credit Quality – The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer’s ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk – The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Current Yield (Current Return) – A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

Delivery Versus Payment (DVP) – A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

Discount – The amount by which the par value of a security exceeds the price paid for the security.

Diversification – A process of investing assets among a range of security types by sector, maturity and quality rating.

Glossary of Cash Management/Investment Terms

Duration – A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Fair Value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Credit Agencies – Backed by the full faith and credit of the United States Government. Most are not considered money-market instruments. They usually provide slightly higher yields than regular Treasury issues with all of the same advantages. Examples include:

- *Governmental National Mortgage Association (GNMA or Ginnie Mae)* – Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Ginnie Mae securities are backed by FHA, VA or FMHA mortgages. The term “pass-through” is often used to describe Ginnie Mae.
- *Other Federal agencies debt issues include Farmers Home Administrative (FMHA), Small Business Association (SBA), General Services Administration (GSA), Federal Housing Administration (FHA) and Housing and Urban Development (HUD).*

Federal Credit Instrumentalities – Also referred to as Agencies, although there is no explicit governmental guarantee, there is an implied governmental support. They usually provide significantly higher yields than regular Treasury issues. Examples include:

- *Federal Intermediate Credit Bank Debentures (FICB's)* – Loans to lending institutions used to finance the short-term and intermediate needs of farmers, such as seasonal production. They are usually issued monthly in minimum denominations of \$3,000 with a 9-month maturity. Interest is payable at maturity and is calculated on a 360-day, 30-day month basis.
- *Federal Farm Credit Bank (FFCB's)* – Debt instruments used to finance the short and intermediate term needs of farmers and the national agricultural industry. They are issued monthly with three-and-six-month maturities. The FFCB issues larger issues (one to ten years) on a periodic basis. The issues are highly liquid.
- *Federal Land Bank Bonds (FLB's)* – Long-term mortgage credit provided to farmers by Federal Land banks. These bonds are issued at irregular times for various maturities ranging from a few months to ten years. The minimum denomination is \$1,000. They carry semi-annual coupons. Interest is calculated on a 360-day, 30-day month basis.
- *Federal Home Loan Bank Notes and Bonds (FHLB's)* – Issued by the Federal Home Loan Bank System to help finance the housing industry. The notes and bonds provide liquidity and home mortgage credit to savings and loan associations, mutual savings banks, cooperative banks, insurance companies and mortgage-lending institutions. They

Glossary of Cash Management/Investment Terms

are issued irregularly for various maturities. The minimum denomination is \$5,000. The notes are issued with maturities of less than one year and interest is paid at maturity. The bonds are issued with various maturities and carry semi-annual coupons. Interest is calculated on a 360-day, 30-day month basis.

- *Federal National Mortgage Association (FNMA's)* – Used to assist the home mortgage market by purchasing mortgages insured by the Federal Housing Administration and the Farmers Home Administration, as well as those guaranteed by the Veterans Administration. They are issued about four times a year for maturities ranging from a few months to eight years. They are issued in minimum denominations of \$10,000. They carry semi-annual coupons. Interest is computed on a 360-day, 30-day month basis.
- *Other Federal Instrumentalities* include the Tennessee Valley Authority (TVA's), Student Loan Association (SALLIE-MAE) and Federal Home Loan Mortgage Corporation (FHLMC).

Federal Deposit Insurance Corporation (FDIC) – A federal agency that insures financial institutions' deposits, currently up to \$100,000 per deposit.

Federal Funds (Fed Funds) – Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed Funds are considered to be immediately available funds.

Federal Home Loan Banks (FHLB) – The institution that formerly regulated and lent to savings and loans associations. The Federal Home Loan Banks played a role similar to that played by the Federal Reserve Banks for its member commercial banks. However, the Office of the Thrift Supervision and the FDIC has assumed those responsibilities.

Federal Home Loan Mortgage Corporation (FHLMC) – A U.S. Corporation and Instrumentality of the U.S. Government. Through its purchases of conventional mortgages, it provides liquidity to the mortgage markets, much like FNMA. FHLMC's Securities are highly liquid and widely accepted. FHLMC assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal National Mortgage Association (FNMA) – FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a Federal Corporation and Instrumentalities working under the auspices of the Department of Housing and Urban Development, HUD. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation.

Florida Municipal Investment Trust (FMIVT) – An investment vehicle that allows local municipalities to invest into one or more pooled portfolio's operated by professional asset management services at the lowest possible cost. This portfolio must be adopted by a Resolution and is operated by the Florida League of Cities – Department of Financial Services.

Glossary of Cash Management/Investment Terms

Government Securities – An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See “Treasury Bills, Notes and Bonds”.

Interest Rate Risk – The risk associated with declines or rises in interest rates, which cause an investment in a fixed-income security to increase or decrease in value.

