

Table of Contents

Agenda	3
Capital Improvement Project close outs.	
CIP Close Outs	5
Cancellation of the March 11, 2014 City Commission Meeting	
March 11, 2014 meeting cancellation Agenda Report	6
Authorization for the City Manager to enter into an agreement with vendor John Deere Company thru dealer Everglades Farm Equipment Company to purchase a John Deere Model 825i S4 XUV in the amount of \$15,458.88 to be used by deputies for beach patrol and special events.	
Agenda Memo	7
Quote	8
Authorize the City Manager to enter into a unit price purchasing agreement with MTM Contractors, Inc., for sidewalk and curb replacements in FY2014.	
Sidewalk and Curb Agenda Report	10
Sidewalk and Curb Bid Tab.	11
Sidewalk and Curb Purchasing Agreement.	12
Authorize the City Manager to accept a sole source proposal from Mader Electric Motors in the amount of \$60,602 for the installation and service of the Wastewater Lift Station SCADA System at 12 Lift Stations.	
SCADA Agenda Report.	17
SCADA Proposal	18
City Manager Annual Performance Evaluation & Salary Increase	
City Manager Evaluation Agenda Report	21
Ordinance 2014-01, Final Reading and Public Hearing, An Ordinance of the City of St. Pete Beach, Florida updating and ratifying the official City Zoning Map.	
Ordinance 2014-01 Agenda Report.	22
Ordinance 2014-01	23
Ordinance 2014-01 Exhibit	25
Resolution 2014-01, A resolution of the City of St. Pete Beach appointing Herbert Langford as the Parking Citation Hearing Officer, Administrative Appeals Hearing Officer and Special Magistrate.	
Resolution 2014-01 Agenda Report.	41
Resolution 2014-01	42
Resolution 2014-01 Exhibit	43
Community Development 1st Quarter Report	
Agenda Report	46
Exhibit.	47
Public Services FY2014 1st Quarter Report	
Public Services 1st Quarter Report	73
Recreation Department 1st Quarter Report FY14	
Recreation Department 1st Quarter Report FY14.	77

Quarterly Report	
Administrative Services	80



COMMISSION MEETING CITY OF ST. PETE BEACH

155 Corey Avenue

Tuesday, January 28, 2014

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.
 - a. **Capital Improvement Project close outs.**
3. **Audience Comments** - Comments shall be limited to 3 minutes per person to issues not on the agenda.
4. **Consent**
 - a. **Cancellation of the March 11, 2014 City Commission Meeting**
 - b. **Authorization for the City Manager to enter into an agreement with vendor John Deere Company thru**

dealer Everglades Farm Equipment Company to purchase a John Deere Model 825i S4 XUV in the amount of \$15,458.88 to be used by deputies for beach patrol and special events.

- c. Authorize the City Manager to enter into a unit price purchasing agreement with MTM Contractors, Inc., for sidewalk and curb replacements in FY2014.**

5. Action Items

- a. Authorize the City Manager to accept a sole source proposal from Mader Electric Motors in the amount of \$60,602 for the installation and service of the Wastewater Lift Station SCADA System at 12 Lift Stations.**
- b. City Manager Annual Performance Evaluation & Salary Increase**

6. Ordinances

- a. Ordinance 2014-01, Final Reading and Public Hearing, An Ordinance of the City of St. Pete Beach, Florida updating and ratifying the official City Zoning Map.**

7. Resolutions

- a. Resolution 2014-01, A resolution of the City of St. Pete Beach appointing Herbert Langford as the Parking Citation Hearing Officer, Administrative Appeals Hearing Officer and Special Magistrate.**

8. Items for Discussion – None for this Agenda

9. City Manager, City Attorney and City Commission Reports

- a. Quarterly Reports (online version only)**

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.

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

Issue Considered: Capital Improvement Project close outs.

Date: January 28, 2014

Prepared By: Steven J. Hallock, Public Services Director

Summary of Issue: In an effort to be transparent and accountable to all of the tax payers and utility customers in the City, staff likes to come back to City Commission after a capital improvement project is fully completed to report on it. This allows people to see firsthand how their tax dollars or utility fees were spent and holds staff accountable for how the project was managed. We plan to close out the following projects at the next meeting:

- o Fire Stations roof and exterior repairs
- o Vina Del Mar Bridge repairs
- o Gym roof replacement
- o Bill Curotto Park playground replacement
- o Gym floor replacement

**Reviewed by
City Manager:**

MB

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

Issue Considered: Cancellation of the March 11, 2014 City Commission Meeting

Date: January 28, 2014

Prepared By: Michael Bonfield, City Manager *MB*

Summary of Issue: The first meeting in March is the same day as the General Election; therefore, staff recommends cancelling this meeting.

Requested Motion: "I move to approve the cancellation of the March 11, 2014 City Commission meeting."

Attachments: N/A

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

Issue Considered: Authorization for the City Manager to enter into an agreement with vendor John Deere Company thru dealer Everglades Farm Equipment Company to purchase a John Deere Model 825i S4 XUV in the amount of \$15,458.88 to be used by Pinellas County Sheriff deputies for beach patrol and special events.

Date: January 28, 2014

Prepared By: Dan O'Connor – Administrative Services Supervisor

Through: Elaine Edmunds – Administrative Services Director

Summary of Issue This is a request to authorize the City Manager to enter into an agreement with vendor John Deere Company thru dealer Everglades Farm Equipment Company to purchase a John Deere Model 825i S4 XUV in the amount of \$15,458.88 to be used by deputies for beach patrol and special events.

The new XUV to be purchased will replace an existing 2001 Yamaha all-terrain vehicle previously provided by the City to the Sheriff's office for beach patrol that is now nonfunctional and beyond economic repair.

Pricing for this purchase was quoted from a competitively bid National Joint Powers Alliance Municipal purchasing contract # 070313-DAC made available to government, education and non-profit agencies and permitted by the Florida Inter-local Cooperation Act of 1969 - Florida Statute 163.01.

\$20,000 has been budgeted in the FY 2014 Capital Projects Fund for this purchase.

Requested Motion: "I move that the City Manager be authorized to enter into an agreement with vendor John Deere Company and dealer Everglades Farm Equipment Company to purchase a John Deere Model 825i S4 XUV in the amount of \$15,458.88 to be used by deputies for beach patrol and special events."

Attachment: Everglades Farm Equipment Company Quote

**Reviewed by the
City Manager**

MB



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Everglades Farm Equipment Co
906 Us Hwy 301 North
Palmetto, FL 34221
941-722-3281
belleglade@evergladesfarmequipment.com

Quote Summary

Prepared For:

City Of St Pete Beach
7581 Boca Ciega Dr
Saint Pete Beach, FL 33706
Business: 727-363-9247

Delivering Dealer:

Everglades Farm Equipment Co
Mark Gulick
906 Us Hwy 301 North
Palmetto, FL 34221
Phone: 941-722-3281
mgulick@evergladesfarmequipment.com

Quote ID: 9100329
Created On: 10 January 2014
Last Modified On: 10 January 2014
Expiration Date: 10 February 2014

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE XUV 825i S4 Olive & Black(Model Year 2014) Contract: NJPA 070313-DAC Price Effective Date: January 10, 2014	\$ 18,403.45	\$ 15,458.88 X	1 =	\$ 15,458.88

Equipment Total **\$ 15,458.88**

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 15,458.88
Trade In	
SubTotal	\$ 15,458.88
Total	\$ 15,458.88
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 15,458.88

Salesperson : X _____

Accepted By : X _____



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

Issue Considered: Authorize the City Manager to enter into a unit price purchasing agreement with MTM Contractors, Inc., for sidewalk and curb replacements in FY2014.

Date: 01/28/14

Prepared By: Renee Cooper, CIP Construction Manager

Through: Steven J. Hallock, Public Services Director

Summary of Issue: The City received unit price bids for sidewalk and curb repairs. Included in the unit price bid were various sidewalk specifications, curb types, ADA sidewalk ramps, associated asphalt and sod replacement, and handrail. This type of contract allows the Public Services Department to quickly address both large scale and smaller sized sidewalk and curb issues, city-wide, at a reasonable unit price rate.

After review of unit prices, required bid submittals, and qualification references, MTM Contractors, Inc., was determined to be the lowest qualified bidder. This unit price contract will expire on Sept. 30th, 2014.

Requested Motion: "I move to authorize the City Manager to enter into a unit price purchasing agreement with MTM Contractors, Inc., for sidewalk and curb replacements in FY2014."

Attachments: Bid Tab
Purchase Agreement

**Reviewed by
City Manager:**

MB



Sidewalk & Curb Unit Price Bids - FY2014

11/8/2013

Item	Ajax	Augustine	Kloote	MTM
4" Sidewalk - PER SQFT	\$10.00	\$10.00	\$12.00	\$5.40
6" Sidewalk - PER SQFT	\$11.00	\$12.00	\$24.00	\$7.40
Concrete Pavement - 6" thick - PER SQFT	\$11.00	\$15.00	\$24.00	\$7.40
Stamped Sidewalk - PER SQFT	\$15.00	\$21.00	\$20.00	\$16.00
Salt Finish Sidewalk - 4" - PER SQFT	\$15.00	\$12.00	\$16.00	\$16.00
Concrete Apron - 6" thick - PER SQFT	\$11.00	\$15.00	\$24.00	\$7.40
Miami Curb - PER LNFT	\$85.00	\$30.00	\$30.00	\$37.00
Intersection Valley Curb - PER LNFT	\$100.00	\$40.00	\$60.00	\$37.00
D Curb - PER LNFT	\$85.00	\$28.00	\$46.00	\$28.00
F Curb - PER LNFT	\$85.00	\$35.00	\$45.00	\$28.00
Header Curb - PER LNFT	\$90.00	\$30.00	\$32.00	\$11.00
ADA Sidewalk/Curb Ramp w/ truncated dome - 4' - PER EA	\$2,600.00	\$3,500.00	\$1,800.00	\$1,500.00
ADA Sidewalk/Curb Ramp w/ truncated dome - 6' - PER EA	\$3,000.00	\$4,000.00	\$2,200.00	\$1,900.00
Asphalt Patch - PER SQYD	\$75.00	\$150.00	\$500.00	\$190.00
Bahia Sod Replacement - PER SQFT	\$0.70	\$0.30	\$1.50	\$0.62
St. Augustine Sod Replacement - PER SQFT	\$0.75	\$0.50	\$2.00	\$1.10
Add Rebar Reinforcing to Curb - PER LNFT	\$5.00	\$2.00	\$12.00	\$3.00
Add Fiber Reinforcing to Concrete - PER CY	\$5.00	\$6.50	\$10.00	\$6.00
Use of Georgia Buggy - PER HR	\$85.00	\$75.00	\$110.00	\$25.00
Use of Line Pump - PER HR	\$135.00	\$100.00	\$250.00	\$100.00
Import, Place, and Compact Clean Fill - PER CY	\$55.00	\$20.00	\$40.00	\$25.00
FDOT Rail - FDOT ndex 870 - 2 Line Rail - PER LNFT	\$150.00	\$70.00	\$125.00	\$90.00
FDOT Rail - FDOT Index 862 - Picket Infill - PER LNFT	\$150.00	\$180.00	\$145.00	\$140.00
Stormwater Inlet Top - 4'x4'x4" - PER EA	\$2,000.00	\$650.00	\$2,500.00	\$1,800.00
Dump Truck - Additional Hauling - PER HR	\$65.00	\$75.00	\$85.00	\$65.00

Bid Package Review

Items Required to Be Submitted with Bid	Ajax	Augustine	Kloote	MTM
Submitted 2 Copies	Yes	Yes	No	Yes
Bidder's Contract Proposal Form	Yes	Yes	Yes	Yes
Bid Schedule	Yes	Yes	Yes	Yes
Project Schedule	N/A	N/A	N/A	N/A
References and Qualifications				
3 References (within past 5 years)	Yes	Yes	No	Yes
Firm's History & Personnel Experience	No	No	No	Yes
Claims/Disputes	No	No	No	Yes
Bonding Capacity	Yes	No	No	Yes
Certificate of Insurance	Yes	Yes	Yes	Yes
Bid Bond	Yes	Yes	Yes	Yes
Contractor Proof of License	Yes	Yes	No	Yes
List of Subcontractors	No	Yes	No	No
Subcontractor Insurance and Licensing	No	Insurance Only	No	No
Contractor's Education and Training	Yes	Yes	Yes	Yes
Addendum Acknowledgment	No	Yes	Yes	Submitted Post-Bid
Vendor Form	No	Yes	Yes	Submitted Post-Bid

CITY OF ST. PETE BEACH, FLORIDA
PURCHASING AGREEMENT

MTM Contractors, Inc.
FY2014 Unit Price Sidewalk and Curb Replacement

THIS AGREEMENT is hereby executed this 28th day of January, 2014, between the CITY OF ST. PETE BEACH, FLORIDA (hereinafter "CITY") and MTM Contractors, 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 September 30th, 2014.

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 as per the Unit Prices listed in the Bid Schedule, as full consideration for the goods or services provided hereunder.

5. Vendor fully warrants the title to any goods provided hereunder, and agrees to defend the same against all claims whatsoever. At the time of delivery, Vendor shall furnish to the City a bill of sale absolute, with full warranties, or other evidence of title transfer satisfactory to the City, for the goods specified herein.

6. Vendor expressly warrants that all goods delivered hereunder are of merchantable quality and fit for the purpose for which the City has purchased the same. Vendor further warrants that any defects in the goods shall be properly repaired by Vendor for a period of 18 months from final delivery, including all parts and labor associated with said repairs.

7. City reserves the right to reject any defective goods, notwithstanding City's payment of the purchase price provided herein.

8. Vendor fully warrants that all services provided hereunder have been provided in a good and workmanlike manner. Vendor guarantees said services for a period of 18 months from the date of final performance. Vendor shall provide all labor and materials necessary to repair any defective workmanship reported to Vendor within said guarantee period.

9. To the extent that this agreement requires Vendor to provide any services of any kind, Vendor and all of Vendor's subcontractors shall maintain public liability insurance in a 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. The Vendor waives all rights against the City, the City's consultants, separate contractors, if any, and any of its subcontractors, agents and employees, for damages caused loss to the extent covered by insurance described herein and obtained pursuant to this Section or other property insurance applicable to the services and product provided under this Contract. The City shall require of the Vendor, Vendor's consultants, separate contractors, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waiver of subrogation by endorsement other otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

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:

MTM Contractors, Inc.
6550 53rd St. No.
Pinellas Park, FL 33781

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.

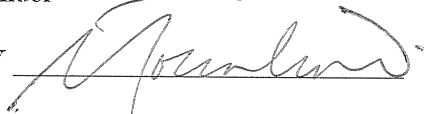
17. The following sections, paragraphs or provisions of the attached proposal are hereby deleted from this agreement and shall be of no force or effect:

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

MTM Contractors, Inc.

