

North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

OFFICIAL AGENDA REGULAR VILLAGE COMMISSION MEETING

VILLAGE HALL 1666 KENNEDY CAUSEWAY, #101 NORTH BAY VILLAGE, FL 33141

TUESDAY, JANUARY 10, 2017

7:30 P.M.

NOTICE IS HEREWITH GIVEN TO ALL INTERESTED PARTIES THAT IF ANY PERSON SHOULD DECIDE TO APPEAL ANY DECISION MADE AT THE FORTHCOMING MEETING OF THE VILLAGE COMMISSION, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, HE OR SHE WILL 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. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

1. <u>CALL TO ORDER</u>

1A. OATH OF OFFICE (BY JUDGE JAMES COLE CARTLEDGE)

A. DOUGLAS N. HORNSBY, M.D. AT-LARGE COMMISSIONER

PLEDGE OF ALLEGIANCE

ROLL CALL

- 2. A. <u>PROCLAMATIONS AND AWARDS</u>
 - 1. NORTH BAY VILLAGE SCHOOL CHOICE WEEK
 - **B.** SPECIAL PRESENTATIONS
 - 1. TAI CHI AND MEDITATION KESENIJA CUTURILO
 - C. <u>ADDITIONS AND DELETIONS</u>
- 3. GOOD & WELFARE

4. GRANT WRITER'S REPORT

5. <u>ADVISORY BOARD REPORTS</u>

- A. ARTS, CULTURAL & SPECIAL EVENTS BOARD
 None
- B. BUSINESS DEVELOPMENT ADVISORY BOARD None
- C. CITIZENS BUDGET & OVERSIGHT BOARD

None

D. COMMUNITY ENHANCEMENT BOARD

None

E. PLANNING & ZONING BOARD

None

F. YOUTH & EDUCATION SERVICES BOARD

None

- 6. <u>CONSENT AGENDA:</u> (Matters on the Consent Agenda are self-explanatory and are not expected to require discussion or review. Items will be adopted by one motion. If discussion is desired by any member of the Commission, that item must be removed from the Consent Agenda and will be considered separately.)
 - A. A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, ADOPTING A FISCAL SUSTAINABILITY ANALYSIS AND ASSET MANAGEMENT PLAN FOR NORTH BAY VILLAGE; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

The proposed Resolution will adopt the proposed Fiscal Sustainability Analysis & Asset Management Plan for North Bay Village, which identifies the Village's wastewater system's most urgent and critical needs. The report assesses the current conditions of the fixed capital assets in the wastewater collection system and provides recommendations procedures and tools to assist with the long range management of and reinvestment in the system.

B. A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING THE PURCHASE OF 30 ACTIVE SHOOTER VESTS, UNDER THE SOLE SOURCE PROVISION, FROM ATS ARMOR, PURSUANT TO SECTION 36.25(H) OF THE VILLAGE PURCHASING REGULATIONS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

The proposed Resolution will authorize the purchase of active shooter vests, which are essential body protection for police officers when responding to active shooter incidents, high risk tactical calls, and other incidents where there is potential for gunfire.

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, C. **AUTHORIZING** FLORIDA. THE APPROPRIATION **AND DISBURSEMENT OF** \$22,232 FROM THE STATE FORFEITURE ACCOUNT (FUND 105) TOWARDS THE PURCHASE OF ACTIVE **AND SHOOTER** VESTS; **SETTING** AN **EFFECTIVE** DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

The proposed Resolution will approve the expenditure of forfeiture monies to purchase the body protection equipment for the police officers.

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, D. **FLORIDA EXTENDING** THE **ENGAGEMENT** OF KEEFE, MCCULLOUGH & CO., LLP, A CERTIFIED PUBLIC ACCOUNTANT, TO CONDUCT THE ANNUAL FINANCIAL AUDITS FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2017 AND SEPTEMBER 30, 2018; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE THE **NECESSARY DOCUMENTS:** AUTHORIZING VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

The proposed Resolution will allow the Village to utilize the renewal options in the current agreement with Keefe, McCullough & Co., LLP for auditing services for FY 2017 and FY 2018.

7. ORDINANCES FOR FIRST READING AND RESOLUTIONS

8. <u>PUBLIC HEARINGS ITEMS INCLUDING ORDINANCES FOR SECOND</u> READING

A. A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, PERMITTING CONSTRUCTION OF A DOCK STRUCTURE, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE OF ORDINANCES, FOR THE CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE; PROVIDING FINDINGS, PROVIDING FOR GRANTING THE REQUEST; PROVIDING FOR CONDITIONS; PROVIDING FOR APPEAL; PROVIDING FOR VIOLATIONS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

1.) Commission Action

B. A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, PERMITTING CONSTRUCTION OF A DOCK STRUCTURE, GRANTING A WAIVER, PURSUANT TO SECTION 150.11(G) OF THE VILLAGE CODE OF ORDINANCES, FOR THE CONSTRUCTION OF A DOCK AT 1610 SOUTH TREASURE DRIVE, WHICH WILL EXTEND BEYOND THE 25 FOOT LENGTH LIMIT; PROVIDING FINDINGS, PROVIDING FOR GRANTING THE REQUEST; PROVIDING FOR CONDITIONS; PROVIDING FOR APPEAL; PROVIDING FOR VIOLATIONS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

1.) Commission Action

C. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 152 OF THE ZONING CODE BY REVISING SECTIONS **ENTITLED** "SIGN **DEFINITIONS**; 152.078 **ENTITLED** "PROHIBITED SIGNS"; 152.080 ENTITLED "EXEMPTED SIGNS"; SIGNS"; 152.082 ENTITLED **152.081 ENTITLED** "TEMPORARY "REMOVAL OF SIGNS";152.083 ENTITLED "DISTRICT REGULATIONS": 152.084 ENTITLED "VARIANCES, PLANNING": PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY MAYOR **CONNIE LEON-KREPS**)

The proposed Ordinance will amend existing regulations to address temporary signs.

1.) Commission Action

D. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 151, SECTION 151.26 ENTITLED "OFF-STREET PARKING REGULATIONS" TO PROHIBIT CHARGING FOR PARKING AT HOTEL, MOTEL, APARTMENT AND CONDOMINIUM PROPERTIES IN THE VILLAGE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY MAYOR CONNIE LEON-KREPS)-DEFERRED FROM OCTOBER 25, 2016 COMMISSION MEETING

The proposed Ordinance will prohibit charging for the parking spaces that were required to be built as part of the development Site Plan approval.

1.) Commission Action

9. <u>UNFINISHED BUSINESS</u>

Α. A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE. FLORIDA APPROVING AN AMENDMENT TO THE CURRENT CAP GOVERNMENT AGREEMENT FOR ADDITIONAL **SERVICES: AUTHORIZING** VILLAGE THE MANAGER ENGAGE PERSONNEL TO **ASSIST** THE **PUBLIC** DEPARTMENT IN MEETING THE REPORTING REQUIREMENTS FOR THE VILLAGE WATER MAIN REHABILITATION PROGRAM, **AND METER** REPLACEMENT **PROGRAM** SANITARY SEWER REHABILITATION PROGRAM AS PART OF THE STATE FUNDING REQUIREMENTS RELATING FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) STATE REVOLVING LOAN FUND PROGRAM; PROVIDING FOR CONFLICTS: PROVIDING FOR SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

The proposed Resolution will authorize the hiring of two (2) engineering-type personnel from CAP Government to provide the services required by the Revolving Loan Fund Agreement between the State Department of Environmental Protection and North Bay Village for the Water Main Rehabilitation Project and the Water Meter Replacement Project.

1.) Commission Action

10. NEW BUSINESS

- A. APPOINTMENT OF VICE MAYOR (PURSUANT TO SECTION 3.05(B) OF THE VILLAGE CHARTER.
 - 1.) Commission Action

- **B.** APPOINTMENT OF ADVISORY BOARD MEMBERS:
 - 1. ARTS, CULTURAL & SPECIAL EVENTS BOARD
 - 2. BUSINESS DEVELOPMENT ADVISORY BOARD
 - 3. CITIZENS BUDGET & OVERSIGHT BOARD
 - 4. COMMUNITY ENHANCEMENT BOARD
 - 5. PLANNING & ZONING BOARD
 - 1.) Commission Action
- C. DISCUSSION REGARDING BOARDS AND COMMITTEES (MAYOR CONNIE LEON-KREPS)
 - 1.) Commission Action
- D. DISCUSSION REGARDING GARDEN LEAF BLOWERS (MAYOR CONNIE LEON-KREPS)
- E. DISCUSSION REGARDING FEEDING OF STRAY ANIMALS (COMMISSIONER ANDREANA JACKSON)
- 11. PUBLIC SAFETY DISCUSSION
- 12. COMMISSIONERS' REPORTS
- 13. VILLAGE ATTORNEY'S REPORT
- 14. VILLAGE MANAGER'S REPORT
- 15. <u>FINANCE REPORT</u>
- 16. APPROVAL OF MINUTES COMMISSION MEETINGS
- 17. <u>ADJOURNMENT</u>







Proclamation

NORTH BAY VILLAGE SCHOOL CHOICE WEEK

WHEREAS, all children in North Bay Village should have access to the highestquality education possible; and

WHEREAS, North Bay Village recognizes the important role that an effective education plays in preparing all students in North Bay Village to be successful adults; and

WHEREAS, quality education is critically important to the economic vitality of North Bay Village; and

WHEREAS, North Bay Village is home to a multitude of excellent education options from which parents can choose for their children; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and

WHEREAS, our area has many high-quality teaching professionals, who are committed to educating our children; and

WHEREAS, "School Choice Week" is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

NOW, THEREFORE, BE IT RESOLVED THAT I, MAYOR CONNIE LEON-KREPS, ON BEHALF OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA do hereby recognize January 22-28, 2017 as North Bay Village School Choice Week, and call this observance to the attention of all of our citizens.

In Witness Whereof:	Attest:
Mayor Connie Leon-Kreps	Yvonne Hamilton, Village Clerk
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PROCLAMATION REQUEST MEMORANDUM

TO:

The Honorable Connie Leon-Kreps

Mayor, City Of North Bay Village

FROM:

Andrew R. Campanella

President, National School Choice Week

SUBJECT:

City Of North Bay Village School Choice Week (Jan. 22 – 28)

DATE:

November 28, 2016

I am writing to respectfully request that you issue an official proclamation commemorating January 22 - 28, 2017 as City Of North Bay Village School Choice Week.

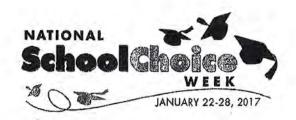
I have attached draft proclamation text for your convenience. The proclamation, along with National School Choice Week, provides you with an opportunity to recognize the excellent education options available to families in City Of North Bay Village as a part of a nationwide celebration.

Held every January, National School Choice Week shines a spotlight on effective education options for children – including traditional public schools, public charter schools, public magnet schools, private schools, online learning, and homeschooling.

National School Choice Week 2017 will feature nearly 20,000 independently-planned events across all 50 states, which will make it the largest celebration of educational opportunity in American history. Schools and community organizations in almost every city and county across America are participating.

As a nonpolitical, nonpartisan public awareness campaign, National School Choice Week does not advocate for legislation. We have enjoyed wide support from elected officials of both parties. During our celebration in 2016, more than 250 mayors and county executives, along with 33 governors, issued proclamations recognizing the Week. The US Senate also unanimously passed a bipartisan resolution recognizing NSCW.

I hope you will join us in celebrating National School Choice Week by issuing an official proclamation. If you have any questions, please contact National School Choice Week's outreach manager, Noelle DeLaney, at noelle@schoolchoiceweek.com, or by telephone at 202-480-2927 ext. 820. Thank you in advance for your consideration.



SUGGESTED PROCLAMATION LANGUAGE

A Proclamation Commemorating City Of North Bay Village School Choice Week

WHEREAS all children in City Of North Bay Village should have access to the highest-quality education possible; and,

WHEREAS City Of North Bay Village recognizes the important role that an effective education plays in preparing all students in City Of North Bay Village to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of City Of North Bay Village; and,

WHEREAS City Of North Bay Village is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Connie Leon-Kreps do hereby recognize January 22-28, 2017 as City Of North Bay Village SCHOOL CHOICE WEEK, and I call this observance to the attention of all of our citizens.

INSTRUCTIONS:

- To download a copy of this language in Word format, visit www.schoolchoiceweek.com/proclamations.
- If you issue a proclamation, please send a .pdf copy of the proclamation to Noelle DeLaney at Noelle@schoolchoiceweek.com, so that we may recognize you for participating.
- If you choose to send a hard copy of an issued proclamation, please send it to: Noelle DeLaney, National School Choice Week, 28 Paul Drive, San Rafael, California 94903.

Albany County, New York

Allen, Texas

Amador County, California

Amarillo, Texas

Apple Valley, California

Arlington Heights, Illinois

Arlington, Texas

Armstrong County, Pennsylvania

Atlantic City, New Jersey

Aurora, Colorado

Austin, Texas

Avondale, Arizona

Baker County, Oregon

Baltimore, Maryland

Bannock County, Idaho

Bay St. Louis, Mississippi

Beaverton, Oregon

Benewah County, Idaho

Bessemer, Alabama

Bethlehem, Pennsylvania

Billings, Montana

Biloxi, Mississippi

Birmingham, Alabama

Bloomington, Illinois

Bolingbrook, Illinois

Boynton Beach, Florida

Broome County, New York

Bucks County, Pennsylvania

Cache County, Utah

Camden, New Jersey

Carbon County, Pennsylvania

Cascade County, Montana

Charleston, South Carolina

Charlotte, North Carolina

Chattanooga, Tennessee

Chautauqua County, New York

Clark County, Nevada

Cleveland, Ohio

Clifton, New Jersey

Cloud County, Kansas

Cobb County, Georgia

Columbus, Georgia

Concord, New Hampshire

Costa Mesa, California

Crest Hill, Illinois

Crook County, Wyoming

Davenport, IA

Dayton, Ohio

De Baca County, New Mexico

Dearborn, Michigan

Deltona, Florida

Denton, Texas

Denver, Colorado

DeSoto County, Florida

Echo, Minnesota

El Cajon, California

Elgin, Illinois

Erie, New York

Fort Bend County, Texas

Fort Lauderdale, Florida

Frederick County, Maryland

Fremont County, Wyoming

Fullerton, California

Fulton County, Georgia

Gainesville, Florida

Garden Grove, California

Garland County, Arkansas

Gary, Indiana

Gilbert, Arizona

Gilchrist County, Florida

Goldsboro, North Carolina

Gooding County, Idaho

Greeley, Colorado

Greene County, New York

Greenville, South Carolina

Hamilton County, Ohio

Hancock County, Maine

Hawaii County, Hawaii

Henderson, Nevada

Hernando County, Florida

Hesperia, California

Highland Village, Texas

Hillsborough County, Florida

Hilo County, Hawaii

Hilton Head Island, South Carolina

Hoover, Alabama

Indian River County, Florida

Indio, California

Irving, Texas

Irvington, New Jersey

Jackson County, Missouri

Jackson County, Oregon

Jackson, Mississippi

Jacksonville, Florida

Jefferson County, Missouri

Johnson County, Kansas

Johnson County, Wyoming

Joliet, Illinois

Kalamazoo, Michigan

Kansas City, Missouri

Kent County, Michigan

Kent, Washington

Killeen, Texas

Kissimmee, Florida

La Paz County, Arizona

Laguna Niguel, California

Laguna Niguel, California

Lake, Florida

Lake County, Oregon

Lakeland, Florida

Lakewood, Colorado

Largo, Florida

Las Cruces, New Mexico

Lauderhill, Florida

League City, Texas

Lee County, Florida

Lehigh County, Pennsylvania

Lewis County, New York

Lewisville, Texas

Los Angeles County, California

Loudon County, Virginia

Lyon County, Nevada

Madera County, California

Madison County, Alabama Mahoning County, Ohio Maitland, Florida

Manatee County, Florida

Mansfield, Ohio Manteca, California Marion County, Florida Marion County, Kansas

Mariposa County, California

Medford, Oregon Melbourne, Florida Memphis, Tennessee Miami Gardens, Florida

Miami, Florida Midland, Texas Milpitas, California Miramar, Florida

Mission Viejo, California Modoc County, California Montgomery, Alabama

Moreno Valley, California

Nashville, Tennessee Nassau County, Florida Nassau County, New York New Bedford, Massachusetts

New Orleans, Louisiana Newport News, Virginia

Norfolk, Virginia O'Fallon, Missouri

Oakland County, Michigan

Oceanside, California Orange County, New York

Orange, New Jersey Orlando, Florida

Oswego County, New York

Ozark, Missouri Palatine, Illinois Palm Bay, Florida Pasco County, Florida Paterson, New Jersey Pembroke Pines, Florida

Pensacola, Florida

Peoria County, Illinois

Peoria, Arizona Pharr, Texas Phoenix, Arizona

Placer County, California

Plantation, Florida

Pompano Beach, Florida Portsmouth, Virginia

Prince George's County, Maryland

Prince William County, New York Racine County, Wisconsin

Redondo Beach, California

Reno, Nevada Richardson, Texas

Richland County, South Carolina

Richmond, Virginia Rio Ranch, New Mexico Rockland County, California Rockland County, New York

Roseville, California

Sacramento County, California

Sacramento, California Saint Charles City, Missouri Saint Joseph, Missouri

San Antonio, Texas

San Luis Obispo County, California

San Mateo County, California

San Ramon, California Santa Clara, California

Santa Cruz County, Arizona

Santa Rosa, California Scottsdale, Arizona

Sedgwick County, Colorado Sedgwick County, Kansas Sedgwick County, Kansas

Sheridan County, Wyoming

Shreveport, Louisiana Sioux City, Iowa Smith County, Texas

Somerset County, Pennsylvania

Sonoma County, California

Springdale, Arkansas

Springfield, Massachusetts

St. Charles, Missouri St. Louis, Missouri

Stanislaus County, California

Sumner County, Tennessee

Sumter County, Florida

Suwannee County, Florida

Tacoma, Washington

Tampa, Florida

Temecula, California

Thornton, Colorado

Thousand Oaks, California

Tracy, California Tulsa, Oklahoma

Tuscaloosa, Alabama

Tyler, Texas

Uintah County, Utah Upland, California

Vacaville, California Vallejo, California

Vancouver, Washington

Venango County, Pennsylvania

Victorville, California Volusia County, Florida Waldo County, Maine Walton County, Florida

Warren County, Pennsylvania

Warwick, Rhode Island Wasatch County, Utah

Washington County, Pennsylvania

Washington, DC

Waterbury, Connecticut Watertown, South Dakota

West Palm Beach, Florida Wichita Falls, Texas Will County, Illinois Will County, Illinois Woodbury, Minnesota

Woodstock, Georgia

Yamhill, Oregon

Yavapai County, Arizona

I was born in Senta, Serbia April 5th 1983. Since childhood I have a been interested in philosophy, metaphysics, astrology, numerology, massage and christalotheraphy.

About 10 years ago, while I was still studying to become a dentist, I started practicing meditation. That have transformed me deep inside and has helped me in every aspect of my life. I am very grateful to my spiritual teacher Zoran Gruicic, who was giving me so much knowledge and support through all these years. He has decades of experience in healing, holding seminars and teaching meditation. Zoran created IMT system of meditation that has been tested by a few psychology researches and proven to give significant influence on developing self-awareness, self-regulation, motivation, empathy, social skills and improving life satisfaction. Two of his 9 books are translated in English and can be found on Amazon ("Developing Leader-Awareness" and "Creative Empathy") Find more about Zoran Gruicic and his work on web sight www.Illumina.co.rs Since now I don't have any diploma or paper to show that I was his student of meditation, please feel free to contact him via his cell phone +381 64 1292842 or via e —mail illumina79@gmail.com

I was introduced to Tai Chi and Qigong in the year of 2011. by another important teacher, Rigo Mihalj. After more than a year of intensive training, in 2013. I earned certificate of Qigong instructor. In following years Rigo Mihalj initiated me in Reiki (1st, 2nd and 3rd level), so I became Master of Reiki in 2014. It made huge impact on my energy work – it gave me better understanding of Qigong ,but also provided me with more efficient ways of healing and self–healing powers. I also attended three 7-day seminars of Tai Chi and Qigong (July 2013., July 2015. and July 2016.) held on mountain Gucevo near Loznica, Serbia ,where I was teacher assistant of Rigo Mihalj.

Since I arrived to USA about three years ago ,my goal has been to spread universal knowledge and ancient wisdom in order to help people reach inner harmony and develop their spiritual potentials. Currently I am working full time as Dental Assistant in Dental office on South Beach "Sofi Dental Care".

You can reach me via my cell phone +1(630)234-3038 and via my e-mail address ksenija.papic@hotmail.com

Yvonne Hamilton

From: Ksenija Papic <ksenija.papic@hotmail.com>
Sent: Saturday, December 10, 2016 10:31 PM

To: Yvonne Hamilton

Subject: Presentation of Tai Chi and Meditation

Attachments: Proposal.docx; About me.docx

Dear Yvonne Hamilton,

my name is Ksenija Cuturilo, I am teacher of Tai Chi and Meditation and I would like to make interesting proposal for Residents of North Bay Village.

Since August I have been in contact with Ana Deleon and Commissioner Eddie Lim discussing the idea of bringing to our Community the opportunity to practice and enjoy Tai Chi and Meditation. We met and spoke about how to organize such classes. We agreed that I would provide services for a fee if the Village allows for me to utilize the Village Chambers and or park.

Ana Deleon recently informed me that my presentation will be scheduled for January 2017. and she advised me to contact you and send you some information prior the day of my presentation. In Attachments I am enclosing my Proposal (where you will find some information about Tai Chi, Qigong, Falun gong, IMT Meditation) and a few words about myself.

Please let me know if you have any questions, suggestions and ideas, I will be very pleased to send you all additional information you need. You can reach me via my cell phone +1(630)234-3038 or via e-mail address ksenija.papic@hotmail.com

Thank you for giving time to read this e-mail. Stay blessed. Sincerely yours , Ksenija enhancing immune system, improving body posture, balance and coordination. Practicing helps calm the mind by balancing emotions and eliminating stress, improves concentration, mental clarity, sleep quality, overall awareness and gives you feeling of well-being.

Tai Chi and Qigong class practitioners will not be needed any specific equipment. They can use just comfortable close, shoes or snickers and bottle of water.

Meditation (IMT - Integral Meditative Technique)

Meditation is natural process, something that we are born with. It represents redirecting attention from outwards (surrounding) to inwards (our true being). There are many different ways to meditate, numerous systems and techniques. IMT is unique among techniques of meditation distinguished by its wholeness, universality and efficiency. By IMT we are channeling and transcending our minds trough awareness, without trying to numb or control the mind. Mind comes to state of conscious rest (deeper than the deepest level of sleep), relived of redundant thoughts and therefore able to influence on main flows within an individual (consciousness-vibration-energy-matter). In this system of meditation we are using prayer, as an act of greatest mercy given to human kind. Developing consciousness takes place by addressing the Absolute (Reality, God, Universe, Source, Truth) with a prayer.

Here you can practically learn how to lower your brainwaves, heal yourself and others, synchronize function of seven main chakras, mature your Aura and Soul, how to eliminate emotional scars, open third eye and develop intuition, how to make protection from negative energies, emotions and thoughts, make talismans etc.

During group meditation class, meditators are seated on chairs or yoga mats. They will be given brief term explanations and description of each meditation that we are doing, sometimes written or drawn manuals.

Program "Developing Leader- Awareness" is meditative IMT program, designed to help leaders in their continual development (from overcoming everyday stress and obstacles in the work place and business in general, to becoming integral leader who has a mission and inspires others by his/her own presence and conduct). Leaders should have a multidisciplinary approach and they need to use mind, heart and spirit in order to awake others. This program emphasizes individual approach to training. It is easy to learn, but requires personalized interactive guidance and it is taught trough one-on—one instruction by teacher. The basic training lasts about a year (12 months, only 1 individual class per month). In order to start with this program it is not necessarily required to be a leader .Everyone who are interested in self-development and self-realization is welcome to take classes. Fee is 100\$ per class(private class)

Proposal to the Community of North Bay Village

I would like to offer to the Community classes of Tai Chi & Qigong, as well as classes of Meditation. Young people and teenagers, adults and seniors, everyone who are interested in improving quality of life and developing awareness will find my classes inspiring and interesting.

All classes can be held outdoors in the morning (e.g. 7am-8:00am) or in the evening (e.g. 7pm-8:00 pm) to avoid hot parts of the day. It is possible to hold these classes indoors as well, with advantage of not being dependent on weather conditions such as rain, heat etc.

It would be great if we can find the way to set up classes during hours that are suitable for working residents, so they can also attend them (e.g. to start with class around 7pm or later on business days, or to have classes on Saturdays or Sundays)

I suggest duration of class to be 1h - 1h 30min.

I am open for discussion about my fee per class.

Tai Chi and Qigong

Tai Chi is Chinese art practiced for both its defense training and its health benefits .It is originally conceived as a martial art, but today Tai Chi is widely practiced as graceful form of exercise that involves slow, fluid movements with smooth and even transitions between them. Moves linked together form recognizable sequence called Tai Chi form. Tai Chi is suitable for everyone, regardless of age or athletic ability.

Qigong ("energy work") is very similar to Tai Chi in its slow, deliberate movements and focused on directing the qi (vital energy) in the body. Exercises are composed of only a few movements or body postures, very easy to learn and perform. Qigong combines meditation, movement and breathing.

Falun Gong (also called Falun Dafa, Buddha Fa) is an ancient, advanced self-cultivation practice of Buddhist system of Qigong .The foundation of this method is ascending spiritually trough practice of five exercises and embracing the highest qualities of the universe (Truthfulness, Compassion and Forbearance) . Falun Gong dramatically improves mind and body harmony and strengthens the practitioner's "supernatural abilities" and energy mechanisms. Find more on www.falundafa.org

Benefits

Tai Chi, Qigong and Falun Gong develop your ability to cultivate, feel, move and store energy at will. This is how starts to be possible to correct bio-energetic imbalances and clean blockages in meridians that are caring energy through the body and its major organs. This is why Tai Chi and Qigong have so many health benefits. Many medical research studies have proven the effectiveness of these exercises in prevention of illnesses, control of chronic diseases,



100 NE 15 Street, Suite 207 ~ Homestead, FL 33030

Phone: (786)232-0771 Toll Free Phone/Fax: (888)778-5930 www.belltowergroup.org

To: North Bay Village Mayor & Village Commission

From: LaKeesha Morris, MSW

Date Submitted: 12/8/2016

Reporting Period: October 1 – November 30, 2016

Grants Submitted this Reporting Period:

1. Florida Department of Environmental Protection - TMDL Grant

a. Date Submitted: November 1, 2016

b. Amount Requested: \$150,000

c. Project: North Bay Village Outfall Improvement Project

d. **Summary:** Funding was requested to continue the Outfall Improvement project. The total project cost is \$750,000. The Village currently has \$375,000 in grant funding to support this project.

2. FDLE - Justice Assistance Grant (County)

a. Date Submitted: October 1, 2016

b. Amount Requested: \$2,457

c. Project: Police Department Automated External Defibrillator Project

d. **Summary:** Funding was requested to continue to outfit Village Police Cruisers with lifesaving portable AED machines.

Grants "Under Construction"

The following grants are currently open and being considered by the Village.

1. Miami-Dade County Neat Streets - Tree Matching Grant

a. Funding is available for municipalities in Miami-Dade County to receive matching grants for the purchase and planting of trees to improve tree canopy throughout the County. This is a part of the County's initiative to reach 30% tree canopy by 2020.

2. FDLE – Justice Assistance Grant (State)

a. Funding in the amount of \$1,000 has been set aside for North Bay Village Police Department to continue/implement a safety project. In the past, this funding has been used for the AED Project.



100 NE 15 Street, Suite 207 ~ Homestead, FL 33030 Phone: (786)232-0771 Toll Free Phone/Fax: (888)778-5930 www.belltowergroup.org

3. FDOT High Visibility Enforcement for Pedestrian and Bicycle Safety

a. Funding is available for Law Enforcement to enhance ongoing educational campaigns for pedestrian and bicyclist safety.

Grant Updates

- Village Approved for \$1 Million for Baywalk Plaza: On October 26, 2016, the Metropolitan Planning Organization (MPO) for Miami-Dade County approved the 2016 Transportation Alternative Program (TAP) priorities. The Village submitted a request for funding of the North Side of the Baywalk Plaza Area. This project was approved by the MPO in the amount of \$1 Million. The next step is for the recommendation to be approved by the Florida Legislature and Governor. The final approval is scheduled for May 2017. (See Attached)
- Oral Health Services Return to Treasure Island Elementary: In June 2016, Borinquen Health Center was awarded a grant to expand oral health programs at local schools; including Treasure Island Elementary. On November 15, Lakeesha received an email from Barbara Kubilus, Chief Special Programs Officer at Borinquen regarding the status of this grant. Ms. Kubilus reported that Treasure Island will be the first school to receive services through this grant. They have partnered with Miami Children's Hospital and the team is still in the planning phase. Services are expected to begin in January or February 2017.

MPO RESOLUTION #65-16

RESOLUTION APPROVING THE 2016 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PRIORITIES

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the MPO provide a structure to evaluate the adequacy of the transportation planning process and programming process; and

WHEREAS, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions; and

WHEREAS, the TPC has reviewed the Transportation Alternatives Program Priorities, made a part hereof, and finds it consistent with the goals and objectives of the Transportation Plan for the Miami Urbanized Area,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE METROPOLITAN PLANNING ORGANIZATION FOR THE MIAMI URBANIZED AREA, that the attached list of 2016 Transportation Alternatives Program (TAP) Priorities is hereby approved.

The adoption of the foregoing resolution was moved by Board Member Oliver G. Gilbert, III. The motion was seconded by Board Member Jose "Pepe" Diaz, and upon being put to a vote, the vote was as follows:

Chairman Jean Monestime-Aye Vice Chairman Francis Suarez-Aye

Board Member Bruno A.	Barreiro	-Aye	Board Member Smith Joseph	-Aye
Board Member Esteban I	Bovo Jr	-Absent	Board Member Philip Levine	-Aye
Board Member Jose "Per	pe" Diaz	-Aye	Board Member Daniella Levine Cava	-Absent
Board Member Audrey N	M. Edmonson	-Absent	Board Member Roberto Martell	-Absent
Board Member Maurice	Ferre	-Aye	Board Member Dennis C. Moss	-Aye
Board Member Oliver G	Gilbert, III	-Aye	Board Member Jeff Porter	-Aye
Board Member Perla Tal	pares Hantman	-Aye	Board Member Rebeca Sosa	-Aye
Board Member Carlos H	ernandez	-Absent	Board Member Javier D. Souto	-Aye
Board Member Sally A.	Heyman	-Aye	Board Member Xavier L. Suarez	-Absent
Board Member Barbara .	I. Jordan	-Aye	Board Member Juan C. Zapata	-Aye

The Chairperson thereupon declared the resolution duly passed and approved this 26th day of October, 2016.

METROPOLITAN PLANNING ORGANIZATION

Zainab Salim, Clerk Miami-Dade MPO MAMI

MIAMI-DADE MPO 2016 TRANSPORTATION ALTERNATIVES PROGRAM PRIORITIES

TITLE	APPLICANT	DESCRIPTION	TAP AMOUNT
Canal Bank Stabilization Year 5B Maintenance-Pedestrian- Bike Shared Use Path	Doral	Doral Canal bank stabilization and shared use path along Dressel's Dairy Canal from NW 97 Ave to NW 87 Ave	
UniversityCity Bridge and Associated Improvements	FIU	North plaza staircase, titanium dioxide concrete, sensor and cameras, additional lighting, tables and seating, kiosk power and data feed.	\$1,000,000 \$1,000,000
Miami River Greenway-Curtis Park East	Miamí	Paved path along NW North River Dr from NW 22 Ave to NW 24 Ave	\$1,000,000
Underline Segment A Phase 1	Miami-Dade Parks, Recreation and Open Spaces Dept	Design an 8-foot wide pedestrian path and 10-foot wide bike path, lighting, signing and marking between SW 17 Road to SW 16 Ave	\$ 944,046
Rickenbacker Causeway Green Bike Lanes Segment A - Phase 1	Miami-Dade Dept of Transportation and Public Works	Modify the Rickenbacker Causeway from the toll plaza to Crandon Marina with green bike lanes, painted buffer and LED raised pavement markers.	\$ 955,961
North Shore Open Space Beachwalk	Miami Beach	Paved path along the beach between 79th St and 87th Terr	\$1,000,000
Citywide Bicycle and Pedestrian Mobility Study and Master Plan	Miami Springs	Bicycle and pedestrian master plan	\$ 119,600
Black Creek Trail Segment B Phase 2	Miami-Dade Parks, Recreation and Open Spaces Dept	Open Construction of shared-use path along the Black Creek Cana	
Biscayne Green	Miami	Lane elimination study of Biscayne Blvd from NE 1 St to NE 6 St.	\$ 421,829
Multimodal Mobility Improvements	Miami Shores	Shared lane markings, signage and intersection improvements along: N. Miami Ave: NW 91 St to NW 111 St; NW/NE 93 St: NW 3 Ave to NE 6 Ave; NW/NE 96 St: NW 2 Ave to NE 2 Ave;	\$ 705,429
Manta Drive Roadway Improvement Project	Cutler Bay	Sidewalks, crosswalks, dragaige, milling and resurfacing, street trees on Manta Drive from Old Cutler Road to Marlin Road	\$ 344,26
Community Bicycle and Pedestrian Improvements	Virginia Gardens	Construct sidewalk along NW 67 Ave from NW 38 St to NW 41 St; NW 38 St from NW 67 Ave to NW 66 Ave; NW 37 St from NW 62 Ave to NW 57 Ave. Construct crosswalks citavide	\$1,000,000
Baywalk Plaza Area Phase 1	North Bay Village	Base of JFK Causeway Bridge - Treasure Island	\$1,000,000
NW 102 St (197 67 Ave) and NW 102 Ave (41-58 St) Roadway Improvements	Doral	Noadway improvements and disk rantes along IVVV-52 St. NW 107 Ave-NW 97 Ave and along NW 102 Ave from NW 41 St to NW 58 St	\$1,000,00
Miami Lakes GREEN 2.0	Miami Lakes	Reconstruct NW 146 St between NW 89 Ave and NW 87 Ave to two lanes with bike lanes and landscaped path.	\$ 541,49
Citywide Sidewalk, Curb Ramp and Crosswalk Improvements	Doral	Construction of missing segments of sidewalk, curb ramps, and crosswalks on City of Doral roadways as identified in the Transit Mobility Study	\$1,000,00
Multimodal Mobility Study and Impact Assessment	Medley	Master plan of transit and non-motorized improvements. 2. ROW and environmental assessment of NW South River Dr from NW 122 St to NW 116 Way	\$ 91,40



North Bay Village

6A

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

NORTH BAY VILLAGE RECOMMENDATION MEMORANDUM

DATE:

December 22, 2016

TO:

Mayor Connie Leon Kreps

Commissioner Jose R. Alvarez

Commissioner Dr. Douglas N. Hornsby Commissioner Andreana Jackson

Commissioner Eddie Lim

RECOMMENDED BY STAFF/COMISSIONER:

Frank K. Rollason Village Manager

PRESENTED BY STAFF:

Rodney Carrero-Santana, P.E.

Director of Public Works

SUBJECT: Resolution for the Fiscal Sustainability & Asset Management Plan

Pertaining to the Wastewater Utility in North Bay Village.

RECOMMENDATION:

It is recommended that the Village Commission approve the attached Resolution approving the adoption of the Fiscal Sustainability & Asset Management Plan performed by the Florida Rural Water Association.

BACKGROUND:

The Florida Department of Environmental Protection, Clean Water State Revolving Fund (CWSRF) asked the Florida Rural Water Association to provide this FREE Service / Assessment of the Wastewater Utility in North Bay Village. There was no cost to our Village for this program and it is an important ancillary service for the wastewater funding contract through the State Revolving Fund. This plan addresses many items that have already been addressed by our Sanitary Sewer Rehabilitation Plan currently underway.

Mayor Connie Leon-Kreps Commissioner
Jose R. Alvarez

Commissioner
Dr. Douglas N. Hornsby

Commissioner Andreana Jackson Commissioner Eddie Lim

The plan recommends that:

- 1. The Fiscal Sustainability & Asset Management Plan be adopted by the Village through resolution.
- 2. This plan be accepted as a living document and be updated by the Village on an annual basis.
- Ensure that our wastewater utility system remains financially stable.
- 4. Work closely with our engineering consultants and operations personnel to ensure that the asset management plan is properly utilized.

BUDGETARY IMPACT:

None.

PERSONNEL IMPACT:

None.

CONTACT:

Frank Rollason, Village Manager Rodney Carrero-Santana, P.E., LEED AP, Director of Public Works



North Bay Village

Administrative Offices 1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM

North Bay Village

DATE:

January 4, 2017

TO:

Yvonne P. Hamilton, CMC

Village Clerk

FROM:

Frank K. Rollason

Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, ADOPTING A FISCAL SUSTAINABILITY ANALYSIS AND ASSET MANAGEMENT PLAN FOR NORTH BAY VILLAGE, FOR WASTE WATER UTILITY; AND SETTING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

FKR:yph

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A RESOLUTION Y VILLAGE. FLORIDA, ADO ALYSIS AND ASSET MANAGEMENT PLAN FOR NORTH BAY VILLAGE, FOR WASTE WATER UTILITY; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, the Florida Department of Environmental Protection, Clean Water State Revolving Fund requested that the Florida Rural Water Association provide a free service/assessment of the Wasewater Utility in North Bay Village; and

WHEREAS, the Florida Rural Water Association compiled a report that identifies the Village's Wastewater Systems's most urgent and critical needs in partnership with the with the FDEP Clean Water State Revolving Fund Program; and

WHEREAS, the report assesses the current conditions of the fixed capital assets in the wastewater collection system; provides reocmmendations, procedures, and tools to assist with the long range management of and reinvestment into the system; and

WHEREAS, the Plan as designed will be updated annually and will serve the Village well as a management guideline for the operation and maintenance of the Village's wastewater system.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA:

- Recitals. The above Recitals are true and correct and incorporated herein Section 1. by this reference.
- Village Commission Approval. The Fiscal Sustainability Analysis and Asset Management Plan for North Bay Village attached hereto as Exhibit "1", is hereby accepted and approved.

Section 3.	Effective Date.	This	Resolution	shall	take	effect	immediately	upon
adoption.								

The foregoing Resolution was offered by	, who moved for its
adoption. This motion was seconded by	, and upon being put to a
vote, the vote was as follows:	

FINAL VOTE AT ADOPTION:			
Mayor Connie Leon-Kreps Commissioner Jose Alvarez Commissioner Dr. Douglas Hornsby Commissioner Andreana Jackson Commissioner Eddie Lim			
PASSED a	nd ADOPTED this	day of	2017.
	MAYOR CO	NNIE LEON-K	REPS
ATTEST:			
YVONNE P. HAMILTON, CMC Village Clerk			
APPROVED AS TO FORM:			
Robert L. Switkes & Associates, P.A. Village Attorney			

North Bay Village Resolution: Fiscal Sustainability Asset Management Plan-Wastewater Utility

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813 (850) 668-2746

October 17, 2016

Mr. Frank Rollason Village Manager North Bay Village 1666 Kennedy Causeway, St. 300 North Bay Village, FL 33141

Re: Wastewater Asset Management Plan

North Bay Village, Florida

Dear Mr. Rollason

FRWA is pleased to submit this Fiscal Sustainability & Asset Management Plan to North Bay Village regarding your wastewater utility. We have enjoyed serving you and your village to identify your wastewater system's most urgent and critical needs in partnership with the FDEP Clean Water State Revolving Fund (CWSRF) Program.

Please carefully review this report. We look forward to receiving your comments and discussing the future of your utility. We would like to finalize it and present the findings to the Commission in a workshop or regular meeting for Village adoption and implementation. We would like to present to your Board in November 2016, if possible.

This report assesses the current conditions of the fixed capital assets in your wastewater collection system, and, more importantly, provides recommendations, procedures, and tools to assist with the long range management of and reinvestment into these valuable assets. FRWA is available and ready to help you implement these recommendations. This report is a living document and should be updated annually by management and staff. We are providing electronic copies for your use and future modification.

You are a FRWA member - we have your best interests at heart and we care that your projects are the most effective and provide efficient use of the Village's limited resources! This report is an unbiased, impartial, and independent review.

Sincerely,

Bill Archebelle FRWA Fiscal Sustainability Analyst

Copy: Timothy Banks, Clean Water State Revolving Fund

Troy Cassidy & Gary Williams, FRWA

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EMAIL frwa@frwa.net

WEBSITE www.frwa.net This page is left intentionally blank

Fiscal Sustainability Analysis & Asset Management Plan for

North Bay Village

In partnership with FDEP
Clean Water State Revolving Fund Program (CWSRF)

Prepared by:

Bill Archebelle Troy Cassidy October 2016

FRWA Fiscal Sustainability Analyst



28ቸው **Well 32**ton Circle ~ Tallahassee FL 32309 Telephone: 850-668-2746 ~ Fax: 850-893-4581

Certificate of Authorization: 29291

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ABBREVIATIONS

3MMADF	Three Maximum Months Average Daily Flow
	Annual Average Daily Flow
ADF	Average Daily Flow
	Asset Management Plan
ARV	air release valves
AWWA	American Water Works Association
CDBG	Community Development Block Grant
	Capital Improvement Program
	Clean Water State Revolving Fund
	Data Flow Systems
	Florida Department of Environmental Protection
	Florida Rural Water Association
	Florida Water Pollution Control Operator Association
	gallons per day
	gallons per minute
	High Density Polyethylene
	horsepower
	Inflow and Infiltration
	million gallons per day
	Median Household Income
	oxygen reduction potential
	Operation and Maintenance
	Return Activated Sludge
	Rehabilitation & Replacement
	standard cubic feet per minute
	Sanitary Sewer Evaluation Study
	Training Resource Environmental Engineering Organization
	United States Department of Agriculture
	Variable Frequency Drive
	Waste Activated Sludge
	Wastewater Treatment Plant

North Bay Village, Florida Fiscal Sustainability & Asset Management Plan Executive Summary

In partnership with the FDEP Clean Water State Revolving Fund Program

This plan was developed jointly with FRWA and the assistance of the City of Madison management and staff, under FDEP CWSRF leadership and guidance.

E-1 ~ North Bay Village, a community of 8,302 residents is comprised of the following:

- 565 connections
- 4 lift stations
- 150 manholes

- 14,000 feet of force main
- 30,000 feet of gravity sewer

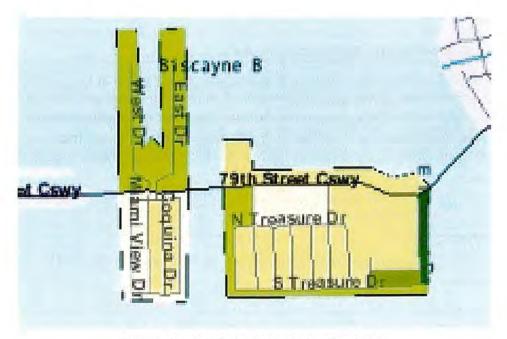


Figure 1 ~ North Bay Village Service Area

The North Bay Village wastewater utility does not incorporate a wastewater treatment plant. Wastewater is collected and transferred to Miami Dade Water and Sewer District (MDWASD) via four (4) sewage pump (lift) stations. The collection system is aging, and the tidally influenced groundwater is resulting in high levels of infiltration and inflow (I/I). The District charges the village for wastewater treatment based on a County owned master meter and the Village is currently paying significantly more than actual connections should warrant.

The Village is at its buildout condition, and consequently the wastewater utility has to rely mainly on usage charges for revenue. This means the utility is basically on a fixed budget. As more stringent regulations roll down from the State and Federal government and with the need for replacement of aging pipes, pumps and continual upgrades of the wastewater plant – the village faces challenges in continuing to operate the system at an acceptable level of service while protecting the environment.

Table 1 Estimated Market Value of your Wastewater Lift Stations and Collection System

WWTP	N/A	N/A
Collection System	\$4,710,000	Age of System :15yrs 50+ yrs.
Total	\$4,710,000	Current Wastewater System Value
10 Years: Recommended CIP / R&R Budget	\$47,100	Appx 1% of system valuation annually
After 10 Yrs. Rec. CIP/R&R Budget	\$117,750	Appx 2.5% of system valuation annually

For the first 5 to 10 years after the rehabilitation of the collection system, minimal R&R will be needed within the system. All lift stations have been recently rehabilitated, and the remainder of the collection system is undergoing evaluation for complete R&R now. After the 5 to 10 year timeframe, the system will begin to need additional reinvestment as it ages.

North Bay Village Wastewater Collection System

The value of the North Bay Village wastewater collection system is estimated at \$4.71 million. The collection system is experiencing hydrogen sulfide gas formation which causes corrosion within the system. A large portion of the collection system is experiencing infiltration and inflow issues resulting in fluctuating and very high flows. As the Village does not have a wastewater treatment facility, it is paying to have these increased flows treated by the Miami Dade Water and Sewer Department.

Recommendations:

- It is recommended that North Bay Village adopt this AMP. The utility should also create a written O&M program, a plan for future R&R of wastewater collection assets and a plan for needed capital improvements.
- Accept this plan as a living document, one which will be reviewed and updated by the Village on an annual basis.
- Work closely with your finance department to ensure that the wastewater utility remains fiscally sustainable.
- 4. Work closely with your engineering firm to ensure the asset management plan is properly utilized.

Part I Wastewater Treatment Inventory and Analysis

1-1 ~ Inventory of Critical Wastewater Treatment Assets

Not Applicable - North Bay Village does not operate a wastewater treatment plant.

1-2 ~ Condition and Performance of Inventoried Treatment Assets or Groupings

Not Applicable - North Bay Village does not operate a wastewater treatment plant.

1-3 ~ Findings and Recommendations

Not Applicable - North Bay Village does not operate a wastewater treatment plant.

1-4 ~ Action Plan for Facility Maintenance and R&R

Not Applicable - North Bay Village does not operate a wastewater treatment plant.

1-5 ~ Inventory of Wastewater Collection Assets

The North Bay Village service area is approximately 236.8 acres in size. The wastewater collection system consists of approximately 44,000 linear feet of force main and gravity sewers, approximately 150 manholes and 4 lift stations. The sewer mains ranges in size from 4-in to 12-in diameter and consists of clay, polyvinyl chloride and ductile iron pipe.

A lift station and manhole evaluation was conducted to evaluate the condition of the collection system. All four (4) lift stations and approximately 15% of the sanitary manholes in your collection were analyzed to obtain an assessment of the condition of the collection system to assist in prioritizing potential rehabilitation and replacement, and Capital Improvement expenditures.

Evaluated Infrastructure:

- Main Lift Station
- South Treasure Lift Station
- Hispanola Lift Station
- City Hall Lift Station
- Multiple Manholes

1-6 ~ Condition of Inventoried Collection Assets or Groupings

In May 4th, Bill Archebelle, FRWA Fiscal Sustainability Analyst conducted an initial field visit and site evaluation of the North Bay Village wastewater collection system. Mr. Archebelle and your staff, have since conducted additional onsite evaluations to obtain a comprehensive overview of the condition of your maintenance and reinvestment needs to assist in the preparation of this report.

It is our understanding that North Bay Village is currently working with their consulting engineers on a design and construction project to address all I/I within the collection system. Lift Stations were addressed in the last few years, and the proposed project is anticipated to identify all gravity sewer and manhole issues and address them. The project is to address I/I, corrosion, and structural issues with the entire system being televised and analyzed during the course of design/construction. This report will discuss our findings while recognizing the entire system will be analyzed and addressed as a part of the rehabilitation project.

For the purposes of the AMP, wastewater collection elements are grouped into functional groups for simplicity. To establish the funding priority for each group, two important rating criteria have been defined; Criticality and Condition. The two criteria used in evaluating each component of the treatment facility are Condition and Criticality. A numeric rating is assigned to each treatment component according to the rating definitions defined in **Appendix (A)**.

The numerical number scheme for each rating category is as follows:

The numeric ratings range from 0 to 5.

Condition 5 is the worst condition. Criticality 5 is the most critical.

The table below identifies the number of lift station within each criticality rating

Table 2: Number of Lift Stations grouped by Criticality Ratings

Criticality Rating	No. of Stations	Rating Description	Recommendation
Rating 1		Non Critical Not Essential to customer service	N/A
Rating 2 Low Impact: Failure represents a short term impact with little to no risk to the environment		Continue to monitor. Perform any minor repairs.	
Rating 3	2	Critical: Failure represents a substantial impact to a large customer base. Negative Environmental impact Health and Safety	Start Project planning RFB. Routine Monitoring
Rating 4 1 Very Critical: Failure represents a serious impact to customer base. High chance of environmental impact. Health, safety or Regulatory compliance		Begin RFB or Schedule In house Repairs. Routine monitoring	
Rating 5/ 1	1	Must Have: Failure represents a very high risk to public safety, health, or regulatory compliance. High chance of environmental impact.	Repairs should be implemented. Routine monitoring

1-7~ Condition Ratings and Descriptions

The table below identifies the number of lift station within each Condition rating

Table 3: Number of lift station grouped by Condition Rating

Ratings/ # Lift Stations		Rating Description	Recommendation	
Rating 1		Sound physical condition – likely to perform adequately without major rehabilitation for 20 years or more.	N/A	
Rating 2	4	Acceptable physical condition – minimal short-term failure risk but potential for deterioration in long-term. Only minor work required (if any).	Continue to Monitor	
Rating 3		Significant deterioration evident – failure unlikely within next 5 years but further deterioration likely and major rehabilitation or replacement likely within next 10 years. Minor components or isolated sections of the asset need rehabilitation or replacement soon but asset still functions safely at adequate level of service. Work required but asset is still serviceable	Gather quotes and begin to add to R&R Budget Or CIP Budget	
Rating 4		Failure likely in short-term – need to rehabilitate or replace most or all of asset within next 5 years. No immediate risk to sustained service, but work required within next 5 years to ensure asset remains functional. Substantial work required in short-term, asset barely serviceable.	Begin RFB or Schedule to Perform In house Repairs	
Rating 5		Failed or failure imminent – need to rehabilitate or replace most or all of this asset. Risk to sustained service exists or asset cannot be operated without risk to personnel	Repairs should be implemented	

1-8" Lift Station Condition and Criticality Breakdown

Table 4: Condition and Criticality Breakdown

Lift Station	Condition	Criticality	Recommendations
Main LS	2	5	Maintenance / R&R
South Treasure LS	2	3	Maintenance / R&R
Hispanola Lift Station	2	3	Maintenance / R&R
City Hall Lift Station	2	4	Maintenance / R&R

The condition of the lift stations inspected was evaluated as an overall rating of **2.0.** For additional information, refer to "Appendix 'B' – Wastewater Collection Groups – Inventory and Condition". Due to the potential for roadway flooding during extreme high tide events, it is recommended that the Village replace the wetwell and valve pit access hatches with water tight models on the S. Treasure LS.

1-9 ~ Lift Station grouped Ratings and Estimated Cost

The Below table identifies the cost estimate for each lift station rehabilitation or replacement.

Table 5: Recommendations and Projected Costs

Lift Station	Recommendation / Resolution	Timeframe (Cleaning should be done immediately)	Estimated Cost	
Main LS	ain LS More frequent cleaning of influent screen, or upgrade to include a backup and bypass.		\$10,000	
South Treasure LS	Monitor Pump No. 2, continue to maintain station.	3 years – 5 years	\$1,000	
Hispanola LS Clean FOG from wetwell monitor for ongoing buildup.		3 months – 5 years	\$1,000	
City Hall LS	cy Hall LS Clean FOG from wetwell monitor for ongoing buildup.		\$1,000	

See Appendix F for additional information concerning the 5 year Capital Improvement Projects

1-10~ Sanitary Manholes Conditions

20 of the 150 manholes in the collection system were observed. Below is a brief synopsis of some of the conditions that were observed.

 Manholes throughout the Village are surcharged during tidal events indicating sever I/I throughout the collection system.

- Several manholes in the system had signs of severe corrosion, primarily caused by hydrogen sulfide gas production or salt water intrusion. It will not be possible to evaluate for hydrogen sulfides until the severe I/I issues are addressed.
- Significant portions of the collection system have vitrified clay sewer lines rehabilitation or replacing.
- We understand the entire collection system is undergoing evaluation for replacement/repairs
 as part of the pending SRF funded project. Several manholes such as the one at the
 intersection of Aventura and S. Treasure Dr. should be evaluated for liners to protect the
 seriously corroded interior walls.

Table 8 below outlines how the criticality rating of each system manhole was established.

Table 6 Manhole Criticality Rating and Rationale

Criticality Rating	Rationale	Number Inspected
Rating 5 Very Critical	Connecting Forcemain or Terminal Lift Station	3
Rating 4 Critical	Connecting Branches or Moderate Flows or Commercial or Greater than 8' deep	8
Rating 3 Concerning	Non Connecting Branches or low level flows or Less Than 8" deep	5
Rating 2 Less Critical	Non Connecting Branches or Very Few Connecting Services	4
Rating 1 Minor Criticality	Dead Ends or No to little Flows or Not in Service	0

1-11~ Manholes Grouped by Criticality Rating

The tables below identify the criticality, rating description and number of manholes corresponding with each rating.

Table 7 Number of Manholes Grouped by Criticality, and Recommendations.

Ratings	No. of Manholes	Rating Description	Recommendation)
Rating 1		Non Critical Not Essential to customer service	N/A
Rating 2	4	Low Impact Short Term Impact no risk to environment	Continue to monitor Perform any minor repairs. Continue to monitor
Rating 3	5	Critical Substantial impact to large customer base. Negative Environmental, Health and Safety impacts.	Start Project planning RFB Routine Monitoring
Rating 4	8	Very Critical Serious Impact to customer base. High chance of environmental Health, safety and Regulatory impacts.	Begin RFB or Schedule to Perform In house Repairs Routine monitoring

North Bay Village, FL		Asset Management Plan	CWSRF /FRWA	
Rating 5	3	Must Have Failure Very High risk to public safety, health, regulatory compliance.	Repairs should be implemented Routine monitoring	

1-12~ Manholes Grouped Condition Rating

Due to the number of manholes to ultimately be evaluated in the system, rather than to identify the condition of each manhole individually, it is more reasonable to classify manholes according to condition ratings as outlined below. A detailed evaluation form for each evaluated manhole, including the condition rating is included in Appendix B.

Table 8 Condition Ratings, Recommendations, and Anticipate Remaining Life

Ratings	Number of Manholes	Recommendation / Resolution	Anticipated Remaining Life
Rating 1	0	Continue to monitor and Service	50 years
Rating 2	5	Continue to monitor and Service	37 years
Rating 3	9	Continue to monitor and service begin planning for R&R Future Budgeting	25 years
Rating 4	6	Start planning for R&R , CIP Budgets	12 years
Rating 5	0	Already budgeted Implement Repairs	Schedule Repairs

The table below identifies the Rating and quantity, rating description recommendations..

Table 9 Grouped Manholes by Condition Ratings

Ratings	No. of Manhole	Rating Description	Recommendation
Rating 1	0	Sound physical condition – likely to perform adequately without major rehabilitation for 20 years or more.	N/A
Rating 2	5	Acceptable physical condition – minimal short-term failure risk but potential for deterioration in long-term. Only minor work required (if any).	Continue to Monitor
Rating 3	9	Significant deterioration evident – failure unlikely within next 5 years but further deterioration likely and major rehabilitation or replacement likely within next 10 years. Minor components or isolated sections of the asset need rehabilitation or replacement soon but asset still functions safely at adequate level of service. Work required but asset is still serviceable	Gather quotes and begin to add to R&R Budget Or CIP Budget
Rating 4	6	Failure likely in short-term – need to rehabilitate or replace most or all of asset within next 5 years. No immediate risk to sustained service, but work	Begin RFB or Schedule to

		required within next 5 years to ensure asset remains functional. Substantial work required in short-term, asset barely serviceable.	Perform In house Repairs
Rating 5	0	Failed or failure imminent – need to rehabilitate or replace most or all of this asset. Risk to sustained service exists or asset cannot be operated without risk to personnel	Repairs should be implemented

Table 10 Grouped manholes by Condition Ratings Repairs and Estimated Cost

Rating	No. of Manholes	Categorical Repairs / Maintenance	Estimated Cost per manhole	Total Cost
Rating 1	0	Excellent Like New/ Continue to monitor	\$0	\$0
Rating 2	5	Good /Only minor repairs such as grouting or reset manhole ring	\$100	\$500
Rating 3	9	Fair/Some repairs such as noticeable I/I repairs , re epoxy coat walls remove sand ,inspect lines	\$500	\$4,500
Rating 4	6	Poor/Significant and Continual failures. Lines back up regularly. Severe corrosion occurring and or strong odors noticeable to the public. Manhole concrete is beginning to fail. Liners Needed	\$5,000	\$30,000
Rating 5	0	Very Poor/manhole has been neglected and in near or complete failure mode. Bricks are loose, or broken and or rebar becoming visible in concrete manhole. Constant Backups in sewer line. Severe I/I observed. Manhole Replacement or Liner needed	\$7,500	\$0
Total Number 20	1 -1	Average Condition 3.0		Total Cost \$35,000
Total Number 20		Average cost per manhole	Average Cost appx. \$1,750	

- Assuming the \$1,750 average cost per manhole, projecting this cost from the 20 evaluated manholes to the 150 manholes in the system results in anticipated needed investment of approximately \$262,500 for rehabilitation.
- Considering the potential for I/I in brick manholes, and anticipated I/I throughout the system, a more realistic number of \$2,500 per manhole is recommended. This expenditure would mainly be concentrated in the older, failing manholes in the system and would result in anticipated needed investment of \$375,000.
- . This cost estimation provides a very rough estimate of the total cost to perform all manhole repairs for the evaluated manholes.

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1-13~ Sanitary Manholes Action Plan:

The Village has retained Kimley Horne and Associates to evaluate the collection system and recommend improvements throughout. Along with that work, all manholes must be evaluated and documented to fulfill the requirements of the Asset Management Plan. The remaining 130 of the 150 manholes owned by the Village should be evaluated within 12 months of adoption of this Plan. The Village can easily accomplish this by evaluating 2 to 3 manholes each week over the 12 month period.

- Comprehensive video evaluation and smoke testing is scheduled for 2016 to identify all
 collection system issues.
- Take action to begin rehabilitation of manholes where condition and criticality warrant.
- Several manholes should be considered for liner installations due to corrosion observed in the
 wastewater collection system. This corrosion is likely the result of elevated hydrogen sulfide
 gas levels or salt water intrusion. These manholes are identified in the individual evaluation
 forms located in Appendix B.
- Liners should be installed on all brick manholes. The brick manholes are beginning to
 experience I/I, and structural integrity is questionable where hydrogen sulfide corrosion has
 compromised the grout seals.
- Complete the remaining inspections by identifying needed repairs based on criticality and condition ratings for each manhole. This can be accomplished in conjunction with, or as part of the pending rehabilitation project.
- Action is recommended to minimize the formation of excessive grease and solids in the
 collection system. The buildup of fats, oils, and greases create more damage to the collection
 system than any other single factor.

Part II Financial Analysis

2-1 ~ Current Asset Value

Based upon the Comprehensive Annual Financial Report prepared by the North Bay Village Finance Dept., at the end of September, 2013, the Statement of Position indicated the Wastewater Utility had a net position of \$8,074,727.

It is noteworthy to point out that wastewater utility fixed assets have an accounting life of 45 years and that the associated land does not depreciate.

In general, R&R of a fixed asset can extend its useful life for as much as 50% of the original life expectancy. Below is a preliminary market value break down of the Town of Greenville wastewater system. The market value projection is your starting point in developing a fiscally sustainable operation, as well as providing the building blocks for determining maintenance and capital budgets. It is important that the Town continues to update and modify the market value of the wastewater system in order to efficiently maintain its current assets.

2-2 ~ Preliminary Market Value Projections

Preliminary market value formulas for North Bay Village's collection system have been developed and are outlined below.

Wastewater Collection Fixed Assets

For a small wastewater collection system the preliminary market value is projected as:

Formula Constant = \$100,000 plus

Formula Variables = 6" diameter gravity sewers less than 12' deep = \$30 per LF

8" diameter gravity sewers less than 12' deep = \$36 per LF

10" diameter gravity sewers less than 12' deep = \$42 per LF

6" diameter force mains = \$30 per LF

16" diameter force mains = \$120 per LF

Major stream or Hwy crossings J&B to 8" dia. carrier pipe = \$500 per LF

Manholes less than 12' deep = \$2,000 each

Lift stations from 200 gpm to 400 gpm = \$150,000 each

This level of inventory break down was obtained during this evaluation. The O&M Performance Report indicated that the wastewater collection system consisted of:

- 3 lift stations,
- 1 Master Lift Station
- 150 manholes,
- 12,000 LF of smaller diameter force mains
- 1,000 LF of 16" FM (Appx)
- 1,000 LF Canal Crossing FM (appx)
- 30,000 LF of gravity sewer mains

For the purpose of this market value projection, the formula is adjusted as follows:

Formula Constant = \$100,000 plus

Formula Variables = Gravity sewers = \$36 per LF

Manholes = \$2,000 each

Lift stations = \$250,000 each

Master LS = \$1,000,000

Force Main = \$30 per LF

16" Force Main = \$120 per LF

16" Water Crossing = \$1,000 per LF

The Wastewater Collection System has an estimated preliminary market value of \$4,710,000.

At the current level of O&M and R&R, the actual market value is reduced. Additionally, continuing O&M in the current manner will begin to impact reliability, customer service and will lead to regulatory compliance issues.

Increased funding for O&M and an aggressive R&R program will allow the wastewater system to maintain the current market value. North Bay Village has proactively taken steps to address the entire collection system in the pending rehabilitation project, and upon completion, will be in an advantageous position regarding ongoing maintenance and replacement/rehabilitation expenditures. It is important that the Village continue investing in maintenance of the collection system however; as the system ages, deterioration will once again accelerate and needed expenditures will again rise significantly.

2-3 ~ O&M Plan with Funding Methods

O&M Manuals and Training

After the Village has adopted the AMP recommendation, you should develop an O&M program that includes planning for future R&R and capital improvements.

- Update the O&M manuals to include periodic inspection and maintenance of the lift stations.
- Provide specific responsibilities and training in those areas.
- Institute a software management program such as the Check Up for Small Systems
 (CUPSS) for better management of the assets and inventory. CUPSS is a free asset tracking
 platform provided through the EPA. FRWA can assist you in this endeavor if needed.

Figure 2 O&M Comparison Chart



All treatment components must be cared for on a continuous basis to prevent equipment failure and to avoid potential permit violations. A good maintenance program is one that is well documented and that accomplishes routine tasks in an efficient and timely manner.

Management should require strict adherence to a maintenance program that includes acceptance and accountability of man hours. Maintenance should be a continual program that will potentially eliminate unnecessary or unexpected failures.

