



City of Gulfport Florida
City Council Meeting Notice
Tuesday, September 19, 2017

City Hall – 2401 53rd Street South, Gulfport, FL 33707

7:00 p.m.

AGENDA

Call to Order

Invocation given by Councilmember Yolanda Roman

Pledge of Allegiance

Roll Call:

1. Ordinances: Fiscal Year 2017 - 2018 Millage Rate and Budget
 - a. 2017-11, Second Reading and Public Hearing: An ordinance of the City of Gulfport, Florida, providing for the Ad Valorem Tax Levy for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018; and providing for an effective date.
 - b. 2017-12, Second Reading and Public Hearing: An ordinance of the City of Gulfport, Florida, adopting the Operating Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018; and providing for an effective date.
2. Public Comment.
3. City Manager Report.
4. City Attorney Report.
5. City Clerk Report.
6. Resolutions:
 - a. 2017-82, A resolution of the City of Gulfport, Florida, adopting the Program for Public Information and Annual Report for the Community Rating System Program, and providing for an effective date.
 - b. 2017-83, A resolution of the City of Gulfport, Florida, authorizing the city manager to enter into a Service and User Agreement with the Pinellas County Sheriff for Law Enforcement Support Services during Fiscal Year 2017-2018; and providing for an effective date.
7. Council Comments/Informational Reports.
8. Adjournment.

Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the City Clerk to transcribe verbatim minutes; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. Any person with a disability requiring reasonable accommodation in order to participate in this meeting should call (727) 893-1012 or fax a written request to (727) 893-1008. Posted: September 15, 2017



**CITY OF GULFPORT
CITY COUNCIL
AGENDA MEMORANDUM**

FROM: Cheryl Hannafin, Finance Director

DATE: September 19, 2017

AGENDA ITEM: 1-a

ORDINANCE NO: 2017-11

SUBJECT: Second (2nd) Reading: Millage Ordinance 2017-11.
Establishment of the Millage Rate for Fiscal Year 2018.

RECOMMENDATION: Staff recommends City Council approve Ordinance 2017-11 establishing the millage rate of 4.039 for fiscal year 2018 on second (2nd) reading.

BACKGROUND:

The millage rate for fiscal year 2018 is proposed to be set at 4.039 mills. This represents a 7.02% increase above the rolled-back rate of 3.7741 mills. The rolled-back rate is the millage rate that will generate the same amount of property tax revenue as approved for the prior tax year.

On September 5, 2017, City Council approved Ordinance 2017-11 on first (1st) reading.

ANALYSIS:

Total taxable property valuations for tax year 2017/2018 increased in Gulfport by \$62,200,027 when compared to prior year final valuations. This is a 7.725% increase over 2016/2017 valuations.

FINANCIAL IMPACT:

The proposed millage rate will generate approximately \$3,328,106 in ad valorem revenue to the City in fiscal year 2018.

MOTION:

Move to approve/deny Ordinance 2017-11 establishing the millage rate of 4.039 for the City of Gulfport for fiscal year 2018 on second (2nd) reading.

ORDINANCE NO. 2017-11

**AN ORDINANCE OF THE CITY OF GULFPORT, FLORIDA,
PROVIDING FOR THE AD VALOREM TAX LEVY FOR THE FISCAL
YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30,
2018; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Gulfport, Florida, has conducted Public Hearings on the final millage rate for the Fiscal Year beginning October 1, 2017, and ending September 30, 2018, in accordance with Florida Statutes; and

WHEREAS, the City Council is desirous of adopting the final millage rate of 4.039.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF GULFPORT, FLORIDA, HEREBY ORDAINS:

Section 1. That a levy of 4.039 operating mills be placed upon the total assessed valuation of real and personal property lying within the City of Gulfport, Florida, and said monies raised by the 4.039 mills shall be used for the general operation of the City of Gulfport for the aforementioned fiscal period. The adoption of 4.039 mills is a 7.02% increase over the rolled-back rate of 3.7741 mills.

Section 2. That a certified copy of this ordinance shall be forwarded to the Property Appraiser and Tax Collector of Pinellas County, Florida, together with a request that the aforementioned levy be made by his/her Office on behalf of the City of Gulfport for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018.

Section 3. This ordinance shall become effective immediately upon final passage.

PASSED AND ADOPTED this 19th day of September, 2017, by the Council of the City of Gulfport, Florida.

Samuel Henderson, Mayor

PUBLISHED : TRIM Notice
FIRST READING
AND PUBLIC HEARING : September 5, 2017
PUBLISHED : September 15, 2017
SECOND READING AND
PUBLIC HEARING : September 19, 2017

I, Lesley DeMuth, City Clerk of the City of Gulfport, Florida, do hereby certify that the foregoing ordinance was duly adopted in accordance with the provisions of applicable law this ____ day of September, 2017.

Lesley DeMuth, City Clerk

PROPOSED FISCAL YEAR 2017 - 2018 - CAPITAL IMPROVEMENT BUDGET - SEPTEMBER 5, 2017 (#6)

PENNY FOR PINELLAS - LOCAL GOVERNMENT INFRASTRUCTUR SALES SURTAX (LGIST): Pinellas County Estimated Revenue: \$1,387,000
"Penny For Pinellas" Capital Appropriations: FY 2017/2018

CAPITAL IMPROVEMENT PROJECT(S)

| | | |
|---|---------|--|
| 1). Williams Pier Replacement Fund | | - \$10,000 Moved to/Assigned WRD |
| 2). (*5) Street Resurfacing (Paving & Brick Restoration) (2018) | 400,000 | |
| 3). Alley Improvements | 47,000 | |
| 4). Sidewalk Improvements | 30,000 | Increase of \$10,000 from previous year. (FY 2017) |
| 5). 59th Street South Sidewalk Installation | 42,000 | City Council added 08/15/17 |
| 6). Chase Park - Tennis Court Improvements | 40,000 | Reduced \$40,000 = Rehabilitate vs. Replace per C/C 08/15/17 |
| 7). Trolley Market Square (Tangerine) (CDBG/FDEP-Grant Match) | 200,000 | Grant Program = 200,000 (LGIST) + 300,000 (CDBG) + 200,000 FDEP/Brownfield |
| 8). City Facility Maintenance (Buildings) | 50,000 | |
| 9). Marina Construction Transfer To General Fund | 380,000 | |
| 10). Casino\Deck Replacement | 60,000 | |
| 11). Osgood Point Trail | 127,610 | Not Encumbered in FY 2017 (Carryover) |
| 12). FEMA - Paving Match (Shore Blvd. & 58th S/S & 56th S/S) | 12,650 | \$45,350 Encumbered in FY 2017 |

PUBLIC SAFETY APPROPRIATION

| | | |
|--|---------|--|
| 9). Public Safety - Police Vehicles | 200,000 | Additional Replacement Vehicles-Lease Program Initiation Costs (Yr 2 of 3) |
| 10). Public Safety - Police Laptop | 4,000 | |
| 11). Public Safety - Police Radio | 4,000 | |
| 12). Public Safety - Police Taser Replacement | 28,000 | |
| 13). Public Safety - Fire Laptop | 1,000 | |
| 14). Public Safety - Fire Radio | 1,000 | |
| 15). Public Safety - Fire - Equipment & Gear | 15,000 | |
| 16). Public Safety - Fire - Fire Station Bay Floor | 17,000 | |

| | |
|--------------|------------------|
| Total | 1,659,260 |
|--------------|------------------|

PROPOSED FISCAL YEAR 2017 - 2018 - CAPITAL IMPROVEMENT BUDGET - SEPTEMBER 5, 2017 (#6)

WATERFRONT REDEVELOPMENT DISTRICT = TAX INCREMENT FINANCING (TIF)
WRD - TIF Fund Capital Appropriation: FY 2017/2018

| | | |
|---|----------------|--|
| Williams Pier Replacement Fund | | - \$10,000 Moved From (LGIST)/Assigned WRD Op. Fund Balance |
| Beach Re-Nourishment Long-Term Planning | | - \$20,000 Committed WRD Op. Fund Balance |
| Beach Re Nourishment - 50% ACOE Match (Year 2 of 2) | | - Project Discontinued by City Council 07/18/17 |
| Shore Blvd. - Beach Restrooms Upgrade | 50,000 | |
| Recreation Center - Skate Park | 170,500 | Not Encumbered in FY 2017 (Carryover) |
| Beach Trash/Recycling Receptacles & Decorative Bicycle Racks & Amenitie | 25,000 | |
| 4th of July Fireworks Display | | - Annual Recurring Cost - Now Included in WRD Operating Fund |
| Beach Handicapped Accessibility | 10,000 | City Council added 08/15/17 |
| Total | 255,500 | |

GENERAL FUND
General Fund Capital Appropriation: FY 2017/2018

| | | |
|---|--------|--|
| Parks: F350 - Utility Vehicle Replacement | 41,300 | |
| Parks: Mower Replacement | 21,700 | |
| Misc. Sign(s)/Bench/Trash Can/Banner(s) | | - Annual Recurring Cost-Moved to Parks Operating Expense |
| City IT - Computer IT/Network Infrastructure Upgrade | 25,000 | |
| City IT - PC' Computer Lifecycle Program/Emergency Server Replacement | 25,000 | |
| Library - Computer Lifecycle/Emergency Server Replacement | 5,000 | |
| Library - Children's Computers | 5,000 | |
| Library - Books & Materials | 60,000 | |
| Community Development Software | 75,000 | |
| City Hall Information KIOSK | 5,000 | |
| Future Solar Planning | | - \$20,000 Assigned Fund Balance |

