



CITY OF JACKSONVILLE BEACH
FLORIDA

MEMORANDUM TO:

The Honorable Mayor and
Members of the City Council
City of Jacksonville Beach, Florida

Council Members:

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council on **Monday, February 4, 2013, at 7:00 P.M. in the Council Chambers, 11 North Third Street, Jacksonville Beach, Florida.**

Opening Ceremonies: Invocation
Salute to the Flag

Roll Call

1. **APPROVAL OF MINUTES:**

- Council Briefing held December 17, 2012
- City Council Workshop held January 16, 2013
- Council Briefing held January 22, 2013
- Regular Council Meeting held January 22, 2013

2. **ANNOUNCEMENTS:**

3. **COURTESY OF THE FLOOR TO VISITORS:**

4. **MAYOR AND CITY COUNCIL:**

- (a) Update on the 26.2 With Donna National Marathon

5. **CITY CLERK:**

- (a) Appointment of Two Alternate Members to the Board of Adjustment

6. **CITY MANAGER:**

- (a) Approve a Draw from the Federal Equitable Sharing Fund to Pay for the Police Department's Portion of the Fallen Police Officer Monument, to be Placed in Front of the Police Department

Memorandum, Mayor and City Council
City Council Agenda for February 4, 2013

- (b) Allocate \$14,500 for the Emergency Repair of the Fire-Pump on Reserve Engine-25
- (c) Approve Cemetery Improvements at H. Warren Smith Cemetery
- (d) Authorize Preparation of:
 - The Application for Renewal of the City's 5-year Wastewater Treatment Facility (WWTF) National Pollutant Discharge Elimination System (NPDES) Permit with *Jones Edmonds*, and
 - A Concurrent Copper and Cyanide Mixing Zone Assessment Study with *CDM Smith*, Along with Necessary River Sampling by *JEA* to Support the Assessment
- (e) Award Bid Number 1213-03 "Installation of Underground Electric Infrastructure"

7. **RESOLUTIONS:**

8. **ORDINANCES:**

Respectfully submitted,

/s/George D. Forbes
CITY MANAGER

GDF: jlb
01/31/2013

If a person decides to appeal any decision made by the City Council with respect to any matter considered at any meeting, such person may need a record of the proceedings and, for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, ext 10, no later than 12:00 PM, Friday, February 1, 2013.

Minutes of City Council Briefing
Monday, December 17, 2012 – 6:30 PM
City Council Chambers
11 North 3rd Street, Jacksonville Beach, FL

The Council Briefing began at 6:30 p.m.

The following City Council Members attended:

Keith Doherty
Steve Hartkemeyer
Chris Hoffman
Tom Taylor
Phil Vogelsang
Jeanell Wilson
Mayor Charlie Latham

Also present were City Manager George Forbes, City Clerk Judy Bullock, and City Department Directors.

Purpose of Briefing

The purpose of the Briefing is to update the Councilmembers on projects, recent developments, upcoming issues, and review of agenda items.

Briefing Days and Times

Mr. Forbes began the meeting by extending his appreciation to the Councilmembers for their attendance. He stated that he and the Mayor are working to determine the best day and time to conduct the Council Briefings. Mr. Forbes advised if they are scheduled before the Council meetings that the briefings may continue past 7:00 p.m. if necessary. He added, that legally a public meeting can start late, but not before the published time.

Mayor Latham commented that holding the Briefings on Thursday evenings at 7:00 p.m. is also an option. Councilmembers concurred to hold the Briefings before the Council Meeting.

Request for Use of Office Space – Representative Janet Adkins

Mr. Forbes stated that Representative Janet Adkins has requested the use of an office space in City Hall to meet with constituents a couple of days a week. He went on to explain that there is a small office space on the first floor of City Hall previously used by the State Attorney and that he would be discussing the specifics with Ms. Adkins.

Pension Trustee Appointment

Mr. Forbes advised that Councilmember Chris Hoffman has volunteered to serve as a Trustee on the General Employees' Retirement Board and that her appointment to the Board would be on the next Council Agenda for consideration.

Police Chief Search

The City Manager advised that interviews with citizens would be conducted over the next couple of days by the firm hired to assist in the search for a new Police Chief. The meetings will be to obtain input on the type of Police Chief that would be best for the City. He explained that the Mayor and Mayor Pro-Tem would be participating in the interviews, as representatives of the City Council. Mr. Forbes added that the meetings would start at 8:00 a.m. and last approximately 30 minutes. He also said that the meetings are open and interested councilmembers would be welcome to attend.

Several councilmembers indicated their interest in the interviews and Councilmember Doherty stated that he would be attending.

Communication between Councilmembers during Meetings

Mr. Forbes cautioned Councilmembers about private conversations (whispering) with each other during a meeting. He advised that it could be misconstrued as a violation of the Sunshine Law. Mr. Forbes added that discussions during a meeting must be audible to everyone in attendance of the meeting.

Vision Plan Parking Concerns

Mr. Forbes stated that there have been some concerns that the *Vision Plan* would be reducing parking. He explained it is just the opposite; approximately 37 parking spaces will be added, per the *Vision Plan*.

Noise Ordinance

Mr. Forbes also commented on concerns regarding the noise ordinance. He stated that the noise ordinance is enforced and that there are standards set to assist in the enforcement of the law. When asked what the decibel level is Mr. Forbes advised that there is no single level; it depends on the activity and time of day.

Standard Crown Road vs. Inverted Crown Road

Mr. Forbes distributed photographs and maps that illustrated the difference in drainage between the two types of roads. He explained that the Standard Crown Road drains water to the sides of the road and into a storm drain. The Inverted Crown Road, being used on 1st Street as part of the “Destination Street” is inverted to the middle causing the water to drain to a center storm drain. Mr. Forbes added that extension of the downtown destination street on 1st Street between 4th and 6th Avenues North required removal and reuse of the pavers for the project.

Purchase of Residential Property

Mr. Forbes and Public Works Director Ty Edwards distributed an aerial photograph showing two parcels (total of three lots) that the City is hoping to purchase and demolish the structures. One of the properties is in foreclosure and the other one is occupied. The properties are located at 6th Avenue

Minutes of City Council Briefing
held on Monday, December 17, 2012 – 6:30 p.m.

North and Holly Drive (1304 and 1318 North 6th Avenue). The plan is to utilize the land to assist storm water drainage.

Mr. Forbes advised that the properties have been appraised and that the Mayor and City Manager have the authority to sign the purchase and sale agreements and to put down a \$1,000 retainer. He added that purchase of the properties will require council approval.

Anthrax Terrorism Drill

Mr. Forbes and Fire Chief Gary Frazier advised that a terrorism drill would take place at the Parks and Recreation Building located at 2508 South Beach Parkway, on the morning of Thursday, December 20, 2012.

Chief Frazier explained that the City conducts these types of drills annually. This year the following departments/agencies will be participating: Jacksonville Beach Fire and Police Departments, Parks and Recreation, Human Resources, St. Johns County and the City of Jacksonville.

Ordinance Policies

Mr. Forbes briefly reviewed the standards for adopting zoning ordinances and advised that the City Attorney was present if there were any questions. He also thanked Councilmember Vogelsang for his input in preparing the “Findings of Fact” for Ordinance No. 2012-8023.

Current Events

The City Manager distributed a copy of the “Current Events” publication which is prepared monthly and describes the various projects throughout the City. Mr. Forbes asked the Council to review the publication for possible addition to the City’s website.

Beaches Community Champion

Mr. Forbes distributed a flyer describing an award for an individual or small group of the community to be recognized for their volunteer work and commitment to the City.

The meeting adjourned at 6:53 PM.

Submitted by: Judy L. Bullock
City Clerk

Approved:

William C. Latham, Mayor

Date: February 4, 2013

Minutes of City Council Workshop
Council Priorities
Wednesday, January 16, 2013 – 6:00 PM
City Council Chambers

Mayor Charlie Latham called the workshop to order at 6:02 PM.

