



PINELLAS PARK CITY COUNCIL

AGENDA MEMORANDUM

FROM: Chief Thomas

DATE: May 20, 2008

SUBJECT: PRIVATIZING SCHOOL CROSSING GUARD SERVICES

BACKGROUND: Carole S. Greenwich of Staffing Connection of Ft. Lauderdale, Florida will make a presentation regarding the privatization of the City's School Crossing Guard Services.

Attached Backup May Be Required:

- Attorney Approval
- Purchasing Approval
- OMB Approval
- Finance Approval
- Minutes from Board or Commission
- Document required for Council action

- Workshop Agenda
- Council Agenda

Department Head Approval Cat/16

City Manager Approval _____

STAFFING CONNECTION FAX
6555 N. POWERLINE ROAD #306
FT. LAUDERDALE, FL. 33309
PHONE: 954-776-3444 FAX: 954-776-8476
TOLL FREE # 1-866-353-7008

CROSSING GUARD DIVISION MANAGER
CAROLE S. GREENICH

TO: OFFICER MCBRIDE

FROM:

CAROLE GREENICH, MANAGER

COMPANY: PINELLAS PARK POLICE DEPT.

DATE: 2/19/08

SUBJECT:

PROPOSAL

FAXED TO PHONE NUMBER:

1-727-541-0889

PAGES: 25 INCLUDING COVER

REMARKS : **URGENT** **REVIEW** **REPLY**
ASAP

PLEASE COMMENT

OFFICER MCBRIDE:

After you review everything, we have a standard Contract to sign. I did not include that as it Has to be modified to each contracting body. If You decide that you are interested further, Please let me know and I will send that to you.

I am also sending this information to you today So you can have our brochure and my card.

Thank you again for your inquiry.

February 19, 2008
The Pinellas Park Police Department
7700 59th Street N.
Pinellas Park, Fl. 33781
Attention: Officer McBride

Dear Officer McBride:


Thank you for taking the time to speak with me yesterday, regarding your School Crossing Guard Program.

The purpose of this letter is to inform you about STAFFING CONNECTION/ACTION LABOR'S program and how we might play an intricate role, in easing the burden, of running the Crossing Guard program on your own.

In preparing our **proposal** for your review, we have met the following challenges: 1) Why we are qualified to perform these services; 2) Our action plan for your City; 3) Answering questions pertinent to using an outside contractor; 4) How we will go about meeting the requirements necessary to run and develop the program; 5) Current references; 6) Current Costs.

Thank you again for your time and I look forward to speaking with you, after further review of our proposal. Our toll free number is 1-866-353-7008 or I can be reached at my e-mail address: carole@actionlabor.com

Sincerely,



CAROLE S. GREENICH
MANAGER
SCHOOL CROSSING GUARD DIVISION

STAFFING CONNECTION/ACTION LABOR MANAGEMENT, LLC has over 21 years experience providing premier staffing services to a broad range of industries. The company was founded by Karen Hoover in 1986 when she opened her first location in Gainesville, Fl. Since that time, offices have been opened throughout the southeast and in the Caribbean.

The two service lines of the company are ACTION LABOR AND STAFFING CONNECTION. ACTION LABOR primarily provides day laborers for the construction trades, but also places a number of unskilled, semi-skilled and skilled employees in longer term positions in a variety of industries and settings. ACTION LABOR'S focus is to provide 1 to 100 or more workers for skill-specific assignments, as well as supervised teams for assembly, packaging, hospitality and other industries, where a vendor managed workforce proves cost-effective.

The company's consistent pursuit to improve deliverables to clients has been a cornerstone of the success we've experienced in STAFFING CONNECTION'S School Crossing Guard (SCG) unit. Led by Carole Greenwich, who has over a decade of experience and is a respected guardian over the safety of our children, SCG has become an active partner of many county and sheriff safety initiatives. She and others on her staff routinely visit with school principals and staff to review concerns or issues and speak directly with parents, teachers and children regarding safety procedures. Carole believes that this level of involvement is not a "Value-add", rather a responsible role of SCG as part of the partnership created.

On the following pages you'll find a list of initiatives and action steps to assure a successful transition to a professionally managed program for School crossing guards for BROWARD, PALM BEACH, DADE AND LEE COUNTIES. We look forward to working with you and in return, begin to implement our recruitment, orientation and supervision procedures, whose single goal is the safety of our children.

On-going...

Promote a referral bonus program for SCG employees to help recruit new individuals for open positions.

All employees, upon reaching certain minimum hour requirements, will be awarded a vacation pay bonus by SCG.

A safety bonus is paid to ALL employees monthly, if STAFFING CONNECTION has an injury free month.

All employees with perfect attendance for six months straight, become eligible for the drawing of 3 monetary prizes.

Each month an individual is chosen to become EMPLOYEE OF THE MONTH receiving a certificate and a bonus.

Training/operations...

SCG will facilitate on going training. Sessions to be held weekly until all guards are trained, then as required for all new personnel hired. Carole Greenwich, Joanne Duty, Nancy Jimenez, Vicki Miller and Connie Schale are certified crossing guard trainers on Staff. In addition, there are 35 supervisors who are certified by the State Of Florida, to train in their respective cities.

SCG will administer all necessary crossing guard regulatory forms and other paperwork as required by the State of Florida.

After January 1, 2007, institute annual retraining course. Assure that all supervisors are State Certified by the Florida Department of Transportation.

Each school crossing guard, will be issued a STAFFING CONNECTION/SCG photo ID name tag to be worn while on their respective post assignment.

An SCG Supervisor will be responsible for verifying all posts are covered each day and that all guards are on their posts for the required time period.

An SCG Liaison manager will travel with the supervisor on an established periodic basis to each post to assure that policies and procedures are being followed.

An SCG Liaison manager will meet with all crossing guard supervisors weekly to verify accurate reporting of time and address any issues that have arisen.

All SCG employes will be offered a vacation pay plan and have opportunities to compete for bonus programs.

All SCG employees will be covered by STAFFING CONNECTION'S liability and worker's compensation insurances.

ASAP implementation...

Upon approval of contract, STAFFING CONNECTION will:

Obtain all names, addresses and phone numbers of full time and substitute school crossing guards.

Create a welcoming letter and introduction package and mail to all names provided.

Begin background and reference checks on all newly registered and hired guards as well as drug testing.

Ensure that all crossing guards have been trained to the "Florida School Crossing Guard Training Guidelines".

Send letter of introduction to each school's principal so a reference can be on hand for any teacher, parent or Resource Officer who wish to contact us.

Prepare recruiting ads and flyers and make available at each school for those who might be interested in a school crossing guard position.

Begin extensive recruiting campaign, including presentations at condo and homeowner's associations, local print advertising and use of other medium to assure a complete workforce is in place prior to the new school year.

On your part...

A primary contact person will need to be identified who can help with situations which require immediate attention.

Use of existing equipment with inventory done by the THE PINELLAS PARK POLICE DEPARTMENT. Replacement of new equipment will be at the expense of STAFFING CONNECTION.

EQUAL EMPLOYMENT OPPORTUNITY:

STAFFING CONNECTION/ACTION LABOR is an Equal Opportunity Employer and does not and will not discriminate against any person, employee, or applicant for employment, because of race, creed, color, religion, sex, national origin, ancestry, age or disability.