PROPOSED FISCAL YEAR 2017 - 2018 - CAPITAL IMPROVEMENT BUDGET - SEPTEMBER 5, 2017 (#6)

UTILITY FUND

Total Utility Capital Appropriation:

FY 2017/2018

| | | |
|---|-----------|---|
| *Sanitary Sewer Utility R&R (SRLF)(*Per Pending FY17 Budget Amendme | | - For Budget Purposes = Sanitary Sewer Project (SRLF) |
| SRLF - Total Loan Payment (\$260,738) | | Pending - SRLF Loan Repayment Schedule (March/September 2019) |
| Total State Revolving Loan Funds Incurrec (\$4,620,003) | | |
| Utility Department - Jet Hose | 3,500 | |
| Utility Department - Vacuum Equipped Vehicle (Sewer) | 78,400 | |
| Utility Department - Vehicle (Stormwater) | 70,700 | |
| Utility Department - Backhoe (Sewer) | \$105,000 | Utility Department added 08/15/17 |
| Utility Department - Utility Vehicle (Sewer) | 10,300 | |
| Utility Department - Drainage 50th S/S & 31st A/S Street End (Stormwater) | 44,600 | City Council added 08/15/17 |
| * Utility Funded - Sanitary Sewer Private Lateral Replacement Program | 127,500 | Pending FDEP Consent Order Final Approval - P2 Program |
| Utility Rate Study (* If Necessary) | - | |

| | |
|--------------|----------------|
| Total | 440,000 |
|--------------|----------------|

SANITATION FUND

Total Sanitation Capital Appropriation:

FY 2017/2018

| | |
|---|---------|
| Sanitation Truck - Replacement Program | 150,000 |
| Revolving Loan Payment #1 - Side Loader | 35,992 |
| Revolving Loan Payment #2 - Dump Truck | 27,696 |

| | |
|--------------|----------------|
| Total | 213,688 |
|--------------|----------------|

PROPOSED FISCAL YEAR 2017 - 2018 - CAPITAL IMPROVEMENT BUDGET - SEPTEMBER 5, 2017 (#6)

MARINA FUND

Marina Capital Appropriation:

FY 2017/2018

| | |
|--|---------|
| Marina Construction Transfer To General Fund | 380,000 |
| Marina/Live-Aboard Improvements/Transient Park | 75,000 |
| Marina - Basin/Site Cameras | 10,000 |
| Marina - Basin/Site Fencing | 8,000 |
| Marina Parking Plan - Engineering (120,000) | - |
| Marina Parking Pay Stations (30,000) | - |
| Marina Parking Lot Paving (150,000) | - |
| Marina Dry Storage/BYCC Lot Paving (125,000) | - |
| Marina Undergrounding (25,000) | - |
| GYC/Yacht Basin Maint. Dredge (100,000) | - |

Total **473,000**

PROPOSED FISCAL YEAR 2017 - 2018 - CAPITAL IMPROVEMENT BUDGET - SEPTEMBER 5, 2017 (#6)

PREVIOUSLY PROPOSED UNFUNDED PROJECTS AND PURCHASES

| | |
|---|-----------|
| 1). Beach Renourishment Plan | TBD |
| 2). Fire Station/City Facility - Solar Panel Program | TBD |
| 3). Children's Splash Pad @ Recreation Center | 450,000 |
| 4). Fire/EMS Vehicle Replacement | 500,000 |
| 5). Senior Center (MPC) Replacement | 9,000,000 |
| 6). City Hall Re-Plan | 460,000 |
| 7). Recreation Department - Bus Replacement | 150,000 |
| 8). WRD - Trolley Replacement | 190,000 |
| 10). Beach Entertainment & Amusement Equipment | 500,000 |
| 11). Osgood Pt./Clam Bayou Boardwalk Project | 500,000 |
| 12). Osgood Pt./Clam Bayou Scenic Overlook Tower | 500,000 |
| 13). Clymer Archway @ Gulfport Blvd./55th Street/Beach Blvd. | 300,000 |
| 14). Gulfport Blvd. Beautification @ 49th St. So. to 58th St. So. | TBD |
| 15). Clymer Park Art Walkway (Eastside) | TBD |

09/05/17 - CIP #6

2018 CITY OF GULFPORT FUND ANALYSIS

General Fund

| | | |
|--|--|---------------------|
| Opening Balance 10/1/16 | | \$ 3,631,601 |
| Prior Period Adjustment | | 256,001 |
| Restated - Beginning Balance | | <u>3,887,602</u> |
| Remaining BP Oil Settlement | | (28,745) |
| Marina Construction Payment | | 300,000 |
| Appropriated Surplus | | <u>(656,533)</u> |
| Estimated Beginning Fund Balance 10/01/17 | | 3,502,324 |

Funding Sources:

| | | |
|--|------------|--------------------------|
| Estimated Revenues | 10,398,999 | |
| Transfers from Other Funds | | |
| <i>Marina Construction</i> | 380,000 | |
| <i>Marina PILOT</i> | 114,000 | |
| <i>Sanitation PILOT</i> | 108,000 | |
| <i>Utilities PILOT</i> | - | |
| <i>Enterprise Funds 15% Overhead</i> | 1,629,001 | |
| Appropriated Surplus - Marina Construction | (380,000) | |
| Appropriated Surplus - Estimated deficit | - | |
| Total – All Funding Sources | | <u>12,250,000</u> |

Appropriations:

| | | |
|-----------------------------|-----------|--------------------------|
| Police Services | 3,583,711 | |
| Fire & EMS Services | 1,484,550 | |
| Council and Clerk | 359,799 | |
| Legal | 100,000 | |
| City Manager | 267,693 | |
| Administrative Services | 669,068 | |
| Library & Technology | 925,780 | |
| Community Development | 838,463 | |
| Recreation Services | 1,740,839 | |
| Public Works | 2,260,097 | |
| Transfers | 20,000 | |
| Total Appropriations | | <u>12,250,000</u> |

| | | |
|---|--|----------------------------|
| Ending Fund Balance before Appropriated Surplus | | 3,502,324 |
| Less: Appropriated Surplus | | (380,000) |
| Add: Marina Construction Payment | | 380,000 |
| Unassigned Ending Fund Balance 9/30/18 | | <u>\$ 3,502,324</u> |

2018 CITY OF GULFPORT FUND ANALYSIS

Capital Projects Fund

| | | | |
|--|-----------|------------------|----------------------|
| Estimated Beginning Fund Balance 10/01/17 | | \$ | 331,091 |
| Funding Sources: | | | |
| Penny for Pinellas | 1,387,000 | | |
| Appropriated Surplus | 272,260 | | |
| Total – All Funding Sources | | <u>1,659,260</u> | |
| Appropriations: | | | |
| Capital Projects | 1,266,610 | | |
| FEMA Match | 12,650 | | |
| Transfer to Marina | 380,000 | | |
| Total Appropriations | | <u>1,659,260</u> | |
| Ending Fund Balance before Appropriated Surplus | | \$ | 331,091 |
| Less Appropriated Surplus | | | (272,260) |
| Unassigned Ending Fund Balance 9/30/18 | | \$ | <u>58,831</u> |

2018 CITY OF GULFPORT FUND ANALYSIS

Waterfront Redevelopment Fund

| | | |
|--|----------------|-------------------------|
| Estimated Beginning Fund Balance 10/01/17 | | \$ 47,883 |
| Funding Sources: | | |
| Estimated Revenues | 288,494 | |
| Appropriated Surplus | 24,506 | |
| Land & Water Grant (Skate Park) | 62,500 | |
| Total – All Funding Sources | <u>375,500</u> | |
| Appropriations: | | |
| Operating Expenses | 90,000 | |
| Assigned Beach Re-nourishment | 20,000 | |
| Assigned Williams Pier | 10,000 | |
| Handicap Accessibility | 10,000 | |
| Beach Re-nourishment (Match) | - | |
| Shore Blvd - Beach Restrooms upgrade | 50,000 | |
| Garbage cans/ Recycling / Bike Racks | 25,000 | |
| Skate Park | 170,500 | |
| Total Appropriations | <u>375,500</u> | |
| Ending Fund Balance before Appropriated Surplus | | \$ 47,883 |
| Less Appropriated Surplus | | (24,506) |
| Unassigned Ending Fund Balance 9/30/18 | | <u>\$ 23,377</u> |

49th Street Corridor Fund

| | | |
|--|----------|------------------------|
| Estimated Beginning Fund Balance 10/01/17 | | \$ 7,549 |
| Funding Sources: | | |
| Estimated Revenues | - | |
| Transfers from Other Funds | | |
| <i>General Fund</i> | - | |
| Total – All Funding Sources | <u>-</u> | |
| Appropriations: | | |
| Expenditures | - | |
| Reserves | - | |
| Total Appropriations | <u>-</u> | |
| Ending Fund Balance Before Transfer to Reserves | | <u>7,549</u> |
| Add: Transfer to Reserves | | - |
| Unassigned Ending Fund Balance 9/30/18 | | <u>\$ 7,549</u> |