Vendor

BY



George Toccalino, President

NAME, TITLE (typed or printed)

CITY OF ST. PETE BEACH, FLORIDA

BY

CITY MANAGER

APPROVED AS TO FORM:

ATTEST:

MIKE DAVIS
CITY ATTORNEY

CITY CLERK

I. BIDDER'S CONTRACT PROPOSAL

The company that is submitting a proposal declares that he/she has extensive experience in the process of sidewalk and curb removal and replacement and is also licensed to do so.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal as principal or principals are named herein, and that no other person than herein mentioned has any interest in the Proposal or in the Contract to be entered into; that this Proposal or Contract is made without connection with any other person, company, or parties making a Bid or Proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he/she has examined the site of the work and informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done; that he/she has examined the RFP, Plans, and Specifications for the work and Contract Documents relative thereto, and has read all special provisions furnished prior to the opening of bids; and that he/she has satisfied himself/herself relative to the materials to be supplied and work to be performed.

The bidder certifies that the information and responses provided within this proposal are true, accurate, and complete. The City or its designated representatives may contact any entity or references listed in the response and investigate the company as defined in References & Qualifications to verify the bidder's abilities and quality of work. The contractor hereby grants permission for each entity or reference listed in the bidder's response may make any information concerning the Contractor available to the City.

The Bidder proposes and agrees, if the Proposal is accepted, to contract with the City of St. Pete Beach, Florida, in the form of Contract/Agreement specified for: "SIDEWALK AND CURB REPLACEMENT"

In St. Pete Beach, Florida, in full and complete accordance with the shown, noted, described, and reasonably intended requirements of the RFP, Plans, Specifications, Contract Documents, and Addenda to the full and entire satisfaction of the City of St. Pete Beach, Florida, the Bidder proposes to furnish all materials, equipment, labor, and perform the work submitted in their bid schedule for the City of St. Pete Beach's project: "SIDEWALK AND CURB REPLACEMENT"

COMPANY: MTM Contractors, Inc

DATE: 11-07-2013

ADDRESS: 6550 53rd Street No.
Pinellas Park, FL 33781

PHONE: 727-528-0547

BY:

(SIGNATURE)

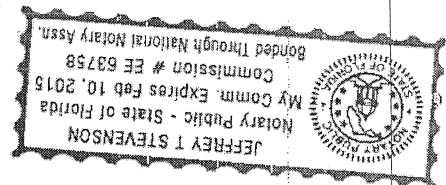
NAME:

George Toccalino / President
(PRINT NAME & TITLE)

Sworn to and subscribed before me on this 7th day of November
2013

(Notary Public)

(My Commission Expires)



SUBMIT BID ITEMIZATION WITH PROPOSAL TO:
CITY OF ST. PETE BEACH

**BID SCHEDULE
UNIT PRICES**

4" Sidewalk Replacement	\$ <u>5⁴⁰</u> /SQFT
6" Sidewalk Replacement	\$ <u>7⁴⁰</u> /SQFT
Concrete Pavement – 6"	\$ <u>7⁴⁰</u> /SQFT
Stamped Sidewalk – 4"	\$ <u>16⁰⁰</u> /SQFT
Salt Finish Sidewalk – 4"	\$ <u>16⁰⁰</u> /SQFT
Conc. Apron – 6"	\$ <u>7⁴⁰</u> /SQFT
Miami Curb	\$ <u>37⁰⁰</u> /LNFT
Intersection Valley Curb	\$ <u>37⁰⁰</u> /LNFT
D Curb	\$ <u>28⁰⁰</u> /LNFT
F Curb	\$ <u>28⁰⁰</u> /LNFT
Header Curb	\$ <u>11⁰⁰</u> /LNFT
ADA Sidewalk/Curb Ramp w/ Truncated Dome – 4' Sidewalk	- \$ <u>1500⁰⁰</u> /EA
ADA Sidewalk/Curb Ramp w/ Truncated Dome – 6' Sidewalk	- \$ <u>1900⁰⁰</u> /EA
Asphalt Patch	- \$ <u>190⁰⁰</u> /SQYD
Sod Replacement – Bahia:	\$ <u>1.62</u> /SQFT
St. Augustine:	\$ <u>1.10</u> /SQFT
Add Rebar Reinforcing to Curb	- \$ <u>3⁰⁰</u> /LNFT
Add Fiber Reinforcing to Concrete	- \$ <u>6⁰⁰</u> /CY
Use of Georgia Buggy	- \$ <u>25⁰⁰</u> /HR
Use of Line Pump	- \$ <u>100⁰⁰</u> /HR
Import, Place, and Compact Clean Fill	- \$ <u>25⁰⁰</u> /CUYD
FDOT Rail – FDOT Index 870 – 2 line rail	- \$ <u>90⁰⁰</u> /LNFT
FDOT Rail – FDOT Index 862 – Picket Infill	- \$ <u>140⁰⁰</u> /LNFT
Stormwater Inlet Top – 4'x4'x4"	- \$ <u>1800⁰⁰</u> /EA
Dump Truck – Additional Hauling	- \$ <u>6.5⁰⁰</u> /HR

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

Issue Considered: Authorize the City Manager to accept a sole source proposal from Mader Electric Motors in the amount of \$60,602 for the installation and service of the Wastewater Lift Station SCADA System at 12 Lift Stations.

Date: 01/28/14

Prepared By: Renee Cooper, CIP Construction Manager

Through: Steven J. Hallock, Public Services Director

Summary of Issue: The City's current alarm and notification system for the wastewater lift stations is antiquated and runs on CB radio network. This system does not allow for remote access and monitoring. By installing a SCADA system, it will allow staff to monitor incoming flow, pump run times, pump faults, outgoing flow, and diagnose lift station failures from a remote location and a web-based interface. SCADA systems reduce operational costs and increase overall staff efficiencies. SCADA systems also ensure that the City meets FDEP Alarm and Reporting regulations.

The Pump Watch System is a single source system that is customized to meet the needs of the City of St. Pete Beach. Every SCADA manufacturer is different in their design and functionality. In order for this system to function properly, the on-call phone will need to have text messaging enabled and a tablet computer with cellular signal. Comparing similar SCADA systems, the Pump Watch System costs \$5050 per station compared to the City of Palm Bay's Data Flow System at \$6,000 per station and the City of Coconut Creek's SCADA system at \$14,300 per station.

Pump Stations #2, 5, 6, 9, and 12 will have the Pump Watch System integrated into the individual lift station rehabilitation projects.

Requested Motion: "I move to authorize the City Manager to accept a sole source proposal from Mader Electric Motors in the amount of \$60,602 for the installation and service of the Wastewater Lift Station SCADA System at 12 Lift Stations."

Attachments: Detailed Quotation

**Reviewed by
City Manager:**

MB



November 1, 2013

St. Pete Beach
David Benevides
7581 Boca Ciega Dr.
St. Pete Beach FL 33706-1839

Subject: Pump Watch Web Based Cellular Monitoring RTU Quote for 12 Lift Stations

Reference: St Pete Bch 12 LS Pump Watch RTU Quote 11-1-13.doc

Dear David,

Mader Electric Motors is pleased to provide you with a quotation for your project as follows:

<u>QTY</u>	<u>DESCRIPTION</u>
12	Pump Watch with Station View RTU Controller with the following: (\$3496.00 x 12 = \$41,952.00) a. 1 Flow Meter Pulse digital input (Requires End User supplied Flow Meter for input) b. Up to 3 Pump Run & Fault digital inputs with alarms c. Up to 3 runtime/cycle count digital inputs d. High and Low Level Alarms e. Power Failure Alarm f. 1 analog (4-20mA) level input (Requires Level Sensor for input - See Adders Below) g. 1 analog (4-20mA) Amp input for monitoring pump current h. Up to 3 Relay outputs for Remote Pump Start i. 1 Relay output for Remote Alarm Acknowledge/Silence j. Omni-Directional Antenna k. Power Supply/Charger with Backup Battery l. NEMA 4X Enclosure (14"x12"x6") m. 2 - Year Data Service Contract with Alarm Texting and E-mail n. Web Site with access via user name and password to view digital and analog input information, alarms, trending and reports. Calculated flow is also available, but End User must purchase or supply a level sensor for the 4-20Ma level input for the system to be able to provide this information.
12	Contegra SLX 130 Submersible Pressure Transducer (PVC Body) w/ 10 PSI Transducer, 4-20 ma output proportional to level with 40' of cable (\$755.00 each x 12 = \$9,060.00)
12	Installation of RTU and Transducer (\$1250.00 - 2 men per day for 1 day including travel x 7 = \$8,750.00)
12	Freight (UPS Ground \$50.00 x 12 units = \$600.00)



Mader Electric Motors
18101 N. Tamiami Trail
N. Ft. Myers, FL 33903
24 Hr. Emergency Phone (239) 879-5053

PHONE (239) 731-5455
FAX (239) 731-8184
E-MAIL Ted@maderelectricmotors.com
WEB SITE www.maderelectricmotors.com

PRICE (LOT):

* PLUS \$240⁻ FOR RELAYS
TOTAL \$60,602⁻ 89#

The total price for the system is \$60,362.00, which includes the RTU, antenna, Power Supply/Charger, Backup Battery, mounted inside an Enclosure, 2 - Year Data Service Contract, and onsite installation of RTU and submersible transducer. It is intended to use existing structures to mount the RTU enclosure at each site, however if a suitable structure is not available at any individual site, then the City will have the opportunity to install either an aluminum or concrete structure capable of supporting the mounting of the RTU. If the City does not elect to provide a mounting structure, then Mader Electric Motors will provide a quote to do the work at the time of installation. If acceptable by the City, we would then provide the mounting structure.

Approximately 60 Days prior to the end of the original 2 year service contract, the end user will be contacted and given the option of renewing the service contract for 1, 2 or 3 year terms. Again, installation of the RTU is not included, but can be quoted on request.

Also, please see Price Adders and Deducts listed below as they may affect your final price. Prices listed do not include freight to your facility. Sales and or State taxes, if applicable, are not included. If tax exempt, please include copy of Tax Exempt document with order. Payment terms are net 30 days subject to credit approval.

PRICE ADDERS:

1. 1 Year Data Service Contract (Purchased after end of initial 2 Year Data Service Contract) (\$360.00)
2. 2 Year Data Service Contract (Purchased after end of initial 2 Year Data Service Contract) (\$650.00)
3. 3 Year Data Service Contract (Purchased after end of initial 2 Year Data Service Contract) (\$920.00)
4. Normally Open or Closed Mercury Float Switch with 30' cord (\$34.95 each) or 40' cord (39.95 each)
5. Contegra SLX 130 Submersible Pressure Transducer (PVC Body) w/ 5, 10, or 15 PSI Transducer, 4-20 ma output proportional to level with 20' of cable (\$815.00 each). If required, additional cable length may be ordered at time of initial sensor order. (\$30.00 for each additional 10 feet of cable)
6. Contegra CH-SLX1 SS Cable Hanger with wedge clamp (\$45.00 each) (use to hang transducer)
- * 7. Ice Cube Relay 120 Volt or 12 Volt (\$20.00 each) (Required as necessary for dry contact inputs to RTU)
8. Installation of system typically one day for \$1,000.00. (Normally includes travel time depending on location, so please request a quote for installation as needed to get an accurate cost)

PRICE DEDUCTS:

1. N/A

NOTES:

1. The Data Service includes all necessary software, which is stored on a remote Server for the end user to access and or print reports and review RTU data from any Laptop or Desktop PC with Internet access along with a user name and password provided by the manufacturer. This Data Service also includes alarm features that will notify the end user of alarms via Texting and or E-mail.
2. All Digital Inputs require dry contacts, so additional relays may be required to perform certain tasks and functions required by the customer, but are not included in this quote unless listed in the price breakdown under Qty. and Description listed above. (See Adder #7 above)

3. The submersible pressure transducer listed as an adder requires 10-30 VDC. Power Supply included in Enclosure package will provide power for the transducer. Longer cable length may be ordered for the transducers as required. (Please see price adders above)

DELIVERY:

Delivery of product should be approximately 3 to 4 weeks via UPS Ground after receipt of purchase order and approved credit or Visa Card. Once the delivery schedule of the product is determined, then installation of the system will be scheduled, which will be scheduled to begin as soon as possible after the delivery of the product.

VALIDITY:

30 days.

If you have any questions or require additional information please contact me at (239) 731-5455 or by cell phone at (239) 826-1405.

Thank you for the opportunity to provide you with quality products and service.

Sincerely,

Ted Holtzman

Ted Holtzman
Municipal Sales

St Pete Bch 12 LS Pump Watch RTU Quote 11-1-13.doc

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

Issue Considered: City Manager Annual Performance Evaluation & Salary Increase

Date: January 28, 2014

Prepared By: Michael Bonfield, City Manager *MB*

Summary of Issue: I will have completed twelve years as City Manager on January 28, 2014. As provided for in my Employment Agreement the City Commission shall review and evaluate the performance of the City Manager at least once annually. I have met individually with the Mayor and each Commissioner to discuss their evaluation. The Mayor will provide a summary of the findings at our meeting.

All the Managerial, Administrative, Professional and Supervisory (MAPS) employees who received a satisfactory evaluation in year were compensated with a 2.5% increase.

Requested Motion: "I move to approve a 2.5% increase for the City Manager."

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

Issue Considered: Final Reading and Public Hearing of Ordinance 2014-01

Date: January 28, 2014

Prepared By: George Kinney, AICP

Summary of Issue: This Ordinance updates and re-adopts the City Official Zoning Map for 2014. It includes two changes on Gulf Way as noted on map page 15. The Planning Board unanimously recommended adoption at their November 19 meeting.

The map was forwarded to the City Attorney prior to deliberation and is ready for Commission consideration.

Requested Motion: “I move to approve Ordinance 2014-01 (read title)”

Attachments: Ordinance 2014-01 and Map Exhibit.

Reviewed by City Manager: MB

CITY OF ST. PETE BEACH

ORDINANCE NO. 2014-01

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, PINELLAS COUNTY, FLORIDA, UPDATING THE OFFICIAL ZONING MAP FOR THE CITY OF ST. PETE BEACH; PROVIDING FOR THE REPEAL OF ORDINANCES, OR PARTS OF ORDINANCES, IN CONFLICT HEREWITH, TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of St. Pete Beach annually updates the official zoning map to assure a current, complete, and accurate map; and

WHEREAS, the City continually seeks to assure consistency between the Official Zoning Map to the City Comprehensive Plan; and

WHEREAS, the Planning Board, acting as the Local Planning Agency, conducted a public hearing regarding this update on November 19, 2013 and unanimously recommended approval; and

WHEREAS, the City Commission finds this update to the Official Zoning Map necessary to promote, protect and improve the health, safety and welfare of the citizens of the city;

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

Section 1. The Official Zoning Map is hereby updated and ratified as shown in Exhibit A.

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

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

Section 4. This Ordinance shall become immediately upon adoption.