The following City Council members were in attendance:

Mayor Charlie Latham	Steve Hartkemeyer	Jeanell Wilson
Mayor Pro-Tem Tom Taylor	Chris Hoffman	
Keith Doherty	Phil Vogelsang	

Also present were City Manager George Forbes, City Attorney Susan Erdelyi, Finance Officer Harry Royal, Budget Officer Trish Roberts, Planning and Development Director Steve Lindorff, Parks & Recreation Director Gary Meadors, Beaches Energy Director Roy Trotter, Fire Chief Gary Frazier, Interim Police Chief Pat Dooley, Assistant City Clerk Nancy Pyatte, and Sheri Gosselin, City Manager's Assistant.

Purpose of Workshop

The purpose of the workshop is to discuss Council Priorities.

Discussion

Mayor Latham began the workshop with a brief introduction.

Parks & Recreation Director Gary Meadors announced that Saturday, January 18, 2013, is Arbor Day. In celebration of Arbor Day, the City will give away 100 trees from 10 AM to 12 PM.

Mayor Latham gave a summary of his first 58 days in office. He stated that he has met several times with City Manager George Forbes. He thanked the staff and stated there are great employees working in the City. Mayor Latham explained that Mr. Forbes set up tentative dates for Council orientation as follows:

City Hall and Fire	Wednesday, February 6, 2013
Parks and Recreation	Wednesday, March 6, 2013
Public Works	Wednesday, April 17, 2013
Beaches Energy	Wednesday, May 1, 2013

Mayor Latham asked the Councilmembers if anyone had a problem with the schedule. All agreed the dates and times were good.

Mayor Latham stated that at the end of the workshop, he wanted to come up with a date for the first workshop on the number one priority. Councilmembers were given a memorandum from City Manager George Forbes outlining the mission and objectives of each priority. Mayor

Latham summarized the list of top five priorities that were obtained from the public workshop held November 20, 2012 – Financial, Public Safety, Business Growth Initiatives, Parking, and Building Community.

Mayor Latham stated that an announcement would be made within the next 30 days regarding a Business Assistance Coordinator. This person would be a liaison between businesses and the City on various matters, such as permitting, taxes, and code enforcement. A survey is being worked on that will be sent to businesses and the Coordinator will be proactive. Mr. Forbes said meetings will also be planned with Atlantic Beach and Neptune Beach regarding business growth initiatives. Councilwoman Wilson asked what department the position would be in and how much would it cost. Mr. Forbes said the duties will be incorporated into an existing position and they have narrowed it down to a few possible positions.

Councilman Doherty asked if the items on the list of priorities were in priority order. Mayor Latham stated that the top five items would be discussed to get a consensus on the priority order. He stated that the parking issue will not be a quick solution and that we need to talk to those involved.

Regarding the Building Community priority, Mayor Latham commented about Christmas decorations, stating that we need to reach out to residents. We need to find out if any residents or groups would be interested in volunteering. Mayor Latham stated we needed to start earlier this year on the planning. He stated that there is a cost to the City to have Christmas lights and that he was open to ideas. Regarding the 4th of July, Mayor Latham stated that the City will have a celebration. However, the scope of the celebration will have to be determined to get “butts in seats and heads in beds”.

Mayor Latham opened the floor to discussion by Councilmembers.

Councilman Doherty stated he wanted to tweak the workshop process so that when the workshop is complete, they can leave with an outcome. Mr. Forbes stated that the workshop will set the priorities for the City to work on. As an example, regarding the parking issue, Council will determine what problems to solve, what the objectives are, and give a direction to staff. Councilman Doherty stated they are trying to improve the quality of life for the citizens and there should be some timetable.

Councilman Vogelsang stated they should meet with people in the community themselves regarding the mission listed at the workshop and then bring those ideas together. Mayor Latham stated that the Council as a group will identify the problems.

Councilwoman Wilson agreed with Councilman Vogelsang. She stated we should zero in on a couple things and do networking in the community. Mayor Latham stated that workshops will be structured.

Councilwoman Hoffman noted that the mission under the Parking priority is focused on the Central Business District. She stated that many of the parking issues are on the south end of the City. Councilwoman Hoffman asked if the wording “Central Business District” should be removed. Mayor Latham stated that the Parking priority will be all encompassing, noting that residential areas are noted in the Objectives. Councilwoman Hoffman stated that under Business Growth Initiative we need to add Visit Jacksonville to the list of groups to work with.

Councilman Taylor stated that we need to work with businesses and residents together. He stated that in the past, workshops have gotten better and better.

Councilman Taylor asked about the increase in the City pension. Mr. Forbes stated that the City has hired a consultant and that Finance Officer Harry Royal worked hard to obtain information for the consultant.

Councilman Taylor stated that Public Safety, Business Growth Initiative, Parking, and Building Community go together and that they will intermingle.

Mayor Latham asked each Councilmember to state their top two priorities to come to a consensus for what the first workshop should be.

Councilman Hartkemeyer stated it all starts with Financial. Mr. Forbes stated that we are pretty much on top of the Financial priority. He stated pension is the most concerning and we will try and work with the employees toward a solution both sides can live with. This will be an ongoing process with employees, but employees can expect to pay more and make adjustments to the pension ordinance.

The Mayor and Councilmembers stated their top two priorities as follows:

- | | |
|------------------------|---|
| Mayor Latham | - Business Growth Initiatives and Parking |
| Councilman Taylor | - Public Safety and Business Growth Initiatives |
| Councilman Vogelsang | - Public Safety and Parking |
| Councilman Hartkemeyer | - Parking and Public Safety |
| Councilwoman Wilson | - Public Safety and Business Growth Initiatives |
| Councilman Doherty | - Parking and Public Safety |
| Councilwoman Hoffman | - Business Growth Initiatives and Parking |

Mayor Latham stated that he wanted to speak with the Director of the Mission House. He also stated that he will be getting more information out on Christmas and the 4th of July. Councilwoman Wilson stated that she wanted Council to get more financial information on the budget and the budget workshop process. Councilwoman Hoffman suggested that Councilmembers could be “Champions” of different priorities.

Mayor Latham advised that the first workshop scheduled would be on parking. Mr. Forbes asked if Wednesdays were the best days for Council workshops and all Councilmembers responded yes. Mayor Latham stated that another workshop would be needed for Public Safety. He stated that Finance and Building Community didn't require workshops at this time.

Mayor Latham opened a brief period for public comment. A resident stated that all the discussion is concentrated east of 3rd Street. Another resident wanted to bring up under Business Growth Initiatives the mobile food vending issue. Mayor Latham stated that even though a workshop isn't being looked at for other issues doesn't mean we are not working on it. A business owner stated that the paid parking program is utilized sporadically and asked if paid parking could be suspended while there is construction in the area.

Councilwoman Hoffman announced that Terry DeLoach and the group responsible for the new sign on the south end have raised all but \$1,204. Councilwoman Hoffman stated she would be writing a check and invited other Councilmembers to make a donation if they wished.

Mayor Latham thanked those in attendance and closed the workshop.

The workshop was adjourned at 6:57 PM.

Submitted by: Sheri Gosselin
Assistant to the City Manager

Approved:

William C. Latham, Mayor

Date: February 4, 2013

Minutes of City Council Briefing
Tuesday, January 22, 2013 – 6:30 PM
City Council Chambers
11 North 3rd Street, Jacksonville Beach, FL

The Council Briefing began at 6:30 p.m.

The following City Council Members attended:

Mayor Charlie Latham

Keith Doherty
Steve Hartkemeyer - *Absent*
Chris Hoffman
Tom Taylor
Phil Vogelsang
Jeanell Wilson

Also present were City Manager George Forbes, City Clerk Judy Bullock, and City Department Directors.

Purpose of Briefing

The purpose of the Briefing is to update the Councilmembers on projects, recent developments, upcoming issues, and review of agenda items.

Jacksonville Beach Current Events Publication

Mr. Forbes distributed the Current Events Publication to Councilmembers. The publication covers current and proposed projects throughout the city and provides information on department activities.