2018 CITY OF GULFPORT FUND ANALYSIS

Marina Fund

| | | |
|---|-----------|---------------------------------|
| Estimated Beginning Fund Balance 10/01/17 | | \$ 155,974 |
| Funding Sources: | | |
| Estimated Revenues | 1,955,472 | |
| FDEP Fish & Wildlife Grant | 8,970 | |
| Appropriated Surplus | - | |
| Transfers from Other Funds | | |
| <i>Capital Projects</i> | 380,000 | |
| Total – All Funding Sources | | <u>2,344,442</u> |
| Appropriations: | | |
| People | 289,427 | |
| Operational | 936,113 | |
| Capital | 93,000 | |
| Depreciation | 230,000 | |
| Transfers to Other Funds | | |
| <i>General Fund 15% Overhead</i> | 293,321 | |
| <i>PILOT Transfer</i> | 114,000 | |
| <i>Marina Construction Payment</i> | 380,000 | |
| <i>Transfer to reserves</i> | 8,581 | |
| Total Appropriations | | <u>2,344,442</u> |
| Ending Fund Balance Before Transfer to Reserves | | <u>155,974</u> |
| Add: Transfer to Reserves | | 8,581 |
| Unassigned Ending Fund Balance 9/30/18 | | <u><u>\$ 164,555</u></u> |

2018 CITY OF GULFPORT FUND ANALYSIS

Sanitation Fund

| | | |
|--|------------------|--------------------------------|
| Estimated Beginning Fund Balance 10/01/17 | | \$ 78,618 |
| Funding Sources: | | |
| Estimated Revenues | 2,429,750 | |
| Grants | 8,000 | |
| Appropriated Surplus | - | |
| Total – All Funding Sources | <u>2,437,750</u> | |
| Appropriations: | | |
| People | 850,301 | |
| Operational | 730,098 | |
| Capital | 150,000 | |
| Depreciation | 170,000 | |
| Principal Debt | 63,688 | |
| Transfers to Other Funds | | |
| <i>General Fund 15% Overhead</i> | 365,663 | |
| <i>PILOT Transfer</i> | 108,000 | |
| Transfer to reserves | - | |
| Total Appropriations | <u>2,437,750</u> | |
| Ending Fund Balance Before Transfer to Reserves | | <u>78,618</u> |
| Add: Transfer to Reserves | | - |
| Unassigned Ending Fund Balance 9/30/18 | | <u><u>\$ 78,618</u></u> |

2018 CITY OF GULFPORT FUND ANALYSIS

Utilities Fund (Water, Sewer & Storm water)

| | | |
|--|-----------|--------------------------|
| Estimated Beginning Fund Balance 10/01/17 | | \$ 493,682 |
| Funding Sources: | | |
| Estimated Revenues | 6,466,778 | |
| Transfer from Capital Projects | - | |
| Total – All Funding Sources | | <u>6,466,778</u> |
| Appropriations: | | |
| People | 681,712 | |
| Operational | 3,548,049 | |
| Depreciation | 580,000 | |
| Capital Projects | 440,000 | |
| Transfers to Other Funds | | |
| <i>General Fund 15% Overhead</i> | 970,017 | |
| <i>PILOT Transfer</i> | - | |
| Transfer to Reserves | 247,000 | |
| Total Appropriations | | <u>6,466,778</u> |
| Ending Fund Balance Before Transfer to Reserves | | <u>493,682</u> |
| Add: Transfer to Reserves | | 247,000 |
| Unassigned Ending Fund Balance 9/30/18 | | <u>\$ 740,682</u> |



CITY OF GULFPORT CITY COUNCIL AGENDA MEMORANDUM

FROM: James E. O'Reilly, City Manager

DATE: September 19, 2017

AGENDA ITEM: 1 - b

ORDINANCE NO: 2017-12

SUBJECT: Second (2nd) Reading: Budget Ordinance for Fiscal Year 2018.

RECOMMENDATION: Staff recommends City Council approve Ordinance 2017-12 establishing and adopting the City of Gulfport's Budget for Fiscal Year 2018, on second (2nd) reading.

BACKGROUND:

City Council discussed the Fiscal Year 2018 budget on December 6th, April 4th, May 2nd, June 6th, July 18th, and held a budget workshop on August 15th at which time staff presented the City Council support materials, background information and related costs. During these meetings the City Manager and staff solicited and received comment as it relates to the development of the proposed Fiscal Year 2017 – 2018 budget. As required by the City Charter the City Manager presented his proposed Fiscal Year 2017 – 2018 budget on July 15th, 2017.

The City Manager's Fiscal Year 2017-2018 Operating Budget must also fulfill the requirements of Florida Statute 166.241 that stipulates that the amount available from taxation and other sources, including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves. The budget for fiscal year 2018 was prepared using revenue and expenditure estimates that are available at this time. Surpluses and shortfalls are cumulative in the sense that any individual year's surplus or deficit flows into the next year's fund balance, thus carrying a current year's balance forward.

The General Fund balanced budget of \$12,250,000 continues to provide the residents of the City of Gulfport the traditional level of day-to-day services they have become accustomed to.

On September 5, 2017, City Council approved Ordinance 2017-12 on first (1st) reading.

ANALYSIS:

The Fiscal Year Operating Budget of the City of Gulfport balances the public service needs of the community with the fiscal resources of the City. It is intended to achieve the objectives established by the Council for the next fiscal year.

The City has made a commitment to fiscal responsibility, and in doing so, is required to adopt a balanced operating budget as the cornerstone of this commitment. The City has set forth via Resolution that the City will maintain an Unreserved General Fund Balance at a level not less than twenty-five (25) percent of previous fiscal year's General Fund expenditures. To the extent that unreserved General Fund balance exceeds twenty-five (25) percent of previous fiscal year's General Fund expenditures at the Fiscal Year end, the City may draw upon the fund balance as approved by City Council.

The City of Gulfport's annual budget is structured to support the services required to maintain a full service city of more than 12,000 residents. The City of Gulfport's Fiscal Year 2017-2018 provides for a staff of 132 full-time and 58 part-time employees, of which 51 are public safety related. The employees provide services which include police, fire, community development, code enforcement, water & sewer utilities, sanitation, street maintenance, library, marina, cultural facilities, events, and parks & recreation.

FINANCIAL IMPACT:

As required, included within the accompanying ordinance is a summary of the budget for fiscal year 2018 including details of revenues, expenditures and fund balances.

MOTION:

Move to approve/deny Ordinance 2017-12 establishing the City of Gulfport budget for the fiscal year beginning October 1, 2017 through September 30, 2018 on second (2nd) reading.

ORDINANCE NO. 2017-12

**AN ORDINANCE OF THE CITY OF GULFPORT, FLORIDA,
ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR
BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018;
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Gulfport has conducted Public Hearings on the Operating Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018, in accordance with Florida Statutes; and

WHEREAS, the City Council is desirous of adopting the Operating Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF GULFPORT, FLORIDA
HEREBY ORDAINS:**

Section 1. The City Council has reviewed and considered the budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018.

Section 2. The City Council has determined that “Exhibit A” attached hereto and made a part of this Ordinance will be estimated revenues and expenditures presented by fund for the forthcoming Fiscal Year.

Section 3. Purchase orders and contracts that remain open at the end of Fiscal Year 2016/2017 shall become supplemental appropriations in the respective departmental accounts for the Fiscal Year ending September 30, 2018.

Section 4. This ordinance shall become effective immediately upon final passage.

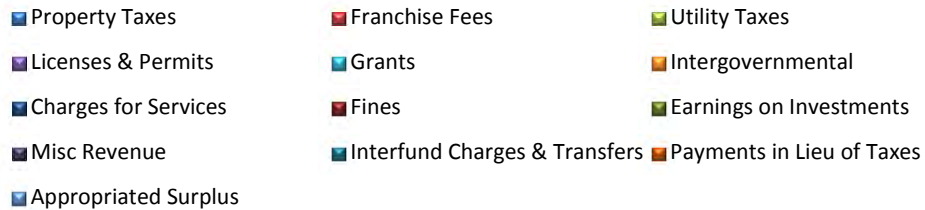
PASSED AND ADOPTED this 19th day of September, 2017 by the Council of the City of Gulfport, Florida.

Samuel Henderson, Mayor

PUBLISHED : TRIM NOTICE
FIRST READING
AND PUBLIC HEARING : SEPTEMBER 5, 2017
PUBLISHED : SEPTEMBER 15, 2017
SECOND READING
AND PUBLIC HEARING : SEPTEMBER 19, 2017

I, Lesley DeMuth, City Clerk of the City of Gulfport Florida do hereby certify that the foregoing ordinance was duly adopted in accordance with the provisions of applicable law this 19th day of September, 2017.