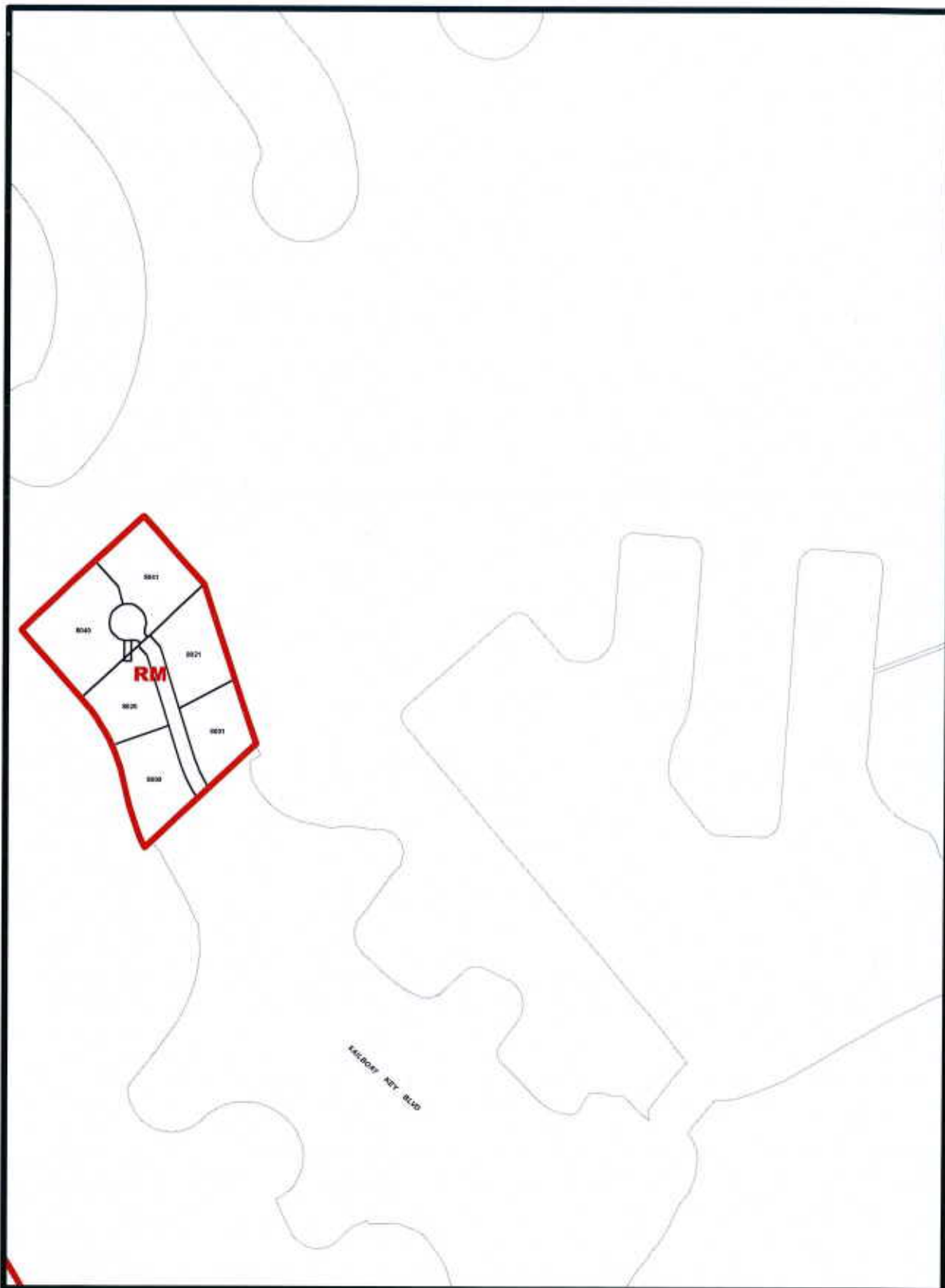
ADOPTED this _____ day of _____, 2014.

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

Steve McFarlin, Mayor

ATTEST:

Rebecca C. Haynes, City Clerk



City of St Pete Beach Official Zoning Map Ord. 2014-01 Effective 01/28/2014

Zoning, Zoning Description

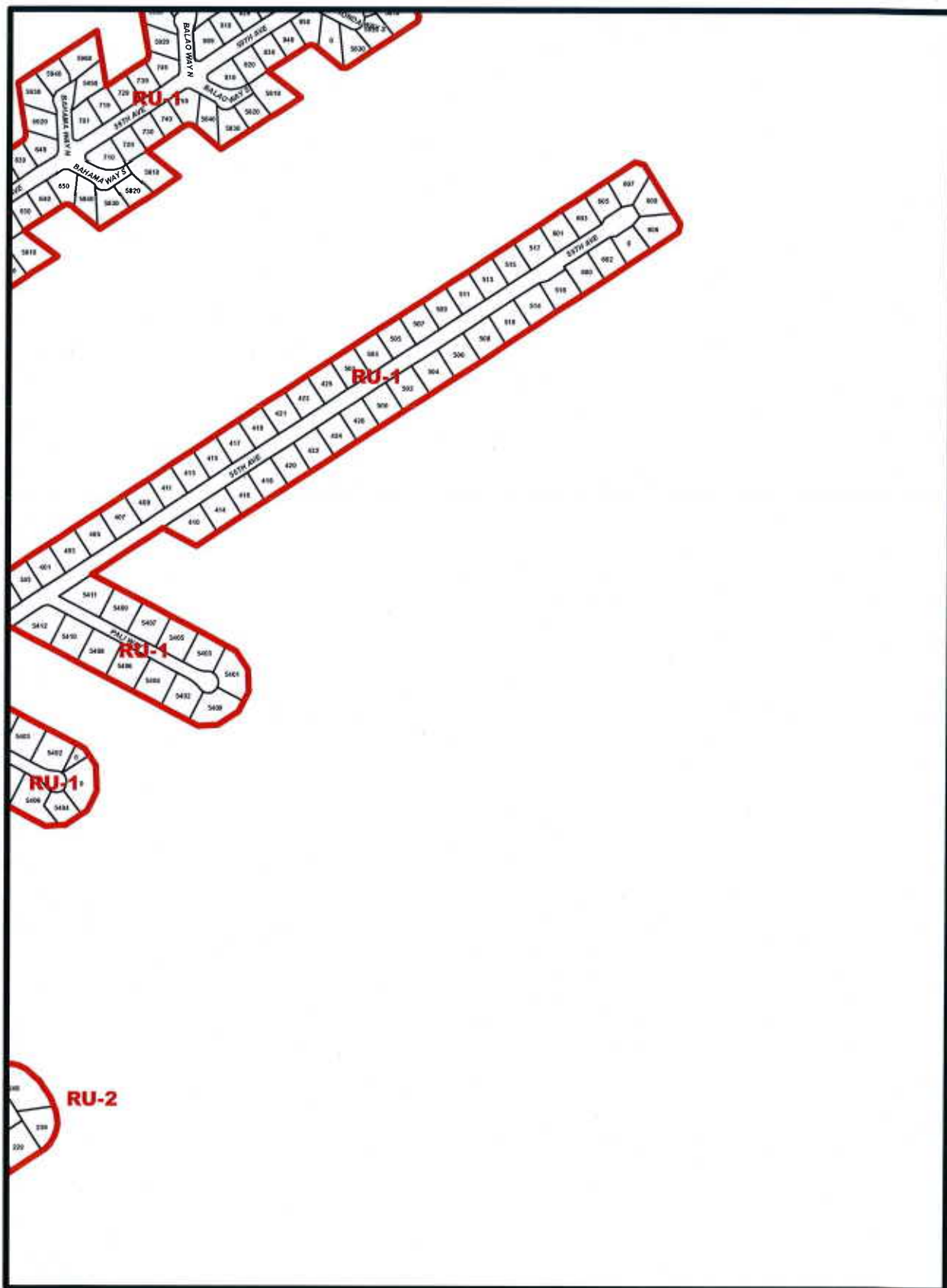
AC, Activity Center
 BACR, Boutique Hotel Corridor/Preservation
 BR, Bayside Residential
 CC-1, Commercial Corridor Blvd/Pass
 CC-2, Commercial Corridor Gulf Blvd
 CC-3UBV, Commercial Corridor Gulf Blvd/Urban Beach Village
 CG-1, Commercial District
 CG-2, Commercial District
 CGRA, Centrality Redevelopment District/Right Avenue

DCR, Downtown Core Residential
 HR, Institutional
 INSTPAG, Institutional/Pass A Grille Overlay
 LR, Large Resort
 LRP, Large Resort/Preservation
 P, Preservation
 RGS, Recreational Open Space
 RGSF, Recreational Open Space/Preservation
 RGSFAG, Recreational Open Space/Pass A Grille Overlay
 RFM, Resort Facilities Medium District

RFH, Resort Facilities Medium District
 RFMP, Resort Facilities Medium District/Preservation
 RLH-1, Residential District
 RLH-2, Residential District
 RLH-2PAG, Residential District/Pass A Grille Overlay
 RLH-2PAG, Residential District / Resort Facilities Overlay
 RM, Residential District
 RMP, Residential District/Preservation
 RMPAG, Residential District/Pass A Grille Overlay
 RMPAGP, Residential District/Pass A Grille Overlay/Preservation

ROR, Residential Office Retail District
 RORPAG, Residential Office Retail/Pass A Grille Overlay
 RS-1, Residential District
 RS-2, Residential
 RS-3PAG, Residential District/Pass A Grille Overlay
 TC-1, Town Center Corridor
 TC-2, Town Center Corridor C/L and Congress West
 THDRPAG, Tourist Hotel District/Resort Facilities Overlay/Pass
 TU, Transportation Utilities
 UBV, Urban Beach Village





City of St Pete Beach Official Zoning Map Ord. 2014-01 Effective 01/28/2014

Zoning, Zoning Description

AG, Activity Center
 BHCP, Boutique Hotel Corridor/Preservation
 BR, Bayou Residential
 CC-1, Commercial Corridor Blvd/Pass
 CC-2, Commercial Corridor Gulf Blvd
 CC-2UBR, Commercial Corridor Gulf Blvd/Opal Beach Village
 CC-3, Commercial District
 CC-4, Commercial District
 CRDRA, Community Redevelopment District/High Avenue

DCR, Downtown Core Residential
 IIS, Institutional
 IIRPAG, Institutional/Pass A Grille Overlay
 LR, Large Resort
 LRK, Large Resort/Preservation
 P, Pickersville
 RDS, Recreational/Open Space
 RDSR, Recreational/Open Space/Preservation
 RDSRAG, Recreational/Open Space/Pass A Grille Overlay
 RFR, Resort Facilities Medium District

RFR, Resort Facilities Medium District
 RFRM, Resort Facilities Medium District/Preservation
 RLH-1, Residential District
 RLH-2, Residential District
 RLH-2PAG, Residential District/Pass A Grille Overlay
 RLH-2RFO, Residential District/Resort Facilities Overlay
 RM, Residential District
 RMP, Residential District/Preservation
 RMPAG, Residential District/Pass A Grille Overlay
 RMPGR, Residential District/Pass A Grille Overlay/Preservation

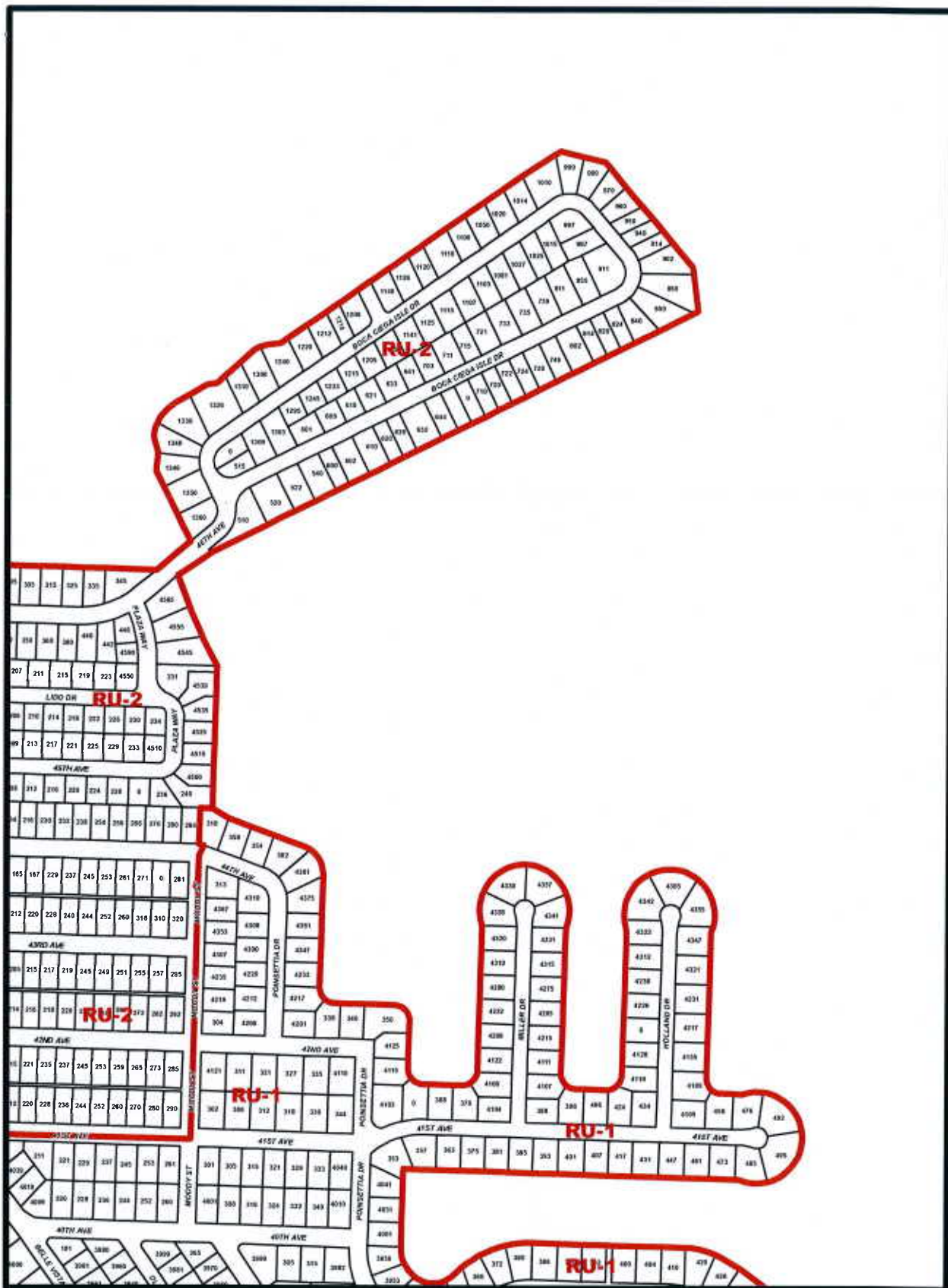
ROR, Residential Office Retail District
 RORPAG, Residential Office Retail/Pass A Grille Overlay
 RU-1, Residential District
 RU-2, Residential District
 RU-2PAG, Residential District/Pass A Grille Overlay
 TC-1, Town Center Corridor
 TC-2, Town Center Corridor/Opal Beach Village
 THORPAG, Tourist Hotel District/Resort Facilities Overlay/Pass A Grille Overlay
 TU, Transportation/Utilities
 UBR, Urban Beach Village





ROR, Residential Office Rural District
 RORPAG, Residential Office Rural Pass A Gable Overlay
 RU-1, Residential District
 RU-2, Residential
 RU-2PAG, Residential District Pass A Gable Overlay
 TC-E, Town Center Corridor
 TC-E, Town Center Corridor City and Origins West
 THRDOPAG, Tourist Hotel District Resort Facilities Overlay Pass A
 UT, Transportation Utilities
 URY, Urban Ranch Village