INFORMATION ON STAFFING CONNECTION:

STAFFING CONNECTION-MAIN OFFICE-CROSSING GUARDS

6555 N. POWERLINE ROAD, SUITE # 306

FT. LAUDERDALE, FL. 33309

PHONE # 954-776-3444

FAX # 954-776-8476

TOLL FREE NUMBER: 1-866-353-7008

SATILITE CROSSING GUARD OFFICE-PALM BEACH COUNTY

900 OSEOLA DRIVE

#108

WEST PALM BEACH, FL. 33409

PHONE # 561-640-4894

FAX # 561-640-4899

CAROLE S. GREENICH

MANAGER

SCHOOL CROSSING GUARD DIVISION

16 YEARS EXPERIENCE DOING SCHOOL CROSSING GUARDS

21 YEARS IN THE STAFFING INDUSTRY

CERTIFIED TRAINER

JOANNE DUTY

CROSSING GUARD LIAISON

6 YEARS EXPERIENCE AS GUARD LIAISON

CERTIFIED TRAINER

NANCY JIMENEZ

BI-LINGUAL RECRUITMENT SPECIALIST

2 YEARS EXPERIENCE AS RECRUITMENT SPECIALIST

CERTIFIED TRAINER

VICTORIA MILLER

LIAISON FOR PALM BEACH COUNTY

3 YEARS EXPERIENCE AS PALM BEACH COUNTY LIAISON

CROSSING GUARD FOR 2 YEARS FOR THE CITY OF BOYNTON

BEACH. CERTIFIED TRAINER

ADVANTAGES TO USING STAFFING CONNECTION:

- 1) UNIQUE RECRUITMENT SKILLS MAKING STAFFING EACH POST A REALITY.**
- 2) MANDATORY TRAINING DONE ACCORDING TO "FL. SCHOOL CROSSING GUARD GUIDELINES" BY OUR CERTIFIED STAFF. POST OBSERVATIONS DONE AS WELL AS ALL PAPER WORK COMPLETED AND SENT TO THE STATE. WEEKLY TRAINING CLASS'S HELD FOR NEW RECRUITS.**
- 3) DAILY MAINTENANCE OF ALL GUARDS**
- 4) 24 HOUR ANSWERING SERVICE WITH A TOLL FREE NUMBER.**
- 5) BACKGROUND AND DRUG TESTING ON NEW HIRES.**
- 6) PAYROLL AND END OF YEAR DISTRIBUTION OF TAX STATEMENTS**
- 7) ALL GUARDS COVERED BY STAFFING CONNECTION LIABILITY AND WORKMEN'S COMPENSATION.**
- 8) STATE CERTIFIED SUPERVISORS**
- 9) WEEKLY PAYROLL WITH BENEFITS FOR SCHOOL CROSSING GUARDS.**

ACTION PLAN FOR CROSSING GUARDS FOR THE PINELLAS PARK POLICE DEPARTMENT

UPON NOTIFICATION OF CONTRACT:

Obtain from THE PINELLAS PARK POLICE DEPARTMENT (if not a current client) names, address's and phone numbers of all School Crossing Guards and substitute School Crossing Guards.

- A) Notify all PINELLAS PARK POLICE DEPARTMENT School Crossing Guards to set appointments with STAFFING CONNECTION/ ACTION LABOR SCHOOL CROSSING GUARD DIVISION.**
- B) Do background and reference checks on all newly registered School Crossing Guards hired through STAFFING CONNECTION AND ACTION LABOR. We are a Drug Free Workplace and testing is done as a condition of employment.**
- C) Recruit within PINELLAS PARK area at home owner associations, local organizations and advertise in local publications for School Crossing Guards.**
- D) A bonus program is available to all School Crossing Guards who refer individuals for open post positions-\$30.00 after a new guard has worked a total of 40 hours.**

SCHOOL CROSSING GUARD TRAINING:

- A) Ensure that all School Crossing Guards have been trained to the "Florida School Crossing Guard Training Guidelines" before post assignment.**

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- 1) Facilitate School Crossing Guard Training as required by "Florida School Crossing Guard Training Guidelines", sessions to be held weekly until all guards are trained.**
 - 2) Maintain School Crossing Guard Training as required for all new personnel hired, scheduled on an "as need basis."**
 - 3) After January 1st institute School Crossing Guard annual retraining course to ensure all School Crossing Guards are retrained.**
- B) All School Crossing Guard Supervisors must be State Certified by the Florida Department of Transportation.**

NOTIFICATION TO SCHOOLS:

- A) Send letter of introduction/notification to each school principal, advising who the contact person is at STAFFING CONNECTION/ACTION LABOR. This will serve as a reference for the School Resource Officer or any parent wishing to contact our office.**
- B) Leave fliers at the school office and or article in school newspaper for recruitment of parents as School Crossing Guards.**

SCHOOL CROSSING GUARD MAINTENANCE:

- A) Each PINELLAS PARK School Crossing Guards will be issued a STAFFING CONNECTION/ACTION LABOR photo I.D. which must be worn while on their respective post assignment.**

- B) The School Crossing Guard Supervisor will be responsible to verify the covering of all posts each day and that the School Crossing Guards are on their posts for the required time frame.**

- C) A STAFFING CONNECTION/ACTION LABOR School Crossing Guard Liaison will travel with the supervisor on a periodic schedule, to ensure that policies and procedures for School Crossing Guards are being met.**

- D) A STAFFING CONNECTION/ACTION LABOR School Crossing Guard Liaison will meet with the Crossing Guard Supervisor on a weekly basis, to verify time is being reported correctly and be proactive to any situations that may arise.**

**INFORMATION PERTINENT TO CONTRACT SERVICES
FOR SCHOOL CROSSING GUARDS FOR THE PINELLAS
PARK POLICE DEPARTMENT.**

**1. WILL CURRENT GUARDS BE ABSORBED BY
STAFFING CONNECTION/ACTION LABOR?**

All current guards will be given the first opportunity to remain and become employees of **STAFFING CONNECTION AND ACTION LABOR**. We would also value any input from **THE PINELLAS PARK POLICE DEPARTMENT** on guards that might be used in a supervisory capacity.

**2. WHO WILL PROVIDE THE TRAINING OF THE
GUARDS?**

CAROLE S. GREENICH, MANAGER AND JOANNE DUTY, NANCY JIMENEZ AND VICKI MILLER, are Florida Department of Transportation Certified Crossing Guard Trainers, and conduct all formal training of new and present crossing guards. In addition, 34 supervisors are State Certified Trainers in areas serviced by **STAFFING CONNECTION**.

**3. WHO WOULD PROVIDE LIABILITY AND
WORKMEN'S COMPENSATION UNSURANCE?**

STAFFING CONNECTION/ACTION LABOR will provide **LIABILITY AND WORKMEN'S COMPENSATION** as we do in other cities. **THE PINELLAS PARK POLICE DEPARTMENT** will be named as additional insured.

PAGE 2**4. IS THERE COVERAGE IN THE EVENT A GUARD DID NOT SHOW FOR A POST?**

A supervisor will be provided for all guards to report directly to. This allows **STAFFING CONNECTION/ACTION LABOR** to control on a day to day basis the attendance/punctuality of all guards. We will have at least five (5) substitutes available at all times and the supervisors will also be available to fill in where needed. Each guard will have the supervisor's phone number and **STAFFING CONNECTION/ACTION LABOR** has a twenty-four hour answering service, in the event a guard has a problem during non-working hours.