In the Village three types of maintenance are being performed:

- · Preventative: routine lubrications and adjustments
- · Corrective: replace pumps, motors, etc.
- · Housekeeping: cleaning, painting, mowing etc.

While preventative and corrective maintenance is important, good housekeeping is essential for gaining public support and creates a lasting impression on persons touring the facility.

O&M Manuals should be maintained, reviewed and up-dated regularly to provide clear operating procedures. This should include operational testing and efficiency which will maximize the performance of the treatment facilities and lessen operator time performing test.

Clearly defined work assignments and standard operating procedures should be developed to assist with staff training, performance, and reporting.

O&M Inspection Plan

Perform detailed inspections on all components of the wastewater collection system as noted below and create a list of items needing maintenance, or R&R.

- Continue to maintain and update the wastewater collection system maps.
- Inspect and smoke test all manholes and gravity sewer lines every 5 years;
- Inspect and catalogue 11 manholes monthly, with all remaining 130 manholes being evaluated within one year.
- Continual Inspections of the lift stations and ARVs.
- Monitor and record lift station flow rates and run times.
- Perform repairs and maintenance when identified. Do not defer maintenance.

2-4 ~ Repair and Replacement Plan with Funding Methods

R&R involves large components that wear out and require continued renewal and upgrade of infrastructure.

For the purpose of the AMP, annual O&M costs and capital expenditures must be differentiated and clearly defined.

Capital expenditures are specifically for the purchase of equipment, land and facilities that have a useful life of multiple years. Small capital expenditures can be included in the annual operating budget rather than the capital budget. Any capital project expenditure under \$5,000 is classified as part of the operating budget and is not included in the capital budget.

Capital project expenditures above \$5,000 are budgeted and funded separately through an annual allocation of these costs based on the life of the capital asset. This procedure is included as part of the AMP. Funding of the future capital expenditures is required. Funding for small wastewater systems in Florida for capital expenditures can be obtained from:

- · Revenues from utility customers;
- Revenue bonds from commercial sources, such as Co Bank and investor owned financial institutions;
- Low interest loans from the CWSRF program, a combination of state and federal appropriated funds. (Fiscal Sustainability Plan implementation required);
- Loan and/or grant funding from the USDA Rural Development Program (grants are for systems serving populations under 10,000, having low MHI, and sanitary or health issues);
- Grant funds from the CDBG program, US Housing & Urban Development (Household income considerations apply); and
- Grant funds from the Northeast Florida Water Management District.

For additional funding information see Appendix K.

Capital Expenditures

Capital expenditures should be recovered over the life of the asset in the form of reserves set aside from rates (capital recovery procedure). Reserves are established for loan repayments. Customer rates should be allocated for future capital expenditures. Grant capital recovery money should be set aside in a separate interest bearing sinking fund for future capital expenditures.

2-5 ~ Capital Improvement Projects (CIP)

Fixed asset capital improvements include R&R and capacity expansion. Improvement expenditures under \$5,000 per project should be funded as part of the annual operating budget. All other capital improvement expenditures should be included in the five-year CIP.

The CIP is a 5-year planning document for large projects. The CIP should be updated by priority annually for critical infrastructure.

- The funding level of the ongoing wastewater operational repair and maintenance budget appears to be inadequate based on the current O&M levels and deterioration that is evident in the collection system.
- The ongoing Collection System Rehabilitation Project will address all gravity sewer components of the collection system. The Lift Stations and force main were updated and rehabilitated in the last 5 years and little additional work is needed on those. In essence, the entire system will be as close to new as possible considering its age. No additional CIP expenditures will be anticipated over the next 5 years, but funds should be available for unforeseen issues.

Wastewater Treatment and Collection System Capital Improvements Plan

• The ongoing Collection System Rehabilitation Project will address all gravity sewer components of the collection system. The Lift Stations and force main were updated and rehabilitated in the last 5 years and little additional work is needed on those. In essence, the entire system will be as close to new as possible considering its age. No additional CIP expenditures will be anticipated over the next 5 years, but funds should be available for unforeseen issues.

A suggested five-year capital improvement program schedule is presented in **Appendix F**, and will include suggested maintenance and R&R expenditures.

2-6 ~ Analysis of Funding Needs

Although water and wastewater budgeting are not fully broken out in the budget provided, the 2013-2014 operating and capital budget allocation was not adequate to sustain the wastewater utility. The cost of sewage disposal to the Miami Dade Water and Sewer Department (MDWASD), when coupled with repairs, materials and supplies appears to have exceeded revenues. The overall Utility (water and sewer) operated at a net loss of \$2,166.

Based on the excessive I/I experienced in the wastewater collection system as outlined in the Kimley-Horn Night Flow Isolation Report dated January 13, 2015, the rehabilitation of the collection could save the Utility significantly on disposal fees. The report indicates the Master Lift Station experiences in excess of 400,000 GPD and addressing this should immediately result in positive cash flow for the utility as well as providing for debt repayment of the pending CWSRF loan.

The 2013-2014 operating and capital budget also indicates there was a transfer of \$145,838 out of the Utility budget and into the Stormwater Utility budget. Enterprise funds are designed to accrue a value to offset ongoing repairs and replacements to the system. Using these funds for other than utility purposes is NOT recommended. As the system ages, these funds will be needed for maintenance and repairs.

It does not appear that the Utility budget allocates funds into a contingency account. It appears no proactive budgetary steps were taken other than City Wide Reserves. It is recommended the City begin to build a contingency fund. These funds should not be transferred into other accounts. A large portion of the wastewater utility collection system is being used beyond its original projected life span of 40 years. A much more aggressive R&R program is essential to maintain the assets.

The wastewater utility O&M revenue and costs included in this report were identified in the 2014-2015 budget report.

The provided budget indicates the Utility operated at a net loss of \$348, 826 for the Fiscal Year ending in September 2014. Transfers out of the Utility are NOT recommended. The Utility needs to build up a Reserve/Contingency fund for ongoing unforeseen maintenance/capital expenditures.

An updated rate study needs to be performed to determine if the current rates are adequate to sustain the utility. FRWA recommends this take place immediately after the impacts of the Wastewater Collection System Rehabilitation project are known.

2-7 ~ Growth Projections, Rate Analysis and Impact Fees Projections

North Bay Village is at its Buildout Capacity, and no additional growth is anticipated. Therefore, rates and revenues are stable. No significant under occupied areas were noted within the Village during the site evaluation.

It is difficult to evaluate the rate structure due to the high levels of I/I the system is experiencing and the associated rates the Utility is paying for metered disposal to the MDASD.

2-8 ~ Current Wastewater Base Rate Structure

Table 14

North Bay Village wastewater billing rates are a Meter size / usage based system, with differing rates for residential, multifamily, and commercial customers. The actual sewer rate absent Base Rate and Commodity Charges is \$6.97/3000 gallons. This would normally be considered low for a community of this type, but is difficult to assess due to the tiered rates and the Commodity Charge of \$20.90 per month. A copy of the FY 2016 Wastewater billing rates is provided in **Appendix G** to provide a comprehensive breakdown of the rate structure.

2-9 ~ Threshold Rate for Proper Utility Operation

The table below describes revenues received versus the wastewater expenditures to demonstrate a positive or negative operating revenue for the wastewater division. Revenues and expenses are not broken into detail in the information provided, so a basic outline is provided herein.

Table 15 - 2013-2014 Revenues and Expenditures

Although Wastewater revenues are defined in the budget period ending September 30, 2014, Operating Expenses are not broken out between Solid Waste, Water and Wastewater services thus making it impossible to accurately gauge the threshold rate of the wastewater utility. It is recommended future budgets completely separate these three components of the utility with respect to expenses. An example is the \$1,088,711 identified as "Materials, Supplies, Repairs and Other" for the Utility. There is no way to know how much of this applies to the wastewater collection system.

Threshold review evaluation

It is unknown what North Bay Village currently allocates for rehabilitation and replacement of its aging infrastructure. The budget does not provide a breakdown of expenses. It is recommended that the Village allocate funds based on approximately 3.0% of the total wastewater system valuation to minimize deterioration of this valuable asset.

Funds spent maintaining these assets will be significantly less that what will be required to replace them due to accelerated deterioration from corrosion, age and lack of maintenance.

The pending CWSRF funded wastewater collection system rehabilitation project will result in a reduced need for maintenance in the near term. Becoming complacent or neglecting to build contingency funds in the Enterprise Fund will result in accelerated depreciation and deterioration in the long term. The underlying infrastructure is aged and rehabilitation, though it extends the life of an asset, is not replacement. The underlying asset will not be new.

It is difficult to project the future fiscal sustainability status of the wastewater utility due to the high levels of I/I and resulting disposal fees the Village pays. Once this is addressed, an updated rate structure and analysis of the Utility's financial status is highly recommended.

To avoid additional burden to the City, it may be of best interest to the residents, if the Village continues to find outside funding such as CWSRF and CDBG Funding programs.

2-10 ~ Evaluation of Contingency Plans

North Bay Village utilizes financial reserves to meet unforeseen and unbudgeted expenses.

While having contingency funds available would be a valuable financial resource, the Village should also develop a written contingency plan. The written plan should be periodically evaluated and practiced to ensure all necessary needs are being addressed. Analyze and plan to manage risks. Risk is fundamentally the consequence and likelihood of failure, typically calculated using a point scale. The consequence of failure is often based on a triple bottom- line principle for economic, social, and environmental impacts. Examples include direct cost to repair, proximity to sensitive receiving waters, critical customer outages, road closures, and similar considerations that can usually be readily mapped.

The likelihood of failure should be based on consideration of the four possible failure modes: mortality, efficiency, level of service, and capacity. For example, a mortality failure is one in which the asset is physically incapable of performing its function, such as a sewer main collapse. The consequences of this might produce multiple impacts, depending on the situation. If raw sewage reaches a waterway or a nearby waterbody, it could impact public health. If it runs under a street, the failure could cause traffic delays. Economic consequences could follow seepage into water or buildings.

As part of contingency planning, the Village should prepare and practice a contingency plan to ensure that best management practices are in place in the event of sanitary sewer overflows.

To better serve the public and protect the environment it is of the utmost importance that all lift stations are routinely inspected and properly maintained.

Steps to be followed as part of the contingency plan are outlined below:

- Ensure all high level floats are set properly and are functional
- Ensure all lift station wetwells are routinely cleaned of debris and grease..
- · Ensure lift stations are accessible
- Ensure back up pumping equipment is available
- Ensure that each station has an emergency bypass pumping connections.
- Ensure all stations shut off valves are working properly
- Ensure the system has adequate hoses and pumps for by pass pumping if needed.
- Ensure generators are properly maintained and exercised.
- Ensure lift stations technicians are properly trained to adequately troubleshoot control panel and pumps.
- Ensure any failed pumps are immediately pulled and repaired to maintain redundancy.
- Have spare pump on hand for replacement of failed pump or have back up pumping available...
- Any manholes that have been verified as problematic should be routinely inspected.

2-11~ Emergency Preparedness

Implement, review and update your Vulnerability Assessment and Emergency Response Plan.

- Make sure that the contact information in your plan is current and lists all assets that would be vulnerable to a flash flood or other emergency event.
- Exercise your plan by having a practice event with all participants that would normally respond to a real event.
- Connect with your state and local emergency managers.
- Ensure that essential emergency equipment (generators, etc.) are stored outside potential flood areas and on high ground. Test the equipment routinely to make sure it is in good working order.

Table 11 Emergency Response Guides Additional Resources

General template for creating an Emergency Response Plan	http://www.ready.gov/sites/default/files/documents/files/ /EmergencyResponsePlan.pdf Or contact your state Rural Water Association
EPA Emergency Response Guides	http://www2.epa.gov/waterutilityresponse
FEMA guidance on preparing for a flood	http://www.fema.gov/media-library- data/1409002852888- 3c5d1f64f12df02aa801901cc7c311ca/how to prepare f lood 033014 508.pdf
EPA Flood Resiliency Guide	http://www2.epa.gov/waterutilityresponse/flood- resilience-basic-guide-water-and-wastewater-utilities

2-12 ~ Personnel and Staffing

The collection system is under the supervision of Mr. Timothy Smith, Public Works Supervisor, and includes a staff of 3 for operation and maintenance of the system.

The Village does not operate a wastewater treatment facility, and no licensed operators are required. Public Works personnel are responsible for both water and wastewater infrastructure, and FRWA recommends ongoing training to increase competencies of younger employees. While the Village is fortunate to have experienced maintenance personnel on staff, development of younger employees is important for continuity.

All personnel responsibilities should be clearly defined and include maintenance, repair and replacement activities. Work order tracking will improve the effectiveness of staff utilization on critical assets. Clearly defined work assignments and standard operating procedures, along with staff training, performance, and reporting of work completed should be developed and updated regularly.

All personnel should become familiar with the adopted AMP and recognize how their involvement is beneficial for the plan to be successful.

2-13 ~ Water and Energy Conservation Plan and Implementation

Hydrogen sulfide formation within the collection system can be a significant source of ongoing corrosion; reducing the life of these valuable assets. It is difficult to determine if the North Bay Village collection system is experiencing hydrogen sulfide formation due to the high levels of I/I currently experienced by the system. Upon completion of the rehabilitation project, it is recommended the Utility monitor each of the four lift station in the system for hydrogen gas formation (rotten egg smell). Should it be determined that hydrogen gas formation is an issue, the use of a chemical addition at individual lift stations to reduce the formation of the gas is recommended. Individual Lift Stations should be evaluated for hydrogen sulfide levels on a case by case basis to determine gas levels and determine if chemical addition would be warranted.

Test results have shown reducing hydrogen sulfide gas formation in force mains can reduce lift station power costs. This power savings can easily be quantified by comparing power consumption records for the subject lift station before and after chemical addition is started. Additional information on hydrogen gas formation and corrosion is included in Appendix I.

PART III: Implementation Plan and Updating

3-1 ~ Implementation

Implementing these recommendations and procedures include the following steps:

- Presentation of final report to the Commission (workshop or regular meeting) for adoption and implementation.
- · Begin planning and implementing a Capital Improvement Program.
- Evaluate the updated Wastewater Rates to ensure they reflect the true cost of utility operations.
- Capital Improvement Program Funding. Aggressively pursue outside capital funding sources to supplement the rate payer revenue and spread the annualized cost over the life of the capital improvements, for example see Appendix K.
 - CWSRF,
 - USDA Rural Development loan/grant funding,
 - · Suwannee River Water Management District,
 - CDBG Program,
 - Co Bank
- Hire qualified engineering firm(s) as needed to design and permit CIP projects. Select the
 professional engineering firm(s) to prepare the necessary Preliminary Engineering Report and
 Construction Contract Documents for each individual capital improvement project. The
 Consultants Competitive Negotiation Act under Florida Statutes governs the engineer selection
 process.
- Training courses for the operators' annual certification and targeted education to improve system operations are FRWA, FWPCOA, AWWA, WEF, TREEO, etc.

3-2 ~ Asset Management Tools.

Perform detailed inspections on all wastewater infrastructure and produce a list of items needing maintenance, or R&R.

- Develop an Accurate Inventory of your WWTP and Collection System components
 - Collect information necessary for work orders, inspection, planning, R&R, and CIP.
 - Assign identification names/numbers to each component manhole, life station, pump, valve, etc.
 - Complete the condition assessment and criticality for each component, see Appendix A and E for more detail. Expand the inventory spreadsheet provided in Appendix B.
- Develop an annual R&R Program
 - Reprioritize R&R need each year using criticality and condition.
 - Prioritization maximizes effective use of limited funds.
- Annually reprioritize the CIP
- Include needed infrastructure to meet future growth demands and regulations.
- · Start planning for financing activities.

3-3 ~ Administrative Tasks

- Maintain an Organization Chart, duties, and lines of authority and communications.
 - Organizational Chart (clearly defined).
 - Input maintenance performance and related documents to a software program for asset tracking, and work order generation and tracking.
 - o Train and certify individuals on industrial Pre-treatment if needed.
- Establish a Work Order Tracking System for O&M, R&R and CIP projects.
- Assign field staff to perform regularly scheduled inspections on all wastewater facilities and components.
- Produce, update and maintain a list of items needing maintenance or R&R.
 - A five year CIP should be developed and adopted, and should include items that are vital to the collection system operating needs.

3-4 ~ Training and Implementation

AMPs are not easy to implement or update without the accompanying training for utility managers. Training should include, at a minimum, the following:

- Presentation of the plan contents, assumptions, findings and tools for managing the plan.
- Annual follow-up to get feedback from the utility managers and make adjustments to match their needs.
- Formalization of Standard Operating Procedures for utility tasks including:
- Safe handling, shipping and disposal of collected debris from lift stations (blood borne pathogens).
- Safety training.
- Confined Space Entry
- Tag Out Lock Out
- Basic Lift Station Electrical
- Heat Exposure and Signs of Heat Stroke
- · CPR Training and Certification
- MSDS Training
- Ergonomics and Lifting

Appendices

- A. Wastewater Treatment -- Inventory and Condition, Not Used
- B. Wastewater Collection System –

Sheet#1 Lift station Identification

Sheet#2 Inventory and Condition Spreadsheet

Collection Systems Manholes

- C. Water and Energy Conservation Evaluation
- D. Current Asset Value, Spreadsheet D-1
- E. Treatment and System Operation and Maintenance Cost (O&M)
 - F Five-Year CIP, Spreadsheet F-1 sheet #1 Collection

Sheet # 2 CIP Annual Breakdown Sheet #3 Wastewater Treatment Plant

- G Funding Rate Structure
- H Wastewater System Map & CD
- I FRWA Technical Publication
- J References, Tools, and Information Sources
- K Funding Sources & Availability
- L Asset Management Tools & Software

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Appendix A Wastewater Treatment Groups, Inventory & Condition

NOT USED IN THIS REPORT

Appendix B Wastewater Collection System, Inventory & Condition

Appendix B – Wastewater Collection System Inventory & Condition

For the purposes of the AMP, wastewater Collection elements are grouped into functional groups for simplicity. To establish the funding priority for each group, two important rating criteria have been defined; Criticality and Condition. The numerical number scheme for each rating category is as follows:

Criticality Numeric Rating:

0 – Non-Existent	Asset not needed for the current operation – abandoned, standby status or no longer exists.
1 – Non-Critical	Asset not essential to maintaining customer service or regulatory compliance.
2 – Low Impact	Service interruption of this asset has only short term impact on a small number of customers and little chance of regulatory non- compliance.
3 – Critical	Service interruption of this asset has substantial impact on customer service, a chance of negative environmental impact, damage to other assets or creates safety risks to the operators.
4 – Very Critical	Interruption of service has serious impact on customer service, a high chance of negative environmental impact, severe damage possibility to other assets, high risk of dangerous conditions to the operators or major health/safety risks for the general population.
5 – Must Have	Failure of this asset has a high risk of a catastrophic event, major customer service interruptions, serious environmental impact, long term damage to other assets, serious public health/safety issues and likely regulatory enforcement action.

Condition Numeric Rating (Compatible with the NASSCO pipe code matrix):

0 - Non-Existent	Asset abandoned, on standby status or no longer exists.
1 – Excellent	Sound physical condition – likely to perform adequately without major rehabilitation for 20 years or more.
2 – Good	Acceptable physical condition – minimal short-term failure risk but potential for deterioration in long-term. Only minor work required (if any).
3 – Fair	Significant deterioration evident – failure unlikely within next 5 years but further deterioration likely and major rehabilitation or replacement likely within next 10 years. Minor components or isolated sections of the asset need rehabilitation or replacement soon but asset still functions safely at adequate level of service. Work required but asset is still serviceable.
4 – Poor	Failure likely in short-term – need to rehabilitate or replace most or all of asset within next 5 years. No immediate risk to sustained service, but work required within next 5 years to ensure asset remains functional. Substantial work required in short-term, asset barely serviceable.
5 – Very Poor	Failed or failure imminent – need to rehabilitate or replace most or all of this asset. Risk to sustained service exists or asset cannot be operated without risk to personnel.

The spreadsheets on the following page lists the Criticality Numeric Rating and the Condition Numeric Rating for each lift station in the collection system. Additionally, individual evaluation sheets with photographs are included for each lift station and 15% of the sanitary manholes in the collection system. The Utility should evaluate the remainder of the manholes in the system and incorporate the evaluation forms in this section of the Asset Management Plan for future reference.

This section of the AMP should be considered a working document, and should be reevaluate and updated on an annual basis to proactively maintain the collection system and minimize unexpected repair costs.

North Bay Village - Fiscal Sustainability Plan Analysis & Asset Management Plan

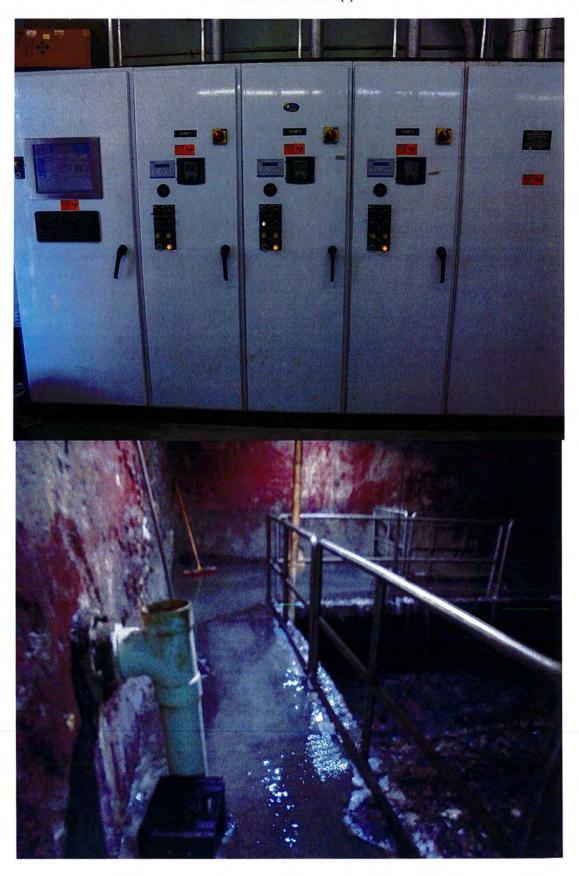
22-Mar-15

Wastewater Collection System	Condition	Criticality	Capacity	In Service	Remaining Life	Testing & Rehabilitation	Replacement	Capacity Expansion
Main Street LS	2	5			30	Minor maintenance/R&R		Not required
iouth Treasure LS	2	3			30	Minor maintenance/R&R		Not required
Hispanola LS	2	3		100	30	Minor maintenance/R&R		Not required
City Hall LS	2	4			30	Minor maintenance/R&R		Not required
Manhole evaluations are referenced								
	_							
in Sections 1.9 through 1.12.								
				T I				

NA - Not Applicable ND - Not Determined Page: C-1

Page C-2LS, North Bay Village, Main LS Evaluation Form

	North Bay	village, I	ioriua	Date:	May 4, 2016	
LS No.				Time:	1:20 P.M.	
LS Address:	Main Lift S	Station		Inspector:	Bill Archebelle	
Daniel Lafe	Triplex	125 HP	480V		,	
Pump Info		,	3 Phase		-	
⊠ Good / Sat ⊠ Debris / So ⊠ Needs Mai □ Needs Rep	olids Buildup in Intenance (desc Pair (describe in Proken sides / fo Joints Joints	LS cribe in comme comments)	apply) come	CE POSE OX PANEL RIGHT SWITCH RIGHT SWITCH RIGHT SWITCH RIGHT SWITCH RIGHT SWITCH RIGHT SWITCH	HINGED ACCESS DOOR VEHI GUIDE RAIL	
Condition:	1 2 New		5 Failing	INTERNATION	1RAP DIXCHARGE PIPING RAIL GUIDE	PLUG VALVE
***************************************	Clean influe ntly overflowin				GUIDE RAE BASE	
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around wetw surrounding Very slight b	ell. No discha areas. earing chatter	in Pump No.	other _		☑ Pre-cast Concrete ☐	
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Page C-3LS, North Bay Village, Hispanola LS Evaluation Form

LS No.	North Day	Village, F	lorida	Date:	May 4, 2016		
				Time:	11:45 A.M.		
LS Address:	Hispanola	1		Inspector:	Bill Archebelle		
Duma Infa	Flygt	7.5 HP	230V				
Pump Info		7	3 Phase	(9			
⊠ Good / Sati ⊠ Debris / Sol □ Needs Mair □ Needs Repa	lids Buildup in Intenance (describe in oroken sides / for joints	LS cribe in comm comments)	ents)	A PANEL JICAT SWITCH JICAT SWITCH JICAT SWITCH JICAT SWITCH	ARM LIGHT HINGED ACCESS DOOR VEHT		
Condition:	1 2 New		5 Failing	INTERMITTENT CPERATION	IRAP DISCHARGE PIPING	— PLUG YALVE CHECK VALVE	
	Grease and wetwell need				CUIDE PAR BASE		
Wet pit/ dry p	it station with	*******************	ileu.				
	ng cleaning in						
Station in goo	od overall con	idition.	Material:	Brick / Mortar	Pre-cast Concrete	Lined	
			other_				
			other				
Run each pun	np for a short ti	me. Did all pu	umps operate proper	ly during inspect	ion? Yes ⊠	No 🗌	
		******************			ion? Yes 🖂	No 🗌 No 🔀	
Were any pur Record curren	nps clogged or nt draw of each	suctions obs	umps operate proper tructed at the time of Pump 1 amps	f inspection? Pump 2	Yes amps Pump 3		
Were any pun Record curren Record run tin	nps clogged or nt draw of each ne for each pur	suctions obs pump mp at the stat	umps operate proper tructed at the time of Pump 1 amps ion. Analyze the run	f inspection? Pump 2 time minutes ons	Yes amps Pump 3	No 🖂	
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Lift Station - Photo(s)





Page C-4LS, North Bay Village, City Hall LS Evaluation Form

System:	North Ba	ay Village, F	lorida	Date:	May 4, 2016		
LS No.			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Time:	12:01 P.M.	·	
LS Address:	City Hall			Inspector:	Inspector: Bill Archebelle		
	Flygt	88 HP	460V				
Pump Info		,	3 Phase		2.2		
⊠ Good / Sat ⊠ Debris / So ⊠ Needs Mai □ Needs Rep	isfactory blids Buildup i ntenance (de pair (describe proken sides joints ints tration 1 2 New Grease an	scribe in comme in comments) / foundation	ents) 27700	- 7	GUIDE NINGED ACCESS DOOR VEHT GUIDE RAH IRAP DISCHARGE PIPING GUIDE RAH BASE	PIUG VALVE CHECK VALVE	
	mp for a shor	t time. Did all pu	Material: other mps operate proper	ly during inspect		No 🗌	
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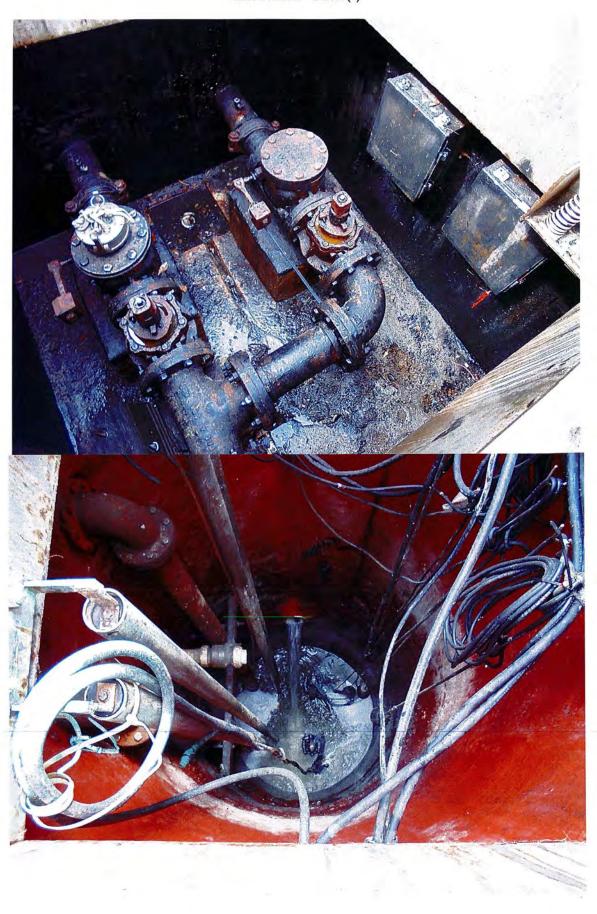
Lift Station - Photo(s)





Page C-5LS, North Bay Village, S. Treasure LS Evaluation Form

System:	North Bay	Village, F	lorida	Date:	May 4, 2016	
LS No.				Time:	1:03 P.M.	***************************************
LS Address:	S. Treasure	•		Inspector:	Bill Archebelle	
D 1.4		?? HP	230 V			
Pump Info		,	3 Phase	/4	-	
Good / Sat Debris / So Needs Mai Needs Rep	olids Buildup in LS intenance (descri pair (describe in c broken sides / fou joints ints	S be in comm comments)	control ents)	^	ASSA LIGHT HINGED ACCESS DOOR VEHI	
Condition:	1 2 3 New Minor chatter		Failing G	DEEMITENT	IRAP DISCHARGE PIFING RAIL GUIDE GUIDE RAIL BASE	— PRUG VALVE CHECK VALVE
	od overall cond			and the second s		
Run each pu	mp for a short tim	ie. Did all pi	other	during inspect	ion? Yes⊠	No □
			umps operate properly			No □
Were any pu	mps clogged or s	uctions obs	umps operate properly	nspection?	Yes 🗌	No ⊠
Were any pur Record curre Record run ti	mps clogged or s nt draw of each p me for each pum	uctions obsi oump p at the stat	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runti	nspection? Pump 2 me minutes ons	Yes amps Pump 3	
Were any pu Record curre Record run ti locate any tro	mps clogged or s nt draw of each p me for each pum puble. Do the pum	uctions obsi nump p at the stat np runtime in	umps operate properly tructed at the time of Pump 1 amps	nspection? Pump 2 me minutes ons al problem?	Yes amps Pump 3	No ⊠ amps
Were any pur Record curre Record run ti locate any tro Does wet we	mps clogged or s nt draw of each p me for each pum puble. Do the pun Il to need cleanin	uctions obsite oump p at the state of p runtime in g? Is there	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runtindicate any operation	nspection? Pump 2 me minutes ons al problem? debris?	Yes amps Pump 3 site to Yes	No ⊠ amps No ⊠
Were any pur Record curre Record run ti locate any tro Does wet we Check pump Check high w	mps clogged or s nt draw of each p me for each pum puble. Do the pun Il to need cleaning on/off floats for p	uctions obsite oump pat the state of runtime in the graph of the graph	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runtindicate any operation a buildup of grease & tion. Did all floats open notification. Did the a	nspection? Pump 2 me minutes ons al problem? debris? erate properly?	Yes	No ⊠amps No ⊠ No □
Were any pur Record curre Record run ti locate any tro Does wet we Check pump Check high w dialer work?	mps clogged or s nt draw of each p me for each pum puble. Do the pum Il to need cleaning on/off floats for p vater float operation	uctions obsitump p at the state p runtime in g? Is there roper opera on for alarm and? Did the	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runtindicate any operation a buildup of grease & tion. Did all floats open notification. Did the a	nspection? Pump 2 me minutes ons al problem? debris? erate properly?	Yes amps Pump 3 site to Yes Yes Yes Yes	No Amps No No No No No
Were any pur Record curre Record run ti locate any tro Does wet we Check pump Check high w dialer work? Exercise all li	mps clogged or s nt draw of each p me for each pum buble. Do the pum Il to need cleaning on/off floats for p vater float operation Did the alarm sou ft station valves.	uctions obsite oump p at the state oper oper oper oper on for alarm on old all valve.	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runtindicate any operation a buildup of grease & tion. Did all floats operation. Did the application. Did the application is light flash?	nspection? Pump 2 me minutes ons al problem? debris? erate properly?	Yes ☐ amps Pump 3 site to Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ /auto- Yes ☐ Yes ☐	No Amps No N
Were any pur Record curre Record run ti locate any tro Does wet we Check pump Check high we dialer work? Exercise all li Exercise gen	mps clogged or s nt draw of each p me for each pum puble. Do the pum Il to need cleaning on/off floats for p vater float operation Did the alarm sou ft station valves. erator (if applicab	uctions obsing part the state of runtime in the generation for alarmand? Did the Did all valvele) at lift state.	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runtindicate any operation a buildup of grease & tion. Did all floats operation. Did the application in the properly function?	nspection? Pump 2 me minutes ons al problem? debris? erate properly? alarm telemetry	Yes □ amps Pump 3 site to Yes □ Yes □ Yes □ /auto- Yes □ tion? Yes □	No Amps No N
Were any pur Record curre Record run ti locate any tro Does wet we Check pump Check high w dialer work? Exercise all li Exercise gen Do you exerci	mps clogged or s nt draw of each p me for each pum puble. Do the pum Il to need cleaning on/off floats for p vater float operation Did the alarm sou ft station valves. erator (if applicab	uctions obsing part the state of runtime in the generators of the proper operation for alarm and? Did the Did all valves of the part of the part of the proper operators operators operators of the proper operators of the proper operators ope	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runtindicate any operation a buildup of grease & tion. Did all floats operation. Did the all light flash?	nspection? Pump 2 me minutes ons al problem? debris? erate properly? alarm telemetry or properly func- to 30 minutes'	Yes □ amps Pump 3 site to Yes □ Yes □ Yes □ /auto- Yes □ tion? Yes □	No Amps No N
Were any pur Record curre Record run ti locate any tro Does wet we Check pump Check high we dialer work? Exercise all li Exercise gen Do you exercise	mps clogged or s nt draw of each p me for each pum puble. Do the pum Il to need cleaning on/off floats for p vater float operation Did the alarm sou ft station valves. erator (if applicates ise ALL standby	uctions obsing part the state of runtime in the generators of the proper operation for alarm and? Did the Did all valves of the part of the part of the proper operators operators operators of the proper operators of the proper operators ope	umps operate properly tructed at the time of Pump 1 amps ion. Analyze the runtindicate any operation a buildup of grease & tion. Did all floats operation. Did the ability flash? es properly function? at least monthly for 15 rease / debris on side	nspection? Pump 2 me minutes ons al problem? debris? erate properly? alarm telemetry or properly func- to 30 minutes'	Yes □ amps Pump 3 site to Yes □ Yes □ Yes □ /auto- Yes □ tion? Yes □ ? Yes □	No



Page C-1MH, North Bay Village, Old City Hall

System:	North bay Village	Date:	May 4, 20	16
MH No.	146	Time:	12:05	A.M. / P.M.
MH Address:	Old City Hall	Inspector:	Bill Archebelle	

Overall Condition: (check all that approximately Good / Satisfactory Debris / Solids Buildup in MH / chann Needs Maintenance (describe in comments Needs Repair (describe in comments Cracked / broken shelf or foundation Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	el ments)					
Condition: 0 1 2 3 4	5 Failing	Show north arrow	, label inlets	s &		
High flow rate within MH. Staff indica	tes	outlets, sizes and	flow directi	on		
High levels of I/I in system and tidal				P		
Influence. MH beginning to surcharg	e				当・人	
					61,510	77.535.5
				10		
	Ma	terial: Brick /	Mortar 🔀	J Pre-cas	st Concrete [Lined
		other			AT 10 18	3 20 12 2
Summarize all inspections and Action I	-20000000000000000000000000000000000000			OLIVIOR MAN		
	erviceable		lamaged		0 —	ise I lower
	erviceable		lamaged		<u> </u>	ise I lower
Walls & Bottom:	rviceable [_ loose _ d	amaged	crad	cked 🗌 ho	oles roots
Overflow or diversion lines prese	nt?				Yes 🗌	No 🖂
Other utility lines present? Includ	ing force n	ce main outfall?			Yes 🗌	No 🖂
Drop line present/ visible? Intern	al / Externa	al			Yes 🗌	No 🖂
Surcharge/flooding indications?	greas	e / debris on sid	es [grease	/ debris on	shelf
Clarity of Flow?		urbid sewage appearance				arance
Flow Conditions?	stead	у [pulsing		⊠ turbu	lent
Flow Conditions?	☐ low		normal	************	⊠ high	***************************************
Vermin or insects present? Yes	s No	⊠ Descri	ption:	***************************************		

Summarize all inspections and Action Items into a report and submit with the Bacteria Rule Demonstration Checklist.

Photos



Page C-2MH, North Bay Village, MH 145

System:	North Bay Village	Date:	May 4, 20	16
MH No.	145	Time:	12:10	A.M. / P.M.
MH Address:	Police Parking Lot	Inspector:	Bill Archeb	oelle

Overall Condition: (check all that a Good / Satisfactory Debris / Solids Buildup in MH / chanr Needs Maintenance (describe in comments Cracked / broken shelf or foundation Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	nel nments)					
Condition: 0 1 2 3 4	5 Failing	Show n	orth arrow, label in	nlets &	=	
High flow rate within MH. Staff indic			sizes and flow dir		臣	
High levels of I/I in system and tidal				δ		
Influence. MH surcharging						
Summarize all inspections and Action	tems into	other	Brick / Morta			
	erviceal		se damag			aise 🗌 lower
	erviceal		se 🗌 damag			aise 🗌 lower
Walls & Bottom:	erviceab	ole 🗌 loo	se 🗌 damag			oles roots
Overflow or diversion lines prese	ent?				Yes 🗌	No 🖂
Other utility lines present? Include	ling force	ce main outfall?			Yes 🗌	No 🖂
Drop line present/ visible? Intern	al / Exte	ernal			Yes 🗌	No 🖂
Surcharge/flooding indications?	g	rease / deb	ris on sides	greas	e / debris on	shelf
Clarity of Flow?	☐ tu	rbid sewag	e appearance	⊠ clear	sewage appe	earance
Flow Conditions?	⊠ st	eady	pulsi	ng	turbu	lent
Flow Conditions?		W	norm	al		
Vermin or insects present? Ye	s 🗌 📗	No 🛛	Description:			

Summarize all inspections and Action Items into a report and submit with the Bacteria Rule Demonstration Checklist.

Photos



Page C-3MH, North Bay Village, MH 134

System:	North Bay Village	Date:	May 4, 2016		
MH No.	134	Time:	12:24	A.M. / P.M.	
MH Address:	West Dr.	Inspector:	Bill Archebelle		

Good / Sa Debris / So Needs Ma Needs Re Cracked / Cracked /	olids Buildup in MH / c intenance (describe ir pair (describe in comr broken shelf or founda broken sides or walls I joints / loose bricks pints	channel n comm nents)			•				
Condition:	0 1 2 3	4	5 Failing	Show r	orth arrov	y, label ir	nlets &		3
Evidence of	minor I/I seepage or				, sizes an				
Consider lin	ing to eliminate.						8	H	
Surcharged	with stormwater/sea	water					E		
				Material:		/ Mortar	Pre-ca	st Concrete	Lined
Summaria	ze all inspections and Ac	tion Ite	ms into	a report an	d submit v	with the I	Bacteria Rule	Demonstration	on Checklist.
Cover / Rin	ng Condition:	⊠ ser	vicea	ble 🗌 lo	ose 🗌	damag	ed 🗌 mi	ssing 🗌 ra	aise 🗌 lower
Riser Cond	dition:	⊠ ser	vicea	able 🗌 lo	ose 🗌	damag	ed 🗌 mi	ssing 🗌 ra	aise 🗌 lower
Walls & Bo	ottom:	⊠ ser	vicea	ble 🗌 loc	se 🗌 d	damag	ed 🗌 cra	icked 🗌 h	oles 🗌 roots
Overflow o	r diversion lines p	resen	t?					Yes 🗌	No 🖂
Other utilit	y lines present? Ir	cludin	g for	ce main outfall?				Yes 🗌	No 🖂
Drop line p	resent/ visible? In	iternal	/Ext	ernal		***************************************		Yes 🗌	No 🖂
Surcharge	/flooding indication	ons?	\boxtimes	grease / del	oris on sid	des	greas	e / debris on	shelf
Clarity of F	low?			urbid sewa	ge appea	rance	⊠ clear	sewage appe	earance
Flow Cond	litions?		\boxtimes	steady		pulsi	ng	urbu	lent
Flow Cond	litions?			ow		norm	al	⊠ high	
Vermin or	insects present?	Yes		No 🛛	Desc	ription:			

Photos



Page C-4MH, North Bay Village, MH 114

System:	North Bay Village	Date:	May 4, 20	16
MH No.	114	Time:	12:36	A.M. / P.M.
MH Address:	Bay Terrace	Inspector:	Bill Archel	oelle

Good / Sa Debris / So Needs Ma Needs Re Cracked / Cracked /	olids Buildup in MH / o intenance (describe in pair (describe in comr broken shelf or found broken sides or walls i joints / loose bricks bints	channel n comm nents) ation						
Condition:	0 1 2 3 New		5 Failing		north arrow, label s, sizes and flow di			
Evidence of	minor I/I. suggest li	ining.			, sizes and now a	6		
		***************************************		Material:		ır ⊠ Pre-ca	ast Concrete	Lined
Summari	ze all inspections and A	ction Ite	ms into	a report an	d submit with the	Bacteria Rule	e Demonstrati	on Checklist.
	9		vicea		ose 🗌 dama		ssing 🗌 ra	aise 🗌 lower
Riser Cond	dition:	⊠ ser	vicea	ble 🗌 lo	ose 🗌 dama	ged 🗌 mi	issing 🗌 ra	aise 🗌 lower
Walls & Bo	ottom:	⊠ ser	vicea	ble 🗌 lo	ose 🗌 damag	ged 🗌 cra	cked 🗌 h	oles 🗌 roots
Overflow o	or diversion lines p	resen	t?				Yes 🗌	No 🖂
Other utilit	y lines present? Ir	ncludir	g for	ce main d	outfall?	***************************************	Yes 🗌	No 🖂
Drop line p	resent/ visible? Ir	iternal	/ Ext	ernal		***************************************	Yes 🔲	No 🖂
Surcharge	/flooding indicatio	ns?		rease / del	oris on sides	greas	e / debris on	shelf
Clarity of F	low?		☐ t	urbid sewa	ge appearance	⊠ clear	sewage appe	earance
Flow Cond	litions?		⊠s	teady	puls		turbu	
Flow Cond	litions?	****************		ow	⊠ norn	nal	☐ high	
Vermin or	insects present?	Yes		No 🖂	Description	• •		



Page C-5MH, North Bay Village, MH 108

System:	North Bay Village	Date:	May 4, 20	16
MH No.	108	Time:	12:45	A.M. / P.M.
MH Address:	Bay Terrace and Center Bay	Inspector:	Bill Archel	elle

Good / Sati Debris / So Needs Maii Needs Rep Cracked / b Cracked / b	lids Buildup in MH / ontenance (describe in pair (describe in commonsken shelf or found proken sides or walls joints / loose bricks ints	channel n comm nents)				X			
Condition:	0 1 2 3 New	4	5 Failing		north arrow, la , sizes and flo				
				Material:	Brick / N	lortar ⊠	Pre-ca	st Concrete	e Lined
				other					
Summarize	e all inspections and A	ction Ite	ms int	o a report and	d submit with	the Bact	eria Rule	Demonstrat	tion Checklist.
Cover / Rin	g Condition:	⊠ ser	vice	able 🗌 lo	ose 🗌 da	maged	☐ mis	ssing 🗌	raise 🗌 lower
Riser Cond	ition:	⊠ ser	vice	able 🗌 lo	ose 🗌 da	maged	☐ mis	ssing 🔲	raise 🗌 lower
Walls & Bo	ttom:	⊠ ser	vicea	ble 🗌 loc	se 🗌 da	naged	cra	cked 🗌 I	noles 🗌 roots
Overflow or	r diversion lines p	resen	t?					Yes 🗌	No 🖂
	lines present? Ir			ce main c	utfall?			Yes 🗌	No 🖂
Drop line p	resent/ visible? Ir	ternal	/Ex	ternal	.,			Yes 🗌	No 🖂
	flooding indicatio	***********	T	grease / det	oris on sides	IF	grease	e / debris o	n shelf
Clarity of F				turbid sewa	ge appearar	ice D		sewage app	***************************************
Flow Condi	***************************************			steady		pulsing			ulent
Flow Condi		************				normal		high	
Vermin or i	nsects present?	Yes		No 🖂	Descrip	tion:			



Page C-6MH, North Bay Village, MH 13

Flow Conditions?

Vermin or insects present?

System:	North Bay Village		Date:	May 4, 201	6				
MH No.	13	13			A.M. / P.M.				
MH Address:	Bounty and S. Treasure Inspe			ss: Bounty and S. Treasure Inspector: Bill Archebelle					
Good / Satis Debris / Sol Needs Mair Needs Repa Cracked / b Cracked / b	ids Buildup in MH / channe itenance (describe in commair (describe in comments) roken shelf or foundation roken sides or walls joints / loose bricks ints								
Condition:	0 1 2 3 4	5 Failing Show north	n arrow, label inle	ets &					
Evidence of h	12S corrosion. Walls hea	vily outlets, siz	es and flow direc	tion					
Corroded. I/I	evident at joints. MH sho	ould		6					
Be lined to el	iminate I/I and corrosion.								
		Material: other	Brick / Mortar D	Pre-cast Con	crete Lined				
Summarize	all inspections and Action Ite	ems into a report and su	bmit with the Ba	cteria Rule Demo	nstration Checklist.				
Cover / Ring	g Condition: 🛛 se	rviceable 🗌 loose	damage	d missing	☐ raise ☐ lowe				
Riser Condi	tion: 🛛 se	rviceable 🗌 loose	damage	d missing	☐ raise ☐ lowe				
Walls & Bot	tom: ser	viceable 🛛 loose	damaged	d Cracked	☐ holes ☐ root				
Overflow or	diversion lines preser	nt?		Yes	☐ No ⊠				
***************************************	lines present? Includir	***************************************	all?	Yes					
	esent/ visible? Interna			Yes	□ No ⊠				
	flooding indications?	grease / debris	on sides	grease / deb					
Clarity of FI		urbid sewage a	~~~~~~	clear sewage					
Flow Condi		⊠ steady	pulsing		turbulent				
	ow Conditions:				,				

Summarize all inspections and Action Items into a report and submit with the Bacteria Rule Demonstration Checklist.

□ normal

Description:

☐ low

No 🖂

Yes 🗌

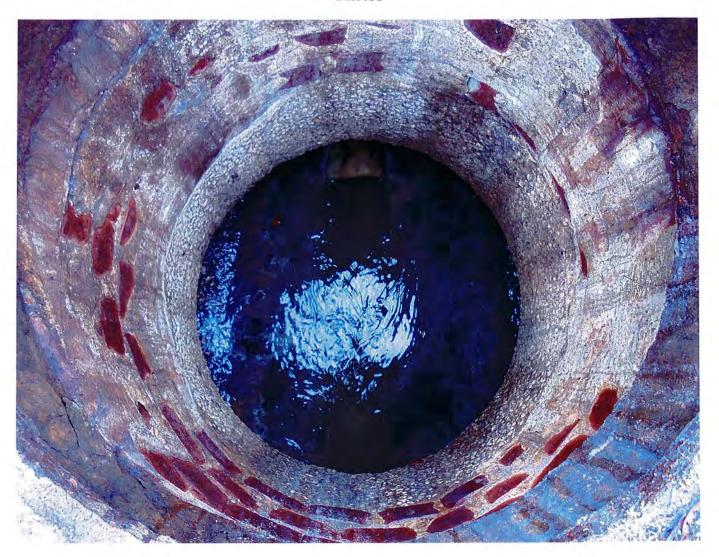
high



Page C-7MH, North Bay Village, MH 20

System:	North Bay Village	Date:	May 4, 20	16
MH No.	20	Time:	1:15	A.M. / P.M.
MH Address:	Cutlass and S. Treasure	Inspector:	Bill Arche	belle
Overall Con Good / Sati Debris / So				

Debris / Solids Buildup in MH / ch Needs Maintenance (describe in comme Needs Repair (describe in comme Cracked / broken shelf or foundat Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	comments) ents)					
Condition: 0 1 2 3	4 5 Failing					3
Riser should be regrouted. poten			th arrow, label in zes and flow dir			
I/I issue at high groundwater cond	litions.	outioto, of	203 and now an	6		
Station should be lined due to H2 corrosion.	S			Ε	目	
Summarize all inspections and Acti	on Items into	other _	Brick / Mortar			
Cover / Ring Condition:	serviceat	ole 🗌 loos	e 🗌 damag	jed 🗌 mi	ssing 🗌 ra	aise 🗌 lower
Riser Condition:	serviceat	ole 🗌 loos	e 🗌 damag	jed 🗌 mi	ssing 🗌 ra	aise 🗌 lower
Walls & Bottom:	serviceab	le 🗌 loos	e 🗌 damag	ed 🗌 cra	cked 🗌 h	oles 🗌 roots
Overflow or diversion lines pr	esent?				Yes	No 🖂
Other utility lines present? Inc		e main out	tfall?		Yes	No 🖂
Drop line present/ visible? Into					Yes	No 🖂
Surcharge/flooding indication	s? gr	ease / debris	s on sides	greas	e / debris on	shelf
Clarity of Flow?		rbid sewage	appearance	⊠ clear	sewage appe	earance
Flow Conditions?	⊠ st		pulsi	<u></u>	turbu	
Flow Conditions?	ol 🔲		norm		⊠ high	
Vermin or insects present?	Yes 🗍	No 🖂	Description:			



Page C-8MH, North Bay Village, MH 126

System:	North Bay Village	Date:	May 12, 2016	
MH No.	126	Time:	11:35	A.M. / P.M.
MH Address:	79th and Beachview	Inspector:	Bill Archeb	elle

Overall Condition: (check all that approximately Good / Satisfactory Debris / Solids Buildup in MH / channel Needs Maintenance (describe in comments Needs Repair (describe in comments Cracked / broken shelf or foundation Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	el ments)					
Condition: 0 1 2 3 4	5 Failing	Shown	orth arrow, lab	nel inlets &	3	
Evidence of surcharging on walls, H2			sizes and flow			
Corrosion evident. I/I evident. MH					6	
Should be re-lined. High flow eviden	.					
MH partially surcharged during inspe	ction.					6 7 7 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
		Material:	Brick / Mo	ortar 🗌 Pre-c	cast Concrete	Lined
Summarize all inspections and Action I	tems into		d submit with t	he Bacteria Ru	ile Demonstratio	on Checklist.
						aise lower
	ervicea	ble 🗌 loc				aise lower
Walls & Bottom:	ervicea	ble 🗌 loc	se 🗌 dam	aged 🗌 cr	racked h	oles roots
Overflow or diversion lines prese	nt?				Yes	No 🖂
Other utility lines present? Include	ing for	ce main o	utfall?		Yes 🗌	No 🖂
Drop line present/ visible? Intern	al / Ext	ernal	***********************		Yes 🗌	No 🖂
Surcharge/flooding indications?	\boxtimes	grease / deb	oris on sides	grea	se / debris on	shelf
Clarity of Flow?	☐ t	urbid sewaç	ge appearanc	e 🛭 clea	r sewage appe	earance
Flow Conditions?	⊠s	steady	Пр	ulsing	turbu	lent
Flow Conditions?		ow	no	ormal	⊠ high	
Vermin or insects present? Ye	s 🔲	No 🖂	Description	on:		



Page C-9MH, North Bay Village, MH 113

System:	North Bay Village	Date:	May 12, 20	016
MH No.	113	Time:	11:50	A.M. / P.M .
MH Address:	Center Bay and 79th	Inspector:	Bill Archeb	elle

Overall Condition: (check all that Good / Satisfactory Debris / Solids Buildup in MH / chat Needs Maintenance (describe in comme Needs Repair (describe in comme Cracked / broken shelf or foundating Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	annel omments) nts)					
Condition: 0 1 2 3	4 5	Chown	orth arrow, label i	nloto 9		
Water stains on walls from past su	Failing rcharge		sizes and flow di		异	
Walls wet. Potential I/I.				8		
				L		
		Material:	Brick / Morta	r 🛚 Pre-ca	ast Concrete	Lined
Summarize all inspections and Actio	n Items into	a report and	d submit with the	Bacteria Rul	e Demonstratio	on Checklist.
Cover / Ring Condition:	servicea	ble 🗌 loc	ose 🗌 damag	ged 🔲 m	issing 🗌 ra	aise 🗌 lower
Riser Condition:	servicea	ble 🗌 loc	ose 🗌 damag	ged 🗌 m	issing 🔲 ra	aise 🗌 lower
Walls & Bottom:	serviceal	ble 🗌 loc	se 🗌 damag	ed 🗌 cra	acked 🗌 h	oles 🗌 roots
Overflow or diversion lines pre	sent?				Yes	No 🖂
Other utility lines present? Incl		ce main o	utfall?		Yes 🗌	No 🖂
Drop line present/ visible? Inte					Yes 🗍	No 🖂
Surcharge/flooding indications			oris on sides	greas	se / debris on	
Clarity of Flow?	□t	urbid sewag	ge appearance	⊠ clear	sewage appe	earance
Flow Conditions?		teady	☐ pulsi	4	turbu	
Flow Conditions?		ow .	norm	al	⊠ high	
Vermin or insects present?	res 🗌	No 🖂	Description			



Page C-10MH, North Bay Village, MH 119

System:	North Bay Village	Date:	May 12, 2	016
MH No.	119	Time:	1:10	A.M. / P.M.
MH Address:	Coquina and 79th	Inspector:	Bill Archel	belle

Overall Condition: (check all the Good / Satisfactory Debris / Solids Buildup in MH / on Needs Maintenance (describe in Common Cracked / broken shelf or founds Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	channel comm nents)							
Condition: 0 1 2 3	Show n	orth arrow,	label inle	ts &		ĵ.		
Minor surcharging in wetwell.	ailing		sizes and f					
I/I seep visible						δ -		
			Material:	Brick / I	Mortar [Pre-ca	st Concrete [Lined
Summarize all inspections and Ac		-2000 A						
ector / fillig contailion		vicea			amage			ise lower
	- 0.00	vicea			amage			ise lower
Walls & Bottom:	⊠ sen	/icea	ble 🔲 loc	se 🗌 da	maged	d 💹 cra	icked [] ho	oles roots
Overflow or diversion lines p	resen	t?					Yes 🗌	No 🖂
Other utility lines present? In	cludin	g for	ce main o	utfall?			Yes 🗌	No 🖂
Drop line present/ visible? In	ternal	/Ext	ernal				Yes 🖂	No 🔲
Surcharge/flooding indication	ns?		rease / deb	oris on side	s [greas	e / debris on s	shelf
Clarity of Flow?	□t	urbid sewaç	ge appeara	nce [Clear :	sewage appe	arance	
Flow Conditions?	steady		pulsing		turbul	ent		
Flow Conditions?	ow		normal		⊠ high			
Vermin or insects present?	Yes		No 🛛	Descrip	otion:			



Page C-11MH, North Bay Village, MH 141

System:	North Bay Village	Date:	May 12, 2016		
MH No.	141	Time:	1:40 A.M./P.M.		
MH Address:	Coquina and 79th	Inspector:	Bill Archebelle		

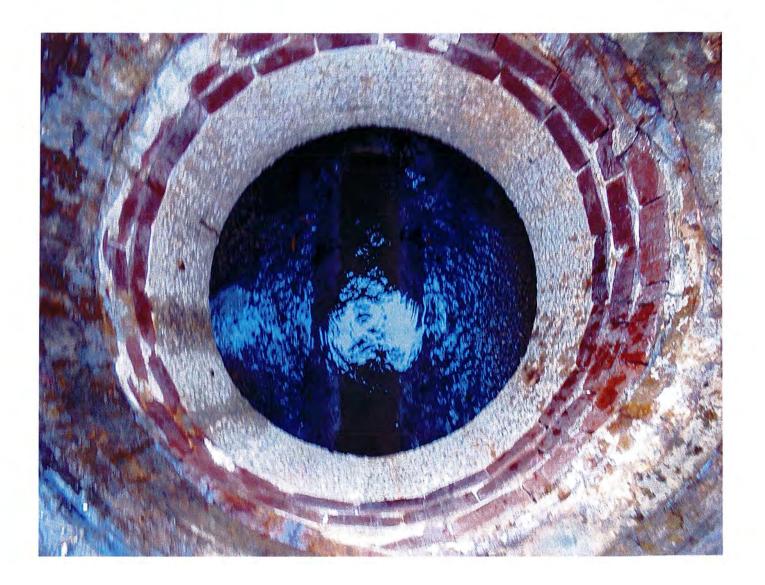
Good / Sa Debris / S Debris / S Needs Ma Needs Re Cracked / Cracked /	olids Buildup in MH / intenance (describe i pair (describe in com broken shelf or found broken sides or walls d joints / loose bricks bints	channel n comm ments) lation						
Condition:	0 1 2 3		5 Failing	Show	north arrow, labe	l inlets &		
Minor surch	arging in wetwell. E				, sizes and flow of		至	
I/I on walls		***************************************				8		
						100		
				Motorial	☐ Brick / Mort	or Dro or	act Constate	Lined
				other		ar 🖂 Pre-ca	asi Concrete	Linea
Summarii	ze all inspections and A	ction Ite	ms into			. Bacteria Pul	e Demonstrati	on Checklist
	ng Condition:		vicea		ose 🔲 dama			aise 🗌 lower
Riser Cond	The state of the s	_	vicea		ose 🗌 dama		AL CAN MADE	aise lower
Walls & Bo			viceal		ose 🗌 dama			oles roots
						3 Ш		
	or diversion lines	**********		*************************			Yes 🗌	No ⊠
	y lines present? I				outfall?)6(Yes _	No ⊠
Drop line p	resent/ visible? I	nternal	***************************************				Yes	No 🖂
Surcharge	/flooding indication	ns?	g	rease / del	oris on sides	greas	se / debris on	shelf
Clarity of F	Flow?	tı 🔲 tı	urbid sewa	ge appearance	□ clear	sewage appe	earance	
Flow Cond	litions?	⊠s	teady	pul:	sing	turbu	lent	
Flow Cond	litions?)W	nor	ormal 🔲 high				
Vermin or	insects present?	Yes		No 🖂	Description	n:	1	



Page C-12MH, North Bay Village, MH 21

System:	North Bay Village	Date:	May 12, 2016		
MH No.	21	Time:	1:54	A.M. / P.M.	
MH Address:	S. Treasure and Hispanola	Inspector:	Bill Archebelle		

Good / Sa Debris / So Needs Ma Needs Re Cracked / Cracked /	olids Buildup in MH / o intenance (describe ir pair (describe in comn broken shelf or founda broken sides or walls I joints / loose bricks bints	channel comm nents)							
Condition:	0 1 2 3	4	5 Failing	Show r	orth arro	, label ir	nlets &		
Regrout Chi	alling		sizes and			是			
I/I on walls			************				8		
H2S corrosi	on evident. Consider	lining	MH						
							E	SOLA I	65 70 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
									de stanta de la companya de la comp
				Material:	Brick	/ Mortar	⊠ Pre-ca	st Concrete	Lined
,	***************************************			other					<u> </u>
Summaria	ze all inspections and Ac	tion Iter	ms into	a report an	d submit w	ith the I	Bacteria Rule	Demonstrat	ion Checklist.
Cover / Rir	ng Condition:	⊠ ser	vicea	able 🗌 lo	ose 🗌 o	damag	ed 🗌 mi	ssing 🗌 r	aise 🗌 lower
Riser Cond	dition:	\boxtimes ser	vicea	able 🗌 lo	ose 🗌 d	damag	ed 🗌 mi	ssing 🗌 r	aise 🗌 lower
Walls & Bo	ottom:	⊠ sen	vicea	ble 🗌 loc	se 🗌 d	lamag	ed 🗌 cra	icked 🔲 h	oles roots
Overflow o	or diversion lines p	resen	t?					Yes 🗌	No 🖂
Other utilit	y lines present? Ir	cludin	g for	ce main c	utfall?			Yes 🗌	No 🖂
Drop line p	resent/ visible? In	ternal	/Ex	ternal	***************************************	•••••		Yes 🗌	No 🖂
Surcharge	/flooding indication	ns?		grease / del	ris on sid	es	greas	e / debris on	shelf
Clarity of F		turbid sewa				sewage app			
	Flow Conditions?					pulsi	<u> </u>	turbi	
Flow Cond	low			ormal 🔀 high					
Vermin or	insects present?	Yes		No 🖂	Descr	iption:			



Page C-13MH, North Bay Village, MH 52

North Bay Village

System:

MH No.	52		Time	2:10	A.M. / P.M.
MH Address:	Term MH Hispanola		Inspector	Bill Archebelle	
	lids Buildup in MH / channel ntenance (describe in comm air (describe in comments) roken shelf or foundation roken sides or walls joints / loose bricks nts				
	0 1 2 3 4 New ed due to I/I. Top portion ined as it is old brick.		th arrow, label inluzes and flow dire		
	ons unknown due to the		Brick / Mortar	✓ Pre-cast Concrete	Lined
Surcharge		other			
Surcharge Summarize	e all inspections and Action Iter	other	ubmit with the Ba	acteria Rule Demonstrat	
Surcharge Summarize Cover / Ring	e all inspections and Action Iter	other	ubmit with the Ba	ecteria Rule Demonstrated missing r	ion Checklist.
Surcharge Summarize Cover / Ring Riser Cond	e all inspections and Action Iter g Condition: Ser ition: Ser	other ms into a report and si viceable loose	ubmit with the Ba e	ecteria Rule Demonstrated missing red missing r	ion Checklist.
Surcharge Summarize Cover / Ring Riser Condi Walls & Bot	e all inspections and Action Iter g Condition: Ser ition: Ser ctom: Ser	other ms into a report and so viceable loose viceable loose viceable loose	ubmit with the Ba e	ecteria Rule Demonstrated missing red missing red recked recked recked recked recked	ion Checklist. raise loweraise lowe
Surcharge Summarize Cover / Ring Riser Cond Walls & Bot Overflow or	e all inspections and Action Iter g Condition: Ser ition: Ser tom: Ser diversion lines present	other ms into a report and so viceable loose viceable loose viceable loose viceable loose t?	ubmit with the Ba e	ecteria Rule Demonstrated missing red missing red cracked red red red red red red red red red r	ion Checklist. raise loweraise loweraise roots
Summarize Cover / Ring Riser Cond Walls & Bot Overflow or Other utility	e all inspections and Action Iter g Condition: Ser ition: Ser tom: Ser diversion lines present lines present? Includin	other ms into a report and so viceable loose viceable loose viceable loose viceable loose viceable loose t? ng force main out	ubmit with the Ba e	ecteria Rule Demonstrated missing red missing red cracked red red red red red red red red red r	ion Checklist. raise loweraise loweraise roots No No No
Summarize Summarize Cover / Ring Riser Cond Walls & Bot Overflow or Other utility Drop line pr	e all inspections and Action Iter g Condition: Ser ition: Ser tom: Ser diversion lines present lines present? Including	other ms into a report and so viceable loose viceable loose viceable loose viceable loose t? ng force main out / External	ubmit with the Ba e damage e damage e damage	ecteria Rule Demonstrated	ion Checklist. raise loweraise loweraise roots No No No No No No No No No No
Surcharge Summarize Cover / Ring Riser Cond Walls & Bot Overflow or Other utility Drop line pr Surcharge/	e all inspections and Action Iter g Condition: Ser ition: Ser itom: Ser itom: Including present services of the present servic	other ms into a report and so viceable loose viceable loose viceable loose viceable loose t? ng force main out / External grease / debris	ubmit with the Bate damage e damage damage fall?	ecteria Rule Demonstrated missing red missing red cracked red red red red red red red red red r	ion Checklist. raise loweraise loweraise roots No No No No no shelf
Surcharge Summarize Cover / Ring Riser Condi Walls & Bot Overflow or Other utility Drop line proportion of the pr	e all inspections and Action Iter g Condition: Ser ition: Ser itom: Ser itom: Including present including present including present including present including indications?	other ms into a report and so viceable loose viceable loose viceable loose t? ng force main out / External grease / debris turbid sewage	ubmit with the Bate	ecteria Rule Demonstrated missing red missing red	ion Checklist. raise loweraise loweraise roots No
Surcharge Summarize Cover / Ring Riser Condi Walls & Bot Overflow or Other utility Drop line proportions	e all inspections and Action Iter g Condition: Ser ition: Ser itom: Ser diversion lines present lines present? Including resent/ visible? Internal flooding indications? ow? tions?	other ms into a report and so viceable loose viceable loose viceable loose viceable loose t? ng force main out / External grease / debris	ubmit with the Bate damage e damage damage fall?	ecteria Rule Demonstrated missing red missing red missing red	ion Checklist. raise loweraise loweraise roots No

Date: May 12, 2016

Summarize all inspections and Action Items into a report and submit with the Bacteria Rule Demonstration Checklist.