Page 9 of 15



City of St Pete Beach Official Zoning Map Ord. 2014-01 Effective 01/28/2014

Zoning, Zoning Description

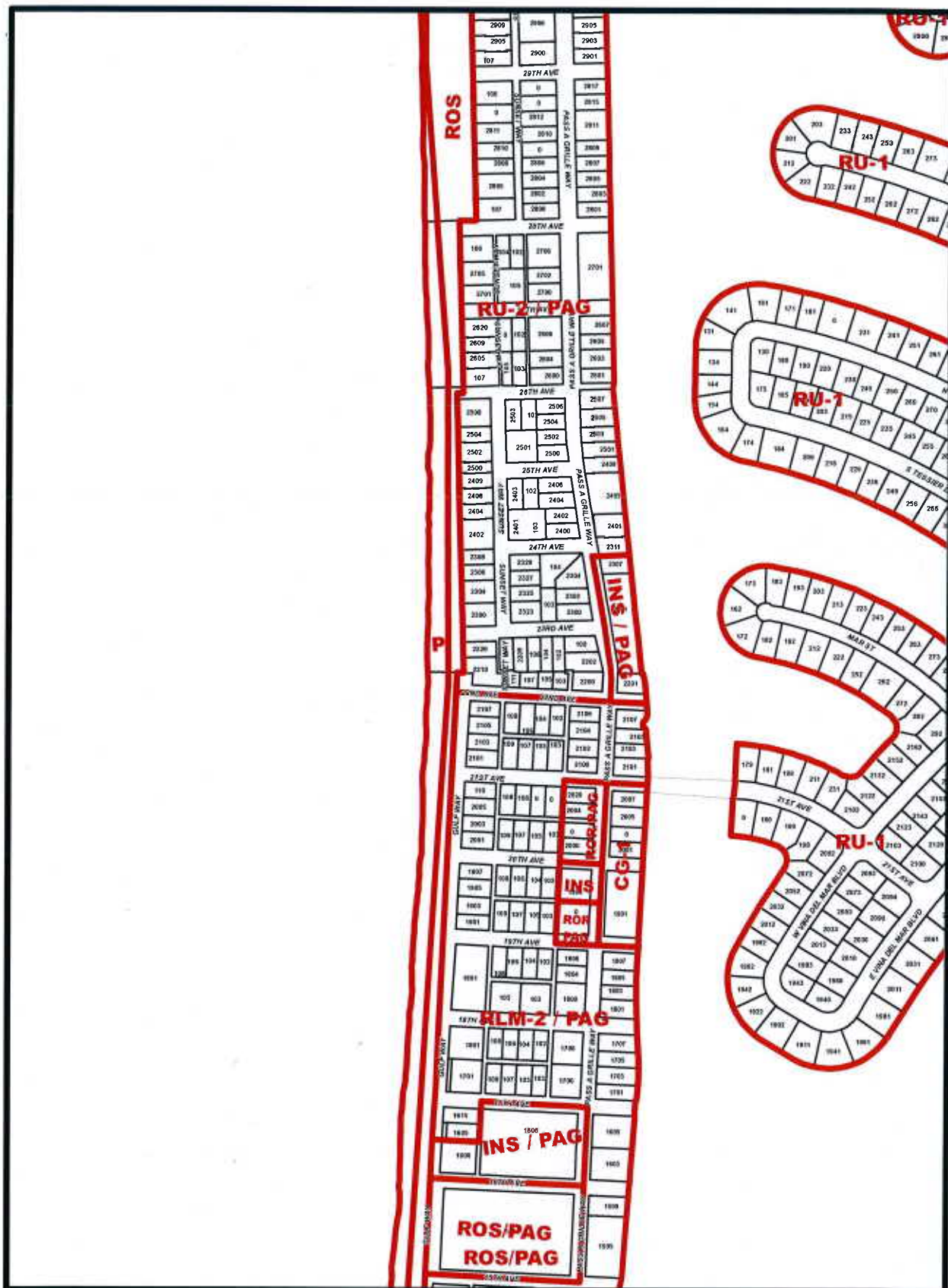
AC, Activity Center
 BHO, Beach Hotel Corridor/Preservation
 BR, Bayview Residential
 CC-1, Commercial Corridor West Pass
 CC-2, Commercial Corridor Gulf Blvd
 CC-DUB, Commercial Corridor Gulf Blvd/Dolphin Beach Village
 CD-1, Commercial District
 CD-2, Commercial District
 CD-3, Commercial District
 CDEA, Community Redevelopment District Eighth Avenue

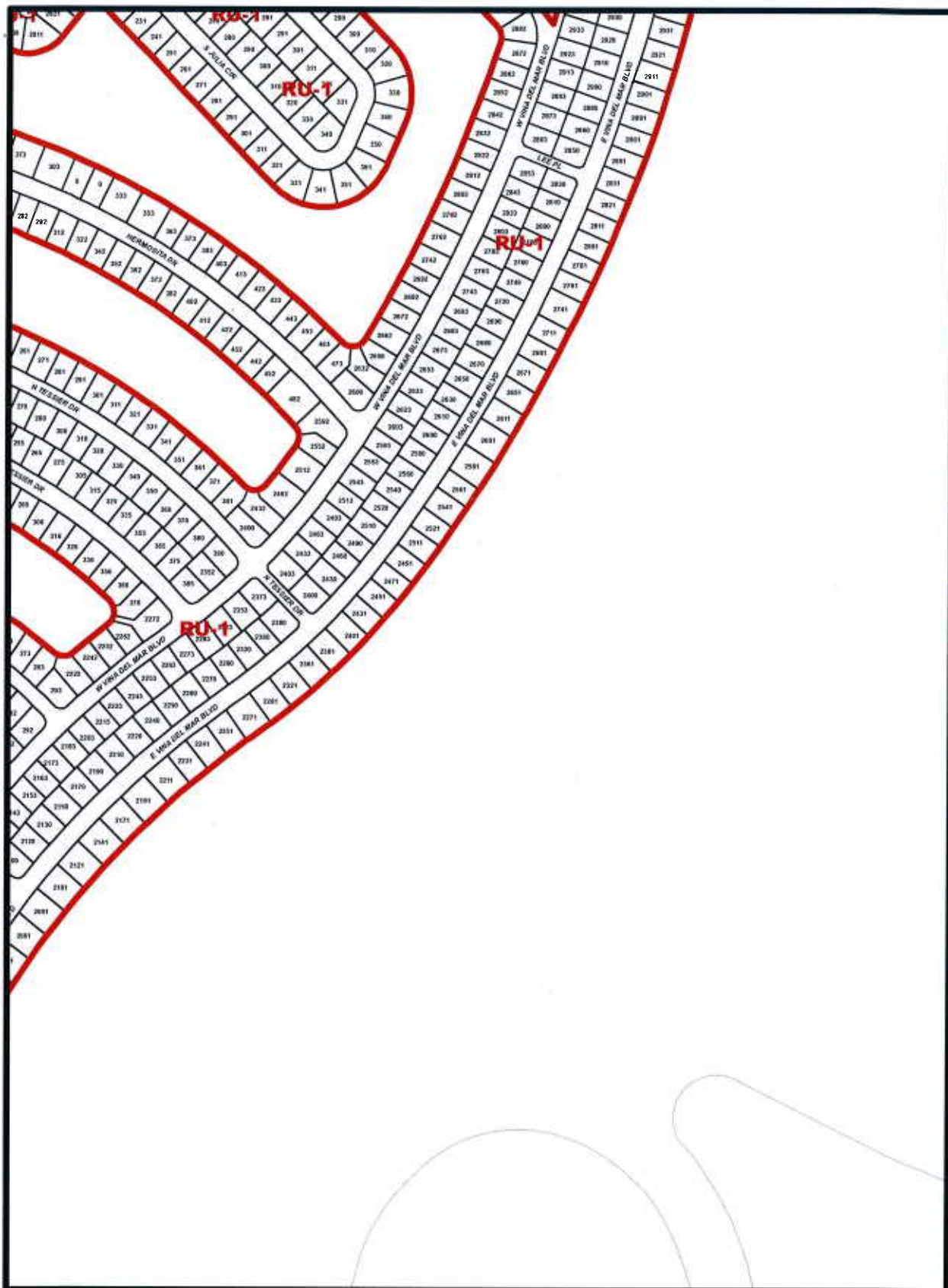
DCR, Downtown Core Residential
 IS, Institutional
 ISOPG, Institutional/Pass A Grille Overlay
 LR, Large Resort
 LR/P, Large Resort/Preservation
 P, Preservation
 RDS, Resort Development Space
 RDS/P, Resort Development Space/Preservation
 RDS/PAG, Resort Development Space/Pass A Grille Overlay
 RFR, Resort Facilities Medium District

RFR, Resort Facilities Medium District
 RFR/P, Resort Facilities Medium District/Preservation
 RLH-1, Residential District
 RLH-2, Residential District
 RLH-2/PAG, Residential District/Pass A Grille Overlay
 RLH-2/PAG, Residential District/Pass A Grille Overlay
 RM, Residential District
 RM/P, Residential District/Preservation
 RM/PAG, Residential District/Pass A Grille Overlay
 RM/PAG, Residential District/Pass A Grille Overlay/Preservation

ROR, Residential Office Retail District
 ROR/PAG, Residential Office Retail/Pass A Grille Overlay
 RU-1, Residential District
 RU-2, Residential District
 RU-2/PAG, Residential District/Pass A Grille Overlay
 TC-1, Town Center Corridor
 TC-2, Town Center Corridor and Coquina West
 THORP/PAG, Tourist Hotel District/Pass A Grille Overlay
 TR, Transportation Utilities
 UBN, Urban Beach Village







City of St Pete Beach Official Zoning Map Ord. 2014-01 Effective 01/28/2014

Zoning, Zoning Description

AG, Activity Center
 BHOP, Boutique Hotel Corridor/Preservation
 BR, Bayview Residential
 CC-1, Commercial Corridor Blind Pass
 CC-2, Commercial Corridor Gulf Blvd
 CC-3/4/5, Commercial Corridor Gulf Blvd/Upper Beach Village
 CC-1, Commercial District
 CC-2, Commercial District
 CC-3/4/5, Community Redevelopment District/Upper Beach Village

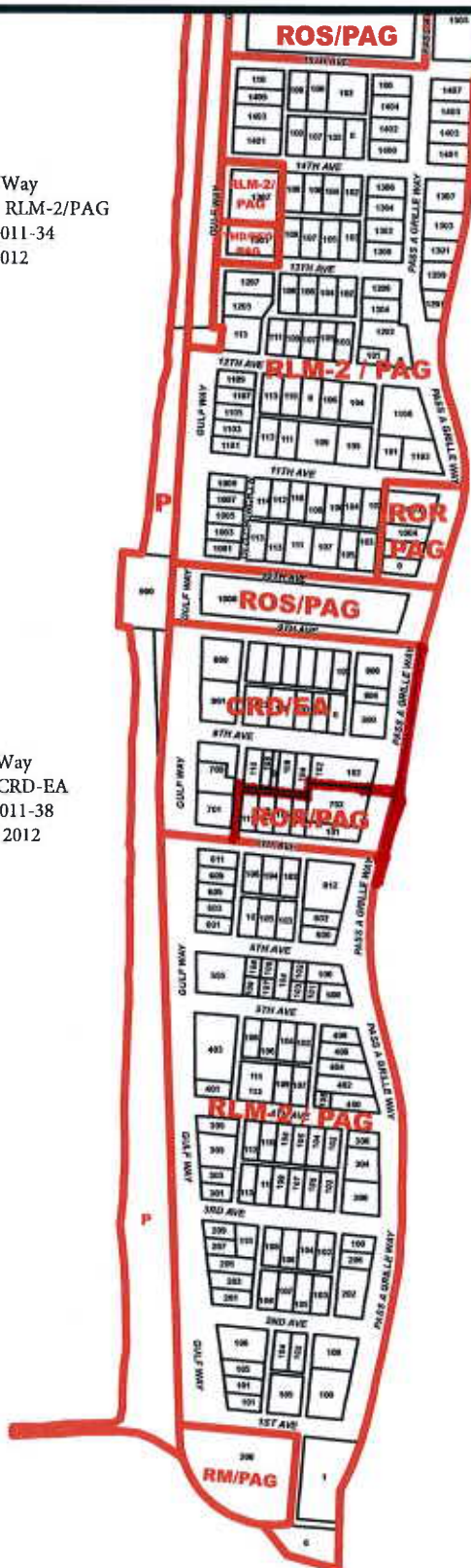
DCR, Downtown Core Residential
 IS, Institutional
 IS/PAG, Institutional/Pass A Grille Overlay
 LR, Large Resort
 LR/P, Large Resort/Preservation
 P, Preservation
 ROS, Recreation/Open Space
 ROS/P, Recreation/Open Space/Preservation
 ROS/PAG, Recreation/Open Space/Pass A Grille Overlay
 RFR, Resort Facilities Medium District

RFR, Resort Facilities Medium District
 RFR/P, Resort Facilities Medium District/Preservation
 RL-1, Residential District
 RL-2, Residential District
 RL-3/PAG, Residential District/Pass A Grille Overlay
 RL-4/PAG, Residential District / Resort Facilities Overlay
 RL, Residential District
 RL/P, Residential District/Preservation
 RL/PAG, Residential District/Pass A Grille Overlay
 RL/PAG/P, Residential District/Pass A Grille Overlay/Preservation

ROR, Residential Office Retail District
 ROR/PAG, Residential Office Retail/Pass A Grille Overlay
 RU-1, Residential District
 RU-2/PAG, Residential District/Pass A Grille Overlay
 TC-1, Town Center Corridor
 TC-2, Town Center Corridor/Upper Beach Village
 THOR/PAG, Tourist Hotel District/Preservation
 TU, Transportation/Utilities
 UBN, Urban Beach Village



701 Gulf Way
ROR/PAG to CRD-EA
Ordinance 2011-38
August 28, 2012



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

Issue Considered: Resolution 2014-01

Date: January 28, 2014

Prepared By: George Kinney, ACIP

Summary of Issue: This Resolution appoints Herbert Langford as the City Parking Citation Hearing Officer, Administrative Appeals Hearing Officer, and Special Magistrate.

Requested Motion: “I move to approve Resolution 2014-01 (read title)”

Attachments: Resolution 2014-01

Reviewed by City Manager: MB

RESOLUTION NO. 2014-01
A RESOLUTION OF THE CITY OF ST. PETE BEACH, PINELLAS
COUNTY, FLORIDA, APPOINTING HERBERT LANGFORD AS THE
PARKING CITATION HEARING OFFICER, ADMINISTRATIVE
APPEALS HEARING OFFICER AND SPECIAL MAGISTRATE.

The Board of Commission of the City of St. Pete Beach, Pinellas County, Florida at a regular meeting held on Tuesday, January 28, 2014, resolves as follows:

WHEREAS, The City Code of Ordinance, Chapter 82, Traffic and Vehicles provides for a parking citation hearing officer; and,

WHEREAS, Division 3, Section 3.14(e) of the Land Development Code, provides that the City Commission may appoint one or more hearing officers to hear appeals; and,

WHEREAS, Section 22-274, the Special Magistrate appointment shall be made by the City Manager on the basis of experience or interest in code enforcement. Such appointments shall be submitted to the City Commission for ratification.

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

Section One. The Parking Citation Hearing Officer shall be Herbert Langford.

Section Two. The Administrative Appeals Hearing Officer shall be Herbert Langford.

Section Three. The appointment of Herbert Langford as the city's Special Magistrate for the city's code enforcement division is ratified.