5. WHO WOULD THE CONTACT PERSON BE AT STAFFING CONNECTION/ACTION LABOR FOR PROBLEMS?

CAROLE S.GREENICH, JOANNE DUTY, NANCY JIMENEZ AND VICKI MILLER. We currently receive support from either the Police Service Section or Code Enforcement from all contracted cities. We would expect a contact person from **THE PINELLAS PARK POLICE DEPARTMENT** to be available for any needs that may arise.

6. WOULD SUMER SCHOOL COVERAGE BE PROVIDED?

Currently all contracts cover summer school and would apply for **THE PINELLAS PARK POLICE DEPARTMENT** if necessary.

PAGE 3**7. HOW WOULD THE PAY SCHEDULE WORK?**

All employees are paid on a weekly basis upon submission of a group time sheet by the supervisor. All time sheets must be into our office on Friday at 5:00 P.M.

8. WHAT WOULD BE THE BILLING TERMS FOR THE CITY?

STAFFING CONECTION/ACTION LABOR accounting department works very closely with each city on any invoicing problems that may occur. **ALL INVOICES ARE BILLED ON A WEEKLY BASIS AND PAYMENT IS EXPECTED AT LEAST TWICE A MONTH.** All cities adhere to this schedule.

9. WHAT WOULD BE THE LENGTH OF THE CONTRACT?

This would be up to the discretion of **THE PINELLAS PARK POLICE DEPARTMENT.** Contracts range from three years with two, one year renewals or two years with, two-three year renewals.

MEETING REQUIREMENTS:

EQUIPMENT:

STAFFING CONNECTION/ACTION LABOR CURRENTLY USES ALREADY PROVIDED EQUIPMENT (AFTER INVENTORY BY THE CITY) CONSISTING OF STOP SIGN, WHISTLE AND REGULATION VEST. IF THE CITY DESIRES ADDITIONAL EQUIPMENT OR ADD ON EQUIPMENT, STAFFING CONNECTION/ACTION WILL PROVIDE WHAT IS NECESSARY.

SUPERVISORS:

A SUPERVISOR WILL BE PICKED FROM THE CURRENT GROUP OF CROSSING GUARDS, AFTER CONSULTATION WITH THE HUMAN RESOURCE DEPARTMENT. THE SUPERVISOR WILL BE IN CHARGE OF GETTING THE TIME SLIPS SIGNED ON A DAILY BASIS, CHECKING ALL THE POSTS AND FILLING IN AT A MOMENTS NOTICE, IF NECESSARY. THE SUPERVISOR WILL REPORT TO JOANNE DUTY OR VICKI MILLER EVERY FRIDAY MORNING TO FINALIZE THE WEEKS ACTIVITIES.

THE SUPERVISOR WILL BE PAID FOR ADDITIONAL HOURS A DAY AND THE GUARDS WILL BE PAID FOR ACTUAL HOURS WORKED PER DAY. IN ALL CITIES WE CURRENTLY STAFF, THE SUPERVISORS ARE PAID FOR ADDITIONAL HOURS AND BILLED TO THE CITY ACCORDINGLY. THE SUPERVISORS ARE A VERY VALUABLE ASSET TO THE CITY AND TO STAFFING CONNECTION/ACTION LABOR AND ARE WORTH HIS/HER WEIGHT IN GOLD. WE CURRENTLY HAVE 35 SEASONED AND EXCELLENT SUPERVISORS IN OUR CURRENT CONTRACTED CITIES. ALL SUPERVISORS ARE STATE TRAINED AND CERTIFIED.

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SUBSTITUTIONS:

**STAFFING CONNECTION/ACTION LABOR WILL HAVE
SUBSTITUTE GUARDS IN ADDITION TO THE SUPERVISOR, AT
ALL TIMES, TO FILL IN SHOULD IT BECOME NECESSARY.**

PAYROLL:

**ALL CHECKS WILL BE PROCESSED WEEKLY AND AVAILABLE
FOR MAIL EVERY FRIDAY.**

INVOICES:

**ALL INVOICES WILL BE MAILED ON A WEEKLY BASIS TO THE
HUMAN RESOURCE DEPARTMENT WITH A COPY OF THE TIME
SHEETS ATTACHED.**

BADGES:

**STAFFING CONNECTION/ACTION LABOR CROSSING GUARDS
WILL HAVE PHOTO ID BADGES TO WEAR, THAT WILL IDENTIFY
WHO THEY ARE TO THE CHILDREN, PARENTS AND TEACHERS,
WHILE ON THEIR RESPECTIVE POSTS.**

INSURANCE:

**ALL GUARDS WILL BE COVERED BY STAFFING
CONNECTION/ACTION LABOR LIABILITY AND WORKMAN'S
COMPENSATION INSURANCE.**

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TRAINING:

ALL TRAINING WILL BE DONE BY STAFFING CONNECTION/
ACTION LABOR STATE CERTIFIED STAFF. ALL PAPER WORK
REQUIRED BY THE STATE OF FLORIDA, WILL BE COMPLETED BY
STAFFING CONNECTION/ACTION. GUARDS WILL BE TRAINED ON
"SCHOOL CLOSED DAYS" AND PAID AT THEIR REGULAR RATE
AND BILLED TO THE CITIES AS REGULAR SCHOOL WORKING
DAY.

CONTACT PERSON:

AS IN ALL CONTRACTED CITIES, A CONTRACT PERSON NEEDS
TO BE IDENTIFIED AS A HELP DESK TYPE PERSON TO CALL, IF
SITUATIONS ARISE FOR INFORMATION PURPOSES.

**REFERENCES FOR STAFFING CONNECTION -SCHOOL
CROSSING GUARD DIVISION**

**CITY OF BOYNTON BEACH
100 EAST BOYNTON BEACH BLVD.
BOYNTON BEACH, FL. 33435
561-742-6163
SGT. STEWARD STEELE**

**CITY OF COCONUT CREEK
4800 WEST COPANS ROAD
COCONUT CREEK, FL. 33063
954-973-6730
SGT. TIM BRADSHAW**

**CITY OF DANIA BEACH
100 WEST DANIA BEACH BLVD.
DANIA BEACH, FL. 33004
954-924-3630
MARY MCDONALD, HR DIRECTOR**

**CITY OF FT. MYERS
2210 PECK STREET
FT. MYERS, FL. 33901
1-239-850-6742
MAJOR JOHNSON**

**CITY OF HALLANDALE BEACH
400 S. FEDERAL HIGHWAY
HALLANDALE BEACH, FL. 33009
954-457-1418
CAPTAIN DWYNE FLORNORY**

**CITY OF HOMESTEAD
790 N. HOMESTEAD BLVD.
HOMESTEAD, FL. 33030
1-305-247-1801
LYNN HOCKMUTH, HR. DIRECTOR**

**TOWN OF JUPITER
210 MILITARY TRAIL
JUPITER, FL. 33458
561-741-2205
LT. MICHAEL GOAD**

**CITY OF LAUDERDALE LAKES
4300 N.W. 36TH STREET
LAUDERDALE LAKES, FL. 33319
954-535-2711
CONNIE S. HULL, HR. DIRECTOR**

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CITY OF LAUDERHILL
2000 CITY HALL DRIVE
LAUDERHILL, FL. 33313
954-730-3010
CAPTAIN TAYLOR