Lesley DeMuth, City Clerk



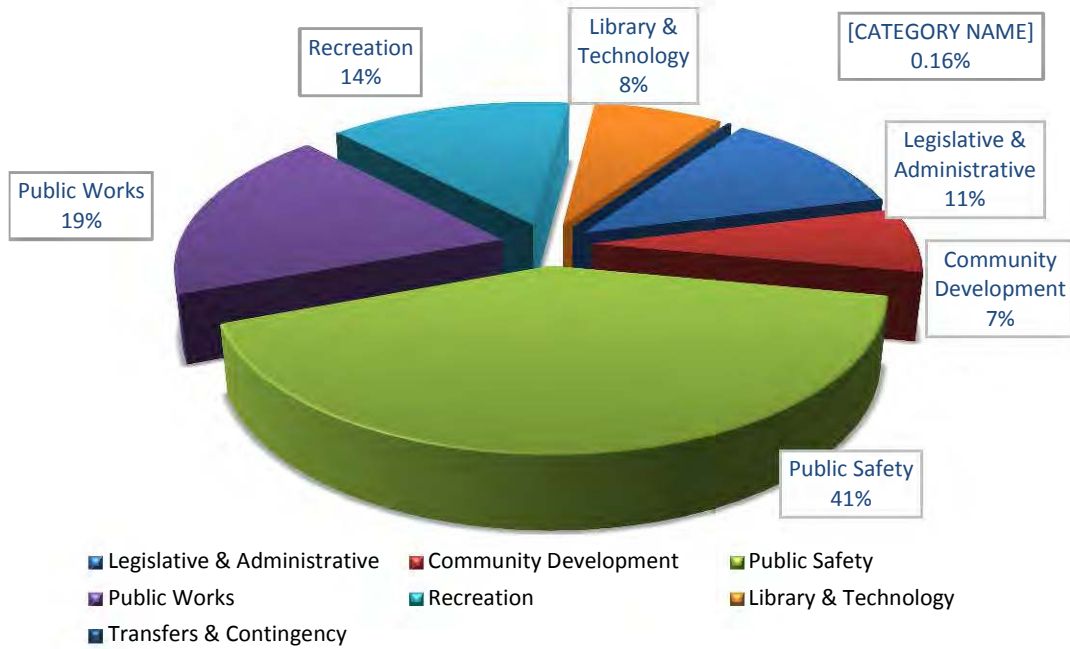
FISCAL YEAR 2018 REVENUES BY TYPE – GENERAL FUND

REVENUE INCREASE/DECREASE – GENERAL FUND

| SOURCES/USES | FY2017 | FY2018 | CHANGE |
|-------------------------------|----------------------|----------------------|---------------|
| Property Taxes | \$ 3,093,083 | \$ 3,328,106 | 7.60% |
| Franchise Fees | 806,110 | 781,789 | -3.02% |
| Utility Taxes | 1,607,744 | 1,598,000 | -0.61% |
| Licenses & Permits | 472,000 | 528,640 | 12.00% |
| Grants | 53,000 | 59,500 | 12.26% |
| Intergovernmental | 1,982,831 | 2,077,964 | 4.80% |
| Charges for Services | 1,030,400 | 1,076,800 | 4.50% |
| Fines | 142,500 | 92,500 | -35.09% |
| Earnings on Investments | 37,000 | 35,000 | -5.41% |
| Misc Revenue | 469,400 | 440,700 | -6.11% |
| Interfund Charges & Transfers | 1,465,932 | 1,629,001 | 11.12% |
| Payments in Lieu of Taxes | 300,000 | 602,000 | 100.67% |
| Appropriated Surplus | - | - | 100.00% |
| TOTAL | \$ 11,460,000 | \$ 12,250,000 | 6.89% |

Comparison of FY 2018 Budget with FY 2017 Budget

FISCAL YEAR 2018 GENERAL FUND EXPENDITURES BY FUNCTION



EXPENDITURES

FY2018

| | |
|------------------------------|----------------------|
| Legislative & Administrative | \$ 1,396,560 |
| Library & Technology | 925,780 |
| Community Development | 838,463 |
| Public Safety | 5,068,261 |
| Public Works | 2,260,097 |
| Recreation | 1,740,839 |
| Transfers & Contingency | 20,000 |
| TOTAL | \$ 12,250,000 |



**CITY OF GULFPORT
CITY COUNCIL
AGENDA MEMORANDUM**

FROM: Fred Metcalf, AICP, Community Development Director
Submitted by: Michael Taylor, AICP, Principal Planner

THROUGH: James E. O'Reilly, City Manager

DATE: September 19, 2017

AGENDA ITEM: 6-a

RESOLUTION NO: 2017-82

SUBJECT: Adoption of the *“Program For Public Information”* Plan and Annual Report.

PROPOSAL:

The City of Gulfport voluntarily participates in the Federal Emergency Management Agency's (FEMA) Community Rating System (CRS) program. As part of the CRS program, the City performs public outreach to provide the public with information needed to increase flood hazard awareness and to motivate actions to reduce flood damage, encourage flood insurance coverage, and protect the natural functions of floodplains. The City's *“Program For Public Information”* creates and maintains a flood protection public information program through outreach projects. The *“Program For Public Information”* prepares, implements, monitors, and evaluates public outreach activities.

The *“Program For Public Information”* is required to be adopted by the City and updated at least every five years. Revisions or amendments to the plan update the needs assessment and any section of the plan that should be changed based on evaluations of the projects. The update can qualify as the annual evaluation report for the year it was prepared. The updated *“Program For Public Information”* must be adopted following the same process as adoption of the original document.

RECOMMENDATION:

The Planning and Zoning Board, as the Outreach Strategy Team, recommended approval of the *“Program For Public Information”* plan and Annual Report.

ANALYSIS:

Please see Staff Report.

MOTION:

An appropriate motion would be for City Council to move to approve/deny the *“Program For Public Information”* plan and Annual Report.

STAFF REPORT

BACKGROUND:

Every Florida community will always be vulnerable to hurricanes, tropical storms, heavy rainfall events, and other similar natural disasters. The question is not whether or not communities in Florida will be hit with a disaster, but when will the disaster occur. However, cities, property owners, residents, and business owners do not have to remain unnecessarily vulnerable to the consequences of these events. Participation in Federal programs such as Federal Emergency Management Agency's (FEMA) National Flood, Insurance Program and the Community Rating System. These programs are, in part, an effort to reduce or eliminate the damages and costs of disasters through mitigative steps taken before a natural disaster strikes. If pre-disaster steps are taken, the premise is that post-disaster recovery and redevelopment will be an easier task.

Since 1992, the City has participated in the Community Rating System (CRS) program. This is a program within the National Flood Insurance Program (NFIP) that rewards communities that perform flood mitigation-related activities that go above and beyond the minimum standards of the NFIP. The reward is a percentage reduction of the flood insurance premium of those policy holders who own property within the Special Flood Hazard Area (SFHA), or 100-year floodplain that is identified on FEMA's Flood Insurance Rate Maps (FIRM).

Presently, the City of Gulfport is classified as a Class 6 community with a 20% reduction off the flood insurance premiums for those who live in the "A" and "V" Zones of the SFHA and a 5% reduction off the flood insurance premiums of those who have "Preferred Risk" Policies. Preferred Risk Policies are flood insurance policies written for properties outside of the SFHA.

The purpose of the CRS program is three-fold:

1. Reduce flood damage to insurable property;
2. Strengthen and support the insurance aspects of the NFIP; and
3. Encourage a comprehensive approach to floodplain management.

To meet these purposes or goals of the CRS program, the program itself is organized into four categories:

1. Public information
2. Mapping and Regulations
3. Flood Damage Reduction
4. Flood Preparedness

Within these 4 categories, 18 activities are offered by the program. The program assigns credit points for each of the activities. Since this is a volunteer program, participants may choose which activities to perform. Participation in the activities is reviewed and scored. Credit points are then awarded based on the scoring. Next, the credit points are totaled. Based on the total number of points, the community will fall under a certain classification. The classification will result in a flood insurance premium reduction for those policy holders who own property in FEMA's 100-year floodplain. This floodplain is depicted in the Flood Insurance Rate Maps.

Every year the City of Gulfport conducts the flood- and hurricane- related activities aimed at reducing or mitigating potential damages caused by severe weather. Specifically, one such activity is public outreach. FEMA's research indicates that awareness of hazards and disasters alone does not motivate property owners to mitigate potential damage to their homes and property. Additionally, the research indicates that a properly run local information program is more effective than national advertising or publicity campaigns. Therefore, local public information projects that reach out to residents advising them of flood and other disaster hazards, the availability of flood insurance, and protection methods from the flood and other disasters, are more effective in motivating residents to protect themselves, their families, homes and property.

CRS provides the option of performing outreach activities or the option of developing an outreach strategy (Program For Public Information) of which outreach activities are a part of. The outreach strategy provides a review of the flooding problem, lists what public information activities currently being implemented, sets goals, and recommends new projects that may be needed to reach those goals. To assist City staff in maintaining the City's "*Program For Public Information*" plan, the Planning and Zoning Board can become part of the Public Information Strategy Team.

An outreach strategy plan prepares, implements, and monitors outreach activities. Therefore, the outreach strategy must review the local hazards, determine how best to reach residents and property owners, and coordinate programs that will produce the best outreach projects.

ANALYSIS:

The City's "*Public Information Strategy Plan*" was first prepared in 2007 in response to the CRS Public Outreach planning activity which allowed additional points to be attained. This document contained a description of local hazards, the outreach strategy team, goals of the strategy plan, projects that the City performs, and monitoring and evaluating the Plan. Monitoring and evaluating the plan occurs annually. Recently, FEMA has renamed the Public Information Strategy Plan to the Program For Public Information. Although renamed, the document and the information within the "*Public Information Strategy Plan*" document has remained intact. The monitoring and evaluation process has remained, however, the reporting process of the evaluation report has changed. The Outreach Strategy Team now reviews and evaluates the "*Program for Public Information*" plan and annual report to make recommendations to City Council.