INTRODUCED AND PASSED by the City Commission of St. Pete Beach, Pinellas County, Florida on this 28th day of January, 2014.

ATTEST:

Rebecca Haynes, City Clerk

Steve McFarlin, Mayor

HERBERT E. LANGFORD, JR., P.A.
CERTIFIED CIRCUIT, FAMILY & FEDERAL MEDIATOR
727.725.8774
FAX 727.724.0603
mediator@tntpc.com

HERBERT E. LANGFORD, JR.
QUALIFIED ARBITRATOR
ATTORNEY AND COUNSELOR AT LAW

POST OFFICE BOX 15632
CLEARWATER, FL 33766-5632

Wednesday, October 19, 2011

Rebecca C. Haynes, City Clerk
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

Re: Special Magistrate Qualifications

Dear Ms. Haynes:

I am writing to express my interest and to request your consideration to serve as a Special Magistrate for code enforcement matters. Accordingly, enclosed is my resume for your review and information.

Administrative hearing experience encompasses service as a special magistrate and hearing officer under court appointment, and for code enforcement, zoning variance, and employment issues. From 1994 to 2007, I served as a Pinellas County Civil Traffic Infraction Hearing Officer (traffic magistrate). Since 1992, I have also served as Special Magistrate for the Value Adjustment Board (VAB), hearing *ad valorem* property tax appeals in Pinellas County. That service expanded to ten other Florida counties. My VAB experience encompasses all facets of the value adjustment process. In addition to the usual homestead-related exemptions and agricultural classifications, cases before me comprise the gamut from governmental, charitable or religious exemptions and agricultural classifications along the I-4 corridor to valuation of real and personal property. I would welcome the opportunity to use that experience and renew those efforts for the City of St. Pete Beach.

Pursuant to the RFQ, enclosed is a copy of my 2009 contract (and its 2011 renewal) with Pinellas County. In other jurisdictions, I serve by appointment with an annual review. Also enclosed are three letters of reference from Paulette E. Cohen (Ms. Cohen now works for the City of Treasure Island), Todd F. Myers, and Thomas J. Trask, Esquire.

My requested rate of compensation is \$175 per hour (the same as Madeira Beach, Indian Shores, and Pinellas County code enforcement) or the same rate as other Special Magistrates according to the hourly rate set by the City of St. Pete Beach. Please let me know whether you need additional information or amplification. Thank you for your consideration.

Sincerely,


Herbert E. Langford, Jr.

HERBERT E. LANGFORD, JR.

Post Office Box 15632 • Clearwater, FL 33766-5632 • 727.725.8774 • mediator@tntpc.com

SKILLS

Since 1992, focus has been on alternative dispute resolution, the practice and teaching of mediation skills and techniques. Practice has focused on civil litigation from its inception in 1972. After an early emphasis on personal injury and family law, I concentrated on litigation involving contracts, construction, real estate, administrative hearings, commercial collections, foreclosure, financing, and commercial disputes.

From both sides of the bench and each side of the bar, I have litigated, arbitrated, and mediated in small county courthouses and urban judicial centers. In my civil trial practice, I represented individuals, large and small businesses and companies, and financial institutions in the defense and prosecution of varied claims.

Successful arbitrations and mediations include voluntary and court-ordered matters, myriad contract, and complex construction and commercial litigation issues and amounts at stake, marital and family, health, life and casualty claims, products liability, financial products, securities, personal and business disputes.

In addition to service as traffic magistrate, administrative hearing experience encompasses service as a special magistrate and hearing officer under court appointment, and for *ad valorem* property tax appeals, employment issues, code enforcement, and zoning variance.

Value Adjustment Board experience involves commercial & residential valuation, exemptions, and agricultural classification. Parcels and valuation of real and personal property range from residential and small family businesses to multi story office buildings, regional malls and national department stores, and cable TV systems. Exemption and classification cases entail small family farms to diverse commercial agricultural operations, port authority, airport authority, sports stadia, fairgrounds, and raceways.

PROFESSIONAL BACKGROUND

Admitted to bar, 1972, Florida; FBN 142823

U.S. District Court, Middle District of Florida

U.S. Court of Appeals, Fifth & Eleventh Circuits

1975, U.S. Supreme Court

Supreme Court of Florida

Certified Circuit Civil Mediator (CMN 02912 CFR) – 1992-date

Certified Family Mediator – 1994-date

Qualified Arbitrator – 1992-date

Federal Mediator - U.S. District Court, Middle District of Florida - 1992-date

Arbitrator - Commercial Law, American Arbitration Association - 1980-date

Mediator - United States Postal Service (USPS) REDRESS

ADR Process for Postal Service employees - 1999-date

Independent Neutral - Collins Center for Public Policy, Inc.

Hurricane Relief Dispute Resolution – 2004-2007

APCOM Reviewer for Prudential Insurance

class action litigation – 1999-2001

Residential Mortgage Foreclosure Mediation – 2010-date

Mediator - Florida Department of Business & Professional Regulation - 1992-date

Mobile Homes, Condominiums, & Homeowners' Associations

Mediator – Florida Department of Financial Services – 1992-date

PROFESSIONAL BACKGROUND (CONT'D)

Civil Traffic Infractions Hearing Officer (Traffic Court Magistrate)
Pinellas County - 1994-2007

Hearing Officer - Administrative proceedings
Pinellas County School Board - 1992-1997
City of Clearwater - 1995-date

Special Magistrate - Value Adjustment Board
Pinellas County - 1992-date
Hernando County - 1996-2010
Citrus County - 1997-date
Hillsborough County - 1998-date
Seminole County - 2000-date
Charlotte County - 2004-date
Pasco County - 2006-date

Special Magistrate - Code Enforcement
City of Madeira Beach - 2001-2009; 2010-date
Town of Indian Shores - 2004-date
Pinellas County - 2008-date

Special Magistrate, Variance, Special Exception Uses
City of Madeira Beach - 2004-2009; 2010-date

Associate Municipal Judge - Dunedin - 1975-1976

Municipal Judge - Oldsmar - 1975-1976

EDUCATION

University of Florida

J.D., 1972, B.S.B.A., 1969

Suffolk University, Boston

National College of Advocacy, 1977

LEGAL AND COMMUNITY INVOLVEMENT

The Florida Bar

Sixth Judicial Circuit Grievance Committee

Judicial Administration Selection and Tenure

Diplomate, Florida Academy of Professional Mediators

Past President

Trainer - Peer Mediation for students of Pinellas County

Schools and Saint Petersburg College

The Clearwater Bar

Board of Directors

Chair, Client Relations

Chair, Arbitration & Mediation

Mentor

American Inns of Court

Barney Masterson Inn

Canakaris Inn of Court

Florida Blue Key

Leadership Pinellas - President - 1988-1989

Leadership Tampa Bay - Co-Chair - 1988-1989, Inaugural Class

1989 National Distinguished Leadership Award - National
Association of Community Leadership

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

Issue Considered: Community Development 1st Quarter Report

Date: January 28, 2014

Prepared By: George Kinney, AICP, Community Development

Summary of Issue: Activity report for the months of October, November, and December, 2013. The report includes information related to Planning Services, Building Services, Code Enforcement Services, and Economic Development Activity.

Requested Motion: None. Information Only.

Attachments: Activity Report.

Reviewed by City Manager: MB



Planning and Community Development

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

Memorandum

January 28, 2014

To: Mike Bonfield, City Manager
From: George Kinney, Community Development Director
Re: 2014 1st Quarter Report
Community Development Department

The attached report includes information related to the following:

Planning Support – This portion of the report includes information on various Boards and Committees supported by the Planning Division including the number of cases/items and their disposition. This part of the report also includes a count of Temporary Use permits issued for the quarter.

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

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

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

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

Parking – This portion of the report includes the number of parking passes issued with associated revenue.

Planning Support				
	October	November	December	Total
BOA Items	0	2	1	3
PC Items	4	6	0	10
Historic Items	2	1	3	6
Commission Items	3	2	1	6
Magistrate Items	2	0	0	2
Temporary Use Permits	1	1	0	2

BOARD OF ADJUSTMENT

October

No Items

November

Case #2013-0051: Property address is 4316 Belle Vista Drive. Applicant requested variances from Section 7.2(k) and 9.8 to permit the construction of a new residence that would allow an increase in building height. ***Tabled***

Case #2013-0052: Property address is 290 75th Avenue. Applicant requested variances from Section 23 for parking and 39 for design criteria relief related to a new commercial development. ***Approved***

December

Case #2013-0051: Property address is 4316 Belle Vista Drive. Applicant requested variances from Section 7.2(k) and 9.8 to permit the construction of a new residence that would allow an increase in building height. ***Approved***

PLANNING COMMISSION

October

Legislative Item: An Ordinance amending retail and personal service uses as provided for in Divisions 30 and 37 of the Land Development Code. ***Recommended for Approval***

Legislative Item: An Ordinance modifying, relocating, and removing beach related provisions as provided for in Divisions 2, 6, 14, 15, 16, and 25 of the Land Development Code. ***Tabled***

Discussion Item: Roof Access

Discussion Item: FY-14 Work Program

November

Legislative Item: An Ordinance modifying, relocating, and removing beach related provisions as provided for in Divisions 2, 6, 14, 15, 16, and 25 of the Land Development Code. ***Tabled***

Legislative Item: An Ordinance updating the official Zoning Map. ***Approved***

Legislative Item: An Ordinance amending the Community Redevelopment District Special Area Plan. ***Recommended for Approval***

Discussion Item: Mobility Planning and FDOT Assistance

Discussion Item: Architectural Adornments for Non-Conforming Structures

Discussion Item: BOA Recommendation for Sherwin Williams Store

December

No Items

HISTORIC COMMISSION

October

Case #2013-0044: Property address is 103 19th Avenue. Applicant requested local historic designation. ***Approved***

Action Item: Approval of letter to State Historic Preservation Office in support of Zephaniah Phillips House.

November

Case #2013-0045: Property address is 104 12th Avenue. Applicant requested Certificate of Appropriateness to demolish two structures. ***Approved***

December

Case #2013-0048: Property address is 1007 Gulf Way. Applicant requested Certificate of Appropriateness in support of FEMA Variance and alterations to a historic structure. ***Approved***

Case #2013-0049: Property address is 1007 Gulf Way. Applicant requested local historic designation. ***Approved***

Case #2013-0050: Property address is 1007 Gulf Way. Applicant requested FEMA Variance. ***Approved***

CITY COMMISSION

October

Consent Item: Authorize the City Manager to enter into a right-of-way agreement with the Pass-A-Grille Motel, Inc. for the purpose of locating and maintain 1 trash receptacle within the City right-of-way. ***Approved***

Consent Item: Authorize the City Manager to enter into a right-of-way agreement with RaHo of Pass-A-Grille, Inc. for the purpose of locating and maintain 2 trash receptacles and 3 grease drums within the City right-of-way. ***Approved***

Action Item: Authorize the City Manager to amend the Pinellas County Sheriff Interlocal Agreement to include Code Enforcement services. ***Approved***

November

Ordinance #2013-25: First Reading and Public Hearing amending retail and personal service uses as provided for in Divisions 30 and 37 of the Land Development Code. (Legislative) ***Approved***

Ordinance #2013-25: Final Reading and Public Hearing amending retail and personal service uses as provided for in Divisions 30 and 37 of the Land Development Code. (Legislative) ***Approved***

December

Action Item: Conditional Use/Variance 2013-0042. Request to permit the establishment of a commercial off-premise parking lot and relief from Sections 22.8 (landscaping), 23.5 (parking spaces), 33.9 (front setback), 39.10 (sidewalk width), and 39.14 (landscaping). ***Approved***

MAGISTRATE

October

Case #2013-0035: Property Owner, Perry J. Assenheimer. Property Address, 300 Pass-A-Grille Way. Code Section 98-66(b)(7) for deteriorating paint on exterior walls and shutters. ***Adjudicated in Favor the City***

Case #2013-0070: Property Owner, Elaine Walczewski. Property Address, 6650 Gulf Winds Drive. Code Sections 98-65(4) for general trash and debris and 98-66(b)(20) for untended vegetative growth. ***Adjudicated in Favor the City***

November

No Items

December

No Items

TEMPORARY USE PERMITS

October

Temporary Use Permit #2013-02: Property address is 430 82nd Avenue. Request the ability to provide for community videos, educational events, and social events. ***Approved***

November

Temporary Use Permit #2013-03: Property address is multiple locations on Corey and 75th Avenue. Request the ability to locate assorted signage and banners related to the Sunday Corey Fresh Market events. ***Approved***

December

No Permits Issued

ECONOMIC DEVELOPMENT INITIATIVES

- ❖ Staff worked throughout the quarter to support the Baker Planning effort including the development of press releases and coordinating stakeholder interviews. Staff will continue to work with Baker through process conclusion.
- ❖ Staff continues to work with Tindale-Oliver & Associates as they develop the City CRA Plan. Staff has provided infrastructure recommendations and a draft plan is nearing completion.
- ❖ Staff continues to make progress in removing the existing City concurrency program in favor of a mobility plan that would provide more opportunity to the City.
- ❖ Staff attended a portion of the Florida Redevelopment Association conference held in Tampa.
- ❖ Staff continued to monitor and participate in the development of the County PACE program. Urban Planner, Chelsey Welden, sat on the consultant selection committee and continues to report out on County progress.
- ❖ Staff continued to attend the Pinellas County quarterly economic development meetings including the most recent one held on December 19.

OTHER ITEMS OF INTEREST

- ❖ During this quarter, the office was re-organized to absorb Code Enforcement into the existing County Sheriff contract. This decision followed conversations with the cities of Madeira Beach and Dunedin. The change is expected to offer more efficiencies and greater compliance.
- ❖ The department is currently replacing its building permit GEOPlan tracking system with a more robust and modern system. Data conversion is currently underway and is expected to be completed by mid-January. The new system is anticipated to be much more user friendly and web compatible.
- ❖ Staff continues to look at historic preservation design opportunities. Staff recently attended a meeting with a prominent architectural firm that has suggested a design oriented approach that may be beneficial to this effort.
- ❖ Staff attended an informational meeting at the Silver Sands Condominium complex in support of Planning Board member Paul Cuticchia, City Commissioner Jim Parent and Mayor McFarlin.
- ❖ Staff continued to support the City Attorney efforts related to the most recent Comprehensive Plan lawsuit. This included providing relevant materials, responding to inquiries and attending depositions.
- ❖ Staff continued to represent the City as sitting members to the Pinellas Advisory Committee and Technical Coordinating Committee. Staff also attended several Pinellas Planning Council and Metropolitan Planning Organization meetings when possible.
- ❖ Staff attended several training sessions during the quarter including a performance review webinar, a motivation webinar and NPDES mandatory training for illicit discharge.