Councilmember Orientations

Mr. Forbes reviewed the following schedule for Council Orientations:

- | | | |
|--------------------|------------------|-------------------------------|
| • February 6, 2013 | 3:00 – 6:00 p.m. | City Hall and Fire Department |
| • March 6, 2013 | 3:00 – 6:00 p.m. | Parks and Recreation |
| • April 17, 2013 | 3:00 – 6:00 p.m. | Public Works Department |
| • May 1, 2013 | 3:00 – 6:00 p.m. | Beaches Energy |

Human Resources and Labor Relations Summit

Mr. Forbes reminded Councilmembers of the event that will be held on Thursday, February 28, 2013, in the City Council Chamber. He advised that there is no charge to attend; however, there is a fee of \$30 if a reservation is made and the person does not attend. Mr. Forbes added that Councilmembers planning to attend can contact his office.

Representative Janet Adkins

Mr. Forbes advised that a letter of understanding regarding use of the small office space on the first floor of City Hall will be sent to Ms. Adkins. She has requested use of the office space approximately two days per week to meet with constituents.

Minutes of City Council Briefing
held on Tuesday, January 22, 2013 – 6:30 p.m.

Proposed Developments

Mr. Forbes reviewed upcoming housing developments that are under plan review and added that there are also commercial projects that include a Wendy's Restaurant and a Pep Boys auto parts store.

Police Memorial

Interim Police Chief Pat Dooley presented Councilmembers with a drawing of a proposed Police Memorial for officers killed in the line of duty. The monument would be placed in front of the Police Department (copy on file).

26.2 Run with Donna

Interim Chief Dooley gave a status report on the 26.2 Run with Donna. He advised that the event will start at 7:30 a.m. at the TPC in Ponte Vedra, continue to Duval Drive and on to Beach Boulevard.

He assured Councilmembers that arrangements have been made, should a property owner/resident need to exit their property during the race.

Effluent Water Route

Mr. Forbes advised that the City of Jacksonville Beach along with Neptune and Atlantic Beach have a shared pipeline which pumps the un-reclaimed effluent water into the St. Johns River. Public Works Director Ty Edwards provided Councilmembers with an overview map (copy on file) and explained that regulations require water utilities to remove copper and cyanide which will require a mixing zone in the Mayport area before reaching the outfall. He added that JEA will do the required testing, resulting in a cost saving.

2nd Street North Sewer Main Replacement & Related Improvements Project

Mr. Edwards provided Councilmembers with a Project Customer Flyer regarding the 2nd Street Sewer Main Replacement Project. He explained that the project will be completed in three phases, with the first phase to begin in February 2013. Mr. Edwards added that each phase will be completed before the next phase begins (copy on file).

The meeting adjourned at 6:53 PM.

Submitted by: Judy L. Bullock
City Clerk

Approved:

William C. Latham, Mayor

Date: February 4, 2013

**Minutes of Regular City Council Meeting
held Tuesday, January 22, 2013, at 7:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida.**



CALL TO ORDER:

Mayor Charlie Latham called the meeting to order.

OPENING CEREMONIES:

Invocation was by Council Member Wilson, followed by the Salute to the Flag.

ROLL CALL:

Mayor: Charlie Latham

Council Members: Keith Doherty Steve Hartkemeyer – *Absent* Christine Hoffman
Tom Taylor Phil Vogelsang Jeanell Wilson

Also present was City Manager George Forbes and Judy L. Bullock, City Clerk.

APPROVAL OF MINUTES

It was moved by Mr. Taylor, seconded by Mr. Vogelsang, and passed, to approve the following minutes, as presented:

- Regular City Council Meeting held December 17, 2012

ANNOUNCEMENTS

Mr. Taylor announced that he had participated in the Arbor Day tree giveaway this year, as former Councilmember Bennie Furlong was unable to attend.

COURTESY OF THE FLOOR TO VISITORS

Speakers:

- Fred “Fel” Lee, 1501 Big Tree Road, Neptune Beach

Mr. Lee advised that he is the current President of the Duval County School Board and the local representative. He invited Councilmembers to attend the reception for the new Superintendent on February 21, 2013 at 6:30 p.m. Mr. Lee also encouraged Councilmembers to participate in the upcoming Walk-Thru of the local schools.

- Thad Moseley, 3701 Duval Drive, Jacksonville Beach

Mr. Moseley addressed the Council on the Low Speed Vehicles Parking issue. He offered suggestions to the problem and advised that Councilmembers can contact him to discuss the issue in detail.

Mayor Latham advised that a Workshop regarding parking issues will be held in the near future.

MAYOR AND CITY COUNCIL

- (a) Presentation of Proclamation to 19th Street Charities

Mayor Latham read and presented a Proclamation to “19th Street Charities” for their efforts in providing Christmas gifts to less fortunate children.

CITY CLERK

CITY MANAGER

- (a) Approve the Monthly Financial Reports for the Month of December 2012

Motion: It was moved by Mr. Taylor, seconded by Mr. Vogelsang, to approve the monthly report as presented.

Roll call vote: Ayes – Doherty, Hoffman, Taylor, Vogelsang, Wilson, and Mayor Latham; motion carried unanimously.

- (b) Appointment of One Councilmember to Serve on the General Employees’ Pension Board of Trustees

Motion: It was moved by Mr. Taylor, seconded by Mr. Vogelsang, to appoint Councilmember Christine Hoffman to serve as a trustee on the General Employees’ Pension Board.

Roll call vote: Ayes – Hoffman, Taylor, Vogelsang, Wilson, Doherty, and Mayor Latham; motion carried unanimously.

- (c) Approve a Draw for Purchase of External Body Armor Carriers

Motion: It was moved by Mr. Taylor, seconded by Mr. Vogelsang, to approve a draw of \$29,992 from the Federal Equitable Sharing Fund to expend, as described in the January 2, 2013, memorandum from the Interim Chief of Police entitled, “Draw for Purchase of External Uniform Body Armor Carrier (74) and Uniform Shirts (210), Police Patrol Bicycles (4) and Quad ATV’s (2) for the Police Department from the Federal Equitable Sharing Fund”.

Discussion: Interim Chief Dooley reviewed the proposed external uniform vest carrier and demonstrated how the vest carrier unzips on the sides to allow air circulation for officers during the summer months. He also went over the purchase of patrol bicycles for a Patrol Bicycle Program and the Quad ATVs.

Mr. Forbes explained that the funds for purchase of the items are from Seizure Monies, not from the taxpayers.

A brief discussion among Councilmembers ensued regarding funding for the purchase, storage of the equipment and the number of shirts being purchased.

Roll call vote: Ayes – Taylor, Vogelsang, Wilson, Doherty, and Mayor Latham; motion carried unanimously.

Minutes of Regular City Council Meeting
held Tuesday, January 22, 2013

ADJOURNMENT

There being no further business coming before the Council, Mayor Latham adjourned the meeting at 7:38 p.m.

Submitted by: Judy L. Bullock
City Clerk

Approval:

William C. Latham, Mayor

Date: February 4, 2013

DRAFT

26.2 WJFH DONNA

THE NATIONAL MARATHON TO
FINISH BREAST CANCER

Sunday

February 17, 2013

AGENDA

- ▣ Overview of the marathon (Goals)
- ▣ General issues with the marathon
- ▣ Review of marathon route
- ▣ Questions (please hold these, we will get to them)

GOALS FOR THE EVENT

- ▣ Provide a safe environment for all participants and visitors
- ▣ Work with business owners and residents to limit disruption to daily routines
- ▣ Facilitate the flow of vehicular and pedestrian traffic before, during, and after the event

REVIEW OF THE MARATHON ROUTE

- ▣ New this year:
 - ▣ Start location
 - ▣ Duval Drive
 - ▣ Latham Plaza parking lot
 - ▣ Shuttles

CONTACTS

- ▣ Jacksonville Beach - Sergeant Keith Brown, wbrown@jaxbchfl.net
- ▣ Neptune Beach - Lieutenant Adam Militello, 242-3434
amilitello@neptune-beach.com
- ▣ Atlantic Beach - Commander Tiffany Layson, 247-5859 ext #10
tlayson@coab.us
- ▣ JSO - Sergeant Chris Hancock
- ▣ Sarah Ausherman, Event Facilitator
www.breastcancermarathon.com_355-7465

City of

January 24, 2013

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6299 ext. #10

904.247.6250 ext. #11

Fax: 904.247.6256

E-Mail: cityclerk@jaxbchfl.net

www.jacksonvillebeach.org

MEMORANDUM

TO: The Honorable Mayor and
Members of the City Council

FROM: Judy L. Bullock, City Clerk *JLB*

SUBJECT: *Appointments to Board of Adjustment*

ACTION REQUESTED:

Appointment of two Alternate Members to the Board of Adjustment.