To meet the CRS requirements for the Program for Public Information activity, staff has developed an annual evaluation report in accordance with the CRS Coordinator's Manual. Staff requested that the Outreach Strategy Team review the goals of the strategy team and the projects that implement those goals. Through the review of the goals and activities/projects that fulfill the goals, the Outreach Strategy Team can monitor the effectiveness of the outreach activities and the plan. The evaluation report should reflect project implementation, monitoring of the activities as they achieve the goals, any project revisions, and address proposed/new projects. The evaluation report is on CRS Form 333.e located at the end of the "*Program For Public Information*" document.

PLANNING AND ZONING BOARD

On August 2, 2017, the Planning and Zoning Board, as the Outreach Strategy Team reviewed the “*Program For Public Information*” plan. The Outreach Strategy Team concentrated on the Monitoring and Evaluation of the plan. As part of their review, the focus became the Evaluation Report. The completed Evaluation Report consists of the last four pages of the plan document. Upon review and discussion, the Outreach Strategy Team recommended approval to City Council.

FISCAL IMPACT:

The “*Program For Public Information*” document includes goals for public outreach. To meet those goals and their objectives, the plan lists the projects that were implemented. Objectives or projects not implemented are listed along with a brief description and statement. New projects are listed along with objectives or projects that should be revised to better meet the established goal(s). All implemented projects are funded from the Operating Budget of the appropriate department responsible for the project.

**PROGRAM FOR
PUBLIC INFORMATION PLAN**



**COMMUNITY RATING SYSTEM
PROGRAM ACTIVITY**

CITY OF GULFPORT, FLORIDA

SEPTEMBER 2017

PROGRAM FOR PUBLIC INFORMATION

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**PROGRAM FOR PUBLIC INFORMATION
COMMUNITY RATING SYSTEM PROGRAM
ACTIVITY 330**

INTRODUCTION.

The City of Gulfport prepared the “*Public Information Program Strategy*” in 2007 with the purpose of reaching the citizens of the City to encourage them in taking actions to reduce their risks from future hazards such as flooding and flood damage. Through changes in the Community Rating System (CRS), this CRS activity has now become the “*Program For Public Information*” (PPI). Other changes include Committee membership, assessing public information needs, formulating messages to the community, identifying projects, project implementation, monitoring implemented projects, and evaluation of the PPI.

Natural and man-made hazards pose as threats to all residents and their property. Even business owners and commercial property owners can reduce their risk from flooding. Everyone is at risk, whether the hazard is a type of tropical cyclone (hurricane or tropical storm), storm system (like a tropical wave, tropical depression, or winter storm front), tornado, heavy rain event, or extreme weather conditions such as extreme heat or cold. In fact, the winter of 2010/2011 was the coldest on record in many years, and the winters of 2013 and 2015 were colder than average. Even though these hazards place everyone at risk, every property owner or resident can take actions to minimize the potential impacts a hazard can produce.

Citizen-initiated hazard mitigation is becoming more prominent in the wake of disasters such as Hurricanes Katrina of 2005 and Sandy of 2012. Locally, the hurricane season of 2004 impacted all of Pinellas County as Hurricanes Charley, Frances and Jeanne produced high winds, heavy rainfall, and localized flooding. In 2013, Tropical Storm Andrea spawned a tornado that damaged properties from Shore Boulevard South to Gulfport Boulevard South from Beach Boulevard South to 57th Street South. Although these past storms have created catastrophic damages in some areas, post-storm studies have shown that improved construction methods and flood mitigation methods can be used to reduce or prevent damages to homes and property from winds and flooding. Public resources at the state and local levels available for mitigation of these types of damages have been limited. Costs for public projects have significantly increased, coupled with a recessive economy in recent years, has impacted capital improvements

planning in recent years. Further, at the national level, the National Flood Insurance Program (NFIP) has initiated steps in reducing federal flood insurance subsidies to homeowners that live in high-risk areas. Recently, the NFIP which is administered by the Federal Emergency Management Agency (FEMA) had several public assistance programs such as the Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, Severe Repetitive Loss Program, Pre-Disaster Mitigation Program, and Increased Cost of Compliance. Funding for each of these programs are subject to the fiscal year budget of the Federal Government. Many of these programs are administered through the State of Florida. In turn, the programs are offered to residents and local jurisdictions. Residential programs are sponsored through the resident's local jurisdiction.

As a result of the recent disasters that have caused high dollar amounts in recovery, mitigation of hazard damages must involve the public. The City of Gulfport is improving its efforts to increase public involvement aimed at reducing damages from hazards through education and outreach. This Program For Public Information Plan will determine an appropriate public outreach program for our citizens through the investigation local hazards, the creation of an outreach strategy team, the establishment of goals for a public information program, creation of appropriate outreach projects to be done each year, and monitoring and evaluating the projects.

LOCAL HAZARDS.

Pinellas County public safety personnel have identified the hazards which could affect Pinellas County residents, including those who live and work in Gulfport. The local hazards discussed below were identified in the Pinellas County Comprehensive Emergency Management Plan (CEMP), the Pinellas County Local Mitigation Strategy (LMS), and the City's All Hazard Operations Plan (AHOP). The identification and knowledge of the types of hazards are vital to community planning. Through comprehensive planning, disaster planning, and community outreach, information and education about hazards will assist Gulfport property owners to minimize loss of life, human suffering, damage to public and private property, and economic loss.

The climate, physical location and topography of the City of Gulfport expose its residents and commercial businesses to different types of hazards. Specifically, the City is located in a subtropical region along the shores of Boca Ciega Bay in southwest Pinellas County. With almost 9 miles of shoreline, the City is considered a coastal community. The lay of the land is typically flat as elevations within the City range from sea level to approximately 40 feet in the northeast section of town.

The climate for the City of Gulfport is subtropical marine characterized by long, humid summers and mild winters. Overall, the average high is 81.7 degrees Fahrenheit and the average low is 60.6 degrees. During the summer months, the temperatures range from the low 70s to the high 90s. During the winter months, the normal daily fluctuation in temperatures is from the low 50s to the low 70s. Rainfall is normally abundant, especially during the summer months of June through September, with the annual average rainfall of 51.9 inches. The driest months of the year are April and November. The average annual temperature is 74.1 degrees Fahrenheit. Pinellas County has a very active thunderstorm season during the summer mainly due to the interaction between land and sea breezes. The County experiences an average of 85.1 thunderstorms a year with most occurring during the months of June through September. Additionally, the City is at risk from tropical storm systems and tropical cyclones, which include tropical waves, tropical depressions, tropical storms, and hurricanes. Hurricane season extends from June 1 through November 30.

Historically, the vulnerability and exposure of Gulfport residents to most hazards have been weather related. Specifically, tropical cyclones are the natural disasters that pose the greatest threat to the City. Tropical cyclones can and will cause the greatest amount of property damage while exposing the greatest risk to the residents. As more people move to Gulfport, and more in-fill development takes place, the potential for hurricane-related deaths and property damages increase each year.

A direct hit to Pinellas County from a major hurricane has not occurred since October 1921. This hurricane was a Category 4 that made landfall between Tarpon Springs and New Port Richey on October 26, 1921 as a Category 3 hurricane. This hurricane devastated the beach communities, including Pass-A-Grille. St Petersburg and Tampa experienced widespread destruction and flooding. Gulfport also suffered destruction of many homes, businesses, boats, and the first Casino. The city was flooded from the waterfront to Gulfport Boulevard.

The last closest approach of a major storm classified as Category 3 or greater, however, was in 1985 when Hurricane Elena stalled 90 miles northwest of Gulfport. Elena produced high winds, heavy rains, and severe beach erosion. Significant freshwater flooding from heavy rains occurred in May of 1979 and September of 1988. More recently, significant coastal flooding events occurred in 1993 and 1996. In March of 1993, Pinellas County was hit by the so-called Storm of the Century causing wide-spread flooding by hurricane force wind driven waters of at least 5.5 feet above high tide and over 2" of rain for a period of a few days. In October of 1996, Tropical Storm Josephine caused flooding in low lying areas with a storm surge of 4' to 6'. Between 1997 and 1999, each winter experienced at least one winter storm that produced anywhere from nearly 5 inches of rain to 8 inches during that particular storm. High winds of up to 60 miles per hour created exceptional high tides. Between the high tides and large amounts of rainfall, flooding from saltwater and freshwater occurred within the City.

On September 17, 2000 Hurricane Gordon moved northeast across the eastern Gulf of Mexico and brought 30 to 40 mph sustained winds and 50 to nearly 70 mph tropical storm force wind gusts to coastal areas of the County. The local storm surge was 4' to 5'. Hurricane Gordon produced maximum storm tides above mean sea level of 4 to 5.5 feet along the Pinellas coastline. Nearly a foot of water covered coastal roads from southern St. Petersburg, Gulfport, and St. Pete Beach to Clearwater. Then, during the 2004 hurricane season, flooding from two exiting tropical storms, Frances and Jeanne, caused flooding from high storm tides and heavy rains of nearly 6" and over 3"(City records), respectively. Early July 2005, Hurricane Dennis produced high winds, storm tides, and heavy rains that created some minor flooding along the municipal beach area and low lying areas within the City. The 2007 hurricane season brought Tropical Storm Barry that made landfall from the mouth of Tampa Bay bringing a 5' storm surge and over 4.25" of heavy rain to Gulfport. Recently, storm surges from Tropical Storms Debby (2012) and Andrea (2013) flooded the City's waterfront and low lying areas. Although not an extreme flooding event where property owners would submit flood insurance claims, the flood waters did lap at the threshold of the buildings along Shore Boulevard South.