Inspection Totals

October 2013

BUILDING

(168 Inspections)

ELECTRICAL

(63 Inspections)

GAS

(10 Inspections)

MECHANICAL

(43 Inspections)

PLUMBING

(48 Inspections)

POOL

(10 Inspections)

October 2013 Inspections 342

November 2013

BUILDING

(136 Inspections)

ELECTRICAL

(54 Inspections)

GAS

(4 Inspections)

MECHANICAL

(25 Inspections)

PLUMBING

(47 Inspections)

POOL

(4 Inspections)

SIGN

(2 Inspections)

November 2013 Inspections 272

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December 2013

BUILDING

(169 Inspections)

ELECTRICAL

(51 Inspections)

GAS

(5 Inspections)

MECHANICAL

(27 Inspections)

PLUMBING

(37 Inspections)

POOL

(6 Inspections)

December 2013 Inspections 295

Total number of Inspections 909

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Report of Permits Issued

From 10/01/13 TO 12/31/13

4 ACCESSORY STRUC	8 ADDITION COMBO
10 BUILDING	1 DECK
3 DEMO	14 DOCK
6 DRIVEWAY/SIDEWA	17 ELECTRICAL
16 FENCE	3 FIRE SPRINKLER
2 FOUNDATION	3 GARAGE DOOR
4 GAS	53 MECHANICAL
2 NEW COMM COMBO	2 NEW RES COMBO
19 PLUMBING	5 POOL
59 RENOVATION	27 ROOF
12 SEAWALL	3 SIGN
2 SOFFIT FACIA	33 WINDOW(S)

Total number of Permits 308

Plan Review by Date

From 10/01/13 TO 12/31/13

PERMIT TYPE ACCESSORY STRUC

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
10/24/2013	20131420	PR15,001-2000	\$167.50	1126 BOCA CIEGA ISLE DR
Install 2 stop elevator, construct generator platform per plan, add subpanel for pool electrical (Generator & pool permit by others)				
10/25/2013	20131412	PR 2,000-5,000	\$52.50	5600 GULF BLVD
Construct a gazebo				

Permit Status = CLOSED

DATE	NUMBER	TYPE	FEE	LOCATION
11/20/2013	20131508	PR 2,000-5,000	\$27.50	270 44TH AVE
construct 10x8x8 wood shed with wood floor				
11/21/2013	20131513	PR 2,000-5,000	\$27.50	1126 BOCA CIEGA ISLE DR
Install generator with 200 amp load shedding transfer switch on customer provided platform - connected to existing propane gas system				

Permit Status = READY

DATE	NUMBER	TYPE	FEE	LOCATION
10/9/2013	20131351	PR5,001-10,000	\$65.00	2781 E VINA DEL MAR BLVD
Gazebo				

PERMIT TYPE ADDITION COMBO

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
10/8/2013	20131350	PR15,001-2000	\$157.50	464 86TH AVE
Garage extension with new garage door. Select demo approved at contractors risk per BO				
10/24/2013	20131422	PR \$20,000 +	\$608.75	5405 ALOHA DR
construct an addition for single garage, master bedroom and extend family and living area.				
10/28/2013	20131432	PR \$20,000 +	\$346.25	3411 E DE BAZAN AVE
Renovations to interior kitchen, install new a/c system, install new windows & door. Construction of wood deck to rear of structure, rewire electric				
10/30/2013	20131445	PR \$20,000 +	\$503.75	517 55TH AVE
Add & enlarge \$ alteration to existing living room, add front porch, demolition				

11/12/2013 20131477 PR \$20,000 + \$698.75 510 BOCA CIEGA ISLE DR

Enlarge garage/relocate entrance, add 2nd story addition - 2 bedrooms 1 bath

Permit Status = HOLD

DATE	NUMBER	TYPE	FEE	LOCATION
10/7/2013	20131345	PR \$20,000 +	\$627.50	7025 BOCA CIEGA DR
addition of a second story with porch & upstairs lanai				
12/2/2013	20131536	PR \$20,000 +	\$567.50	3590 BELLE VISTA DR E
Residential second & third floor additions & renovations				
12/6/2013	20131563	PR \$20,000 +	\$556.25	2821 E VINA DEL MAR BLVD
install new metal roof , new kitchen and new covered porch addition. construct new concrete wall along perimeter.				
12/11/2013	20131576	PR \$20,000 +	\$245.00	3093 W VINA DEL MAR BLVD
Demo existing frame room - build a new room addition on existing slab				

Permit Status = PLAN

DATE	NUMBER	TYPE	FEE	LOCATION
12/23/2013	20131619	PR5,001-10,000	\$102.50	2231 E VINA DEL MAR BLVD
open porch addition				

Permit Status = VOID

DATE	NUMBER	TYPE	FEE	LOCATION
11/12/2013	20131479	PR10,001-1500	\$122.50	464 86TH AVE
convert carport to single car garage.. see permit 20131350.				

PERMIT TYPE BUILDING

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
11/21/2013	20131510	PR 2,000-5,000	\$52.50	6700 SUNSET WAY UNIT 304
Concrete repair at 1 window header for unit 304 but under common area				
12/3/2013	20131550	PR10,001-1500	\$122.50	5396 GULF BLVD COMMON A
Modification & relocation of antennas & coaxial cable & replacement of 2 cabinets in existing utility building				

Permit Status = CLOSED

DATE	NUMBER	TYPE	FEE	LOCATION
10/3/2013	20131331	PR5,001-10,000	\$85.00	6494 GULF WINDS DR
Install screen room				

Permit Status = READY

DATE	NUMBER	TYPE	FEE	LOCATION
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11/18/2013	20131498	PR \$20,000 +	\$267.50	3820 GULF BLVD
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Replace existing antennas - add new antennas - lines & equipment cabinet in the existing cabinet room

PERMIT TYPE FIRE SPRINKLER

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
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10/7/2013	20131341	FIRE PR <15K<	\$200.00	6650 SUNSET WAY 207
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Modify existing fire sprinkler system

10/18/2013	20131398	FIRE PR <15K<	\$200.00	6200 GULF BLVD
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install new standpipes and fire sprinklers at jimmy b's tying into existing riser.

11/8/2013	20131466	PR 2,000-5,000	\$27.50	2220 SUNSET WAY
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Modification of existing sprinkler system

PERMIT TYPE GARAGE DOOR

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
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11/8/2013	20131471	PR \$2,000 LES	\$15.00	507 39TH AVE
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7 x 9 garage door fl#9174

Permit Status = CLOSED

DATE	NUMBER	TYPE	FEE	LOCATION
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10/9/2013	20131357	PR \$2,000 LES	\$15.00	3800 BELLE VISTA DR
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e/c/o garage doors 9x7 FL5684.6

11/26/2013	20131526	PR \$2,000 LES	\$15.00	2283 W VINA DEL MAR BLVD
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Replace garage door 9x7 FL15212.8

PERMIT TYPE GAS

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
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11/8/2013	20131463	PR \$2,000 LES	\$15.00	5403 LEILANI DR
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Set 58# tank, pipe & connect to range

Permit Status = CLOSED

DATE	NUMBER	TYPE	FEE	LOCATION
10/3/2013	20131330	PR \$2,000 LES	\$15.00	204 45TH AVE
Set 2 - 120# tanks, pipe & connect to generator				

PERMIT TYPE NEW RES COMBO

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
11/26/2013	20131528	PR \$20,000 +	\$3,732.50	1911 E VINA DEL MAR BLVD
Construct new single family residence				

Permit Status = HOLD

DATE	NUMBER	TYPE	FEE	LOCATION
12/23/2013	20131617	PR \$20,000 +	\$2,423.75	3505 EL CENTRO
New single family residence				

Permit Status = PLAN

DATE	NUMBER	TYPE	FEE	LOCATION
12/18/2013	20131601	PR \$20,000 +	\$3,848.75	5919 BAHIA WAY
Construct new single family residence				

PERMIT TYPE POOL

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
10/11/2013	20131364	PR \$20,000 +	\$323.75	4233 POINSETTIA DR
Inground pool				
10/14/2013	20131368	PR \$20,000 +	\$200.00	4150 BELLE VISTA DR
Installation of concrete swimming pool. 10-22-2013 revised drawing to place pool in front of existing single family residence.				
10/16/2013	20131385	PR \$20,000 +	\$312.50	5405 ALOHA DR
In ground concrete pool & spa, btu heater & paver deck				
11/1/2013	20131449	PR \$20,000 +	\$245.00	1010 BOCA CIEGA ISLE DR
Install new pool, spa & equipment. Pool & deck are at grade. Deck to be done by others.				

Permit Status = HOLD

DATE	NUMBER	TYPE	FEE	LOCATION
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12/11/2013 20131579 PR \$20,000 + \$308.75 4290 BELLE VISTA DR
construct in-ground pool and spa with paver deck

PERMIT TYPE RENOVATION

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION	
10/1/2013	20131317	PR10,001-1500	\$115.00	740 64TH AVE	
Replace 2 doors size for size with impact					
10/4/2013	20131340	PR \$20,000 +	\$211.25	107 19TH AVE	
Expand front porch, add overhang, install new hardie siding. Install new metal roofing					
10/9/2013	20131355	PR 2,000-5,000	\$27.50	1202 PASS A GRILLE WAY	
Replace 2 door units size for size					
10/11/2013	20131363	PR \$20,000 +	\$500.00	3110 2ND ST W	
Renovate kitchen & baths					
10/15/2013	20131375	PR \$20,000 +	\$245.00	4150 BELLE VISTA DR	
New patio doors, interior renovation					
10/15/2013	20131377	PR10,001-1500	\$130.00	5402 LEILANI DR	
remove interior wall, install new window, move some electric, and moving tankless water heater					
10/25/2013	20131423	PR \$20,000 +	\$275.00	109 17TH AVE	
remodel kitchen, 2 baths, new a/c, rewire house, new gas tankless heater, flooring, painting, fireplace					
11/1/2013	20131450	PR5,001-10,000	\$65.00	301 S ISLE DR	
reframe for different window/door configuration confirm and/or install footers add hurricane ties to framing insulate walls; install plywood and stucco outside; 2 non impact windows; 1 non impact french door; 1 simonton impact window. Addition to permit 12/13/2013 - Add customer provided a/c , replace master bedroom customer a/c size for size, add fiber mesh lightweight concrete to level floor, install customer provided ceramic tile. Roof 5 sqs GAF shingles FL10124-R9 underlayment FL13857-R2					
11/5/2013	20131456	BLD PRMT NO	\$0.00	3200 GULF BLVD 207	no fee per Building Official - permit replaces permit 20130632
Kitchen & bathroom remodel & flooring - this permit takes over from permit 20130632 - approved per building official. e/c/o hvac 3 ton 13 seer 8kw & duct work					
11/12/2013	20131475	PR \$20,000 +	\$342.50	1801 GULF WAY	
replacement of stairways & balcony					
11/12/2013	20131474	FIRE PR <15K<	\$200.00	3400 GULF BLVD	
Remodel of public restroom. Suite 801, 5th floor & ground floor					
11/12/2013	20131474	PR \$20,000 +	\$676.25	3400 GULF BLVD	
Remodel of public restroom. Suite 801, 5th floor & ground floor					
11/13/2013	20131485	PR NO FEE	\$0.00	1007 GULF WAY UNIT 5	per Building Official
Demo interior unit - fir out walls, wire to code, drywall, new cabinets & countertops, glass block, 3 new windows size for size, insulate, trim & paint					

11/22/2013	20131518	PR \$20,000 +	\$215.00	151 PUNTA VISTA DR	
Replace metal roof, replace rotten fascia & siding					
11/25/2013	20131475	FIRE PR <15K<	\$200.00	1801 GULF WAY	
replacement of stairways & balcony					
12/2/2013	20131542	PR \$2,000 LES	\$15.00	620 76TH AVE	
Replacing exterior back door size for size					
12/10/2013	20131574	PR5,001-10,000	\$65.00	3198 E MARITANA DR	
REplace 1 patio door size for size impact					
12/18/2013	20131485	FIRE PR <15K<	\$200.00	1007 GULF WAY UNIT 5	
Demo interior unit - fir out walls, wire to code, drywall, new cabinets & countertops, glass block, 3 new windows size for size, insulate, trim & paint					
12/18/2013	20131485	PR \$20,000 +	\$230.00	1007 GULF WAY UNIT 5	this work was beyond just an over the counter permit, therefore, plan review fee is required
Demo interior unit - fir out walls, wire to code, drywall, new cabinets & countertops, glass block, 3 new windows size for size, insulate, trim & paint					
12/19/2013	20131593	PR10,001-1500	\$115.00	9355 BLIND PASS RD	
Install elevator shaft					
12/31/2013	20131630	PR 2,000-5,000	\$27.50	6441 3RD PALM POINT ST	
Remove & replace 2 doors size for size impact					

Permit Status = CLOSED

DATE	NUMBER	TYPE	FEE	LOCATION	
10/1/2013	20131318	PR 2,000-5,000	\$52.50	5810 BIKINI WAY	
Install 3 non impact entry doors 25% rule					
10/8/2013	20131349	PR \$2,000 LES	\$15.00	185 S TESSIER DR	
Replace 2 side doors (east) size for size. Replace front door size for size					
10/21/2013	20131403	PR5,001-10,000	\$65.00	5353 GULF BLVD COMMON A	
solar pool heating system					
11/14/2013	20130793	PR \$2,000 LES	\$15.00	9357 BLIND PASS RD 505	additional charge for plan review of door
Remodel kitchen, 2 bath rooms, floors. Add sliding glass door Added additional work to permit. sliding glass door					
11/22/2013	20131519	PR5,001-10,000	\$75.00	8010 GULF BLVD	
Replace 2 sets of patio doors					
12/3/2013	20131545	PR 2,000-5,000	\$27.50	515 55TH AVE	
Replace 1 french door system size for size FL12590.4					

Permit Status = HOLD

DATE	NUMBER	TYPE	FEE	LOCATION	
12/2/2013	20131541	PR \$2,000 LES	\$15.00	9415 BLIND PASS RD 902	
REplacing exterior front entry door size for size					

12/3/2013 20131547 PR \$20,000 + \$211.25 109 17TH AVE 109 1/2 REAR
Kitchen remodel, bath remodel, new windows, R&R a/c

Permit Status = PLAN

DATE	NUMBER	TYPE	FEE	LOCATION
10/1/2013	20131323	PR \$2,000 LES	\$15.00	2861 E VINA DEL MAR BLVD
replace back door size for size				
12/17/2013	20131597	PR \$2,000 LES	\$15.00	9425 BLIND PASS RD 602
Replace front door (exterior)				
12/23/2013	20131618	PR \$20,000 +	\$331.25	1601 PASS A GRILLE WAY
interior kitchen and bathroom renovation of existing home				

Permit Status = READY

DATE	NUMBER	TYPE	FEE	LOCATION
12/13/2013	20131584	PR \$2,000 LES	\$15.00	347 COREY AVE APT 3
Install hollow metal door				

PERMIT TYPE ROOF

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
11/5/2013	20131458	PR5,001-10,000	\$95.00	221 N JULIA CIR
Replace existing aluminum roof with a wood framed roof				
12/3/2013	20131551	PR 2,000-5,000	\$40.00	107 19TH AVE DETACHED G
5/12 pitch 5 sq shingle off/metal on FL11762.6 Underlayment FL5259.1				
12/26/2013	20131624	PR \$20,000 +	\$188.75	3335 W MARITANA DR
metal re-roof 33 squares 7:12 slope				

Permit Status = HOLD

DATE	NUMBER	TYPE	FEE	LOCATION
12/11/2013	20131578	PR5,001-10,000	\$95.00	6100 GULF BLVD
REmove & replace elite roof panel (pre-engineered system) on common walkway between restaurant & office - touch up paint exist east column supports				