BACKGROUND:

The terms of Sylvia Osewalt and Michael Gallimore will expire on January 31, 2013. Ms. Osewalt and Mr. Gallimore were contacted and both have requested that Council consider reappointing them to new two-year terms. For your review, we have attached Board Applications.

Ms. Osewalt was originally appointed to the Board of Adjustment on July 17, 2010, as Second Alternate member. She was subsequently appointed as a First Alternate member, on February 20, 2012, to complete an unexpired term. For your review, attached is Ms. Osewalt's Board Application.

Michael Gallimore was originally appointed to the Board of Adjustment on February 20, 2012, as Second Alternate Member to complete an unexpired term. For your review, attached is Mr. Gallimore's Board Application.

Due to their knowledge of the City's Building and Zoning Regulations and their experience on the Board, it is recommended that both members be reappointed for new two-year terms.

RECOMMENDATION:

1. Reappoint Sylvia Osewalt to the Board of Adjustment as First Alternate Member for a two-year term, expiring on January 31, 2015.
2. Reappoint Michael Gallimore to the Board of Adjustment as Second Alternate Member for a two-year term, expiring on January 31, 2015.

Attachments



RECEIVED

City of Jacksonville Beach
11 North 3rd Street
Jacksonville Beach, Florida 32250



City Clerk's Office
City of Jacksonville Beach

Office of the City Clerk
(904) 247-6299
FAX (904) 247-6256

Application for Appointment to City Boards

Personal Information (Please print or type)

Name: <u>Sylvia W. Osewalt</u>	Home Phone: <u>249-7650</u>
Home Address: <u>3 Freedom Way</u>	
E-Mail Address: <u>seniorsyl@bellsouth.net</u>	FAX: <u>247-6567</u>
Business: <u>None</u>	Business Phone: _____
Business Address: _____	

Eligibility

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>34 years</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Voter ID Number: _____
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>3 Freedom Way</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office held: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No
If yes, please provide details: _____

City Boards (Please indicate your preferences by ranking - denote your first choice with a "1", etc.)

<input checked="" type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Employees' Board of Appeal
<input type="checkbox"/> Codes Enforcement Board	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Community Redevelopment Agency	

Please list City Board meetings you have attended: _____
Code Enforcement Board member almost 17 y6ears

Qualifications (Briefly describe specific expertise, abilities or qualifications that would be beneficial to the board.)

Education: <u>Some college</u>
Qualifications: <u>Almost 17 years on Code Enforcement Board. Several years as Chairman. Active in CPAAA with Jacksonville Beach Police Department</u>
Experience: _____
<i>*Please attach a resume and/or additional documentation to supplement your qualification information.</i>

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend regularly scheduled meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct and complete and authorize a criminal background check.

June 17, 2010

Date

Sylvia W. Osawat
Applicant's Signature

Please do not write below - Staff use

Date application received: _____

Interviewed on: _____

Eligible for appointment

Not eligible for appointment

Explanation: _____

Appointed to: BOARD OF ADJUSTMENT

Date: 7/19/2010 - 1st ACT

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Resume

SYLVIA W. OSEWALT

3 Freedom Way Jacksonville Beach, FL 32250

(904) 249-7650 - Fax (904) 249-7650

e-mail: seniorsyl@aol.com

1994-2001 TEMPFORCE 4651 Salisbury Road, Jacksonville, FL . Temporary employment as Executive Secretary, Administrative Assistant, Secretary.

Examples: Executive Secretary to CEO of insurance company and architecture firm, secretary to Sf. Vice President of insurance company, and local attorneys. Recently completed 14 month assignment as member of Y2K Project Team for large insurance company as Y2K Vendor Compliance Manager. Tasked with ensuring all software and hardware vendors of products in use at the company were compliant and documentation provided. Maintained company's Y2K repository.

1992-1993 ISLAND REALTY, Jacksonville Beach, FL (No longer in business)

Office Manager, Administrative Assistant of Property Management Office. Performed accounting/maintenance contracting and customer service for long term and short term property. Proficient on real estate management program including the payment of property owners and vendors. Negotiated and contracted all maintenance and repairs of all properties. Provided correspondence for the agency.

1979-1991 Production Controller (Ships) Coordinated ship repair and overhaul packages for repair of Navy ships by civilian contractors. Budget for repairs ranged from \$2 million to \$20 million and work requirements included major ship alterations to bring ships up to the state of the art. Required knowledge of all technical aspects of the ship repair industry. Required extensive travel in U.S. and throughout Europe and Central America. Served on various source selection panels in Washington DC to review master ship repair contractor proposals against work specification/requirements to determine responsiveness. Served as Federal Women's Program Manager advising management on issues concerning women in the work place. Conducted training on the Prevention of Sexual Harassment, Interview Techniques, Dressing for Success. Provided career counseling for furthering careers and changing career paths.

1977-1978 Technical Data Manager. Supervised a Technical Data Branch. Responsible for providing all technical data, i.e., blueprints, technical manuals, industry standards, military specifications, etc. for the preparation of work specifications for ship repairs by civilian contractors. Administered the contract for design, covering ship modifications. Reviewed and authorized payment of invoices or returned to the contractor for compliance /further clarification in accordance with the contract.

1976-1977 Administrative Assistant Responsible for ensuring all administrative requirements for the organization were met. Reviewed all correspondence for format, grammar and content. Processed security clearances, passport requirements and industrial health requirements for the organization. Assisted in travel requirements making stateside and overseas travel arrangements, very often in a short time.

1956-1976 Various Secretarial Administrative positions. Held positions as Secretary, Administrative Assistant, Military Personnel Clerk, Statistical Clerk, Accounts Maintenance Clerk, Clerk-Typist. Performed various numerous administrative and clerical functions.

1972-1996 U. S. NAVAL RESERVES Retired as Senior Chief Yeoman June 1996. Held positions as Administrative Supervisor and Command Chief/Leading Chief of three reserve units. Conducted various training including Prevention of Sexual Harassment, Suicide Prevention, administrative subjects and various of General Military Training. Career Counselor for unit enlisted personnel. Held Top Security Clearance. Performed active duty for training throughout the U.S. and various overseas bases.

Resume Sylvia W. Osewalt Page 2

Secretarial Diploma, Hillsborough High School, Tampa, FL

Various business courses, Florida Community College at Jacksonville

Numerous training courses through employers, including Continuing Education Units Numerous professional and personal development seminar/workshops

Member, Jacksonville Beach Codes Enforcement Board, appointed by City Council 1989-2007. Chairman July 1992-November 1995 and October 1996-January 2007, elected by Board members.

VOLUNTEER CRISIS WORKER, SUICIDE PREVENTION CENTER Telephone Counselor/Speaker's Bureau/Executive Committee Member and Trainer Facilitator, Survivors of Suicide Self-Help Group

TOURNAMENT OF PLAYERS CHAMPIONSHIP CHARITY GOLF TOURNAMENT Transportation committee

Effective communicator, oral/written High energy/enthusiasm levels Demonstrated training skills

Effective coordination/organization skills Effective interpersonal skills

Self-starter, high motivation/ dependable, loyal Demonstrated problem-solving skills Effective community/public relations skills Typing 80+ words per minute

Computer skills - Windows - WordPerfect, Enable, Lotus, Microsoft Word, Excel 10-key adding machine

CONFIDENTIAL

ONGS & S. HULL

City of Jacksonville Beach
11 North 3rd Street
Jacksonville Beach, Florida 32250



Office of the City Clerk
(904) 247-6299
FAX (904) 247-6256

3 pages

Application for Appointment to City Boards

Personal Information (Please print or type)

Name: <u>Michael T. Gallimore</u>	Home Phone: <u>249-7603</u>
Home Address: <u>1629 - 10th Street S., Jax Bch 32250</u>	
E-Mail Address: <u>mary@gallimoreconstruction.com</u>	FAX: <u>249-0989</u>
Business: <u>Gallimore Construction & Home Improvement Inc.</u>	Business Phone: <u>226-4041</u>
Business Address: <u>above address</u>	<u>838-7743</u>

Eligibility

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: _____
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Voter ID Number: _____
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: _____
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office held: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No
If yes, please provide details: _____

City Boards (Please indicate your preferences by ranking - denote your first choice with a "1", et c.)