LEE COUNTY SHERIFF'S OFFICE
14750 SIX MILE CYPRESS PARKWAY
FT. MYERS, FL. 33912
1-239-477-1163
LT. LINDA KING

CITY OF NORTH LAUDERDALE
701 S. W. 71ST AVENUE
NORTH LAUDERDALE, FL. 33068
954-722-0900
SGT. WATKINS

CITY OF OAKLAND PARK
PARKS AND RECREATION DEPARTMENT
3900 N.E. 3RD AVENUE
OAKLAND PARK, FLORIDA 33334
954-561-6264
BRIAN PAGLIAO PARKS/RECREATION

CITY OF PALM BEACH GARDENS
10500 NORTH MILITARY TRAIL
PALM BEACH GARDENS, FL. 33410
561-799-4535
LT. JAY SPENCER

CITY OF PEMBROKE PARK
700 EAST DANIA BLVD.
DANIA BEACH, FL. 33004
954-920-2921
TOM WILDE, ASST. TOWN MANAGER

CITY OF POMPANO BEACH
1810 N.E. 6TH STREET
POMPANO BEACH, FL. 33060
954-786-4185
CAROL FOLAND PARKS/RECREATION

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**CITY OF SUNRISE
10770 W. OAKLAND PARK BLVD.
SUNRISE, FL. 33357
954-572-2274
MARSHA PETERSON, PURCHASING**

**CITY OF TAMARAC
7525 N.W. 88TH AVENUE
TAMARAC, FL. 33321
954-724-2450
DAVID OSTEEN, CODE ENFORCEMENT**

**CITY OF WILTON MANORS
524 N.E. 21ST COURT
WILTON MANORS, FL. 33305
954-390-2192
SGT. EDWARD COSTELLO**

NEW CITY AS OF 8/10/05

**CITY OF GREENACRES
2995 JOG ROAD
GREENACRES, FLORIDA 33467
561-642-2110
CAPTAIN CHARLES R. ORLANDO**

NEW AS OF 5/5/06

**CITY OF NORTH PALM BEACH
560 U.S. HIGHWAY 1
NORTH PALM BEACH, FL. 33408
SUZANNE CRUZ**

NEW AS OF 8/14/06

**CITY OF DELRAY BEACH
300 WEST ATLANTIC AVENUE
DELRAY BEACH, FLORIDA 33444
561-441-0246
JOE MILENKOVIC**

NEW AS OF 10/1/06

**TOWN OF LANTANA
500 GREYNOLDS CIRCLE
LANTANA, FLORIDA 33462-4594
561-540-5713
CAPTAIN ANDY RUNDLE**

NEW AS OF 8/20/07

**WESTMINSTER ACADEMY
5601 N. FEDERAL HIGHWAY
FT. LAUDERDALE, FL. 33308
CLIFF MILLER**

**NEW AS OF 10/30/07
VILLAGE OF PALM SPRINGS
230 CYPRESS LANE
PALM SPRINGS, FL. 33461
ST. MARK C. HALL
561-304-4816**

**REFERENCES FOR THE CORPORATE
OFFICE OF ACTION LABOR AND
STAFFING CONNECTION.**

**ACTION LABOR OF FLORIDA, LLC A.K.A. STAFFING
CONNECTION
900 OSCEOLA DRIVE, SUITE 222
WEST PALM BEACH, FL. 33409
PHONE 651-683-1211 FAX 561-683-3375**

REFERENCES:

**CITY OF TALLAHASSEE
100 WEST VIRGINIA STREET
TALLAHASSEE, FLORIDA 32301
850-891-6882
CURTIS WATKINS**

**CITY OF MARY ESTER
195 CHRISTOBAL ROAD
MARY ESTER, FLORIDA 32569
850-243-3566
LEE IFERS**

**CITY OF PENSACOLA
180 GOVERNMENTAL CENTER
PENSACOLA, FLORIDA 32501
850-595-1466
STEVE WINECKI**

**CITY OF RIVIERA BEACH
P.O. DRAWER 10682
RIVIERA BEACH, FL. 33404
561-845-4057
DONNA HOLDER**

**CITY OF FT. PIERCE
P.O. BOX 1480
FT. PIERCE, FL. 34950
561-460-2200
JUDITH NOONE**

**PROPOSED FEE SCHEDULE FOR
THE PINELLAS PARK POLICE
DEPARTMENT.**

**RANGE OF HOURLY RATE AS ESTABLISHED BY THE
PINELLAS PARK POLICE DEPARTMENT:**

\$ 11.30 - \$ 17.19

**RANGE OF HOURLY BILL RATE BY STAFFING
CONNECTION/ACTION LABOR:**

\$ 18.65 - \$ 28.37

**ALL GUARDS WOULD BE PAID FOR 2 HOURS
AND THE SUPERVISOR WOULD BE PAID FOR
4 HOURS.**

**BILL RATE INCLUDES COVERAGE FOR EMPLOYEE'S
SALARY, ALL TAXES, UNEMPLOYMENT AND
WORKER'S COMPENSATION PACKAGE, DRUG AND
BACKGROUND TESTS, STANDARD EQUIPMENT AND
ADMINISTRATIVE FEE.**

**COST OF PUTTING A POLICE OFFICER OR PUBLIC
SERVICE AIDE ON A POST IS COSTLY DEPENDING
ON THE PAY SCALE, AND OVER TIME, THIS
INCREASES THE BURDEN TO THE CITY GREATLY.**

Crossing Guard Price Breakdown

Current expense of Crossing Guards: **Salary \$247,103.00**

S.S. \$18,903.00

W.C. \$5,362.00

Uniforms \$8,680.00

Total: \$280,048.00

Proposed Staffing Connection Price (Based on Lowest Proposed Rate) - **\$201,420.00**

28 Guards for 2 hours a day at \$18.65 an hour for 56 hours total hours a day for 180 days of a school year = **\$187,992.00**.

1 Staffing Connection Supervisor at \$18.65 an hour for 4 hours a day for 180 days = **\$13,428.00**

City total for Crossing Guards: **\$280,048.00**

Staffing Connection Total: **\$201,420.00**

Potential Savings by going private: **\$78,628.00**



PINELLAS PARK CITY COUNCIL

AGENDA MEMORANDUM

FROM: Robert G. Bray, Jr., AICP

DATE: May 20, 2008

SUBJECT: Inclusionary Housing Ordinance Discussion

BACKGROUND:

PINELLAS COUNTY INCLUSIONARY HOUSING ORDINANCE DISCUSSION

Anthony Jones, the Bureau Chief for Pinellas County Community Development has been invited to discuss Pinellas County's proposed Inclusionary Housing Ordinance.