Internal Controls – An internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be deprived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

- **Control of Collusion** – Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- **Separation of Transaction Authority from Accounting and Record Keeping** – By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- **Custodial Safekeeping** – Securities purchased from any bank or dealer including appropriate collateral (as defined by State Law) shall be placed with an independent third party for custodial safekeeping.
- **Avoidance of Physical Delivery Securities** – Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- **Clear Delegation of Authority to Subordinate Staff Members** – Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- **Written Confirmation of Transactions for Investments and Wire Transfers** – Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
- **Development of a Wire Transfer Agreement with the Lead Bank and Third-Party Custodian** – The designated official should ensure that an agreement will be entered into

Glossary of Cash Management/Investment Terms

and will address the following points: Controls, security provisions and responsibilities of each party making and receiving wire transfers.

Inverted Yield Curve – A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

Investment Policy – A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Liquidity – An asset that can be converted easily and quickly into cash.

Local Government Surplus Funds Trust – A special trust fund in the State Treasury run by the State Board of Administration under Florida Statute Section 215.44 to 215.53 and State Board of Administration Rules Chapter 19-7.

Market-to-Market – The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Risk – The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value – Current market price of a security (See Fair Value).

Maturity – The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder.

Money Market Mutual Fund – Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

Mutual Fund – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

- Report standardized performance calculations
- Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
- Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the advisor, administrator or other vendor of the fund.
- Maintain the daily liquidity of the fund's shares.

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- Value their portfolios on a daily basis.
- Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
- Have an investment policy governed by a prospectus, which is updated and filed by the SEC annually.

National Association of Securities Dealers (NASD) – A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Par – Face value or principal value of a bond, typically \$1,000 per bond.

Positive Yield Curve – A chart formation that illustrates short-term securities having lower yields than long-term securities.

Premium – The amount by which the price paid for a security exceeds the security's par value.

Principal – The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

Prospectus – A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management and certain certified financial statements.

Prudent Person Rule – An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Reinvestment Risk – The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

Repurchase Agreement (RP or REPO) – A repo is a short-term investment transaction. Financial Institutions buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase agreements typically mature in one to ten days. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for federal funds and the maturity of the repo. Some banks will execute repurchase agreements for a minimum of \$1,000,000.

Rule 2a-7 of the Investment Company Act – Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).

Glossary of Cash Management/Investment Terms

Safekeeping – A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market Governmental Securities Dealers – All firms not under the informal oversight of the Federal Reserve Bank of New York.

Secondary Market – A market made for the purchase and sale of outstanding issues following the initial distribution.

Student Loan Marketing Association (SLMA) – A U.S. Corporation and Instrumentality of the U.S. Government. Through its borrowings, funds are targeted for loans to students in higher education institutions. SLMA's securities are highly liquid and are widely accepted.

Securities and Exchange Commission – Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Settlement Date – The date on which a trade is cleared by delivery of securities against funds. This date may be the same as the trade date or later.

State Board of Administration (SBA): Represent a pooled investment account establish and governed by Florida Statute run by the Florida State Board of Administration. Designed to provide liquidity with the preservation of capital for the participants. Average maturity of the funds relatively short, not to exceed 90 days.

Term Bond – Bonds comprising a large part or all of a particular issue, which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

Trade Date – The date on which a transaction is initiated or entered into by the buyer and seller.

Treasury Bills – Short-term U.S. Government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three-and-six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes – Intermediate U.S. Government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

Treasury Bonds – Long-term U.S. Government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000. Currently, the longest outstanding maturity for such securities is 30 years.

Glossary of Cash Management/Investment Terms

Uniform Net Capital Rule – Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Volatility – A degree of fluctuation in the price and valuation of securities.

Weighted Average Maturity (WAM) – The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

Yield – The rate of annual income return on an investment expressed as a percentage is 1) *Income Yield* is obtained by dividing the current dollar income by the current market price for the security and 2) *Net Yield or Yield to Maturity* is the current income yield minus any premium above par or plus any discount from par in purchase price with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Yield to Maturity – The rate of return yielded by a debt security held to maturity when both interest payments and the investor's capital gain or loss on the security is taken into account.

St. Pete Beach City Commission
Agenda Report

Issue Considered: Adoption of Resolution 2012-09 establishing a public hearing for September 12, 2012 to consider adoption of the annual stormwater assessment roll.

Date: August 14, 2012

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: City Commission previously approved Resolution 2012-06 that established a public hearing for September 11, 2012 to consider adoption of the annual stormwater assessment roll. The City Commission meeting has now been moved to September 12, 2012. As a result Resolution 2012-09 addresses this fact by changing the date. No other changes were made to the resolution.

Requested Motion: "I move to adopt Resolution 2012-09 establishing a public hearing for September 12, 2012 to consider adoption of the annual stormwater assessment roll."