Page C-14MH, North Bay Village, MH 17

System:	North Bay Village	Date:	May 12, 2016		
MH No.	17	Time:	2:30	A.M. / P.M.	
MH Address:	Term MH at Buccaneer LS	Inspector:	Bill Archebelle		

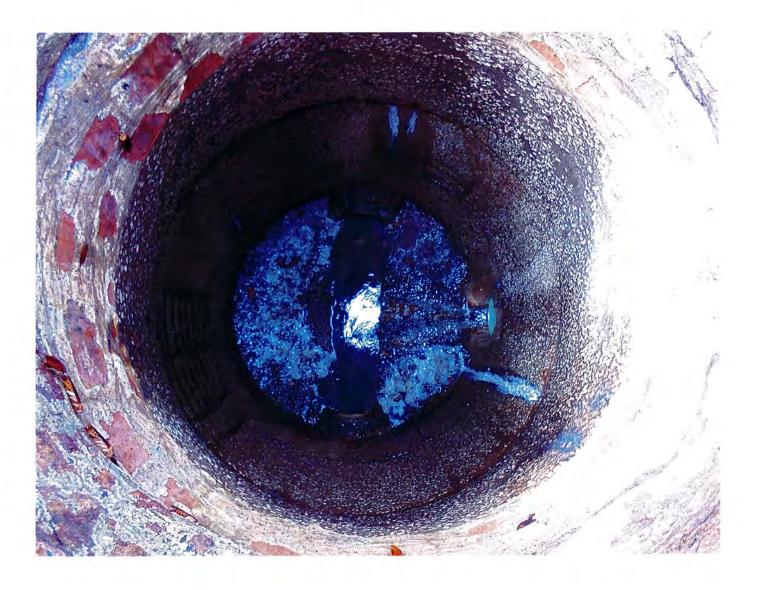
Good / Sa Debris / So Needs Ma Needs Re Cracked / Cracked /	olids Buildup in MH / o intenance (describe in pair (describe in comr broken shelf or found broken sides or walls I joints / loose bricks bints	channel n comm ments)								
Condition:	0 1 2 3	4	5 Failing	Show	north arre	lahelir	nlets &	I	1	
Minor H2S c		100000000000000000000000000000000000000	s, sizes and			_ =	I			
Lining MH			***************************************					6_		
								1		
										(Charles and Charles and Charl
			*****							Constitution of the consti
************************	***************************************			Material:	Brick	/ Morta	r 🛛 Pre-	cast Co	oncret	e 🗌 Lined
				other						
Summari	ze all inspections and A	ction Ite	ms into	a report an	d submit v	vith the I	Bacteria R	ule Den	nonstra	ition Checklist.
Cover / Rir	ng Condition:	⊠ ser	vicea	ble 🗌 lo	ose 🗌	damag	ged 🗌 r	missin	g 🗌	raise lower
Riser Cond	dition:	⊠ ser	vicea	ble 🗌 lo	ose 🗌	damag	ged 🗌 r	missin	g 🗌	raise lower
Walls & Bo	ottom:	⊠ ser	viceal	ble 🗌 lo	ose 🗌 d	lamag	ed 🗌 c	racke	d 🗌	holes roots
Overflow o	or diversion lines p	resen	t?					Ye	s 🔲	No 🖂
Other utilit	y lines present? Ir	ncludir	ng for	ce main	outfall?			Ye	s 🔲	No 🖂
Drop line p	resent/ visible? Ir	iternal	/Ext	ernal				Ye	s 🔲	No 🖂
Surcharge	/flooding indicatio	ns?		rease / de	bris on sid	les	gre	ase / de	ebris c	on shelf
Clarity of Flow?				urbid sewa	ge appea	rance	⊠ clea	ar sewa	ige ap	pearance
Flow Conditions?				teady		pulsi				bulent
				ow	Ī	norm		⊠ high		
Vermin or	insects present?	Yes		No 🖂	Desci	iption:				



Page C-15MH, North Bay Village, MH 9

System:	North Bay Village	Date:	May 12, 2016	
MH No.	9	Time:	2:40	A.M. / P.M.
MH Address:	Term MH at Buccaneer LS	Inspector:	Bill Archebelle	

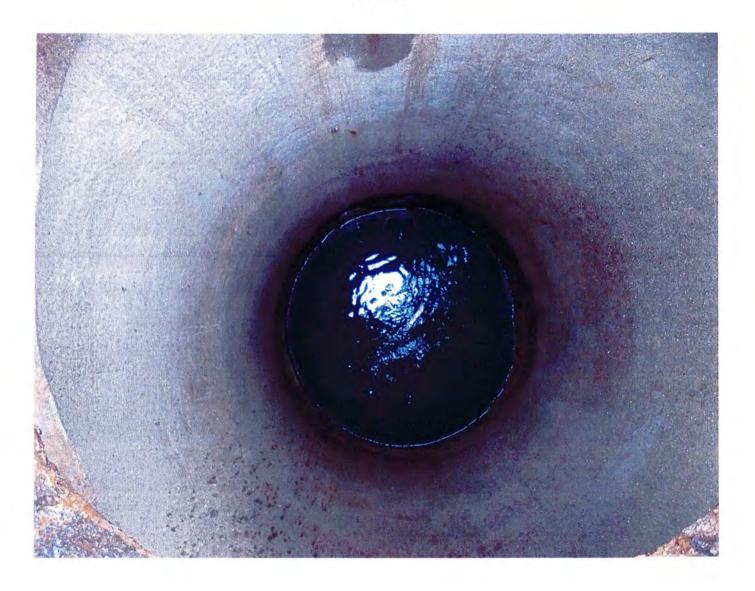
Overall Condition: (check all the Good / Satisfactory Debris / Solids Buildup in MH / on the Meds Maintenance (describe in the Meds Repair (describe in common Cracked / broken shelf or foundation Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	channel comm						
Condition: 0 1 2 3	4	5 Failing	Show n	orth arrow, label in	nlets &	Ħ	
Rebar exposed. Aggregate expo		-	sizes and flow dir		三三		
To high H2S corrosion. Visible I	/1				8		
At joints of wetwell. MH should	be line	d.					
					Γ		
							2.00, 2.12,
			Material:	Brick / Morta	Pre-ca	ast Concrete [Lined
			other				
Summarize all inspections and Ac	tion Ite	ms inte	o a report and	d submit with the	Bacteria Rul	e Demonstratio	on Checklist.
Cover / Ring Condition:	\boxtimes ser	vice	able 🗌 lo	ose 🗌 damag	ged 🔲 m	issing 🗌 ra	ise 🗌 lower
Riser Condition:	\boxtimes ser	vicea	able 🗌 loc	ose 🗌 damag	jed 🗌 m	issing 🗌 ra	ise 🗌 lower
Walls & Bottom:	ser	vicea	ble 🗌 loc	se 🛭 damag	ed 🗌 cra	acked 🗌 ho	oles roots
Overflow or diversion lines p	resen	t?				Yes	No 🖂
Other utility lines present? In	***************************************		ce main o	utfall?		Yes 🗌	No 🖂
Drop line present/ visible? In						Yes 🗌	No 🖂
Surcharge/flooding indication		T		oris on sides	greas	se / debris on	
Clarity of Flow?		ge appearance	⊠ clear	sewage appe	arance		
Flow Conditions?	steady	pulsi	4.0	turbulent			
Flow Conditions?	low		⊠ normal ☐ high				
Vermin or insects present?	Yes		No 🖂	Description:	*****	L	



Page C-16MH, North Bay Village, MH 78

System:	North Bay Village	Date:	June 8, 2016	
MH No.	78	Time:	1:50	A.M. / P.M.
1801 Gallen	1801 Galleon St.	Inspector:	Tim Smith	

Overall Condition: (check all that approximately Condition) (check all that ap	el (
Condition: 0 3	5 Failing Show	north arrow, label in	lets &		3	
Surcharged.		ts, sizes and flow dire		三		
Wetwell in good condition			6			
Chimney is loose, needs lining or rep	oair		E	E		
	Materia	l:	⊠ Pre-ca	st Concrete	Lined	
Summarize all inspections and Action I	tems into a report a	and submit with the E	Bacteria Rule	Demonstrati	on Checklist.	
Cover / Ring Condition: S	erviceable 🔲 I	oose 🗌 damag	ed 🗌 mi	ssing 🔲 ra	aise 🗌 lower	
Riser Condition: S	erviceable 🛛 I	oose 🗌 damag	ed 🗌 mi	ssing 🔲 ra	aise 🗌 lower	
Walls & Bottom:	erviceable 🗌 lo	ose 🗌 damage	ed 🗌 cra	cked 🗌 h	oles 🗌 roots	
Overflow or diversion lines prese	ent?			Yes 🗌	No 🖂	
Other utility lines present? Include	ling force main	outfall?	************************	Yes 🗌	No 🖂	
Drop line present/ visible? Intern	al / External			Yes 🗌	No 🖂	
Surcharge/flooding indications?	grease / d	ebris on sides	greas	e / debris on	shelf	
Clarity of Flow?	turbid sew	age appearance	clear	sewage appe	earance	
Flow Conditions?		pulsir	ng	urbulent		
Flow Conditions?	☐ low	norm.	al	☐ high		
Vermin or insects present? Ye	s □ No ⊠	Description:				



Page C-17MH, North Bay Village, MH 72

System:	North Bay Village	Date:	June 8, 2016		
MH No. 72		Time:	1:35	A.M. / P.M.	
MH Address:	7545 E. Treasure	Inspector:	Tim Smith		

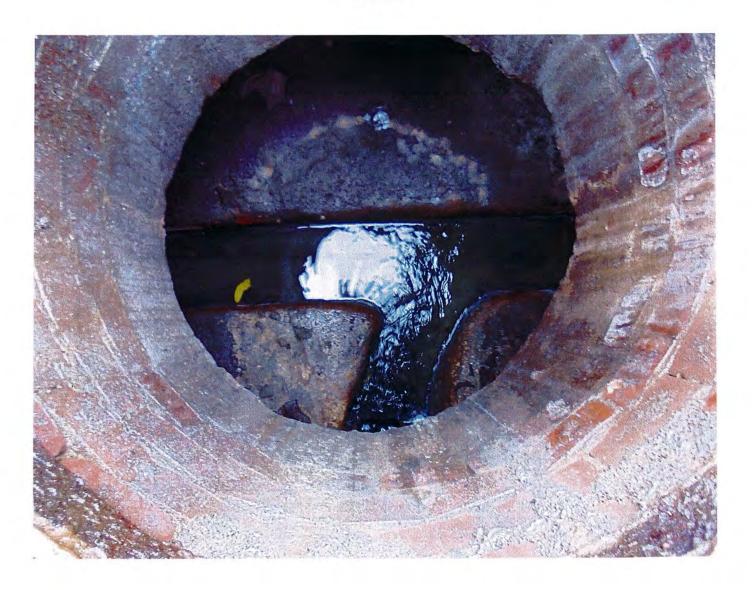
Overall Condition: (check all the Good / Satisfactory Debris / Solids Buildup in MH / condition: Needs Maintenance (describe in Committee Cracked / broken shelf or foundation: Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	hannel comments) nents)					
Condition: 0 1 2 3	5 Failing	Show r	orth arrow, label in	nlets &		1
Surcharged.	, dining		sizes and flow dir			
Brick MH should be re lined.				δ	目(
	.,					
		Material:	Brick / Morta	Pre-ca	st Concrete [Lined
Summarize all inspections and Ac	tion Items into	a report and	d submit with the l	Bacteria Rule	Demonstratio	n Checklist.
Cover / Ring Condition:	⊠ servicea	able 🗌 lo	ose 🗌 damag	jed 🗌 mi	ssing 🗌 ra	ise 🗌 lower
Riser Condition:	servicea	able 🗌 lo	ose 🗌 damag	jed 🗌 mi	ssing 🗌 ra	ise 🗌 lower
Walls & Bottom:	servicea	ble 🗌 loc	ose 🗌 damag	ed 🗌 cra	cked 🗌 ho	oles 🗌 roots
Overflow or diversion lines p	resent?				Yes 🗌	No 🖂
Other utility lines present? In	cluding for	ce main c	utfall?		Yes 🗌	No 🖂
Drop line present/ visible? In	ternal / Ex	ternal		***************************************	Yes 🗌	No 🖂
Surcharge/flooding indication			oris on sides	greas	e / debris on s	shelf
Clarity of Flow?	turbid sewa	urbid sewage appearance 🛛 clear sewage appearance				
Flow Conditions?	steady	pulsi	ng	turbul	ent	
Flow Conditions?	low	norm	normal 🔀 high			
Vermin or insects present?	Yes 🗌	No 🛛	Description:			



Page C-18MH, North Bay Village, MH 73

System:	North Bay Village	Date:	June 8, 2016		
MH No. 73		Time:	12:30	A.M. / P.M.	
MH Address:	7520 E. Treasure	Inspector:	Tim Smith		

Overall Condition: (check all that Good / Satisfactory Debris / Solids Buildup in MH / chat Needs Maintenance (describe in comme Needs Repair (describe in comme Cracked / broken shelf or foundation Cracked / broken sides or walls Misaligned joints / loose bricks Roots at joints Visible infiltration	annel omments) nts)						
Condition: 0 1 2 3 Overall in good condition. May wa regrout chimney	5 Failing Int to		north arrow s, sizes and				
		Material:		/ Mortar	Pre-ca	st Concrete	Lined
Summarize all inspections and Action	n Items into			ith the l	Bacteria Rule	Demonstration	on Checklist.
Cover / Ring Condition:				damag			ise lower
Riser Condition:							ise lower
Walls & Bottom:	serviceal	ole 🗌 lo			ed 🔲 cra		oles roots
Overflow or diversion lines pre	sent?					Yes	No 🖂
Other utility lines present? Incl		ce main outfall?				Yes 🗌	No 🖂
Drop line present/ visible? Inte						Yes 🗆	No 🖂
Surcharge/flooding indications		***************************************	bris on sid	es	□ greas	e / debris on	
Clarity of Flow?	urbid sewa	***************************************			sewage appe		
Flow Conditions?	teady	J	pulsi		turbu	***************************************	
Flow Conditions?	ow.	F	norm	<u> </u>		***************************************	
	Yes 🗌	No 🖂	Descr	iption:			



Page C-19MH, North Bay Village, MH 64

System:	North Bay Village	Date:	June 8, 20	016
MH No. 64		Time:	2:30	A.M. / P.M.
MH Address:	7540 Mutiny	Inspector:	Tim Smith	

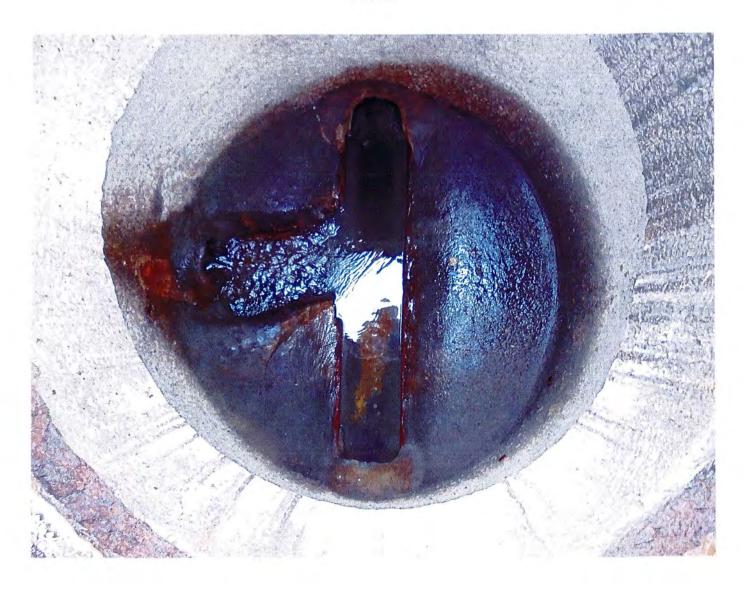
Good / Sa Debris / So Needs Ma Needs Re Cracked / Cracked /	olids Buildup in MH / c intenance (describe in pair (describe in comm broken shelf or founda broken sides or walls I joints / loose bricks bints	hannel comm nents)						
Condition:	0 4	5	Failing	Show r	north arrow, label	inlets &		[1]
Brick Chimn	ey needs regrouting		anny		, sizes and flow d		_ =	
Walls show	evidence of H2S cor	rosion					6	
Large diame	ter lines, FM upstrea	am.						
				Matadal	N Date (Mark	- N D		
					Brick / Morta	ar 🔀 Pre-	cast Concrete	Lined
Summariz	ze all inspections and Ac	tion Iter	ms int	to a report an	d submit with the	Bacteria R	ule Demonstratio	on Checklist.
Cover / Rin	ng Condition:	⊠ ser	vice	able 🗌 lo	ose 🗌 dama	ged 🔲 r	missing 🗌 ra	aise 🗌 lower
Riser Cond	dition:	⊠ ser	vice	able 🗌 lo	ose 🗌 dama	ged 🗌 r	missing 🔲 ra	aise 🗌 lower
Walls & Bo	ottom: [sen	vice	able 🛛 loc	ose 🗌 damaç	ged 🗌 c	racked 🗌 h	oles 🗌 roots
Overflow o	r diversion lines p	resen	t?				Yes 🗌	No 🖂
Other utilit	y lines present? Ir	cludin	g fo	rce main c	utfall?		Yes 🖂	No 🗌
Drop line p	resent/ visible? In	ternal	/Ex	ternal			Yes 🗌	No 🖂
Surcharge	/flooding indication	ns?		grease / del	oris on sides	grea	ase / debris on	shelf
Clarity of F	low?		\boxtimes	turbid sewa	ge appearance	☐ clea	ar sewage appe	arance
Flow Conditions?				steady	pulsing turbule			lent
Flow Conditions?				low	⊠ norr	☑ normal ☐ high		
Vermin or	insects present?	Yes		No 🛛	Description	•		



Page C-20MH, North Bay Village, MH 24

System:	North Bay Village	Date:	June 8, 2016		
MH No. 24		Time:	1:43	A.M. / P.M.	
MH Address:	1873 S. Treasure Dr.	Inspector:	Tim Smith)	

Good / Sa Debris / So Needs Ma Needs Re Cracked / Cracked /	olids Buildup in MH / of intenance (describe in pair (describe in complete in complete in some shall or found broken sides or walls I joints / loose bricks bints	channel n commo nents) ation								
Condition:	0 2 New	5	Failing		orth arro, la sizes and flo					
			**********	Material:	Brick / M	ortar 🏻	☑ Pre-ca	ast Concrete	e Lined	
Summaria	ze all inspections and A	ction Iter	ns into		d submit with	the Bac	teria Rul	e Demonstra	tion Checklist.	
			vicea			mage			raise 🗌 lower	
Riser Cond			vicea			mage			raise lower	
Walls & Bo	ottom:	 ⊠ ser\	iceal	ole 🗌 loc		nageo			holes roots	
Overflow o	or diversion lines p	resent	?					Yes	No 🖂	
	y lines present? Ir			ce main outfall?			Yes	No 🖂		
	present/ visible? In						***************************************	Yes 🗌	No 🖂	
	/flooding indicatio		,		oris on sides		greas	se / debris o	n shelf	
					ge appearan		⊠ clear	ar sewage appearance		
				teady			☐ turbulent			
				ow .		normal				
Vermin or	insects present?	No 🖂	Descript	ion:						



Appendix C Water & Energy Conservation Evaluation

Appendix C – Water & Energy Conservation Evaluation

An energy assessment was made during the field evaluation of the wastewater system for North Bay Village on May 4, 2016.

Findings of the assessment are documented on the National Rural Water Association form included on the following three pages.



FLORIDA RURAL WATER ASSOCIATION

2970 Wellington Circle • Tallahassee, FL 32309-6885 Telephone: 850-668-2746 ~ Fax: 850-893-4581

Energy Efficiency Assessment for Small Wastewater Systems ¹

Responses in grey areas indicate potential for gains in energy efficiency

1. INFLUENT/EFFLUENT PUMPING	Yes	No
A. Do you have influent and/or effluent pumps?		N/A
B. If yes, do you have variable speed control on influent pumps?		N/A
C. If yes, are premium-efficiency motors currently installed on influent pumps?		N/A
D. If yes, do you have variable speed control on effluent pumps?		N/A
E. If yes, are premium-efficiency motors currently installed on effluent pumps?		N/A
2. PRE-AERATION/POST-AERATION	Yes	No
A. Do you utilize aeration blowers and/or compressors?		N/A
B. If yes, can you throttle the amount of air delivered or otherwise adjust output?		N/A
3. INTERMEDIATE PUMPING	Yes	No
		N/A
A. Do you have intermediate pumps to convey flow between treatment units? B. If yes, do you have variable speed control on the intermediate pumps?		N/A
C. If yes, are the intermediate pumps equipped with premium-efficiency motors?		N/A
4. ACTIVATED SLUDGE PROCESSES	Yes	No
A. Do you have aeration blowers/compressors in an activated sludge process?		N/A
B. If yes, can you throttle the amount of air delivered or otherwise adjust output?		N/A
C. If yes, are premium-efficiency motors currently installed?		N/A
D. Does your plant use mechanical aerators (including mixers)?		N/A
E. If yes, do the aerators have variable speed control?		N/A
F. Is the aeration system controlled via DO levels and/or pressure differentials?		N/A
G. If yes, are dissolved oxygen/pressure sensors located in the aeration basins?		N/A
H. Do you currently use a fine-bubble aeration system?		N/A
I. If you have a pure oxygen system, do you have a VPSA O2 generation system?		N/A
J. Do you currently have variable speed return activated sludge (RAS) pumps?		N/A
K. Do you currently have variable speed waste activated sludge (WAS) pumps?		N/A
5. Fixed Film: N/A		
A. Does you have aeration blowers/compressors as part of a fixed film process?		N/A
B. If yes, can you throttle the amount of air delivered or otherwise adjust output?		N/A
C. If yes, are premium-efficiency motors currently installed?		N/A
D. Do you utilize pumping for conveying flow to the trickling filters?		N/A
E. If yes, do you have variable speed control on these pumps?		N/A
E. Are your trickling filter distribution arms mechanically driven?		N/A

¹ Adapted from NYSERDA's FOCUS on Municipal Water and Wastewater Program

Energy Efficiency Assessment for Small Wastewater Systems

6. DISINFECTION	Yes	No
A. Do you currently use an ultraviolet disinfection system?		N/A
B. If yes, does the UV system utilize low-pressure, high-output lamps?		N/A
C. If yes, is the UV system operated via flow-pacing and/or dosing set point?		N/A
7. SLUDGE PUMPING	Yes	No
A. Do you process sludge on an intermittent (less than 24 hours per day) basis?		N/A
B. If yes, do you currently process sludge during off-peak hours?		N/A
C. Do you have equalization capacity within your existing sludge handling process?		N/A
D. If no, do you have variable speed capability on your sludge transfer pumps?		N/A
8. SLUDGE STABILIZATION	Yes	No
A. Does your plant utilize aerobic digestion?		N/A
B. If yes, have considered switching to anaerobic digestion or another method?		N/A
C. Do you currently produce biogas (methane) from anaerobic digestion?		N/A
D. If yes, is biogas currently flared and/or vented?		N/A
E. If yes, is biogas currently being used for thermal or electrical power generation?		N/A
F. Does your plant currently accept hauled waste at the headworks to the plant?		N/A
G. If yes, is there equalization capacity for the introduction of hauled wastes?		N/A
9. SLUDGE THICKENING AND DEWATERING	Yes	No
A. Does your thickening / dewatering equipment run less than 24 hours per day?		N/A
B. Do you use centrifuges for thickening, dewatering, or both?		N/A
C. Do you currently use sludge drying beds for dewatering?		N/A
D. Does your plant currently haul sludge to another location for processing?		N/A
E. Does your plant use incineration for sludge stabilization/disposal?		N/A
10. FACILITY / OPERATIONS	Yes	No
A. Do you monitor your power bills?	X	
B. Is there significant inflow & infiltration into the collection system?	X	
C. Has your plant had any energy efficiency improvements in the last 5 years?		N/A
D. If yes, have you switched to more efficient lighting?	X	1
E. If yes, have you done any load shedding and/or off-peak load shifting?		X
F. If yes, have you installed new or improved HVAC equipment?		N/A
	1.72	

G. Are energy efficiency measures included with future improvement plans?

11. ADDITIONAL COMMENTS & INFORMATION

Certification: Energy Audit and Savings Recommendations

The use of a chemical addition at the key lift station in the collection system may be indicated. If so, it will result in the reduction or of hydrogen sulfide gas formation and reduce corrosion. Some testing results have indicated a reduction in lift station power costs is associated with reducing hydrogen sulfide gas formation in force mains, also. This can be quantified by comparing the power consumption records of the lift stations before and after the chemical addition is started

Other collection system recommendations

Reduce I&I = lower power bills and minimize additional inflow

Reduce grease buildup = lower power bills and longer pump life

12. PRIORITY AREAS FOR POTENTIAL ENERGY EFFICIENCY GAINS

The Utility has recently upgraded and rehabilitated all four lift stations in the system. The master lift station has variable frequency drives installed to minimize startup onrush to the motors and to allow the station to better match flow rates.

The Collection System rehabilitation project currently underway will significantly reduce the heavy I/I experienced by the system. This additional flow results in significantly more metered flow being transferred to MDWASD, and the corresponding charges to the Village. The savings will be significant, but not quantifiable at this time.

Efficiency Project	Estimated Project Cost	Potential Savings/Year	Payback Period
Collection Rehab (I/I)	\$4,000,000	Unknown	Unknown

13. FUNDING MECHANISMS SWRMD grant funding CWSRF

Appendix D - Current Asset Value

North Bay Village: Preliminary market value formulas have been developed and are outlined below.

Wastewater Collection Fixed Assets

For a small wastewater collection system the preliminary market value is projected as:

Formula Constant = \$100,000 plus

Formula Variables = 8" diameter gravity sewers less than 12' deep = \$36 per LF

6" diameter force mains = \$30 per LF

Manholes less than 12' deep = \$2,000 each

Lift stations from 200 gpm to 400 gpm = \$150,000 each

This level of inventory break down was obtained during this evaluation. The engineering report indicates the wastewater collection system consists of:

- 4 lift stations,
- 150 manholes,
- 14,000 LF force mains.
- 30,000 LF of gravity sewer

The Wastewater Collection System has an estimated preliminary market value of \$4,710,000.

North Bay Village - Fiscal Sustainability Plan Analysis & Asset Management Plan Appendix "D" - Fixed Assets Preliminary Market Value Projections

eliminary Market	Value Projections for Nor	n-Treati	ment Fixed Assets:				\$ 4,754,000.00
- 1.1							
Formula Constant:	V	T.			Ts.	100,000.00	
Formula Variable:		272			\$	4,654,000.00	
	Unit		Unit Value	Units			
	6" Dia Gravity Sewers LF	\$	30.00	0	S	*	
	8" Dia Gravity Sewers LF	\$	36.00	30000	\$	1,080,000.00	
	16" Dia Force Main LF	\$	120.00	1000	\$	120,000.00	
	6" Dia Force Mains LF	\$	30.00	12000	\$	360,000.00	
	Major J&B Crossings LF	\$	1,000.00	1000	\$	1,000,000.00	
	Manholes Each	S	2,000.00	172	\$	344,000.00	
	Master LS Each	\$	1,000,000.00	1	\$	1,000,000.00	
	Lift Stations Each	\$	250,000.00	3	\$	750,000.00	

Approximate Preliminary Market Value Projections for both Treatm	nent and Collections Fixed Assets:	\$ 4,754,000
	Value Rounded for Use in the AMP:	\$ 4,750,000

Appendix E - Wastewater System Operation & Maintenance Costs (O&M)

Attach a copy of the most recent approved operating budget for the Utility as this report is updated and re-adopted.

ENTERPRISE FUND-UTILITIES ADMINISTRATION

ACCOUNT DESCRIPTION	FY 12 ACTUA	PY 13 ACTUAL	FY 14 ADDPTED BUDGET	FY 14 6 MONTHS ACTUAL	FY 14 PROJECTED ACTUAL	FY 15 ADDPTED BUDGET
Down to Colorina	125,425	72,824	197,174	35.618	69,385	115,072
Regular Salaries Dyzetime	17	/1	0	90	126	0
	3,683	1,080	1,600	0	0	č
Car Allowance			15,359	2,739	6,815	8,50
TCA Tex	9,793	3,059		4,242	9,732	11.89
tetirement Contribution	10,508	8,456	24,701	4,967	16,373	20,93
Jfe, Dental B. Hoolth Insurance	17,489	13,359	54,018			20,93
Workers Compensation	497	324	5,221	4,555	6,221	755,35
Cost Allocation	526,500	607,245	672,000	339,624	679,248	
TOTAL PERSONNEL SERVICES	593,912	706.420	573,073	391,946	807,902	923,341
Bank Fezs	3,06E	9,727	8,000	3,918	7,992	6,000
hofessional Services	b	135,916	9,000	65,584	138,980	165,00
Accounting and Auditing	17,000	16,886	20,500	9,650	20,500	20,50
Contract Services-Jenidorial	0	0	0	0	q	
Contract Services-Data processing	25,814	47,533	46,900	35,875	76,266	77,43
ont fact Services-Medical	0	G	2,000	C	2,000	2,00
(Sephone	12,351	16,792	18,200	5,463	13,366	16,20
Ostage	0	3,922	4.800	5,100	5,645	4,80
	4,507	3,486	0	5,100		
flectric, Gas & Water	4,207	15,955	20,000	11,877	20,360	50,00
luilding Lease	38,893	50,175	50,720	36,683	55,585	52,87
Seneral Insurance			30,720	D	0	20. 10.
Depreciation - Equipment	8,765	8,232	ŏ	0	0	
Depreciation - Improvements C/T 3ldg.	73,864	12,758			4,223	18,00
tapairs & Maintenance of Building	2,000	10,085	18,000	-,244	4,773	25
lapairs & Maintenance of Office Equipme		222	250	0	777	1.00
lopairs & Maintenance of Vehicles	0	0	D	712	777	96
Iniforms	0	0	960	a	-	
Saschne, CNG & Oil	1,819	876	0	341	2,534	2,00
Special Department Supplies	4,491	6,003	5,403	2,827	3,902	5.17
Sucs, Subscriptions & Memberships	500	(500)	1,000	D.	1,052	1,00
cturation & Training	1,099	2,298	4,500	2,/5/	1,156	4,50
turnicane/Disaster Emergency	109,318	0	C		0	
Contingency COTAL MATERIALS, SUPPLIES, SVCS	304,040	369,365	260,233	181,831	50,000 408,942	33,51 463,47
TOTAL OPERATING BUDGET	997,951	1,075,786	1,233,30/	573,777	1,216,844	1,386,82
Office Equipment	0	1,672	7.000	656	9,515	3,50
50 dinas	0	C	250,000	0	250,000	-
IOTAL CAPITAL OUTLAYS	ő	1,672	257,000	656	759,615	3,50
ease Interest	· a	- 0	C.	ņ	D	14.00
TOTAL DEBT SERVICE	3	0	C	0	0	:5,00
Uncollectable accounts	51,048	77,019	0	16	48	
Reserve	0	0	41,405	0	.0	
OTHER NON-OPERATING EXPENSES	51.048	77,019	41,408	48	48	1.75
TOTAL NON-OPERATING BUDGET	51,049	78,591	299,406	703	259,663	18,50
TOTAL DEPARTMENT BUDGET	1,049,000	1,154,477	1.531,714	574,480	1,476,507	1,405,32

Appendix F 5-Year Capital Improvement Plan (CIP)

Appendix F - Five-Year Capital Improvement Plan (CIP)

Fixed Asset Capital improvements include R&R and capacity expansion. As indicated earlier, capital improvement expenditures under \$5,000 per project are to be funded as part of the annual operating budget – according to the budging procedures of Madison all other capital improvement expenditures are to be part of the five-year CIP.

The funding level for the current five-year capital improvement program is inadequate to sustain the wastewater utility.

All of the other fixed asset capital improvements are R&R.

The spreadsheet on the following page indicates the planning projects for the Five-Year Wastewater Capital Improvement Plan – Fixed Assets

North Bay Village - Fiscal Sustainability Plan Analysis & Asset Management Plan

Unit Process or Component	Testing & Rehabilitation	Replacement	Addition or Capacity Expansion	2016	2017	2018	2019		2020
Rehabilitate Collection System	Line gravity mains and Manholes	Replace Gravity Mains as needed		\$ 500,000	\$ 2,000,000	S 1.000,000		+	
		C =						+	
								+	
							-	+	_
		_						+	
								_	
								-	
								-	
		4						-	
	-						-	+	
		1							
							1		
								-	
								-	
							-	+	
		-					-	-	
S R&R and possible chemical addition	R&R			5 13,000	5 10,500	5 15,000	5 15,0	00 5	15,000
		0	to Periodical for Final Assate 222222					00 5	15.00

Note: Capital Expenditures include rehabilitation of all gravity mains and manholes in the collection system as part of CWSRF funded project.

Page: F-

North Bay Village - Fiscal Sustainability Plan Analysis & Asset Management Plan Appendix "F" - Annual R&R (Rehabilitation and Replacement) Capital Program Worksheet Tool

Unit Process or Component	Testing & Rehabilitation	Replacement	Addition or Capacity Expansion	-	2016	-	2017		2018	-	2019	-	2020
R&R Wastewater Collection System	n (LS R&R)			5	13,000	5	10,500	5	15,000	ş	15,000	5	15,000
Potential Chemical additions	H2S control as needed					5	2,500	5	2,500	5	2,500	5	2,500
Main Street LS	FOG cleaning, Screen upgrades			5	10,000	S	5,000	S	5,000	5	5,000	5	5,000
South Treasure LS	FOG Cleaning			5	1.000	S	1.000	5	2,500	S	2,500	S	2,500

								1.					
R&R Wastewater Collection System	n (LS R&R)			5	13,000	5	10,500	\$	15,000	\$	15,000	5	15,000
Potential Chemical additions	H2S control as needed					5	2,500	5	2,500	5	2,500	5	2,500
Main Street LS	FOG cleaning, Screen upgrades			5	10,000	S	5,000	S	5,000	5	5,000	5	5,000
South Treasure LS	FOG Cleaning			5	1,000	5	1,000	5	2,500	S	2,500	5	2,500
Hispanola LS	FOG Cleaning			5	1,000	S	1,000	5	2,500	S	2,500	5	2,500
City Hall LS	FOG Cleaning			5	1,000	S	1,000	5	2,500	5	2,500	5	2,500
	Total Annual Rehabilitation and Replaces	nent Capital Improvement Program Co	sts Projections for Fixed Assets >>>>>>	\$	13,000	5	10,500	5	15,000	5	15,000	5	15,000

Page: F-2

12-Apr-15

Note: R&R reflects LS maintenance/R&R only. The Collection system is being addressed in its entirety in the CWSRF Funded ongoing rehabilitation project.

Appendix G Funding Rate Structure for O&M, R&R, and CIP

Appendix G - Funding Rate Structure For O&M, R&R, and CIP

The funding rate structure needs to be adjusted by an updated rate study to include expanded operating and capital improvement costs necessary to sustain the wastewater utility.

The previous rate study prepared by FRWA is out-of-date and does not include the current O&M and capital expenditures.

After the new rate study is completed, it should be inserted after this page.

Appendix H Maps and Illustrations

Appendix H - Maps and Illustrations

The wastewater collection system map is shown on the following page along with a ${\sf CD}$ – electronic version.

Appendix I FRWA Publications

Appendix I – Florida Rural Water Association Publications

The FRWA Technical Publication on Hydrogen Sulfide is included in the following pages. <Fat ,Oil, Grease (FOG)
ARV Maintenance and Inspection



FLORIDA RURAL WATER ASSOCIATION

2970 Wellington Circle • Tallahassee, FL 32309-6885 Telephone: 850-668-2746 ~ Fax: 850-893-4581

HYDROGEN SULFIDE

Causes, Effects and Control within Wastewater Collection Systems

Florida Rural Water Association Whitepaper

A number of toxic gases are found in the wastewater collection system. Hydrogen Sulfide (H₂S) is the most dangerous and most likely to encounter because it is generated during the anaerobic

decomposition, "the decay or breakdown of organic material in an environment containing free or dissolved oxygen". California State University, Sacramento Operation and Maintenance of Collection Systems Volume II.

Hydrogen sulfide is heavier than air and tends to be found near the bottom of enclosed spaces. Hydrogen sulfide has the odor of rotten eggs, but unfortunately our sense of smell tends to be lost when exposed to the hydrogen sulfide gas for prolonged periods or at high detection limits. Many operators as well as rescuers have been killed from the exposure of hydrogen sulfide gases partly due to lack of adequate confined safety training, see the figure to the right indicating H₂S hazards.¹ Other common gases that can be found in a collection system are carbon monoxide, ammonia, and chlorine. Industrial chemical discharges can release dangerous gases through accidents, or illegal discharges. Toxic Spills from Highway and railway accidents can also reach the sewer system.



Colorless gas; rotten-egg smell.
Irritating to eyes/skin/respiratory
tract. Poison! Inhalation causes
headache, dizziness, nausea; high
levels (>1000 ppm) can be instantly
fatal causing respiratory paralysis.
Cardiac effects may occur. Highly
flammable.

CAS No. 7783-95-4

Figure 1 ~ H₂S Warning

The sulfate reducing bacteria grows as a slime on the side walls of the wetted perimeter of the collection systems trunks. Hydrogen sulfide is produced when bacteria in the collection system consume sulfate oxygen for organic processes, see the figure showing H₂S formation in a gravity sewer

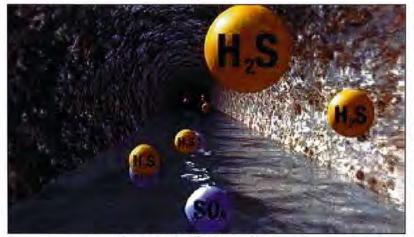


Figure 2 ~ H₂S in Sewer Lines

line below.² The sulfate bacteria use oxygen in the most readily available form in order to produce the hydrogen sulfide gas. The sulfate will first utilize any elemental oxygen available in the waste stream, then will react with nitrate oxygen, steal oxygen from the nitrate (NO₃). Finally the sulfide bacteria will react with any remaining sulfate. Once all oxygen sources have been depleted the bisulfide ions combine with hydrogen

¹ Downloaded from http://www.mysafetylabels.com/chemical-labels/vertical-nfpa-chemical-labels-g-n.aspx

² Downloaded from http://imgkid.com/hydrogen-sulfide.shtml

to form aqueous H₂S in the wastewater stream.

Hydrogen Sulfide gases released in a collection system will attach to form sulfuric acid (H₂SO₄). Sulfuric acid is extremely corrosive and is the cause of concrete corrosion as well as deterioration of steel and other metals within the collection system and wastewater treatment facilities. This type of corrosion is most noticeably at the treatment plant head works.

There is a strong relationship between pH and the three species of sulfur (hydrogen sulfide gas [H₂S], bisulfide [HS¹⁻], and elemental sulfur [S₂]). The pH of the wastewater is a vital factor in the treatment of hydrogen sulfide. At the neutral pH of 7.0 half of the dissolved sulfide species is hydrogen sulfide (gas) and the other half is bisulfide, see Figure 3 below.

Because the lower pH values are considered to have a more aqueous H_2S the rate of hydrogen sulfide will increase with lower pH values. One method to accomplish H_2S control without any adverse effects to the wastewater treatment facility would be to consider a pH adjustment. In order to control hydrogen sulfide production through pH adjustment, the pH should be increased to a range between 9 to 10 standard units. All of the below pH adjustments are a viable option. When considering soda ash for pH Adjustment, note that soda ash is sensitive to temperatures and should be applied at ambient temperatures.

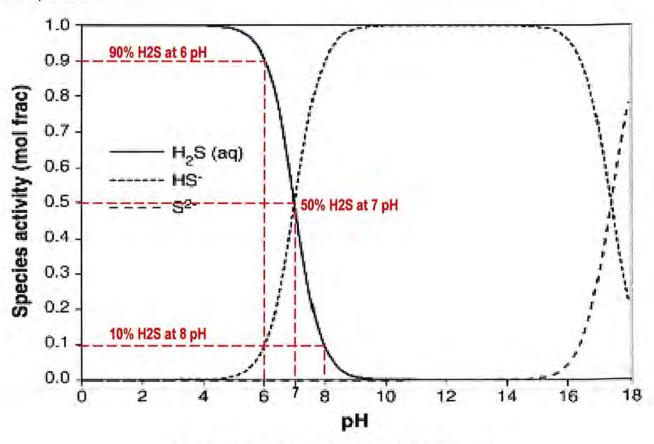


Figure 3 ~ Sulfide Species Distribution by pH Diagram³

³ Sawyer, et. al. Parkin, G.F. (2003) Chemistry for Environmental Engineering and Science, 5th Ed, McGraw-Hill, New York, pp. 476-481

The control of hydrogen sulfide can be obtained through various types of treatment methods. The following are a few effective control methods that can achieve hydrogen sulfide odor control and reduction.

Treatment Methods for Hydrogen Sulfide Control / Reduction

Oxidation by Chemical Addition	Alkalinity /pH Adjustments
 Oxygen / Air (O₂) Ozone (O₃) Chlorine Bleach (NaOCI) Chlorine Dioxide (ClO₂) Hydrogen Peroxide (H₂O₂) Potassium Permanganate (KMnO₄) 	 Quick Lime (CaO) Lime (Ca (OH)₂) Soda Ash (Na2CO₃) Caustic Soda (NaOH) Caustic Pot Ash (KOH)
Iron Salts Mitigation	Nitrate Introduction
 Ferrous Chloride, Iron(II) Chloride (FeCl₂) Ferric Chloride, Iron(III) Chloride (FeCl₃) 	 Calcium Nitrate (Ca(NO₃)₂) Potassium Nitrate (KNO₃) Sodium Nitrate (NaNO₃)

The above treatment types are all effective, but each has its own advantages and disadvantages.

Treatment Methods Advantages & Disadvantages

Treatment Method	Advantages	Disadvantages
Oxidation by Chemical	Addition	-
Oxygen / Air (O₂)	 Works well on low level of H₂S Non Hazardous Increase ORP Enhance Downstream Treatment No Chemicals Safer 	 May need to install scrubber Not effective when H₂S exceeds 100 ppm Very High Turbulences
Ozone (O₃)	 Increases ORP Good for High Intensity Odors Good where limited space for site odor control systems No THM's Very Powerful Oxidant 	 Expensive to install ozone generator Continuous power costs Hazardous-Storage/Handling High Operating Cost

Treatment Method	Advantages	Disadvantages
Chlorine Bleach (NaOCI)	 Used in Multi Stage Scrubbers Absorbs Compounds Oxidizes Compounds 	 Forms THM'S Hazardous-Storage/Handling Moderately expensive Potential to overdose destroy good bacteria Emissions of chlorinated compounds Short shelve life
Chlorine Dioxide(ClO ₂)	 Requires lower Dosage than peroxides, hypochlorite, permanganate, ozone Does not for THMS Compatible with other treatment Economical due to lower dosages 	 Expensive to install ClO₂ generator ClO₂ has a short term effectiveness
Hydrogen Peroxide (H ₂ O ₂)	 Treats other compounds not just sulfides Keeps system aerobic Low Capital Cost Easy to Install 	 H₂O₂ is very slow reacting Must be injected minimal 30 minutes upstream of odor Has caused foaming issues Efficiency depends on retention time of 2-4 hrs. Temperature dependent Hazardous-Storage/Handling
Potassium Permanganate (KMnO ₄)	 Destroys the H2S compound Does not mask H2s Compound 	 KMnO₄ is crystalline and requires dissolving (very labor intense) Precipitation can occur Overdosing causes purple coloring of wastewater Provides no residual H2S control
Alkalinity /pH Adjustme	ents	
Quick Lime (CaO)	Raise PHIncrease Alkalinity	 High cost High dosage rates May require Neutralization of PH Hazardous- Storage/Handling Corrosive Scaling
Lime (Ca(OH)₂)	Raise PHIncrease Alkalinity	 Requires slacking facilities = high installation cost High dosage rates scaling Hazardous –Storage/Handling

Treatment Method	Advantages	Disadvantages High cost High dosage rates Corrosive Costly when treating High Flows May require neutralization Hazard —Handling/Storage Corrosive		
Soda Ash (Na2CO₃)	 Raise PH Less dangerous than other lime processes Reduce Scaling Increase alkalinity 			
Caustic Soda (NaOH)	 Side Benefit is Alkalinity Addition Cost is fixed not subject to increased Sulfides Most commonly used at treatment facilities 			
Caustic Pot Ash (KOH)	Strong AlkaliRaise PhIncrease Alkalinity	Moderately caustic		
Magnesium Hydroxide Mg(OH2)	 Better PH Control Non Hazardous-Safe handling/Storage Non Corrosive Long Lasting Alkalinity Better when insufficient Alkalinity 	 Not cost Effective when treating over10 mg/l of H2S Does not destroy H2S but rather neutralizes. Slurry can cause solids build in wet wells May change or worsen odors Slurry has to be constantly mixed Will freeze at 32f 		
Iron Salts Mitigation				
Ferrous Chloride (FeCl ₂)	■ Iron salts mitigation, particularly Ferric Chloride, controls H ₂ S and enhances treatment plant	 Impure products have caused heavy metal issues and can be toxic to the beneficial micro- 		
Ferric Chloride (FeCl₃)	settling	organisms in the WWTF Adds additional solids to the wastewater process Solids will appear darker in the wastewater treatment and biosolids Very Expensive		
Nitrate Introduction				
Calcium Nitrate (Ca(NO₃)₂)	 Nitrate is an oxygen source for the bacteria 	 Adding nitrate can negatively affect nitrate effluent levels 		

Treatment Method	Advantages	Disadvantages
Potassium Nitrate (KNO ₃)	Stops the reduction of sulfate	 Nitrate Dosing is too costly to treat the sulfide bacteria once
Sodium Nitrate (NaNO₃)	which is the first step in sulfide production	formed. Nitrate doesn't work well in Gravity sewers Used as a deterrent

Vapor Phase Dry Scru	bbers	
Hydrogen Peroxide	■ Effective Removes 90% of odors	 Safety/Storage & Handling
Sodium Hydroxide	Small foot print Fast reaction time	Moderate Chemical CostModerate Capital cost for service
	Does not pose corrosion issues	Biogas could form Sulfur Dioxide

Bio-Filtration		
Compost Mulch Peat	 Low profile Simple Effective using natural occurring microorganisms Minimal Operation and Maintenance 	 Size Poor Filter Performance Not effective On over 35ppm H2S will cause fouling Media lacks exposure to various environments

Wet Air Scrubbers		
Sodium Hydroxide Sodium Hypochlorite	 Most Flexible Most Reliable Designed for chemicals and chemical exchange process Not subject to biological upsets 	 High initial start -up cost High Chemical Cost Safety/Handling -Storage

Installed Costs & Operator Attention Scale

Scale	Installed & Usage Costs	Operator Attention
1	Low cost / easy to install - often under \$1,000 and annual chemical costs	Low attention & ease of operation
2	Affordable cost / easy to install	Periodic attention & operator expertise needed
3	Moderate cost	Regular / close monitoring & fine-tuning
4	High cost	Involved monitoring & treatment adjustments
5	Expensive – often over \$10,000 capital cost and annual chemical costs	Complex chemistries, controls & attention

Installed costs are rated 1 through 5 – a rating of 1 equates to low costs (under \$5,000 for a small system), while reverse osmosis which has a complex arrangement of chemical feed and controls is rated 5 for high costs.

Most treatment schemes have a degree of automatic control to limit the amount of operator attention. Operator attention for each technologies is rated based from 1 through 5 on the complexity of the method — a simple system with few mechanical elements, is rated 1 for low attention, while reverse osmosis which has a complex arrangement of chemical feed and controls, is rated 5 for high attention.

Summary of FRWA Recommended H₂S Treatment Techniques

RANK	Recommended Treatment Technique for H ₂ S	Installed & Usage Costs	Operator	Known FRWA Associate Members / Vendors / Brand		rs / Brand
1	Alkalinity Adjustment					
1A	Ph Adjustment By Lime	4	5	FRWA Member FRWA Member	Dave Symonds& Associates Allied Universal Corp. Bell Chemical	
1B	Caustics	3	4	FRWA Member FRWA Member	Allied Universal Corp. Dumont Chemical Co. Bell Chemical	
1C	Magnesium Hydroxide	3	3	FRWA Member	Dumont Chemical Co. Martin Marietta Bell Chemical	Thio-guard Flo-Mag
2	Chemical Oxidation					
2A	Chlorine Bleach	3	3	FRWA Member	Odyssey/Dumont	Micro-Clor
2B	Chlorine Dioxide	5	3	Non Member	DuPont	
2C	Hydrogen Peroxide	2	3	AWWA Member	US Peroxide	PRI-SC
2D	Ozone (O ₃)	5	2	Non Member	Pinnacle Ozone Solutions	
2E	Potassium Permanganate	4	5	Non Member	Bell Chemical	
2f	Oxygen/air	4	2	Non Member Non Member	Theia Source Technology	Oxygenator Superoxide

Summary of FRWA Recommended H₂S Treatment Techniques

RANK	Recommended Treatment Technique for H ₂ S	Installed & Usage Costs	Operator Attention	Known FRWA Associate Members / Ve	endors/ Brand
1	Iron Salts Mitigation Liquid Redox		244		
1A	Ferrous Chloride	5	4	Non Member Bell Chemical	
1B	Ferric Chloride	5	4	Non Member Bell Chemical	
1C					
2	Nitrate Introduction				
2A	Calcium Nitrate	4	4	Non Member Bell Chemical	
2B	Potassium Nitrate	4	4	Non Member Bell Chemical	
2C	Sodium Nitrate	4	4	Non Member Bell Chemical	
2D	Bioxide with Nitrate	4	4	AWWA Member US Filter	Bioxide
RANK	Recommended Treatment Technique for H₂S	Installed & Usage Costs	Operator Attention	Known FRWA Associate Members / Vendors	
1	Vapor Mist Fogging				
1A	Sodium hydroxide/Hydrogen Peroxide Combination	5	3	AWWA Member US Peroxide	PRI-SC
1B	Sodium hydroxide/Hydrogen Peroxide Combination	4	2	Non Member Vapex Technology	O-mega
2	Bio-filtration				
2A	Compost ,Peat, Mulch, GAC	4	2	Non Member Lantec Products Inc. Non Member Gebel FRP Eng.	GBF

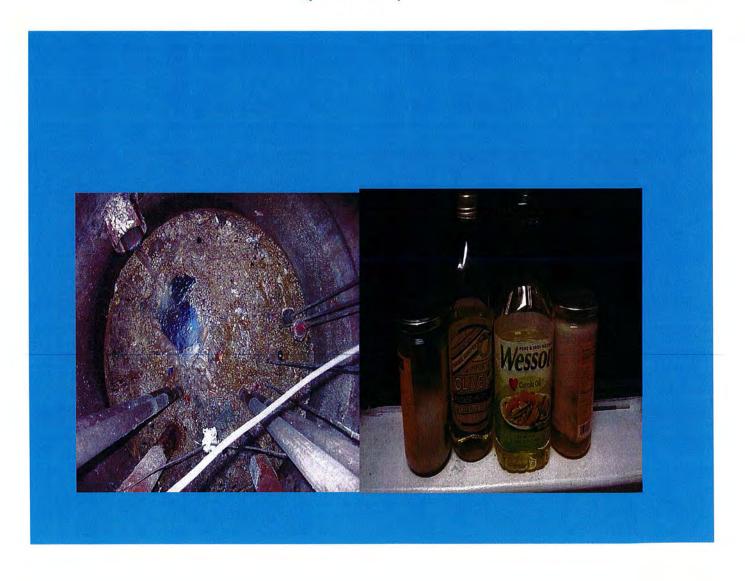
Chemical Name	Cost/# of H2S Treatment
Sodium Hypochlorite	\$4.50-\$10.00
Sodium Chlorite	\$8.00-\$24.00
Potassium Permanganate	\$8.00-\$35.00
Alkali Magnesium Hydroxide	\$2.50-\$3.50
Nitrate introduction	\$4.00-\$20.00
Iron Salts mitigation	\$4.00- \$25.00
Hydrogen Peroxide	\$3.50-\$8.00

In summary there are several methods to control hydrogen sulfide. Each Utility needs to understand and determine which method best fits their needs. This document is only a brief summary to assist in making an educated evaluation on products, methods and chemicals; however, one of the most cost effective methods to limit H₂S production is to pump down and hose down stations on a routine basis at-least basis at-least once weekly.

As the retention time increases by solids being left in station too long, mainly low flow stations, the oxygen level decreases and the sulfate bacteria will increase resulting in H_2S production. The rate of sulfate bacteria will double for every 50-deg F; therefore during summer months the rate of production of the H_2S gas will greatly increase. The increased production should require the lift station operator to perform more routine pump downs of stations particularly the known H_2S odor causing station.

Routine cleaning along with periodic chemical induction can save smaller utilities money that might otherwise be spent on excessive chemicals or more extravagant hydrogen sulfide control methods.

BEST MANAGEMENT PRACTICES (BMP) FOR FATS, OILS & GREASE (FOG)



Best Management Practice and Guidance Ma	anual for Food Service Establishments prepared
by the City of	for the control of fat, oil and grease (FOG)
discharged to the sanitary sewer system by	Food Service Establishments.

Introduction

Best management practices (BMPs) help facilities meet environmental regulations and prevent pollution. This best management practice contains guidelines to reduce the amount of fat, oil and grease (FOG) discharged to the City of ______sanitary sewer system and wastewater treatment plants. Our intent is to reduce the amount FOG introduced to the City's sanitary sewer system and protect the public health and environment from hazards caused by sanitary sewer overflows.

The Clean Water Act was established to protect wastewater plants and the streams they discharge to. The U.S. Environmental Protection Agency and the Florida Department of Environmental Protection require local governments or utilities to protect their systems and the receiving streams from FOG-related problems.

Background

All food service establishments generate varying amounts of FOG. While fat, oil and grease are most commonly associated with fried foods, they are generated in significant quantities in all types of commercial food preparation:

- · Cooking meats
- · Mayonnaise and salad dressings
- · Butter, ice cream and other dairy products
- · Creams and sauces

What's the Problem?

FOG coats pots, pans, utensils and equipment. When these materials are washed, FOG is rinsed into the sewer.

Sanitary sewer systems are not equipped to handle FOG. In the sewer, FOG coats the interior surface of the pipes. Over time, FOG accumulations restrict the flow of wastewater through the sewer. Eventually the FOG can clog the sewer pipes causing the sewage to back up and spill onto the ground, or into waterways, homes or buildings. This is called a sanitary sewer overflow (SSO), which endangers the public health and the environment.

Fat, oil and grease can also interfere with proper operation at the wastewater treatment facility (WWTF). This could result in poor wastewater treatment and pollution of the St. Johns River.

Policy

Discharges of fat, oil and grease cause major problems in the sewer system and treatment plants. The City of _______is required to regulate discharges from food service establishments to prevent these sewer problems. This manual will help you use best management practices to minimize the amount of FOG entering the sewer system and treatment plants. Keeping FOG out of the sewer will help prevent a sewer backup in your facility or a sewer overflow on your street.

Fat, Oil and Grease Discharge Policy

- 1. All discharges from Food Service Establishments must be in accordance with applicable state, local or federal rules and regulations.
- 2. All Food Service Establishments must have a properly sized and operational grease interceptor (large external device) or grease trap (smaller "under the sink" fixture).
- 3. Sizing and design of grease traps and interceptors must meet the criteria in the Florida Building Code, Chapter 10, Plumbing
- 4. All FOG bearing drains must be plumbed to the interceptor.
- 5. All grease interceptors and traps must be maintained on a regular basis.

Required Maintenance Practices

To prevent introduction of FOG to the	sanitary sewer, grease
interceptor devices must be maintained on a regular basis.	
removed and hauled off site for proper disposal at a minim	um frequency of once every 90
days unless otherwise determined by the City	Interior "under the
sink" grease traps must have the entire contents removed	and hauled offsite for proper
disposal at a minimum frequency of once every 90 days un	less otherwise determined by the
City of It is recommended that t	hese devices be maintained at a
weekly frequency. This will help extend the life of these fix	ctures. Maintenance of interior
grease traps can be performed by the Food Service Establis	shment as long as the trap
contents are properly disposed.	

FOG must be removed and hauled off site for proper disposal any time the volume of grease and solids factions exceeds 25% of the interceptor's or trap's functional volume. At a minimum frequency of once per year all contents of grease interceptor must be removed and hauled off site. Grease interceptor devices must be inspected for proper functionality during each pump out event.

Kitchen Practices – strictly control the discharge of grease and solids to the interceptor. By reducing the amount of these substances discharged, a Food Service Establishment may be able to reduce the cost associated pump out frequency. This practice will also lead to decreased plumbing maintenance cost.

Fryer oil (yellow grease) must not be disposed of through the sanitary sewer. Yellow grease has re-use value and should be placed in a secured tank. Contract with a rendering service to haul the grease offsite for beneficial re-use.

Reduce the amount of food particles washed down the drain. Food particles take up volume in the grease interceptor, resulting in increased pump out frequency.

One way to reduce pump out frequency is to not use grinders or garbage disposal units. Ground food takes up volume in the grease interceptor, resulting in increased pump out frequency.

Use rubber scrapers and paper towels to wipe off grease from pots, pans and ware into garbage cans before washing.

Clean up all grease spills with paper towels and dispose of in the garbage. Avoid washing straws, disposable gloves, paper towels or any other inappropriate materials down the drain.

Use a test kit provided by your grocery distributor to determine when to change the oil in

fryers. This extends the life of both the fryer and the oil. Build-up of carbon deposits on the bottom of the fryer acts as an insulator that forces the fryer to heat longer, thus causing the oil to break down sooner.

Develop a rotation system if multiple fryers are in use. Designate a single fryer for products that are particularly high in deposits, and change more often.

Documentation

For every grease interceptor/trap pump out event, whether performed by the Food Service Establishment or a hauler, a City of _____Out Report must be submitted to the City within seven (7) days of the event. All records of pump outs or interceptor maintenance must be maintained on site and available for City inspection for a minimum of three (3) years.

Training

- -- Train all kitchen staff in these best management practices and the environmental impacts of grease in the sewer system.
- -- Post Best Management Practices signs in kitchens and near sinks.
- -- Place yellow grease re-use bins in easy access areas for staff. Follow up to ensure staff properly disposes of grease.
- -- Provide constant re-enforcement on proper disposal of fat, oil, and grease with staff.

Interceptor Additives

Many vendors service grease interceptors with chemicals or microorganisms to remove FOG material. Known interceptor additives are:

Emulsifiers, detergents, or caustic substances – these chemicals act to break up the grease and allow it to pass through the interceptor and into the sewer system where it can reform and cause blockages. These substances reduce the efficiency of the interceptor or trap and are prohibited for use as an additive.

Enzymes - have the same effect as emulsifiers and are therefore prohibited as additives.

Microorganisms – typically cultured bacteria are added to the interceptor. Ideally these bacteria digest the FOG converting it to innocuous substances. Microorganisms are allowed as an additive. However, since bacteria need an environment with specific requirements to proliferate, the effectiveness of these organisms in the environment of the interceptor is not known. The use of microorganisms does not relieve a FSE of the minimum pump out frequency requirements.

Guidance for Working with Grease Hauling Companies

Work closely with your hauling company to make sure your interceptor is serviced at the proper frequency and all required paperwork is completed properly and submitted to the ______in a timely manner.

Be sure your hauler leaves a copy of each pump out report and any other interceptor maintenance documentation.

Review your pump out reports from haulers for accumulations of grease and solids. If amounts are nearing or exceeding 25% review kitchen practices to find areas in which improvements can be made to reduce the introduction of FOG and solids. If the pump out report indicates that the interceptor is in need of repair, contact hauler or plumber to have it serviced immediately.

Ask your hauler where/how grease interceptor contents are disposed.

Preferred Hauler List	
The City of	has accepted the following grease trap maintenance
companies into the "Pre	ferred Hauler Program" (PHP). To be added to this listing these
companies have passed	all of the criteria set forth by the City of
	to ensure they meet FOG Program standards. Some of these
criteria included:	
Submission of require	ed paperwork.
Acceptable disposal n	nethod documentation.
Acceptable grease tra	p maintenance performance.
A commitment to the	service of their customers as well as the FOG program

Preferred Haulers

Conclusion

Food service establishments can have a significant impact on the environment. Through the use of a properly sized and functioning interceptor, suitable kitchen practices and regular maintenance of the interceptor, Food Service Establishments can reduce the amount of fat, oil and grease discharged to the sanitary sewer system.

By following the practices in this document, Food Service Establishments will be helping to reduce sanitary sewer overflows and protect our community's health and environment as well as reducing plumbing maintenance cost associated with the discharge of fat, oil and grease. Questions can be directed to:

MAINTENANCE INSTRUCTIONS: COMBINATION AND AUTOMATIC AIR VALVE FOR SEWAGE MODEL(s) ARI-D-020 AND ARI-S-020

A. Installation:

- The air valve should be installed vertically on the upper portion of the
 pipeline. If the installation is made for an offset application, make sure
 the drain piping from the valve to the isolation valve is elevated
 downward from the ARV to assure sewer to flow back into the main.
 On the offset installation, make sure the 90-degree bend on the bottom of
 the ARV is secure and blocked to allow no downward movement.
- 2. An isolation valve should be installed underneath the air valve.
- 3. Do not turn separately the plastic head (1) of the air valve. To change the direction of the drainage connection, you must turn the whole valve or the upper cover, by loosening the screws (2) and turning the head at a 90-degree angle (turning the plastic head may damage the valve performance due to air escape).