Attached Backup May Be Required:

- Attorney Approval
- Purchasing Approval
- OMB Approval
- Finance Approval
- Minutes from Board or Commission
- Document required for Council action

- Workshop Agenda
- Council Agenda

Department Head Approval JS

City Manager Approval _____

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNTY OF PINELLAS ESTABLISHING A COUNTYWIDE INCLUSIONARY HOUSING PROGRAM; PROVIDING DEFINITIONS; DESCRIBING THE INTENT AND PURPOSE OF THE ORDINANCE; PROVIDING APPLICABILITY; PROVIDING ALTERNATIVE METHODS OF MEETING PROGRAM REQUIREMENTS; PROVIDING FOR DEVELOPMENT INCENTIVES; PROVIDING FOR ADMINISTRATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE PINELLAS COUNTY CODE; PROVIDING FOR OTHER MODIFICATIONS THAT MAY ARISE FROM REVIEW OF THE ORDINANCE AT THE PUBLIC HEARINGS AND WITH RESPONSIBLE AUTHORITIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Pinellas County is empowered under Chapter 125, Florida Statutes, to enact ordinances for the benefit of the safety, health and welfare of the people of the County; and

WHEREAS, the health, safety, and welfare of the present and future residents of Pinellas County depend on the availability of a range of housing choices affordable to persons and families of all income levels in all areas of Pinellas County; and

WHEREAS, increases in population coupled with the scarcity of developable raw land have contributed to housing issues, including the need for affordable housing; and

WHEREAS, home prices and current development patterns have resulted in a persistent shortage of affordable housing for moderate and low income residents; and

WHEREAS, the high cost of available housing and the short supply of affordable housing means that many employees and residents of Pinellas County in the moderate, low income, and very low income range cannot afford to live in Pinellas County and others can only afford to live in limited areas concentrated according to price and income level; and

WHEREAS, the uneven distribution of affordably priced housing results in additional stratification of housing according to price and income level; and

WHEREAS, it is in the best interests of the public health, safety, and welfare of the present and future residents of Pinellas County to reduce such economic stratification by adopting land use regulations that encourage development and integration of new housing for households of various income levels; and

WHEREAS, given the need for and the shortage of affordable housing, it is reasonable and necessary to require new housing development projects of twenty units or greater in size to include affordable housing units; and

WHEREAS, given the loss of affordable rental units including mobile homes, and an increase in the price of both rental and ownership housing, the Board authorized a housing nexus study to determine the nexus, if any, between new development and its impact on the need for affordable housing; and

WHEREAS, the housing nexus study recommends, inter alia, inclusionary housing requirements as a mechanism in addressing the need for affordable housing created by the development of new market rate housing; and

WHEREAS, the Board has recognized that a mix of regulatory requirements, including land use mechanisms such as inclusionary housing requirements and development incentives provide an equitable method of increasing and encouraging affordable housing development; and

WHEREAS, in accordance with Florida Statutes §125.01055, notwithstanding any other provision of law, a county may adopt and maintain in effect any law, ordinance, rule or other measure that is adopted for the purpose of increasing the supply of affordable housing using land use mechanisms such as inclusionary housing ordinances; and

WHEREAS, the Board has the legislative authority and discretion to determine applicability of the requirements of this ordinance and has determined applicability as set forth herein.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, in a meeting duly assembled this _____ day of _____, 2008, that:

SECTION 1. Definitions.

The following words, terms, and phrases, when used in this Ordinance shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) "adjusted for household size" means adjusted in a manner based upon a formula established by the United States Department of Housing and Urban Development or other such method approved by the Board.
- (2) "affordable housing plan" means a plan submitted by an applicant as part of a site development application (e.g. site plan, special exception, planned unit development, etc.) stating and fully describing the method by which the affordable housing requirements of the inclusionary housing program will be met.
- (3) "affordable housing price" means a sales price at which income eligible households can qualify for the purchase of affordable units. Qualification shall be based on lender approval following standard mortgage underwriting and lending guidelines.
- (4) "affordable units" are housing units sold or rented to income eligible persons or households.
- (5) "agreement" or "affordable housing agreement" means the agreement between a developer and the local jurisdiction setting forth the manner in which inclusionary housing program requirements will be met.
- (6) "amenities" means those interior features which are not essential to the health and safety of the resident, but provide visual or aesthetic appeal, or are provided as conveniences rather than as necessities. Amenities shall in no way include items required by building codes or other local ordinances that are necessary to ensure the safety of the building and its residents.

- (7) "annual gross income" means annual income as defined under the Section 8 housing assistance payments programs in 24 C.F.R. part 5; annual income as reported under the census long form for the recent available decennial census; or adjusted gross income as defined for purposes of reporting under Internal Revenue Service Form 1040 for individual federal annual income tax purposes; or annual income as defined by the Department of the Treasury for Mortgage Revenue Bond programs; or other such methods approved by the Board. Annual gross income shall be calculated by annualizing verified sources of income to be received by all members of the household during the twelve (12) months following the effective date of the determination.
- (8) "applicant" or "developer" means any person, firm, partnership, association, joint venture, corporation, or any entity or combination of entities which seeks local government issued permits and approvals for a residential housing development.
- (9) "Board" means the Board of County Commissioners of Pinellas County, Florida.
- (10) "Countywide Planning Authority" or "CPA" means the Pinellas County Board of County Commissioners serving as the Countywide Planning Authority for Pinellas County, as established by Special Act (Chapter 88-464, Laws of Florida).
- (11) "development agreement" means an agreement entered into between the local government and a developer pursuant to Sections 163.3220-163.3243 Florida Statutes.
- (12) "District I" means the area of Pinellas County North of Ulmerton Road.
- (13) "District II" means the area of Pinellas County South of Ulmerton Road.
- (14) "housing trust fund" means a trust fund established by Pinellas County Ordinance 06-28 to support the development and preservation of affordable housing.
- (15) "HUD" means the United States Department of Housing and Urban Development.
- (16) "inclusionary housing unit" means an affordable housing unit constructed as a component of a residential housing development or alternatively provided as specified in an affordable housing agreement and meeting the requirements of the inclusionary housing program.
- (17) "income eligible person" or "income eligible household" means one or more natural persons or a household that has a total annual gross household income that does not exceed applicable affordable housing income limits based on a percentage of the median annual income, adjusted for family size.
- (18) "local jurisdiction" means the county or a municipal government within the geographical boundaries of Pinellas County responsible for land use regulation and building code enforcement.
- (19) "market rate units" means all units in a residential housing development that are not subject to affordable housing unit requirements as defined herein.
- (20) "median annual income" or "area median income" means the median gross annual income adjusted for household size for (a) the Tampa/St. Petersburg metropolitan

statistical area, as published annually by HUD, or Pinellas County, whichever amount is greatest; or (b) the area within a three mile radius from the center of the development if located in an employment center.

- (21) "off-site" means outside of the boundaries of a residential housing development.
- (22) "percent" means a one-hundredth part.
- (23) "program" means the Pinellas Inclusionary Housing Program as set forth herein.
- (24) "program administrator" means the County official, department director, employee or agent responsible for general inclusionary housing program monitoring and oversight as designated by the Board.
- (25) "redevelopment" means development activity when it occurs on a parcel of land that currently contains a legally permitted or legally nonconforming building, or that contained such a structure on or after September 14, 1982. Redevelopment shall include the reconstruction, conversion, structural alteration, relocation or enlargement of an existing building and/or accessory uses, and may include rebuilding on vacant property where structures have been demolished.
- (26) "residential housing development" or "development" means a housing or mixed-used development that includes residential housing, at one location or site, including all dwelling units for which permits have been applied for or approved.

SECTION 2. Pinellas Inclusionary Housing Program.

The Pinellas Inclusionary Housing Program is created for the purpose of enhancing the public welfare and to assure that the need for affordable housing resulting from new housing development and redevelopment is ameliorated by production of residential units affordable to low and moderate income households. Implementation of the program is in accordance with Florida Statutes §125.01055.