PERMIT TYPE SEAWALL

Permit Status = PLAN

DATE	NUMBER	TYPE	FEE	LOCATION
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12/17/2013 20131600 PR NO FEE \$0.00 5412 LEILANI DR
REpair 105lf of damaged seawall cap with new reinforced cap & anchor system & rip rap request

PERMIT TYPE SIGN

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
10/22/2013	20131409	PR 2,000-5,000	\$40.00	7300 GULF BLVD
Install 1 illuminated wall cabinet & hook up to electric & a face change to a multi tenant sign				
10/29/2013	20131439	PR \$2,000 LES	\$15.00	257 75TH AVE UNIT 227
Attach 16 sqft sign to fascia of store front				

Permit Status = HOLD

DATE	NUMBER	TYPE	FEE	LOCATION
12/3/2013	20131546	PR 2,000-5,000	\$27.50	7100 SUNSET WAY ENVOY P
Replace woodwn signs on front wall of property with new sandblasted signs				

PERMIT TYPE WINDOW(S)

Permit Status = ACTIVE

DATE	NUMBER	TYPE	FEE	LOCATION
10/9/2013	20131352	PR 2,000-5,000	\$52.50	7740 BOCA CIEGA DR 105
Install 5 impact windows size for size				
10/9/2013	20131354	PR 2,000-5,000	\$27.50	290 N ISLE DR
Replace 3 windows size for size				
10/15/2013	20131378	PR5,001-10,000	\$105.00	6402 GULF WINDS DR
replace 14 windows size for size				
10/16/2013	20131384	PR5,001-10,000	\$65.00	9315 BLIND PASS RD 2-8
Remove & replace 1 sliding glass door size for size impact				
10/23/2013	20131413	PR10,001-1500	\$115.00	6700 SUNSET WAY 606
Replace 11 single hung windows size for size impact				
10/29/2013	20131436	PR 2,000-5,000	\$27.50	9415 BLIND PASS RD
Storefront door fixed panels only (3)				
10/30/2013	20131444	PR \$20,000 +	\$196.25	5396 GULF BLVD 1101
replace existing sliding glass doors with impqct rated doors				
10/30/2013	20131443	PR \$20,000 +	\$196.25	5396 GULF BLVD 1001
replace existing sliding glass doors with new impact rated doors				

11/6/2013 20131459 PR \$20,000 + \$211.25 9359 BLIND PASS RD 405

Install 16 windows, 1 sliding glass door size for size all impact FL13040.1 & 8208.2

11/6/2013 20131448 PR \$2,000 LES \$15.00 9359 BLIND PASS RD 103

labor only install 1 door and 7 windows. Owner supplied windows.

11/13/2013 20131481 PR5,001-10,000 \$95.00 6651 SUNSET WAY 2

Install 4 windows & 1 sliding glass door size for size impact

11/19/2013 20131500 PR 2,000-5,000 \$52.50 645 78TH AVE

Install 2 windows & 1 entry door

11/25/2013 20131524 PR 2,000-5,000 \$52.50 200 1ST AVE 206

install 1 sliding glass door impact resistant size for size fl #'s 8208.2

12/5/2013 20131559 PR10,001-1500 \$137.50 3612 CASABLANCA AVE

Remove & replace 14 windows, 1 sliding glass door, 1 swing door, 1 garage door - size for size impact

12/11/2013 20131577 PR5,001-10,000 \$75.00 5555 GULF BLVD 107

Window replacement 8 size for size impact

Permit Status = CLOSED

DATE	NUMBER	TYPE	FEE	LOCATION
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10/3/2013	20131327	PR \$2,000 LES	\$15.00	1306 PASS A GRILLE WAY
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Add new fixed glass window in existing wood frame wall. Non impact rated window.

10/9/2013	20131353	PR 2,000-5,000	\$52.50	7740 BOCA CIEGA DR 110
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Install 5 impact windows size for size

10/15/2013	20131371	PR 2,000-5,000	\$27.50	4950 GULF BLVD 107
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Replace sliding glass door with french doors impact size for size

10/16/2013	20131335	PR 2,000-5,000	\$27.50	3114 S MARITANA DR
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Did not charge plan review up front, was busy at counter. allowed Sonya to pay all when ready,

Repalce 2 impact window units in 1 opening size/size FL 13010.2 FL9520.1

10/16/2013	20131383	PR5,001-10,000	\$85.00	5922 BAHIA WAY
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remove & replace 10 windows size for size impact

10/17/2013	20131394	PR10,001-1500	\$160.00	215 46TH AVE 215
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19 windows 1 door replacement size for size; with impact product fl#1435.2 5012.6; 12590.1

10/25/2013	20131424	PR5,001-10,000	\$95.00	3768 BELLE VISTA DR E
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Installing 9 impact windows

10/25/2013	20131426	PR 2,000-5,000	\$27.50	305 S TESSIER DR
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replace 1 size for size sliding glass door florida approval 251.1

10/28/2013	20131434	PR 2,000-5,000	\$27.50	5575 GULF BLVD 140
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remove & replace 1 door & transom above

10/31/2013	20131447	PR 2,000-5,000	\$52.50	8151 BLIND PASS RD 10
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Replace 4 size for size windows FL1844.3

Permit Status = PLAN

DATE	NUMBER	TYPE	FEE	LOCATION
11/27/2013	20131530	PR \$2,000 LES	\$15.00	200 1ST AVE 110
REplace 1 window size for size FL7067.1				

12/6/2013	20131566	PR10,001-1500	\$115.00	200 1ST AVE 409
replacement of (2) sliding doors, (2) windows (1) entry door size for size				

12/19/2013	20131608	PR5,001-10,000	\$65.00	220 73RD AVE
Replace 11 size for size windows lpywood per code for opening protection				

12/23/2013	20131621	PR 2,000-5,000	\$40.00	7740 BOCA CIEGA DR 211
install 3 windows impact resistant; size for size FL#'s 1844.3 330.2				

12/26/2013	20131623	PR10,001-1500	\$115.00	5575 GULF BLVD 325
replace 10 same size high impact windows FL product #14705.1, 261.1				

Permit Status = READY

DATE	NUMBER	TYPE	FEE	LOCATION
12/12/2013	20131580	PR5,001-10,000	\$95.00	5555 GULF BLVD 310
REplace 8 windows size for size with impact				
12/12/2013	20131581	PR 2,000-5,000	\$27.50	8151 BLIND PASS RD 3
Replace 2 windows size for size with impact				

Total # of Plan Review 109

St Pete Beach Code Enforcement

From 10/01/13 TO 12/31/13

5 Total Cases

Printed Tuesday, December 31, 2013

District 1

Total number of Cases for the time period listed above 2

	DATE	CASE #	LOCATION	OWNER	Parcel ID Number
1 DEBRIS					
1 CLOSED	10/1/2013	20130089	536 80TH AVE	FORONDA CLAUDE	36/31/15/78192/089/0130
1 TREES					
1 ACTIVE	10/10/2013	20130092	8900 GULF BLVD	MC CLAIN DELORES	25/31/15/78282/108/0050

District 3

Total number of Cases for the time period listed above 1

	DATE	CASE #	LOCATION	OWNER	Parcel ID Number
1	LIGHTING				
1	CLOSED	10/1/2013	20130088	4525 PLAZA WAY	CZYSZCZON VICTOR S
					07/32/16/51696/000/0250

District 4

Total number of Cases for the time period listed above 2

	DATE	CASE #	LOCATION	OWNER	Parcel ID Number
2	DEBRIS				
2	CLOSED				
	10/2/2013	20130090	109 11TH AVE	LAUTERBACH EMMA J	19/32/16/58932/003/0190
	10/3/2013	20130091	2693 W VINA DEL MAR BLVD	HARRIS MATTHEW C	18/32/16/94176/007/0150

City of St. Pete Beach Parking Pass Listing

Name	Street No	Street Name	Pass No	Issue Date	Pass Type	Fee
Wells, Nancy	105	19th ave	D0734	10/25/2013	D Temporary Hang Tag (Not assigned to veh	\$3.00 Cash
			Dh903	11/20/2013	D Temporary Hang Tag (Not assigned to veh	\$3.00 Cash
Wendy, krop	6800	Sunset WAY 406	E64	12/30/2013	E Parking Permit (Hang Tag Not vehicle assig	\$20.00 Cash
Weymouth, Susana	1605	GULF WAY #1	DH920	11/25/2013	D Temporary Hang Tag (Not assigned to veh	\$6.00 Cash
Wiktor, Barbara	265	Sun Blvd unit 202G	B45	12/13/2013	B Parking Permit (Decal assigned to vehicle)	\$125.00 Check
Wiktor, Bogumila	6441	3rd palm pt	B037	12/11/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Check
Williams, Marc	1009	Gulf way	D51	12/13/2013	D Parking Permit (Decal assigned to vehicle)	\$5.00 Cash
			D52	12/13/2013	D Parking Permit (Decal assigned to vehicle)	\$5.00 Cash
			DH1048	12/13/2013	D Temporary Hang Tag (Not assigned to veh	\$3.00 Cash
Winans, Carl	106	15th ave	A34	12/23/2013	A Parking Permit (Hang Tag Not vehicle assig	\$20.00 Check
			B151	12/23/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Check
			B152	12/23/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Check
			D40	12/23/2013	D Parking Permit (Decal assigned to vehicle)	\$5.00 Check
			D49	12/23/2013	D Parking Permit (Decal assigned to vehicle)	\$5.00 Check
winings, brian	4122	Miller Dr	B71	12/18/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Check
			B72	12/18/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Check
Wiseman, Colin	2930	Alton dr	B146	12/27/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Cash
Wolfe, Dennis	105	11th ave #9	D85	12/30/2013	D Parking Permit (Decal assigned to vehicle)	\$5.00 Cash
			DH1220	12/30/2013	D Temporary Hang Tag (Not assigned to veh	\$3.00 Cash
Wooley, Frank	140	51st ave #404	b156	12/27/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Cash
Yoon, In Taik	3820	Gulf Blvd #401	B86	12/19/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Cash
Zeller, Shirley	3503	Casablanca ave	D0979	11/27/2013	D Temporary Hang Tag (Not assigned to veh	\$3.00 Cash
			D1097	12/20/2013	D Party Pack Hang Tag (not assigned to vehi	\$3.00 Cash
			D980	11/27/2013	D Party Pack Hang Tag (not assigned to vehi	\$3.00 Cash
Zeman, Robert	102	5th ave	Dh915	11/25/2013	D Temporary Hang Tag (Not assigned to veh	\$12.00 Cash
Zernick, Julie	300	Julia cir n	B217	12/31/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Cash
			B218	12/31/2013	B Parking Permit (Decal assigned to vehicle)	\$20.00 Cash
565 Passes						\$11,713.00



Public Services Department 1st Quarter Report (October, November and December 2013)

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

CITY COMMISSION AGENDA ITEMS

- Authorize the City Manager to enter into a Modification of Agreement with Waste Services of Florida, Inc. to revise the yard waste collection provision of the Solid Waste Services Contract.
- Public Services Department FY 2013 4th Quarter Report.
- Authorize the City Manager to sign a proposal from Kimley-Horn and Associates, Inc. in the amount of \$77,500 to provide engineering services for the rehabilitation of wastewater lift stations 5, 6, 9 and 12.
- Authorize the City Manager to accept a proposal from Land & Water Engineering Science (LWES) in the amount of \$28,091 to assist the City in finalizing a conceptual design for the Egan Park Improvement project.
- Authorize the City Manager to accept a proposal from Angelides Inc. in the amount of \$14,860.00 to repair fire damage to the McKenney Park pavilion.
- Ratification of the City Manager decision to accept a proposal from MWI Corporation in the amount of \$57,358.00 to provide portable bypass pumps at the Master Pump Station.
- Authorize the City Manager to accept a proposal from Seminole Septic, Inc. in the amount of \$14,400.00 to clean and televise the Pass-A-Grille Way wastewater pipe from 19th Ave to Maritana Drive.
- Authorize the City Manager to sign a proposal from Kimley-Horn and Associates, Inc. in the amount of \$30,000 to provide engineering services for installation of new pumps in the Master Pump Station north wetwell.
- Authorize the City Manager to enter into a purchase agreement with Luke Brothers, Inc. for yearly tree trimming services in the amount of \$72,918.
- Authorize the City Manager to accept proposals from Xylem Water Solutions USA, Inc. in the amount of \$337,757.00 for new Master Pump Station pumps and \$130,400.00 for new Pump Station #2 pumps.
- Authorize the City Manager to sign a proposal from Kimley-Horn and Associates, Inc. in the amount of \$24,200 to provide engineering services for locating and evaluating force main #3.
- Authorize the City Manager to enter into a purchase agreement with Ajax Paving Industries of Florida, LLC, for \$417,700 for Street Rehabilitation.
- Authorize the City Manager to enter into a purchase agreement with Riley Electric Company, Inc. for \$178,500 for supply and installation of aesthetic median lighting.
- Ratification of the City Manager decision to pay an invoice from Rowland Inc. in the amount of \$13,638.28 for emergency set-up and maintenance of by-pass pumps at the Master Pump Station.
- Authorize the City Manager to enter into a purchase agreement with Play Space Services, Inc. for \$50,500 for playground resurfacing at Lazarillo Park.

- Authorize the City Manager to sign an Interlocal Agreement with Pinellas County to secure \$50,000 in grant monies to make repairs at the 7th, 8th and 12th Ave dune walk-overs.
- Authorize the City Manager to enter into a purchasing agreement with TLC Diversified, Inc., for \$528,000 to install new pumps at Master Pump Station #1.

PUBLIC PROPERTIES

- Replaced numerous old regulatory signs in Pass-a-Grille per our replacement plan.
- Installed new "No Parking" signs at 20th Avenue street end park. Also had hash marks and yellow lines painted delineating the "No Parking" areas.
- Replaced hydraulic lift cylinder on truck 132.
- Replaced incandescent light bulbs in the Community Center with new energy efficient LED bulbs.
- Removed all dog waste receptacles from all parks excluding designated dog parks.
- Installed new mulch in the FDOT ROW along Blind Pass Road and 80th Avenue.
- Installed new mulch at Boca Ciega Mini Park.
- Dump truck 144 and truck 178 went to the mechanics for repairs.
- New fencing was installed at Belle Vista #2 (Bill Curotto Park) after the new playground installation.
- Horan Park was aerated and top dressed with 20 tons of sand to help alleviate compaction due to concert series.
- We had trip hazards removed in Pass-a-Grille by grinding the sidewalks.
- Meetings with our tree trimming contractor to discuss schedules and timelines for completion.
- Removed large Brazilian pepper tree from the 26th Avenue Street End.
- All green spaces were fertilized.
- Installed steel bollards at the Hurley Park dumpster enclosure to prevent the fence from being knocked down again by WSI.
- Herbicide has been sprayed to help knock down some of the fall weeds.
- Installed new plants and bushes in Horan Park to freshen up its appearance for Christmas.
- Installed all the Christmas decorations.
- Moved furniture at City Hall for the Corey Avenue redevelopment meetings.