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Employees' Board of Appeal
<input type="checkbox"/> Codes Enforcement Board	<input checked="" type="checkbox"/> Planning Commission
<input checked="" type="checkbox"/> Community Redevelopment Agency	

Please list City Board meetings you have attended: _____

Qualifications (Briefly describe specific expertise, abilities or qualifications that would be beneficial to the board.)

Education: <u>see attached resume</u>
Qualifications: <u>"</u>
Experience: <u>"</u>
<i>*Please attach a resume and/or additional documentation to supplement your qualification information.</i>

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Female	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input checked="" type="checkbox"/> Male	
<input type="checkbox"/> Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

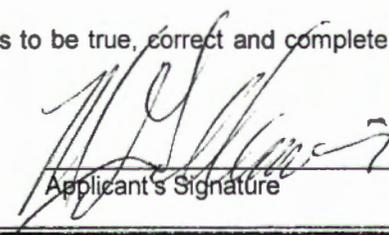
I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend regularly scheduled meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct and complete and authorize a criminal background check.

 Date



 Applicant's Signature

Please do not write below -- Staff use

Date application received: _____

Interviewed on: 6-9-2011

Eligible for appointment

Not eligible for appointment
 Explanation: _____

Appointed to: BOARD of Adjustment

Date: 2-20-2012

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

CAREER SUMMARY:

Professional construction manager with over 25 years of experience involving all facets of commercial, industrial and residential projects, from start-up to final inspection. Demonstrated ability to implement, trouble-shoot and review plans and specifications to ensure implementation of design of buildings, systems and equipment. Detail and goal oriented individual who possesses discipline, teamwork skills as well as a network of human resources.

PROFESSIONAL EXPERIENCE:

2002 – Present : Owner, Gallimore Construction & Home Improvement Inc., Jacksonville Bch., FL
Formed my own company, specializing in residential renovations. I received my FL Building Contractor License in 2003; qualified for residential & commercial building, both for new buildings and additions.

1994 – 2002 Corporate Director of Special Projects, Integroup Realty Trust, Jacksonville, FL
Responsible for ensuring smooth lines of communication between the marketing, construction and technical teams. Supervised construction of student housing complexes. Worked with the general contractors ensuring that the buildings were built to specifications and building codes, as well as, completing projects on-time and on budget. Located qualified vendors and negotiated contracts with subcontractors. Maintained quality control and safety standards. Finalized inspections with city, county and state officials. Performed due diligence with third party structural and environmental engineers during property evaluations. Assisted in compilation of annual budgets as well as various operational reports and recommendations to achieve budget goals.

PROJECTS (Melrose Apartments)

Gainesville, FL	312 units	\$25.7 million
Tallahassee, FL	486 units	\$37.3 million
Jacksonville, FL	360 units	\$28.9 million
Raleigh, NC	210 units	\$15.5 million
Austin, TX	498 units	\$44.4 million
Urbana, IL	270 units	\$29.2 million
College Station, TX	348 units	\$29.3 million

1993 – 1994 Assistant Superintendent, Searcy Building Contractors, Union City, TN
Supervised construction team of 4 to 8 people, specializing in erecting large, steel buildings for manufacturing plants. All jobs managed in a fast paced environment, completed under budget and on time.

1992 – 1993 Plant Foreman, American Ash Recycling Corp. of Tennessee, Nashville, TN
Hired, trained and supervised construction team of up to 11 people for daily operations of installation for a pilot recycling facility in Sumner County, approximately 45,000 square feet. Managed general contractors, ensuring that the plant was built to specifications, building codes, and environmental sensitive concerns. Finalized inspections with city, county and state officials. Responsible for equipment operation and maintenance as well as various operation and personnel reports. Completed a second, larger plant in Nashville approximately 100,000 square feet

SKILLS AND TRAINING:

- Managing and enforcing contractual compliance with sub-contractors
- Assessing and resolving problems
- Telephone cable, fiber optic cable, coax cable, data cable experience
- Heavy machinery operation and maintenance
- Hazardous waste handling

EDUCATION:

- Dresden High School, TN
- Electronics Vocation Certificate, Weakley County Vocational School, TN
- Fair Housing Seminars
- ADA Seminars
- BFP Certification
- Florida Builder Contractor License

City of

Jacksonville Beach

Police Department

101 Penman Road, South

Jacksonville Beach

FL 32250

Phone: 904.247.6343

Fax: 904.247.6342

www.jacksonvillebeach.org

To: George D. Forbes, City Manager
From: Patrick K. Dooley, Interim Chief of Police
Subject: Draw for purchase of a Fallen Police Officer Monument, from Federal Equitable Sharing Fund.
Date: January 25, 2013

ACTION REQUESTED

Approve a draw from the Federal Equitable Sharing Fund to pay for the police department's portion of the Fallen Police Officer Monument, to be placed in front of the Police Department.

BACKGROUND

On June 27, 1927, Jacksonville Beach Town Marshal Charles B. Jones was killed in the line of duty. Marshal Jones was struck with a piece of debris when the public works department was blowing up a pipe on the beach. There is not any monument or memorial in his honor in the city. The monument proposed would be placed on the property of the police department in front of the building close to the flag of the United States. The memorial would also be incorporated into future police memorial services held at the police department. The purchase of the monument will be paid for by donations from Hardage Giddens, private donations, and funds from the Federal Equitable Sharing Fund. The total cost of the monument is \$10,433. Hardage Giddens has agreed to pay \$4,000. There are private donations in the amount of \$839.64. The remaining **\$5,593.36** would be paid by the Federal Equitable Sharing Fund.