Each tropical cyclone can cause coastal erosion, especially at the City's beach and those coastal areas along the waterfront that do not have seawalls for protection. Many tropical cyclones also have tornadoes associated with the storm system. Typically, the right front quadrant in relation to the storm's forward movement will produce the higher probability of tornado formations. The historical storms mentioned above did not produce tornadoes that affected the City of Gulfport, except for Tropical Storm Andrea in June 2013. A waterspout/tornado spawned by Andrea came off the water at the Municipal Beach and traveled up to Gulfport Boulevard South between Beach Boulevard South and 57th Street South. Most of the damage was downed limbs and some trees. One restaurant was damaged as well as a carport to a house. Additionally, all of these historic storms did produce high rainfall amounts that did create freshwater flooding from the runoff of the rainfall. Rainfall amounts mentioned above for the City of Gulfport were recorded by the City's Utility Division of the Public Works Department. The Utilities Division historically keeps rainfall records for the City.

The storms mentioned above produced high tides that backed up into the storm sewer outfalls located along Boca Ciega Bay. As this occurs, the surface water runoff from the rainfall that normally flows into the catch basins and would eventually flow to the outfalls, now backs up. When high tides back up into the storm sewer system, and rainfall runoff that normally flows into the Bay cannot, the water then does not have anywhere to flow too. This results in surface water runoff backing up into the roadways, flooding the streets and yards. Such flooding can occur anywhere located within the City's Special Flood Hazard Area (SFHA) as designated on FEMA's Flood Insurance Rate Maps. Typically, the SFHA represents the area that will flood as a result of a 100-year storm, or a storm that has a chance of one percent of occurring in any given year that will create flooding of 1 to 3 feet. Immediate areas along the coastline will experience wave action on top of the flooding height level. In the lower lying sections of the City, when the streets begin to flood, yards also begin to flood. These lower lying

sections of the City where street and yard flooding historically occurs are located in the area of the Municipal Marina, along Beach Boulevard from Boca Ciega Bay to Dellette Avenue South, along Shore Boulevard South from 54th Street South to 58th Street South, and the intersections of 58th Street South and 28th Avenue South and 30th Avenue South. Street flooding in these areas make roadways impassible. Further, the flooding is deep enough to flood yards and homes. In the area of the municipal marina, 29th Avenue South experiences the same street and yard flooding.

Even though tropical cyclones pose the greatest threat to the City in terms of potential damages, other natural hazards pose a threat or risk to City residents. These types of storms can be tropical waves and depressions, or weather fronts such as cold fronts. They produce heavy rainfall amounts that can cause freshwater flooding. Other natural hazards that may affect Gulfport include hail, drought, extreme heat, sinkholes, freezes, and severe winter storms.

Man-made hazards also pose a risk to Gulfport citizens. These hazards include utility failures, terrorism, transportation of hazardous materials, and open water spills.

Pinellas County receives its power from the coal powered plants. The power is brought into Pinellas County via a single power corridor. To date, the County has never experienced a total loss of power. However in December 1989, the demand for power exceeded availability as a result of severely cold temperatures. The power company rationed the power by conducting "rolling brown-outs." This procedure alternated the power supply temporarily to parts of the County on a grid by grid basis.

Even though no known acts of terrorism have occurred within the County, regional anti-terrorism training has been held in the Tampa Bay area.

Although the transportation of hazardous materials can take place through the City, such an incident has not yet occurred.

Open water spills can and have occurred in the waters of the Tampa Bay area. Spills pose a threat since the City is located near the mouths of Boca Ciega and Tampa Bay. During the early 1980's, three shipping accidents occurred resulting in oil spills that spread from the accident site. Each spill, however, was contained locally to the accident site and the clean-up minimized. Non accidental spills could also occur. These would be illegal dumpings into the local bays or Gulf of Mexico. Both types of spills present a situation whereby the spill can possibly spread with the tides and winds to the waters of Gulfport, similar to the spread of the red tide. If a spill was to reach the shores of Gulfport, both the residences and economic businesses could be affected.

The Pinellas County Local Mitigation Strategy (LMS) has identified natural and man-made hazards for each of the 24 local jurisdictions, plus the unincorporated areas of Pinellas County. Below is a list of specific hazards and the vulnerability (High, Medium, and Low) of the City of Gulfport with respect to each hazard.

| | |
|------------------------------------|--------|
| Major Hurricane | High |
| Coastal Erosion | High |
| Minor Hurricane/Tropical Storm | High |
| Tornado | High |
| Hazardous Materials Transportation | High |
| Utility Failure | High |
| Coastal Flooding | Medium |
| Flooding from Rainfall | Medium |
| Open Water Spills | Medium |
| Terrorism | Medium |
| Drought | Low |
| Earthquake | Low |
| Extreme Heat | Low |
| Freezes | Low |
| Hailstorm | Low |
| Severe Winter Storm | Low |
| Sinkholes | Low |
| Tsunami | Low |

PROGRAM FOR PUBLIC INFORMATION COMMITTEE.

Presently, the Program For Public Information Committee that the City utilized consists of City staff and one of the City’s advisory committees, the Planning and Zoning Board (P&Z) and one person from the flood insurance industry. The City staff members that have been assigned to the Committee include Community Development Department staff who are familiar with the City’s floodplain management program and level of response to disasters. The City has formed the Program For Public Information Committee consisting of the Building Official, the Principal Planner (certified planner and CRS Coordinator), the Planning and Zoning Board, and at least one person outside of the City’s government. Recently, this person has been from the insurance industry with experience in flood insurance. Additional outside member(s) can be residents or business people who have a business within the City. The number and background of the additional member(s) will be determined prior to the Committee’s meeting. For convenience, other City Advisory Boards can be chosen to create an Outreach Strategy Team. The current team has insight as to the physical make-up of the City, construction, and will contribute to a strategy for public outreach.

The physical location of the City of Gulfport, and being a part of a large metropolitan area, creates a number of hazards that pose a threat to its citizens. Therefore, the Program For Public Information Committee will review the identified types of hazards that can affect the City either within or outside of the Special Flood Hazard Area. With these potential hazards in mind, the Committee will then evaluate the City's existing public outreach projects, create or amend goals of encouraging private hazard reduction actions, and recommend outreach projects or activities to be implemented that reach those goals.

On an annual basis, the Program For Public Information Committee will meet to monitor and evaluate the outreach program. The Committee will review the outreach activities, assess each activity, and make recommendations to improve existing outreach activities and recommend new projects that will help achieve the goals. The Committee will also review existing and proposed projects to monitor the program, and evaluate and recommend changes based on what the Committee has found and feels is necessary to change or add.

GOALS.

Public information and education is the key to helping City of Gulfport citizens and businesses prepare for hazards, and minimize the effects from the hazards. To that end, the following Program For Public Information goals have been established:

- 1) Increase the public's awareness of flood zones and evacuation zones, and exposure of the public's relative risk to their property.
- 2) Provide education to encourage protection of property and family from a variety of possible hazards.
- 3) Improve knowledge of regulatory requirements for:
 - a. Permit requirements and procedures for floodplain construction
 - b. Substantial improvements and substantial damage
 - c. "A" Zone and "V" Zone construction
- 4) Increase the number of residential and commercial properties that implement protection measures from hazards.
- 5) Encourage access and use of flood/storm warning services to implement citizen actions to remain at home or to evacuate.

- 6) Encourage private homeowners and business owners to obtain flood insurance. Since the City's terrain is relatively flat and very low in elevation, flood insurance promotion should include areas outside of the 100-year floodplain as well as within the 100-year floodplain. Through the City's participation in the Community Rating System program, a discount is offered to flood insurance policy holders who are located within the 100-year floodplain.
- 7) Provide education to business owners that encourages property protection, disaster preparations, and continuity of operations planning for their businesses.

PROJECTS.

Program For Public Information Activities. The local hazards that can occur within Gulfport can significantly affect property owners, business owners, families, and their homes/buildings and property. Response and recovery following a major storm event is not the sole responsibility of government, but a shared responsibility involving property/homeowners and business owners. Therefore, the public must have access to information that will lead to taking actions for the protection of human life, structures, belongings, and property. The information can provide activities as part of a strategy of actions, resulting in the mitigation of potential damages to people, homes, businesses, and property. Information will educate people to learn the "how to" actions and what works best for them based on their own personal situation. Additionally, the information must also formulate and provide messages. These messages should provide specific instructions that clearly state what the reader should do. Messages can also provide basic information on where to get more information.

Recognizing the need to further inform and educate Gulfport residents, the following outreach projects represent possible actions or activities that the City can perform to assist its residents and non-residential owners. Based on available resources and staff, the following projects/activities represent possible opportunities for the City to offer. Several of the following outreach projects are listed in the CRS Coordinator's Manual or have been developed by City staff. Many of the others have been suggested by the Program For Public Information Committee. The outreach projects include:

- 1) Distribute the annual citywide "City of Gulfport, Flood Hazard Information" brochure which is included in the City utility billing.
- 2) Distribute the Annual Flood Protection Newsletter to all properties within the 100-year flood plain, FEMA's Special Flood Hazard Area (SFHA).