Local jurisdictions shall adopt procedures necessary to implement the Program within one year following adoption of this Ordinance.

SECTION 3. Applicability.

The provisions of this Ordinance shall apply to all residential housing developments, including redevelopment projects, of twenty (20) or more dwelling units in size to be constructed in Pinellas County. Developments shall not be segmented or phased in a manner to avoid compliance with these provisions. Additionally, and for the purposes of this section, two or more developments shall be aggregated and considered as one development subject to the requirements herein if they are no more than ¼ mile apart and any two of the following criteria are met:

- (1) The proposed developments are being developed by an applicant or entity that share or include common owners, common principals, common partners, common officers and common members or are mutually controlled by a common applicant(s), including separate corporations, companies, all partnerships, and joint ventures, or any other legal entity. Common ownership and/or interest will be presumed where an immediate family

member of an applicant(s) owns 10 percent or more of the stock or interest in another development falling within the purview of this section.

- (2) The developments will undergo development and/or improvements within the same five year period.
- (3) A master plan exists submitted to a governmental body addressing two or more of the developments.

SECTION 4. Requirements.

- (1) A portion of an applicable residential housing development's units shall be inclusionary housing units developed for, offered to, and leased, rented or sold to income eligible households as follows:
 - a. Rental housing developments shall meet one of the following affordability requirement options or an equivalent combination:
 - 1. A minimum of five percent (5%) of the total number of units shall be affordable to persons or households that have a total annual gross income that does not exceed sixty percent (60%) of the median annual income adjusted for family size.
 - 2. A minimum of ten percent (10%) of the total number of units shall be affordable to persons or households that have a total annual gross income that does not exceed eighty percent (80%) of the median annual income adjusted for family size.
 - 3. A minimum of fifteen percent (15%) of the total number of units shall be affordable to persons or households that have a total annual gross income that does not exceed one hundred twenty percent (120%) of the median annual income adjusted for family size.
 - b. Homeowner housing developments shall meet one of the following affordability requirement options or an equivalent combination:
 - 1. A minimum of five percent (5%) of the total number of units shall be affordable to persons or households that have a total annual gross income that does not exceed eighty percent (80%) of the median annual income adjusted for family size.
 - 2. A minimum of ten percent (10%) of the total number of units shall be affordable to persons or households that have a total annual gross income that does not exceed one hundred twenty percent (120%) of the median annual income adjusted for family size.
 - 3. A minimum of fifteen percent (15%) of the total number of units shall be affordable to persons or households that have a total annual gross income that does not exceed one hundred fifty percent (150%) of the median annual income adjusted for family size.

- (2) Where the application of this formula results in a fraction, that fraction shall be rounded up.
- (3) All inclusionary housing units shall remain affordable for the applicable period of affordability defined below:
 - a. Affordable rental units shall remain affordable for a period of no less than thirty (30) years and enforced by a land use restriction that shall be recorded in the public records of Pinellas County prior to the issuance of a Certificate of Occupancy.
 - b. Affordable for-sale units shall remain affordable for a period of not less than twenty (20) years and subject to resale restriction procedures defined below.
- (4) Owners of rental inclusionary housing units or their agent shall certify the annual gross income of tenants prior to initial occupancy and on an annual basis thereafter during the period of affordability.
- (5) All inclusionary housing units shall be produced before or concurrently with the market rate units in the residential housing development. In phased projects, required affordable housing units shall be constructed first, or provided proportionately within each phase of the development.
- (6) All inclusionary housing units shall be integrated throughout the residential housing development and must be comparable to the market rate units in number of bedrooms, exterior appearance and overall quality of construction. An applicant may request a reduction in square footage and/or amenities of the inclusionary housing units, when compared to the market rate units in the development, in an affordable housing plan.
- (7) Residential housing developments which have a zoning or land use designation that allows both single-family and multi-family developments may satisfy the affordable housing unit requirement in both or either the single-family or multi-family portion of the development.

SECTION 5. Affordability and resale of for-sale units.

- (1) **Affordability.** The owner of a homeowner housing development subject to an affordable housing agreement shall sell the inclusionary housing units to income-eligible persons or households. The initial sale and any subsequent sale to an income eligible purchaser shall be subject to the recordation of documents to enforce the affordability, resale, and recapture requirements described in this section for a period of not less than twenty (20) years. Legal documents may include an interest-bearing note, a mortgage, and a regulatory agreement or other affordability covenant. To the extent possible, affordability and resale requirements shall be designed to be compatible with conventional mortgage financing programs, including secondary market requirements.
- (2) **Resale Procedure.**
 - a. If the initial owner or any subsequent owner of a for-sale inclusionary unit intends to sell the unit at a time that the unit is subject to affordability restrictions, the owner shall notify the program administrator in writing of the intent to sell, prior to taking steps to market the unit. Upon receipt of the notice from the owner, the

program administrator shall have 90 days to either: (1) identify, qualify as income eligible, and refer to the seller an income-eligible buyer; or (2) give notice to the seller that the program administrator will acquire the unit. If the program administrator gives notice of intent to acquire the unit, the transaction to purchase the property shall be completed within sixty (60) days from the date the notice of intent is provided.

- b. If the owner receives either a referral of an income-eligible buyer or a notice of intent to acquire from the program administrator, the owner shall sell the unit to the referred buyer or to the Pinellas inclusionary housing program at the resale price established as provided below.
- c. If, within the timeframes specified, the program administrator: (a) does not refer an income-eligible buyer to owner and (b) does not give notice of intent to acquire or does not complete the purchase of the unit, the inclusionary unit may be sold to a non-income eligible buyer. The sale to a non-income eligible buyer shall be subject to equity sharing and recapture requirements below. Thereafter, affordability restrictions applicable to the unit shall terminate; however any such sale shall remain subject to resale price and recapture terms set forth below. The program administrator shall deposit all funds recaptured at resale to the housing trust fund.

(3) Resale Price.

The resale price of a for-sale inclusionary unit shall be based on the market value established by a professional appraisal. The seller shall receive the amount of the resale price less the amount subject to equity sharing and recapture requirements that shall, at a minimum, ensure that:

- a. Ninety percent (90%) of appreciated value will be recaptured if an inclusionary unit is sold within the first two years from the date of purchase;
- b. Fifty percent (50%) of appreciated value will be recaptured if an inclusionary unit is sold after two years and within ten years from the date of purchase;
- c. Twenty percent (20%) of appreciated value will be recaptured if an inclusionary unit is sold after ten years and within twenty years from the date of purchase;
- d. If the resale purchase price is less than market value, an interest bearing mortgage in the amount above the purchase price will be recorded;
- e. A mortgage will be recorded in the public record to assure recovery of the equity share; and
- f. Documents will include a right of first refusal, allowing repurchase by the Pinellas inclusionary housing program administrator for sale to other eligible buyers.

SECTION 6. Applicant Incentives.

Developments that meet the affordable housing requirements of the program by on-site construction of inclusionary units shall be entitled to a density bonus of up to fifty percent (50%)

subject to and consistent with local land development and comprehensive plan regulations. The number of inclusionary units required shall be calculated on the total number of units in the development, including density bonus units, and based on the affordability percentage formula selected per Section 4 above. (Example 1: a 20 unit ownership development plus a 50% density bonus equals 30 units, applying the 10% affordability requirement results in an inclusionary unit requirement of 3 units affordable to income eligible buyers below 120% of median income; Example 2: a 20 unit rental development plus a 50% density bonus equals 30 units, applying the 5% affordability requirement results in an inclusionary unit requirement of 2 units affordable to income eligible buyers below 60% of median income).