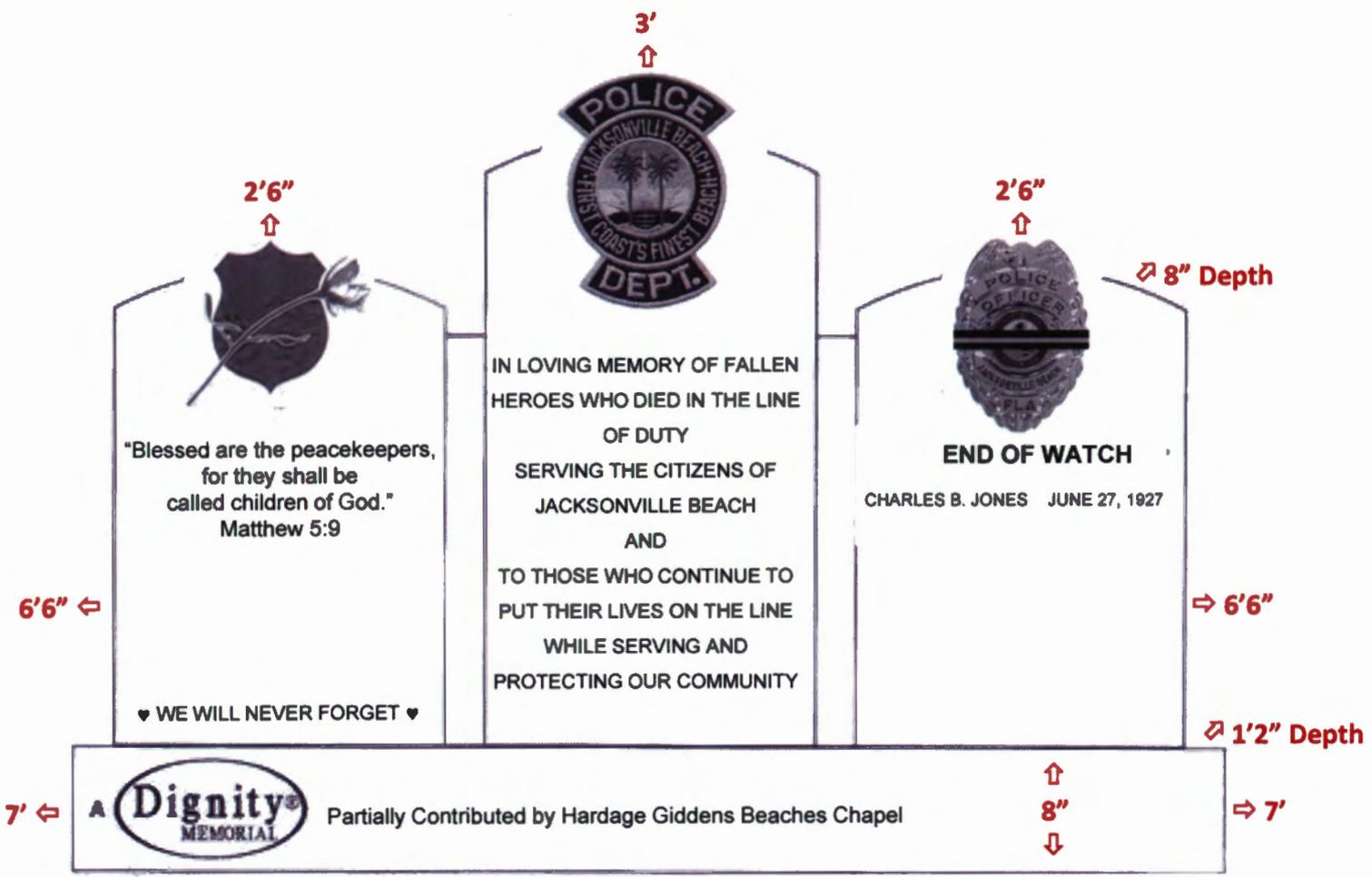
This purchase meets the statutory requirement for the Federal Equitable Sharing Fund, according to the Asset Forfeiture & Money Laundering Section, Criminal Division, U.S. Department of Justice.

RECOMMENDATION

Approve a draw in the amount of **\$5,593.36**, from the Federal Equitable Sharing Fund as described in the January 25, 2013 memo from the Interim Chief of Police entitled "Draw for purchase of Fallen Police Officer Monument from Federal Equitable Sharing Fund."



1995



Disbursement of Funds

- COJB Trust Fund Cost: \$ 5,593.36
- Hardage-Giddens Donation: \$ 4,000.00
- Personal Donations: \$ 839.64

(\$565.00 pays for Verbiage; \$274.64 pays for part of Etching)

Total Cost: \$10,433.00

City of

Jacksonville Beach

Fire Department

325 2nd Avenue South

Jacksonville Beach

FL 32250

Phone: 904.247.6201

Fax: 904.247.6155

www.jacksonvillebeach.org

MEMORANDUM

TO: George Forbes, City Manager
FROM: Gary Frazier, Fire Chief
DATE: January 24, 2013
SUBJECT: Emergency Repair of the Fire-Pump on Reserve Engine-25

ACTION REQUESTED:

Allocate \$14,500 for the emergency repair of the fire-pump on Reserve Engine-25.

BACKGROUND:

Reserve Engine-25 is a 1993 Pierce custom pumper that is used to supplement front line apparatus. This occurs during service, maintenance, and when additional units are added for special events or additional staffing is needed due to a large incident. Recently E-25 failed a portion of the NFPA annual pump test due to leakage of the pump housing and seals. The fire-pump is the mainstay of the unit and is used anytime water is needed to supply hose-lines.

The unit was taken to Sanford, Florida to Ten-8 Fire Equipment, the Pierce dealer, to repair the Waterous fire-pump. It was determined that the seals, housing, and shaft could not be repaired and needed to be replaced. In addition, the recommendation is to also replace the internal components such as wear rings and impeller while the pump is apart. While we budget for minor repairs, the \$14,500 cost to replace parts and rebuild the pump is outside our normal maintenance budget. The City Manager has authorized the Fire Chief to proceed with the emergency repairs. Funding can come from the unanticipated General Fund reserve and will be included in the mid-year budget adjustment.

RECOMMENDATION

Approve \$14,500 for the emergency repair of the fire-pump on Engine-25 as described in a memo from Fire Chief Gary Frazier dated January 24, 2013.



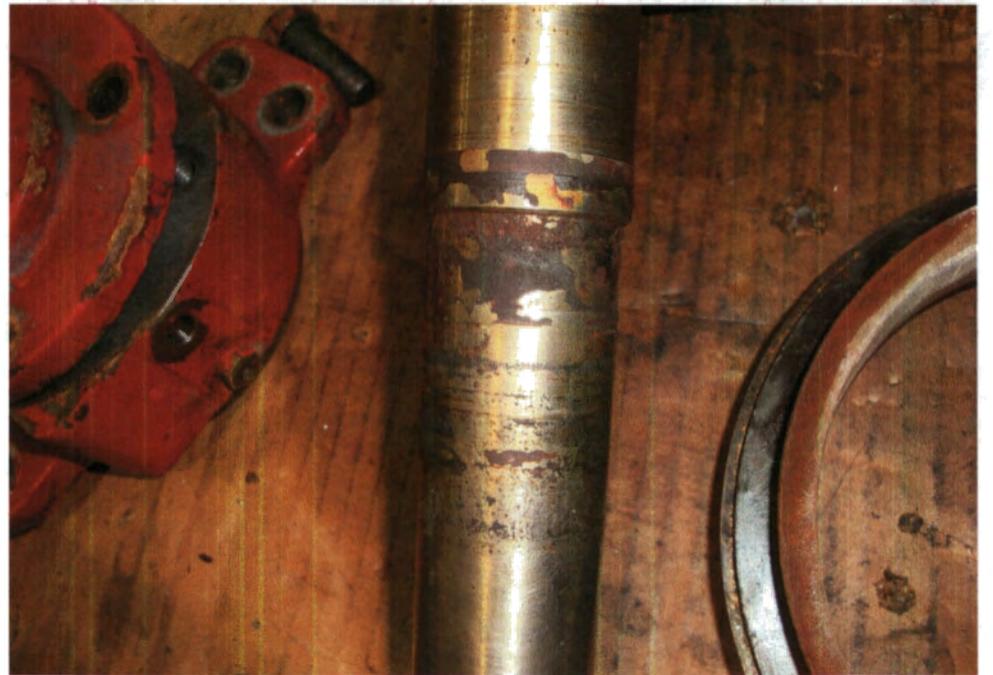


JBFD



JACKSONVILLE
BEACH

25



City of

Jacksonville Beach

2508 South Beach

Parkway

Jacksonville Beach

FL 32250

Phone: 904.247.6236

Fax: 904.247.6143

www.jacksonvillebeach.org

TO: George D. Forbes
City Manager

FROM: Gary Meadors
Recreation & Parks Director

DATE: January 22, 2013

SUBJECT: Approve Cemetery Improvements at H. Warren Smith Cemetery

ACTION REQUESTED:

Approve cemetery improvements at H. Warren Smith Cemetery

BACKGROUND:

The City of Jacksonville Beach operates two cemeteries that are located at the corner of Beach Blvd and Penman Road. The cemeteries are Lee Kirkland and H. Warren Smith. The City has a cemetery capital improvement account that is funded by transferring 63% of the sales of cemetery lots into this account. Recent improvements that have been completed with these funds include the cremorial niches, and garden at the Lee Kirkland Cemetery, as well as the Warren Smith entry arch on Beach Blvd. and fence on 1st Ave. North.