Attachments: Resolution 2012-09

City Manager
Reviewed: MB

RESOLUTION NO. 2012-09

A RESOLUTION OF THE CITY OF ST. PETE BEACH, FLORIDA, DIRECTING THE PREPARATION OF A NON-AD VALOREM ASSESSMENT ROLL FOR STORMWATER MANAGEMENT SERVICES FOR FISCAL YEAR 2012-13; PROVIDING FOR A PUBLIC HEARING ON SUCH ASSESSMENT ROLL AND DIRECTING NOTICE THEREOF; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF ST. PETE BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the City of St. Pete Beach, Florida (the "City"), is adopted pursuant to City Ordinance No. 2009-30 (the "Assessment Ordinance"), City Resolution Nos. 2010-07 and 2010-08 (collectively, the "Initial Assessment Resolution"), City Resolution Nos. 2011-18 and 2011-19 (collectively, the "Supplemental Annual Assessment Resolution"), sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 2. DEFINITIONS. All capitalized words and terms not otherwise defined herein shall have the meanings set forth in the Initial Assessment Resolution, the Supplemental Annual Assessment Resolution and the Assessment Ordinance.

SECTION 3. FINDINGS. It is hereby ascertained, determined, and declared as follows:

(A) Pursuant to the Assessment Ordinance, the City adopted the Initial Assessment Resolution imposing special assessments to provide for the funding of certain fixed costs associated with Stormwater Management Services, and providing for collection thereof by the tax bill collection method in accordance with the Uniform Assessment Collection Act.

(B) Pursuant to the Assessment Ordinance, the City adopted the Supplemental Annual Assessment Resolution imposing special assessments to provide for the funding of certain variable costs associated with Stormwater Management Services, and providing for collection thereof initially by the direct billing method set

forth in Section 3.02 of the Assessment Ordinance, and by the tax bill collection method commencing in November, 2012.

The Supplemental Annual Assessment Resolution set forth the Commission's direction and intent that starting in November, 2012, and continuing each year thereafter, Stormwater Service Assessments imposed to fund both fixed costs and variable costs will be collected on the annual property tax bill in accordance with the Uniform Assessment Collection Act, and further provided that any delinquencies in payment of the Assessments imposed thereunder for Fiscal Year 2011-12 may be included in the amount of the Stormwater Service Assessment imposed for Fiscal Year 2012-13.

(C) The Assessment Ordinance provides for the adoption of an Annual Assessment Resolution for each Fiscal Year confirming or amending the non-ad valorem Assessment Roll for Stormwater Service Assessments.

(D) The City desires to provide notice of its intent to consider and adopt the Annual Assessment Resolution for the Fiscal Year commencing October 1, 2012.

SECTION 4. FISCAL YEAR 2012-13 STORMWATER ASSESSMENT ROLL. The City Manager is hereby directed to prepare, or cause to be prepared, a preliminary stormwater Assessment Roll for the fiscal year commencing October 1, 2012, in the manner provided in Section 2.04 of the Assessment Ordinance. The preliminary stormwater Assessment Roll shall include the amount of the Fiscal Year 2012-13 Stormwater Service Assessment for both fixed and variable costs for each individual Tax Parcel within the City and shall exclude any Tax Parcel otherwise exempted from payment of the Stormwater Service Assessments under the Initial Assessment Resolution or Supplemental Annual Assessment Resolution. As contemplated by the Supplemental Annual Assessment Resolution, any delinquencies in payment of the Assessments imposed thereunder for Fiscal Year 2012-12 shall be included in the amount of the Stormwater Service Assessment imposed for Fiscal Year 2012-13, in accordance with Section 3.02 of the Assessment Ordinance. The City Manager shall apportion the estimated Stormwater Management Service Cost to be recovered through Stormwater Service Assessments in the manner set forth in the Initial Assessment Resolution and Supplemental Annual Assessment Resolution. Assessments shall include a pro rata share of administration and collection costs associated with the Stormwater Service Assessments (including but not limited to fees imposed by the property appraiser and tax collector) and shall be increased as necessary to account for the maximum discount for early payment of non-ad valorem assessments on the same bill as ad valorem taxes. The preliminary Assessment Roll

shall be maintained on file in the office of the City Clerk and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Stormwater Service Assessment for each parcel of property can be determined by the use of a computer terminal or internet access available to the public.

SECTION 5. PUBLIC HEARING. There is hereby established a public hearing to be held at 6:00 p.m. on September 12, 2012 at City Hall, City Commission Chambers, 155 Cory Avenue, St. Pete Beach, Florida, at which time the Commission will receive and consider any comments on the imposition of Assessments to fund fixed and variable costs associated with Stormwater Management Services from the public and affected property owners, and will consider imposing Stormwater Service Assessments and collection thereof pursuant to the Uniform Assessment Collection Act, as authorized by Section 3.01 of the Assessment Ordinance.

SECTION 6. NOTICE. The City Manager shall direct notice of the public hearing established herein in accordance with the Uniform Assessment Collection Act and the Assessment Ordinance. Such notice may be given in any manner authorized by law, including inclusion of the Assessment on the notice provided for in Section 200.069, Florida Statutes, if applicable.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 14th day of August, 2012.

CITY COMMISSION OF ST. PETE
BEACH, FLORIDA

By: _____
Steve McFarlin, Mayor

(SEAL)

Attest:

By: _____
Rebecca C. Haynes, City Clerk