UTILITIES

- 163 wastewater taps located this quarter (Sunshine One-Call).
- Lift Station checks were performed daily, the run times are logged and entered into our computer.
- Finalized the design and pricing of the SCADA system that we are recommending.
- Several wastewater lines were cleaned and televised throughout the City.
- Cleaned the crossover lines on Gulf Blvd and also other known areas of the City where heavy grease builds up in the lines.
- 2511 E Vina del Mar - lowered a manhole that was 10" above grade.
- All Lift Stations and floats were cleaned.
- Every even month the jet truck water meter is brought to the County yard in Largo to be read for billing purposes.
- Sheriff's dispatch called several times after hours to report street leaks and to report wastewater issues.
- Responded numerous times during and after work hours to various lift stations for alarms.
- Responded to 16 reports of wastewater blockages.
- Flygt pump representative provided us with preventative maintenance training.

- Put up and removed banners from the Bayway and 75th Ave several times this quarter; staff also assisted with the setup of several other events.
- Utilities staff have been doing alley maintenance; we have been grading, removing asphalt and putting down shell as requested.
- Pass-a-Grille Way – Assisted the contractor with cleaning and televising from 21st Ave to Cabrillo Way.
- The Jet truck had its yearly service.
- Attended a meeting with FDEP regarding the SSO.
- Lift Station #5, #6, #9 and #12 - the 90% drawings have been reviewed.
- Reviewed the design plans for Pump Station #2.
- Crew Chief had his annual evaluation.
- Crew Chief completed a confined space entry course.

Master Pump Station

- The station is currently on bypass pumps.
- TLC has been awarded the bid to rehab the North & South wetwells.
- Installed pressure transducers in both wetwells.

Reclaimed Water

- Made several inspections and repairs to reclaim water (RCW) boxes throughout the City for residents.
- Located and exposed several RCW boxes.
- Installed several RCW hose bib adapters for residents.
- Responded to numerous reports of reclaimed or potable water leaks and took the appropriate action.
- Utilities Division is still doing all the asphalt repairs for the RCW breaks; we receive an updated list weekly from Pinellas County.

Stormwater

- Stormwater grates were cleaned after rain events.
- Dug out 1st & 2nd Ave stormwater pipe as needed to ease street flooding.
- Pulled back the sand that was coming over the seawall between 1st & 2nd Ave.
- Sprayed for weed control around the stormwater drain grates.
- Several stormwater lines and catch basins were cleaned throughout the City to ease flooding.
- Cleaned all the French Drains throughout the City.
- Staff has made repairs to several catch basins and lids.
- Staff attended an illicit discharge refresher class.

CONSTRUCTION

- Completed all 4 SWFWMD grant applications complete with supporting documentation (GIS maps, estimates, etc.) Worked with City Consultants and SWFWMD staff on additional information requests.
- MPS #1 and PS #2 drawings were completed, permits received, and the project was bid. PS #1 has been awarded to TLC Diversified while PS #2 is still under review. Pumps are in manufacturing and other submittals are proceeding for PS #1.
- Completed close-out of FY13 Purchase Orders (POs) and started on new FY14 POs.
- Completed map for Golf Cart permits for City Manager.

- Blind Pass Rd. reconstruction drawings reached 60% completion. The project has been submitted for SWFWMD grant applications thus delaying the construction schedule.
- Completed contracts for upcoming City Commission approval.
- Completed temporary construction easement for PS #2 and spoke with the property manager regarding concerns with the project.
- Completed reclaimed water line analysis on PAGW.
- Median Lighting project was awarded. Lighting submittals are under review.
- Gym floor replacement was completed.
- Bridge contractor returned to energize the cathodic protection jackets. This project is now complete.
- Worked on VE for seawall projects.
- Completed agenda reports for upcoming City Commission items.
- Completed site plan reviews.
- Registered the City on the Blue Book Network in order to further advertise both large and small City projects.
- Completed CIP schedules for all FY2014 projects.
- Attended pre-application meeting with SWFWMD for the Blind Pass Road project.
- Attended a meeting with FDOT and residents regarding design concerns at E. Maritana and the Bayway.
- Completed ROW Permits as approved by City Commission.
- Lift Stations #5, 6, 9, 12 are in design.
- Attended mobile LiDAR presentation.
- Completed cleaning/TV inspection of PAGW from 19th to Maritana.
- Programming thermostats for the next upcoming months of events.
- Direct purchased pumps for Master Pump Station #1 & PS #2.
- Opened bids for pavement markings and sidewalk/curb unit prices.
- Completed ROW permits.
- Attended the meeting with FDEP regarding the SSOs.
- Attended Blind Pass Rd. Utility Coordination Meeting.
- Attended the Tampa Bay Purchasing Co-Op Meetings.
- Attended the NPDES Municipal Coordination Meetings.
- Attended Site Visits for Egan Park, Blind Pass Rd., and PAGW Cooperative Funding Grants with SWFWMD personnel.
- Worked with Baker Group on some adjustments to the CRA GIS layer.
- Coordinated Christmas decorations installation on the light poles.
- Attended Egan Park Improvement planning meeting.
- Dead palm tree at 55th Ave. and Gulf Blvd. was removed and replaced.
- Began working on the RFP for replacement of the Fire Department Garage Doors.
- Completed easement searches for Egan Park and the boat ramp.
- Prepped PS Bldg. for termite fumigation.
- Met with Duke Energy regarding voltage issues at Public Services Building. Duke Energy requests that the City check the ground connection at the main power.
- Worked on items for the holiday tree lighting.
- Completed illicit discharge training. This is mandatory under our NPDES permitting.
- Coordination with FDOT's contractor for installation of RRFBs on Gulf Blvd. and Blind Pass Rd.
- Completed stormwater pipe replacement and seawall repair at 3880 Belle Vista Dr.
- Scheduled pre-construction meetings for following the holidays for new projects: Tennis Court Resurfacing, Lazarillo Playground Resurfacing, Belle Vista Paving, and Median Lighting.

Recreation Quarterly Report – 1st Quarter
October – December 2013

Programs

- The after school program is licensed by the Pinellas County Licensing Board and Health Department for the 2013-14 school year. The program enrolled 65 participants that come from Pasadena Fundamental and Azalea Elementary Schools. (we do have a few that drop off from other schools)
- The Community Center has enrolled 215 members enrolled and average 325 visits a month with a revenue average for first quarter at \$780.00
- Monday Night Softball this fall had 6 teams
- Cancelled Wednesday night football due to unruly conduct from the players
- 45 and older basketball programs had 8 teams each this fall
- New fall programs: SilverSneaker Yoga, added a third SilverSneaker Classic class, Latin/Ballroom Dance, Resume Writing, Pee Wee Sports, Lego Robotics and German
- Lego Robotics team placed first place in the Robofest Parade on November 9, 2013. Team has received sponsorship funds from Rick's Reef and Jim and Leslie Parent.
- Held a concert in Horan Park every Friday in October to record crowds. The line up was: Hunks of Funk, The Alter Eagles, Jeremy Thomas and The Impacs.
- Hosted the Boat Parade on December 6 with 15 boats and a tree lighting event in Horan Park.
- Hosted SPB Land Parade and event on Corey Ave on December 14 with 25 entries in the parade.
- Staff led programs revenue for 1st quarter was \$28,025. That is a 40% increase from 1st quarter FY2013 at \$20,664.
- Fitness Room attendance is averaging 40/day in the 1st quarter and revenue has increased 25% from fy13 \$1918 to fy14 \$2459
- Pool admission is up 30% from FY13 \$2,009 to fy14 \$2603.
- Community Center Rentals is up 65% from fy13 of \$40,392 to fy14 of \$67,982

Pool

- Pool Rentals: Four Rentals with 120 participants
- Private Rental: One Rental with 30 participants
- The pool has registered 68 Silver Sneakers Members
- Held a Lifeguard Class in December that had 12 participants that could lead to some potential hires for the summer
- Boca Ceiga High School Team swam August 19-November 1 at the pool. They practiced Monday-Friday from 2:30pm-4:30pm they held two Home swim meets in October with about 100 participants
- Trade winds rented the pool in October for recertification of their Lifeguards. 20 participants
- Water Exercise classes are held on Tuesday/Wednesday/Thursday from 1:30pm-2:15pm with about an average of 25 participants.

- Water Zumba classes are held on Monday and Saturdays with an average of 10 participants
- The Master Team has a new coach Christie Bruner starting in November. The Master team meets on Monday/Wednesday/Friday from 5:30am-7:00am with about average of 8 team members.
- West Florida Swim Team practices at the pool Monday-Friday 3:00pm-6:00pm. The team has grown to 75 swim team members
- Closed the pool for a week December 30-January 5 for a renovation project which included changing out the Main Circulating pump and painting the Men's and Women's shower bathrooms

Marketing

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

- Print – The Gabber, Pinellas Beaches Patch, Tamp Bay Times, Island Reporter, Paradise News, Beach Beacon
- Insert in Tampa Bay Times Sunday September 2, 2013 paper
- Flyers/Brochures – to all area schools, lobbies, city hall, library, local hotels and condos
- Online – website, facebook, twitter, TBO.com, blogs, WhatsdoingTampaBay.com, weddingwire, VisitFlorida and print website pages
- Face to Face – with local hotels, condos, and businesses with the Tampa Bay Beaches Chamber and through events/meeting with the Chamber, networking
- Press Releases

Rentals

- Community Center Rentals: 19
- Other rentals: Hosted Belle Vista Community Christmas party
Hosted North Beach Association meeting
Hosted City Employee Luncheon
- Meeting rentals: Weekly rental every Thursday from Beaches Pitch Group
Monthly meeting with South Beach Referral Group
Hosted 4 Edward Jones seminars in October
Hosted meeting space for Relay For Life
Hosted meeting space for St Pete Beach Classic meetings
Hosted meeting space for South West Little League
- Park Rentals: 31
- Warren Webster: 6 (above the regular scheduled meetings and civic group meetings)

Staff

- Jennifer presented a regional workshop on Programming and Evaluation in Orlando in November for the Florida Recreation Parks Association (FRPA)
- Mandy Received her Director's Credential Certificate for the afterschool program.
- Aquatics Coordinator attended a 3 day Free Seminar in November in Orlando. (Creating Revenue in Aquatics)
- Stephanie DelMonte went on leave in October in preparation for the birth of her twins on December 24, 2013. Dana Wahlbeck is filling in for Stephanie temporarily while Stephanie is out.



Administrative Services Division Quarterly Report for December 31, 2013

Finance Division:

The last quarter of the calendar year (first quarter of our fiscal year) is always a busy time in the finance division. The final certification step of the requirements set forth by Truth in Millage (TRIM) was completed. The 2014 budget was loaded into the financial system and the final budget document was collated, sent to the printer and posted on the website. Various quarterly reports were prepared and submitted including payroll reports, radon reports, gas tax reimbursement reports, the annual Florida Department of Transportation mileage data form, and the annual letter to the state regarding status or our outstanding wastewater loans.

The audit process is in full swing the first quarter of the new fiscal year. The audit requires revenue confirmations to be sent to all major revenue sources for the City which includes state agencies, county agencies, utility companies etc. All transactions related to fiscal year 2013 are entered and the books are closed. Various schedules are prepared for the auditor and assistance is given answering their questions and retrieving documents for their review.

Since our total employee count is now less than 100, the Governmental Accounting Standards board allows the City to perform actuarial calculations in house with regards to the City's Other Post-Employment Benefits (OPEB) liability. In previous years, the City has had to pay an actuary \$8,269 for this calculation. I purchased a software program for \$995 to perform this task. It will take some extra staff work, but will be financially beneficial. Also, since the City is required to perform an actual analysis every two years, the program can be used in the future years as well.

There were multiple meetings with the City Manager, Human Resource Officer and Insurance agent regarding the transition in health and dental insurance for the upcoming calendar year. Also, collective bargaining efforts continue with the I.A.F.F.

The finance division is also responsible for workers compensation and risk management. Dan O'Connor has been working diligently to reduce the city loss ratio on workers compensation claims by getting employees back to maximum medical improvement (MMI) in a timelier manner. Current flood insurance policies have been reviewed and analyzed as to the cost effectiveness of continuing flood insurance on some of the properties currently covered by the program.

Grant management is essential if the City is to receive reimbursement for grants that it has been awarded. A grant application was submitted to the Department of Justice for bicycles to be used by the deputies working in our city. Quarterly reports are required to be filed for the Egan Park grant as well as the Community Center Marina.

Dan O'Connor met with department directors and Public Risk Management staff for a safety presentation and the re-establishment of quarterly safety committee meetings as well as updating the existing personnel safety manual.

Miscellaneous items include authoring a city golf cart ordinance, completion of a mandatory update of City information into the federal government System for Award Management (SAM) for receipt of federal monies and auctioning off 1 vehicle for the Public Service Department thru GovDeals.

Parking Enforcement Division:

Parking revenue is up when compared to the same quarter the previous year due to the increase in volume. The number of transactions on the pay station is up from 56,187 in the last quarter of FY 2012 to 69,084 in the last quarter of FY 13. Of this amount, 632 transactions have been thru Park Mobile. Revenue comparison for the same period is \$195,781.78 compared to \$148,468.58 the previous year.. This is typically one of the slower times of the year. Parking ticket revenue is \$11,250 compared to \$9,135 in FY13.

Library Division:

Much time and effort have been spent in the development of planning and marketing documents, assembling a committee, and planning a major Kick-Off event for the Library expansion/renovation fundraising campaign. Ordered donor box, conducted first two meetings of committee, designed event invitation, worked with consultant on campaign strategies, consulted with architects about Phase I drawings, etc. I have also verified via official memo that the PPLC grant award funds may be spent on Phase I of the 3-phase renovation project beginning in Summer, 2014.

An updated version of the PPLC online system POLARIS was loaded in mid-December. The system was taken off-line for a full day making it inaccessible to patrons and staff. Only basic circulation function was enabled off-line so that Library could stay in operation during the downtime. Several system enhancements are now available for patron and staff functionality.

With the resignations of the professional staff of PPLC, the new Board conducted a search for a new Executive Director. The directors of member libraries were asked to review applications (21), conduct initial telephone/skype interviews, and recommend 3 candidates for Board interviews, all before the holidays. I was involved in each step of this process and will attend the final in-person interviews scheduled for January 22, 2014.

Reviewed 51 cartons of new books donated to SPB Library by the Tampa Bay Times book editor. At least 100 titles were added to collection, additional titles added as second copies, and remainder are being sold in the Friends Bookstore. The Friends group also had their usual Holiday Silent Auction Book Baskets which raised over \$1,000 for the Library renovation project.

The Library offered the "Food for Fines" program to patrons again during the holiday season. One food item contributed for the waiving of \$1.00 fines owed. 98 food items were donated to the St. Vincent DePaul Food Bank located here in SPB.

Filed the SPB Library 2013 annual statistical report required by the State. This is a lengthy report which includes data regarding services provided, circulation, programming, and collection totals, etc. State aid to libraries funding received via county/PPLC depends on this report being filed.

Created programming and exhibits schedule for Spring, 2014 (January – April). Designed and had printed the tri-fold brochure to have available for patrons.

Ordered and are now organizing IRS forms for the income tax filing season. AARP will be here weekly (February thru April 15) to provide patrons with assistance in filing their annual income taxes.

Staff have received training and are providing patrons with assistance with the Affordable HealthCare Act Navigator online program.

Statistics of Interest:

	<u>Traditional Circulation</u>	<u>E-Book Circulation</u>	<u>Total</u>
October, 2013	12,402 items	877 titles downloaded	13,379
November, 2013	11,220	823	12,043
December, 2013	11,733	910	12,643