- 3) Distribute the Annual Flood Protection Newsletter, with a cover letter, to all repetitive loss area residents.
- 4) An annual cover letter and Annual Flood Protection Newsletter sent to all repetitive loss property owners.
- 5) An annual letter sent to all insurance and lending companies, and contractors who are registered within the City.
- 6) Conduct the annual citywide hurricane preparation/mitigation/safety seminar. Information to be distributed to the public may include hurricane evacuation maps, flood zone maps, and hurricane-related publications. Sources of further information that the residents may have, such as emergency or hurricane kits, may also be distributed. Local experts, public safety and emergency management personnel, and/or Community Development personnel will be available to provide further information.
- 7) Provide citywide educational information through various media avenues such as the Newsletter and utility bill mail-outs.
- 8) Continue to add and maintain hazard-related publications and documents in the City's library. Updates and new publications produced by FEMA, the State of Florida, and other organizations, will be sought, catalogued, and kept on file within the library's system.
- 9) Airing hurricane/storm-related programming on the City's television station. Seek new programming to air which informs viewers about mitigating damages from different types of hazards such as hurricanes, floods, high winds, and fires.
- 10) Maintain and update the City's website that includes information on hazards such as hurricanes and flooding. The website will include links to documents, publications, and other websites that offer valuable information regarding hazard mitigation and protection of property and life. Elevation Certificates for existing structures are also found on the City's website.
- 11) Employ the use of social media and e-mail to support and promote protection of life and property, mitigation due to potential damages, flood insurance, and other related items to disasters, mitigation, and recovery.
- 12) Assist property owners and business owners with Flood Insurance Rate Map information and technical assistance. Advertise and make staff available to assist citizens with FIRM information, floodplain management, and for site visits to review site specific flood problems and offer suggestions to stop or prevent flood damage.

- 13) Participate, support, promote, and/or distribute various annual region-wide publications such as “Hurricane Guide for the Tampa Bay Region” and the “Official Hurricane Guide for Pinellas County”. Distribution of materials and publications can include City Hall, Community Development, Public Works, Library, Senior Center, Catherine Hickman Theatre, Recreation Center, Casino, and Marina.
- 14) Develop and distribute a publication that informs and educates residents and businesses about preparing for storms, flood mitigation, storm warnings, sheltering during storms, re-entry following a storm, and debris clean-up.
- 15) Encouraging the purchase of flood insurance for residences and businesses regardless of the flood zone designation as established on FEMA’s Flood Insurance Rate Maps (FIRM’s).
- 16) Provide natural disaster and man-made disaster information pertinent to the City of Gulfport to children attending public and private schools within the City. This information can be shared with the parents of the students.
- 17) Erect storm surge signage in strategic, well-traveled areas within the City to illustrate the potential depth of the storm surge for the different category hurricanes. The number and placement of such signs should allow for residents and property owners located within or near the flood zones as identified on the FIRMs to relate the potential storm surge depth on the signs to their own property.
- 18) Encourage special clean-up events that remove trash and debris from natural areas, swales, ditches, and outfall areas. Such removal will reduce the items that could potentially block drainage and cause flooding of streets, yards and homes.
- 19) Coordinate with Pinellas County Schools to provide a program or activity for children aimed at mitigation and safety from tropical storms, hurricanes, tornadoes, heavy rains and flooding. Awareness and printed materials provided to the children can be relayed to their parents. School government groups should be included in this outreach activity.

This information can also be distributed to school students attending the City’s afterschool and summer recreation programs.

- 20) Provide flood and hurricane information for seniors and other Gulfport residents at the City’s Senior Center. This information can also be provided to civic groups and homeowner organizations.
- 20) Promote the use of porous matting on private property, such as yards, with sod, shell, or gravel covering the matting. The matting provides percolation of rain water which reduces runoff into the streets and storm sewer system.

- 21) Promote the return and reuse of brick streets. The City of Gulfport had more brick streets than presently exist. Some brick streets were paved over with asphalt for a smoother driving surface and easier maintenance. Depending upon the situation of roadwork, the City should investigate the return of the paved over streets to becoming brick streets again. The Team suggested that brick streets allow for some percolation of storm runoff water whereas asphalt paved roads do not allow for any percolation.

Current Projects. Based upon need and available resources, outreach activities listed above can be chosen and put into action.

Presently, the City of Gulfport performs a variety of outreach projects as part of the Community Rating System program. These projects/activities are on-going on an annual basis. The following projects are performed by the City which are credited outreach activities:

- ✓ A citywide Annual Flood Protection Brochure with a flood zone map.
- ✓ An annual letter sent to all properties located within the Special Flood Hazard Area.
- ✓ An annual letter sent to all repetitive loss area properties.
- ✓ An annual letter sent to all repetitive loss properties.
- ✓ An annual letter sent to insurance and lending companies, and contractors within the City.
- ✓ The use of City generated e-mail to promote the annual citywide hurricane safety seminar.
- ✓ The annual citywide hurricane safety seminar.
- ✓ Airing hurricane/storm-related programming on the City's television station.
- ✓ Using social media as an aid to promoting safety and hazard mitigation.
- ✓ Maintaining flood- and storm- related publications and documents, including the most recent effective FIRM's and LOMR's, in the reference section at the City's library.

- ✓ Maintain high water (storm surge) markers within the City.
- ✓ Maintain hurricane-, flood- and hazard- related information on the City's website.

MONITORING AND EVALUATION.

The Program For Public Information Committee will meet, at a minimum, at least twice per year to assess and evaluate the City's outreach program. All goals and outreach activities will be reviewed. Additional meetings may be necessary if circumstances arise and are deemed significant for the Committee to meet. Based upon the review, an annual evaluation report will be prepared prior to hurricane season. The report will address the following items:

1. Goals of the Public Information Program Strategy
2. A list of the projects implemented to meet the goals
3. A list of projects not implemented or that did not reach their objectives
4. New projects and/or revisions to current projects

The evaluation will be sent to City Council. The following form has been used to prepare this year's annual evaluation report.

333.e PROGRAM FOR PUBLIC INFORMATION EVALUATION

CITY OF GULFPORT, FLORIDA 2016

1. Goals of the community's Program For Public Information:

- 1) Increase the public's awareness of flood zones and evacuation zones, and their relative risk to their property.
- 2) Provide education to encourage protection of property and family from a variety of possible hazards.
- 3) Improve knowledge of regulatory requirements for:
 - a. Permit requirements and procedures for floodplain construction
 - b. Substantial improvements and substantial damage
 - c. "A" Zone and "V" Zone construction
- 4) Increase the number of residential and commercial properties that implement protection measures from hazards.
- 5) Encourage access and use of flood/storm warning services to implement citizen actions to remain at home or to evacuate.
- 6) Encourage private homeowners and business owners to obtain flood insurance. Since the City's terrain is relatively flat and very low in elevation, flood insurance promotion should include areas outside of the 100-year floodplain as well as within the 100-year floodplain. Through the City's participation in the Community Rating System program, a discount is offered to flood insurance policy holders who are located within the 100-year floodplain.
- 7) Provide education to business owners that encourages property protection, disaster preparations, and continuity of operations planning for their businesses.

2. Projects implemented to meet those goals and their objectives:

- ✓ A citywide Annual Flood Protection Brochure with a flood zone map.
- ✓ An annual letter sent to all properties located within the Special Flood Hazard Area.
- ✓ An annual letter sent to all repetitive loss area properties.
- ✓ An annual cover letter and Annual Flood Protection Newsletter sent to all repetitive loss property owners.
- ✓ An annual letter sent to insurance and lending companies, and registered contractors within the City.
- ✓ The use of City generated e-mail to promote the annual citywide hurricane safety seminar.
- ✓ The annual citywide hurricane safety seminar.
- ✓ Airing hurricane/storm-related programming on the City's television station.
- ✓ Using social media to promote safety and hazard mitigation.
- ✓ Maintaining flood- and storm- related publications and documents, including the most recent effective FIRM's and LOMR's, on the City's website and in the reference section at the City's library.
- ✓ Assist property owners and business owners with Flood Insurance Rate Map information and technical assistance. Advertise and make staff available to assist citizens with FIRM information, floodplain management, and for site visits to review site specific flood problems and offer suggestions to stop or prevent flood damage.
- ✓ Maintain storm surge signage in strategic, well-traveled areas within the City to illustrate the potential depth of the storm surge for the different category hurricanes.
- ✓ Maintain hurricane-, flood- and hazard- related information on the City's website.

3. Were any projects not implemented or objectives not reached? If not, why?

- Develop and distribute a publication that informs and educates residents and businesses about preparing for storms, flood mitigation, storm warnings, sheltering during storms, re-entry following a storm, and debris clean-up. Budget and staff limitations prevent this objective/project from becoming reality at this time. However, publications produced by other jurisdictions are distributed to Gulfport residents.
- Provide natural disaster and man-made disaster information, pertinent to the City of Gulfport, to children attending public and private schools within the City. This information can be shared with the parents of the students. Budget and staff limitations prevent this objective/project from becoming reality at this time.