Additional incentives provided for and defined by the applicable local jurisdiction's land development code, affordable housing plan, or comprehensive plan may apply. Additional incentive examples include: waivers and/or modifications of setbacks, parking and amenity requirements, and eligible development fee reductions. An applicant may apply or seek from a local jurisdiction any other benefits or other incentives which would assist in making the construction of the inclusionary housing units more feasible and economically justifiable for the applicant.

SECTION 7. Applicant Alternatives.

The intent of the program is that affordable units be included on-site as an integrated part of a housing development. However, alternative methods of meeting program requirements may be proposed by an applicant in an affordable housing plan subject to approval by the local jurisdiction. The density bonus incentive provided in Section 6 above is not applicable to alternative methods of providing affordable units described below.

- (1) An alternative affordable housing plan must meet plan submittal requirements and criteria as established in Program rules. An alternative affordable housing plan must establish the restraints or hardships caused by building the inclusionary units on-site and provide an alternative method of affordable housing provision that meets or exceeds the requirements of this Ordinance.
- (2) Alternative methods of providing affordable units shall be documented in an affordable housing agreement executed prior to the issuance of site plan approval. Alternative methods of providing affordable units may include one or more of the following in order of priority:
 - a. Off-site development of affordable housing units. An equal or greater number of required affordable housing units constructed on another site owned or controlled by an applicant located in Pinellas County and within the district of the subject development. However, Applicant can seek a waiver of the same district requirement herein from the local jurisdiction if Applicant can establish a viable alternative site outside that district. The affordable housing units must be constructed before or simultaneously with development of the on-site market rate units.
 - b. Land in lieu. Land in lieu of construction may be accepted provided the site is readily developable, sufficient in size, environmentally sound, located in Pinellas County and within the same district as the subject development, and suitably zoned, or able to be re-zoned, to accommodate an equal or greater number of affordable housing units required. However, Applicant can seek a waiver of the

same district requirement herein from the local jurisdiction if Applicant can establish a viable alternative site outside that district.

- c. Fee in lieu. The fee in lieu of construction for each required inclusionary housing unit shall be based on an analysis of legally justified linkage fees for residential developments. The analysis and fee shall be updated every three years at a minimum. Payment of the fee shall be made in full prior to the issuance of building permits. The fee shall be collected by the program administrator and deposited in the housing trust fund. In lieu fees deposited in the housing trust fund shall be expended solely for affordable housing within five years of deposit.
- d. Equal or greater contribution. An applicant proposed contribution of equal or greater value to the alternative requirements set forth above and found to further the goals of this Ordinance.

SECTION 8. Waiver.

The local jurisdiction may grant a waiver or partial waiver of inclusionary housing requirements if it finds an applicant has provided economic information and other evidence necessary to demonstrate that:

- (1) The new residential development does not increase the need for affordable housing. In instances of redevelopment, applicant shall have the burden of establishing that the proposed development is not creating a higher demand of goods and services than already exists regardless of whether the development results in the same number of units or households previously existing at the site of the proposed redevelopment; or
- (2) Incentives provided for in Section 6 are not feasible for on-site development without the waiver or partial waiver; and
- (3) No alternative method listed in Section 7 (2) (a) – (d) can be met.

SECTION 9. Exemptions.

The following development shall be exempt from this Ordinance:

- (1) Developments of less than twenty (20) residential units;
- (2) Nursing homes, assisted care living facilities, group homes, and retirement homes;
- (3) Hotels and motels;
- (4) School dormitories; and
- (5) Structures constructed prior to the adoption of this Ordinance that have been destroyed by fire, flood, earthquake or other act of nature, provided the reconstructed site does not increase the number of residential units.

SECTION 10. Enforcement and Monitoring.

- (1) The local jurisdiction responsible for site plan approval is designated as the enforcing authority and may suspend or revoke any building permit or approval upon finding a violation of any provision of this Ordinance. The provisions of this Ordinance shall apply to all agents, successors and assigns of an applicant. No building permit or certificate of occupancy shall be issued, nor any development approval granted, if the requirements of this Ordinance are not met.

Prior to final site plan, plat, or building permit approval for the first residential unit on the property subject to the requirements of this Ordinance, an affordable housing agreement shall be entered into by the local jurisdiction and the residential housing development owner. The agreement shall set forth the method and terms by which a residential housing development owner shall comply with the development, sale, and rental requirements of this Ordinance. The agreement shall further state the methodology for determining a unit's initial and ongoing rent or sales and resale price(s), any resale restrictions, occupancy requirements, development incentives, and other matters related to the development and retention of the affordable housing units.

- (2) The program administrator is designated as the monitoring authority and shall be responsible for certifying the eligibility of buyers and tenants. In the event it is determined that inclusionary housing units required by this ordinance have been sold or rented to a buyer or renter not meeting eligible household requirements, the monitoring authority may take appropriate legal action to recover damages in an amount equal to payment of in lieu fees at either the time of construction or at the time of the ineligibility determination, whichever is greater. The fee collected by the program administrator shall be deposited in the housing trust fund. Legal and administrative costs recovered by the program administrator are not subject to housing trust fund deposit requirements.
- (3) The monitoring authority shall have the right to inspect, at any time during normal business hours, the books and records of the rental housing development owner as they pertain to the income qualifications of tenants of the affordable housing units.
- (4) The County shall be entitled to reimbursement of its costs, including reasonable attorneys' fees, of enforcing the provisions of this article. By submitting an application for a development approval requesting incentives, developers agree to pay such cost and consent to the County's placement of a lien on the subject property in connection with such costs.

SECTION 11. Areas Embraced and Authority

This ordinance shall be effective in the incorporated, as well as the unincorporated, areas of the County; however, any incorporated area may elect to opt out of this ordinance by adopting an ordinance in conflict herewith.

SECTION 12. Severability.

If any section, subsection, sentence, clause, phrase or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not be construed to render the remaining provisions of this Ordinance invalid or unconstitutional.

SECTION 13. Modifications.

Modifications that may arise from review of the Ordinance at the public hearings and with responsible authorities.

SECTION 14. Codification.

The provisions of this Ordinance shall be included and incorporated in the Pinellas County Code, as an addition or amendment thereto, and shall be appropriately numbered to conform to the uniform numbering system of the Pinellas County Code.

SECTION 15. Filing of Ordinance; Effective Date.

Pursuant to Section 125.66, Florida Statutes, the Clerk of the Board shall file a certified copy of this Ordinance with the Department of State within ten (10) days after enactment by the Board. This Ordinance shall become effective twelve months following the date of filing of the Ordinance with the Department of State.



PINELLAS PARK CITY COUNCIL

AGENDA MEMORANDUM

FROM: Dean R. Neal, Zoning Director

DATE: May 20, 2008

SUBJECT: Zoning Division Fees

BACKGROUND: The Zoning Director will be present to discuss Zoning fees with City Council. The proposed fees include the addition of the cost of advertising and the cost is now included with the base fee, in most instances. New fees are being proposed for the following: DRI ADA, DRI Annual Report, Developer Agreements, and Transfer of Development Rights all of which no fees were previously established.