B. Periodic Maintenance:

- 1. Shut the isolation valve underneath the air valve to a close position.
- Open the drainage tap (3).
- Attach quick release connection to the outlet plug (4) on top of the valve.
 Using clean and fresh water, turn the water pressure on for back flush (no more than 25 psi on back flushing)
- 4. Flush till the valve is clean.
- 5. Shut off the drainage tap (3).
- 6. Remove the quick release connection.
- 7. Open the isolation valve completely slowly.
- 8. Check for any leakage at all joints and at the quick connection on top.

C. Comprehensive Periodic Maintenance:

- 1. Shut the isolation valve underneath the air valve to a close position.
- Open the drainage tap (3) and drain the air valve.
- Loosen the four top bolts and nut on cover of air valve (2).
- Pull out the mechanism rinse the mechanism and the inside of the air valve with clean fresh water until clean.
- Reassemble back the mechanism and apply sealing lubricant to o-ring gasket – then tighten the bolts and nuts (1/2-in.) (2). Pay attention to correct placing of seal's O-ring (5).
- 6. Close the drainage tap (3)
- Open the isolation valve completely slowly.
- 8. Check for any leakage at all joints and at the quick connection on top.

A. R. I FLOW CONTROL ACCESSORIES

L. J. RUFFIN AND ASSOCIATES

MAINTENANCE INSTRUCTIONS: COMBINATION AIR AND VACUUM VALVE FOR SEWAGE MODEL(s) ARI-D-023

A. Installation:

- The air valve should be installed vertically on the upper portion of the pipeline.
 If the installation is made for an offset application, make sure the drain piping
 from the valve to the isolation valve is elevated downward from the ARV to
 assure sewer to flow back into the main. On the offset installation, make sure
 the 90-degree bend on the bottom of the ARV is secure and blocked to allow no
 downward movement.
- 2. An isolation valve should be installed underneath the air valve.

B. Periodic Maintenance

- Shut off the isolating valve underneath the air valve.
- Open the pressure relief valve and make sure that internal pressure is released completely.
- 3. Open all four (4) screws (22) on the top cover of the air valve.
- 4. Pull out the mechanism (together with the cover) (1, 15-17) rinse it and the inner part of the body with emulsifiers and water
- 5. Inspect all parts to insure all are in good operating condition, and clean.
- 6. Inspect the lower body of valve for any debris or grease and clean.
- Make sure the O-ring gasket is in place and apply small amount of pipe lubricant around the gasket.
- Reassemble back and tighten the screws. Pay attention to correct placement of the seal's O-ring and alternate the tightening of the screws.
- Close the relief valve and slowly re-open the isolation valve.

C. Comprehensive Periodic Maintenance:

- 1. Shut off the isolating valve underneath the air valve.
- Open the pressure relief valve and make sure that internal pressure is released completely.
- 3. Open all four (4) screws (22) on the top cover of the air valve.
- 4. Pull out the mechanism (together with the cover) (1, 15-17) rinse it and the inner part of the body with emulsifiers and water
- Inspect all parts to insure all are in good operating condition, and clean.
- 6. Inspect the lower body of valve for any debris or grease and clean.
- 7. Make sure the O-ring gasket is in place and apply small amount of pipe lubricant around the gasket.
- Reassemble back and tighten the screws. Pay attention to correct placement of the seal's O-ring and alternate the tightening of the screws.
- 9. Close the relief valve and slowly re-open the isolation valve.
- 10. Check for any leaks

A. R. I FLOW CONTROL ACCESSORIES L. J. RUFFIN AND ASSOCIATES



LIFT STATION STANDARD OPERATING GUIDELINES

	Provide adequate equipment and process control information.
	Insure lift stations operate as designed.
	Ensure compliance with sanitary sewer spills and avoid property losses.
	Conform asset management protection
	Prioritize maintenance with proactive, predictive & preventative maintenance.
	Document failures and improve to assist in overall collection system protection.
GI	ENERAL PROCEDURES
	Inspect Lift station at least weekly, or more frequent based on size, condition.
	Record Lift station inspections through written or computed documented procedures.
	All inspection documentation should be reviewed by management, maintenance crew.
	Follow-up proactive, preventative or proactive maintenance if necessary.
	Documentation may be required for outside agencies.
0	
Q	Pump wet wells down and fully clean quarterly or more frequent depending on ongoing conditions.
	UARTERLY OPERATIONS AND INSPECTIONS
Q	Pump wet wells down and fully clean quarterly or more frequent depending on ongoing conditions. Inspect impellors and wear rings. May need to pull when pumps are more than 10% off of each other
	Pump wet wells down and fully clean quarterly or more frequent depending on ongoing conditions. Inspect impellors and wear rings. May need to pull when pumps are more than 10% off of each other when both are same size. This assure of any partial clog or predictive maintenance based on wear. Operate generators under full load and run at least thirty minutes. Run both pumps during generator
	Pump wet wells down and fully clean quarterly or more frequent depending on ongoing conditions. Inspect impellors and wear rings. May need to pull when pumps are more than 10% off of each other when both are same size. This assure of any partial clog or predictive maintenance based on wear. Operate generators under full load and run at least thirty minutes. Run both pumps during generator run to ensure generator can maintain two pumps in operation. Exercise check valves, clean electrical contacts, visually check and tighten any loose electrical wires
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SEMI ANNUAL SERVICE

LIFT STATION STANDARD OPERATING GUIDELINES

	Per heat IR and Vibration of electrical panel boxes.
	Make documentation of any needed repairs.
	Repair any items found through IR & Vibration
	Grease or lube compartment hinges.
	Paint any necessary piping, to proper color code.
	Inspect and replace any worn signage or labels that obtain call out information for public notification.
A	NNUAL SERVICE
	Perform annual lift station pump flow drawdowns for pump (gpm) flow monitoring.
	Test and certify annual back flow testing at any lift station water service.
	AFETY CONSIDERATIONS, KNOWLEDGE AND TRAINING Slips ,Trips and falls
	Falling objects
	Falling objects Infectious disease
MI	
·	Infectious disease
	Infectious disease Lacerations, and contusions
	Infectious disease Lacerations, and contusions JLTIPLE HAZARDS EXIST IN EMPLOYEES ROUTINE TASK
	Infectious disease Lacerations, and contusions ULTIPLE HAZARDS EXIST IN EMPLOYEES ROUTINE TASK Explosives , Toxic, Poisonous gaseous
	Infectious disease Lacerations, and contusions JLTIPLE HAZARDS EXIST IN EMPLOYEES ROUTINE TASK Explosives , Toxic, Poisonous gaseous Confined space, excavations
	Infectious disease Lacerations, and contusions JLTIPLE HAZARDS EXIST IN EMPLOYEES ROUTINE TASK Explosives , Toxic, Poisonous gaseous Confined space, excavations Fire, electrical shock, arc flash



LIFT STATION STANDARD OPERATING GUIDELINES

COST BENEFITS

Upper management support is critical to the success of any preventative, predictive, proactive maintenance and inspection program. It is critical to the utility to be able to identify, prepare, and control the activities of both operations and maintenance.

The benefits from the program is

- · Increased safety & employee safety awareness
- Public Confidence
- · Elimination of excessive sanitary overflows
- · Employee " buy in", Pride in work place environment
- Long Term Planning
- Improved Capital resources
- Reduced Fines
- Reduced unexpected break downs
- Reduced in unexpected emergency repair cost
- Reduced in employee unplanned overtime
- Elimination or control of offensive odors
- Increase in budget savings due to electrical decreases.
- · Decrease in employee accidents
- · Decrease in Utility insurance rates

Appendix J References, Tools, and Information Sources

Appendix J – References, Tools, and Information Sources

The main reference for this document is the AMP Requirements – Fiscal Sustainability Analysis Requirements outline developed jointly by the FDRP and the FRWA. Additional information sources are as follows.

Asset Management & Capacity Development Tools

Provide Practical and Useable Training Materials. With this AMP is additional information to identify and provide practical and useable training materials to wastewater systems to help ensure that systems have the Technical Management Financial Capacity to demonstrate long-term sustainability.

Firstly, utilize preexisting tools and EPA materials whenever possible and practical. It is important to avoid duplication of effort and costs. Some recommendation are as follows.

EPA materials and other industry standards (AWWA, engineering texts, journal articles, reports, etc.) for technical support and training purposes. When necessary streamline, simplified and/or tweaked them for training to make them practical to Florida's conditions and regulations and understandable to small water operator and managers.

Secondly, use the most appropriate and practical tools, or combination of tools, for the proposed project. The materials for technical support and training purposes must be understandable to operators, managers and owners of systems serving fewer than 3,300 persons. A tool is only as valuable as it's utility. Individuals in the field must be able to comprehend and implement the tools we use.

Thirdly, use the KISS principle (keep is simple, silly). The best tools are effective and easy to use.

Fourth, if at all possible, wastewater systems should not be charged to procure or use tools. We have avoided using tools from organizations that would require fees or charges to reuse the resources.

Asset Management Tool. Other recommendations: the use of EPA's "Asset Management: A Handbook for Small Water Systems - One of the Simple Tools for Effective Performance (STEP) Guide Series" Document No. 816-R-03-016 (USEPA, 2003) as primary document with resource material from EPA "Check Up Program for Small Systems (CUPSS) Software" (USEPA, n.d.) and the "Asset Management: A Guide For Water and Wastewater Systems" from the New Mexico Environmental Finance Center (2006).

The STEP handbook is a free, easy-to-use, asset management tool for small drinking water and wastewater utilities. The Simple Tools for Effective Performance (STEP) Guide series are some of the best and highly successful that EPA has produced. This document is a good basic tool for training — it is well written and tailored specifically for small systems. It is easily downloaded and free copies of training materials can be ordered from EPA. Asset management spreadsheets are easily produced for distribution and use. You can enhance the tool using EPA Guides and resources at: http://www.epa.gov/ogwdw/smallsystems/managementhelp.html to include a decision-making components for repair, rehabilitation or replacement (3R's) and expand the useful life discussion (such as CUPSS and other related handbooks / publications).

Recommended Board Training Tool. There are many excellent tools to choose from, a short list of resources include: The Montana Water Center - Small Utility Board Training CD; the Kansas Department of Health and Environment Capacity Development Education Program (KanCap); Kansas Rural Water Association – Water Board Bible; New Mexico Environmental Finance Center; Alaska Training/Technical Assistance Center; American Water Works Association (AWWA); National and State Rural Water Associations; and so forth. We propose to use a combination of three resources: (1) The Montana Water Center's "Small Utility Board Training CD" (2007); (2) "The Water Board Bible" from the Kansas Rural Water Association (1995); and (3) "Management Training Manual for Board Members of Public Water Systems" by the Mississippi Department of Health (2007). All this documents are a good basic tool for training – they are well written and tailored specifically for small systems.

Asset Management and Capacity Development Tools & Documents

- Abraham, D. (2003). Sewer Asset Management Decisions, Rehabilitation, and Security. Proceedings of the American Society of Civil Engineers [ASCE] International Conference on Pipeline Engineering and Construction New Pipeline Technologies, Security, and Safety, Najafi, Mohammad (ed.), July 13-16, Baltimore, Maryland. Reston, VA/ASCE, 0-7844-0690-1, 1817 pp., 2 vol.
- Allbee, S. (November/December 2005). <u>Finding a Pathway for Sustainable Water and Wastewater Services.</u> *Underground Infrastructure Management.* Benjamin Media, Inc., Peninsula, OH. pp. 21-26
- ANSER Institute for Homeland Security. (2002). Generic Basic Wastewater System Evaluation. http://www.homelandsecurity.org/journal/articles/ wastewatersafetyguidelines.htm ,This is a list of 39 questions that are intended to provide wastewater agencies a better understanding of how secure their facilities are.
- Association of Metropolitan Sewerage Agencies [AMSA]. (2001). Managing Public Infrastructure Assets.

 Washington, DC. This handbook was developed to help water and wastewater utilities utilize advanced management methods to reduce cost and improve service to the customer.
- Association of Metropolitan Sewerage Agencies [AMSA]. (2002). Asset Based Vulnerability Checklist for Wastewater Utilities. Washington, DC. This checklist will enable wastewater utilities to understand the extent to which they are prepared for extreme events such as terrorism or natural disasters.
- AWWA. (2000). AWWA Manual M1 Principles of Water Rates, Fees, and Charges, American Water Works Association [AWWA]. 5th Ed. Denver, CO.
- AWWARF & AWWA. (2001). The Capital Planning Strategy Manual. Prepared by CH2M HILL. This resource is intended to assist water utilities in the development of a CIP that will identify and prioritize the most cost effective improvements.
- Boise State University. (2001). Financial Ratio Analysis for Water Systems, Ratio 8. Environmental Finance Center at Boise State University. October 2001. Retrieved from http://efc.boisestate.edu/Tools/Ratio8/tabid/84/Default.aspx
- Carroll, S.L., (2008). What is an Enterprise Fund & How does it Operate? Water Writes. Spring 2008. Florida Rural Water Association. Tallahassee, FL., pp. 11-13.
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- Great Lakes Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers. (1997). Recommended Standards for Wastewater Facilities. Health Research Inc., Albany, NY. This is a policy document for the design, review, and approval of plans and specifications for wastewater collection and treatment facilities.
- Great Lakes Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers. (2003). Recommended Standards for Water Works. Health Research Inc., Albany, NY. This document includes policy statements concerning water works design, practice, or resource protection; interim

- standards for new treatment processes; and recommended standards to guide the preparation of plans and specifications for public water supply systems.
- Kansas Rural Water Association. (1995). *The Water Board Bible*. Kansas Rural Water Association. Seneca, KS. Revised Edition 1995.
- Miller, E.G. (2003). Board Development Training Manual. Louisiana Rural Water Association. June 2003. Made available through Kansas Rural Water Association. The Water Board Bible, Volume 2. Practical Personnel Management for Small Systems. Kansas: 1995
- Minnesota Rural Water Association. (2008). Board Member Guidance Manual. Minnesota Rural Water Association. Elbow Lake, MN. Summer 2006 and Fall 2008. http://www.mrwa.com/BoardTrainingManual.htm
- Mississippi Department of Health. (2007). Management Training Manual for Board Members of Public Water Systems. Mississippi State, MS. April 2007. www.msucares.com/water
- Montana Water Center. (2007). Small Utility Board Training CD. Release Date: February 2007. Montana Water Center. Montana State University. Bozeman, MT. Videos, animations and interactive documents provide new board members with valuable tools and experience to hit the ground running. This course contains over three hours of total training time. http://watercenter.montana.edu/training/default.htm
- New Mexico Environmental Finance Center. (2006). Asset Management: A Guide For Water and Wastewater Systems. New Mexico Institute of Mining and Technology. New Mexico Environmental Finance Center. Albuquerque, NM. Retrieved from http://nmefc.nmt.edu/AssetManagement.php
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- USEPA, APWA, AWWA, NACWA, NAWC, WEF, AMWA. (2008) Effective Utility Management A Primer for Water and Wastewater Utilities. June 2008. Collaborating Organizations: U.S. Environmental Protection Agency (USEPA), American Public Works Association (APWA), American Water Works Association [AWWA], National Association of Clean Water Agencies (NACWA), National Association of Water

- Companies (NAWC), Water Environment Federation [WEF], Association of Metropolitan Water Agencies (AMWA).
- USEPA. (2002). Sources of Technical and Financial Assistance for Small Drinking Water Systems. United States Office of Water Environmental Protection Agency. United States Office of Water Environmental Protection Agency. July 2002. USEPA Document No. 816-K-02-005. Retrieved from http://www.epa.gov/ogwdw/smallsystems/financialhelp.html
- USEPA. (2008). Asset Management for Local Officials United States Office of Water Environmental Protection Agency. April 2008. USEPA Document No. 816-F-08-015. www.epa.gov/safewater This guide will help you understand the basics of asset management for local officials and local officials' vital role in successfully implementing an asset management program. It is intended for local officials who are directly or indirectly involved in decisions affecting public water systems.
- USEPA. (2008). Asset Management: A Best Practices Guide. United States Office of Water Environmental Protection Agency. April 2008. USEPA Document No. 816-F-08-014. www.epa.gov/safewater http://www.epa.gov/safewater/smallsystems/pdfs/guide_smallsystems_assetmanagement_bestpractic es.pdf This guide will help you understand what asset management means, the benefits of asset management, best practices in asset management and how to implement an asset management plan. It is intended for owners, managers and operators of public water systems; local officials; technical assistance providers; and state personnel.
- USEPA. (2008). Building an Asset Management Team (United States Office of Water Environmental Protection Agency. April 2008. USEPA Document No. 816-F-08-016. www.epa.gov/safewater This guide will help you understand how forming and having a team can help your system successfully implement asset management and the components of a successful asset management team. It is intended for local officials, owners and operators of public water systems, technical assistance providers, and state personnel.
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 WaterEUM, Effective Utility Management Resource Toolbox. Retrieved from http://www.watereum.org
- West Virginia Rural Water Association. The Handbook for Public Service District Board Members. West Virginia.
- World Bank. (1997). Toolkits for Private Participation in Water and Sanitation. World Bank. September 1997.

Appendix K Funding Sources and Availability

Appendix K - Funding Sources and Availability

- 1 ~ USDA Rural Development loan / grant funding is available if the area served is less than 10,000 population. Grant percentages are awarded based on the need = LMI of those served and if there is a documentable health or sanitation problem (FDEP warning letter, consent order, numerous line breaks and PBWNs, etc.). See http://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program.
- 2 ~ FDEP CWSRF loan / grant funding is available. There is no population cap. Grant percentages are awarded based on the need = LMI and documentable health or sanitation problem. See http://www.dep.state.fl.us/water/wff/CWSRF/. FRWA would be happy to help you get started by preparing a Request for Inclusion for the CWSRF.
- **3 ~ CDBG Funds** are available through the Office of Economic Opportunity. The Florida Small Cities CDBG Program is a competitive grant program that awards funds to eligible cities, counties, towns and villages. The grants are scored on LMI, documentable health or sanitation problems, and shovel ready projects have a better chance of getting approved. There are approximately 249 eligible communities in Florida. To be eligible for the Small Cities CDBG Program, a city must have a population under 50,000, and a county's population must be under 200,000.

See http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program

4 ~ Regional Florida Water Management District (FWMD) Water Supply Development Grant Funding Program typically receives applications in October of each year, see

Appendix L Asset Management Tools & Software

Appendix L - Asset Management Tools & Software

Asset Management Software Tools Websites:

- Apples to Apples: Comparing Asset Management Software Systems, WaterWorld, http://www.waterworld.com/articles/print/volume-29/issue-6/editorial-features/apples-to-apples-comparing-asset-management-software-systems.html
 - Compares: Cityworks, Oracle, Maxiom, Acclea, Infor/Hansen, Energov, Cartegraph, Lucity (GBA), Pubworks, Maintenance, Vueworks, Agile Asserts, Elements, and Cityview.
- Asset and Data Management Software Tools, Water Utility Infrastructure Management
 Journal, http://uimonline.com/index/webapp-stories-action/id.186/archive.yes/Issue.2008-1001/title.asset-and-data-management-software-tools
 - Compares: CT Zoom, CTSpec, Granite XP, Foundation Software, RapidView -PANORAMO SI Manhole Inspection System, Primavera P6, EasyCAN, flexidata, and Wallingford Software.

CUPSS - Check Up Program for Small Systems software by USEPA. FRWA preformed field / case studies of the CUPSS tool in 2007/2008, but found that most systems less than 100,000 persons did not have the requisite staff to enter or maintain CUPSS. Further FRWA has held training sessions using both CUPSS and the STEP guide and have found that CUPPS is too complex for most systems, managers and operators. http://water.epa.gov/infrastructure/drinkingwater/pws/cupss/index.cfm

Total Electronic Asset Management System (for Small Utilities) (TEAMS) Software - Developed by the Maryland Center for Environmental Training (MCET), this software is targeted for small wastewater utilities and is accompanied by a training tool kit which includes training modules on a range of asset management topics.

Asset Inventory Database (Microsoft Access) – Environmental Finance Center at University of New Mexico. This Microsoft Accesss database guides you in telling a complete inventory of your water system's assets. After entering in data for your assets, this tool generates reports and helps you think through energy-serving projects.

http://southwestefc.unm.edu/documents/Asset&EnergyManagementDatabase.mdb

User-friendly CIP Tool for Water & Wastewater Utilities — Environmental Finance Center at University of North Carolina. Capital Planning, Financial Data, Rates for Drinking Water and Wastewater (MS Excel). http://www.efc.sog.unc.edu/reslib/item/user-friendly-capital-improvement-plan-cip-tool-water-wastewater-utilities



North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

RECOMMENDATION MEMORANDUM

DATE:

December 22, 2016

TO:

Mayor Connie Leon-Kreps

Commissioner Jose R. Alvarez

Commissioner Dr. Douglas N. Hornsby

Commissioner Andreana Jackson

Commissioner Eddie Lim

RECOMMENDED BY:

Frank K. Rollason

Village Manager

PRESENTED BY STAFF: Carlos Noriega

Police Chief

SUBJECT: January Commission Agenda - Request to Purchase Active Shooter Vests.

RECOMMENDATION:

It is recommended that the Village Commission approve the purchase of 30 Active Shooter Vests as detailed in the attached Quotation from ATS Armor. Each Active Shooter Vest (one unit) consists of two Torso Plates contained in a Tactical Plate Vest.

BACKGROUND:

Purchase of the vests was approved by Commission in the FY 2017 Approved Budget.

This purchase will be executed as a Sole Source Procurement pursuant to the procurement requirements of North Bay Village City Code 36.25 (H) (copy attached).

FINANCIAL IMPACT:

Pursuant to negotiations, a purchase price of \$359.95 per Torso Plate was obtained, significantly below the MSRP of \$649.95 (see copy of attached Pricing Sheet) and lower than the \$500.46 per Torso Plate price paid by Miami-Dade Country in July of 2016 (see copy of attached Purchase Order).

The FY 2017 Budget was approved with the funds for the purchase of these vests coming from both the State Forfeiture Funds and General Fund. It was estimated, at the time, that the State Forfeiture Funds available would be \$22,000. The State Forfeiture Fund has, as of September 30, 2016, an available balance of \$22,232. Additional monies are anticipated in FY 2017, but are not available at this time. The General Fund FY 2017 Budget was approved with \$11,000 for the cost of these vests.

The anticipated per unit cost of the vests at budget time was \$1,100 each for a total budget of \$33,000 for the 30 vests. Since that time we have achieved a lower cost of \$787.85 per vest (inclusive of shipping costs).

Cost of 60 Torso Plates (one front & one rear required): \$21,597.00

Cost of 30 Tactical Vests: \$1,798.50

Cost of Shipping: \$240.00 Total Cost: \$23,635.50

PERSONNEL IMPACT:

None.

CONTACT:

Carlos Noriega, Chief of Police



North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM

North Bay Village

DATE: January 4, 2017

TO: Yvonne P. Hamilton, CMC

Village Clerk

FROM: Frank K. Rollason

Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING THE PURCHASE OF 30 ACTIVE SHOOTER VESTS, UNDER THE SOLE SOURCE PROVISION, FROM ATS ARMOR, PURSUANT TO SECTION 36.25(H) OF THE VILLAGE PURCHASING REGULATIONS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

FKR:yph

RESOLUT	ON NO.
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A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING THE PURCHASE OF 30 ACTIVE SHOOTER VESTS, UNDER THE SOLE SOURCE PROVISION, FROM ATS ARMOR, PURSUANT TO SECTION 36.25(H) OF THE VILLAGE PURCHASING REGULATIONS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, the Village desires to equip its police officers with Active Shooter Vests, which are essential body protection when responding to active shooter incidents, high risk tactical calls and other incidents where there is a potential for gunfire; and

WHEREAS, the total cost of the 30 vests is \$23,635.70; and

WHEREAS, \$22,232 will be taken from State Forfeiture Funds and the remainder will come from the \$11,000 in the General Fund, which was appropriated in the FY 2016 Budget for this purpose; and

WHEREAS, Miami-Dade County Contract No. 1088-0/17 for Law Enforcement Equipment and supplies has designated ATS Armor as a sole source for the similar equipment; and

WHEREAS, as the sole supplier of these equipment, the Village intends to make the purchse from ATS Armor; and

WHEREAS, pursuant to Section 36.25(H) of the Village Code, the Village Manager is authorized to to award a contract without competive bidding, when he determines that there is only one source for the required supply.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA:

<u>Section 1.</u> Recitals. The above Recitals are true and correct and incorporated herein by this reference.

<u>Section 2.</u> <u>Approval of Purchase.</u> The Village Manager is authorized to purchase 30 Active Shooter Vests from ATS Armor under the Sole Source provision, pursuant to Section 36.25(H) of the Village Code.

Section 3. Authorization of Expenditure. The Village Manager is authorized to
expend budgeted funds as necessary to implement the terms of this Resolution:
General Fund Account No. 001-21-54-6405 \$ 1,403.50 State Forfeiture Fund 105-21-521-6405 \$22,232.00 \$23.635.50 Section 4. Effective Date. This Resolution shall take effect immediately upon
adoption.
The foregoing Resolution was offered by, who moved for its adoption. This motion was seconded by, and upon being put to a vote, the vote was as follows:
FINAL VOTE AT ADOPTION:
Mayor Connie Leon-Kreps Commissioner Jose Alvarez Commissioner Dr. Douglas Hornsby Commissioner Andreana Jackson Commissioner Eddie Lim
PASSED and ADOPTED this day of 2017.
MAYOR CONNIE LEON-KREPS
ATTEST:
YVONNE P. HAMILTON, CMC Village Clerk
APPROVED AS TO FORM:
Robert L. Switkes & Associates, P.A. Village Attorney
North Bay Village Resolution: Purchase of 30 Active Shooter Vests.



Quotation I-00193

Date:

07/21/2016

Buyer:

North Bay Village Police Department

Vendor:

ATS Armor LLC

Attention: Chief Noriega 1841 Galleon Street

North Bay Village, FL 33141

305-758-2626

cnoriega@nbvillage.com

Reference:

Tom Smith

Chief Executive Officer

Ship To: 7432 E Tierra Buena Lane, STE 101

Scottsdale, AZ 85260 +1 602-344-9337

tsmith@atsarmor.com

7432 E Tierra Buena Lane, STE 101

Scottsdale, AZ 85260

	Part #	Title	Quantity	Price per unit	Subtotal
1	100080	30102- Type III Torso Plate 9.75 x 12" QuadCurve (TM)	60 Each	\$ 359.95	\$ 21,597.00
2	2 Plate Tactical Vest	2 Plate Tactical Vest CDR Sentry - Black	30 Each	\$ 59.95	\$ 1,798.50
}	Shipping Charges	Shipping Charges	1 Each	\$ 240.00	\$ 240.00
	Total:		91 Each		\$ 23,635.50
	Tax:			0%	\$ 0.00
	Total including tax:				\$ 23,635.50

To approve this order, please sign and date here: _	
Email to ssundberg@atsarmor.com or FAX to 602-3	44-9443 ATTN: Stacie Sundberg

All ATS Armor plates are Patented Quad Curve Design and manufactured using Trade Marked EDMA Technology.

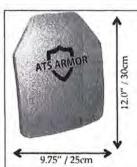
THE ATTACHED TERMS & CONDITIONS APPLY

ALL ATS ARMOR STAND ALONE ARMOR PLATES ARE MADE IN THE UNITED STATES OF AMERICA.



7432 East Tierra Buena Lane • Suite 101 • Scottsdale, Arizona 85260 Phone: +1.602.344.9337 • www.ATSArmor.com • Fax: +1.602.344.9443

Product Information Sheet



Our Hard Body Armor plates are the best in industry and incorporate our patent pending QuadCurveTM design. The four curves maximize surface area contact on the wear side, allow for maximum comfort, and one plate design fits comfortably in either the front or back.

Ballistic protections provided by our Hard Body Armor plates are tested to and exceed the NIJ 0101.06 standard.

Product ID	Threat Protection	Thickness (in) (cm)	Size (in) (cm)	Weight * (lb) (kg)
TYPE III-A 20000 Stand Alone Torso	.44 Magnum SJHP 240 gr 1430 ft/s .357 SIG FMJ 125 gr 1470 ft/s - NIJ standard requires 6 rounds per plate .40 S&W FMJ .45 ACP FMJ, HP 9 mm FMJ, HP 5.7 x 28mm FMJ - Internally tested in excess of 30 rounds per plate for non-NIJ ammunitions	0.30 (in) 9.75 x 12 (in) 0.76 (cm) 25 x 30 (cm)		1.0 (lb) 0.45 (kg)
TYPE III-A 21000 Stand Alone Side	Same as TYPE III-A Torso (multi-shot)	0.30 (in) 0.76 (cm)	6 x 8 (in) 15 x 20 (cm)	0.5 (lb) 0.2 (kg)
TYPE III 30000 Stand Alone Torso	7.62 mm FMJ, (U.S. Military M80) 147 gr 2780 ft/s (6 shot) 7.62 x 39mm lead core (LC) (multi-shot) 5.56 x 45mm lead core (LC (multi-shot)	0.97 (in) 2.46 (cm)	9.75 x 12 (in) 25 x 30 (cm)	2.9 (lb) 1.3 (kg)
TYPE III 31000 Stand Alone Side	Same as TYPE III Torso (multi-shot)	0.97 (in) 2.46 (cm)	6 x 8 (in) 15 x 20 (cm)	1.3 (lb) 0.6 (kg)
TYPE III++ 35000 Stand Alone Torso	7.62 x 39mm armor piercing (AP) (multi-shot) 5.56 x 45mm NATO SS109/M855 "Green Tip" (multi-shot)	0.90 (in) 2.3 (cm)	9.75 x 12 (in) 25 x 30 (cm)	4.5 (lb) 2.0 (kg)
TYPE III++ 36000 Stand Alone Side	Same as TYPE III++ Torso (multi-shot)	0.90 (in) 2.3 (cm)	6 x 8 (in) 15 x 20 (cm)	2.0 (lb) .91 (kg)
TYPE IV 40000 Stand Alone Torso	.30 caliber armor piercing (AP) (U.S. Military M2 AP) 166 gr 2880 ft/s - NIJ Standard (single shot) 7.62 x 39mm armor piercing incendiary (API) (multi-shot) 5.56 M855/SS109 (Green Tip armor piercing) (multi-shot) 7.62 x 54R armor piercing (API & AP) (multi-shot) 7.62 x 51mm armor piercing (API & AP) (multi-shot)	0.95 (in) 2.4 (cm)	9.75 x 12 (in) 25 x 30 (cm)	5.8 (lb) 2.6 (kg)
TYPE IV 41000 Stand Alone Side	Same as TYPE IV Torso (multi-shot)	0.95 (in) 2.4 (cm)	6 x 8 (in) 15 x 20 (cm))	2.6 (lb) 1.2 (kg)

^{*} Manufacturing tolerances allow for ± .15 lb / .07 kg from weights listed



(CONTRACT NO. 1088-0/17) (Law Enforcement Equipment and Supplies - Pre-Qualification of Bidders

ROADMAP

Contract Overview:

This contract established for the pre-qualification of a pool of vendors to participation in future spot market competitions for Law Enforcement Equipment and Supplies.

Contract Term: August 1, 2012 thru July 31, 2017

COMMODITY CODE: 680-00, 680-11, 680-22, 680-50, 680-60, 680-77, 680-92

PROCUREMENT AGENT INFORMATION

 Contracting Officer:
 Fred Taylor,

 Phone:
 (305) 375-1078

 Fax:
 (305-375-4407)

Email: taylorf@miamidade.gov

ADDENDUM LOG

ADD NO. Date issued ↓ ↓		<u>Event</u> -↓	AGENT ↓	
32	08/08/16	Add Atlantic Signal- is an authorized distributor for products by 3M	F. Taylor	
31	07/29/16	Lou's Police Distributors, Inc is an authorized distributor for products by Warrant Tactical Series Inc.	F. Taylor	
30	07/12/16	GT Distributors is an authorized distributor for products by Viking Tactics.	F. Taylor	
29	07/12/16 Lou's Police Distributors, Inc is an authorized distributor for products by Viking Tactics.		F. Taylor	
28	07/12/16	07/12/16 SRT Supply is an authorized distributor for products by Viking Tactics.		
27	06/22/16 SRT Supply is an authorized distributor for products by MGM Manufacturer.		F. Taylor	
26	04/06/16 SRT Supply is an authorized distributor for products by MGM Manufacturer.		F. Taylor	
25	5 04/06/16 Lou's Police Distributors, Inc is an authorized distributor for products by 707 Tactical Gear Inc./Sixka		F. Taylor	
(24)	(12/09/16) Add ATS Armor- Sole Source manufacture for specified armor plates using (EDMA manufacturing and Quad Curve design.)		F. Taylor	
23				

ADD NO.			AGENT ↓		
22	5/27/15	Add Lou's Police Distrbutors: ATN (American Technologies Network)	F. Taylor		
21	3/12/15	Add Lou's Police Distributors: 3M; LMT, Leupold. DGG Taser & Tactical: Daniel Defense			
20	2/24/15	Add Lou's Police Distributors: Camelbak Maximum Gear & Colt Manufacturing, LLC; SRT: Niel-Kellerman Co; DGG: Daniel Defense	C. Thame		
19	2/5/15	Add Lou's Police Distributors, Inc. – Troy Products, Midwest Industries, Inc.	C. Thame		
18	9/26/14	Add Federal Eastern International, Inc. – Manufacturer Balleville Boot Company, Bushido Tactical, Point Enterprises, Smith Optics and Smith and Warren.	C. Thame		
17	9/17/14	Add Taser International, Inc. Manufacturer Taser and Axon®	C. Thame		
16	7/23/14 Lous Police Distributors – Add Manufacturer L3 Warriors System and Rings Manufacturing. Add DGG Tactical Supply, Inc. – Manufacturer L3 Communications Corp. Bladetech Industries, CoolCop and Cool9 Products, Daniel Defense, Inc. NEBO Tools, Peerless, Rings Manufacturing, Safariland –Second Chance, Break Free, Body Armor ABA Body Armor, Tactical Command Industries, Defense Technology, Smith and Warren Z- Medica and Quiplite, Inc.				
15	4/31/14	SRT Supply, Inc – Add manufacturer L3 Warrior System.			
14	4/22/14	Add Seaport department to contract.			
13	3/11/14	Add Kustom Signals, Inc. – Manufacturer Kustom Signals to the list of Prequalified of bidders.			
12	12/12/13	Louis Police Distributors – Add Manufacturer Surefire.			
11	7/23/13	Add Commodity Code 680-77 to the list of pre-qualified bidders.	C. Thame		
10	7/22/13	Add Applied Concepts, Inc. Manufacturer for Stalker Radar to the list of prequalified bidders.	C. Thame		
9	5/5/13	Add Center Mass – Manufacturer CAPS – (Canadian Academy of Practical Shooting, Inc.) to the list of pre-qualified bidders.	C. Thame		
8	4/18/13				
7	4/16/13	Lous Police Distributors, Inc. – Add Manufacturer Garnett Metal Detectors to the list of pre-qualified bidders. SRT Supply, Inc. – Add Manufacturer CAPS (Canadian Academy of Practical Shooting, Inc.) to the list of pre-qualified bidders.			
6	3/27/13	Lous Police Distributors, Inc. – Add Manufacturer TangoDown to the list of prequalified bidders.	C. Thame		
5	3/20/13	SRT Supply, Inc. – Add Manufacturer Point Blank Enterprises, Inc. to the list of pre-qualified bidders.	C. Thame		



ADD NO. ↓	Date issued ↓	<u>Event</u> -↓	AGENT ↓
4	3/7/13	SRT Supply, Inc. – Add Manufacturer United States Shield International to the list of pre-qualified bidders.	C. Thame
3	10/1/12	Add Dawson Associates, Inc. Manufacturer Rea System, Avon ISI Production, Atlantic Signals, LLC, L.C.O.A. Composites, Inc. Lion, Occupational Health Dynamics (OHD) and Pelican - This company was acquired by Safeware, Inc. on 4/17/13. Clearwater Packaging, Inc. – Manufacturer Clearwater Packaging, Inc, dba CPI Guardian to the list of pre-qualified bidders.	C. Thame
2	9//7/12	Add Omni Distribution, Inc. to the list of pre-qualified bidders	C. Thame
1	8/1/12	SRT Supply, Inc. – Add Manufacturer Condor Outdoor Products, Inc. to the list of pre-qualified bidders.	C. Thame

PART #1: PRE-QUALIFIED VENDOR(S)

The prequalification was made to all responsive, responsible vendors who met the minimum qualifications set forth in the solicitation. The below list show the pre-qualified vendors by Manufacturers. The County may elect at any time to add or modify items, depending on the needs of each User Department.

Vendor	FEIN/Suffix	Contact Name	Phone Number	Fax Number	E-mail Address
Applied Concepts, Inc.	751544925 01	William Fagan	972-398-3780	972-398-3781	sales@stalkerradar.com
Atlantic Signal	753094626 01	Randell Hedrick	800-850-8512	785-408-5897	Randallhedrick@atlanti csingal.com
ATS Armor, LLC	472741572 01	Stacie Sundberg	602-344-9337	602-344-9443	ssundberg@atsarmor.c om
911 Store, Inc.	510497644 01	Walter Philbrick	954-922-9258	954-922-7009	FL911store@aol.com
Clearwater Packaging Inc./dba CPI Guardian	592292691 01	Jon Hoover	727-442-2596	727-447-3587	cory@cpiguardian.com
Criminalistics, Inc.	591271597 01	Janet Worsham	305-885-6444	305-885-3330	jan@criminalisticsinc.com
Center Mass, Inc.	383319489 01	Charles Kubinski	734-425-2195	734-425-2216	ckubinski@centermass inc.com

Vendor	FEIN/Suffix	Contact Name	Phone Number	Fax Number	E-mail Address
Dawson Associates, Inc. Was acquired by Safeware, Inc. on 4/17/13	581348469 01	Carrie A. Moore	800-282-4782	720-822-5873	a.bragg@dawsonassoc. com
Dana Safety Supply	271557226 02	Mark Sevigny	305-639-6055	305-639-6056	msevigny@1dss.com
DGG Taser, Inc.	593628391 01	Gary Meares	866-626-8273	904-777-4802	garyteamdgg.com
Emergency Vehicle Supply	201763135 01	Robert Windeshum	954-428-5201	954-428-5202	sales@1evs.com
Federal Eastern International Inc.	271774570 01	Sarah E. Hayes	727-827-2997	727-954-8804	shayes@fedeastintl.com
Florida Bullet, Inc.	592341725 01	Tom Falone, IV	727-461-6081	727-441-4477	Gov@floridabullet.net
Fox Labs International, Inc.	383364989 01	Edward L. Ferguson	586-788-5142	586-783-5151	president@foxlabs.com
G. L. Distributors, Inc.	650716987 01	Mark Altman	954-441-1473	954-441-1474	mark@gldistributors. com
G.T. Distributors of Georgia, Inc.	205104878 01	Preston Wheeless	800-241-8950	800-480-5846	glasales@gtdist.com
Gulf States Distributors	630803127 01	Conrad Naftel	334-271-2010	334-279-9267	sales@gulfstatesdist.com
Law Enforcement Supply	592656271 01	Kyle Pippin	800-637-6307	813-326-4019	kpippin@lawsupply.com
Lawmen's Shooters Supply Inc.	592223132 01	Gail Walker-Keer	800-552-5697	772-569-2955	bids@lawmens.net
Kustom Signals, Inc	431757730 -01	Tony Campos	800-458-7866	913-492-1703	info@kustomsignals.com
SRT Supplies, Inc.	593281291 01	Richard Haddad	727-526-5451	727-527-693	rhaddad@ssrtsupply.com
Safeware, Inc. Acquired Dawson Assoc. on 4/17/13	521152883 -01	Edward Simons	800-282-4782	770-822-5873	info@safeware,inc. com

BID NO.: 1088-0/17 BID TITLE: Law Enforcement Equipment and Supplies – Pre-Qualification of Bidders

Vendor	FEIN/Suffix	Contact Name	Phone Number	Fax Number	E-mail Address
Taser International, Inc.	860741227 01	Mandy Duffy	800-978-2737	480-991-0791	contracts@taser.com
W.W. Grainger, Inc.	361150280 01	George Joseph	305-594-3036	305-592-5611	gov480@grainger.com.

BID NO.: 1088-0/17
BID TITLE: Law Enforcement Equipment and Supplies –
Pre-Qualification of Bidders

PART #2: DEFINITIONS

This is for the purchase and delivery of Law Enforcement Equipment and Supplies (Law Enforcement and Equipment, Tear Gas, Guns, ammunition, Bomb protection devices and supplies, gun, stun (non-lethal), handcuffs and leg irons, radar instruments, traffic enforcement and audio visual equipment and supplies).

PART #3: INSTRUCTIONS FOR EACH SOLICITATION

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), <u>prior</u> to the award of a Work Order (WO).

Departments are to utilize the above vendor contact information for the issuance of all RFQ's. These contacts listed above are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the above contacts for the vendors listed, may result in cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

METHOD OF AWARD

RFQ's may be awarded to the vendors with the lowest price in the aggregate, on a per-item basis.

USER DEPARTMENT RESPONSIBILITY

It is the responsibility of the user Department to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.

RECORD RETENTION

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

PART #4: APPLICABLE ORDINANCES

Each Solicitation shall be consistent with the Master Procurement Implementing Order (I.O.) No.3-38.

The Local Preference, Locally Headquartered Business, Cone of Silence, UAP & Inspector General Ordinances shall be applicable to each solicitation issued under this contract.

Local Preference Consideration

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

BID NO.: 1088-0/17

BID TITLE: Law Enforcement Equipment and Supplies –
Pre-Qualification of Bidders

 A business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods and services.

- 2. A business that has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
- 3. A business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
 - a. The Vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("Full Time Equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - b. The Vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - c. Some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which a "principal place of business" has in Miami-Dade County. "Principal place of business" means the nerve center or the center of overall direction, control, and coordination of activities of the bidder. If the bidder has only one business location, such business location shall be its principal place of business.

In the case of Requests for Quotes (RFQ's) which are based on price, the following shall apply:

<u>Local Preference</u>: If a low bidder is not a local business and a local business submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder; shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

The following vendors shall receive Local Preference:

- 1. 911 Store, Inc.
- 2. Criminalistics, Inc.
- 3. Dana Safety Supply
- 4. Emergency Vehicle

Locally Headquartered Businesses: If a low bidder is not a local business and a locally headquartered business submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid. If a low bidder is a local

- 5. G.L. Distributors, Inc.
- 6. Lous Police Distributors
- 7. Federal Eastern International

business and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

Interlocal Agreement

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 30, 2015. Therefore, a vendor which meets the requirements of (1), (2), and (3) above for Broward County shall be considered a local business pursuant to this Section.



BID NO.: 1088-0/17

BID TITLE: Law Enforcement Equipment and Supplies -

Pre-Qualification of Bidders

Small Business Contract Measures

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% bid preference shall apply to contracts \$1 million or less and 5% on contracts greater than 1\$ million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Business Development at 305-375-3111 or access www.miamidade.gov/sbd.

The SBE/Micro Business Enterprise must be certified for the commodity listed above by bid submission deadline, at contract award for the duration of the contract to remain eligible for the preference.



7432 East Tierra Buena Lane • Suite 101 • Scottsdale, Arizona 85260 Phone: +1.602.344.9337 • www.ATSArmor.com • Fax: +1.602.344.9443

Effective: June 28, 2015

PRODUCT		DESCRIPTION	Weight	MSRP		
1	20000	9.75x12in Trauma Type IIIA Torso 25x30cm Trauma Type IIIA Torso	1.0 lbs 0.45kg	US \$199.95		
2	21000	6x8in Trauma Type IIIA Side 15x20cm Trauma Type IIIA Side	0.50 lbs 0.23 kg	US \$124.95		
3	30000	9.75x12in Type III Torso 25x30cm Type III Torso	2.90 lbs 1.31kg	US \$649.95		
4	31000	6x8in Type III Side 15x20cm Type III Side	1.20 lbs 0.54kg	US \$324.95		
5	35000	9.75x12in Type III++ Torso 25x30cm Type III++ Torso	4.5 lbs 2.0 kg	US \$979.95		
6	36000	6x8in Type III++ Side 15x20cm Type III++ Side	2.0 lbs 0.91 kg	US \$434.95		
7	40000	9.75x12in Type IV Torso 25x30cm Type IV Torso	5.70 lbs 2.58kg	US \$1,059.95		
8	41000	6x8in Type IV Side 15x20cm Type IV Side	2.30 lbs 1.04kg	US \$459.95		

PAGE: 1

DATE: 07/26/2016 ** ORIGINAL **

PO NUMBER: POPD1601150

VENDOR:

REQUESTING DEPARTMENT OR AGENCY:

ATS ARMOR LLC

POLICE DEPARTMENT

7432 E. TIERRA BUENA LANE, SUITE SCOTTSDALE, AZ 85260

9105 NW 25 STREET

ROOM 3049

DORAL, FL 33172

VENDOR ID: 472741572 01 VENDOR TEL: (602)344-9337 PLEASE REFER ALL QUESTIONS

CONCERNING THIS ORDER TO: LAURA ROMANO

TEL: (305)471-2596

CASH DISCOUNT: FREIGHT CARRIER: NET30

FOB: DEST-P

FOB DESTINATION, FREIGHT PREPAID. THE SELLER PAYS AND BEARS THE FREIGHT CHARGES.

AGENT CONTACT: TAYLOR, FREDRICK DELIVERY REQUIRED DEPT. NO. REQ NO. (305) 375-1078 09/02/2016 PD0308 POPD1601150

ISSUED UNDER CONTRACT NO: 1088-0/17

BPO ID : ABCW1200722

SHIP TO: MDPSTI / TRAINING BUREAU - ADM 9601 NW 58TH ST BLDG 100 MIAMI, FL 33178

BILL TO:

POLICE DEPT ACCOUNTS PAYABLE DEPARTME 9105 NW 25 STREET, ROOM 3049 DORAL, FL 33172

ITEM COMMODITY ID QUANTITY U/M UNIT PRICE TOTAL PRICE COMMODITY NAME/SPECIFICATIONS 1.00 001 680-22 LO 500,461.5000 500,461.50

BOMB PROTECTION DEVICES AND SUPPLIES

(CONTINUED ON NEXT PAGE)

PAGE: 2

DATE: 07/26/2016 ** ORIGINAL **

PO NUMBER: POPD1601150

ITEM COMMODITY ID

QUANTITY U/M

UNIT PRICE

TOTAL PRICE

COMMODITY NAME/SPECIFICATIONS

30102-TYPEIII TORSO PLATE

770 @ \$649.95 EACH

9.75 X12 " QUADCURVE (TM) PART#100080

30102-TYPE III TORSO PLATE

230 @ \$ 0.00 EACH

9.75 X 12" QUADCURVE (TM) PART#100080)

002 680-22

1.00 LO

24,909.5000 24,909.50

BOMB PROTECTION DEVICES AND SUPPLIES

2 PLATE TACTICAL VEST

385 @ \$ 64.70 EACH

2 PLATE CARRIER - CONDOR -BLACK PART#2 PLATE TACTICAL VEST

2 PLATE TACTICAL VEST

115 @ \$ 0.00 EACH

2 PLATE CARRIER - CONDOR -BLACK PART#2 PLATE TACTICAL VEST

CONTACT: LT MARIBEL ARTIME 305-715-5000

COMMODITY LINE TOTAL GRAND TOTAL

525,371.00

525,371.00

COSTS OF MANDATORY RANDOM AUDIT BY THE INSPECTOR GENERAL ARE INCORPORATED INTO THIS CONTRACT AS 1/4 OF 1% OF THE CONTRACT PRICE.

ADDITIONAL REQUIREMENTS AND TERMS:

THIS CONTRACT IS SUBJECT TO A USER ACCESS FEE UNDER THE COUNTY USER ACCESS PROGRAM (UAP) IN THE AMOUNT OF TWO PERCENT (2%). THE VENDOR PROVIDING GOODS AND SERVICES UNDER THIS CONTRACT SHALL INVOICE THE CONTRACT PRICE AND SHALL ACCEPT AS PAYMENT THEREOF THE CONTRACT PRICE LESS THE 2% UAP AS FULL AND COMPLETE PAYMENT FOR THE GOODS AND/OR SERVICES SPECIFIED ON THE INVOICE. THE COUNTY SHALL RETAIN THE 2% UAP FOR USE BY THE COUNTY TO HELP DEFRAY THE COST OF THE PROCUREMENT PROGRAM. VENDOR PARTICIPATION IN THIS INVOICE REDUCTION PORTION OF THE UAP IS MANDATORY.

ACCOUNTING INFORMATION:

SFX INDEX 01 TFPDSTE16041 49660

SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL 6STATE

AMOUNT / % 525,371.00

(CONTINUED ON NEXT PAGE)

PAGE: 3

DATE: 07/26/2016 ** ORIGINAL **

PO NUMBER: POPD1601150

AUTHORIZED SIGNATURE:

MILL DATE: 7/26/16 END OF DOCUMENT ---

PAGE:

1

DATE: 12/31/2015 ** ORIGINAL ** PO NUMBER: POPD1600389

VENDOR:

REQUESTING DEPARTMENT OR AGENCY:

ATS ARMOR LLC

POLICE DEPARTMENT

7432 E. TIERRA BUENA LANE, SUITE SCOTTSDALE, AZ 85260 9105 NW 25 STREET

ROOM 3049

DORAL, FL 33172

VENDOR ID: 472741572 01 VENDOR TEL: (602)344-9337 PLEASE REFER ALL QUESTIONS TEL: (305)471-2596 CONCERNING THIS ORDER TO: LAURA ROMANO CASH DISCOUNT: FREIGHT CARRIER: NET30 DEST-P FOB DESTINATION, FREIGHT PREPAID. THE SELLER PAYS AND BEARS THE FREIGHT CHARGES. AGENT CONTACT: TAYLOR, FREDRICK DELIVERY REQUIRED DEPT. NO. REQ NO. (305)375-1078 01/28/2016 PD0308 POPD1600389 ISSUED UNDER CONTRACT NO: 1088-0/17 BPO ID : ABCW1200723 SHIP TO: BILL TO: MDPSTI / TRAINING BUREAU - ADM POLICE DEPT ACCOUNTS PAYABLE DEPARTME 9601 NW 58TH ST BLDG 100 9105 NW 25 STREET, ROOM 3049 MIAMI, FL 33178 DORAL, FL 33172

COMMO	COMMODITY DDITY NAME/S	ID C SPECIFICATIONS	UANTITY	U/M	UNIT PRICE	TOTAL PRICE
001	680-08		1.00	LO	525,371.0000	525,371.00

POLICE PROTECTION EQUIPMENT (BODY ARMOR AND RIOT S

(CONTINUED ON NEXT PAGE)

PAGE: 2

DATE: 12/31/2015

PO NUMBER: POPD1600389

** ORIGINAL **

ITEM COMMODITY ID

QUANTITY U/M

UNIT PRICE

TOTAL PRICE

COMMODITY NAME/SPECIFICATIONS

(385)EA 2 PLATE TACTICAL VEST 2 PLATE CARRIER - CONDOR - BLACK (P/N 2

PLATE TACTICAL VEST) @ \$64.70EA

(115)EA 2 PLATE TACTICAL VEST 2 PLATE CARRIER - CONDOR - BLACK (P/N 2

PLATE TACTICAL VEST) NO COST

(770)EA 30102-TYPE III TORSO PLATE (P/N 100080) @ \$649.95EA

(230) EA 30102-TYPE III TORSO PLATE (P/N 100080) NO COST

COMMODITY LINE TOTAL GRAND TOTAL

525,371.00

525,371.00

COSTS OF MANDATORY RANDOM AUDIT BY THE INSPECTOR GENERAL ARE INCORPORATED INTO THIS CONTRACT AS 1/4 OF 1% OF THE CONTRACT PRICE.

ADDITIONAL REQUIREMENTS AND TERMS:

CONTACT PERSON: MICHAEL ALVAREZ

CONTACT PHONE : 305-715-5027

49650

ACCOUNTING INFORMATION:

01 PD560300

SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL AMOUNT / %

525,371.00

AUTHORIZED SIGNATURE:

--- END OF DOCUMENT ---

City of North Bay Village

Purchasing Requirements Per City Code

August 14, 2012

36.25 - Procurement requirements.



(A) Purpose.

The purpose of this procurement code is to maximize the purchasing value of public funds in the procurement of goods and services, to provide safeguards for maintaining a procurement system of quality and integrity, and to provide for the fair and equitable treatment of all persons involved in purchasing by the City of North Bay Village. This Code applies to contracts for the purchase of goods and services, and, to the maximum extent feasible, to the granting of franchises after the effective date of the adopting ordinance. When procurement involves the expenditure of federal, State or county funds, the procurement shall be conducted in accordance with any mandatory applicable law and grant contract terms. Nothing in this code shall prevent the City from complying with the terms and conditions of any grant, gift, or bequest that is consistent with applicable law.

(B) Responsibilities of the City Manager.

The City Manager shall act as the City's purchasing agent and have exclusive control over the purchase of all goods and services, and approve all vouchers for the payment of goods and services.

The City Manager shall be responsible for the development of procurement specifications, contract administration, inspection of vendor books and records, and inspection and acceptance of goods and services.

The City Manager shall also be responsible for the management and disposal of surplus property. The City Manager may delegate responsibility for the administration of this Code as he or she deems necessary.

C) Methods of procurement.

All contracts of the City shall be awarded by competitive sealed bidding except as provided by paragraph (E) (competitive sealed proposals), paragraph (F) (contracting for designated professional services), paragraph (G) (small purchases), paragraph (H) (sole source procurement), paragraph (I) (emergency procurement) and (J) ("Piggy back" purchases).

(D) Competitive sealed bidding.

- (1) Invitation to bid. An invitation to bid shall be issued and shall include specifications and all material contract terms and conditions.
- (2) Public notice. Adequate public notice of the invitation to bid shall be given a reasonable time, (as provided by law) calendar days prior to the date set for the opening of bids. The notice may be published in a newspaper of general circulation. The invitation to bid and notice shall state the place, date and time of bid opening.
- (3) Bid opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the City Manager deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection.
- (4) Bid acceptance and bid evaluation.

Bids shall be accepted without alteration or correction, except as authorized in this Code. Bids shall be evaluated based on the requirements set forth in the invitation to bid, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose.

Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation to bid shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the invitation for bids.

- (5) Correction or withdrawal of bids. Correction or withdrawal of inadvertently erroneous bids before bid opening is permitted. Mistakes discovered before bid opening may be modified or withdrawn by written or electronic notice received in the office designated in the invitation to bid prior to the time set for bid opening. After bid opening, no changes in bid prices or other provisions of bids shall be permitted. A low bidder alleging a clerical mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document and the bidder submits convincing evidence that a mistake was made.
- (6) Award. The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid.
- (7) Bonds. For construction contracts exceeding \$50,000.00, contractors shall submit the following with the bid documents:
 - (a) A bid guarantee equal to five percent of the bid price;
 - (b) A performance bond for 100 percent of the contract price; and
 - (c) A payment bond for 100 percent of the contract price.
- (E) Competitive sealed proposals.

- (1) Conditions for use. When the City Manager determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the City, a contract may be entered into by use of the competitive sealed proposals method. An adequate number of sources shall be solicited.
- (2) Request for proposals. Proposals shall be solicited through a request for proposals (RFP) or similar method (RFQ, RFLI etc.), all of which shall be referred to in this ordinance as RFP's. The intent being that the City Manager shall choose the most appropriate alternative. The RFP shall clearly identify the relative importance of price and other evaluation factors, and the weight given to each factor. A process for fairly and thoroughly evaluating the proposals shall be established before the solicitation is issued.
- (3) Public notice. Adequate public notice of the request for proposals shall be given in the same manner as provided in sub-paragraph (D) (2) (competitive sealed bidding, public notice).

Negotiation with responsible offerors and revisions to proposals. As provided in the request for proposals, negotiations may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

- (4) Reserved.
- (5) Award. Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

(F) Contracting for designated professional services.

- (1) Authority. In procuring architectural, engineering, landscape architectural, and surveyor services, as defined by the laws of the State of Florida, the City Manager shall comply with the requirements of the Consultant's Competitive Negotiation Act, Section 287.055, Florida Statutes.
- (G) Small purchases.

- (1) General. Any contract not exceeding \$9,000.00 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section.
- (2) Small purchases of \$3,500.00 or less. The City Manager shall have the discretion to purchase goods and services that do not exceed \$3,500.00 in the manner he or she deems most appropriate.
- (3) Small purchases over \$3,500.00. The City Manager shall purchase goods and services in excess of \$3,500.00 but that do not exceed \$9,000.00, upon obtaining price quotations from no less than three businesses, or, in the alternative, from a supplier that is on the current approved vendors list of, or who has been selected in a competitive process within the last 12-month period by, another governmental entity in the State of Florida. Award shall be made to the business offering the lowest acceptable quotation.

The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded and maintained as a public record.

(H) Sole source procurement.

A contract may be awarded without competition when the City Manager determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The City Manager shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file.

(I) Emergency procurements.

Notwithstanding any other provisions of this ordinance, the City Manager may make emergency procurements of goods and services when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. The City Manager may also make emergency procurements of design, engineering, construction management and construction services as provided by Section 255.20, Florida Statutes. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

(J) "Piggy back" purchases.

A contract may be awarded without sealed bidding upon a determination by the City Manager that the purchase meets acceptability criteria and the supplier has been selected in a competitive process within the last 36 month period by another governmental entity in the State of Florida.

(K) Miscellaneous provisions.

- (1) If less than three responsive bids or proposals in response to a bid or an RFP or other competitive sealed proposal are received, the City Manager may either: (a) reject the bids or proposals, change the bid specifications, evaluation criteria, or other material terms and conditions and re-solicit the procurement; or, (b) negotiate the best terms and conditions with the responsive bidders or proposers. The City Manager shall document the reasons that negotiating with the responsive bidders or proposers is in the best interest of the city in lieu of re-soliciting competitive sealed bids or proposals.
- (2) The City Manager may create a selection committee to evaluate proposers' statements of qualifications, responses to RFPs, design-build proposals and franchise proposals. Members of the selection committee may be department heads or employees of departments charged with responsibility relating to the procurement, planning, building and engineering consultants to the City, and other persons who possess the professional or business expertise to evaluate the qualifications and proposals.

The selection committee will evaluate and rank proposers, and make a written report and recommendation to the city manager.

(L) Cancellation of invitations for bids or requests for proposals.

An invitation for bids, a request for proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interests of the City. The reasons for cancellation shall be made part of the contract file. Each solicitation issued by the City shall state that the solicitation may be cancelled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interests of the City. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any further procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

(M) Determination of nonresponsibility.

If a bidder or offeror who otherwise would have been awarded a contract is found nonresponsible, a written determination of nonresponsibility, setting forth the basis of the

finding, shall be prepared by the City Manager. The unreasonable failure of a bidder or offeror to supply promptly information in connection with an inquiry with respect to responsibility may be grounds for a determination of nonresponsibility. A copy of the determination shall be sent promptly to the nonresponsible bidder or offeror. The final determination shall be made part of the contract file and be made a public record.

- (N) Contract clauses and their administration.
 - (1) Contract clauses. All contracts for goods and services shall include provisions necessary to define the responsibilities and rights of the parties to the contract. Contract clauses may address, among others, the following subjects:
 - (a) the unilateral right of the City to order in writing changes in the work within the scope of the contract;
 - (b) the unilateral right of the City to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
 - (c) variations occurring between estimated quantifies of work in contract and actual quantities;
 - (d) defective pricing;
 - (e) liquidated damages;
 - (f) no damages for delay by the City;
 - (g) specified excuses for delay or nonperformance;
 - (h) termination of the contract for default;
 - (i) termination of the contract due to unavailability of funds in succeeding fiscal periods;
 - (j) termination of the contract in whole or in part for the convenience of the City;
 - (k) suspension of work on a construction project ordered by the City; and
 - (l) site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
 - (i) when the contract is negotiated;
 - (ii) when the contractor provides the site or design; or
 - (iii) when the parties have otherwise agreed with respect to the risk of differing site conditions.
 - (2) Standard clauses and their modification. The City Manager, after consultation with the City Attorney, may establish standard contract clauses for use in City contracts.
- (O) Contract administration.

A contract administration system designed to insure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained by the City Manager.

(P) City procurement records.

- (1) Contract file. All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the City in a contract file by the City Manager.
- (2) Retention of procurement records. All procurement records shall be retained and disposed of by the City in accordance with the records retention guidelines and schedules approved by the Florida Department of State.

(Q) Bid protests.

- (1) Right to protest. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City Commission. Protestors must seek resolution of their complaints initially with the City Manager. A protest of a solicitation of an invitation to bid or request for proposals shall be submitted in writing to the City Manager prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. A protest of an award of a contract, or the discovery of facts relating to a claim of irregularity in the solicitation, shall be submitted in writing to the City Manager within ten days of the award of the contract.
- (2) Stay of procurements during protests. In the event of a timely protest under this paragraph, the City Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Commission makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the City.
- (3) Protest bond. A protestor shall file a protest bond, equal to 15 percent of the bid amount, payable to the city in the event the protest is denied.

(R) Contract claims.

(1) Decision of the City Manager. All claims by a contractor against the City relating to a contract shall be submitted in writing to the City Manager for a decision. The contractor may request a conference with the City Manager on the claim. Claims include, without limitation, disputes arising under a contract, and

those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.

- (2) Notice to the contractor of the City Manager's decision. The decision of the City Manager shall be promptly issued in writing, and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of its appeal right under subparagraph (P) (3).
- (3) Finality of City Manager's decision; contractor's right to appeal. The City Manager's decision shall be final and conclusive unless, with ten calendar days from the date of receipt of the decision, the contractor files a written appeal with the City Commission. The contractor must exhaust these administrative remedies before petitioning the circuit court for review of the City's administrative decision.
- (4) Failure to render timely decision. If the City Manager does not issue a written decision regarding any contract controversy within ten days after written request for a final decision, or within such longer period as may be agreed upon between the parties, then the contractor may proceed as if an adverse decision had been received.

(Ord. 82-05, passed 6-23-82; Am. Ord. 85-13, passed 11-12-85; Ord. No. 93-05, § 1, 4-13-93; Ord. No. 02-09, § 1, 4-9-02; Ord. No. 03-03, § 1, 4-8-03; Ord. No. 03-13, § 1, 9-23-03; Ord. No. 05-07, 5-10-05; Ord. No. 2006-07, § 1, 3-14-06; Ord. No. 2006-07(2), § 1, 3-14-06; Ord. No. 2006-20, § 1, 10-10-06)

§ 36.26 - Violations.

Any violation of this subchapter may be punished by a court of competent jurisdiction up to the maximum permitted under § 10.99. However, each expenditure in violation of this subchapter shall be deemed a separate violation.