Improvements are now being recommended for the Warren Smith Cemetery that will include an entrance archway on Penman Road, and two sections of wrought iron style aluminum fence (see attached map). The cost of the archway is \$21,500 which includes the arch and split faced block columns on each side of the driveway. The cost of two sections of fence and clearing stumps and debris will cost \$18,350. Once the fence and arch are installed a row of crape myrtle trees will be installed. The cost of the landscape and irrigation is estimated at \$ 2,300 and will be handled by B & L Landscape. The fence and archway will be constructed by Hufham Construction. Both contractors have continuing service contracts with the City.

The estimate for this project is \$ 44,257 which includes a five percent contingency. A cost breakdown is as follows:



Description	Cost
Clearing, grading, tree removal, and stump grinding	\$ 6,350
Fabrication of arch, and construction of split faced block columns	\$ 21,500
Supply and Install 350 feet of 5' high black aluminum fence	\$ 12,000
Install bubbler irrigation and estimated 23 Crape Myrtle trees 30 gallon size	\$ 2,300
Contingency	\$ 2,107

The funding for this project is available from the cemetery capital improvement account.

RECOMMENDATION:

Approve the improvements to the H. Warren Smith Cemetery as described in the memorandum from the Recreation & Parks Director dated January 22, 2013.



JACKSONVILLE BEACH

City of
Jacksonville Beach
Operations &
Maintenance Facility
Department of Public
Works
1460-A Shetter Avenue
Jacksonville Beach
FL 32250
Phone: 904.247.6219
Fax: 904.247.6117

www.jacksonvillebeach.org

January 25, 2013

TO: George D. Forbes, City Manager
FROM: Ty Edwards, Public Works Director
SUBJECT: Authorize Preparation of the Application for Renewal of the City's 5-Year Wastewater Treatment Facility NPDES Permit and of a Copper and Cyanide Mixing Zone Assessment Study

ACTION REQUESTED:

Authorize preparation of:

- The application for renewal of the City's 5-Year Wastewater Treatment Facility (WWTF) National Pollutant Discharge Elimination System (NPDES) Permit with *Jones Edmunds*, and
- A concurrent Copper and Cyanide Mixing Zone Assessment Study with *CDM Smith* along with necessary river sampling by *JEA* to support the assessment.

BACKGROUND:

In the wastewater treatment process, there are 2 major treated end products that must be disposed –sludge (solid) and effluent (liquid). The sludge is deposited in the county landfill. In the 1980s, the three (3) beach cities (Atlantic Beach, Neptune Beach and Jacksonville Beach) built and since have shared an effluent force main system under the provisions of an inter-local agreement, which comingles and pumps our treated wastewater effluent north, ultimately discharging it into the northerly portion of the marine section of the St. Johns River (attached map).

Over time with each new 5-year permit renewal, issued by FDEP on behalf of the U.S Environmental Protection Agency (EPA), nutrient and contaminant limits are adjusted. In 2004, copper limits were first inserted into renewed permits for the beach cities. Together, the beach cities funded a copper mixing zone assessment study with *CDM* (now *CDM Smith*) as part of the renewal process, with the cost apportioned to each city based on wastewater treatment plant capacity (million gallons per day). The City's portion was 41.3% of the total cost. (*Atlantic Beach* coordinated the contractual arrangement with the consultant per the interlocal agreement.) The study results showed that the cities could



discharge a higher concentration level of copper into the river. FDEP approved the beach cities' copper mixing zone and included it in the renewed permits.

Later on, the EPA listed the marine section of the St. Johns River impaired for copper. As a result, FDEP issued each beach city a renewed permit in 2009 with an administrative order for copper and, for the first time, cyanide. These copper and cyanide limits, shown below, are more stringent than for drinking water.

	<u>Wastewater Limit</u>	<u>Drinking Water Limit</u>
Copper	3.7 ppb	1300 ppb
Cyanide	1 ppb*	200 ppb
* Not detectable at this level of concentration		

FDEP issued the City's latest renewal permit on 2/4/2009 with expiration date of 2/3/2014. For the upcoming cycle, the City's permit renewal application must be submitted to FDEP 180 days prior the expiration date, no later than 8/7/2013.

Recently, FDEP informed the beach cities that the EPA had informally approved the de-listing of the St. Johns River for copper impairment, formal de-listing was imminent, and a mixing zone for copper and cyanide would be acceptable during the upcoming permit renewal process. However, FDEP stated that the previously approved mixing zone could not be used by the beach cities until updated sampling, data analysis and modeling are completed for copper and cyanide. This mixing zone assessment study must be completed and submitted to FDEP with each beach city's permit renewal application. Thus, this mixing zone work must begin immediately.

For the **mixing zone work**, it is recommended to use **CDM Smith**, the consultant for the previous copper mixing zone study. *CDM Smith* provided a proposal to update the existing model and study as needed for copper and for cyanide (attached). **River sampling** for the mixing zone is recommended with **JEA**, which has provided a proposed cost. (*JEA* already takes required river samples for the beach cities and *CDM Smith* is working on mixing zones for *JEA* permit renewals.) Finally, for the **permit renewal application work**, it is recommended to use **Jones-Edmunds**, which has a continuing service contract with the City, and has significant wastewater experience. *Jones-Edmunds* has provided a proposal for the permit renewal application work (attached). The following chart summarizes costs for all the project work.

PROJECT COST SUMMARY		
<u>Description</u>	<u>Cost</u>	<u>Recommendation</u>
Mixing Zone Assessment Study	\$27,760.00	by <i>CDM Smith</i>
River Sampling	\$1,200.00	by <i>JEA</i>
Sub-Total:	\$28,960.00	Pro-rata shared by 3 beach cities
City Sub-Total (41.3%)	\$11,960.00	Authorize thru <i>Atlantic Beach</i>
Permit Renewal Application	\$29,904.85	Authorize with <i>Jones-Edmunds</i>
FDEP permit application fee	<u>\$5,000.00</u>	
City Sub-Total	\$34,904.85	
City Total	\$46,864.85	
10% Contingency	<u>\$4,686.49</u>	
CITY GRAND TOTAL	\$51,551.34	
Funding is available in the Water & Sewer Enterprise Fund and the budget be adjusted accordingly at mid-year.		

It is recommended that:

- The Mixing Zone Assessment Study be authorized with *CDM Smith* and the River Sampling be authorized with *JEA*, through contracting by *Atlantic Beach*, with a pro-rata total cost to the City estimated at \$11,960.
- The Permit Renewal Application Work be authorized with *Jones-Edmunds* at a total cost to the City estimated at \$34,904.85 (includes FDEP fee).
- Authorize a 10% contingency on the estimated City Total Cost (\$46,864.85) for a City Grand Total Cost not to exceed \$51,551.34.

RECOMMENDATION:

Authorize the work for the Wastewater Permit Renewal Application, the Mixing Zone Assessment Study for Copper and Cyanide, and the associated River Sampling as explained in the memorandum from the Public Works Director dated January 25, 2013.

Statement of Work

Permitting Assistance, Mixing Zone Assessment of Total Copper and Cyanide at the St. Johns River Outfall

January 18, 2013

1. Background

In October 2004, CDM Smith Inc. (CDM Smith) assisted the City of Atlantic Beach (CITY) to establish a mixing zone with approval by the Florida Department of Environmental Protection (FDEP) through a permit modification. A mixing zone is defined as the volume or area required to mix the point-source pollutant of concern to an acceptable concentration. FDEP requires that the outer delineation of a mixing zone exhibits a 100:1 downstream (and upstream) dilution ratio (Gilbert, 2002).

For continuous discharge of copper-enriched effluents, CDM Smith utilized a mathematical flow and transport model (CORMIX) to determine and optimize the extent of the mixing zone at the St. Johns River outfall. A report summarizing the model and data was presented to the CITY in October 2004. This report detailed the proposed mixing zone for the CITY's wastewater effluent into the St. John's River at the outfall. The permits that were issued to the Beaches facilities as a result of the 2004 study included provisions for monitoring effluent copper concentration, as well as upstream and downstream ambient concentrations. For the following study outlined in this scope of work, the data collected in the previous permit cycle for effluent and ambient concentrations will be used to update the CORMIX modeling. No additional sampling will be required for copper. In addition to copper, a mixing zone analysis will be prepared for cyanide. The cyanide data collected during the previous permit cycle was based on a method detection limit that exceeds the water quality standard. As such, a new data set will be collected and analyzed to a lower detection limit to provide more usable data for the CORMIX modeling effort.