Attached Backup May Be Required:

- Attorney Approval
- Purchasing Approval
- OMB Approval
- Finance Approval
- Minutes from Board or Commission
- Document required for Council action

- Workshop Agenda
- Council Agenda

Department Head Approval *JS*

City Manager Approval _____

Jurisdictional Application Fee Comparison

Application Type	Pinellas Park	Clearwater	Largo	Pinellas County	St. Petersburg	Seminole	Our Projected Fee	Typical Advertising Costs [^]
Board of Adjustment Variance	\$225.00	\$300.00-\$1,205.00	\$300.00-\$500.00	\$365.00	\$125.00-\$200.00	\$250.00	no change	\$225.00
Administrative Appeal to the BOA	\$160.00	\$250.00-\$500.00	\$500.00	n/a	\$30.00	n/a	no change*	\$225.00
Conditional Use (Staff Only)	\$175.00	n/a	n/a	n/a	n/a	n/a	no change	\$0.00
Conditional Use (CC Waiver)	\$400.00 plus \$10.00 per waiver/variance	n/a	\$500.00	\$1,345.00-\$1,760.00	\$900.00	\$250.00	no change*	\$225.00
Conditional Use (P&Z and CC)	\$400.00 plus \$10.00 per waiver/variance	n/a	\$500.00	\$1,345.00-\$1,760.00	\$900.00	\$250.00	no change*	\$365.00
Certificate of Zoning Letters/AD Letters	\$10.00	\$50.00-\$150.00	\$25.00-\$50.00	\$130.00	\$25.00-\$50.00		no change	\$0.00
DRI ADA**	No fee adopted	\$500.00	\$10,000.00	\$16,520.00	\$10,000.00	No DRI's	\$10,000.00	\$0.00
DRI NOPC**	\$500.00	\$500.00	\$2,600.00	\$6,730.00	\$1,500.00	No DRI's	\$1,000.00	\$0.00
DRI Annual Report	\$0.00	n/a	n/a	\$410.00	\$150.00	No DRI's	\$150.00	\$0.00
Preliminary Subdivision Plat	\$250.00 plus \$20/acre nonresidential or \$20/acre over 15 residential lots	\$600.00	\$350.00	\$1,470.00 plus \$53.00/acre for each acre over 5 acres	\$750.00	n/a	\$350.00*	\$365.00
Final Plat	\$250.00 plus County recording fee	\$300.00	n/a	\$1,470.00 plus \$53.00/acre for each acre over 5 acres	\$750.00	n/a	\$200.00 plus County recording fee	\$0.00
Land Use Plan Map Amendment (LUPA)	\$500.00, plus newspaper advertising cost, plus \$100.00 for companion rezoning	\$885.00	\$2,400.00	\$1,620.00-\$3,085.00	\$2,000.00	\$800.00	no change*	\$500.00
Miscellaneous	\$225.00	n/a	n/a	\$410.00	\$150.00	n/a	no change*	\$365.00
Preliminary Site Plan Approval	\$225.00	\$600.00	\$1,200.00 plus \$250/acre	\$1,470.00 plus \$53.00/acre or 1,000 square feet	n/a	n/a	no change*	\$140.00
Landscape Waiver	\$225.00	n/a	n/a	n/a	n/a	n/a	no change*	\$140.00
Alcoholic Beverage Waiver	\$225.00	n/a	\$75.00	n/a	\$100.00	n/a	no change*	\$140.00

**DRI ADA and DRI NOPC - advertising costs is covered by the fee.

Typical Advertising Costs[^] - Applicant(s) will pay actual cost.

Application Type	Pinellas Park	Clearwater	Largo	Pinellas County	St. Petersburg	Seminole	Our Projected Fee	Typical Advertising Costs[^]
Alcoholic Beverage on City Property	\$0.00	n/a	\$75.00	n/a	\$1,000.00	n/a	no change	\$0.00
Alcoholic Beverage License Approval	\$0.00	n/a	\$75.00	\$185.00	\$200.00	n/a	\$50.00	\$0.00
Release Unity of Title	\$225.00	\$150.00	n/a	n/a	n/a	n/a	\$150.00	\$140.00
Other Miscellaneous	\$100.00 plus County recording fee	n/a	n/a	\$365.00	n/a	n/a	no change*	\$140.00
Lot Line Adjustment	\$100.00 plus County recording fee	\$150.00	n/a	n/a	\$200.00-\$300.00	n/a	no change	\$0.00
Expansion of Nonconforming Structure	\$225.00	n/a	\$2,400.00	\$205.00	n/a	n/a	no change*	\$140.00
Change of Nonconforming Use	\$225.00	n/a	\$2,400.00	\$205.00	n/a	n/a	no change*	\$365.00
Nonconforming Lot(s)	\$225.00	n/a	\$2,400.00	\$205.00	n/a	n/a	no change*	\$140.00
Planned Unit Development	\$500.00	n/a	\$1,200 plus \$250/acre	\$1,470.00 plus \$53/acre or 1,000 square feet	n/a	n/a	no change*	\$500.00
Conceptual Plan (MUPUD)	\$500.00	n/a	n/a	n/a	n/a	n/a	no change*	\$500.00
PUD Master Plan Amendment	\$225.00	n/a	n/a	\$1,470.00 plus \$53/acre or 1,000 square feet	n/a	n/a	no change*	\$365.00
Minor Changes to PUD – City Council	\$225.00	n/a	n/a	n/a	n/a	n/a	no change*	\$140.00
Minor Amendment to PUD- City Manager	\$0.00	n/a	n/a	n/a	n/a	n/a	\$50.00	\$0.00
Temporary Uses	\$0.00	\$250.00	\$75.00	n/a	\$50.00	\$50.00/day	no change	\$0.00
Rezone (ONLY)	\$290.00	\$775.00	\$2,400.00	\$1,305.00-\$1,755.00	\$2,000.00	\$800.00	no change*	\$365.00
Vacation of Easement	\$155.00	\$400.00	\$500.00	\$550.00	\$200.00	n/a	no change*	\$140.00
Vacation of Right-of-Way	\$225.00	\$500.00	\$2,400.00	\$550.00	\$1,000.00	n/a	no change*	\$365.00
Developer Agreement	No fee adopted	\$1,500.00	\$2,400.00	\$1,230.00	No separate fee (The costs are included in the Rezoning and/or LUPA costs)	n/a	\$500.00*	\$365.00
Transfer of Development Rights	No fee adopted	\$1,205.00	\$2,400.00	n/a	\$500.00	n/a	\$500.00*	\$365.00

Note: Pinellas County and Clearwater have raised their fees within the past 12 months. Largo, Seminole and St. Petersburg are reviewing their fee schedules and may implement increases. Clearwater, Pinellas County, St. Petersburg, and Seminole's fees are for the application only. The applicant's are required to pay separately for the cost of advertising, mailings, and certificate of mailings. Largo's application fee includes the advertising costs, but the mailing costs are an additional fee charged to the applicant.

**DRI ADA and DRI NOPC - advertising costs is covered by the fee.

Typical Advertising Costs[^] - Applicant(s) will pay actual cost.

Application Type

Pinellas Park

Clearwater

Largo

Pinellas County

St. Petersburg

Seminole

Our Projected Fee

Typical Advertising Costs[^]

* Denotes additional advertising costs assessed.

**DRI ADA and DRI NOPC - advertising costs are covered by the fee.