(Ord. 82-05, passed 6-23-82)

RESOLUTION NO.	
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A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE APPROPRIATION AND DISBURSEMENT OF \$22,232 FROM THE STATE FORFEITURE ACCOUNT (FUND 105) TOWARDS THE PURCHASE OF ACTIVE SHOOTER VESTS; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, Section 932.7055, Florida Statutes, addresses the purposes and procedures to be utilized for the appropriation and expenditures of the Police Forfeiture funds; and

WHEREAS, the Chief of Police of North Bay Village has determined that the need exists for the purchase of Active Shooter Vests, which are essential body protection when responding to active shooter incidents, high risk tactical calls and other incidents where there is a potential for gunfire; and

WHEREAS, in accordance with Section 932.7055, Florida Statutes, the Chief of Police requests that an amount not to exceed \$22,232 be appropriated in the State Forfeiture Account, Fund 105, towards the purchase of 30 Active Shooter Vests. Each vest consists of two Torso Plates contained in a Tactical Plate Vest.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

- <u>Section 1.</u> <u>Recitals.</u> The above Recitals are true and correct and incorporated herein by this reference.
- Section 2. Appropriation of Funds: \$22,232 is hereby appropriated in the State Forfeiture Account.
- Section 3. <u>Disbursement of Funds:</u> Approval to expend \$22,232 from State Forfeiture Funds towards the purchase of 30 Active Shooter Vests is hereby granted.
- Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by	who moved for its
adoption. This motion was seconded by	, and upon being put to a vote,
the vote was as follows:	

FINAL VOTE AT ADOPTION:	
Mayor Connie Leon-Kreps Commissioner Jose Alvarez Commissioner Douglas Hornsby Commissioner Andreana Jackson Commissioner Eddie Lim	
PASSED AND ADOPTED to	this 10 th day of January 2017.
	Connie Leon-Kreps, Mayor
ATTEST:	
Yvonne P. Hamilton, CMC Village Clerk	
APPROVED AS TO FORM FOR THE UNORTH BAY VILLAGE:	USE OF
Robert L. Switkes & Associates, P.A. Village Attorney	

North Bay Village Resolution: Appropriation and Expenditure of \$22,232 towards the purchase of Active Shooter Vests.



North Bay Village

Administrative Offices
1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM North Bay Village

DATE:

January 4, 2017

TO:

Yvonne P. Hamilton, CMC

Village Clerk

FROM:

Frank K. Rollason

Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE APPROPRIATION AND DISBURSEMENT OF \$22,232 FROM THE STATE FORFEITURE ACCOUNT (FUND 105) TOWARDS THE PURCHASE OF ACTIVE SHOOTER VESTS; AND SETTING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

FKR:yph



North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

NORTH BAY VILLAGE RECOMMENDATION MEMORANDUM

DATE: January 10, 2017

TO: Mayor Connie Leon Kreps

Commissioner Jose Alvarez

Commissioner Dr. Douglas N. Hornsby

Commissioner Andreana Jackson

Commissioner Eddie Lim

RECOMMENDED BY STAFF: Frank Rollason, Village Manager

SUBJECT: Financial Auditing Services - Two (2) One-Year Renewals

RECOMMENDATION:

It is recommended that the Commission approve the attached Resolution accepting the recommendation of the Village Manager for the continuation of the Financial Auditing Services, by Keefe, McCullough & Company, LLC (KMCC). This firm was the number one ranked proposer for RFP No. 2014-001; authorizing the Village Manager to sign the continuing contract letter for services with KMCC based upon its proposal submission dated May 15, 2014. This contract was approved by Commission Resolutions 2014-54 and 2014-85, which approved the 3-year agreement, plus 2 one-year extensions.

BACKGROUND:

The Village advertised in 2014 an RFP for auditing services as required by the Commission and received proposals from six firms. The Commission approved the specification and the evaluation process. The RFP requested a firm fee proposal as a requirement of the proposal. All six firms submitted a three-year fee proposal with optional years. Several firms submitted five year price proposals. The audit committee consisted of a North Bay Village resident, Maria Haviland, who is a CPA and was a member of the Village's Citizens Budget and Oversight Board, Finance Director of the Town of Surfside, Donald Nelson, and the Village Clerk, Yvonne P. Hamilton.

Mayor Connie Leon-Kreps Commissioner
Jose R. Alvarez

Commissioner
Dr. Douglas N. Hornsby

Commissioner
Andreana Jackson

Commissioner
Son Eddie Lim
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The RFP requested that all proposers must include the cost for the Village to convert to the Government Finance Officers Association (GFOA) Comprehensive Annual Financial Report (CAFR) format for FY 2014 audit report, which they did.

The committee reviewed these proposals and approved the ranking of the top three firms of:

- 1. Keefe, McCullough & Company, LLC
- GLSC & Company, PLLC,
- Albertini Caballero

The Evaluation Committee unanimously decided that engaging the services of Keefe, McCullough was beneficial to the Village at this time considering that the cost was reasonable; the company has a history with the Village as it was undergoing conversion to the new Financial System, and had experience preparing the CAFR. The computer conversion has been completed and the Village has won the CAFR award twice.

The North Bay Village Charter and Code provision for selection of an auditor were followed and the Florida Auditor General has additional requirements that the Village must use in the selection of a person or firm for the annual audit contract, which are found in Chapter 218.391 Florida Statutes (copy attached). The major requirements are:

- 1. The Village must use these regulations (218.319(1))
- 2. The Village Commission shall establish the audit committee (218.391 (2)) and the public may not be excluded from the procedures of this section.
- 3. The Audit Committee shall: (218.391 (3))
 - a. Establish evaluation factors to be used
 - b. Announce the RFP
 - c. Submit RFP's to interested parties
 - d. Evaluate proposals by qualified firms. Compensation can be one of the points of evaluation, but not the sole factor.
 - e. Rank and recommend in order of preference no fewer than 3 firms deemed to be the most qualified after considering the factors established for evaluation
- 4. The Village Commission shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the audit committee and negotiate a contract. If compensation is an evaluation factor, the Commission shall select the highest ranked qualified firm or must document in its public records the reasons for not selecting the highest ranked qualified firm.
- 5. The Village must ensure that the agreed upon compensation is reasonable to satisfy the requirements of Section 218.39 F.S. This section also lists specific items that must be included in the audit report.

The 2014 bids met all these requirements as well as the provisions of Chapter 218.39. Chapter 218 also provides for multi-year contracts.

FINANCIAL IMPACT:

The proposals received were all for fixed fees for a three-year contract, as well fixed fees for the 2 one-year renewals. This is an annual budget line item that is required by State law. The budgetary impact on the FY 2017 & FY 2018 budgets are \$40,000 and \$41,000 plus the cost of The Children's Trust audit, which would bring the annual cost to \$42,500 and \$43,500. The State or Federal Single Audit is required when the Village has over \$750,000 in expenditure of either State or Federal dollars. Currently, we did not meet that threshold.

BUGETARY IMPACT (Finance Dept.):

The budgetary impact will be on the FY 2018 budget, which will be for auditing FY 2017 revenues and expenditures. The current all-inclusive FY 2017 budget for audits is \$43,000. The proposal from Keefe McCullough for the FY 2017 audit will be \$42,500 including the Children's Trust audit.

PERSONNEL IMPACT:

The FY 2017 budget does not anticipate any additional workload for the finance department for the audit process.



North Bay Village

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MEMORANDUM North Bay Village

DATE:

January 4, 2017

TO:

Yvonne P. Hamilton, CMC

Village Clerk

FROM:

Frank K. Rollason

Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA EXTENDING THE **ENGAGEMENT** OF KEEFE, MCCULLOUGH & CO., LLP, A CERTIFIED PUBLIC ACCOUNTANT, TO CONDUCT THE ANNUAL FINANCIAL AUDITS FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2017 AND SEPTEMBER 30, 2018; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE NECESSARY DOCUMENTS: AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

FKR:yph

RESOLUTON NO.	

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA EXTENDING THE ENGAGEMENT OF KEEFE, MCCULLOUGH & CO., LLP, A CERTIFIED PUBLIC ACCOUNTANT, TO CONDUCT THE ANNUAL FINANCIAL AUDITS FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2017 AND SEPTEMBER 30, 2018; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, Section 7.02 of the Village Charter requires the Village Commission to designate a qualified certified public accountant to conduct its annual financial audits; and

WHEREAS, pursuant to Resolution 2014-85, the Village entered into an agreement with Keefe, McCullough & Co., LLP to conduct the annual financial audits of the Village for the 2014, 2015 and 2016 fiscal years with two one-year-options to renew the agreement; and

WHEREAS, pursuant to Section 218.391(8) Florida Statutes and the contract subject to Resolution 2014-85, the Village desires to exercise its options to renew and extend the engagement of Keefe, McCullough & Co., LLP to include the annual financial audits for the fiscal years ending September 30, 2017 and September 30, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA:

- <u>Section 1.</u> Recitals. The above Recitals are true and correct and incorporated herein by this reference.
- Section 2. Approval of the Agreement. The Letter of Engagement of Keefe, McCullough & Co., LLP to conduct the annual financial audits for North Bay Village for the fiscal year ending September 30, 2017 and September 30, 2018, a copy of which is attached as Exhibit "I," is hereby accepted and approved.
- <u>Section 3.</u> <u>Authorization of Expenditure</u>. The Village Manager is authorized to expend budgeted funds as necessary to implement the terms of this Resolution.

Section 4.	Effective Date.	This	Resolution	shall take	effect imm	nediately up	on
adoption.							
The foregoing adoption. This motivote, the vote was as		s offere	d by		, who , and upon	moved for being put to	its a
FINAL VOTE AT AI	OOPTION:						
Mayor Connie Leon-K Commissioner Jose Al- Commissioner Dr. Dou Commissioner Andreas Commissioner Eddie L	varez Iglas Hornsby na Jackson						
	PASSED ar	nd ADOF	PTED this	day of	2017		
	_	N	MAYOR CO	NNIE LEON	N-KREPS		
ATTEST:							
YVONNE P. HAMILT Village Clerk	ON, CMC						
APPROVED AS TO	FORM:						
Robert L. Switkes & A Village Attorney	ssociates, P.A.						

North Bay Village Resolution: Keefe McCullough & Co., LLCP-FY 2017 and FY 2018 Financial Audits



North Bay Village

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Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

NORTH BAY VILLAGE RECOMMENDATION MEMORANDUM

DATE:

June 24, 2014

TO:

Mayor Connie Leon Kreps

Vice-Mayor Eddie Lim

Commissioner Dr. Richard Chervony

Commissioner Jorge Gonzalez Commissioner Wendy Duvall

RECOMMENDED BY STAFF: Frank Rollason, Village Manager

PRESENTED BY STAFF: Yvonne Hamilton, Village Clerk

SUBJECT: Financial Auditing Services – Three (3) Year contract

RECOMMENDATION:

It is recommended that the Commission approve the attached Resolution accepting the recommendation of the Village Manager and awarding RFP No. 2014-001, Financial Auditing Services, to Keefe, McCullough & Company, LLC (KMCC), the Number One Ranked proposer; authorizing the Village Manager to negotiate and execute an agreement for services with KMCC based upon its proposal submission dated May 15, 2014.

BACKGROUND:

The Village advertised an RFP for auditing services and received proposals from six firms. The Commission approved the specification and the evaluation process. The RFP requested a firm fee proposal as a requirement of the proposal. All six firms submitted a three-year fee proposal. The audit committee consisted of a North Bay Village resident, Maria Haviland, who is a CPA and a member of the Village's Citizens Budget and Oversight Board, Finance Director of the Town of Surfside, Donald Nelson, and the Village Clerk, Yvonne P. Hamilton.

The RFP requested that all proposers must include the cost for the Village to convert to the Government Finance Officers Association (GFOA) Comprehensive Annual Financial Report (CAFR) format for FY 2014 audit report, which they did.

The committee reviewed these proposals and approved the ranking of the top three firms of:

- 1. Keefe, McCullough & Company, LLC
- 2. GLSC & Company, PLLC,
- 3. Albertini Caballero

The Evaluation Committee unanimously decided that engaging the services of Keefe, McCullough was beneficial to the Village at this time considering that the cost was reasonable; the company has a history with the Village as it was undergoing conversion to the new Financial System, and had experience preparing the CAFR.

The North Bay Village Charter and Code provision for selection of an auditor were followed and the Florida Auditor General has additional requirements that the Village must use in the selection of a person or firm for the annual audit contract, which are found in Chapter 218.391 Florida Statutes (copy attached). The major requirements are:

- 1. The Village must use these regulations (218.319(1))
- 2. The Village Commission shall establish the audit committee (218.391 (2)) and the public may not be excluded from the procedures of this section.
- 3. The Audit Committee shall: (218.391 (3))
 - a. Establish evaluation factors to be used
 - b. Announce the RFP
 - c. Submit RFP's to interested parties
 - d. Evaluate proposals by qualified firms. Compensation can be one of the points of evaluation, but not the sole factor.
 - e. Rank and recommend in order of preference no fewer that 3 firms deemed to be the most qualified after considering the factors established for evaluation
- 4. The Village Commission shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the audit committee and negotiate a contract. If compensation is NOT a factor for evaluation, the Commission must negotiate with the top ranked firm first. If compensation is an evaluation factor, the Commission shall select the highest ranked qualified firm or must document in its public records the reasons for not selecting the highest ranked qualified firm.
- 5. The Village must ensure that the agreed upon compensation is reasonable to satisfy the requirements of Section 218.39 F.S. This section lists specific items that must be included in the audit report.

Sections 6, 7 and 8 of the Auditor Generals rules contain some additional procedures when the Commission is unable to negotiate a contract with any of the qualified firms such as: requiring a written contract detailing all of the provisions and conditions for the services to be provided and including contract period and renewals and conditions for renewal or termination. Chapter 218.39 also provides for multi-year contracts.

FINANCIAL IMPACT:

The proposers all provided fixed fees for a three-year contract. This is an annual budget line item that must be provided by State law. The budgetary impact will be on the FY 2015 budget, whereas the FY 2014 budgeted amount is to pay the audit for FY 2013. The current contract amount is \$34,500 plus the Single Audit Act and The Children's Trust audit to bring the annual cost to \$40,000. The Single Audit is required when the Village has over \$500,000 in expenditure of federal dollars.

BUGETARY IMPACT (Finance Dept.):

The budgetary impact will be on the FY 2015 budget, which will be for auditing FY 2014 revenues and expenditures. The current all-inclusive FY 2014 budget for audits is \$41,000. The proposal from Keefe McCullough for the FY 2015 audit will be \$42,500 including the Children's Trust audit and conversion to the CAFR format.

PERSONNEL IMPACT:

The FY 2015 budget does not anticipate any additional workload for the finance department for the audit process.

October 10, 2014

Mr. Frank Rollason, Village Manager and Members of the Village Commission North Bay Village 1666 Kennedy Causeway, Third Floor North Bay Village, FL 33141

Dear Mr. Rollason and Commission Members:

We are pleased to confirm our understanding of the services we are to provide North Bay Village, Florida (the "Village") for the years ended September 30, 2014, 2015 and 2016 with the option to perform these services for two (2) additional years. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Village as of and for the years ended September 30, 2014, 2015 and 2016 with the option to perform these services for two (2) additional years. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.
- 2. Schedule of Funding Progress Other Post-Employment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

- 1. Schedule of Expenditures of Federal Awards and State Financial Assistance
- Budgetary Comparison Schedules
- 3. Combining and Individual Nonmajor Fund Statements

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1. Introductory Section
- 2. Statistical Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on -

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and Chapter 10.550, Rules of the Auditor General.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; the Florida Single Audit act and Chapter 10.550, *Rules of the Auditor General* and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133 and Chapter 10.550, *Rules of the Auditor General*, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Village Commission. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, schedule of expenditures of federal awards and state financial assistance, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received) in accordance with the requirements of OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and state financial assistance, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received) in conformity with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General. You agree to include our report on the schedule of expenditures of federal awards and state financial assistance in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards and state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state financial assistance that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards and state financial assistance no later than the date the schedule of expenditures of federal awards and state financial assistance is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and state financial assistance in accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General; (2) you believe the schedule of expenditures of federal awards and state financial assistance, including its form and content, is fairly presented in accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards and state financial assistance; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement and Chapter 10.550, Rules of the Auditor General for the types of compliance requirements that could have a direct and material effect on each of the Village's major programs. The purpose of these procedures will be to express an opinion on the Village's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Village; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Keefe McCullough and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Auditor General or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Keefe McCullough personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the agencies listed above. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be as follows:

				Base Years	S			Rene	wall	Period
	-	2014		2015		2016		2017		2018
CAFR – w/o statistical tables Statistical tables	\$	35,000 5,000	\$	36,000 2,000	\$	37,000 2,000	\$	38,000 2,000	\$	39,000 2,000
Annual financial report	\$.	40,000	\$.	38,000	\$.	39,000	\$.	40,000	\$.	41,000
Federal single audit State single audit	\$	2,000 2,000	\$	2,000 2,000	\$	2,000 2,000	\$	2,000 2,000	\$	2,000 2,000
Children's Trust	\$	2,500	\$	2,500	\$	2,500	\$	2,500	\$	2,500

Our invoices for these services will be rendered each month as work progresses and are payable on presentation. This engagement may be renewed based on the mutual agreement to all terms, including fees, of both parties.

The above fees are based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Any requested work outside the scope of the audit will be discussed in advance with the Village's Finance Director and billed at the hourly rates.

We agree, at your request, to make quarterly reports to the Village Commission at regularly scheduled meetings including an update of the Village's finances, as well as the Finance Department's progress in meeting performance measures. We also agree to present the audited financial statements to the Village Commission in April of each year.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review accompanies this letter.

We appreciate the opportunity to be of service to the Village and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

KEEFE McCULLOUGH

Condy Colvert

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Cynthia L. Calvert, C.P.A.

RESPONSE:

This letter correctly sets forth the understanding of North Bay Village.

Frank Rollason, Village Manager

Date



Abbott, Jordan & Koon, LLC

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 609

405 Second Street

Manchester, GA 31816 (706) 846-8401

Fax (706) 846-3370

SYSTEM REVIEW REPORT

To the owners

Keefe, McCullough & Co., LLP

And the Peer Review Committee of the Florida Institute of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Keefe, McCullough & Co., LLP (the firm) in effect for the year ended August 31, 2011. Our review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/summary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Keefe, McCullough & Co., LLP in effect for the year ended August 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Keefe, McCullough & Co., LLP has received a peer review rating of pass.

Manchester, Georgia

December 7, 2011



FICPA Peer Review Program Administered in Florida by the Florida Institute of CPAs



AICPA Peer Review Program

Administered in Florida by the

Florida Institute of CPAs

April 24, 2012

Joseph D. Leo, CPA Keefe, McCullough & Co., LLP 6550 N. Federal Hwy., Ste. 410 Fort Lauderdale, FL 33308

Dear Mr. Leo:

It is my pleasure to notify you that on April 24, 2012 the Florida Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is February 28, 2015. This is the date by which all review documents should be completed and submitted to the administering entity. If your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Paul N. Brown

Director of Technical Services

brownp@ficpa.org

cc: David C. Jordan, CPA

Firm Number: 10036786 Review Number: 327539



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

C

KEEFE, MCCULLOUGH & COMPANY, LLP

for an accounting and auditing practice established by the AICPA, and which was complied with during the year For having a system of quality control for its accounting and auditing practice in effect for the year ended then ended to provide the firm with reasonable assurance of conforming with professional standards. August 31, 2011 which has been designed to meet the requirements of the quality control standards

Gacey Golden, Chair
AICPA Peer Review Board

RESOLUTION NO. 2014-85

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AMENDING RESOLUTION NO. 2002-52 PERTAINING TO FINANCIAL AUDITING SERVICES; GRANTING A NEW CONTRACT TO KEEFE, MCCULLOUGH & COMPANY, LLP TO PROVIDE AUDITING SERVICES TO THE VILLAGE FOR THREE CONSECUTIVE FISCAL YEARS; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, the Village Commission adopted Resolution No. 2002-52 on September 24, 2002 limiting the years of service of auditing firms to three (3) consecutive Fiscal Years; and

WHEREAS, Resolution No. 2002-52 is amended to allow the Village Commission to have a company perform auditing services for more than three consecutive Fiscal Years under circumstances that they deem necessary; and

WHEREAS, Keefe, McCullough & Company, LLP has provided auditing services to the Village for more than three (3) consecutive Fiscal Years; and

WHEREAS, for purpose of having continuity during the implementation of the new financial computer system, the Village Commission hereby authorizes a new three-year contract with Keefe, McCullough & Co., LLP to audit the Village financial statements for three consecutive Fiscal Years, 2014, 2015, and 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

- Section 1. Recitals. The above Recitals are true and correct and incorporated herein by this reference.
- <u>Section 2.</u> <u>Amended Resolution.</u> Resolution No. 2002-52 is hereby amended to allow the Commission to have a company perform auditing services for more than three consecutive Fiscal Years under circumstances they deem necessary.
- <u>Section 3.</u> <u>Authorization of Agreement.</u> The Village Commission hereby authorizes a new three-year agreement with Keefe, McCullough & Company, LLP for providing auditing services for Fiscal Years ending 2014, 2015, and 2016.
- <u>Section 4.</u> <u>Effective Date.</u> This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered Commissioner Wendy Duvall, who moved for its adoption. This motion was seconded Commissioner Richard Chervony, and upon being put to a vote, the vote was as follows:

FINAL VOTE AT ADOPTION:

Mayor Connie Leon-Kreps	Yes
Vice Mayor Eddie Lim	Yes
Commissioner Richard Chervony	Yes
Commissioner Wendy Duvall	Yes
Commissioner Jorge Gonzalez	Yes

PASSED AND ADOPTED this 9th day of September, 2014.

Connie Leon-Kreps, Mayor

ATTEST:

Yvonne P. Hamilton, CMC

Village Clerk

APPROVED AS TO FORM FOR THE USE OF

NORTH BAY VILLAGE:

Robert L. Switkes & Associates, P.A.

Village Attorney

North Bay Village Resolution: Amendment to Resolution No. 2002-52-Financial Auditing Services/New Contract with Keefe McCullough.

RESOLUTION NO. 2014-54

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AWARDING RFP NO. 2014-001 FOR FINANCIAL AUDITING SERVICES TO KEEFE, MCCULLOUGH & CO., LLP, FOR THE PURPOSE OF AUDITING THE GENERAL PURPOSE FINANCIAL STATEMENTS OF NORTH BAY VILLAGE FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2014, 2015, AND 2016; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE ASSOCIATED CONTRACT PURSUANT TO THE PROPOSAL ATTACHED HERETO AND CARRY OUT THE AIMS OF THIS RESOLUTION; SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, the Village requires a competent independent auditor to audit the General Purpose Financial Statements for the Fiscal Years ending September 30, 2014, September 30, 2015, and September 30, 2016; and

WHEREAS, the Village solicited Request for Proposals under RFP No. 2014-001 in accordance with its Procurement Ordinance No. 2002-09 adopted by the Village Commission on April 23, 2002; and

WHEREAS, Albertini Caballero & Company, LLC, GLSC & Company, PLLC, Grau & Associates, HCT Certified Public Accounts and Consultants, LLC, Keefe, McCullough & Co., LLP, and Nowlen, Holt & Miner, P.A. responded to the RFP; and

WHEREAS, the Evaluation Committee consisting of Resident and Citizens Budget & Oversight Board Member Maria Haviland (CPA), Surfside Finance Director Donald Nelson, and Village Clerk Yvonne P. Hamilton ranked the proposals as follows: #1-Keefe, McCullough & Co., LLP, #2-GLSC & Company, PLLC, and #3-Albertini Caballero & Company, LLP.

WHEREAS, the Village Manager hereby requests that the Village Commission accepts the recommendation of Keefe, McCullough & Co., LLP as the number one ranked firm and enter into a three-year contract for the scope of services for Financial Auditing Services for Fiscal Years ending 2014, 2015 and 2016 pursuant to RFP No. 2014-001; with an option to renew for two additional years.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

<u>Section 1</u>. <u>Recitals</u>. The above Recitals are true and correct and incorporated herein by this reference.

- Section 2. Ranking of Proposals. The Village Commission hereby accepts Keefe, McCullough & Co., LLP as the number one ranked proposer for RFP No. 2014-001 for Financial Auditing Services for Fiscal Years ending 2014, 2015, and 2016.
- Section 3. Authorization of Village Official: The Village Commission further authorizes the Village Manager to negotiate and enter into a contract with Keefe, McCullough and Co., LLP for the scope of services under RFP No. 2014-001, subject to approval as to form and legality by the Village Attorney.
- <u>Section 4.</u> <u>Authorization of Fund Expenditure</u>. The Village Manager is authorized to expend the necessary funds to implement the terms of the agreement with Keefe, McCullough and Co., LLP.
- <u>Section 5.</u> <u>Effective Date.</u> This Resolution shall take effect immediately upon adoption.

The motion to adopt the foregoing Resolution was offered by Commissioner Jorge Gonzalez, seconded by Vice Mayor Eddie Lim.

FINAL VOTE AT ADOPTION:

Mayor Connie Leon-Kreps	Yes
Vice Mayor Eddie Lim	Yes
Commissioner Richard Chervony	Absent
Commissioner Wendy Duvall	Yes
Commissioner Jorge Gonzalez	Yes

PASSED AND ADOPTED this 8th day of July, 2014.

Connie Leon-Kreps, Mayor

Yvonne P. Hamilton/CMC

Village Clerk

APPROVED AS TO FORM FOR THE USE OF NORTH BAY VILLAGE:

Robert L. Switkes & Associates, P.A.

Village Attorney

North Bay Village Resolution: Keefe, McCullough-Financial Auditing Services 2014, 2015, 2016.



Staff Report Permit Application for Dock

Prepared for: North Bay Village Commission

Applicant: Southern Marine Construction

Site Address: 7800 Miami View Drive

Request: Permit for a dock



& Management Services, Inc.

1375 Jackson Street, Suite 206 Fort Myers, Florida 239-334-3366

Serving Florida Local Governments Since 1988

General Information

Owner 7800 Miami View LLC

Applicant Address PO Box 414194 Miami Beach, Fl. 33141

Site Address 7800 Miami View Drive

Contact Person Robert Rossi
Contact Phone Number 305-861-2764

E-mail Address rrossi2@bellsouth.net

Zoning District RS-1

Use of Property Single Family Home

General Description

The applicant is requesting a permit to construct a new dock at a residence in the RS-1 zoning district. The proposed dock will extend 22.5 feet from the existing seawall into Biscayne Bay.

Applicable Code Provisions

The construction or alteration of docks, piers, etc is governed by Section 150.11 and specifically subsections (A) and (F).

Section 150.11 reads as follows:

- (A) No person, firm, or corporation shall construct, reconstruct, or repair any docks, piers, dolphins, wharfs, pilings, similar structures of any kind more than 25 feet perpendicular from the seawall or shoreline into any waterway within the corporate limits of the Village. Provided however, if construction of a docking facility is prevented by the requirement of federal, state or preemptive local environmental laws, rules and regulations (laws) whereby in order to obtain a permit for construction of a docking facility, it is necessary to exceed the same more than 25 feet perpendicular from the seawall or shoreline, the docking facility may be constructed such distance from the seawall or shoreline as may be required in order to comply with such laws by obtaining a waiver from the Village Commission in accordance with subsection (G), provided further, however the furthermost distance seaward from the seawall or shoreline shall not exceed 75 feet including all dolphins or pilings installed beyond the seaward most line of the dock or pier but not including required rip-rap.
- (B) Plans and specifications for construction, reconstruction, or repair of docks, piers,



- dolphins, wharfs, pilings, or similar structures shall comply with all provisions of the Village Code, shall be approved by the Village Manager, and shall be kept permanently in the records of the Village. Repair or reconstruction may be made in accordance with the original plans.
- (C) No dock, pier, wharf, dolphin, piling, or similar structure shall be erected in the Village unless the structure is set back at least 7½ feet from the lot line on each side; and the structure shall not exceed five feet above ground level, except a joint or "party" dock may be permitted on the property line if approved by the Village Commission.
- (D) No person, firm, or corporation shall build, maintain, extend, or make any structural alteration on any building, dock, pier, dolphin, wharf, piling, bulkhead, seawall, or similar structure in, upon, or over the waters adjacent to Harbor Island, Treasurer Island, North Bay Island, and Cameo Island within the corporate limits of the Village, or do any filling, excavating, or dredging in the waters without first obtaining a written permit to do so from the Village Manager.
- (E) Application for any permit or the transfer of any permit required by this section shall be made to the Village Manager in writing on forms provided therefore. The permit shall constitute an agreement by the applicant to comply with all conditions imposed upon granting of the permit. The application shall be accompanied by plans and specifications setting forth in detail the work to be done.
- (F) All applications for construction or structural alterations of any building, dock, pier, dolphin, wharf, piling, bulkhead, seawall, or similar structure in, upon, or over the waters within the corporate limits of the Village shall require the approval of the Village Commission after a public hearing. During the public hearing the Village Commission shall consider safety and compatibility as criteria for approving the application.
- (G) Notwithstanding the provisions of paragraph (F), if an applicant seeks a dock or pier length greater than 25 feet, the Village Commission shall additionally consider the following criteria to determine if a waiver shall be granted:
 - (i) If Miami Dade Department of Environmental Management has required specific depth or location criteria; and
 - (ii) If the Applicant has provided to the Village notarized letter(s) of consent from adjoining riparian property owners, and
 - (iii) If the Village has received any letter(s) of objection from adjoining riparian property owners; and
 - (iv) Any other factors relevant to the specific site.



- (H) The Village Commission may deny, approve, or modify the request and/or impose conditions in the permit, pursuant to paragraph (F), or granting of a waiver, pursuant to paragraph (G), which it deems necessary to protect the waterways of the Village in accordance with the public safety and the general welfare. The requirement of approval by the Village Commission shall not include applications for repair of existing structures.
- (I) A public hearing held pursuant to this Section shall be quasi judicial and follow the hearing procedures provided in Section 29.02 of the Code.
- (J) Nothing contained in this section shall be construed or apply to prohibiting repair or reconstruction or otherwise limiting those structures which exist at the time of adoption of this section, however, the provisions of subsections (D) and (E) above shall be complied with.

The location of boats, docks and piers is also governed by Section 152.059, most specifically subsection (B) which reads as follows:

"(B) No docks, piers, mooring posts, or combinations thereof, may project more than 25 feet from any bulkhead line, nor extend nearer than seven and one-half feet to any adjacent property line. A waiver may be granted by the Village Commission pursuant to Section 150.11(A), upon completion of a marine survey demonstrating the minimum distances from the seawall necessary to meet the minimum depth requirements, approved by DERM, and completed by a licensed professional surveyor and mapper registered to practice in the State of Florida."

Staff Comments

The dock will be located so that the 7.5 foot side setbacks from the property lines are met.

Additionally, the contractor for this project has submitted a letter certifying that the seawall was recently upgraded with concrete batter piles and a new seawall cap.

Based on the materials presented by the applicant, and the preapproval by DERM, the proposed structure is in compliance with the applicable provisions of Sections 152.059 and 150.11, and seawall maintenance requirements of 152.13. The proposed dock is safe and compatible.



Recommendation

Staff recommends **approval** of this dock application, with the following conditions being met prior to the issuance of a building permit:

- 1. Verification of the 5-foot height restriction at the time of building permit issuance.
- Compliance with all state, federal, and environmental laws including, but not limited to, compliance with a State Programmatic General Permit as may be required by the U.S. Army Corps of Engineers. All applicable state and federal permits must be obtained before commencement of construction.
- 3. Building permits and related approvals must be obtained from the Building Official prior to commencement of construction.
- 4. Cost recovery charges must be paid pursuant to Section 152.110. Specifically, no new development application shall be accepted and no building permit shall be issued for the property until all application fees, cost recovery deposits and outstanding fees and fines related to the property (including fees related to any previous development proposal applications on the property), have been paid in full.
- 5. Authorization or issuance of a building permit by the Village does not in any way create a right on the part of the applicant to obtain a permit from a state or federal agency, and does not create liability on the part of the Village for issuance of a building permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes action that results in a violation of federal or state law.

Submitted by:

James G. LaRue, AICP Planning Consultant

December 23, 2016

Hearing: Village Commission, January 10, 2017

Attachments: Dock Plans Provided by Applicant

Seawall Compliance Letter

DERM Completeness Summary Letter



SOUTHERN MARINE CONSTRUCTION, INC.

www.southernmarineconstruction.net P.O. Box 414194 Miami Beach, Florida 33141-0194 Phone-305-861-2764 Fax-305-865-4848

December 19, 2016

City of North Bay Village 1666 Kennedy Causeway, Suite 300 North Bay Village, Florida 33141

Re: 7800 Miami View Drive Seawall

A recent inspection at the above mentioned property has shown the existing 70' precast panel seawall to be in good condition at this time. Existing seawall was upgraded with concrete batter piles and new seawall cap.

Please let me know if you have any further questions.

Sincerely,

Robert Rossi

Southern Marine Construction, Inc.





Carlos A. Gimenez, Mayor

Department of Regulatory and Economic Resources

Environmental Resources Management 701 NW 1st Court, 6th Floor Miami, Florida 33136-3912 T 305-372-6567 F 305-372-6407

miamidade.gov

September 3, 2015

7800 Miami View, LLC c/o Emilio Cubero, Manager 7481 Southwest 50th Terrace Miami, Florida 33155

7800 Miami View, LLC c/o Sergio Artigues 7481 Southwest 50th Terrace Miami, Florida 33155

Re: Class I Permit Application CLI-2015-0276: 7800 Miami View LLC- Dock – Located at 7800 Miami View Drive. North Bay Village, Miami-Dade County, Florida. (Folio No. 23-3209-008-0420)

Dear Mr. Artigues:

Please accept this letter in response to your submittal of a Class I permit application for the above referenced property. DERM staff has conducted a biological assessment and has the following recommendations to continue processing your permit application.

A moderate coverage of benthic resources was documented in the footprint of the proposed work. In order to avoid and minimize impacts to benthic resources and to obtain the minimum code required water depth, the slip area shall be located 20 feet waterward from the face of the seawall cap. In addition, the landward edge of the terminal platform shall be located a maximum of 13 feet waterward of the seawall cap. Alternatively, DERM is willing to evaluate other configurations that minimize and avoid impacts to resources. Please review the attached biological assessment and submit a complete set of sketches depicting DERM's recommendation.

Mitigation is required for all unavoidable impacts to resources, and is calculated based on the square footage of the structures over resources. Riprap boulders are typically placed on-site to offset impacts to resources and to create new habitat. However, due to the presence of benthic resources within the potential footprint of the riprap, DERM recommends that mitigation be satisfied off-site, or a contribution to the Biscayne Bay Environmental Enhancement Trust Fund be provided in an amount to be determined.

Based on the current dock design, the proposed structures will located outside of the boundaries described in Section D-5(03)(2)(a) of the Miami-Dade County Public Works Manual and letters of consent that reference DERM preliminary approved plans are being requested prior to permit issuance. Please note that the Class I permit will not be drafted until the requested letters have been submitted to DERM for review and approval. If the letters cannot be obtained, a modification to the proposed scope of work and new review by DERM will be required. Any new proposal that results in a significant modification to the scope of work may result in additional process time.

A Class I permit application shall be verified by the upland property owner who possesses riparian rights to the area of the proposed work. Although Sergio Artigues may sign the Class I permit application as the applicant, item #10 must be signed by the fee simple owner of the property where the work will occur. Please submit a new Class I permit application with box #10 completed by a manager or managing member of 7800 Miami View, LLC.

Attached please find a Completeness Summary detailing items required in order to complete your Class I Permit Application Package, and a State and Federal Delegated Review Checklist containing additional information and indicating additional items to be submitted prior to Class I permit issuance. If you have any questions concerning the above referenced application, please contact me at (305) 372-6745 or Sabrina. Schneider@miamidade.gov.

Sincerely,

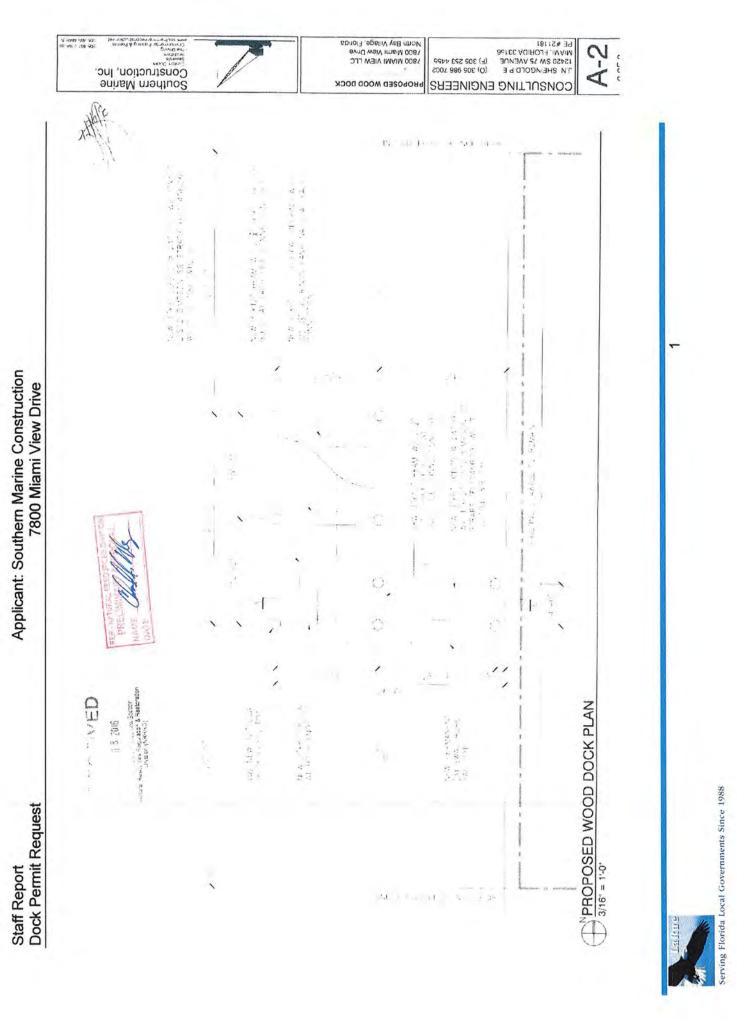
Sabrina Schneider, Biologist I

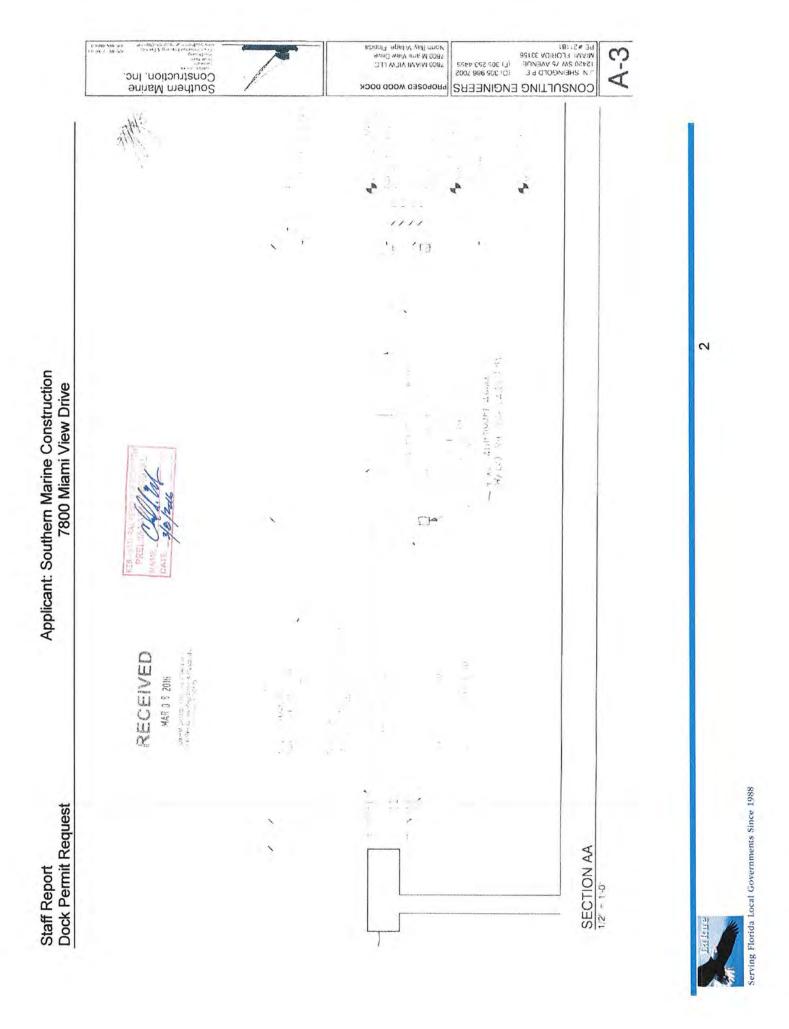
Coastal and Wetlands Resources Section

Division of Environmental Resources Management (DERM)

cc: Southern Marine Construction – Authorized Permit Agent and Contractor (rrossi2@bellsouth.net) Robert Kirby – U.S. Army Corps of Engineers (Robert.J.Kirby@usace.army.mil)









Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

Page 1 of 4

APPLICATION FOR VARIANCE, INCLUDING EXTENSION OF AN UNEXPIRED VARIANCE AND/OR SPECIAL EXCEPTION APPROVAL

Instructions: Submit this application, along with 15 sets of sealed plans (1 set 36"x24" and 14 11"x17" sets) and the required information and fee, to the Village Clerk's Office at 1666 Kennedy Causeway, Suite 300. Applications are due by 12:00 noon on the deadline date and must be complete to be accepted and place on the agenda. A sign will be posted on the property, and public hearings will be conducted by the Planning & Zoning Board and the Village Commission.

Commission.
Site Address 7800 Minmi View Drive N.B.V. FC
Owner Name 7800 Highy View LLC Owner Phone # (315) 776 6416
Owner Mailing Address 7481 S.W 50 Terr. Migmi Flore da 33155
Applicant Name Southern MAYNIE Const Applicant Phone \$ 305) 861-2764/cecu(305)613-637
(if different from Owner) Applicant Mailing Address P.O. Box 41494 Minmi Beach Feorziale 33141
Contact Person Robert Rossi Contact Phone # 315 861-2764 (54 305 V613:637
Contact Email Address RROSSI & @ Bellsouth. NET
Legal Description of Property LoT 23 Blk 2 West P.B. 4c/59
Existing Zoning Lot Size 70 ×115' Folio Number 23 3209 008 0420
Project Description Dock CONSTOCTION
Section of North Bay Village Code from which the Applicant is Seeking Relief
Variance Requested Playming & ZONING REVIEW
Reason for Request Couply with City Requirement
15

Mayor Connie Leon-Kreps Vice Mayor Jorge Gonzalez Commissioner
Dr. Richard Chervony

Commissioner Andreana Jackson Commissioner Eddie Lim

Mandatory Submittals (check that each item is included with this application):
Plans depicting work to be completed (including property survey) Application fees
Optional Submittals:
Response to required findings
Signed consent letters from neighboring property owners
Optional plan versions for consideration by Village Commission
Applications are incomplete until all mandatory submittals have been received by the Village Clerk.
All requests for variances from the North Bay Village Code shall be considered at Public Hearings before the Village Commission. Notice of Hearing shall be given by publishing and posting on the property (which is the subject of the request), the time, the place and the nature of the hearing at least 10 days before the hearing. The Village Clerk shall certify that the petition is complete before the hearing is legally advertised. All applications shall be submitted to the Village Clerk on or before the deadline implemented by the Village.
All persons, firms, or corporations requesting a variance from the Village Commission necessitating the publication of notices in the newspaper, and all relative thereto, the payment of such money in advance to the Village Clerk shall be deemed a condition precedent to the consideration of such a variance request.
All new and substantial improvements must comply with the Florida Building Code, Department of Environmental Resource Management (DERM), and FEMA regulations.
I (We) the undersigned, am (are) the (owner, tenant, agent, attorney) (designate one) of the subject property herein described. I (We) acknowledge and agree that during the consideration of the application before the Planning & Zoning Board and staff of North Bay Village, no rights shall vest on behalf of the applicant, which would be enforceable against the Village until after a Public Meeting is held by the Village Commission and the Village Commission has voted favorable on the proposed request.
I (We) further acknowledge that I (We) have read and understand the conditions for appearance before the Planning and Zoning Board and the Village Commission pursuant to the Village Code Section 152.096. Any person submitting false information or misrepresenting in their presentation shall have all privileges granted to them by the Planning & Zoning Board and the Village Commission revoked.
Authorized Signature 704 Ay
Print Name Rubert Rossi
(In case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's position in the corporation and embossed with the corporate seal.)

Mayor Connie Leon-Kreps Vice Mayor Jorge Gonzalez Commissioner
Dr. Richard Chervony

Commissioner Andreana Jackson Commissioner Eddie Lim

STATE OF FI	LORIDA	N 0
STATE OF FI COUNTY OF	Miami-	Dale

Sworn to and subscribed to before me this <u>08</u> day of _	Nov	, 20
by Rubert Russi		
who is personally known to me of who has produced who	a 6	as identification.
Notary Public Signature Lawrence Neil Wentwortl My Commission FF 129481 Expires 08/27/2018	- \$	
Commission Number/Expiration 6 27 2018	···S	21

Office Use Only:

Date Submitted:

Tentative Meeting Date: /

Date Paid:

Fee Paid: \$

Cash or Check

#/(



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM North Bay Village

DATE: January 3, 2017

TO: Yvonne P. Hamilton, CMC

Village Clerk

FROM: Frank K. Rollason

Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, PERMITTING CONSTRUCTION OF A DOCK STRUCTURE, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE OF ORDINANCES, FOR THE CONSTRUCTION OF A DOCK At 7800 MIAMI VIEW DRIVE; PROVIDING FINDINGS, PROVIDING FOR GRANTING THE REQUEST; PROVIDING FOR CONDITIONS; PROVIDING FOR APPEAL; PROVIDING FOR VIOLATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

FKR:yph

RESOLUTION NO.	
THE POLICE THOMAS	

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, PERMITTING CONSTRUCTION OF A DOCK STRUCTURE, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE OF ORDINANCES, FOR THE CONSTRUCTION OF A DOCK At 7800 MIAMI VIEW DRIVE; PROVIDING FINDINGS, PROVIDING FOR GRANTING THE REQUEST; PROVIDING FOR CONDITIONS; PROVIDING FOR APPEAL; PROVIDING FOR VIOLATIONS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, Robert Rossi of Southern Marine Construction, on behalf of 7800 Miami View LLC, has requested a Building Permit to construct a new dock at 7800 Miami View Drive, Treasure Island, in the RS-1 Zoning District, North Bay Village, Florida; and

WHEREAS, the structures will extend 22.5 feet from the existing seawall into Biscayne Bay; and

WHEREAS, the Department of Regulatory and Economic Resources (DERM) has granted preliminary approval of the dock; and

WHEREAS, Sections 150.11(C), (D) and (F) of the North Bay Village Code of Ordinances require all applications for construction of docks to be approved by the Village Commission; and

WHEREAS, in accordance with Section 150.11(F) of the Village Code, a public hearing by the Village Commission was noticed for Tuesday, January 10, 2017 at 7:30 p.m. at Village Hall, 1666 Kennedy Causeway, Suite 101, North Bay Village, Florida 33141 and all interested parties have had the opportunity to address their comments to the Village Commission; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals.

The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Findings.

In accordance with Section 150.11(F) of the Village Code, the Village Commission, having considered the testimony and evidence in the record presented by all parties, finds that the dock is safe and environmentally compatible

Section 3. Grant.

In accordance with Section 150.11(F) of the North Bay Village Code of Ordinances, approval is granted to install a new dock at 7800 Miami View Drive in accordance with the Site Plan submitted to the Village Clerk's Office.

Section 4. Conditions.

Approval is granted with the condition that the following items are met prior to issuance of a Building Permit:

- 1. Verification of the 5-foot height restriction at the time of building permit issuance.
- 2. Compliance with all state, federal, and environmental laws including, but not limited to, compliance with a State Programmatic General Permit as may be required by the U.S. Army Corps of Engineers. All applicable state and federal permits must be obtained before commencement of construction.
- 3. Building permits and related approvals must be obtained from the Building Official prior to commencement of construction.
- 4. Cost recovery charges must be paid pursuant to Section 152.110. Specifically, no new development application shall be accepted and no building permit shall be issued for the property until all application fees, cost recovery deposits and outstanding fees and fines related to the property (including fees related to any previous development proposal applications on the property), have been paid in full.
- 5. Authorization or issuance of a building permit by the Village does not in any way create a right on the part of the applicant to obtain a permit from a state or federal agency, and does not create liability on the part of the Village for issuance of a building permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes action that results in a violation of federal or state law.

Section 5. Appeal.

In accordance with Section 152.104 of the Village Code, the Applicant, or any aggrieved property owner, may appeal the decision of the Village Commission by filing a Writ of Certiorari to the Circuit Court of Miami-Dade County, Florida, in accordance with the Florida Rules of Appellate Procedure.

Section 6. Violation of Terms and Conditions.

Failure to adhere to the terms and conditions contained in this Resolution in Section 4 shall be

considered a violation of this Resolution and persons found violating the conditions shall be subject to the penalties prescribed by the Village Code, including but not limited to the revocation of any of the approval(s) granted in this Resolution.

The Applicant understands and acknowledges that it must comply with all other applicable requirements of the Village Code before it may commence construction or operation, and that the foregoing approval in this Resolution may be revoked by the Village at any time upon a determination that the Applicant is in non-compliance with the Village Code.

Section 7.

Effective Date.

This Resolution shall become effective upon i	ts adoption.	
The motion to adopt the foregoing Resolut	tion was offered by	, seconded by
FINAL VOTE AT ADOPTION:		
Mayor Connie Leon-Kreps Commissioner Jose R. Alvarez Commissioner Dr. Douglas N. Hornsby Commissioner Andreana Jackson Commissioner Eddie Lim		
PASSEL	and ADOPTED this 10th	day of January 2017.
	MAYOR CONNIE I	LEON-KREPS
ATTEST:		
YVONNE P. HAMILTON, CMC Village Clerk		
APPROVED AS TO FORM:		
Robert L. Switkes & Associates, P.A. Village Attorney		
North Bay Village Resolution: Construction of New Dock-7800 Mi	iami View Drive -Construction of New	Dock



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

RE: AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, NORTH BAY ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

I, Yvonne P. Hamilton, Village Clerk, hereby certify that that the petition filed hereto is correct.

Dated this 9th day of December 2016.

Yvonne P. Hamilton

Village Clerk

(North Bay Village Commission Meeting - January 10, 2017)



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website; www.nbvillage.com

RE: AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, NORTH BAY ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

I, Yvonne P. Hamilton, hereby certify that the attached Notice of Public Hearing to be held on January 10, 2017 was posted at the above-referenced property on December 20, 2016.

Dated this 3rd day of January 2017.

Yvonne P. Hamilton, CMC

Village Clerk

(North Bay Village Commission Meeting - January 10, 2017)



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

RE: AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, NORTH BAY ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

I, Yvonne P. Hamilton, Village Clerk, hereby certify that the attached Notice of Public Hearing was mailed to property owners and residents within 300 feet of the property of the subject request pursuant to Section 152.096(A)(2) of the North Bay Village Code of Ordinances on December 28, 2016.

Dated this Brd day of January 2017.

Yvonne P. Hamilton, CMC

Village Clerk

North Bay Village Commission Meeting - January 10, 2017)



CORRECTED NOTICE

NORTH BAY VILLAGE NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN THAT THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON <u>TUESDAY</u>, <u>JANUARY 10</u>, <u>2017</u> AT 7:30 P.M., OR AS SOON AS POSSIBLE THEREAFTER, AT VILLAGE HALL, 1666 KENNEDY CAUSEWAY, #101, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE COMMISSION WILL CONSIDER THE FOLLOWING REQUEST AT PUBLIC HEARING:

1. AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, NORTH BAY ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

INTERESTED PERSONS ARE INVITED TO APPEAR AT THIS MEETING OR BE REPRESENTED BY AN AGENT, OR TO EXPRESS THEIR VIEWS IN WRITING ADDRESSED TO THE COMMISSION C/O THE VILLAGE CLERK, 1666 KENNEDY CAUSEWAY, #300, KENNEDY CAUSEWAY, NORTH BAY VILLAGE, FL 33141.

THE DOCUMENTS PERTAINING TO THIS PUBLIC HEARING MAY BE INSPECTED AT THE OFFICE OF THE VILLAGE CLERK DURING REGULAR BUSINESS HOURS AT 1666 KENNEDY CAUSEWAY, #300. INQUIRIES MAY BE DIRECTED TO THAT DEPARTMENT AT (305) 756-7171.

PURSUANT TO SECTION 286.0105, <u>FLORIDA STATUTES</u> IF ANY PERSON DECIDES TO APPEAL ANY DECISION BY THE COMMISSION WITH RESPECT TO THIS OR ANY MATTER CONSIDERED AT ITS MEETING OR ITS HEARING, SUCH PERSON MUST 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.

THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

YVONNE P. HAMILTON, CMC VILLAGE CLERK (January 3, 2017)



Owner/Occupant 7700 Miami View Drive N. Bay Village, FL 33141

Owner/Occupant 7710 Miami View Drive N. Bay Village, FL 33141 Owner/Occupant 7720 Miami View Drive N. Bay Village, FL 33141

Owner/Occupant 7730 Miami View Drive N. Bay Village, FL 33141 Owner/Occupant 7800 Miami View Drive N. Bay Village, FL 33141 Owner/Occupant 7810 Miami View Drive N. Bay Village, FL 33141

Owner/Occupant 7820 Miami View Drive N. Bay Village, FL 33141 Owner/Occupant 7830 Miami View Drive N. Bay Village, FL 33141 Owner/Occupant 7711 Miami View Drive N. Bay Village, FL 33141

Owner/Occupant 7721 Miami View Drive N. Bay Village, FL 33141 Owner/Occupant 7731 Miami View Drive N. Bay Village, FL 33141 Owner/Occupant 7801 Miami View Drive N. Bay Village, FL 33141

Owner/Occupant 7811 Miami View Drive N. Bay Village, FL 33141

Owner/Occupant 7700 Center Bay Drive N. Bay Village, FL 33141 Owner/Occupant 7710 Center Bay Drive N. Bay Village, FL 33141

Owner/Occupant 7730 Center Bay Drive N. Bay Village, FL 33141 Owner/Occupant 7810 Center Bay Drive N. Bay Village, FL 33141



NORTH BAY VILLAGE NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN THAT THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON TUESDAY, JANUARY 10, 2017 AT 7:30 P.M., OR AS SOON AS POSSIBLE THEREAFTER. AT VILLAGE HALL, 1666 KENNEDY CAUSEWAY, #101, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE COMMISSION WILL CONSIDER THE FOLLOWING ITEMS AT PUBLIC HEARINGS:

- 1. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 152 OF THE ZONING CODE BY REVISING SECTIONS 152.076 ENTITLED "SIGN DEFINITIONS; 152.078 ENTITLED "PROHIBITED SIGNS"; 152.080 ENTITLED "EXEMPTED SIGNS"; 152.081 ENTITLED "TEMPORARY SIGNS"; 152.082 ENTITLED "REMOVAL OF SIGNS"; 152.083 ENTITLED "DISTRICT SIGN REGULATIONS"; 152.084 ENTITLED "VARIANCES, PLANNING"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (SECOND READING)
- 2. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 151, SECTION 151.26 ENTITLED "OFF-STREET PARKING REGULATIONS" TO PROHIBIT CHARGING FOR PARKING AT HOTEL, MOTEL, APARTMENT AND CONDOMINIUM PROPERTIES IN THE VILLAGE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (SECOND READING)
- 3. AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 150.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.
- 4. AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

INTERESTED PERSONS ARE INVITED TO APPEAR AT THIS MEETING OR BE REPRESENTED BY AN AGENT, OR TO EXPRESS THEIR VIEWS IN WRITING ADDRESSED TO THE COMMISSION C/O THE VILLAGE CLERK, 1666 KENNEDY CAUSEWAY, #300, KENNEDY CAUSEWAY, NORTH BAY VILLAGE, FL 33141.

THE DOCUMENTS PERTAINING TO THIS PUBLIC HEARING MAY BE INSPECTED AT THE OFFICE OF THE VILLAGE CLERK DURING REGULAR BUSINESS HOURS AT 1666 KENNEDY CAUSEWAY, #300. INQUIRIES MAY BE DIRECTED TO THAT DEPARTMENT AT (305) 756-7171.

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES IF ANY PERSON DECIDES TO APPEAL ANY DECISION BY THE COMMISSION WITH RESPECT TO THIS OR ANY MATTER CONSIDERED AT ITS MEETING OR ITS HEARING, SUCH PERSON MUST 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.

THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

YVONNE P. HAMILTON, CMC.

VILLAGE CLERK

(December 15, 2016)



Staff Report Permit Application for Dock

Prepared for: North Bay Village Commission

Applicant: Southern Marine Construction

Site Address: 1610 South Treasure Drive

Request: Permit for a dock, with a waiver to extend

more than 25 feet from the bulkhead line.



General Information

Owner 1610 South Treasure LLC

Applicant Address PO Box 414194 Miami Beach, Fl. 33141

Site Address 1610 South Treasure Drive

Contact Person Robert Rossi
Contact Phone Number 305-861-2764

E-mail Address rrossi2@bellsouth.net

Zoning District RS-2

Use of Property Single Family Home

General Description

The applicant is requesting a permit to construct a new dock at a residence in the RS-2 zoning district. The proposed dock will extend 28 feet from the existing seawall into Biscayne Bay.

Applicable Code Provisions

The construction or alteration of docks, piers, etc is governed by Section 150.11 and specifically subsections (A) and (F).

Section 150.11 reads as follows:

- (A) No person, firm, or corporation shall construct, reconstruct, or repair any docks, piers, dolphins, wharfs, pilings, similar structures of any kind more than 25 feet perpendicular from the seawall or shoreline into any waterway within the corporate limits of the Village. Provided however, if construction of a docking facility is prevented by the requirement of federal, state or preemptive local environmental laws, rules and regulations (laws) whereby in order to obtain a permit for construction of a docking facility, it is necessary to exceed the same more than 25 feet perpendicular from the seawall or shoreline, the docking facility may be constructed such distance from the seawall or shoreline as may be required in order to comply with such laws by obtaining a waiver from the Village Commission in accordance with subsection (G), provided further, however the furthermost distance seaward from the seawall or shoreline shall not exceed 75 feet including all dolphins or pilings installed beyond the seaward most line of the dock or pier but not including required rip-rap.
- (B) Plans and specifications for construction, reconstruction, or repair of docks, piers,



dolphins, wharfs, pilings, or similar structures shall comply with all provisions of the Village Code, shall be approved by the Village Manager, and shall be kept permanently in the records of the Village. Repair or reconstruction may be made in accordance with the original plans.

- (C) No dock, pier, wharf, dolphin, piling, or similar structure shall be erected in the Village unless the structure is set back at least 7½ feet from the lot line on each side; and the structure shall not exceed five feet above ground level, except a joint or "party" dock may be permitted on the property line if approved by the Village Commission.
- (D) No person, firm, or corporation shall build, maintain, extend, or make any structural alteration on any building, dock, pier, dolphin, wharf, piling, bulkhead, seawall, or similar structure in, upon, or over the waters adjacent to Harbor Island, Treasurer Island, North Bay Island, and Cameo Island within the corporate limits of the Village, or do any filling, excavating, or dredging in the waters without first obtaining a written permit to do so from the Village Manager.
- (E) Application for any permit or the transfer of any permit required by this section shall be made to the Village Manager in writing on forms provided therefore. The permit shall constitute an agreement by the applicant to comply with all conditions imposed upon granting of the permit. The application shall be accompanied by plans and specifications setting forth in detail the work to be done.
- (F) All applications for construction or structural alterations of any building, dock, pier, dolphin, wharf, piling, bulkhead, seawall, or similar structure in, upon, or over the waters within the corporate limits of the Village shall require the approval of the Village Commission after a public hearing. During the public hearing the Village Commission shall consider safety and compatibility as criteria for approving the application.
- (G) Notwithstanding the provisions of paragraph (F), if an applicant seeks a dock or pier length greater than 25 feet, the Village Commission shall additionally consider the following criteria to determine if a waiver shall be granted:
 - (i) If Miami Dade Department of Environmental Management has required specific depth or location criteria; and
 - (ii) If the Applicant has provided to the Village notarized letter(s) of consent from adjoining riparian property owners, and
 - (iii) If the Village has received any letter(s) of objection from adjoining riparian property owners; and
 - (iv) Any other factors relevant to the specific site.



- (H) The Village Commission may deny, approve, or modify the request and/or impose conditions in the permit, pursuant to paragraph (F), or granting of a waiver, pursuant to paragraph (G), which it deems necessary to protect the waterways of the Village in accordance with the public safety and the general welfare. The requirement of approval by the Village Commission shall not include applications for repair of existing structures.
- (I) A public hearing held pursuant to this Section shall be quasi judicial and follow the hearing procedures provided in Section 29.02 of the Code.
- (J) Nothing contained in this section shall be construed or apply to prohibiting repair or reconstruction or otherwise limiting those structures which exist at the time of adoption of this section, however, the provisions of subsections (D) and (E) above shall be complied with.

The location of boats, docks and piers is also governed by Section 152.059, most specifically subsection (B) which reads as follows:

"(B) No docks, piers, mooring posts, or combinations thereof, may project more than 25 feet from any bulkhead line, nor extend nearer than seven and one-half feet to any adjacent property line. A waiver may be granted by the Village Commission pursuant to Section 150.11(A), upon completion of a marine survey demonstrating the minimum distances from the seawall necessary to meet the minimum depth requirements, approved by DERM, and completed by a licensed professional surveyor and mapper registered to practice in the State of Florida."

Staff Comments

The dock will be located so that the 7.5 foot side setbacks from the property lines are met.

However, the dock length is greater than 25 feet from the seawall. Section 150.11(A) prohibits docks lengths greater than 25 feet unless a waiver is granted by the Village Commission. Section 150.11(G) provides several criteria for the Commission to consider when reviewing waiver requests (see above code language).

The proposed dock exceeds past the east side of the D5 triangle. The applicant has provided a letter of consent from the adjacent property owner to the East. No consent letter has been provided from the adjacent property owner to the West. The contractor for the project has informed us that since the D5 triangle is not exceeded to the West, no letter of consent was required by DERM from the property owner to the West. As of the time of this staff report, we are still awaiting confirmation of that claim from DERM.

Section 150.13 prohibits property owner from allowing seawalls to remain in a state of disrepair. The proposed plans depict replacement of the seawall cap; and the contractor has provided a letter certifying that the remainder of the seawall structures are in good condition.

Based on the materials presented by the applicant, the preapproval by DERM, and the expectation that DERM will confirm the requirement of only one letter of consent, the proposed structures are in compliance with the applicable provisions of Sections 152.059, 150.11, and 150.13. The proposed dock is safe and compatible. However, staff will continue to contact DERM to confirm that only one letter of consent is necessary, prior to the Commission public hearing.