2. Purpose

Pursuant to the regulatory requirements, the three wastewater facilities of Atlantic Beach 1, Jacksonville Beach and Neptune Beach are obligated to comply through a modification of their current effluent discharge permit to the St. Johns River for total recoverable copper and cyanide. In agreement with the guidelines and regulations of FDEP, this scope focuses on providing further permitting assistance for the modification of the respective permits for each facility by updating a previously developed mathematical model for the mixing zone area in the St. John's River.

3. Task Identification

Task 3.1: Data Collection and Analysis

CDM Smith will prepare a brief sampling protocol for submittal to and approval by FDEP prior to conducting the sampling events. CDM Smith will utilize existing copper data for the CORMIX modeling effort. The Beaches facilities will partner with JEA for the collection of ambient samples upstream and downstream of the outfall for cyanide, as well as 3 additional locations in the vicinity of the outfall (to be determined by FDEP). Beaches staff will collect effluent cyanide samples at each of the three WWTP's on the same day as the river sampling for each of events. FDEP has requested four monthly sampling events to be conducted in February, March, April and May of 2013. A high tide and low tide sample will be collected during each event for ambient concentrations; one corresponding sample will be collected at each WWTP per event. CDM Smith will contract with Columbia Analytical Services to perform cyanide analysis of the samples collected. The analysis will be performed with a method detection limit that is approved by FDEP. For each of the four monthly sampling events, 5 samples will be collected at high tide, 5 samples will be collected at low tide, 3 effluent samples will be collected, 1 trip blank and 1 equipment blank will be collected, for a total of 15 samples per event. Over the four month sampling program, this will result in a total data pool of 60 sampling results.

Task 3.2: Model Update

CDM Smith will be responsible for reviewing and updating the mathematical model, CORMIX, at the outfall pipe in the St. Johns River. The existing model will be updated to version 8.0. Using the best available sources, CDM Smith will review existing data and update the river model if necessary, including river depth, ambient current velocity profile, ambient salinity and temperature, background pollutant concentration, decay rate, far-field dispersion rate, port diameter, port elevation, port orientation (vertical and horizontal), effluent flow rate, effluent salinity and temperature, and effluent pollutant concentration. CDM Smith believes minimal updates will be required for the model configuration. CDM Smith has included this task in the scope and fee to ensure accuracy when reporting to the FDEP. CDM Smith will purchase the required CORMIX license to be used for both the Beaches and JEA facilities, and has included the portion of the license fee attributed to the Beaches outfall in the project budget (1/8 of total license purchase price). The CITY and FDEP shall assist the CDM Smith in providing the effluent discharge permit of each wastewater treatment facility as these have been updated since the previous model was completed. The St. Johns River Water Management District EFDC model for the St Johns River will be used to update the current and velocity data in the CORMIX model.

Task 3.2.1: Model Re-Calibration and Comparisons with Observed Values

CDM Smith shall utilize data from previously selected sampling locations 30 feet upstream (SJR_3) from the outfall discharge as the suitable re-calibration point. Water velocity and background concentration of total recoverable copper and cyanide will be calibrated with a relative error of 20 percent. The model outputs of velocity and total recoverable copper and cyanide concentrations will be compared against the new field measurements. Existing copper data will be used for the CORMIX model update; new cyanide data will be collected by JEA staff (per agreement between JEA and the Beaches) in conjunction with routine monthly river sampling that is already performed by JEA (February through May).

CDM Smith shall provide appropriate statistical analysis on the match between predicted and measured values of velocity and concentrations, including mass balance and plots.

Task 3.2.2: Simulations of Current Conditions and Determination of Mixing Zone

Once the model is satisfactorily updated and re-calibrated, CDM Smith shall determine the extent of the mixing zone downstream of the outfall pipe, including the 100:1 dilution line, and the centerline dilution. CDM Smith will predict the attainable dilution ratio for the total recoverable copper and cyanide discharge as a function of distance downstream of the common outfall discharge pipe.

Task 3.3: Reporting

CDM Smith shall submit of the following reports: (1) a final draft report for review at the completion of the modeling effort, and (2) a final report at the completion of the project addressing comments arising from the review of the draft.

CDM Smith shall draft a final report that includes project description, collection and evaluation of data, calibration procedure, assumptions and limitations of the model calibrations, determination of the mixing zone, and summary and recommendations. Plots of total recoverable copper and cyanide concentrations, comparison between predicted and measured velocity and total recoverable copper cyanide concentration shall be included in the final report.

CDM Smith shall submit the final draft report to the CITY and FDEP for review in six bound copies. The draft shall be reviewed by CITY and FDEP staff within three weeks of submittal and returned to CDM Smith with review comments for final editing. Within three weeks of receipt of CITY's final comments, CDM Smith shall submit:

1. The final version of the report in nine bound copies; and
2. A documented CD-ROM or DVD of the project report as a pdf file, and model input and output files of the project area.

4. Time Frames and Deliverables

Overall the project time shall not exceed 6 months from receipt of a Notice-to Proceed with the following milestones:

1. Draft final report delivered within 4 weeks of receipt of the second sampling event results;
2. The CITY will review and provide comments within 2 weeks of submittal of the draft report using CDM Smith standard review template; and
3. Submittal of revised final report and model input/output files within 2 weeks of the receipt of the CITY's comments.

5. Budget/Cost Schedule

CDM Smith shall provide the professional services described in this scope of work for a lump sum of \$27,760. CDM Smith shall invoice every month based on estimated percent of completion. The cost breakdown is described in Table 5-1.

Table 5-1 Cost Breakdown of Mixing Zone Project

Task	Description	\$
1	Data Collection and Analysis	2,440
2	Model Update	16,720
3	Reporting	5,500
Outside Professionals	Laboratory Services – Cyanide Only	2,260
Other Direct Costs	Model Purchase, Mileage, Postage, etc.	840
Total		27,760

Submitted By: _____ Date: _____
 CDM Smith Inc.

Accepted By: _____ Date: _____
 City of Atlantic Beach



BEACHES | ENERGY
SERVICES

MEMORANDUM

TO: George D. Forbes
City Manager

FROM: Roy Trotter
Beaches Energy Services Director

DATE: January 22, 2013

RE: Installation of Underground Electric Infrastructure

ACTION REQUESTED:

Award Bid Number 1213-03 "Installation of Underground Electric Infrastructure."

BACKGROUND:

Beaches Energy Services retains contractors to install underground electric facilities on an as needed basis. This work is for the installation, renewal and replacement of new and existing underground electric facilities. The contractors are also used to assist Beaches Energy Services staff in restoration of service during emergency situations.

Purchasing and Procurement solicited bids from 103 contractors and 3 contractors responded. The bids are for a 36-month unit price contract for the installation of underground electric duct lines, manholes, cables and related work.

EVALUATION:

A Work Unit for each unit price item was established by the Electric Engineering Division using historical and current market data. The contractors bid a Cost Construction Factor. This factor is used to determine the unit price for all units using the following equation: Unit Price = COST CONSTRUCTION FACTOR X WORK UNIT. The lowest Cost Construction Factor (CCF) represents the lowest bidder.

<i>CONTRACTOR</i>	<i>Cost Construction Factor</i>			<i>AVERAGE</i>
	<i>1st YEAR</i>	<i>2nd YEAR</i>	<i>3rd YEAR</i>	
Heart Utilities of Jacksonville, Inc.	0.88	0.91	0.94	0.91
Infratech Corporation	0.95	0.98	0.98	0.97
American Lighting & Signalization, Inc.	1.02	1.02	1.02	1.02

Funds are budgeted in Beaches Energy Services Capital Improvements Account.

RECOMMENDATION:

Award Bid Number 1213-03 "Installation of Underground Infrastructure" to Heart Utilities of Jacksonville, Inc., for a period of one year with the City Manager having the authority to renew the bid for two additional one year periods. In the event the first qualified low bidder cannot meet contract stipulations, the next qualified low bidder will be used.