Recommendation

Staff recommends approval of this dock application and approval of the waiver to construct a dock greater than 25 feet in length, with the following conditions being met prior to the issuance of a building permit:

- Agreement from the applicant and contractor that the proposed seawall cap repairs will be completed as depicted on the plans, prior to, or concurrent with, the dock construction.
- 2. Verification of the 5-foot height restriction at the time of building permit issuance.
- Compliance with all state, federal, and environmental laws including, but not limited to, compliance with a State Programmatic General Permit as may be required by the U.S. Army Corps of Engineers. All applicable state and federal permits must be obtained before commencement of construction.
- 4. Building permits and related approvals must be obtained from the Building Official prior to commencement of construction.
- 5. Cost recovery charges must be paid pursuant to Section 152.110. Specifically, no new development application shall be accepted and no building permit shall be issued for the property until all application fees, cost recovery deposits and outstanding fees and fines related to the property (including fees related to any previous development proposal applications on the property), have been paid in full.
- 6. Authorization or issuance of a building permit by the Village does not in any way create a right on the part of the applicant to obtain a permit from a state or federal agency, and does not create liability on the part of the Village for issuance of a building permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes action that results in a violation of federal or state law.

Submitted by:

James G. LaRue, AICP Planning Consultant

- ned . La hus

December 23, 2016

Hearing: Village Commission, January 10, 2016

Attachments: Dock Plans Provided by Applicant

Seawall Certification Letter

Letter of Consent from Adjacent Property Owner

DERM Completeness Summary Letter



SOUTHERN MARINE CONSTRUCTION, INC.

www.southernmarineconstruction.net
P.O. Box 414194
Miami Beach, Florida 33141-0194
Phone-305-861-2764
Fax-305-865-4848

December 21, 2016

City of North Bay Village 1666 Kennedy Causeway, Suite 300 North Bay Village, Florida 33141

Re: 1610 South Treasure Drive / Seawall

A recent inspection at the above mentioned property has shown the existing 62' precast panel seawall to be in serviceable condition at this time. However, the inspector reported some deterioration of the seawall cap (spalling and burning). We recommend replacement of the seawall cap as shown in the submitted engineering plans. Existing batter piles are in good condition and will be incorporated into new seawall cap as per plan.

Please let me know if you have any further questions.

Sincerely

Robert Rossi

Southern Marine Construction, Inc.



Carlos A. Gimenez, Mayor

Department of Regulatory and Economic Resources

Environmental Resources Management 701 NW 1st Coun, 6th Floor Miami, Florida 33136-3912 1 305-372-6567 F 305-372-6407

miamidade.gov

September 15, 2016

1610 South Treasure, LLC c/o Emilio Cubero, Manager 7481 Southwest 50th Terrace Miami, Florida 33155

Re: Class I Permit Application CLI-2016-0265: 1610 South Treasure, LLC - Seawall cap, dock, and mooring piles located at 1610 South Treasure Drive, North Bay Village, Miami-Dade County, Florida. (Folio No. 23-3209-009-0140)

Dear Mr. Cubero:

Please accept this letter in response to your submittal of a Class I permit application for the above referenced property. DERM staff has conducted a biological assessment and has the following recommendations to continue processing your permit application.

DERM can authorize the seawall cap, finger pier, and mooring piles as proposed. Please include the cap over water distance and accurately depict the D-5 boundary line as extending from the wetface of the Plans signed and sealed by a Florida Professional Engineer with those existing seawall. corrections/additions can be submitted for preliminary approval.

Based on the current dock design, the proposed structures will be located outside of the boundaries described in Section D-5(03)(2)(a) of the Miami-Dade County Public Works Manual and letters of consent that reference DERM preliminary approved plans are being requested prior to permit issuance. Please note that the Class I permit will not be drafted until the requested letters have been submitted to DERM for review and approval. If the letters cannot be obtained, a modification to the proposed scope of work and new review by DERM will be required. Any new proposal that results in a significant modification to the scope of work may result in additional process time.

Attached please find a Completeness Summary detailing items required in order to complete your Class I Permit Application Package, and a State and Federal Delegated Review Checklist containing additional information and indicating additional items to be submitted prior to Class I permit issuance. If you have any questions concerning the above referenced application, please contact me at (305) 372-6733 or grayca@miamidade.gov.

Sincerely,

McKee Gray, Biologist I

Han Show

Coastal and Wetlands Resources Section

Division of Environmental Resources Management (DERM)

Robert Rossi - Southern Marine Construction, Inc. (rrossi2@bellsouth.net) CC:

Robert Kirby - U.S. Army Corps of Engineers (Robert J. Kirby@usace.army.mil)



Note: Please Inc	sert applicable information
Date: 1182016	
Date:IIIBIAOIG	
Mlami-Dade County RER	7. A. A.
Class I Coastal Permitting Program 701 NW 1 st Court, 6 th Floor	
Mlami, Florida 33136	
Re: Letter of Consent for Maml-Dade Cou	unty RER Class I Permit Application Number
	Permit application number), for work proposed at
1610 Gouth Treasure	Drive
	s of proposed work)
Ladies and Gentlemen:	(insert name), am the owner of the property
ocated at	
. 1600 South Trea	sure Urive
(insert address of a	djoining riparian property)
Mich is an adjoining riparian property to the plans entitled Yroposed Seawa	above-referenced property. I have reviewed the
	II Ke Pair of Dock
	ited 0 5 16 , and preliminarily approved
by RER on Olallo for the al	bove-referenced project. Pursuant to Section 24-
48.3(1)(j)(iii) of the Code of Miami-Dade Cour referenced project.	nty, Florida, I hereby consent to the above-
ererenced project.	1100
ererenceu project.	Sincerel
ererenced project.	Sincerely
ererenceu projeci.	Sincerely
ereranced project.	till
	Adjoining Riparlan Property Owner
erenceu projeci.	till
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	Adjoining Riparlan Property Owner
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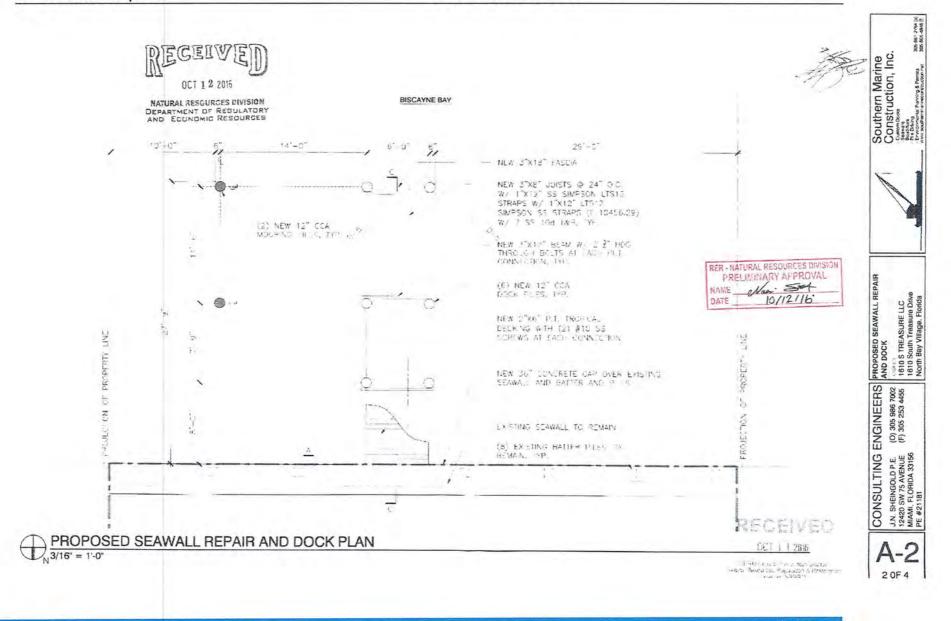
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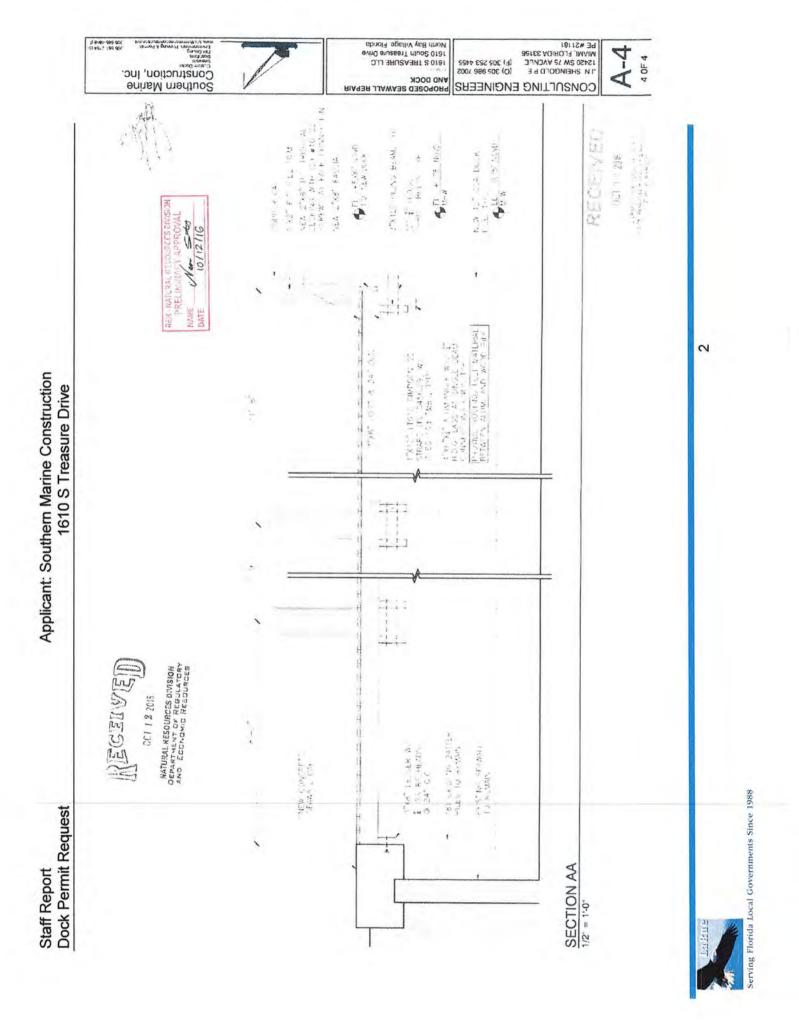
MIAMI-DADE PERA (REVISED 11/9/11)



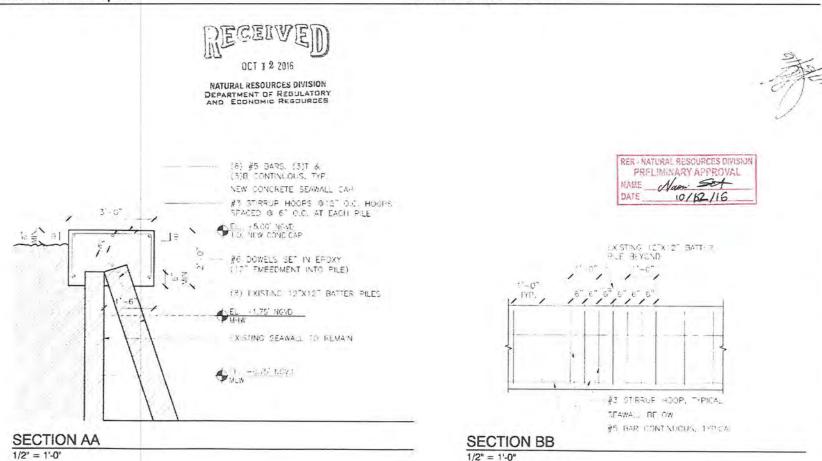
Applicant: Southern Marine Construction 1610 S Treasure Drive







Applicant: Southern Marine Construction 1610 S Treasure Drive



RECEIVED

20111206

Date of the Product South



Southern Marine Construction, Inc.

PROPOSED SEAWALL REPAIR
AND DOCK

1610 S TREASURE LLC 1610 South Treasure Drive North Bay Village, Florida



On One Group 7481 SW 50th Terrace Miami, Florida 33155

December 12, 2016

City of North Bay Village 1666 Kenney Causeway, Suite 300 North Bay Village, Florida 33141

To Whom it May Concern:

Lauthorize Robert Rossi from Southern Marine Construction, Inc. to act as my agent at the hearings for the projects at 7800 Miami View Drive and 1610 South Treasure Drive. Please let me know if you need any other information.

Sincerely

Emilio Cubero



Administrative Offices

1666 Kennedy Causeway. Suite 300 North Bay Village. FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

Page 1 of 4

APPLICATION FOR VARIANCE, INCLUDING EXTENSION OF AN UNEXPIRED VARIANCE AND/OR SPECIAL EXCEPTION APPROVAL

Instructions: Submit this application, along with 15 sets of sealed plans (1 set 36"x24" and 14 11"x17" sets) and the required information and fee, to the Village Clerk's Office at 1666 Kennedy Causeway, Suite 300. Applications are due by 12:00 noon on the deadline date and must be complete to be accepted and place on the agenda. A sign will be posted on the property, and public hearings will be conducted by the Planning & Zoning Board and the Village Commission.

Site Address 1610 South Tresure DRIVE N.B.V. FL
Owner Name 610 South TREASURE Owner Phone #305) 776 - 6416
Owner Mailing Address 7481 West 50 Terr. Minmi Florada 33155
Applicant Name Southern MARINE (INST Applicant Phone #365 861-2764/CELE 365) 613 637 (if different from Owner) Applicant Mailing Address P.O. Box 414194 Minni Beach, Florance 33141
Contact Person Robert Rossi Contact Phone #305 861-2764 (2015)613-637
Contact Email Address RROSSI 2 @ Bellsouth. NET
Legal Description of Property LOT 14 BILL P.B.
Existing Zoning Lot Size 60'X150' Folio Number 23 3209 009 0140
Project Description DOCK CONSTRUCTION
Section of North Bay Village Code from which the Applicant is Seeking Relief
Variance Requested PLANNING + ZONING REVIEW
Reason for Request Comply with City PERUmenents
P - Ov un

Mayor Connie Leon-Kreps Vice Mayor Jorge Gonzalez Commissioner
Dr. Richard Chervony

Commissioner
Andreana Jackson

Commissioner Eddie Lim

Mandatory Submittals (check that each item is included with this application):
Plans depicting work to be completed (including property survey)Application fees
Optional Submittals:
Response to required findings
Signed consent letters from neighboring property owners
Optional plan versions for consideration by Village Commission
Applications are incomplete until all mandatory submittals have been received by the Village Clerk.
All requests for variances from the North Bay Village Code shall be considered at Public Hearings befo the Village Commission. Notice of Hearing shall be given by publishing and posting on the proper (which is the subject of the request), the time, the place and the nature of the hearing at least 10 days befo the hearing. The Village Clerk shall certify that the petition is complete before the hearing is legal advertised. All applications shall be submitted to the Village Clerk on or before the deadline implements by the Village.
All persons, firms, or corporations requesting a variance from the Village Commission necessitating the publication of notices in the newspaper, and all relative thereto, the payment of such money in advance the Village Clerk shall be deemed a condition precedent to the consideration of such a variance request.
All new and substantial improvements must comply with the Florida Building Code, Department Environmental Resource Management (DERM), and FEMA regulations.
I (We) the undersigned, am (are) the (owner, tenant, agent, attorney) (designate one) of the subje- property herein described. I (We) acknowledge and agree that during the consideration of the application before the Planning & Zoning Board and staff of North Bay Village, no rights shall vest on behalf of the applicant, which would be enforceable against the Village until after a Public Meeting is held by the Village Commission and the Village Commission has voted favorable on the proposed request.
I (We) further acknowledge that I (We) have read and understand the conditions for appearance before the Planning and Zoning Board and the Village Commission pursuant to the Village Code Section 152.09 Any person submitting false information or misrepresenting in their presentation shall have all privilege granted to them by the Planning & Zoning Board and the Village Commission revoked.
Authorized Signature Tah Ja
Print Name Robert Rossi
(In case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's position in the corporation and embossed with the corporate seal.)

Mayor Connie Leon-Kreps Vice Mayor Jorge Gonzalez Commissioner
Dr. Richard Chervony

Commissioner
Andreana Jackson

Commissioner Eddie Lim

Office Use Only:	
Date Submitted:	Fee Paid: \$
Tentative Meeting Date:	Cash or Check #
Date Paid:	



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM North Bay Village

DATE:

January 3, 2017

TO:

Yvonne P. Hamilton, CMC

Village Clerk

FROM:

Frank K. Rollason

Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

10m

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, PERMITTING CONSTRUCTION OF A DOCK STRUCTURE, GRANTING A WAIVER, PURSUANT TO SECTION 150.11(G) OF THE VILLAGE CODE OF ORDINANCES, FOR THE CONSTRUCTION OF A DOCK AT 1610 SOUTH TREASURE DRIVE, WHICH WILL EXTEND BEYOND THE 25 FOOT LENGTH LIMIT; PROVIDING FINDINGS, PROVIDING FOR GRANTING THE REQUEST; PROVIDING FOR CONDITIONS; PROVIDING FOR APPEAL; PROVIDING FOR VIOLATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

FKR:yph

RESOLUTION NO.	

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, PERMITTING CONSTRUCTION OF A DOCK STRUCTURE, GRANTING A WAIVER, PURSUANT TO SECTION 150.11(G) OF THE VILLAGE CODE OF ORDINANCES, FOR THE CONSTRUCTION OF A DOCK AT 1610 SOUTH TREASURE DRIVE, WHICH WILL EXTEND BEYOND THE 25 FOOT LENGTH LIMIT; PROVIDING FINDINGS, PROVIDING FOR GRANTING THE REQUEST; PROVIDING FOR CONDITIONS; PROVIDING FOR APPEAL; PROVIDING FOR VIOLATIONS; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, Robert Rossi, of Southern Marine Construction, on behalf of 1610 South Treasure LLC, has requested a Building Permit to construct a new dock at 1610 South Treasure Drive, Treasure Island, in the RS-2 Zoning District, North Bay Village, Florida; and

WHEREAS, Pursuant to Section 150.11(A) of the Village Code, docks are to be constructed no more than 25 feet perpendicular from the seawall or shoreline into any waterway within the corporate limits of the Village, unless such construction is necessary based on federal, state, or local laws; and

WHEREAS, the structures will extend 28 feet from the existing seawall into Biscayne Bay; and

WHEREAS, the Department of Regulatory and Economic Resources (DERM) has granted preliminary approval of the dock and boatlift; and

WHEREAS, Section 150.11(G) authorizes the Village Commission to consider the approval of docks greater than 25 feet upon the following determination:

- 1. If Miami-Dade Department of Environmental Management has required specific depth or location criteria; and
- 2. If the applicant has provided to the Village notarized letter(s) of consent from adjoining riparian property owners; and
- 3. if the Village has received any letter(s) of objection form adjoining riparian property owners; and
- 4. Any other factors relevant to the specific site.

WHEREAS, Sections 150.11(C), (D) and (F) of the North Bay Village Code of Ordinances require all applications for construction of docks and boatlifts to be approved by the Village Commission; and

WHEREAS, in accordance with Section 150.11(F) of the Village Code, a public hearing by the Village Commission was noticed for Tuesday, January 10, 2017 at 7:30 p.m. at Village Hall, 1666 Kennedy Causeway, Suite 101, North Bay Village, Florida 33141 and all interested parties have had the opportunity to address their comments to the Village Commission; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals.

The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Findings.

In accordance with Section 150.11(F) of the Village Code, the Village Commission, having considered the testimony and evidence in the record presented by all parties, finds that the dock is safe and environmentally compatible

Section 3. Grant.

In accordance with Section 150.11(G) of the North Bay Village Code of Ordinances, a waiver is granted to construct a dock, the total length of the structures to extend 28 feet from the existing seawall into Biscayne Bay.

Section 4. Conditions.

Approval is granted with the condition that the following items are met prior to issuance of a Building Permit:

- 1. Agreement from the applicant and contractor that the proposed seawall cap repairs will be completed as depicted on the plans, prior to, or concurrent with, the dock construction.
- 2. Verification of the 5-foot height restriction at the time of building permit issuance.
- 3. Compliance with all state, federal, and environmental laws including, but not limited to, compliance with a State Programmatic General Permit as may be required by the U.S. Army Corps of Engineers. All applicable state and federal permits must be obtained before commencement of construction.
- 4. Building permits and related approvals must be obtained from the Building Official prior to commencement of construction.
- 5. Cost recovery charges must be paid pursuant to Section 152.110. Specifically, no new development application shall be accepted and no building permit shall be issued for the property until all application fees, cost recovery deposits and outstanding fees and fines related to the

property (including fees related to any previous development proposal applications on the property), have been paid in full.

6. Authorization or issuance of a building permit by the Village does not in any way create a right on the part of the applicant to obtain a permit from a state or federal agency, and does not create liability on the part of the Village for issuance of a building permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes action that results in a violation of federal or state law.

Section 5. Appeal.

Section 7.

In accordance with Section 152.104 of the Village Code, the Applicant, or any aggrieved property owner, may appeal the decision of the Village Commission by filing a Writ of Certiorari to the Circuit Court of Miami-Dade County, Florida, in accordance with the Florida Rules of Appellate Procedure.

Section 6. Violation of Terms and Conditions.

Effective Date.

Failure to adhere to the terms and conditions contained in this Resolution in Section 4 shall be considered a violation of this Resolution and persons found violating the conditions shall be subject to the penalties prescribed by the Village Code, including but not limited to the revocation of any of the approval(s) granted in this Resolution.

The Applicant understands and acknowledges that it must comply with all other applicable requirements of the Village Code before it may commence construction or operation, and that the foregoing approval in this Resolution may be revoked by the Village at any time upon a determination that the Applicant is in non-compliance with the Village Code.

This Resolution shall become effective upon its adoption. The motion to adopt the foregoing Resolution was offered by _______, seconded by _______. FINAL VOTE AT ADOPTION: Mayor Connie Leon-Kreps Commissioner Jose R. Alvarez Commissioner Dr. Douglas N. Hornsby Commissioner Andreana Jackson Commissioner Eddie Lim

PASSED and ADOPTED this 10th day of January 2017.

MAYOR CONNIE LEON-KREPS

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YVONNE P. HAMILTON, CMC Village Clerk

APPROVED AS TO FORM:

Robert L. Switkes & Associates, P.A. Village Attorney

North Bay Village Resolution: Construction of New Dock-1610 South Treasure Drive - Construction of New Dock



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

RE: AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 150.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.

Yvonne P. Hamilton, Village Clerk, hereby certify that that the petition filed hereto is correct.

Dated this 3rd day of January 2017.

Ykonne P. Hamilton

Willage Clerk

(North Bay Village Commission Meeting - January 10, 2017_



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

RE: AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 150.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.

I, Yvonne P. Hamilton, hereby certify that the attached Notice of Public Hearing to be held on January 10, 2017 was posted at the above-referenced property on December 20, 2016.

Dated this 3rd day of January 2017.

Yvonne P. Hamilton, CMC

Village Clerk

(North Bay Village Commission Meeting - January 10, 2017)



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

RE: AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 150.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.

I, Yvonne P. Hamilton, Village Clerk, hereby certify that the attached Notice of Public Hearing was mailed to property owners and residents within 300 feet of the property of the subject request pursuant to Section 152.096(A)(2) of the North Bay Village Code of Ordinances on August 30, 2016.

Dated this 3nd day of January 2017.

vonne P. Hamilton, CMC

Village Clerk

North Bay Village Commission Meeting - January 10, 2017



NORTH BAY VILLAGE NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN THAT THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON <u>TUESDAY</u>, <u>JANUARY</u> <u>10, 2017</u> AT 7:30 P.M., OR AS SOON AS POSSIBLE THEREAFTER, AT VILLAGE HALL. 1666 KENNEDY CAUSEWAY, #101, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE COMMISSION WILL CONSIDER THE FOLLOWING REQUEST AT PUBLIC HEARING:

1. AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 150.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.

INTERESTED PERSONS ARE INVITED TO APPEAR AT THIS MEETING OR BE REPRESENTED BY AN AGENT, OR TO EXPRESS THEIR VIEWS IN WRITING ADDRESSED TO THE COMMISSION C/O THE VILLAGE CLERK, 1666 KENNEDY CAUSEWAY, #300, KENNEDY CAUSEWAY, NORTH BAY VILLAGE, FL 33141.

THE DOCUMENTS PERTAINING TO THIS PUBLIC HEARING MAY BE INSPECTED AT THE OFFICE OF THE VILLAGE CLERK DURING REGULAR BUSINESS HOURS AT 1666 KENNEDY CAUSEWAY, #300. INQUIRIES MAY BE DIRECTED TO THAT DEPARTMENT AT (305) 756-7171.

PURSUANT TO SECTION 286.0105, <u>FLORIDA STATUTES</u> IF ANY PERSON DECIDES TO APPEAL ANY DECISION BY THE COMMISSION WITH RESPECT TO THIS OR ANY MATTER CONSIDERED AT ITS MEETING OR ITS HEARING, SUCH PERSON MUST 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.

THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

YVONNE P. HAMILTON, CMC VILLAGE CLERK (December 15, 2016)



Owner/Occupant 7505 Bounty Avenue N. Bay Village, FL 33141

Owner/Occupant 7509 Bounty Avenue N. Bay Village, FL 33141 Owner/Occupant 7513 Bounty Avenue N. Bay Village, FL 33141

Owner/Occupant 1541 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 1571 South Treasure Drive N. Bay Village, FL 33141 Owner/Occupant 1601 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 1641 South Treasure Drive N. Bay Village, FL 33141 Owner/Occupant 1671 South Treasure Drive N. Bay Village, FL 33141 Owner/Occupant 1541 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 7504 Buccaneer Avenue N. Bay Village, FL 33141 Owner/Occupant 7508 Buccaneer Avenue N. Bay Village, FL 33141 Owner/Occupant 7512 Buccaneer Avenue N. Bay Village, FL 33141

Owner/Occupant 7505 Buccaneer Avenue N. Bay Village, FL 33141 Owner/Occupant 7509 Buccaneer Avenue N. Bay Village, FL 33141 Owner/Occupant 7513 Buccaneer Avenue N. Bay Village, FL 33141

Owner/Occupant 7504 Cutlass Avenue N. Bay Village, FL 33141 Owner/Occupant 7508 Cutlass Avenue N. Bay Village, FL 33141 Owner/Occupant 7512 Cutlass Avenue N. Bay Village, FL 33141

Owner/Occupant 7505 Cutlass Avenue N. Bay Village, FL 33141 Owner/Occupant 7509 Cutlass Avenue N. Bay Village, FL 33141 Owner/Occupant 7513 Cutlass Avenue N. Bay Village, FL 33141

Owner/Occupant 7504 Hispanola Avenue N. Bay Village, FL 33141 Owner/Occupant 7508 Hispanola Avenue N. Bay Village, FL 33141 Owner/Occupant 7512 Hispanola Avenue N. Bay Village, FL 33141

Owner/Occupant 1550 South Treasure Drive N. Bay Village, FL 33141 Owner/Occupant 1560 South Treasure Drive N. Bay Village, FL 33141 Owner/Occupant 1570 South Treasure Drive N. Bay Village, FL 33141



Bend along line to expose Pop-up Edge™



Owner/Occupant 1580 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 1610 South Treasure Drive

N. Bay Village, FL 33141

Owner/Occupant 1640 South Treasure Drive N. Bay Village, FL 33141 Owner/Occupant 1590 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 1620 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 1650 South Treasure Drive N. Bay Village, FL 33141 Owner/Occupant 1600 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 1630 South Treasure Drive N. Bay Village, FL 33141

Owner/Occupant 1660 South Treasure Drive N. Bay Village, FL 33141



NORTH BAY VILLAGE NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN THAT THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON TUESDAY, JANUARY 10, 2017 AT 7:30 P.M., OR AS SOON AS POSSIBLE THEREAFTER, AT VILLAGE HALL, 1666 KENNEDY CAUSEWAY, #101, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE COMMISSION WILL CONSIDER THE FOLLOWING ITEMS AT PUBLIC HEARINGS:

- 1. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 152 OF THE ZONING CODE BY REVISING SECTIONS 152.076 ENTITLED "SIGN DEFINITIONS; 152.078 ENTITLED "PROHIBITED SIGNS"; 152.080 ENTITLED "EXEMPTED SIGNS"; 152.081 ENTITLED "TEMPORARY SIGNS"; 152.082 ENTITLED "REMOVAL OF SIGNS"; 152.083 ENTITLED "DISTRICT SIGN REGULATIONS"; 152.084 ENTITLED "VARIANCES, PLANNING"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (SECOND READING)
- 2. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 151, SECTION 151,26 ENTITLED "OFF-STREET PARKING REGULATIONS" TO PROHIBIT CHARGING FOR PARKING AT HOTEL, MOTEL, APARTMENT AND CONDOMINIUM PROPERTIES IN THE VILLAGE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE, (SECOND READING)
- 3. AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 150.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.
- 4. AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

INTERESTED PERSONS ARE INVITED TO APPEAR AT THIS MEETING OR BE REPRESENTED BY AN AGENT, OR TO EXPRESS THEIR VIEWS IN WRITING ADDRESSED TO THE COMMISSION C/O THE VILLAGE CLERK, 1666 KENNEDY CAUSEWAY, #300, KENNEDY CAUSEWAY, NORTH BAY VILLAGE, FL 33141.

THE DOCUMENTS PERTAINING TO THIS PUBLIC HEARING MAY BE INSPECTED AT THE OFFICE OF THE VILLAGE CLERK DURING REGULAR BUSINESS HOURS AT 1666 KENNEDY CAUSEWAY, #300. INQUIRIES MAY BE DIRECTED TO THAT DEPARTMENT AT (305) 756-7171.

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES IF ANY PERSON DECIDES TO APPEAL ANY DECISION BY THE COMMISSION WITH RESPECT TO THIS OR ANY MATTER CONSIDERED AT ITS MEETING OR ITS HEARING, SUCH PERSON MUST 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.

THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

YVONNE P. HAMILTON, CMC

VILLAGE CLERK (December 15, 2016)



Staff Report Ordinance

Amending Chapter 152, Section 152.076 of the Zoning Code entitled "Sign Definitions" by adding a definition for Temporary Signs; Section 152.078 entitled "Prohibited Signs" deleting existing language; Section 152.080 entitled "Exempted Signs" amending existing language; Section 152.081 entitled "Temporary Signs" deleting existing language and adding new language that provides scope, purpose and intent, duration for temporary signs, permission of owners, prohibition of lighting, exemptions from permitting; Section 152.082 entitled "Removal Of Signs" deleting existing language; Section 152.083 entitled "District Sign Regulations" amending existing language; Section 152.084 entitled "Variances, Planning" amending the title to "Sign Variances".

Prepared for: North Bay Village, Commission



Serving Florida Local Governments Since 1988

Memorandum

From:

James G. LaRue, AICP

Date:

October 18, 2016

Subject:

Temporary Signs

The Village was approached by a member of the public, several months ago, requesting a temporary off premise open house real estate sign. Coincidently, a recent Supreme Court decision, Reed v Town of Gilbert, was issued in 2015 requiring local jurisdictions to re-examine their regulations regarding temporary signs (see attached). Based on this landmark Supreme Court decision, local governments can no longer classify their temporary sign regulations by type and/or use. The sign codes for most local governments, including North Bay Village, provide different standards for temporary signs based on the type of signage. For example, political signs, real estate signs, and special event signs have different requirements with regard to duration, size and setbacks. Though this will no longer be allowed, the recent court decision does allow for differences in temporary signage regulations between zoning districts.

The proposed text changes were recommended for approval by the Planning & Zoning Board on September 6th, to amend the existing regulations and classify temporary signs in a content-neutral manner. The major points of this proposed amendment will be discussed at the meeting. Open house real estate signs will now be allowed consistent with the zoning district in where they are going to be located.



ORDINANCE	NO.
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AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 152 OF THE ZONING CODE BY REVISING SECTIONS **152.076 ENTITLED** "SIGN **DEFINITIONS**; 152.078 ENTITLED "PROHIBITED SIGNS"; 152.080 ENTITLED "EXEMPTED SIGNS"; 152.081 ENTITLED "TEMPORARY SIGNS"; 152.082 ENTITLED "REMOVAL OF SIGNS";152.083 ENTITLED "DISTRICT SIGN REGULATIONS"; 152.084 ENTITLED "VARIANCES, PLANNING"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY MAYOR **CONNIE LEON-KREPS**)

WHEREAS, the Commission of North Bay Village has determined that it is appropriate to ensure that its Land Development Code, as it relates to temporary signs, is in compliance with all constitutional and other legal requirements; and

WHEREAS, the Village's planning staff have reviewed the proposed changes for consistency with the Village's Comprehensive Plan and Land Development Code, and finds that the proposed changes are consistent with the foregoing Code; and

WHEREAS, the Village has endeavored to adopt regulations governing signage that will comply with the First Amendment of the U.S. Constitution as interpreted by the U.S. Supreme Court; and

WHEREAS, the Village finds and determines that it is appropriate to update and revise its Land Development Code relative to temporary signs; and

WHEREAS, the Village recognizes that there have been decisions delivered by the U.S. Supreme Court over the past forty years that provide guidance to local governments in their regulation of signage, including Linmark Associates, Inc. v. Township of Willingboro, 431 U.S. 85 (1977); Metromedia, Inc. v. San Diego, 453 U.S. 490 (1981); City Council of Los Angeles v. Taxpayers for Vincent, 466 U.S. 789 (1984); City of Cincinnati v. Discovery Network, Inc., 507 U.S. 410 (1993), and, City of Ladue v. Gilleo, 512 U.S. 43 (1994); and

WHEREAS, the Village wishes to preserve the aesthetic beauty of North Bay Village, Florida; and

WHEREAS, the Village finds and determines that Article II, Section 7, of the Florida Constitution, as adopted in 1968, provides that it shall be the policy of the state to conserve and protect its scenic beauty; and

WHEREAS, the Village finds and determines that the regulation of temporary signage, for purposes of aesthetics, directly serves the policy articulated in Article II, Section 7, of the Florida Constitution, by conserving and protecting its scenic beauty; and

NOW, THEREFORE, BE IT ENACTED BY THE VILLAGE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above stated recitals is true and correct and incorporated herein by this reference.

<u>Section 2.</u> <u>Village Code Amended.</u> Chapter 152 "Zoning" of the North Bay Village Code of Ordinances are hereby amended to read as follows:

§ 152.076 - Sign Definitions.

Sign, temporary. Any sign that is not a permanent sign, and shall include a sign formerly or commonly known as a temporary election sign, a temporary political sign, a temporary free expression sign, a temporary real estate sign, a temporary directional sign, a temporary construction sign, a temporary grand opening sign, or any other temporary sign unless otherwise provided herein. The term "temporary sign" shall not include any substitution of message on an existing lawful sign or sign structure.

§ 152.078 - Regulations and specifications.

- (A) General regulations governing signs. Signs erected or maintained under the provisions of these regulations are subject to the following requirements:
 - (1) Interference with public.
 - (a) The sign must not create a traffic or fire hazard, be dangerous to the general welfare, or interfere with the free use of public streets or sidewalks.
 - (b) Safety requirements.
 - 1. No sign shall be erected or maintained at any location in such a manner as to obstruct free and clear vision at the intersection of any streets or other public ways. No sign shall be erected or maintained at any location where, by reason of the position, illumination, shape, or color it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, nor shall it make use of the words, "STOP," "LOOK," "DANGER," or any other word, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse the motoring public.
 - 2. Intensely lighted areas created for the purpose of sales attraction, may be considered to be distractive displays. Such displays may be a hazard to the safe passage of vehicular traffic and divert attention from certain necessary traffic controls or pedestrian crossing zones. Such intensely lighted areas may be prohibited at certain locations by the Police Department and confirmed by the Village Commission.

- (2) Repair and maintenance. All signs must be kept in good condition, neat appearance, and good state of repair. Any sign more than 50 percent destroyed must be immediately removed at the owner's expense and a new permit secured before the sign is replaced. If a damaged sign is not repaired within 90 days, the sign shall be deemed to constitute a public nuisance and shall be removed at the owner's expense.
- (3) Avoidance of fire hazard. Weeds shall be kept cut and debris shall be kept clear within a ten-foot area of any sign.
- (4) Imprint of owner's name. All signs requiring permits shall be marked with the owner's name, date, and number of the permit.
- (5) Obstruction of doors, windows, and fire escapes. No sign shall be attached to or be placed against a building in such a manner as to prevent ingress or egress through any door or window of any building, nor shall any sign obstruct or be attached to a fire escape.
- (6) Posting or tacking notices and signs. No person shall paint, paste, print, nail, or fasten in any manner whatsoever, any banner, sign, paper, or any advertisement or notice of any kind, or cause the same to be done, on any curbs tone, pavement, or any other portion or part of any sidewalk or street, or upon any trees, lampposts, parking meter posts, telephone or telegraph poles, hydrants, or workshops, or upon any structure within the limits of any streets within the Village.
- (7) Removal of signs for right-of-way acquisitions. All signs shall be removed by the owner, at no expense to the Village, when such signs are found to be within the right-of-way of present or future roads. This exception to relocation and permit limitations shall cover only lateral (right angle) relocations to the road right-of-way and shall require a building permit. This statement shall not supersede federal or state statutes and regulations.
- (B) Regulations governing specific type signage. Prohibited sign situations:
 - (1) Off premise outdoor advertising display (commercial advertising) signs.
 - (1) (2) Signs within or upon public property and rights-of-way.
 - (2) (3) Pole (ground) signs projecting over rights-of-way.
 - (3) (4) Flashing, activated, and animated signs.
 - (4) (5) Pennants, streamers, spinners, advertising balloons and all other fluttering, spinning, or similar type signs and advertising devices.
 - (5) (6) Roof signs.
 - (6) (7) Snipe and sandwich signs.

(8) Provided, however, that national flags and flags of political subdivisions of the United States; flags of bona fide civic, charitable, fraternal, and welfare organizations; banner signs; and, during nationally recognized holiday periods, pennants, banners, streamers, and other fluttering, spinning, or similar type advertising devices pertaining to said holiday periods, may be provided on a temporary basis as provided below in this subchapter.

§ 152.080 - Exempted signs.

The following signs are exempted from the provisions of these regulations and may be erected or constructed without a permit but in accordance with the structural and safety requirements of the South Florida Building Code and in accordance with § 152.083.

- (A) Official traffic signs or sign structures, and provisional warning signs or sign structures, when erected or required by a government agency.
- (B) Changing of the copy of a bulletin board, poster board, display encasement, or marquee.
- (C) Temporary nonilluminated signs which meet the criteria of Section 152.081, as permitted by the district regulations, advertising real estate for sale or lease, or announcing contemplated improvements of real estate, and located on the premises.
- (D) National flags, flags of political subdivisions of the United States, fraternal flags and veteran's flags. Temporary nonilluminated signs, as permitted by the district regulations, erected in connected with new construction work and displayed on the premises during such time as the actual construction work is in progress. Once the construction work has been completed, such signs shall be removed immediately.
- (E) Signs on a truck, bus, or other vehicle while in use in the normal course of business, provided that no such vehicle with attached signs shall be parked on public or private property for the purpose of advertising a business or firm or calling attention to the location of a business or firm.
- (F) Temporary political signs within commercial districts.
- (F) (G) In the commercial districts, nonilluminated signs not exceeding 15 square feet in area with letters not exceeding six inches in height which are painted, stamped, perforated, or stitched on the valance area of an awning, canopy or roller curtain. Signs shall be limited to the name of the owner or trade name of the business and the street number of the business.
- (G) (H) Signs posted by the Village.

§ 152.081 - Temporary signs permits.

(A) Scope. Notwithstanding anything to the contrary in the Village's Land Development Code or in any other ordinance or code provision of the Village, the provisions of this section shall govern the regulation of temporary signs, and take precedence over any other provisions that pertain to temporary signs unless specifically exempted or excepted herein.

Words stricken are deletion; words added are <u>underlined.</u> Page 4 of 11

- (B) Purpose and intent. It is the purpose of these sign regulations to promote the public health, safety and general welfare through reasonable, consistent and nondiscriminatory standards for temporary signs. The temporary sign regulations are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the secondary effects of speech, and especially insofar as those secondary effects may adversely affect aesthetics and traffic and pedestrian safety. It is the intent of the Village Commission that the temporary sign regulations shall provide uniform sign criteria which regulate the size, height, number and placement of signs in a manner that is compatible with the character of the Village, and which place the fewest possible restrictions on personal liberties, property rights, commerce, and the free exercise of Constitutional rights while achieving the Village's goal of creating a healthy, safe and attractive environment that does not contain excessive clutter and visual distraction in rights-of-way and adjacent properties, the surrounding natural coastal environment, and residential neighborhoods. These sign regulations have been prepared with the intent of enhancing the visual environment of the Village and promoting its continued wellbeing, consistent with the most recent pronouncements by the United States Supreme Court regarding the regulation of temporary signage, and are further intended to:
 - (1) Encourage the effective use of signs as a means of communication in the Village:
 - (2) Maintain and enhance the aesthetic environment and the Village's ability to attract sources of economic development and growth;
 - (3) Improve pedestrian and traffic safety:
 - (4) Minimize the possible adverse impact of temporary signs on nearby public and private property:
 - (5) Lessen the visual clutter that may otherwise be caused by the proliferation, improper placement, illumination, animation, excessive height, and excessive size (area) of temporary signs which compete for the attention of pedestrian and vehicular traffic;
 - (6) Allow temporary signs that are compatible with their surroundings, while precluding the placement of temporary signs that contribute to sign clutter or that conceal or obstruct adjacent land uses or signs;
 - (7) Encourage and allow temporary signs that are appropriate to the zoning district in which they are located;
 - (8) Regulate temporary signs in a manner so as to not interfere with, obstruct the vision of or distract motorists, bicyclists or pedestrians;
 - (9) Preserve, conserve, protect, and enhance the aesthetic quality and scenic beauty of all zoning districts of the Village;
 - (10) Protect property values by precluding, to the maximum extent possible, temporary signs that create a nuisance to the occupancy or use of other properties as a result of their size, height, illumination, brightness, or movement; and
 - (11) Enable the fair and consistent enforcement of these temporary sign regulations.

- (C) Duration for temporary signs. If a temporary sign pertains to an event, the temporary sign shall be removed no later than seven days after the event is concluded. Political primaries or elections, for the purpose of these sign regulations, shall be treated as an event. If a temporary sign does not pertain to an event, the temporary sign shall be removed within and by no later than thirty (30) days after being erected.
- (D) <u>Permission of owners</u>. A temporary sign shall not be placed on any property without the permission of the property owner.
- (E) Prohibition of lighting. A temporary sign may not display any lighting or illuminations that flash, move, rotate, scintillate, blink, flicker, or vary in intensity or color.
- (F) Exemptions from permitting. A temporary sign does not require a permit from the Village.
- (G) Within each Village zoning district, temporary signs shall conform to the following criteria:

	Single Family Residential RS-1, RS-2	Multi-Family RM-40, RM-70	Commercial CG, CL
Maximum Number of Signs Allowed Per Parcel	3	3	4
Maximum Sign Area	<u>3 sf</u>	12 sf (RM-40) 20 sf (RM-70)	<u>40 sf</u>
Sign Height Maximum for a Freestanding Sign	<u>4 ft</u>	<u>24 ft</u>	<u>24 ft</u>
Sign Height Maximum for a Wall Sign (inclusive of a Window Sign)	15 ft	<u>24 ft</u>	24 ft
Minimum Sign Setback for Ground Signs	<u>2 ft</u>	<u>2 ft</u>	<u>2 ft</u>
Minimum Spacing from any Other Sign (Temporary Sign or a Permanent Sign)	15 ft	<u>15 ft</u>	<u>15 ft</u>
Aggregate Maximum of Surface Area Allocated for All Sign Messages	12 sf	120 sf	160 sf

The Building Official or other official as designated by the Village Manager, upon application as required in § 152.079, may issue temporary permits for signs and displays for a period of up to 90 days (including one renewal period up to an additional 30 days) when, the use of such signs and displays would be in the public interest and would not result in damage to private property, such as but not limited to the following:

- (A) Signs advertising a special civic or cultural event, such as a fair or exposition, play, concert, or meeting sponsored by a governmental or charitable organization.
- (B) Special decorative displays used for holidays, public demonstrations, or promotion of nonpartisan civic purposes.
- (C) Special sales promotion displays in a district where such sales are permitted, including displays incidental to the opening of a new business.

The Building Official is authorized to grant administrative approval for request for temporary signs that exceeds the size requirements up to a maximum size of 60 square feet, upon proper application for a Building Permit.

§ 152.082 - Removal of signs.

- (A) Any sign previously associated with a vacated premises shall be removed from the premises by either the owner or lessee not later than 30 days from the time such activity ceases to exist.
- (B) Political signs shall be removed within seven days after the last election in which the eandidate or issue was on the ballot.

§ 152.083 - District sign regulations.

- (A) Single-Family Residential (RS-1, RS-2) Districts. No sign will be allowed in these districts except the following, and temporary signs meeting the criteria of Section 152.081 or the exemptions allowed in Section 152.081 or signs otherwise exempted in this subchapter:
 - (1) A nameplate (identification sign), not to exceed one square foot in area, nonilluminated, to identify the owner or occupant of the dwelling or building.
 - (2) A private directional sign, nonilluminated, not to exceed one square foot in area.
 - (3) One temporary non-illuminated real estate sign per parcel not to exceed 18" × 18." One "rider" sign not exceeding two inches vertically and the width of the base sign horizontally may be suspended from or attached to the base sign. Nothing contained herein shall be construed as prohibiting the same wording from being on both the front and back of the base and rider sign. The sign (including the rider) shall also be subject to the following conditions and restrictions:
 - a. Unless there is a wall or building closer upon which the sign may be placed, it shall be located on the owner's property at least five feet from any sidewalk, the sign may be placed no closer than five feet from the edge of the pavement. The top of the sign shall not be more than four feet above the finished grade of the ground. Any such sign shall be immediately removed upon the sale or lease of the lot and/or improvements upon which it is displayed.

- b. The sign shall be constructed of metal, plastic, wood, or pressed wood. Said signs shall be fastened to a supporting member constructed of angle iron not exceeding one inch by one inch or two inches by two inches for a wooden post. Said supporting members shall be all white or black in color and have no letters or numbers upon it.
- e. Where such sign is suspended from an arm of the support, such arm shall not exceed a length of 16 inches.
- d. The sign shall be placed so that its center line is parallel or perpendicular to the front property line.
- e. Only one sign shall be permitted on any one premises, provided, however, that where the property abuts a waterway, a sign may also be placed to be visible from such waterway with a setback from the waterway of not less than ten feet.
- f. The sign shall be kept in good repair and shall not be illuminated or constructed of a reflective material. Flags, streamers, movable items or like devices shall not be attached to the sign.
- (4) One temporary nonilluminated political sign per parcel not to exceed three square feet in area.
- (B) Multifamily Residential (RM-40, RM-70) Districts. No sign will be allowed in these districts except the following, and temporary signs meeting the criteria of Section 152.081 or the exemptions allowed in Section 152.081 or signs otherwise exempted in this subchapter:
 - (1) Accessory signs and directional signs, all nonilluminated, and, individually, not to exceed an area of one square foot, except that illuminated fire exit signs, as required by the South Florida Building Code, shall also be permitted.
 - (2) One temporary nonilluminated sign per building or on such permit unit basis as may be allowed by applicable condominium or homeowners association bylaws, rules and regulations, such sign not to exceed 12 square feet in area in RM-40 Districts and not to exceed 24 square feet in area in RM-70 Districts, advertising real estate for sale or for lease, or announcing contemplated improvements of the premises on which the sign is located.
 - (3) One temporary nonilluminated political sign per building or on such per unit basis as may be allowed by applicable condominium or homeowners association bylaws, rules and regulations, such sign not to exceed 12 square feet in area in RM-40 Districts and not to exceed 20 square feet in area in RM-70 Districts.
 - (42) A permanent, nonilluminated, flat or detached identification sign, not to exceed 24 square feet, identifying the name and/or address of a multifamily dwelling, group of multifamily dwellings, or the name of the motel or hotel. In the case of a detached sign, it shall not be located in any required rear or side yard setback area, nor closer than ten feet from the front property line, nor shall any part of the sign be more than ten feet above the ground.

- (53) Nonilluminated signs not exceeding 15 square feet in area with letters not exceeding six inches in height which are painted, stamped, perforated, or stitched on the valance area of an awning, canopy, roller curtain. Signs shall be limited to the name of the owner and the street number of the building.
- (6) A temporary nonilluminated sign, not to exceed 40 square feet, erected in connection with new construction work and displayed on the premises only during the progress of actual construction. Once construction has been completed, the sign shall be removed immediately.
- (C) Commercial (CG, CL) Districts. No sign will be allowed in these districts except the following, and temporary signs meeting the criteria of Section 152.081 or the exemptions allowed in Section 152.081 or signs otherwise excepted in this subchapter:
 - (1) Accessory signs and directional signs, all nonilluminated, and, individually, not to exceed an area of one square foot, except that illuminated fire exit signs, as required by the South Florida Building Code, shall also be permitted.
 - (2) A temporary nonilluminated real estate sign, not to exceed 24 square feet, advertising real estate for sale or for lease. A temporary nonilluminated sign may announce contemplated improvements of real estate, provided such sign does not exceed 24 square feet. Political signs are exempt from application of § 152.083(C).
 - (3) A temporary nonilluminated sign, not to exceed 40 square feet, erected in connection with new construction work and displayed on the premises only during the progress of actual construction. Once construction has been completed, the sign shall be removed immediately.
 - (42) A permanent-flat illuminated or nonilluminated sign may be erected on one facade of a building or each portion of a building occupied by a separate commercial or office use, provided the sign does not exceed an area equal to ten percent of the area of the facade upon which it is erected, and for any single establishment user, contains no more than ten sign information items. For calculation purposes, the maximum single building storefront is limited to 75 feet, the maximum storefront 15 feet. In the case of a commercial or office use located on the ground floor of a multistory building, only the first floor facade area shall be used for the purpose of calculating the permissible sign area. Where an establishment fronts on more than one street, the above area of signs may be permitted on each street frontage; however, signs on side frontages will not be permitted if they face a residential area. Signs shall not be permitted on any wide bay frontage.
 - (a) All adjacent contiguous retail and service establishments located in premises under the same ownership shall be required in lease agreements to maintain all permanent sign lettering and background in the same style and color.
 - (b) For existing commercial establishments, facade signage may be increased to 11 percent of the total building facade and a total of 11 sign "items" per establishment may be used when all the lettering and background is uniform in style and color for signs in a shopping center or for any three consecutive separate establishments. Uniform agreements must be made a part of any lease or deed restriction.

- (53)(a) A projection sign, placed at an angle of 90 degrees from the building and clearing the sidewalk by eight feet. It shall project no more than four feet from the building or one-third of the sidewalk width, whichever is less, and be spaced no less than 50 feet apart unless displaying symbols only in which case there is no restriction on proximity (see Appendix B).
 - (b) All adjacent contiguous, retail and service establishments located in premises under the same ownership shall be required in lease agreements to maintain all projection signs, materials, lettering and background in the same style and color.
- (64) A permanent-detached illuminated sign may be permitted, not to exceed a total area of 100 square feet per side. When a single building on the property consists of two or more different commercial or office occupancies, an additional one square foot of sign area shall be permitted for each six lineal feet of street frontage in excess of 50 feet; however, the total sign area for a building with multiple occupancy shall not exceed 160 square feet in any case, nor may there be more than one detached sign on the property. No part of such detached signs shall be located in the side or rear yards, nor shall any detached sign be located closer than ten feet from the front property line. No detached sign shall exceed a height of 24 feet above the ground.
- (7) A temporary sign may be attached to street frontage windows. However, the total area of such signs shall not exceed ten percent of the total area of such windows and doors or within five feet of the rear of the window (see Appendix B).

§ 152.084 – Sign Variances, planning.

There might be instances in which relief from the strict requirements of the sign ordinance would result in improved planning or zoning, and would benefit the community. The standards for granting the planning variance are:

- (A) The sign variance must relate to a particular piece of land;
- (B) The sign variance can be granted without substantial detriment to the public good;
- (C) The benefits of the deviation would outweigh any detriment; and,
- (D) The variance would not substantially impair the intent or purpose of the Village's Comprehensive Plan and/or Zoning Ordinance.
- <u>Section 3.</u> <u>Repeal.</u> All ordinances or parts of ordinances, resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.
- <u>Section 4.</u> <u>Severability.</u> The provisions of this Ordinance are declared to be non-severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall render this Ordinance void in its entirety.
- Section 5. Inclusion in the Code. It is the intention of the Village Commission, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of North Bay Village; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

A motion to approve the foregoing Ordina by Mayor Connie Leon-Kreps, seconded b			, 2016 was offered
The Votes were as follows:			
Mayor Connie Leon-Kreps Commissioner Jose R. Alvarez Commissioner Andreana Jackson Commissioner Eddie Lim	Yes Yes Yes Yes		
A motion to adopt the foregoing Ordinance by	e was offere	d by	_, seconded
FINAL VOTES AT ADOPTION:			
Mayor Connie Leon-Kreps Commissioner Jose R. Alvarez Commissioner Dr. Douglas N. Hornsby Commissioner Andreana Jackson Commissioner Eddie Lim			
DULY PASSED AND ADOP	TED day	of	_ 2017.
		Connie Leon-Kreps Mayor	
ATTEST:			
Yvonne P. Hamilton, CMC Village Clerk			
APPROVED AS TO FORM FOR THE NORTH BAY VILLAGE ONLY:	USE OF		
Robert L. Switkes & Associates, P.A. Village Attorney			
Ordinance: Temporary Signs - January 10, 2017			

Section 6. Effect adoption on second reading.

Effective Date. This Ordinance shall be effective immediately upon

Words stricken are deletion; words added are <u>underlined.</u>
Page 11 of 11



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM North Bay Village

DATE:

October 17, 2016

TO:

Yvonne P. Hamilton, CMC

Village Clerk

FROM:

Mayor Connie Leon-Kreps

SUBJECT: Introduction of Ordinance

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Ordinance:

AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 152 OF THE ZONING CODE BY REVISING SECTIONS 152.076 ENTITLED "SIGN **DEFINITIONS**; 152.078 ENTITLED "PROHIBITED SIGNS"; 152.080 ENTITLED "EXEMPTED SIGNS"; "TEMPORARY SIGNS"; 152.081 ENTITLED **152.082 ENTITLED** "REMOVAL OF SIGNS";152.083 ENTITLED "DISTRICT REGULATIONS"; 152.084 ENTITLED "VARIANCES, PLANNING"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

CLK:yph



NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN THAT THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON TUESDAY, JANUARY 10, 2017 AT 7:30 P.M., OR AS SOON AS POSSIBLE THERFAFTER, AT VILLAGE HALL, 1666 KENNEDY CAUSEWAY, #101, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE COMMISSION WILL CONSIDER THE FOLLOWING ITEMS AT PUBLIC HEARINGS:

- "EXEMPTED SIGNS"; 152.081 ENTITLED "TEMPORARY SIGNS"; 152.082 ENTITLED "REMOVAL OF SIGNS";152.083 ENTITLED "DISTRICT SIGN REGULATIONS"; 152.084 ENTITLED "VARIANCES, PLANNING"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 152 OF THE ZONING CODE BY REVISING SECTIONS 152.076 ENTITLED "SIGN DEFINITIONS; 152.078 ENTITLED "PROHIBITED SIGNS"; 152.080 ENTITLED PROVIDING AN EFFECTIVE DATE. (SECOND READING)
- AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 151, SECTION 151.26 ENTITLED "OFF-STREET PARKING REGULATIONS" TO PROHIBIT CHARGING FOR PARKING AT HOTEL, MOTEL, APARTMENT AND CONDOMINIUM PROPERTIES IN THE VILLAGE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE, (SECOND READING)
- AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 50.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.
- AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, INTERESTED PERSONS ARE INVITED TO APPEAR AT THIS MEETING OR BE REPRESENTED BY AN AGENT, OR TO EXPRESS THEIR FREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

VIEWS IN WRITING ADDRESSED TO THE COMMISSION C/O THE VILLAGE CLERK, 1666 KENNEDY CAUSEWAY, #300, KENNEDY CAUSEWAY, NORTH BAY VILLAGE, FL 33141.

THE DOCUMENTS PERTAINING TO THIS PUBLIC HEARING MAY BE INSPECTED AT THE OFFICE OF THE VILLAGE CLERK DURING REGULAR BUSINESS HOURS AT 1666 KENNEDY CAUSEWAY, #300. INQUIRIES MAY BE DIRECTED TO THAT DEPARTMENT AT

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES IF ANY PERSON DECIDES TO APPEAL ANY DECISION BY THE COMMISSION WITH RESPECT TO THIS OR ANY MATTER CONSIDERED AT ITS MEETING OR ITS HEARING, SUCH PERSON MUST 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.

THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED

PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

YVONNE P. HAMILTON, CMC

VILLAGE CLERK (December 15, 2016)



Staff Report Ordinance

Amending Chapter 151, Section 151.26 of the Village Code Entitled "Off-Street Parking Regulations" to prohibit charging for parking at hotels, motels, apartments and condominium properties in the Village.

Prepared for: North Bay Village, Commission



Memorandum

From:

James G. LaRue, AICP

Date:

October 18, 2016

Subject:

Off Street Parking Charges Prohibited

Parking on Harbor Island continues to be an issue for many residents. Through the efforts of Village staff, it was discovered that many of off-street parking spaces at the newer developments were going unused, as the residents of those developments chose to use the on-street public parking spaces instead. There were two reasons cited for this situation:

- It was often quicker and easier to park in the street, rather than to use the off-street parking garage; and
- The owners and/or associations were charging residents and authorized guests for the use of the off-street parking spaces.

In an effort to address this problem, we were directed to write a land development code amendment which would effectively prohibit charging for the parking spaces that were required to be built as part of the development site plan approval. The code already prohibited charging residents for the first parking space provided with their unit. This proposed ordinance would prohibit charging for any parking spaces which should be assigned to the residents and guests of the residents.

The proposed text changes were recommended for approval by the Planning & Zoning Board on September 6th.





Administrative Offices
1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM North Bay Village

DATE:

October 17, 2016

TO:

Yvonne P. Hamilton, CMC

Village Clerk

FROM:

Mayor Connie Leon-Kreps

SUBJECT: Introduction of Ordinance

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Ordinance:

AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 151, SECTION 151.26 ENTITLED "OFF-STREET PARKING REGULATIONS" TO PROHIBIT CHARGING FOR PARKING AT HOTEL, MOTEL, APARTMENT AND CONDOMINIUM PROPERTIES IN THE VILLAGE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

CLK:yph

ORDINANCE NO.	RDINANCE NO.	
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AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 151, SECTION 151.26 ENTITLED "OFF-STREET PARKING RGULATIONS" TO PROHIBIT CHARGING FOR PARKING AT HOTEL, MOTEL, APARTMENT AND CONDOMINIUM PROPERTIES IN THE VILLAGE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY MAYOR CONNIE LEON-KREPS)

WHEREAS, the Commission of North Bay Village has determined that parking spaces that were required to be built as part of an approved site plan should be provided to guests and tenants at no additional charge; and

WHEREAS, the Commission of North Bay Village has determined that the practice of charging additional rent or fees for parking spaces is contributing to the paucity of available public street parking spaces.

NOW, THEREFORE, BE IT ENACTED BY THE VILLAGE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above stated recitals is true and correct and incorporated herein by this reference.

<u>Section 2. Village Code Amended.</u> Section 151.26 of the North Bay Village Code of Ordinances is hereby amended to read as follows:

§ 151.26 - Off-street parking regulations.

- (A) Except for valet parking operations licensed by the Village, owners Owners and operators of apartments, condominiums, licensed by the Village and of hotels, or motels, and condominium associations licensed by the Village are prohibited from requiring guests, tenants, or guests of those tenants, to paylicensed establishments from requiring the payment of any additional rent or charge for onethe off-street parking spaces which were required to be built according to the approved development site plan for each apartment on the premises where the apartments were required to provide spaces for off-street parking under the ordinances in effect at the time the apartments or hotels were constructed.
- (B) The owner and operator of every apartment, hotel, and motel licensed by the Village shall be required to provide at least one parking space as a part of the lease or room rental for each tenant or guest leasing or renting the facilities where the apartment, hotel, or motel was constructed in accordance with the provisions of the Village Code and the ordinances of the Village requiring at least one off-street parking space for each apartment, hotel, or motel room.

(C) It shall be unlawful for any owner and operator of an apartment, hotel, or motel licensed by the Village to make any additional charge or require additional rental for the first parking space referred to in the preceding divisions of this section or to reduce the rental or charges to any tenant or guest not utilizing the parking spaces. It shall be unlawful for any person, firm, or corporation to interfere with, or block ingress, egress, or the interior drive of any parking area constructed in accordance with the off-street parking provisions of the zoning ordinance of the Village which are currently in effect or which were in effect at the time the offstreet parking plan was approved by the Village. It shall be unlawful for any person, firm, or corporation owning, leasing, or occupying the premises which incorporate an off-street parking area authorized under the provisions of the Zoning Code of the Village to permit interference with ingress, egress, or the interior drive of the off-street parking area. Any person, firm, or corporation owning or operating an apartment, hotel, or motel licensed by the Village that is in compliance with the provisions of divisions (A), (B) and (C) above is hereby authorized to designate individual parking spaces in the approved off-street parking area of the premises for individual tenants, guests, or units, and it shall be unlawful for any person, firm, or corporation, not so designated or otherwise authorized to use the parking spaces that have been so designated by appropriate sign stating "RESERVED FOR (-Ci)(1-) Any person violating the provisions of this section shall be subject to the maximum penalty provided by the Charter. (A) All ordinances or parts of ordinances, resolutions or parts of Section 3. Repeal. resolutions in conflict herewith are repealed to the extent of such conflict. The provisions of this Ordinance are declared to be non-Section 4. Severability. severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall render this Ordinance void in its entirety.

it is hereby ordained that the provisions Code of North Bay Village; that the sect to accomplish such intentions; and that other appropriate word.	tions of this Ordinance may be renu	be made a part of the mbered or re-lettered
Section 6. Effective Date. adoption on second reading.	This Ordinance shall be effective	e immediately upon
A motion to approve the foregoing Ordin by Commissioner Andreana Jackson, sec		
THE VOTES WERE AS FOLLOWS	S:	
Mayor Connie Leon-Kreps Commissioner Jose Alvarez Commissioner Andreana Jackson Commissioner Eddie Lim	Yes Yes Yes	
A motion to adopt the foregoing Ordiby FINAL VOTES AT ADOPTION:	inance was offered by	, seconded
Mayor Connie Leon-Kreps Commissioner Jose Alvarez Commissioner Douglas Hornsby Commissioner Andreana Jackson Commissioner Eddie Lim		
DULY PASSED AND ADO	OPTED day of	2017.
	Connie Leon-Kreps Mayor	s

Words stricken are deletion; words added are $\underline{\text{underlined.}}$ Page 3 of 4

ATTEST:	
Yvonne P. Hamilton	
Village Clerk	
APPROVED AS TO FORM FOR THE US	E OF
NORTH BAY VILLAGE ONLY:	
Robert L. Switkes & Associates, P.A. Village Attorney	

North Bay Village Ordinance- Prohibition of Additional Charges for Tenant and Guest Parking.



NORTH BAY VILLAGE NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN THAT THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON TUESDAY, JANUARY 10, 2017 AT 7:30 P.M., OR AS SOON AS POSSIBLE THEREAFTER, AT VILLAGE HALL, 1666 KENNEDY CAUSEWAY, #101, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE COMMISSION WILL CONSIDER THE FOLLOWING ITEMS AT PUBLIC HEARINGS:

- 1. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 152 OF THE ZONING CODE BY REVISING SECTIONS 152.076 ENTITLED "SIGN DEFINITIONS; 152.078 ENTITLED "PROHIBITED SIGNS"; 152.080 ENTITLED "EXEMPTED SIGNS"; 152.081 ENTITLED "TEMPORARY SIGNS"; 152.082 ENTITLED "REMOVAL OF SIGNS"; 152.083 ENTITLED "DISTRICT SIGN REGULATIONS"; 152.084 ENTITLED "VARIANCES, PLANNING"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (SECOND READING)
- 2. AN ORDINANCE OF NORTH BAY VILLAGE, FLORIDA AMENDING CHAPTER 151, SECTION 151,26 ENTITLED "OFF-STREET PARKING REGULATIONS" TO PROHIBIT CHARGING FOR PARKING AT HOTEL, MOTEL, APARTMENT AND CONDOMINIUM PROPERTIES IN THE VILLAGE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE VILLAGE CODE; AND PROVIDING AN EFFECTIVE DATE. (SECOND READING)
- 3. AN APPLICATION BY 1610 SOUTH TREASURE DRIVE, LLC. FOR CONSTRUCTION OF A NEW DOCK AND ISSUANCE OF A WAIVER TO 1610 SOUTH TREASURE DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE AND THE APPROVAL OF A WAIVER PURSUANT TO SECTION 150.11(A) AND 150.11(G) TO CONSTRUCT A DOCK STRUCTURE EXTENDING FARTHER THAN 25 FEET FROM THE SHORELINE.
- 4. AN APPLICATION BY 7800 MIAMI VIEW DRIVE LLC. FOR CONSTRUCTION OF A DOCK AT 7800 MIAMI VIEW DRIVE, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA, PURSUANT TO SECTION 150.11(F) OF THE VILLAGE CODE.

INTERESTED PERSONS ARE INVITED TO APPEAR AT THIS MEETING OR BE REPRESENTED BY AN AGENT, OR TO EXPRESS THEIR VIEWS IN WRITING ADDRESSED TO THE COMMISSION C/O THE VILLAGE CLERK, 1666 KENNEDY CAUSEWAY, #300, KENNEDY CAUSEWAY, NORTH BAY VILLAGE, FL 33141.

THE DOCUMENTS PERTAINING TO THIS PUBLIC HEARING MAY BE INSPECTED AT THE OFFICE OF THE VILLAGE CLERK DURING REGULAR BUSINESS HOURS AT 1666 KENNEDY CAUSEWAY, #300. INQUIRIES MAY BE DIRECTED TO THAT DEPARTMENT AT (305) 756-7171.

PURSUANT TO SECTION 286.0105, <u>FLORIDA STATUTES</u> IF ANY PERSON DECIDES TO APPEAL ANY DECISION BY THE COMMISSION WITH RESPECT TO THIS OR ANY MATTER CONSIDERED AT ITS MEETING OR ITS HEARING, SUCH PERSON MUST 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.

THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

YVONNE P. HAMILTON, CMC VILLAGE CLERK

(December 15, 2016)



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

rom

RECOMMENDATION MEMORANDUM

DATE: December 22, 2016

TO: Mayor Connie Leon-Kreps

Commissioner Jose R. Alvarez

Commissioner Dr. Douglas N. Hornsby

Commissioner Andreana Jackson

Commissioner Eddie Lim

RECOMMENDED BY: Frank K. Rollason

Village Manager

PRESENTED BY STAFF: Rodney Carrero-Santa, P.E.

Director of Public Works

SUBJECT: Temp Personnel Hires for Public Works RE: Sanitary Sewer Rehabilitation

Project

RECOMMENDATION:

The Village Commission approve the attached Resolution as presented.

BACKGROUND:

At the December 13th Regular Commission Meeting the attached Resolution was presented by the Village Manager to hire two engineering-type personnel to provide the services required by the Revolving Loan Fund Agreement between the State Department of Environmental Protection and North Bay Village for the on-going Sanitary Sewer Rehabilitation Project. Similar hires will be necessary for the upcoming Water Mains Rehabilitation Project and the Water Meter Replacement Project. At December 13th Commission Meeting two questions were raised:

- 1. What is the estimated cost of these personnel over the life of the project?
- 2. Where does it state in the Loan Agreement that these positions are required?

Please see the attached response prepared by Public Works Director Rodney Carrero.

FINANCIAL IMPACT:

The positions will be fully funded by the executed State Revolving Loan Fund Agreement - FDEP Loan WW-130410, Collection & Transmission

PERSONNEL IMPACT:

None.

CONTACT:

Frank K. Rollason, Village Manager Rodney Carrero-Santana, P.E., LEED AP, Director of Public Works



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM

DATE: December 22, 2016

TO: Frank K. Rollason

Village Manager

FROM: Rodney Carrero-Santana, P.E., LEED AP

Director of Public Works

SUBJECT: Information requested by Village Commission at Commission

Meeting Dated 12/13/16 pertaining to the Engagement of Personnel

for Documentation of the Sanitary Sewer Rehabilitation Program

During the Commission meeting dated 12/13/16 the Village Commission requested additional information pertaining to the following items:

1. Where does the Florida Department of Environmental Protection (FDEP) contract require the proposed personnel?

a) The FDEP contract requires in Article IV, paragraph 4.04, a professional engineer, registered in the State of Florida.

See attached highlighted sheet on page 10.

b) The FDEP contract requires in Article IV, paragraph 4.08, and Article VIII, paragraph 8.02, a sufficiently itemized summaries of the materials, labor, or services to identify the nature of the work performed; the cost or charges for such work; and the person providing the service or performing the work. This requires meticulous documentation and review of the work performed that must be maintained for 5 years.

See attached highlighted sheet on pages 11 & 16

2. Provide an estimated cost for these individuals for the anticipated length of the contract.

CAP Government		Н	ourly Rate	Estimated hrs	_	stimated
	ENGINEERING ASSISTANT	\$	65.00	416 hrs	\$	27,040.00
	ENGINEERING PROJECT MANAGER	\$	90.00	352 hrs	\$	31,680.00
		- \$	155.00		\$	58 720 00

The positions will be fully funded with the State Revolving Fund Loans currently available. FDEP Loan WW-130410, Collection & Transmission

Mayor Commissioner Commissioner Commissioner Commissioner Connie Leon-Kreps Jose R. Alvarez Dr. Douglas N. Hornsby Andreana Jackson Eddie Lim r.\nbv\sewer\sanitary\sewer\rehabilitation\program 2015\resolutions\memo-add\info\personnel\for\ sanitary\sewer\rehabilitation\programs 122216.doc\ Page 281

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

AND

NORTH BAY VILLAGE, FLORIDA

CLEAN WATER STATE REVOLVING FUND CONSTRUCTION LOAN AGREEMENT WW130411

Florida Department of Environmental Protection State Revolving Fund Program Marjory Stoneman Douglas Building 3900 Commonwealth Boulevard, MS 3505 Tallahassee, Florida 32399-3000

ARTICLE IV - PROJECT INFORMATION

4.01. PROJECT CHANGES.

Project changes prior to bid opening shall be made by addendum to plans and specifications. Changes after bid opening shall be made by change order. The Local Government shall submit all addenda and all change orders to the Department for an eligibility determination. After execution of all construction, equipment and materials contracts, the Project contingency may be reduced.

4.02. TITLE TO PROJECT SITE.

The Local Government shall have an interest in real property sufficient for the construction and location of the Project free and clear of liens and encumbrances which would impair the usefulness of such sites for the intended use.

4.03. PERMITS AND APPROVALS.

The Local Government shall have obtained, prior to the Department's authorization to award construction contracts, all permits and approvals required for construction of the Project or portion of the Project funded under this Agreement.

4.04. ENGINEERING SERVICES.

A professional engineer, registered in the State of Florida, shall be employed by, or under contract with, the Local Government to oversee construction.

4.05. PROHIBITION AGAINST ENCUMBRANCES.

The Local Government is prohibited from selling, leasing, or disposing of any part of the Water or Sewer System which would materially reduce operational integrity or Gross Revenues so long as this Agreement, including any amendment thereto, is in effect unless the written consent of the Department is first secured.

4.06. COMPLETION MONEYS.

In addition to the proceeds of this Loan, the Local Government covenants that it has obtained, or will obtain, sufficient moneys from other sources to complete construction and place the Project in operation on, or prior to, the date specified in Article X. Failure of the Department to approve additional financing shall not constitute a waiver of the Local Government's covenants to complete and place the Project in operation.

The Department shall conduct a final inspection of the Project and Project records. Following the inspection, deadlines for submitting additional disbursement requests, if any, shall be established, along with deadlines for uncompleted Loan requirements, if any. Deadlines shall be incorporated into the Loan Agreement by amendment. The Loan principal shall be reduced by any excess over the amount required to pay all approved costs. As a result of such

adjustment, the Semiannual Loan Payment shall be reduced accordingly, as addressed in Section 10.05.

4.08. LOAN DISBURSEMENTS.

Under the provisions of 216.181, Florida Statutes, this Agreement allows for funds to be advanced to the Local Government for allowable invoiced costs. Disbursements shall be made directly to the Local Government only by the State Chief Financial Officer and only when the requests for such disbursements are accompanied by a Department certification that such withdrawals are proper expenditures. In addition to the invoices for costs incurred, proof of payment will be required with the subsequent disbursement request.

Disbursements shall be made only by the State Chief Financial Officer and only when the requests for such disbursements are accompanied by a Department certification that such withdrawals are proper expenditures. Disbursements shall be made directly to the Local Government for reimbursement of the incurred construction costs and related services.

Disbursements for materials, labor, or services shall be made upon receipt of the following:

- (1) A completed disbursement request form signed by the Authorized Representative. Such requests must be accompanied by sufficiently itemized summaries of the materials, labor, or services to identify the nature of the work performed; the cost or charges for such work; and the person providing the service or performing the work.
- (2) A certification signed by the Authorized Representative as to the current estimated costs of the Project; that the materials, labor, or services represented by the invoice have been satisfactorily purchased, performed, or received and applied to the project; that all funds received to date have been applied toward completing the Project; and that under the terms and provisions of the contracts, the Local Government is required to make such payments.
- (3) A certification by the engineer responsible for overseeing construction stating that equipment, materials, labor and services represented by the construction invoices have been satisfactorily purchased, or received, and applied to the Project in accordance with construction contract documents; stating that payment is in accordance with construction contract provisions; stating that construction, up to the point of the requisition, is in compliance with the contract documents; and identifying all additions or deletions to the Project which have altered the Project's performance standards, scope, or purpose since the issue of the Department construction permit.

4.09. ADVANCE PAYMENT.

In accordance with Section 216.181(16)(b), Florida Statutes, the Department, upon written request from the Local Government, the Advance Payment Justification Form and written approval from the State's Chief Financial Officer, if applicable, may provide an advance to the Local Government. The Local Government must temporarily invest the advanced funds, and return any interest income to the Department, within thirty (30) days of each calendar quarter, or apply said interest income against the Department's obligation to pay, if applicable, under this Agreement. Interest earned must be returned to the Department within the timeframe

years thereafter until fully paid. Payments shall continue to be secured by this Agreement until all of the payments required shall be fully paid to the Department. If at any time the Local Government shall have paid, or shall have made provision for the timely payment of, the entire principal amount of the Loan, and as applicable, Loan Service Fee, interest, and Grant Allocation Assessment charges, the pledge of, and lien on, the Pledged Revenues to the Department shall be no longer in effect. Deposit of sufficient cash, securities, or investments, authorized by law, from time to time, may be made to effect defeasance of this Loan. However, the deposit shall be made in irrevocable trust with a banking institution or trust company for the sole benefit of the Department. There shall be no penalty imposed by the Department for early retirement of this Loan.

8.02. PROJECT RECORDS AND STATEMENTS.

Books, records, reports, engineering documents, contract documents, and papers shall be available to the authorized representatives of the Department for inspection at any reasonable time after the Local Government has received a disbursement and until five years after the final amendment date.

8.03. ACCESS TO PROJECT SITE.

The Local Government shall provide access to Project sites and administrative offices to authorized representatives of the Department at any reasonable time. The Local Government shall cause its engineers and contractors to cooperate during Project inspections, including making available working copies of plans and specifications and supplementary materials.

8.04. ASSIGNMENT OF RIGHTS UNDER AGREEMENT.

The Department may assign any part of its rights under this Agreement after notification to the Local Government. The Local Government shall not assign rights created by this Agreement without the written consent of the Department.

8.05. AMENDMENT OF AGREEMENT.

This Agreement may be amended in writing, except that no amendment shall be permitted which is inconsistent with statutes, rules, regulations, executive orders, or written agreements between the Department and the U.S. Environmental Protection Agency. This Agreement may be amended after all construction contracts are executed to re-establish the Project cost, Loan amount, Project schedule, and Semiannual Loan Payment amount. A final amendment establishing the final Project costs and the Loan Service Fee based on actual Project costs shall be completed after the Department's final inspection of the Project records.

8.06. ANNULMENT OF AGREEMENT.

The Department may unilaterally annul this Agreement if the Local Government has not drawn any of the Loan proceeds by the date set in Section 10.07 for establishing the Loan Debt Service Account. If the Department unilaterally annuls this Agreement, the Department will provide written notification to the Local Government.



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

NORTH BAY VILLAGE RECOMMENDATION MEMORANDUM

DATE: November 30, 2016

TO: Mayor Connie Leon Kreps

Commissioner Jose R. Alvarez Commissioner Andreana Jackson

Commissioner Eddie Lim

RECOMMENDED BY STAFF/COMISSIONER:

Frank K. Rollason Village Manager

PRESENTED BY STAFF:

Rodney Carrero-Santana, P.

Director of Public Works

SUBJECT: Resolution for the Engagement of Personnel for Documentation

Pertaining to the Water Main Rehabilitation, Water Meter

Replacement and Sanitary Sewer Rehabilitation Programs

RECOMMENDATION:

It is recommended that the Village Commission approve the attached Resolution awarding a revision to the agreement with CAP Government, Inc. located at 343 Almeria Avenue, Coral Gables, Florida 33134 pursuant to the Procurement Ordinance, based on the agreement dated March 11, 2014, for the engagement of the engineering personnel to provide the additional services as required to prepare subject documentation and on-site inspections to comply with the State Revolving Fund loan program requirements pertaining to the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs. CAP shall provide Additional Services not otherwise specified in the Agreement Scope of Services dated March 11, 2014 at the rates specified in the Additional Services Proposal listed in Exhibit 1, attached and incorporated into this resolution.

BACKGROUND:

The Village has embarked on several Utility Improvement contracts and has secured funding through the State of Florida Revolving Fund Program. This program requires the Village to submit documentation as to the progress and final completion of the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs to provide assurances of compliance with loan program requirements; and these personnel will assist the Village in this endeavor. The Village is seeking to modify the agreement with CAP Government for an Engineering Assistant for our Public Works Director to provide required services for all three of our utility restoration projects as required by the State Revolving Loan Fund Agreements that we have in place. The Sanitary Sewer Project is well underway and both the Water Main Project and the Water Meter Project are out to bid. It is imperative that this individual come on-board at this juncture as there are critical reports due to the State on a timely basis. The Village does do not want to get behind on any of these reports and jeopardize future funding from the State, due to a bad rating on our administrative/financial responses.

The Village had the option of obtaining these services from both of our in-place engineering firms - CAP Government and Kimley Horn and Associates, Inc. The Village requested from companies a written proposal to provide the services for two positions — Engineering Assistant to be brought on-board immediately and for an Engineering Project Manager which will come on-board after the Water Mains and Water Meters Bids are awarded by the Commission in January 2017. Both companies provided a written quote for both positions with CAP Government providing the lowest hourly rate for both positions as outlined below:

ENGINEERING ASSISTANT

a. CAP Government - \$ 65.00 per hour b. Kimley Horn - \$130.00 per hour

2. ENGINEERING PROJECT MANAGER

a. CAP Government - \$90.00 per hour b. Kimley Horn - \$190.00 per hour

It is the desire of the Administration to move forward rapidly to provide both of these positions to the Public Works Department as they are required and approved under the Technical Services element in our current State Revolving Loan Fund Contracts, as well as being funded by these same loan contracts.

BUDGETARY IMPACT:

The positions will be fully funded with the State Revolving Fund Loans currently available.

FDEP Loan DW-130400, Transmission & Distribution FDEP Loan DW-130420, Distribution (Meters) FDEP Loan WW-130410, Collection & Transmission

PERSONNEL IMPACT:

None.

CONTACT:

Frank Rollason, Village Manager Rodney Carrero-Santana, P.E., LEED AP, Director of Public Works



Administrative Offices
1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM North Bay Village

DATE:

December 2, 2016

TO:

Yvonne P. Hamilton

Village Clerk

FROM:

Frank K. Rollason

Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

Mar

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA APPROVING AN AMENDMENT TO THE CURRENT CAP GOVERNMENT AGREEMENT FOR ADDITIONAL SERVICES: AUTHORIZING THE VILLAGE MANAGER ENGAGE PERSONNEL TO ASSIST THE PUBLIC WORKS DEPARTMENT IN MEETING THE REPORTING REQUIREMENTS FOR THE VILLAGE WATER MAIN REHABILITATION PROGRAM, WATER METER REPLACEMENT **PROGRAM** AND SANITARY SEWER REHABILITATION PROGRAM AS PART OF THE STATE FUNDING REQUIREMENTS; RELATING TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) STATE REVOLVING LOAN FUND PROGRAM; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

FKR:yph

RESOLUTION NO.

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA APPROVING AN AMENDMENT TO THE CURRENT CAP GOVERNMENT AGREEMENT FOR ADDITIONAL SERVICES; AUTHORIZING THE VILLAGE MANAGER TO ENGAGE PERSONNEL TO ASSIST THE PUBLIC WORKS DEPARTMENT IN MEETING THE REPORTING REQUIREMENTS FOR THE VILLAGE WATER MAIN REHABILITATION PROGRAM, WATER METER SANITARY REPLACEMENT PROGRAM AND THE SEWER REHABILITATION PROGRAM AS PART OF THE STATE FUNDING REQUIREMENTS: RELATING TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) STATE REVOLVING LOAN FUND PROGRAM: **PROVIDING** FOR CONFLICTS: PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)

WHEREAS, Florida Statutes provides for loans to local government agencies to finance the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and

WHEREAS, the State requires the Village to submit documentation as to the progress and final completion of the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs to provide assurances of compliance with loan program requirements, and this personnel will assist the Village in this endeavor; and

WHEREAS, this scope of work necessitates professional services from an Engineering Consulting firm to provide the required personnel on an hourly basis to prepare subject documentation to comply with the State Revolving Fund loan program requirements pertaining to the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs; and

WHEREAS, The Village has an ongoing contract with CAP Government, Inc. and with Kimley Horn and Associates, Inc. to provide the required engineering personnel on an hourly basis to prepare subject documentation to comply with the State Revolving Fund loan program requirements pertaining to the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs; and

WHEREAS, The Village requested both firms to submit hourly rate proposals to provide the required engineering personnel and both documents are attached hereto as Exhibit 1; and

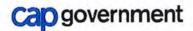
WHEREAS, The Village Manager has reviewed the above proposals and recommends that the company with the lower hourly rates be approved to provide the personnel for the subject services as required to prepare subject documentation to comply with the State Revolving Fund loan program requirements pertaining to the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

- Section 1. Recitals. The above recitals are true and correct and incorporated herein by this reference.
- Section 2. Approval of the CAP Government, Inc. proposal. The Commission of North Bay Village, Florida, hereby approves the proposal provided by CAP Government, Inc. for the engagement of the engineering personnel to provide the additional subject services as required to prepare subject documentation and on-site inspections to comply with the State Revolving Fund loan program requirements pertaining to the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs. CAP shall provide Additional Services not otherwise specified in the Agreement Scope of Services dated March 11, 2014 at the rates specified in the Additional Services Proposal listed in Exhibit 1, attached and incorporated into this resolution.
- Section 3. Authorization of Village Officials. The Village Manager and/or his designee and the Village Attorney are authorized and directed to execute the said proposal, including any and all papers and documents necessary and incidental thereto.
- <u>Section 4.</u> Implementation of the Services. The Village Manager is further designated to be the Village's representative who is authorized to provide the assurance and commitments that will be required by the said State Revolving Fund loan program; and to represent the Village in carrying out the Village's responsibilities under the Program, including the authority to delegate responsibility to appropriate Village staff to carry out the various technical, financial and administrative activities associated with implementing the Programs.
- Section 5. Repeal. All ordinances or parts of ordinances, resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.
- <u>Section 6.</u> Severability. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

all take effect immediately upon
, who moved for its adoption. This to a vote, the vote was as follows:
day of, 2017.
Connie Leon-Kreps, Mayor
RTH BAY VILLAGE ONLY:

North Bay Village Resolution: Personnel for Documentation Pertaining to the Water Main Rehabilitation, Water Meter Replacement and Sanitary Sewer Rehabilitation Programs.



May 24, 2016

Mr. Frank Rollason Village Manager 1666 Kennedy Causeway, 3rd Floor North Bay Village, FL 33141

RE: Additional Services – Work Order for Engineering Assistant for the North Bay Village Public Works Department

Dear Mr. Rollason:

We appreciate the opportunity extended to C.A.P. Government, Inc. (CAP) by requesting the submittal of this proposal for the professional services referenced above.

We propose to provide an Engineering Assistant to the North Bay Village Public Works Department, on an as-needed basis. This work will be performed on a time and material basis at a rate of Sixty Five (\$65.00) Dollars per hour in accordance with the current agreement with North Bay Village and CAP. Invoices will be sent monthly reflecting the actual hours worked.

This scope of work will begin on or before May 27th, 2016. These services can be terminated by either party with a two (2) week written notice.

It is our pleasure to continue to support the efforts of North Bay Village and we look forward to this engagement. If you should find this proposal acceptable, please execute in the space provided and return it to me. This will serve as our Notice to Proceed and upon receipt, we will begin providing these services. If you wish to discuss this proposal further, please contact me (305) 458.6000, at your earliest convenience.

Very truly yours, C.A.P. Government, Inc.	Accepted by: North Bay Village	
Carlos A. Penin, PE President	Mr. Frank Rollason Village Manager	
	Date	
cc: Raul Rodriguez, BU		



Job Title: Engineering Assistant

Prepared By: Human Resources

Prepared Date: November 2016

The following job description is not intended to be all inclusive. Instead it is intended to delineate areas of responsibility and expectations.

Summary: The Engineering Assistant collects, maintains and distributes all documents necessary to define and control engineering processes that insure conformance to customer requirements; develops and maintains a comprehensive filing system and computer database for all documents to be retained in the document control center; manages the operation of the document control center to ensure that all users have the latest revision of appropriate documentation in a timely manner. The assistant usually works with documents such as engineering drawings and reports, inspection instructions, confidentiality and contractual agreements, and material specifications.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist the Project Manage and Project Team in all matters relative to project documents and the control and distribution.
- Process project documents and maintain document control files in accordance with project document control procedures. Responsibilities include establish and maintain files, receive, index and scan into document control system. Types of project documents include correspondence, field memos, submittals, pay requests, drawing log, safety notices, RFIs, and photos.
- Responsible for the control, scanning, indexing, linking and distribution of documents. This
 includes internal and external to project participants distribution of correspondence,
 technical submittals, project reports, Requests for Information, and contract plans and
 specifications.
- · Prepare transmittals, distribute documents.
- Responsible for conducting regular review audits to ensure financial information on all records is accurate and up to date.
- Must be highly organized and detail oriented. Must be a proactive, self-starter with a results-oriented focus.
- Must be sensitive to time deadlines and ensure that work is accomplished in the time frames
 required and must be flexible and able to readily adapt to changing priorities
- Assist project managers to develop and maintain documents such as meeting agendas,

- meeting minutes, drawings, specifications and related items
- Periodically train other employees on records management procedures and policies which include documentation, retention, retrieval and destruction
- · Assist with migrations, audits and perform administrative tasks as needed
- Control the retrieval of documents; Receive and process submittals or shop drawing and requests for information or RFI's and maintain via tracking logs
- Assist project managers with organizing and compiling forms, drawings, documents and receipts for reimbursable invoicing.
- Proficient with Microsoft software applications and Adobe software Requirements, familiarity with Document Control Systems
- Coordinate with vendors to reconcile invoice discrepancies.
- Expedites turnaround time of drawing and specification reviews. Runs reports showing status of documents by project.
- · Performs other related duties and tasks as necessary or as assigned.

NOTE: Management retains the discretion to add to or change the duties of the position at any time.

Education and/or Experience

- · Bachelor's degree in records management or business administration preferred.
- A minimum of three years' experience with document processing and data management, in the construction industry is preferred.
- · Good command of written & spoken English and ability to prepare reports and statistics.
- Must be able to interface with a variety of people with different technical levels and
 educational backgrounds; must be detail-oriented and highly organized; and must be able
 to produce accurate and timely results while maintaining a customer-service attitude.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

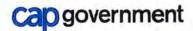
Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

Signature:	Date

Manager Acknowledgement
Signature: Manager Date

Human Resources Department
Signature: Human Resources Date



May 24, 2016

Mr. Frank Rollason Village Manager 1666 Kennedy Causeway, 3rd Floor North Bay Village, FL 33141

RE: Additional Services – Work Order for Engineering Project Manager for the North Bay Village Public Works Department

Dear Mr. Rollason:

We appreciate the opportunity extended to C.A.P. Government, Inc. (CAP) by requesting the submittal of this proposal for the professional services referenced above.

We propose to provide an Engineering Project Manager to the North Bay Village Public Works Department, on an as-needed basis. This work will be performed on a time and material basis at a rate of Ninety (\$90.00) Dollars per hour in accordance with the current agreement with North Bay Village and CAP. Invoices will be sent monthly reflecting the actual hours worked.

This scope of work will begin on or before June 6th, 2016. These services can be terminated by either party with a two (2) week written notice.

It is our pleasure to continue to support the efforts of North Bay Village and we look forward to this engagement. If you should find this proposal acceptable, please execute in the space provided and return it to me. This will serve as our Notice to Proceed and upon receipt, we will begin providing these services. If you wish to discuss this proposal further, please contact me (305) 458.6000, at your earliest convenience.

Very truly yours, C.A.P. Government, Inc.	Accepted by: North Bay Village	
Carlos A. Penin, PE President	Mr. Frank Rollason Village Manager	
	Date	
cc: Raul Rodriguez, BU		



Job Title: Engineering Project Manager

Prepared By: Human Resources

Prepared Date: November 2016

The following job description is not intended to be all inclusive. Instead it is intended to delineate areas of responsibility and expectations.

Summary: Performs Civil Engineering, design, analysis, review, contract administration and management of municipal infrastructure projects. Manages design or construction group efforts or large scale or specialized infrastructure projects. This position will work on municipal engineering projects including storm water systems management, potable water systems management, wastewater systems management, regulatory permitting, utility design and/or construction (water & wastewater), roadway design and/or construction, erosion and sediment control design and/or construction as part of a multi-disciplinary group. The manager must be flexible, technologically savvy and client focused. Responsibilities are diverse and ranges from general civil engineering duties to technical work that requires working knowledge in AutoCAD, MS Excel, MS Word, and MS PowerPoint.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepares and/or reviews designs, specifications and contract documents for infrastructure projects, including utilities, and supervises construction of same.
- Lead and coordinate civil engineering project staff from the project Engineer of Record in coordination with Construction Contractor.
- Coordinates graphics, exhibits, and site/civil construction plans.
- Manages consultants and contractors to assure both meet the project and client deadlines.
- Work in a timely fashion to assure that the Contractor meets project budgets.
- Assists in the preparation of the Municipal Capital Improvement Plan for Public Works.
- Assists in preparing updates/revisions to standard specifications.
- Coordinates with other Public Works Divisions, other Municipal Departments, and other agencies.
- Provides technical expertise in design, construction, and management of Municipal projects.
- Interprets intent of ordinances, statutes and laws of the municipality and monitors compliance of same.

- Participates in the consultant selection process and supervises their designs and construction plan preparation.
- Compose technical reports, memorandums and other written communications for municipality departments and general public.
- Assists in scheduling and assigning tasks to other division personnel.
- · Assumes applicable duties of the Municipality Engineer as required.
- · Performs other related duties and tasks as necessary or as assigned.

NOTE: Management retains the discretion to add to or change the duties of the position at any time.

Education and/or Experience

- Bachelor's degree from a college or university in Civil Engineering, plus a minimum of three years related experience and/or training in Civil Engineering tasks.
- · Licensed Professional Engineer in the State of Florida.
- · Experience working in the utility construction industry.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

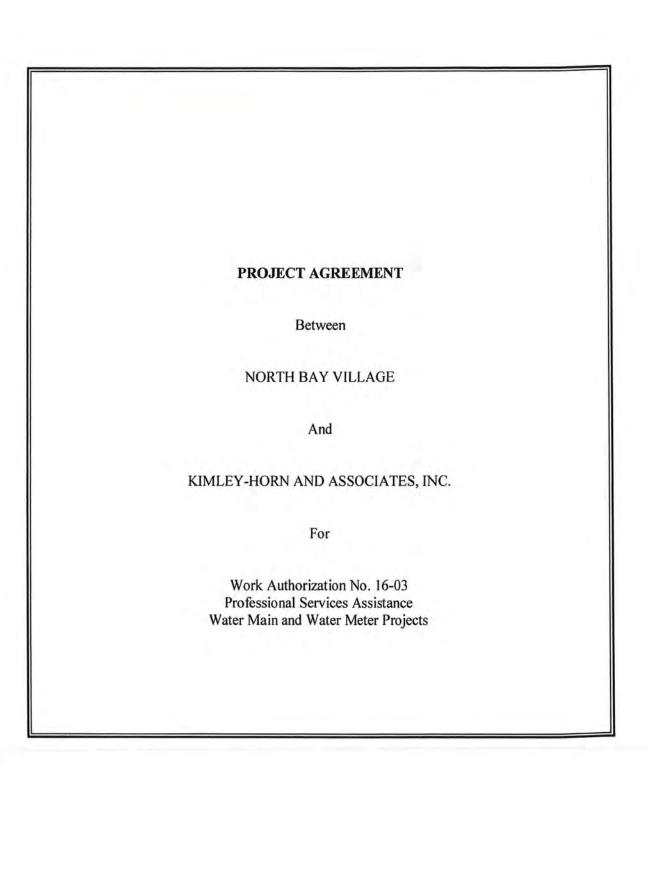
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Employee Acki	nowledgemer
Signature:	Date

Manager Acknowledgement

Signature: Manager Date	
Human Resources Departn	ient
Signature: Human Resourc	es Date



PROJECT AGREEMENT

Between

NORTH BAY VILLAGE

And

KIMLEY-HORN AND ASSOCIATES, INC.

For

Work Authorization No. 16-03 Professional Services Assistance Water Main and Water Meter Projects

Pursuant to the provisions contained in the "Continuing Services Agreement for Professional Engineering Services" (hereinafter referred to "CONTINUING SERVICES AGREEMENT") between the NORTH BAY VILLAGE (hereinafter referred to as "VILLAGE") and KIMLEY-HORN AND ASSOCIATES, INC. (KHA), (hereinafter referred to as "CONSULTANT") dated April 11, 2006, this Project Agreement authorizes the CONSULTANT to provide the services as set forth below.

The VILLAGE and the CONSULTANT agree as follows:

SECTION 1. SCOPE OF SERVICES

- 1.1 The CONSULTANT shall provide professional services on an hourly basis associated with assisting the North Bay Village Public Works Department during construction of the Water Main Rehabilitation Project and the Water Meter Replacement Project as described in the "Project Description" attached as Exhibit "1."
- 1.2 The "Scope of Services" and tasks to be provided by the CONSULTANT for this Project are those services and tasks as listed in Exhibit "2."
- 1.3 The VILLAGE may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be contained in a written change order executed by the parties in accordance with the provisions of the Continuing Services Agreement, prior to any deviation from the terms of the Project Agreement, including the initiation of any extra work.

SECTION 2. DELIVERABLES

As part of the Scope of Services the CONSULTANT shall provide to the VILLAGE the following Deliverables:

See "Scope of Services" as listed in Exhibit "2."

SECTION 3. TERM/TIME OF PERFORMANCE/DAMAGE

- 3.1 <u>Term.</u> This Project Agreement shall commence on the date this instrument is fully executed by all parties and shall continue in full force and effect until the project is completed, unless otherwise terminated pursuant to Section 6 or other applicable provisions of this Project Agreement. The VILLAGE Manager, in his sole discretion, may extend the term of this Agreement through written notification to the CONSULTANT. Such extension shall not exceed 90 days. No further extensions of this Agreement shall be effective unless authorized by the VILLAGE Commission
- 3.2 <u>Commencement.</u> The CONSULTANT'S services under this Project Agreement and the time frames applicable to this Project Agreement shall commence upon the date provided in a written Notification of Commencement ("Commencement Date") provided to the CONSULTANT from the VILLAGE. The CONSULTANT shall not incur any expenses or obligations for payment to third parties prior to the issuance of the Notification of Commencement. The CONSULTANT must receive written notice from the VILLAGE Manager prior to the beginning the performance of services.
- 3.3 <u>Contract Time.</u> Upon receipt of the Notification of Commencement, the CONSULTANT shall commence services to the VILLAGE on the Commencement Date, and shall continuously perform services to the VILLAGE, without interruption, in accordance with the time frames set forth above. The number of calendar days from the Commencement Date, through the date set forth in the Project Schedule for completion of the Project or the date of actual completion of the Project, whichever shall last occur, not to exceed three hundred sixty (360) days from the Commencement Date, shall constitute the Contract Time.
 - 3.4 All limitations of time set forth in this Agreement are of the essence.

SECTION 4. AMOUNT, BASIS AND METHOD OF COMPENSATION

4.1 <u>Hourly Compensation.</u> VILLAGE agrees to pay CONSULTANT compensation at Consultant's hourly rates, up to an estimated project budget to be determined. Prior to exceeding the budgeted amount, the CONSULTANT shall inform the VILLAGE and obtain authorization. CONSULTANT hourly rates associated with the Professional Services are attached as Exhibit "3."

4.2 <u>Reimbursable Expenses.</u> The following expenses are reimbursable at their actual cost: travel, courier services, mileage (at a rate approved by the VILLAGE), photo and reproduction services. All document reproductions are also reimbursable, at a rate approved by the VILLAGE.

SECTION 5. BILLING AND PAYMENTS TO THE CONSULTANT

5.1 Invoices

- 5.1.1 Compensation and Reimbursable Expenses. CONSULTANT shall submit invoices which are identified by the specific project number on a monthly basis in a timely manner. These invoices shall identify the nature of the work performed. The statement shall show a summary of fees with accrual of the total and credits for portions previously paid by the VILLAGE. The VILLAGE shall pay CONSULTANT within 25 days of approval by the VILLAGE of any invoices submitted by CONSULTANT to the VILLAGE.
- 5.2 <u>Disputed Invoices.</u> In the event that all or a portion of an invoice submitted to the VILLAGE for payment to the CONSULTANT is disputed, or additional backup documentation is required, the VILLAGE shall notify the CONSULTANT within fifteen (15) working days of receipt of the invoice of such objection, modification or additional documentation request. The CONSULTANT shall provide the VILLAGE with a written response and any additional information requested by the VILLAGE within five (5) working days of the date of the VILLAGE'S notice. The VILLAGE may request additional information, including but not limited to, all invoices, time records, expense records, accounting records, and payment records of the CONSULTANT. The VILLAGE, at its sole discretion, may pay to the CONSULTANT the undisputed portion of the invoice. The parties shall endeavor to resolve the dispute in a mutually agreeable fashion.
- 5.3 <u>Suspension of Payment.</u> In the event that the VILLAGE becomes credibly informed that any representations of the CONSULTANT, provided pursuant to Subparagraph 5.1, are wholly or partially inaccurate, or in the event that the CONSULTANT is not in compliance with any term or condition of this Project Agreement, the VILLAGE may withhold payment of sums then or in the future otherwise due to the CONSULTANT until the inaccuracy, or other breach of Project Agreement, and the cause thereof, is corrected to the VILLAGE's reasonable satisfaction.
- 5.4 <u>Final Payment.</u> Submission of the CONSULTANT'S invoice for final payment and reimbursement shall constitute the CONSULTANT'S representation to the VILLAGE that, upon receipt from the VILLAGE of the amount invoiced, all obligations of the CONSULTANT to others, including its consultants, incurred in connection with the Project, shall be paid in full. The CONSULTANT shall deliver to the VILLAGE all documents requested by the VILLAGE evidencing payments to any and all subcontractors, and all final specifications, plans, or other documents as dictated in the Scope of Services and Deliverable. Acceptance of final payment shall constitute a waiver of any and all claims against the VILLAGE by the CONSULTANT.

SECTION 6. TERMINATION/SUSPENSION

- 6.1 For Cause. This Agreement may be terminated by either party upon three (3) calendar days' written notice to the other party should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination. In the event that the CONSULTANT abandons this Agreement or causes it to be terminated by the VILLAGE, the CONSULTANT shall indemnify the VILLAGE against any loss pertaining to this termination. In the event that the CONSULTANT is terminated by the VILLAGE for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 6.2 of this Project Agreement and the provision of Section 6.2 shall apply.
- 6.2 For Convenience. This Agreement may be terminated by the VILLAGE for convenience upon five (5) calendar days' written notice to the CONSULTANT. In the event of termination, the CONSULTANT shall incur no further obligations in connection with the Project and shall, to the extent possible terminate any outstanding subconsultant obligations. The CONSULTANT shall be compensated for all services performed to the satisfaction of the VILLAGE and reimbursable expenses incurred prior to the date of termination. In such event, the CONSULTANT shall promptly submit to the VILLAGE its invoice for final payment and reimbursement which invoice shall comply with the provisions of Paragraph 5.1. Under no circumstances shall the VILLAGE make any payment of profit to the CONSULTANT for services which have not been performed.
- 6.3 Assignment upon Termination. Upon termination of this Project Agreement, the work product of the CONSULTANT shall become the property of the VILLAGE and the CONSULTANT shall, within ten (10) working days of receipt of written direction from the VILLAGE, transfer to either the VILLAGE or its authorized designee, a copy of all work product in its possession, including but not limited to, designs, specifications, drawings, studies, reports and all other documents and data in the possession of the CONSULTANT pertaining to this Project Agreement. Upon the VILLAGE'S request, the CONSULTANT shall additionally assign its rights, title and interest under any subcontractor's agreements to the VILLAGE.
- 6.4 <u>Suspension for Convenience</u>. The VILLAGE shall have the right at any time to direct the CONSULTANT to suspend its performance, or any designated part thereof, for any reason whatsoever or without reason, for a cumulative period of up to 30 calendar days. If any such suspension is directed by the VILLAGE, the CONSULTANT shall immediately comply with same. In the event the VILLAGE directs a suspension of performance as provided for herein, through no fault of the CONSULTANT, the VILLAGE shall pay to the CONSULTANT as full compensation for such suspension the CONSULTANT'S reasonable cost, actually incurred and paid, of demobilization and remobilization.

SECTION 7. PERSONNEL ASSIGNED TO PROJECT

7.1 The CONSULTANT shall assign only qualified personnel to perform any services concerning this Project.

SECTION 8. INCORPORATION OF CONTINUING SERVICES AGREEMENT

All terms and conditions of the "Continuing Service Agreement" between the VILLAGE and the CONSULTANT dated April 11, 2006, not specifically modified by this Project Agreement shall remain in full force and effect and are incorporated into and made a part of this Project Agreement by this reference as though set forth in full.

SECTION 9. SEVERABILITY

If any provision of this Project Agreement or its application to any person or situation shall to any extent, be invalid or unenforceable, the remainder of this Project Agreement, and the application of such provisions to persons or situations other than those to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

[THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK.]

, attested to by its VILLAGE Clerk, duly authorized to execute same, and by the CONSULTANT, by and through its Senior Associate, duly authorized officer to execute same. ATTEST: NORTH BAY VILLAGE Village Clerk Date: APPROVED AS TO FORM: Village Attorney ATTEST: KIMLEY-HORN AND ASSOCIATES, INC. By:_ Gary R. Ratay, P.E. Secretary Date: Print Name (CORPORATE SEAL) WITNESSES: Print Name:

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on

the respective dates under each signature: The VILLAGE, signing by and through its

Print Name:

Exhibit "1"

Project Description

The CONSULTANT shall provide Professional Services on an hourly basis to support the North Bay Village Public Works Department during construction of the Water Main Rehabilitation Project and the Water Meter Replacement Project.

Exhibit "2"

Scope of Services

The following is a brief description of the Professional Services and associated CONSULTANT classifications requested by the VILLAGE. The services will be provided on an hourly basis as needed and will be performed in close coordination with VILLAGE staff.

1. Engineering Project Manager

- a. This position will be located within the Village. It is expected to be charged on an hourly fee. A Public Works Engineering Project Manager is an Engineer that will work on municipal engineering projects including storm water systems management, potable water systems management, wastewater systems management, regulatory permitting, utility design and/or construction (water & wastewater), roadway design and/or construction, erosion and sediment control design and/or construction as part of a multi-disciplinary group. The manager must be flexible, technologically savvy and client focused.
- b. Key Skills include: Responsible for the project management, lead and coordinate engineering project staff from the project Engineer of Record in coordination with Construction Contractor, monitor that the Contractor meets the project and client deadlines, works in a timely fashion to monitor that the Contractor meets project budgets, coordinates graphics, exhibits, and site/civil construction plans, compose technical reports, memorandums and other written communications.
- c. Education: Bachelor's degree in Civil Engineering, licensed PE in the State of
- d. Experience: working in the utility construction industry.

2. Engineering Assistant

- a. This position will be located within the VILLAGE. It is expected to be charged on an hourly fee. A Public Works Engineering Assistant is a clerical specialist who manages various aspects of document control, including document archiving and document imaging. The assistant usually works with documents such as engineering drawings, inspection instructions, confidentiality agreements and material specifications
- Key Skills include: organizing records, communication and interpersonal skills, documentation systems experience, and construction financial review
- c. Education: Bachelor's degree in records management or business administration.
- d. Experience working in the construction industry.

Exhibit "3"

Hourly Billing Rates

CATEGORY	HOURLY RATE
Engineering Project Manager	\$190.00
Engineering Assistant	\$130.00

O:\gratay\N Bay Village\2016 Proposals\North Bay Island Professional Services Assistance.doc

Rodney Carrero-Santana

From: Frank Rollason

Sent: Thursday, December 01, 2016 3:31 PM

To: VILLAGE COMMISSION; jose@marykramerlaw.com

Cc: Rodney Carrero-Santana; Bert Wrains (bwrains@nbvillage.com) (bwrains@nbvillage.com); Jenice Rosado; Evelyn

Herbello (EHerbello@nbvillage.com); rswitkes@switkeslaw.com; 'David Acosta (DAcosta@SwitkesLaw.com)'

Subject: CONTRACTING FOR TECHNICAL SERVICES FOR SANITARY SEWER, WATER MAINS, & WATER METER PROJECTS

Importance: High

Mayor and Commissioners, please be advised that I have authorized, within my \$5,000 expenditure limit, contracting with CAP Engineering for an Engineering Assistant for our Public Works Director to provide required services for all three of our utility restoration projects as required by the State Revolving Loan Fund Agreements that we have in place. The Sanitary Sewer Project is well underway and both the Water Main Project and the Water Meter Project are out to bid. It is imperative that this individual come on-board at this juncture as there are critical reports due to the State on a timely basis. We do not want to get behind on any of these reports and jeopardize future funding from the State due to a bad rating on our administrative/financial responses. We had the option of obtaining these services from both of our inplace engineering firms - CAP Engineering and Kimley Horn and Associates, Inc. We went to both companies and requested a written proposal to provide the services for two positions – Engineering Assistant to be brought on-board immediately and for an Engineering Project Manager which will come on-board after the Water Mains and Water Meters Bids are awarded by the Commission in January 2017. Both companies provided a written quote for both positions with CAP Engineering coming in low for both positions as outlined below:

1. ENGINEERING ASSISTANT

a. CAP Engineering - \$ 65.00 per hour b. Kimley Horne - \$130.00 per hour

2. ENGINEERING PROJECT MANAGER

a. CAP Engineering - \$90.00 per hour b. Kimley Horne - \$190.00 per hour

Normally, I would wait until a formal Resolution was brought before the Commission and approved. In this case, however, I cannot wait till the January 10th meeting to bring this item before the Commission. Therefore, I have authorized the immediate engagement for the Engineering Assistant starting Monday, December 5th on a limited basis to stay below my \$5,000 expenditure limit until the Commission takes formal action ratifying my actions for this position and authorizing the engagement of the Engineering Project Manager. Be advised that both of these positions are required and approved under the Technical Services element in our current State Revolving Loan Fund Contracts as well as being funded by these same loan contracts. I am going to attempt to get this item on the December 13th Agenda, but the cut-off for review by the Village Attorney and the Village Clerk has passed. So, at best, you will be able to take action on Dec 13th – at worse on Jan 10th.

Frank Rollason, Village Manager North Bay Village 1666 Kennedy Causeway, Ste 300

Tel: 305-756-7171 Ext 21 Fax: 305-756-7722 Mobile: 305-299-7300 frollason@nbvillage.com www.nbvillage.com



Administrative Offices 1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM

DATE:

January 4, 2017

TO:

Mayor Connie Leon Kreps Commissioner Jose Alvarez Dr. Douglas N. Hornsby, M.D. Commissioner

Commissioner Andreana Jackson

Commissioner Eddie Lim

FROM:

Yvonne P. Hamilton, C

Village Clerk

SUBJECT:

Appointment of Member to the Village's Advisory Boards

The attached applications have been received from individuals who wish to serve on the Village's Advisory Boards.

Arts, Cultural & Special Events Board

Aniley Perez, 7900 Harbor Island Drive, #1407 John "Johnnie" Walker, 1900 South Treasure Drive, #5K

Business Development Advisory Board

Miguel Angel Barbagallo, Business Owner

1555/1755 Kennedy Causeway

Citizens Budget & Oversight Board

Carlos G. Rodriguez, 7421 Center Bay Drive

Community Enhancement Board

Aniley Perez, 7900 Harbor Island Drive

John "Johnnie" Walker, 1900 South Treasure Drive, #5K

Planning & Zoning Board

Aniley Perez, 7900 Harbor Island Drive

In accordance with Section 32.02(B) of the Village Code, appointments shall be made by a majority vote of the Commission.

Mayor Connie Leon-Kreps

Vice Mayor Jose Alvarez

Commissioner Dr. Douglas Hornsby

Commissioner Andreana Jackson Commissioner **Eddie Lim**



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

BOARD/COMMITTEE APPLICATION NAME AMILLU TELEPHONE # 305 318 9190 VILLAGE RESIDENT: YES HOW MANY YEARS **BUSINESS OWNER: YES** PAST OR PRESENT NAME AND ADDRESS OF BUSINESS HOW LONG HAVE YOU BEEN OPERATING IN THE VILLAGE? CHECK THE BOARD COMMITTEE YOU WOULD LIKE TO SERVE ON: ANIMAL CONTROL ADVISORY COMMITEE COMMUNITY ENHANCEMENT BOARD ARTS, CULTURAL & SPECIAL EVENTS BOARD PLANNING & ZONING BOARD BUSINESS DEVELOPMENT ADVISORY BOARD YOUTH & EDUCATION SERVICES BOARD CITIZENS BUDGET AND OVERSIGHT BOARD SPECIAL NEEDS ADVISORY BOARD SIGNAGE REVIEW COMMITTEE ARE YOU AVAILABLE FOR EVENING MEETINGS? YES HAVE YOU EVER SERVED ON A VILLAGE BOARD/COMMITTEE? YES HAVE YOU EVER BEEN A VILLAGE EMPLOYEE? YES ARE YOU A REGISTERED VOTER? YES NO ___ (Attach copy of Voter Registration Card) EASE GIVE A SUMMARY OF YOUR WORK AND CIVIC SERVICE EXPERIENCE: PLEASE COMMENT ON HOW YOU THINK YOUR BACKGROUND QUALIFIES YOU TO SERVE ON THIS BOARD AND WHAT YOU MAY BE ABLE TO CONTRIBUTE: (use additional page if necessary)

(All Board Members are required to disclose their Financial Interest annually. Additionally, at least four hours of Ethics Training are required for all Board members during their term of Office.) Planning & Zoning Board Members complete Form 1, Statement of Financial Interest and other Boards Members complete "Source of Income Statement". Verification of residency and North Bay Village Voter is required (Voter Registration Card/Driver License/ID,



Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

BOARD/COMMITTEE APPLICATION

NAME	MIGUEL ANGEL BARBAGALLO	TELEPHONE # (305) 631-6660 Office
	ADDRESS: 2937 SW 27th Avenue Suite 202, Cocon DDRESS: m.a.o.barbagallo@gmail.com	ut Grove, FL, 33133
VILLAGE	RESIDENT: YES NOX	HOW MANY YEARS5
BUSINESS	OWNER: YESX NO	PAST OR PRESENT_Present
	D ADDRESS OF BUSINESS: B Developments LL th Bay Village	C; Manager of North Bay Causeway LLC; 1555 Kennedy
HOW LON	G HAVE YOU BEEN OPERATING IN THE VILL	AGE?5
СНЕСК ТІ	HE BOARD COMMITTEE YOU WOULD LIKE T	O SERVE ON:
ANIMAL (CONTROL ADVISORY COMMITEE	COMMUNITY ENHANCEMENT BOARD
ARTS, CUI	LTURAL & SPECIAL EVENTS BOARD	PLANNING & ZONING BOARD
BUSINESS	S DEVELOPMENT ADVISORY BOARD	X YOUTH & EDUCATION SERVICES BOARD
CITIZENS	BUDGET AND OVERSIGHT BOARD	SPECIAL NEEDS ADVISORY BOARD
SIGNAGE	REVIEW COMMITTEE	
ARE YOU	AVAILABLE FOR EVENING MEETINGS? YES	_X_ NO
HAVE YOU	U EVER SERVED ON A VILLAGE BOARD/COM	MITTEE? YES _X_ NO
HAVE YOU	U EVER BEEN A VILLAGE EMPLOYEE? YES _	NOX_
ARE YOU	A REGISTERED VOTER? YES _X_ NO _	(Attach copy of Voter Registration Card)
- No - Pi - Pi - Pi	IVE A SUMMARY OF YOUR WORK AND CIVIC orth Bay Village Business Development Advisory Boresident of Autumn Chase Condo-Association – 2010 – resident of Sabal Pointe Condo-Association – 2010 – resident of Altos de Miami Condo-Association – 2000 lember (founder) of Confederacion Inmobiliaria del ice-President of Camara Inmobiliaria Argentina (CI	oard – 2014-2016; Chairman 2016 D-Current 232 units' community 2016 172 units' community D-2011 130 units' community Mercosur y Chile CIMECH 1996-1999

PLEASE COMMENT ON HOW YOU THINK YOUR BACKGROUND QUALIFIES YOU TO SERVE ON THIS BOARD AND WHAT YOU MAY BE ABLE TO CONTRIBUTE: (use additional page if necessary)

- Real Estate developer and planner with 42 years of experience
- Argentinean Lawyer PhD in Civil Law specialized in Costumer Rights Law
- Currently running two Real Estate Developments in North Bay Village

(All Board Members are required to disclose their Financial Interest annually. Additionally, at least four hours of Ethics Training are required for all Board members during their term of Office.) Planning & Zoning Board Members complete Form 1, Statement of Financial Interest and other Boards Members complete "Source of Income Statement". Verification of residency and North Bay Village Voter is required (Voter Registration Card/Driver License/ID.

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1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

			22 Website: www.nbvillage.c	om Sommer Sommer unu2976 9:08A
1000				John's Start
	BOA	ARD/COMMITTEE APPLIC	CATION	NON53,18 3:00.
NAME	JOHN JOHNNIE	" WALKER	TELEPHONE # 813 -	424 - 3565
MAILING	ADDRESS 1900 5. 71	REASURE DR.	SAT. SK	NOU2976 9:08A 424 - 8565
VILLAGE	RESIDENT: YES NO)	HOW MANY YEARS / ST	YEAR
BUSINESS	OWNER: YES NO	PAST (OR PRESENT	
	D ADDRESS OF BUSINESS			
PAOPR	ISTOA. PREVIOSOSI	Y, PARTNER/MAN	BRER - CORCOVANO CO	PLES & JAZZ -TAVAPA, FL.
HOW LON	G HAVE YOU BEEN OPERATI	ING IN THE VILLAGE? _	iSTYEAR,	
CHECK TI	HE BOARD COMMITTEE YOU	WOULD LIKE TO SERVE	ON: OR	
ANIMAL C	CONTROL ADVISORY COMMI	TEE C	OMMUNITY ENHANCEMENT	BOARD V
ARTS, CUI	LTURAL & SPECIAL EVENTS	BOARD P	LANNING & ZONING BOARD	
BUSINESS	DEVELOPMENT ADVISORY	COMMITTEE Y	OUTH & EDUCATION SERVI	CES BOARD
CITIZENS	BUDGET AND OVERSIGHT B	OARD		
ARE YOU	AVAILABLE FOR EVENING M	IEETINGS? YES	NOCERTAIN C	NEEK DAIS (M.T. THINKS.)
HAVE YOU	U EVER SERVED ON A VILLA	GE BOARD/COMMITTEE	? YES \longrightarrow NO \bigvee	
HAVE YOU	U EVER BEEN A VILLAGE EM	PLOYEE? YES	NO	
	A REGISTERED VOTER? YES		copy of Voter Registration Car	d)
PLEASE G	Am A CUPELSING MIL	WORK AND CIVIC SERVICE	CE EXPERIENCE:	INE NORTH
MALAMA	COMMUNITI CONEST	BAND - ON WEGA	RESOUNT MICHTS.	
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Mavor	Vice Mavor	Commissioner	Commissioner.	Commissioner

Water May Village Floring Water May Village

North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL

33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

BOARD/COMMITTEE APPLICATION

NAMECarlos G Rodriguez	TELEPHONE #_305.978.1019
MAILING ADDRESS _7421 Center Bay Dr. North Bay V	Tillage, FL 33141
EMAIL ADDRESS:cgrp1812@gmail.com	
VILLAGE RESIDENT: YES _x NO	HOW MANY YEARS _4
BUSINESS OWNER: YES _x NO	PAST OR PRESENTPresent
NAME AND ADDRESS OF BUSINESSCGRP, LLC1	0822 N.E. 6 th Ave., Miami, FL 33161
HOW LONG HAVE YOU BEEN OPERATING IN THE V	VILLAGE?
CHECK THE BOARD COMMITTEE YOU WOULD LIF	KE TO SERVE ON:
ANIMAL CONTROL ADVISORY COMMITEE	COMMUNITY ENHANCEMENT BOARD
ARTS, CULTURAL & SPECIAL EVENTS BOARD	PLANNING & ZONING BOARD
BUSINESS DEVELOPMENT ADVISORY BOARD	YOUTH & EDUCATION SERVICES BOARD
CITIZENS BUDGET AND OVERSIGHT BOARD xx	SPECIAL NEEDS ADVISORY BOARD
SIGNAGE REVIEW COMMITTEE	
ARE YOU AVAILABLE FOR EVENING MEETINGS?	YES _x NO
HAVE YOU EVER SERVED ON A VILLAGE BOARD/O	COMMITTEE? YES _x_ NO
HAVE YOU EVER BEEN A VILLAGE EMPLOYEE? Y	ES NOx
ARE YOU A REGISTERED VOTER? YES _x_ No	O (Attach copy of Voter Registration Card)
member of the Board of Director at Eastern National Bank	years. International banker in Chicago, New York . Presently
AND WHAT YOU MAY BE ABLE TO CONTRIBUTE: A lifetime career in banking in business development a	CKGROUND QUALIFIES YOU TO SERVE ON THIS BOARD (use additional page if necessary) nd underwriting loans, I have a strong background in finance, g professional bankers and staff. Education includes a B.S. in

(All Board Members are required to disclose their Financial Interest annually. Additionally, at least four hours of Ethics Training are required for all Board members during their term of Office.) Planning & Zoning Board Members complete Form 1, Statement of Financial Interest and other Boards Members complete "Source of Income Statement". Verification of residency and North Bay Village Voter is required (Voter Registration Card/Driver License/ID.

6.03



Commission shall provide for a special election. Copies of the proposed or referred ordinance shall be made available at the Village Clerk's office.

3. Withdrawal of petitions. An initiative or referendum petition may be withdrawn at any time prior to the tenth day preceding the day scheduled for a vote of the Village by filing with the Village Clerk a request for withdrawal signed by at least four (4) members of the petitioners' committee. Upon the filing of such request the petition shall have no further force or effect and all proceedings shall be terminated.

G. Results of election.

- Initiative. If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon acceptance by the Commission of the certification of the election results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the Commission. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict. If an initiative ordinance is voted upon by the Village electors and is defeated, it may not be brought forth for consideration as an initiative within one year from date of this election.
- 2. Referendum. If a majority of the qualified electors voting on a referred ordinance vote for its repeal, it shall be considered repealed upon the Commission's acceptance of the certification of the election results. Should a majority defeat the referendum for repeal of the ordinance, such referendum action cannot be brought up again for a period of one year from the date of the election.

(Res. No. 2000-41, 11-8-00, Election of 11-7-00; Res. No. 2006-45, Pt. K, 8-28-06, Election of 11-7-06)

ARTICLE VI. BOARDS

6.01. Advisory boards.

The Commission may by ordinance establish advisory boards to assist the Commission or the

Village. Advisory board members must be either residents of the Village, or owners of businesses located within the confines of the Village, or designees of such business owners. Advisory Board members shall serve a two (2) year term concurrent with the regular scheduled election of the Commission. A majority of the members of each advisory board must be residents of the Village. The Commission may appoint ex officio nonvoting members to the board who do not meet the requirements set forth above. The members of advisory boards shall serve without compensation and may be removed at any time by a majority vote of the entire Commission. The Commission may also terminate any advisory board at any time that it deems that such board has fulfilled its purpose. Any vacancy occurring on an advisory board shall be filled within 30 days of the occurrence of the vacancy, in the same manner as the original appointment. (Res. No. 2000-41, 11-8-00, Election of 11-7-00)

6.02. Civil service.

A. Civil Service Board.

1. The Commission may by ordinance establish a civil service system and appoint the members, other than employee members, to the Civil Service Board, who are registered voters. Such ordinance shall provide the duties, responsibilities, terms of membership and conditions for removal of members from the Civil Service Board as well as all other terms and provisions of the civil service system.

B. Employees covered by collective bargaining agreement.

Any civil service system established by ordinance and the civil service rules and regulations adopted pursuant thereto shall not apply to nor be maintained for regular employees in the classified service who are covered by a collective bargaining agreement, unless otherwise provided in such agreement.

6.03. Planning and Zoning Board.

A. The Commission shall establish by ordinance a Planning and Zoning Board. Such ordinance shall provide the powers, duties, responsi-



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Chapter 32

DEPARTMENTS AND BOARDS

General Provisions		Citizens Budget and Oversight Board	
§ 32.01	Village manager as appointing officer and	§ 32.72	Citizens Budget and Oversight Board.
8 02.01	head of Village Departments.	§ 32.73	Qualification of members.
§ 32.02	Vacancies of membership on Village Boards.	§ 32.74	Terms; vacancies; removal from office.
§ 32.03	Reserved.	§ 32.75	Officers.
§ 32.04	Reserved.	§ 32.76	Meetings; quorum; voting period.
		§ 32.77	Powers and duties.
		3 52	2011,000
	Community Enhancement Board		
§ 32.10	Establishment.	В	usiness Development Advisory Board
§ 32.11	Composition.		
§ 32.12	Qualifications.	§ 32.78	Establishment.
§ 32.13	Terms; removal from office.	§ 32.79	Composition.
§ 32.14	Vacancies.	§ 32.80	Qualifications.
§ 32.15 § 32.16	Power and duties. Officers.	§ 32.81	Terms; removal from office.
	Meetings; quorum; voting period.	§ 32.82	Vacancy.
§ 32.17	weedings, quorum, voting period.	§ 32.83	Power and duties.
		§ 32.84	Officers.
	Civil Service Board	§ 32.85	Meetings; quorum; voting period.
§ 32.20	Establishment.		
			Special Needs Advisory Board
	Planning and Zoning Board	§ 32.86	Created.
7.27.50		§ 32.87	Purpose.
§ 32.30	Creation; members.	§ 32.88	Powers and duties.
§ 32.31	Vacancy.	7 3 2 3 3 3 3 3	Meetings; selections of officers.
§ 32.32	Officers.	and the second second	
§ 32.33	Meetings.		Terms; vacancies; removal.
§ 32.34	Powers; rules and regulations. –32.44 Reserved.	§ 32.91	Sunset review.
99 32.40-	-32.44 Reserved.		
		GENERAL PROVISIONS	
	Rent Control Board		
§ 32.50	Establishment.	§ 32.01 V	Village Manager as appointing offi-
			er and head of Village Departments.
A	arts, Cultural and Special Events Board		
§ 32.60	Arts, cultural and special events Board.	(A) The Village Manager is designated as the	
§ 32.60	Qualification of members.	appointing officer of each and every Department within the classified service of the Village.	
§ 32.62	Terms; vacancies; removed from office.		
§ 32.62	Officers.		
§ 32.64	Meetings; quorum; voting period.	(1964 Cod	le, § 2-1; Ord. 119, passed 1-30-57)
§ 32.65	Powers and duties.		
3 02.00	2011020 2210 221000	(B) Th	e Village Manager is designated and
		appointed	as the head of the Police Department,
Youth and Education Services Board		Maintenance Department, Water Department, and	
§ 32.66	Youth and Education Services Board.	Clerical Department of the Village. The Village Manager is hereby authorized, empowered, and instructed to direct the operations of each of the	
§ 32.67	Qualification of members.		
§ 32.68	Terms; vacancies; removal from office.		
§ 32.69	Officers.		
§ 32.70	Meetings; quorum; voting period.	Departments. (1964 Code, § 2-2; Ord. 118, passed 2-15-57)	
§ 32.71	Powers and duties.		



Supp. No. 3

§ 32.02 Vacancies of membership on Village Boards.

- (A) Upon a vacancy, for any reason, of a Village Commission appointed membership on any Village Board, the Village Commission shall appoint a new member to fill the vacancy within 30 days of the occurrence of vacancy, or the next regular Village Commission meeting, whichever later occurs.
- (B) Appointment of members to the various Boards of the Village, on their annual appointment or otherwise, shall be from a list of nominees. The Mayor and each Commissioner shall be entitled to nominate, without the necessity for a second, as many nominees as they desire. The Mayor and each Commissioner shall be entitled to vote for as many seats as are vacant and for which the Commission may make an appointment. The Mayor and the Commissioners shall vote by stating the names of their selections. Nominees receiving a vote from a majority of the Commission shall be appointed. Successive votes may be taken if required to select a nominee by a majority vote until each vacancy has been filled.
- (C) If a member of any Board fails to attend two consecutive meetings without prior notification or fails to attend five meetings during a 12-month period, the Board, upon a majority vote, may request the Village Commission to remove the member and to appoint a successor for the unexpired term.

(Ord. 82-10, passed 12-22-82; Ord. No. 02-05, § 1, 3-12-02)

§ 32.03 Reserved.

Editor's note—Ord. No. 04-04, adopted Feb. 17, 2004, has been treated as superceding the provisions of § 32.03. Formerly, said section pertained to conclusion of term of all Village Boards as enacted by Ord. No. 83-09, adopted April 13, 1983; as amended.

§ 32.04 Reserved.

Editor's note—Ord. No. 04-04, adopted Feb. 17, 2004, has been treated as superceding the provisions of § 32.04. Formerly, said section pertained to nonresident appointments to Village Boards as enacted by Ord. No. 86-02, adopted May 27, 1986.

COMMUNITY ENHANCEMENT BOARD*

§ 32.10 Establishment.

In order to enhance the aesthetic appeal of this community by properly exercising its police power in accordance with the provisions of the Florida Home Rule Power Act, and recognizing the value of scenic surroundings to tourists, prospective residents, and commercial developments, as well as the citizens and taxpayers of the Village, and further to preserve the quality of the environment which is a legitimate concern of the Village Commission, there is established a permanent Community Enhancement Board of the Village, it being understood that this Board and the powers and responsibilities granted it pursuant to this subchapter shall be in addition to any existing laws and remedies which presently exist or shall be enacted in the future.

(Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04; Ord. No. 2013-08, § 2, 10-8-13)

§ 32.11 Composition.

There is hereby created the North Bay Village Community Enhancement Board which shall consist of five members who may reside at any location within the Village, or owners of businesses located within the confines, or designees of such business owners; all of whom shall serve for a period of two years concurrent with the regular scheduled election of the Commission as provided in Section 6.01 of the Charter.

(Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04; Ord. No. 2013-08, § 2, 10-8-13)

§ 32.12 Qualifications.

The members of the Community Enhancement Board shall be appointed and shall be qualified electors of the Village or owners of businesses located within the confines of the Village, or designees of such business owners as defined in

^{*}Editor's note—Ord. No. 04-04, adopted Feb. 17, 2004 amended ch. 32 by combining the provisions of the Beautification Board, §§ 32.10—32.13, with the Arts, Cultural and Special Events Board, §§ 32.55—32.60. Sections 32.55—32.60 have been renumbered as §§ 32.12—32-17 to conform to the numbering style of this Code.



the Charter. Resident members of the Board shall also be and remain during their respective terms of office, residents of the Village.

(Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04; Ord. No. 2013-08, § 2, 10-8-13)

§ 32.13 Terms; removal from office.

Members of the Board shall be appointed by the Village Commission, by a majority vote of the members present, concurrent with the regular scheduled election of the Commission; however, in order to maintain continuity, members shall serve until the new Board is appointed after the election. Any member may be removed from the office by the Commission upon majority vote of the Commission members present.

(Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04; Ord. No. 2013-08, § 2, 10-8-13)

§ 32.14 Vacancies.

In the event that a vacancy shall occur on the Board by resignation, removal, death, or for any other reason, a successor shall be appointed to fill the unexpired term for such member. (Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04)

§ 32.15 Power and duties.

The Community Enhancement Board shall be charged with the following duties:

- (1) To continually study the needs of the entire Village for floral landscaping, including the entrances of the several islands and the median strips, including both privately owned and publicly owned property.
- (2) Determine the existence of alleged violations of law which adversely affect the aesthetics of the Village.
- (3) Entertain complaints from citizens regarding existence of conditions which are detrimental to the aesthetic values and quality of life of the Village.
- (4) To file a report of its activities with the Village Commission and the Village Man-

ager, including the recommendations to the Commission for the beautification of the Village at least once per year.

(Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04; Ord. No. 05-04, 3-15-05; Ord. No. 2013-08, § 2, 10-8-13)

§ 32.16 Officers.

The Community Enhancement Board shall annually, each by majority vote, elect one of its members as Chairman and one of its members as Vice-Chairman. The Chairman shall chair the meetings of the Board, and shall be the representative of the Board to the Village Manager and the Village Commission. In the case of the absence of the Chairman at any meetings, the Vice-Chairman shall act in his stead. The Village Manager is directed and authorized to furnish, supply, and make available to the Board suitable and proper accommodations for the transactions of the business of the Board. The Board shall designate its own secretary and the Secretary shall make and furnish minutes of the Board's meetings and shall report to the Village Manager as to the attendance of the meeting and submit the minutes of its meetings to the Village Manager monthly. (Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04; Ord. No. 2013-08, § 2, 10-8-13)

§ 32.17 Meetings; quorum; voting period.

- (A) The Community Enhancement Board shall hold regular monthly meetings at such time and place as the Board may determine and may hold special meetings at any other time. All meetings shall be publicly noticed to residents, homeowners, and property owners by publication on the Village bulletin boards. In the event that the Chairperson shall fail to call a special meeting, upon request of any member of the Board, a special meeting shall be held upon written call of two other members of the Board mailed three days prior to the called meeting.
- (B) All meetings of the Board shall be open to the public and three members shall constitute a quorum.



State law reference—Municipal planning and zoning, F.S. § 163.01 et seq.

(C) A majority vote of the Board shall be required on all recommendations made to the Village Commission.

(Ord. No. 04-04, 2-17-04; Ord. No. 04-12, 6-8-04; Ord. No. 2013-08, § 2, 10-8-13)

CIVIL SERVICE BOARD

§ 32.20 Establishment.

For provisions concerning the Civil Service Board, see § 33.021.

PLANNING AND ZONING BOARD

§ 32.30 Creation; members.

- (A) Created; composition. A Planning & Zoning Board is hereby created which shall be composed of five members to be appointed by the Village Commission. The Board shall be composed of one member from North Bay Island, one member from Harbor Island, one member from Treasure Island and two at-large members.
- (B) Qualifications of members. The members of the Board shall be appointed and shall be qualified electors of the Village as defined in the Charter, and shall also be and remain during their respective terms of office, residents of the Village.
- (C) Terms, vacancies, removal from office. The original members of the Board shall be appointed by the Village Commission at the meeting in which this section is finally adopted. Members of the Board shall be appointed by the Village Commission for a term of two years.
- (D) Participation of ex officio members. The Mayor and the Village Manager shall serve as ex officio members of the Planning and Zoning Board; however, their participation in matters before the Board shall be limited to discussion and their presence shall not constitute a quorum in the absence of other members, nor shall they be entitled to vote or otherwise participate in making recommendations to the Village Commission. (1964 Code, § 2-40; Ord. 186, passed 6-2-65; Am. Ord. 275, passed 8-18-76; Ord. No. 04-15, 7-27-04)

§ 32.31 Vacancy.

In the event that a vacancy shall occur on the Planning and Zoning Board by reason of resignation, removal, death, or for any other reason, a successor shall be appointed to fill the unexpired term of the member. Any member may be removed from office by the Village Commission upon majority vote of the Commission.

(1964 Code, § 2-40(c); Ord. 186, passed 6-2-65; Am. Ord. 275, passed 8-18-76)

§ 32.32 Officers.

The Planning and Zoning Board shall annually, each by majority vote, elect one of its members as Chairman and one of its members as Vice-Chairman. At all meetings the Vice-Chairman, in case of the absence of the Chairman, shall act in his stead. The Board shall designate its own Secretary and professional advisors, the compensation thereof to be fixed by the Village Commission.

(1964 Code, § 2-40(d); Ord. 186, passed 6-2-65; Am. Ord. 275, passed 8-18-76)

§ 32.33 Meetings.

The Planning and Zoning Board shall hold regular meetings at such time and place as the Mayor and Commission may establish by Resolution and may hold special meetings at any other time on written call of the Chairman, mailed three days prior to the called meeting. Notices of all meetings shall be sent to residents, home owners, and property owners in accordance with the current practice of the Village Clerk in noticing meetings of the Village Commission. In the event that the Chairman shall fail to call a special meeting, upon request of any member of the Board, a special meeting shall be held upon written call of two other members of the Board mailed three days prior to the called meeting. All meetings of the Board shall be open to the public and three members shall constitute a quorum. A





majority vote of the Board shall be required on all recommendations made to the Village Commission.

(1964, Code, § 2-40(e); Ord. 186, passed 6-2-65; Am. Ord. 275, passed 8-18-76; Ord. No. 01-03, § 1, 3-27-01)

§ 32.34 Powers; rules and regulations.

- (A) The Planning and Zoning Board shall have the authority and duties set forth in § 152.101.
- (B) The Board shall adopt its own rules and regulations and rules of procedure including but not limited to rules and regulations in connection with the processing of applications for variances. (1964 Code, § 2-40(f) and (g); Ord. 186, passed 6-2-65; Am. Ord. 275, passed 8-18-76)

§§ 32.40-32.44 Reserved.

Ord. No. 2015-008, § 2, adopted May 15, 2015, amended the Code by repealing former §§ 32.40—32.44 in their entirety. Former §§ 32.40—32.44 pertained to the police department, and derived from the 1964 Code, §§ 15-7—15-9; Ord. 2, adopted August 9, 1945; Ord. 241, adopted May 24, 1972; Ord. 81-13, adopted July 15, 1981; Ord. No. 2008-22, adopted October 14, 2008. For similar provisions, see Ch. 39.



§ 32.50 Establishment.

For provisions concerning the Rent Control Board, see §§ 95.13 and 95.14.







ARTS, CULTURAL AND SPECIAL EVENTS BOARD

§ 32.60 Arts, Cultural and Special Events Board.

An Arts, Cultural and Special Events Board is hereby created which shall be composed of five members, appointed by the Village Commission to serve at the pleasure of the Commission without compensation. Each member shall be appointed by a majority vote of the Village Commission. (Ord. No. 05-05, 3-15-05; Ord. No. 07-03, § 1, 3-20-07; Ord. No. 2010-07, § 1, 12-14-10)

§ 32.61 Qualification of members.

The members of the Arts, Cultural and Special Events Board shall be appointed and shall be qualified electors of the Village as defined in the Charter and shall also be and remain during their respective terms of office, residents of the Village. (Ord. No. 05-05, 3-15-05; Ord. No. 07-03, § 1, 3-20-07)

§ 32.62 Terms; vacancies; removed from office.

Members of the Board shall be appointed by the Village Commission for a term of two years. In the event that a vacancy shall occur on the Board by reason or resignation, removal, death, or for any other reason, a successor shall be appointed to fill the unexpired term for such member.

Any member may be removed from the office by the Commission upon majority vote of the Commission.

(Ord. No. 05-05, 3-15-05; Ord. No. 07-03, § 1, 3-20-07; Ord. No. 2010-07, § 1, 12-14-10)

§ 32.63 Officers.

The Arts, Cultural and Special Events Board shall annually, each by majority vote, elect one of its members as Chairman and one of its members as Vice-Chairman. The Chairman shall chair the meetings of the Board, and shall be the representative of the Board to the Village Manager and Village Commission. In the case of the absence of the Chairman at any meetings, the Vice-Chairman shall act in his stead. The Village Manager is

directed and authorized to furnish, supply, and make available to the Board suitable and proper accommodations for the transactions of the business of the Board. The Board shall designate its own Secretary and the Secretary shall make and furnish minutes of the Board's meetings and shall report to the Village Manager as to the attendance of the meeting and submit the minutes of its meetings to the Village Manager not later than two weeks after each meeting. (Ord. No. 05-05, 3-15-05; Ord. No. 07-03, § 1, 3-20-07; Ord. No. 2010-07, § 1, 12-14-10)

§ 32.64 Meetings; quorum; voting period.

- (A) The Arts, Cultural and Special Events Board shall hold regular monthly meetings at such time and place as the Board may determine and may hold special meetings at any other time. All meetings shall be open to the public. All meetings shall be publicly noticed to residents, homeowners, and property owners in accordance with the current practice of the Village Clerk in noticing meetings of the Village Commission. In the event that the Chairperson shall fail to call a special meeting, upon request of any member of the Board, a special meeting shall be held upon written call of two other members of the Board mailed three days prior to the called meeting.
- (B) All meetings of the Board shall be open to the public and three members shall constitute a quorum.
- (C) A majority vote of the Board shall be required on all recommendations made to the Village Commission.
 (Ord. No. 05-05, 3-15-05; Ord. No. 07-03, § 1, 3-20-07; Ord. No. 2010-07, § 1, 12-14-10)

§ 32.65 Powers and duties.

- (A) The Arts, Cultural and Special Events Board shall be charged with the duty and responsibilities to act in an advisory capacity to the Village Commission and Village Manager in matters pertaining to the delivery of the following human services:
 - (1) Recreation and park planning activities.
 - (2) Program financing and services.





- (3) Physical components of outdoor and indoor leisure, cultural and recreational activities to meet the needs of as many kinds of people as possible.
- (4) Social services and other human resources program planning with special emphasis on the needs of residents of the Village.
- (5) Cooperate with all other similar governmental agencies and all public or private organizations working for the same or similar objectives.
- (B) The Board shall submit to the Village Manager and through him or her to the Village Commission interim reports as to the performance of its duties and responsibilities as set forth above. (Ord. No. 05-05, 3-15-05; Ord. No. 07-03, § 1, 3-20-07; Ord. No. 2010-07, § 1, 12-14-10)

YOUTH AND EDUCATION SERVICES BOARD

§ 32.66 Youth and Education Services Board.

A Youth and Education Services Board is hereby created which shall be composed of five members appointed by the Village Commission to serve at the pleasure of the Commission without compensation. Each member shall be appointed by a majority vote of the Village Commission. (Ord. No. 2010-08, § 1, 12-14-10; Ord. No. 2013-01, § 2, 1-8-13)

§ 32.67 Qualification of members.

The members of the Youth and Education Services Board shall be appointed with one member having a professional background in education and shall be at least 15 years in age and shall also be and remain during their respective terms of office, residents of the Village.

Minors between the ages of 15—17 must obtain parental consent and must be accompanied to the meeting by a parent.

(Ord. No. 2010-08, § 1, 12-14-10; Ord. No. 2013-01, § 2, 1-8-13)

§ 32.68 Terms; vacancies; removal from office.

- (A) Members of the Board shall be appointed by the Village Commission for a term of two years to coincide with the Village's general election. In the event that a vacancy shall occur on the Board by reason of resignation, removal, death, or for any other reason, a successor shall be appointed to fill the unexpired term for such member.
- (B) Any member may be removed from the office by the Commission upon majority vote of the Commission.

 (Ord. No. 2010-08, § 1, 12-14-10; Ord. No. 2013-

(Ord. No. 2010-08, § 1, 12-14-10; Ord. No. 201 01, § 2, 1-8-13)

§ 32.69 Officers.

The Youth and Education Services Board shall annually, each by majority vote, elect one of its members as Chairman and one of its members as Vice-Chairman. The Chairman shall chair the meetings of the Board, and shall be the representative of the Board to the Village Manager and Village Commission. In the case of the absence of the Chairman at any meetings, the Vice-Chairman shall act in his stead.

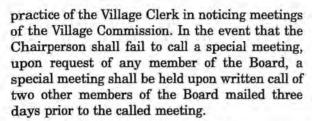
The Village Manager is directed and authorized to furnish, supply, and make available to the Board suitable and proper accommodations for the transactions of the business of the Board. The Board shall designate its own Secretary and the Secretary shall make and furnish minutes of the Board's meetings and shall report to the Village Manager as to the attendance of the meeting and submit the minutes of its meetings to the Village Manager no later than two weeks after each meeting.

(Ord. No. 2010-08, § 1, 12-14-10; Ord. No. 2013-01, § 2, 1-8-13)

§ 32.70 Meetings; quorum; voting period.

(A) The Youth and Education Services Board shall hold regular monthly meetings at such time and place as the Board may determine and may hold special meetings at any other time. All meetings shall be open to the public. All meetings shall be publicly noticed to residents, homeowners, and property owners in accordance with the current





- (B) All meetings of the Board shall be open to the public and three members shall constitute a quorum.
- (C) A majority vote of the Board shall be required on all recommendations made to the Village Commission.
 (Ord. No. 2010-08, § 1, 12-14-10; Ord. No. 2013-

01, § 2, 1-8-13)

§ 32.71 Powers and duties.

- (A) The Youth and Education Services Board shall be charged with the duty and responsibilities to act in an advisory capacity to the Village Commission and Village Manager in matters pertaining to the needs of the children and youth in the community including:
 - (1) Recreation and park planning activities.
 - Physical components of outdoor and indoor leisure, cultural and recreational activities.
 - (3) To advocate for the needs and involvement of the Village's children and youth in the community.
 - (4) To promote the exchange of ideas and resources in order to better meet the needs of the children and youth in the Village.
 - (5) To provide input and ideas as to educational programs and initiatives that affect the Village youth, including but not limited to the Treasure Island Elementary IB Program.

(Ord. No. 2010-08, § 1, 12-14-10; Ord. No. 2013-01, § 2, 1-8-13)

CITIZENS BUDGET AND OVERSIGHT BOARD

§ 32.72 Citizens Budget and Oversight Board.

A Citizens Budget and Oversight Board is hereby created which shall be composed of five members appointed by the Village Commission to serve at the pleasure of the Commission without compensation. All members shall be appointed as provided in Section 32.02. The Board shall be composed of one member from North Bay Island, one member from Harbor Island, one member from Treasure Island, and two at-large members. (Ord. No. 2010-09, § 1, 12-14-10; Ord. No. 2013-07, § 2, 10-10-13)

§ 32.73 Qualification of members.

The members of the Citizens Budget and Oversight Board shall be appointed and shall be qualified electors of the Village as defined in the Charter. Qualified electors shall also be and remain during their respective term of office, residents of the Village and the geographic area they represent. Applicants must possess a Bachelor's Degree or higher in either Finance, Accounting, or Business Administration or equivalent or a minimum of four years' experience.

(Ord. No. 2010-09, § 1, 12-14-10; Ord. No. 2013-

07, § 2, 10-10-13)

§ 32.74 Terms; vacancies; removal from office.

- (A) Members of the Board shall be appointed by the Village Commission, for a term of two years concurrent with the regular scheduled election of the Commission; however, in order to maintain continuity, members shall serve until the new Board is appointed after the election. Board members shall be appointed as soon as possible after new Commissioners are sworn in to office. In the event that a vacancy shall occur on the Board by reason of resignation, removal, death, or for any other reason, a successor shall be appointed to fill the unexpired term for such member, based on the original appointment process.
- (B) Any member may be removed from the office by the Commission upon majority vote of the Commission.

 (Ord. No. 2010-09, § 1, 12-14-10; Ord. No. 2013-

07, § 2, 10-10-13)

§ 32.75 Officers.

The Citizens Budget and Oversight Board shall annually, each by majority vote, elect one of its



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members as Chair and one of its members as Vice-Chair. The Chair shall chair the meetings of the Board, and shall be the representative of the Board to the Village Manager and Village Commission. In the case of the absence of the Chairman at any meetings, the Vice-Chair shall act in his stead. The Village Manager is directed and authorized to furnish, supply, and make available to the Board suitable and proper accommodations for the transactions of the business of the Board. The Board may designate its own Secretary and the Secretary shall make and furnish minutes of the Board's meetings.

(Ord. No. 2010-09, § 1, 12-14-10; Ord. No. 2013-07, § 2, 10-10-13)

§ 32.76 Meetings; quorum; voting period.

- (A) The Citizens Budget and Oversight Board shall hold regular monthly meetings, unless the Board chooses not to meet in a particular month, at such time and place as the Board may determine and may hold special meetings at any other time. All meetings shall be open to the public. All meetings shall be publicly noticed to residents, homeowners, and property owners in accordance with the current practice of the Village Clerk in noticing meetings of the Village Commission. In the event that the Chairperson shall fail to call a special meeting, upon request of any member of the Board, a special meeting shall be held upon written call of two other members of the Board by postal mail or by email three days prior to the called meeting.
- (B) All meetings of the Board shall be open to the public and three members shall constitute a quorum.
- (C) A majority vote of the Board shall be required on all recommendations made to the Village Commission.

(Ord. No. 2010-09, § 1, 12-14-10; Ord. No. 2013-07, § 2, 10-10-13)

§ 32.77 Powers and duties.

- (A) The Citizens Budget and Oversight Board shall be charged with the duty and responsibilities to act in an advisory capacity to the Village Commission and Village Manager in matters pertaining to delivery of the following services:
 - (1) Examine and analyze the budget.

- (2) Hold monthly meetings as needed.
- (3) Present reports to the Commission indicating whether the expenditures match those promised during the bond campaign.
- (4) Review the annual performance audit to analyze whether the Bond funds have been expended only for the specified project.
- (5) Examine, analyze, and make recommendations on the preliminary budget to the Commission.

(Ord. No. 2010-09, § 1, 12-14-10; Ord. No. 2013-07, § 2, 10-10-13)

BUSINESS DEVELOPMENT ADVISORY BOARD

§ 32.78 Establishment.

A Business Development Advisory Board is hereby created to establish a dialog with existing members of the North Bay Village business community and to provide recommendations for the recruitment of new commerce to become part of the Village.

(Ord. No. 2014-06, § 2, 7-8-14)

§ 32.79 Composition.

There is hereby created the North Bay Village Business Development Advisory Board which shall consist of five members who may reside at any location within the Village, or owners of businesses located within the confines, or designees of such business owners; all of whom shall serve for a period of two years concurrent with the regular scheduled election of the Commission as provided in § 6.01 of the Charter.

(Ord. No. 2014-06, § 2, 7-8-14)

§ 32.80 Qualifications.

The members of the Business Development Advisory Board shall be appointed and shall be qualified electors of the Village or own or operate a business within the Village for a minimum of one year. Resident members of the Board shall also be and remain during their respective terms





of office, residents of the Village and shall have been a resident of North Bay Village for a minimum of two years.

(Ord. No. 2014-06, § 2, 7-8-14)

§ 32.81 Terms; removal from office.

Members of the Board shall be appointed by the Village Commission pursuant to Section 32.02 of the Village Code, by a majority vote of the members present, concurrent with the regular scheduled election of the Commission; however, in order to maintain continuity, members shall serve until the new board is appointed after the election. Any member may be removed from the office by the Commission upon majority vote of the Commission members present.

(Ord. No. 2014-06, § 2, 7-8-14)

§ 32.82 Vacancy.

In the event that a vacancy shall occur on the Board by resignation, removal, death, or for any other reason, a successor shall be appointed to fill the unexpired term for such member by a majority vote of the Commission.

(Ord. No. 2014-06, § 2, 7-8-14)

§ 32.83 Power and duties.

The Business Development Advisory Board shall be charged with the following duties:

- Appoint its own chair and vice-chair;
- Appoint a secretary, who shall keep an accurate record of the Board's Meetings;
- (3) Provide monthly written reports containing its activities and recommendations concerning the economic development of the Village, including but not limited to, the existing business environment in the Village and what measures the Commission and Village staff may take to attract businesses to the Village.

(Ord. No. 2014-06, § 2, 7-8-14)

§ 32.84 Officers.

The Business Development Advisory Board shall annually, each by majority vote, elect one of its members as Chair and one of its members as Vice-Chair. The Chair shall chair the meetings of the Board, and shall be the representative of the Board to the Village Commission. In the case of the absence of the Chair at any meetings, the Vice-Chair shall act in his stead.

The Village Manager is directed and authorized to furnish, supply, and make available to the Board suitable and proper accommodations for the transactions of the business of the Board. The Board shall designate its own secretary and the Secretary shall make and furnish minutes of the Board's meetings and shall report to the Village Commission as to the attendance of the meeting and submit the minutes of its meetings to the Village Commission monthly.

(Ord. No. 2014-06, § 2, 7-8-14)

§ 32.85 Meetings; quorum; voting period.

- (A) The Business Development Advisory Board shall hold regular monthly meetings at such time and place as the Board may determine and may hold special meetings at any other time. All meetings shall be publicly noticed to residents, homeowners, and property owners by publication on the Village's bulletin board or website. In the event that the Chairperson shall fail to call a special meeting, upon request of any member of the Board, a special meeting shall be held upon written call of two other members of the Board mailed three days prior to the called meeting.
- (B) All meetings of the Board shall be open to the public and three members shall constitute a quorum.
- (C) A majority vote of the Board shall be required on all recommendations made to the Village Commission.

 (Ord. No. 2014-06, § 2, 7-8-14)

SPECIAL NEEDS ADVISORY BOARD

§ 32.86 Created.

A Special Needs Advisory Board (the "Board") is hereby created which shall be composed of three members appointed by the Village Commission to serve at the pleasure of the Commission. Each member shall be appointed by a majority vote of the Village Commission. (Ord. No. 2015-001, § 2, 1-13-15)



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3-20.1



§ 32.87 Purpose.

The Board will act in an advisory capacity to provide the Village Commission, Village Manager, and Village residents with information regarding matters pertaining to the needs of community residents with functional impairments, disabilities, and other such special needs, as well as seniors and children.

(Ord. No. 2015-001, § 2, 1-13-15)

§ 32.88 Powers and duties.

The powers and duties of the Board shall include the following:

- Promote the exchange of ideas and resources in order to better meet the needs of residents with special needs;
- (2) Provide input and information as to government and/or private agencies that provide services for residents with special needs.

(Ord. No. 2015-001, § 2, 1-13-15)

§ 32.89 Meetings; selections of officers.

- (A) The Board shall hold quarterly meetings to carry out its purpose and duties, as called by its Chairman or the Village Commission.
- (B) The Board shall annually, each by majority vote, elect a Chairman and a Vice-Chairman from among its members. The Chairman shall chair meetings of the Board, and shall be the representative of the Board to the Village Manager and the Village Commission. In the case of the absence of the Chairman at any meetings, the Vice-Chairman shall act in his or her stead. The Board shall designate its own secretary, and the Secretary shall make and furnish minutes of the Board's meetings and submit the minutes of its meetings to the Village Manager monthly. (Ord. No. 2015-001, § 2, 1-13-15)

§ 32.90 Terms; vacancies; removal.

(A) Members of the Board shall be appointed by the Village Commission for a term of two years to coincide with the Village's general election; however, in order to maintain continuity, members shall serve until the new board is appointed after the election. In the event that a vacancy shall occur on the Board by reason of resignation, removal, death, or for any other reason, a successor shall be appointed to fill the unexpired term for such member.

- (B) The Village Commission shall have the authority to remove any member of the Board for misconduct, or for more than three unexcused absences in any calendar year.
- (C) Members of the Board have a responsibility to keep confidential information confidential. If a member of the Board discloses confidential information, that member is acting outside his/her scope of authority and could be removed from the Board or be held personally liable for claims of defamation, invasion of privacy, violations of statute, etc.

(Ord. No. 2015-001, § 2, 1-13-15)

§ 32.91 Sunset review.

The Board shall have a Sunset Review by the Commission after one year from the date that the ordinance from which section 32.86—32.91 derived was adopted.

(Ord. No. 2015-001, § 2, 1-13-15)





From: Frank Rollason

To: <u>Jenorgen Guillen (JGuillen@nbvillage.com)</u>

Subject: FW: garden blowers

Date: Friday, December 23, 2016 8:15:41 AM

Jen, please use the below e-mail as back-up to the Mayor's discussion item on Leaf Blowers.

Frank Rollason, Village Manager

North Bay Village

1666 Kennedy Causeway, Ste 300

Tel: 305-756-7171 Ext 21 Fax: 305-756-7722 Mobile: 305-299-7300 frollason@nbvillage.com www.nbvillage.com

----Original Message-----

From: Ester Pereira [mailto:esterp131@aol.com] Sent: Thursday, December 22, 2016 6:57 PM

To: Connie Leon-Kreps; <joseralvarez@bellsouth.net>; Eddie Lim; Eddie Lim; Andreana Jackson;

<Doughornsby@msn.com>

Cc: Frank Rollason Subject: garden blowers

Dear NBV Committee members:

I am writing to you regarding the subject of garden blowers. Our increasing population, increasing noise and increasing pollution are all good reasons to make us look at ways of reducing impacts on our daily life and quality therein.

Last week I mentioned the subject of a "ban on garden blowers" to our Village Manager and he didn't agree or disagree when I suggested that the City landscapers should set the example. He said that banning the blowers would likely increase gardening fees as the time spent raking would also increase. I would like for you all to think not only in terms of costs, but also of benefits.

- 1- Just a few days ago, for example, I saw the Village gardeners blowing and then raking the bulk of leaves. However, smaller stuff and dust went all over the ground and the air. What goes up in the air ends up in our homes and in the air we breath; stuff that is blown around and not collected ends up in the drains. Mr. Rodney mentioned that the Village pays around \$40,000 p/year to unclog and clean drains. Certainly the clogging is not all caused by the stuff blown around, but I am certain that it contributes. Some of that money can offset the additional costs that the extra hand raking might add.
- 2- The time that is spent blowing can be spent raking and bagging. This also means that there is no need to spend money on the machinery, its maintenance, fuel, etc.
- 3- Possibly an exemption could be given to residents with large properties, where the blowing is done away from the streets and the bay. Last week I sent pictures to the Village of leaves that a neighbor's gardner blew into to the bay.

On a different note, I would also like to suggest that the Village Offices turn up the thermostat at the end of the day, or have the building's owner instal sensors so that the temps can be automatically adjusted when people go home. Last week during yoga class we nearly froze!

I will be out of town for a few weeks and won't be able to bring this up at one of the Meetings. I would much appreciate your action into this.

Thank you and best wishes for a wonderful Holiday Season, much health and happiness in 2017

Ester Pereira-Razim

NORTH BAY VILLAGE POLICE DEPARTMENT



OFFICIAL NOTICE

IT HAS COME TO OUR ATTENTION THAT GRASS CLIPPINGS ARE BEING BLOWN ONTO VILLAGE STREETS AND SIDEWALKS. THESE CLIPPINGS END UP OBSTRUCTING THE VILLAGE STORM DRAINS.

THIS NOTICE WILL ACT AS OFFICIAL NOTIFICATION AND SHOULD ANY PERSON OR COMPANY VIOLATE THESE LAWS THEY WILL BE CITED AND ANY BUSINESS MAY BE PROHIBITED FROM WORKING IN THE LANDSCAPE BUSINESS AGAIN IN NORTH BAY VILLAGE.

§ 94.02 Deposits on public property prohibited.

It shall be unlawful for any person to deposit, place, or throw or cause to be deposited, placed, or thrown any garbage, tree or grass cuttings, sweepings, paper, trash, or debris on any street, alley, sidewalk, gutter, park or other public property in the Village. **FINE = \$250.00**

§ 94.10(C) Duty to dispose of wastes.

It shall be unlawful to place yard trash (leaves, grass, vines, small clippings) other than brush materials, for collection in any front setback other than in a securely bound plastic bag or other containers not to exceed 30 gallons in size. **FINE = \$200.00**

OBSTRUCTION OF WATER METERS:

DO NOT PLACE YARD WASTE OR ANY OTHER ITEMS ON TOP OF WATER METERS

THANK YOU FOR YOUR COOPERATION ESPAÑOL EN DORSO

MM 2/34

1841 GALLEON STREET, NORTH BAY VILLAGE, FL 33141 MIAMI-DADE COUNTY PHONE #305-758-2626 FAX #305-866-7513

POLICE PARTM A SET U

NORTH BAY VILLAGE POLICE DEPARTMENT

AVISO OFICIAL

HA LLEGADO A NUESTRA ATENCIÓN QUE LA HIERBA QUE SE CORTA ES SOPLADA Y SE ESPARZE SOBRE LAS CALLES Y ACERAS DE LA CIUDAD. ESTOS RECORTES TERMINAN OBSTRUYENDO LOS DESAGÜES DE LA CIUDAD.

ESTE AVISO ACTUARÁ COMO NOTIFICACIÓN OFICIAL Y SI CUALQUIER PERSONA O COMPAÑÍA VIOLAN ESTAS LEYES SERÁN CITADOS Y PUEDEN SER PROHIBIDOS DE TRABAJAR EN EL NEGOCIO DE JARDINERIA EN NORTH BAY VILLAGE.

§ 94.02 Prohíbido depósitos en propiedad pública.

Será ilegal para cualquier persona depositar, colocar, lanzar o para ser depositado, colocado o lanzado cualquier basura, árbol o hierba, papel, o desechos en cualquier calle, callejón, acera, cuneta, parque u otra propiedad pública en la ciudad. Multa = \$250.00

§ 94.10(C) Deber para deshacerse de los desechos.

Será ilegal colocar la basura del patio (hojas, hierba, recortes pequeños) para colectar, en bolsas que no sean de plástico y que no estén firmemente cerradas u otros recipientes que excedan mas de 30 galones de tamaño. **Multa = \$200.00**

OBSTRUCCIÓN DE MEDIDORES DE AGUA:

NO COLOQUE DESECHOS DE PATIO O CUALQUIER OTRO ARTÍCULO SOBRE MEDIDORES DE AGUA.

GRACIAS POR SU COOPERACIÓN

1841 GALLEON STREET, NORTH BAY VILLAGE, FL 33141 MIAMI-DADE COUNTY PHONE #305-758-2626 FAX #305-866-7513

NORTH BAY VILLAGE POLICE DEPARTMENT

MEMORANDUM

DATE:

December 8, 2016

TO:

Chief Carlos Noriega

FROM:

Robert Santos-Alborná

SUBJECT: Feral Cat Colonies in Morth Bay Village - Assessment and Recommendations

This memorandum provides an analysis and assessment regarding North Bay Village's Feral Cat colonies, and offers direction and recommendations for future consideration.

I. BACKGROUND

A feral cat is defined as a non-domesticated, free-roaming cat, which has been born from other ferals; as opposed to stray cats which may be free-roaming but can be re-socialized and potentially re-introduced to a home environment. Generally, feral cats reflect certain traits such as lack of socialization, potential for aggression, and fear of interaction with as well as a lack of dependence on humans. It is accepted that feral cats generally try to avoid humans and prefer to escape rather than attack; however, there are instances where feral cats have been found to be aggressive. The American Society for the Prevention of Cruelty to Animals (ASPCA) defines feral/community cats as either cats who were born and raised in the wild or domestic cats which have been abandoned, or lost and turned wild in order to survive.

However, for the purpose of this memorandum, the terms of Stray, Unowned, Community and Feral will be reflected to be one and the same, as a non-domestic cat.

It is widely believed that the cat population in North Bay Village (NBV) was established similarly to that of Miami Beach in the 1800s, when cats were brought to the barrier island to fight rodent infestation. Unfortunately, the Miami Beach free-roaming cat population went awry in the 1990s as they reproduced at an alarming rate without an ecological balance or a program in place. NBVs feral cat population could potentially boom and run parallel to that of Miami Beach's if it's not addressed in a timely and programmatic fashion.

While free-roaming cats can maintain rodent and vermin at tolerable levels, they can also carry disease, including but not limited to rabies, hookworm, mange, and toxoplasmosis (an infection known to cause miscarriages and birth defects). Thus, the health concern related to feral cats is indeed a valid one.

CURRENT STATUS & OPTIONS TO REDUCE FERAL CAT POPULATION

There are few topics that evoke emotion and capture the passion of people as that of cats, and specifically stray, community and/or feral cats. Research reflects that in 2015, the Miami-Dade County feral cat population was estimated at approximately 300,000 (Miami-Dade County Animal Services Department). The number of feral/community/stray cats in North Bay Village (NBV) is significantly lower; and based on multiple discussions with staff, it is believed that there are currently three (3) feral colonies within the boundaries of the village. The total estimated amount of unowned/stray/feral cats is projected at approximately 60-70 cats. However, this number can easily escalate, as female feral cats have an average of 1.4 litters per year, with an average of 3.5 births in each litter; which yields approximately a litter of 4.9 kittens per year (Solano Feral Cat Group).

Part of the discussion should also include concerns regarding the feline threat over the native bird population. Research reflects that "free ranging cats substantially cause greater wildlife mortality than previously thought.... and is likely the single greatest source of anthropogenic mortality for U.S. birds." (Marra et al, 2016, US News – American Bird Conservancy). Experts also reflect that "sound conservation and policy intervention is needed to reduce the adverse ecological impact" on native birds.

One method to address a potential explosion in feral cat population is through "trap, neuter and return" process; also knows as TNR. This is a widely accepted process and one of the most effective methods to curb feral cat populations. Programs built around TNR are known to reduce feral cat births, save lives, and complement community efforts while compassionately caring for cats. In addition, a feral cat program can have a dramatic impact on the number of cats entering a community and/or public shelters and consequently reduce the number of cats that are euthanized.

Well-designed TNR programs should also include best practice trapping protocols, thorough physical examinations which can yield the early identification of illnesses and diseases, anesthesia and analgesia, ear tipping (as a method to visually identify the cats that have been spayed/neutered), surgery, recovery, discharge and release. Locally, the Miami-Dade County Animal Services Department (Attachment A) has a TNR program. That program relies on community members or private, licensed trappers who bring the feral/free-roaming cats to the shelter (located in the Doral area) for free neutering or spaying surgeries and vaccinations. The cats are then returned to their original location. Inherently, the size of the colony becomes manageable as the cats are unable to reproduce. As part of the program, those cats identified to be injured, ill or carry any of the diseases previously mentioned, are humanely euthanized.

In addition to ASD, there are also other entities that provide grants and subsidies designed to assist municipalities and communities in establishing TNR programs. Some of these organizations are reflected immediately below, and have grants available for TNR to include multi-year projects (see Attachment B).

III. FUTURE OUTLOOK & RECOMMENDATIONS

It is recommended that the Village addresses its current feral cat population challenge through multiple methodologies. These include: (1) Establish a Feral Cat Program with a (2) TNR component at its core; (3) Remove sick, injured and excessively aggressive cats from the colonies; and (4) consider legislation to address nuisance and litter issues.

- A. <u>Establish a Feral Cat Program</u>. This process provides a framework for feral cat caregivers from which to operate and provides the Village valuable information; including volunteer registration information and periodic report on colony locations and situations. The program can also establish minimum care standards and requirements to include feeding regulations. This process helps in keeping and maintaining data and measures the program's success. Some of the measureable key goals and variables are:
 - 1) Obtain accurate data to include number of cats per colony
 - 2) Trapping and Removal of sick/injured/aggressive cats
 - 3) Registration and information on the caregivers
 - 4) Number of TNRs (as reflected by ear tipping)
 - 5) Reflect and measure increases or decreases in colony population
 - 6) Provide routine medical care
 - 7) Provide specific regulation regarding feeding

- 8) Reach out to Miami-Dade County Animal Services Department and coordinate and event where their Mobile Animal Clinic (MAC) visits NBV and conducts free spay and neuter services to area residents' pets. Event can also include cats from the village's feral colonies.
- Seek and obtain grants to assist with funding issues from various agencies, including:
 - Maddie's Fund (<u>www.maddiesfund.org</u>)
 - ii. Humane Society (www.humanesociety.org)
 - iii. Alley Cat Care (www.alleycat.org)
 - iv. PetSmart Charities (www.petsmartcharities.org)
 - v. Petco Foundation (www.petco.com)
- 10) Coordinate and obtain best practice efforts through local and national organizations to include Cat Network (<u>www.thecatnetwork.org</u>), the Humane Society (<u>www.hsus.org</u>) and the Florida Cat Crusade (<u>www.catcrusade.org</u>).
- 11) Consider working with area veterinarians and small businesses that have a vested interest in the community (e.g., Pets and Vets in North Miami Beach and North Bay Village Feral Cat Removal – Attachment G).
- B. <u>TNR</u> As previously reflected, TNR is one of the most humane and effective methods to reduce and manage the number of feral/unowned cats within communities. A TNR/ Spay-Neuter Program must be the centerpiece of a Feral Cat Program. Research reflects that at least 70% of the colony needs to be neutered/spayed to prevent the cat population from increasing. There are a number of organizations that provide either free or low cost spay/neuter services in South Florida. These include: the Miami-Dade Animal Services Department (free), the Cat Network (through its Meow Mobile), and the Humane Society.
- C. Removal of Sick / Injured / Aggressive Feral Cats: In the event a diseased carrying or injured cat is identified, it should be trapped and promptly removed to minimize adverse impact on colony and area residents.
- D. <u>Legislation</u>: While the establishment of a TNR program is crucial to maintain and/or curb feral cat population levels, the Village is highly encouraged to address several other catrelated issues as follows:
 - 1) Consider placing a limit on the number of cats per household,
 - Prohibit or Restrain the feeding of cats on public property.
 - Option A is to strictly prohibit this practice on public property (Attachment C).
 - Option B is to create and designate "feeding areas", away from schools and children and that are adjacent to the current cat colonies.
 - iii. If Option B is followed, require that paper/plastic plates, cans and feeding utensils are immediately removed after feeding so that they don't create litter, attract vermin, and create a nuisance.
 - iv. Establish a Fine-After-Warning schedule for repeat offenders.
 - Create an ordinance that addresses cat abandonment in an effort to minimize increase in feral cat population and any adverse impact to the community.

There are a number of jurisdictions that currently regulate and limit the number of adult cats per household [(Attachment D-Miami Shores Village - 3 cats per household [Section 5-21(b)]. The same jurisdiction also has an ordinance that regulates how strays or feral cats can be captured (Attachment D — Miami Shores Village Section 5-24), and requires that all pets be kept and maintained in sanitary conditions not to create a nuisance.

Another consideration is simply prohibiting the feeding of wild animals (including feral cats) in public parks (Attachments E and F), or providing specific areas where the feeding of feral animals is allowed.

Collectively, these recommendations seek to curb and stabilize feral cat population levels, provide a structure and process for feral cat caregivers and feeders, limit the number of cats per households, and provide a process to reduce litter and debris. Except for the TNR proviso as a requirement, all the recommendations may be implemented jointly or separately. Notwithstanding which methodology is followed, all the recommendations aim to curb the feral cat population levels and have a positive impact on the quality of life of NBVs residents.

C: Frank Rollason, Village Manager

Attachments:

- A. Miami Dade Animal Services TNR Information
- B. List of organizations that provide funding for TNR Programs
- C. Prohibition on Feeding Feral Animals (Leon County)
- D. Miami Shores Village Cat Related Ordinances
 - Limit the Number of Cats per household
 - 2) Keeping of Noisy Animals
 - 3) Stray or Abandoned Animals
 - 4) Maintaining Animals as Pets
- E. Feeding Feral and Stray Cats is Prohibited Huber Ridge Area
- F. Prohibition on Feeding Wild Animals Camden
- G. North Bay Village Feral Cat Removal

ATTACHMENT A

Miami-Dade County Animal Services

Trap-Neuter-Return

The Trap-Neuter-Return program, or TNR, is an effective and humane method used to stabilize community cat populations. It is program free of charge to all Miami-Dade County residents providing free spay/neuter surgeries for healthy community cats.

The TNR service includes:

- · Sterilization
- · Rabies vaccine
- · FRCPC (feline booster shot)
- · Ear tip
- · Delivery back to the community

How it works

Residents of Miami-Dade County can use their own cat traps or rent them from Animal Services to trap a community cat. If rented from the Pet Adoption and Protection Center, the cat traps must be picked up and set up by the resident. A \$50 refundable deposit is required and must be paid by cash, credit card or check. The \$50 refundable deposit will be held for 10 days. Customers who do not return the cat traps within 10 days forfeit the deposit.

Once the community cat is caught, the resident must take the trapped community cat to the Pet Adoption and Protection Center. Animal Services does not pick up cats in traps.

The cat is then sterilized and receives its rabies vaccine and feline booster shot. A small portion, 1 cm., of the tip of the left ear is removed to provide visual confirmation that they have been sterilized and Animal Services returns the cat to their community.

All healthy community cats are eligible candidates for TNR. Cats that are injured or diseased are not returned back into the community.

Over time, the stabilized population declines, resulting in the humane reduction in free roaming cat populations.

Cat Trapping Tips

Below are a few tips on trapping community cats.

- You may have more success trapping if you withhold food 24-36 hours prior to trapping and then trap at the usual feeding times.
- · Place a thin layer of paper in the trap if the wind is not too strong to move the paper around.
- · Place the bait, usually canned cat food or tuna fish, into the far back of the cage and secure the door with the clip.
- Place the cage in an area where stray cats are often observed.
- Place the cage on a level surface. If placing on grass and soil make sure the door will close completely.
- After setting the cage, it maybe helpful to place a sheet or pillow case over the cage.
- · Cats often venture into enclosed areas.
- · Remove yourself from the immediate area.
- · Check the cage as often as possible. It is not recommended to leave the traps unobserved for any length of time.
- After the cat has been caught, completely cover the cage with a sheet or a large pillow case. This helps to calm the
 cat.
- · Please do not allow children or pets near the cage.
- Place the cat in a protected area where the elements will not harm the cat and transport it to Miami-Dade Animal Services as soon as possible.

Miami-Dade County Animal Services

Trap-Neuter-Return Program

Can I bring my dog for TNR service? (#TNG, cats, dogs)

How many cats can I bring for TNR? (#limit, community, tnr, cats)

I am not a Miami-Dade County resident, but can I bring a community cat for TNR? (#resident, cat, community, residents)

How big does a cat need to be for TNR? (#pounds, cats)

If I bring a community cat for TNR, does that make me the owner? (#owner, TNR, community)

How much does TNR cost? (#TNR, cost, services, feline)

Can I pick the cat up at the Pet Adoption and Protection Center after surgery instead of having Animal Services deliver? (#surgery, cat, shelter, deliver)

What happens if the Pet Adoption and Protection Center cannot reach me to pick the cat up? (#shelter, TNR, cat)

What happens to the community cats if I do not pick them up after surgery? (#community cats, surgery, pick up)

What is an earlip? (#earlip, cat)

Why eartip? (#sterilized, earlip, cats)

Can my pet cat have the free TNR service? (#low cost, pets, cat, tnr)

Can I bring my dog for TNR service?

No, TNR or Trap-Neuter-Return is a program for community cats only.

()

()

How many cats can I bring for TNR?

There is no limit to the number of community cats per person.

()

I am not a Miami-Dade County resident, but can I bring a community cat for TNR?

No, the TNR program is only available for residents of Miami-Dade County.

()

How big does a cat need to be for TNR?

Cats must weigh at least a pound and a half to qualify for TNR.

()

If I bring a community cat for TNR, does that make me the owner?

No, community cats are free roaming cats, which by definition have no owner.

()

How much does TNR cost?

TNR is free; the service includes sterilization, vaccination against rabies, FRCPC (feline booster shot), eartip and delivery back to the community.

ATTACHMENT B

LIST OF ORGANIZATIONS THAT PROVIDE THR FUNDING

1. How to Start a Feral Cat Program - Maddie's Fund

www.maddiesfund.org/how-to-start-a-feral-cat-program.htm

Programs built around TNR reduce births, save lives, and support community efforts to compassionately care for cats. A feral cat program can have a dramatic ...

Helping Feral Cats - Tips from The HSUS - humanesociety.org

Adwww.humanesociety.org/FeralCats

Get tips and expert advice on what you can do to help feral cats.

Celebrating 60 Years · Animal Rescue and Care

The HSUS's Community Cat Program Fund: The Humane Society of ... www.humanesociety.org/issues/feral_cats/facts/feral_cat_program_fund.html
May 28, 2014 - Join The Humane Society of the United States in helping the 30-40 million community cats in the U.S. by donating to our Community Cat ...

3. Feral vs. Stray Cats. Learn - How to Tell the Difference - alleycat.org

Stray cats & feral cats differ in their relationship to & interactions w/ people

- a. Trap-Neuter-Return
- b. Take Action
- Support Cats and Kittens
- d. Email Sign-Up
- e. About Us

4. Trap-Neuter-Return (TNR) grants | PetSmart Charities

https://www.petsmartcharities.org/.../grants/...grants/free-roaming-cat-spayneuter-gran...

No invitation is required to submit a Free-roaming Cat Spay/Neuter Grant application. ... neutered (free-roaming cats may include feral, stray or unconfined pet cats). ... The proposed project must combine a Return to Field (RTF) program with a ...

5. TNR - SpayUSA.org

www.spayusa.org/tnr.php

Easy To Administer Feral Cat Program. Spay USA offers subsidy funding for stray and feral cat caretakers throughout the US. The application is open to ...

6. Feral Cat Rescue, Spay/Neuter and Release Program - Noah's Ark ...

www.noahsark.org/whatwedo/feralrescue.htm

The goal of TNR **programs** is to prevent suffering and overpopulation of **feral** (wild) **cats**, ... **funds** for spay/neuter expenses for these **feral** and free-roaming **cats**.

7. Cat TNR Funding and Budget | Best Friends Animal Society

bestfriends.org/resources/financial-considerations

As with animal welfare in general, community cat **programs** (CCPs) rely on a ... Traps, transport cages, **feral cat** dens; Transportation (van, fuel, maintenance, ...

ATTACHMENT B

LIST OF ORGANIZATIONS THAT PROVIDE THR FUNDING

Feral & Community Cats | ASPCA Professional

aspcapro.org/feral-community-cats

This illustrated, full-color guide covers everything you need to know for best practices in medical and management protocols from trap handling through exams, ...

TNR - The Humane Alternative - Petfinder

https://www.petfinder.com/helping-pets/feral-cats/feral-catstnr-the-humane-alternative/ Trap-neuter-return (TNR) is a great way to help reduce the size of feral cat colonies. ... cat litter, the ASPCA offers grants through its Safe Steps Home program, ...

FCCRSNC Community Cat Program

https://www.fccrsnc.org/Service_FeralCatServices.php
If you know of feral cats that would benefit from this program please contact our ... +
PetSmart Charities awarded our Community Cat Program our largest grant to ...

ATTACHMENT C



Leon County Ordinance Sec. 4-46. - Prohibition on Feeding Feral Animals.

- (a) Prohibited. Feral animals constitute health and environmental risks to domesticated animals, wildlife, and persons. It is a violation of this article for any person to feed or harbor feral animals.
- (b) [Fine.] Any person found in violation of this article shall be fined.
- (c) Exceptions.
 - (1) A person may feed or harbor a feral animal if the animal is spayed or neutered; and
 - (2) A person may feed or harbor a feral animal if they accept legal responsibility for the animal, which includes ensuring compliance with all provisions of this chapter; and
 - (3) A person may feed or harbor a feral animal while on private property and with the expressed written approval of the property owner.
- (d) [Animal control.] Animal control has the right to impound a feral animal if:
 - The animal creates public health and safety concerns (including rabies, other zoonotic diseases, and certain animal to animal disease); or
 - (2) The animal creates a public nuisance as defined in section 4-36.

ATTACHMENT D

MIAMI SHORES CAT-RELATED ORDINANCES

Sec. 5-21, - Number limited.

(a) Dogs. No person shall keep at his home in the village more than three dogs which are over the age of six months.

Cross reference— Buildings and building regulations, <u>Ch. 6</u>; housing, <u>Ch. 12</u>; planning, <u>Ch. 19</u>; zoning, App. A.

(b) Cats. It shall be unlawful for any person to keep or harbor at his home or place of business more than four cats over six months of age.

(Code 1971, §§ 4-21, 4-24)

Sec. 5-22. - Keeping noisy animals.

(a) Dogs. It shall be unlawful for any person to keep or harbor or own any dog which engages in frequent or habitual barking, yelping or howling.

(b) 1Cats. It shall be unlawful for any person to keep or harbor any cal which engages in frequent or habitual crying and meowing.

(Code 1971, §§ 4-20, 4-24, 14-34(32))

· Sec. 5-23. - Abandonment.

It shall be unlawful for any person to abandon a dog or a cat.

Sec. 5-24. - Disposition of stray cuts.

Stray or abandoned cats shall be subject to removal from the village to be humanely disposed of in a manner authorized by the laws of the county.

(Code 1971, § 4-24)

• Sec. 12-109. - Domestic animals and pets.

Domestic *animals* and pets shall not be kept on any premises in such a manner as to create unsanitary conditions or constitute a nuisance. They may be maintained only in accordance with applicable regulation of the village.

(Code 1971, § 12-28)

ATTACHMENT E Huber Ridge Area

- Home
- · Our Info
- Discussions
- Calendar
- · Pages & Links
- · Meet Your Neighbors

Feeding Feral and Stray Cats Against the Law

The Franklin County Board of Health recently sent a letter to the Blendon Township Trustees notifying them of a violation in Huber Ridge where a resident was found to be feeding stray/feral cats and kittens. According to the notification, Franklin County Board of Health regulation 709.05 A.1 specifically states: "No person shall harbor, feed or sell wild, exotic, prohibited, or feral animals within the jurisdiction of the Franklin County District Board of Health."

The Ohio Revised Code Chapter 3709 authorized local health departments to regulate any condition which creates a nuisance. The conditions found at the residence (cat food bowls and empty plates found outside the residence) were found to be in violation of the Franklin County Board of Health Sanitary Regulation(s) #709 (Rabies Control Regulation) and #718 (Governing Nuisance Regulation). In order to get into compliance, the notice indicates that feeding of animals owned as pets must be done inside the residence or during limited daylight hours in a manner that does not create an attractive nuisance for wild, feral, or stray animals or rodents.

No one wants to see an animal go hungry, but residents need to be aware of the regulations of the Franklin County Board of Health as an act of kindness could violate the law and draw unwanted pests such as rodents, raccoons, oppossum or other such animals. For questions or concerns, residents can contact Franklin County Board of Health at 462-3160 or refer to their website at www.franklincountyohio.gov/health

Posted by ccordray on 07/25/2010
SHARE
Our Info

TOWN OF CAMDEN POLICE ORDINANCE CHAPTER VIII PART III-D

Prohibition of Feeding of Wild Animals

SECTION 1 - PURPOSE

The intent of this ordinance is to protect the health, safety, and welfare of the community and its wildlife by prohibiting the feeding of wild animals and waterfowl, including ducks, geese, and gulls, on public and private property in the town of Camden. It has been established that feeding waterfowl and other wild animals increases the potential for damage to public parks and private property, may elevate the potential for the spread of disease in people, and contributes to water quality problems in Camden harbor and Megunticook River. In addition, it is the intent of this ordinance to protect the welfare of the waterfowl and wild animals themselves, as wildlife studies have shown that feeding waterfowl and other wild animals can interrupt their normal migration patterns, can make them more aggressive in demanding food, cause nutritional problems, expose them to danger by eliminating their natural fear of predators, and promote the spread of diseases and disease-carrying parasites such as ticks.

SECTION 2 - DEFINITIONS

As used in this ordinance, the following terms shall have the meanings indicated:

"Wild animal" shall include any animal, which is not normally domesticated in this state, including but not limited to bears, coyotes, deer, feral cats, foxes, groundhogs, opossums, raccoons, skunks, and waterfowl.

"Waterfowl" shall include any bird that frequents the water, or lives about rivers, lakes, etc., or on or near the sea; an aquatic fowl, including but not limited to ducks, geese, and gulls.

SECTION 3 - PROHIBITIONS

- A. No person shall feed or provide food to any waterfowl on public or private property in the town of Camden. It is prohibited to place, deposit, scatter or distribute in a location accessible to waterfowl any type of food, including but not limited to corn, wheat or other grains, bread, popcorn, bird seed, scraps or any substance liable to be eaten by waterfowl or other wild animals.
- B. No person shall harbor, keep, or feed any wild animal or bird, on private or public property in a manner that creates an unclean, unsafe, or unsanitary condition, either on such person's property or on the property of another or of the Town, or that causes

ATTACHMENT G

North Bay Village, FL Feral Cat Removal - Nuisance Wildlife & Animal Control

Toll Free: (800) 248-7264



Licensed & Insured 24 Hours / 7 Days Toll Free: (800) 248-7264

Home

Animal Info

Insect Info

Photo Album

Contact Us

FERAL CATS

1-800-248-RANGERS







ATTACHMENT G







North Bay Village, FL Feral Cat Removal and Control Services

Animal Rangers provides professional feral cat trapping, removal and control services in North Bay Village, FL. Our expert feral cat removal services are available for residential and commercial properties. Animal Rangers nuisance feral cat control services in North Bay Village, FL. Professional animal control, wildlife trappers and feral cat removal services. Our wildlife specialists will capture and remove nuisance feral cats where they are not wanted. Feral cats are known carriers of rabies and can be dangerous to animals or people who come in contact with them. Our animal removal specialists provide humane trapping, removal and control of stray cats in North Bay Village, FL. Get rid of stray cats fighting and spreading disease in your neighborhood. Call Animal Rangers or visit our Feral Cat Information page for more information about diseases and health risks associated with wild stray cats in North Bay Village, FL.

North Bay Village, FL

| Control & Nuisance Wildlife Management Services

Pest Control and Bee Removal Specialists

Contact Information

Toll Free: 1-800-248-RANGERS (800-248-7264)

Fax: 1-888-754-3650

Email: info@animalrangers.com



Yvonne Hamilton

From: Andreana Jackson

Sent: Monday, October 31, 2016 1:54 PM

To: Frank Rollason

Cc: rswitkes@switkeslaw.com; DAcosta@switkeslaw.com; Yvonne Hamilton; Jenorgen

Guillen; ceciveloz@yahoo.com

Subject: Re: Cats / Venting

Thank you!

Sent from my iPhone

On Oct 31, 2016, at 1:50 PM, Frank Rollason < FRollason@nbvillage.com > wrote:

Commissioner, please coordinate with Yvonne and Bob Switkes to develop a draft for you to review and determine any changes, additions, etc., before it is scheduled to go before the Commission. Yvonne will advise if this type ordinance will have to go to P&Z Board first, Frank.

Frank Rollason, Village Manager

North Bay Village

1666 Kennedy Causeway, Ste 300

Tel: 305-756-7171 Ext 21

Fax: 305-756-7722 Mobile: 305-299-7300 frollason@nbvillage.com www.nbvillage.com

From: Andreana Jackson

Sent: Monday, October 31, 2016 9:18 AM

To: Frank Rollason; RSwitkes@SwitkesLaw.com; Evelyn Herbello; Jenice Rosado

Subject: Fwd: Cats / Venting

Hello,

I would like to draft ordinance similar to the attached.

Sent from my iPhone

Begin forwarded message:

From: Cecilia Veloz < ceciveloz@yahoo.com > Date: October 30, 2016 at 7:25:47 PM EDT

To: Andreana Jackson to <a jackson@nbvillage.com>

Cc: MICHAEL OCONNELL <michael.oconnell9@gmail.com>, Michael

O'Connell <hurricanejd04@yahoo.com>

Subject: Cats / Venting

Reply-To: Cecilia Veloz < ceciveloz@yahoo.com>

Hi

I hope your campaign is doing well.

I guess you can call this email....."VENTING".... There are 2 NBV officers stopped in the middle of the street on S. Treasure and Bounty with their lights on talking to a couple with a dachshund. I don't know what happened but the CAT FEEDERS are there pouring the cat food all over the sidewalkS. Right in front of the officers! This is absurd! The car is a silver Toyota Corolla. I can't tell if its Ruth Prado but its the same car I see all the time feeding the cats. It baffles me how the Village has stood by and done nothing about this problem for so long. And BECAUSE the Village has taken the stance of not getting involved, these people openly come, feed, litter and leave. They have all the rights, the cats have all the rights and the residents of the village, who pay the taxes have to sit back and watch it and step in the "bleap" that is left behind. ABSURD!

Now, this email is not direct at you per say. I know you will try to make some changes. But enough is enough!!! This is why we need ordinances like the ones in Miami Beach. I am attaching the outline I had sent back in May. Let me know if there is anything I can do. I would like to get involved in the Village be it committees or behind the scenes. If you ever need help please reach out.

Thanks for "listening" to this rant.

Best,

Cecilia Veloz 305-975-8455

<Proposed TNR Program.pdf>

Proposed Enhancement of North Bay Village TNR Program

Purpose: Reduce the feral cat population of North Bay Village through an active and humane Trap Neuter and Release Program

Action Plan:

1. Create TNR Committee

- Organize a team of volunteers to head the TNR Program while working closely with the City Manager
- Schedule monthly TNR events with volunteers, home owners and the City's resources, etc. - TNR Calendar with a minimum of 3 month schedule should be created to facilitate volunteer recruitment, supplies and logistics
- c. Recruit homeowner's to allow trapping in their yards
- d. Gather needed Supplies, i.e., cages, food, transportation, pee pads (if not already done so through the current program)
- Recruit Feeders The purpose of the committee is to unite the residents of NBV through the TNR Program and not pit the committee members against the feeders or vice versa.
- f. Create a feeder schedule Feeders are extremely passionate about their work. By creating a feeder schedule we would reduce the current over feeding while still maintaining a positive relationship, and a common purpose with the feeders; which is to provide the cats with a healthy and happy life

2. Market and Implement TNR Program

- a. Actively TNR Based on TNR Calendar
- b. Explain TNR Program on City Website
- c. Distribute Flyers and/or Email Blast Explaining the TNR Program
- d. Announce the City's Plan to Enforce "No Litter Laws"
- e. Announce the City's Plan to Cite Violators
- f. Recruit Volunteers to Help with the TNR Program
- g. Post Regular Progress Reports/Updates on the City Website with the Program's Activities, i.e., TNR schedule, # of cats TNR, volunteer acknowledgement and recruitment, and supplies procurement, etc.

3. Enforce Do Not Litter Laws

- a. Identify the feeding locations and times
- b. Identify the "feeders"
- c. Create and share with the NBVPD, list of feeder names, vehicle make, model and license plate numbers so that the Police Department is on the look-out for these violators.
- d. Issue Warnings to feeders not on the schedule- 3 warnings before ticketing?
- e. Issue Tickets to feeders not on the schedule



North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

VILLAGE MANAGER'S REPORT

TO

THE MAYOR AND MEMBERS OF THE VILLAGE COMMISSION

JANUARY 10, 2017

- 1. REMINDER OF NEW VILLAGE HALL PUBLIC WORKSHOP JAN 24^{TH} AT 6:30PM
- 2. TIES BASKETBALL COURT PROJECT UPDATE
- 3. UPDATE ON COMMERCIAL HAULER CONTRACT FOR COMMERCIAL/MULTI-RESIDENTIAL RECYCLING
 - a. Progressive Waste (formally BFI) contract with NBV expired in 2001 since then month to month
 - b. Administration will search for a current contract to piggy-back or go out to bid

4. REVISIT OF KEEPING EMPLOYEE AT FRONT COUNTER

- a. Current employee placed on layoff register on January 5, 2017
- b. Counter will now have only 3 employees Level of Service will be impacted
- c. Would transfer employee from Building Dept. to become a "Floater" for all positions
- d. Cost from Unreserved Reserves for balance of FY '17: \$44,000 all fringes and payroll taxes included

Frank K. Rollason, Village Manager