4. What new projects should be implemented and what projects or objectives should be revised?

- Continue to add and maintain hazard-related publications and documents in the City's library. Continue to update and seek new publications produced by FEMA, the State of Florida, and other organizations, to be catalogued and kept on file within the library's system.
- Maintain and update the City's website that includes information on hazards such as hurricanes and flooding. The website will include links to documents, publications, and other websites that offer valuable information regarding hazard mitigation and protection of property and life. Elevation Certificates for built structures are also found on the City's website. These services should be continued to maintain and keep this service current.
- Participate, support, promote, and/or distribute various annual region-wide publications such as "Hurricane Guide for the Tampa Bay Region" and the "Official Hurricane Guide for Pinellas County". Distribution and promotion of these publications are supported and continued by City staff.
- Encourage special clean-up events that remove trash and debris from natural areas, swales, ditches, and outfall areas. Such removal will reduce the items that could potentially block drainage and cause flooding of streets, yards and homes. This is partially accomplished through current outreach publications to the entire community and floodplain residents, and citywide waterfront/beach clean-up events. Presently, clean-up events include Clam Bayou and the municipal beach. Other areas should be included.

- Provide flood and hurricane information for seniors and other Gulfport residents at the City's Senior Center. This information can also be provided to civic groups and homeowner organizations. Items that are already distributed could be placed in the Senior Center and provided to civic groups and homeowner associations.
- Promote the use of porous matting on private property using sod, shell, or gravel covering the matting. The matting provides percolation of rain water which reduces runoff into the streets and storm sewer system. Permeable material should be used in City R-O-W when homeowners request driveways made of materials other than concrete or asphalt. City staff will have to investigate this item in regards to meeting all applicable zoning and building codes while controlling run-off and debris into streets, gutters, and catch basins.
- Promote the return and reuse of brick streets. The City of Gulfport had more brick streets than presently exist. Some brick streets were paved over with asphalt for a smoother driving surface and easier maintenance. Depending upon the situation of roadwork, the City should investigate the return of the paved over streets to becoming brick streets again. The Team suggested that brick streets allow for some percolation of storm runoff water whereas asphalt paved roads do not allow for any percolation. Brick roadways are expensive compared to asphalt roadways due to the high labor costs of laying and maintaining brick roadways. Recent budget cuts do not allow for this activity to be realized, except for maintaining current brick streets. However, this activity can be investigated and evaluated by the Public Works Department for future considerations.
- Research and promote mitigation activities concentrating on natural and man-made disasters other than the most common disasters to potentially affect Gulfport. A multi-hazard mitigation approach should be presented to the public since disasters other than tropical cyclones, tornadoes, and storms associated with high tides can and do occur.

For more information, contact: Michael Taylor, AICP, CRS Coordinator

Phone: (727) 893-1087

RESOLUTION NO. 2017-82

A RESOLUTION OF THE CITY OF GULFPORT, FLORIDA, ADOPTING THE PROGRAM FOR PUBLIC INFORMATION AND ANNUAL REPORT FOR THE COMMUNITY RATING SYSTEM PROGRAM, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Gulfport is located in an area that is vulnerable to natural and man-made disasters; and

WHEREAS, the City of Gulfport supports efforts to make our community more disaster-resistant, thereby reducing the costs of disasters, preventing or mitigating their impact to our residents and property; and

WHEREAS, the Community Rating System represents a strategy for reducing flood damage to insurable property, strengthens and supports the insurance aspects of the National Flood Insurance Program, and encourages comprehensive floodplain management; and

WHEREAS, the City of Gulfport became a member of the Community Rating System of the National Flood Insurance Program in 1992; and

WHEREAS, participation in the Community Rating System provides benefits to homeowners and business owners holding flood insurance policies; and

WHEREAS, the City of Gulfport must prepare and adopt a Program for Public Information Plan, to be amended every five years, and an Annual Report, as amended from time to time, in order to maintain credit for the Public Outreach activity in the Community Rating System.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GULFPORT, FLORIDA:

Section 1. City Council approves of the Program for Public Information plan and annual report developed cooperatively by the Outreach Strategy Team.

Section 2. The City will continue participation in the Community Rating System program.

Section 3. This Program for Public Information plan and annual report, with all amendments thereto, made part of the public outreach activity as required under the Community Rating System.

Section 5. This Resolution shall become effective upon adoption.

PASSED AND ADOPTED this 19th day of September, 2017 by the City Council of the City of Gulfport, Florida.

Samuel Henderson, Mayor

ATTEST:

Lesley DeMuth, City Clerk

AGREEMENT

COMES NOW, the CITY OF GULFPORT, FLORIDA, a municipal corporation (hereinafter "CITY"), and BOB GUALTIERI, as Sheriff, Pinellas County, Florida (hereinafter "SHERIFF"), and agree as follows:

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

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

WHEREAS, the SHERIFF currently maintains a computer-aided dispatch (CAD) system; and

WHEREAS, the CITY desires to contract with the SHERIFF to permit the CITY to have full access to all the features available in the SHERIFF'S CAD system; and

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

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

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

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

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

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

WHEREAS, the CITY desires to partner with the SHERIFF in the investigation of major accident scenes; and

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

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

1. LATENT PRINT SERVICES

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

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

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

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

1. Examine fingerprints provided by the CITY to eliminate fingerprints of persons who have a legitimate reason to have their fingerprints at the premises or on an object.

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

E. In those instances where the CITY submits a complex or lengthy latent identification request, the SHERIFF shall provide the necessary available personnel to assist the Examiner.

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

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

G. The CITY shall pay the SHERIFF the sum of EIGHT THOUSAND SIX HUNDRED NINETY-TWO DOLLARS AND NINETY-FIVE CENTS (\$8,692.95) for the latent fingerprint services to be rendered pursuant to this Agreement, which reflects payment for 105

latent print cases at a cost of EIGHTY-TWO DOLLARS AND SEVENTY-NINE CENTS (\$82.79) per case. Should the CITY'S number of cases exceed the 105 cases covered by this Agreement, it agrees to pay the EIGHTY-TWO DOLLARS AND SEVENTY-NINE CENTS (\$82.79) per each additional case. If the CITY uses less than the 105 cases anticipated, the funds for the number of cases for which payment has been made for above the amount of actual cases processed during the term of this Agreement shall be refunded to the CITY as soon as is practical after the final month of this contract term has been completed and the total number of cases for the year been determined.

2. FORENSIC SCIENCE SERVICES

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

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

C. The CITY shall pay to the SHERIFF the sum of TWO HUNDRED TWENTY-FIVE DOLLARS AND TWENTY-ONE CENTS (\$225.21) for each crime scene processed by the SHERIFF and shall pay for eighty (80) calls for service during the period of this Agreement. For all requests for calls for service in excess of the eighty calls, the CITY shall pay to the SHERIFF the sum of TWO HUNDRED TWENTY-FIVE DOLLARS AND

TWENTY-ONE (\$225.21) for each crime scene processed pursuant to this Agreement.

D. The CITY shall pay to the SHERIFF the sum of EIGHTEEN THOUSAND SIXTEEN DOLLARS AND EIGHTY CENTS (\$18,016.80) for the eighty (80) calls for service during the period of this Agreement.

E. Billing for requests for service in excess of the eighty (80) calls for service during the period of this Agreement shall be invoiced monthly at the rate of TWO HUNDRED TWENTY-FIVE DOLLARS AND TWENTY-ONE CENTS (\$225.21) per call.

F. Any funds from unused calls for service from FY 2017-2018 shall be refunded to the CITY as soon as practical after the final month of this contract term has been completed and the total number of calls for the year been determined.

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

3. EVIDENCE AND PROPERTY STORAGE

A. During the term of this Agreement, the SHERIFF agrees to provide to the CITY storage, release and disposition of all seized evidence, found property and property being held for safekeeping as defined by Florida Statutes and the CITY of Gulfport Code of Ordinances within the SHERIFF'S Evidence and Property Storage Facility, except for non-evidentiary bicycles and breath, blood or urine samples obtained from persons suspected of

operating vehicles or vessels while under the influence of alcohol or drugs which samples shall be maintained by the Pinellas County Medical Examiner's Office.

B. The SHERIFF shall also transport drug items to and from the County lab as determined by the CITY Police Department. The SHERIFF shall be responsible for transporting all items of property or evidence as aforesaid from the CITY Police Department and transporting same to secure storage facilities maintained by the SHERIFF. However, where such items of property or evidence are large, voluminous, heavy or otherwise not compatible with transport by ordinary courier, it shall be the responsibility of the CITY Police Department to transport such items to the SHERIFF'S Evidence and Property Storage Facility.

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

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

E. The CITY shall pay to the SHERIFF the sum of EIGHTEEN THOUSAND FIVE HUNDRED NINETY-TWO DOLLARS AND NO CENTS (\$18,592.00) for the evidence storage service. The cost is inclusive of personnel and storage costs and provides for the cost of processing 1,600 items at ELEVEN DOLLARS AND SIXTY-TWO CENTS (\$11.62) per item. Should the number of items exceed the 1,600 items covered by this Agreement, the CITY agrees to pay the ELEVEN DOLLARS AND SIXTY-TWO CENTS (\$11.62) per each additional item. If the CITY uses less than the 1,600 items anticipated, the

funds for the number of items paid for above the amount of actual items processed during the term of this Agreement shall be refunded to the CITY as soon as is practical after the final month of this contract term has been completed and the total number of items for the year been determined.

4. COMPUTER AIDED DISPATCH (CAD)

A. The SHERIFF maintains a computer aided dispatch (CAD) system whose main purpose is to receive and dispatch calls for service relating to law enforcement matters, as well as additional voice and data communication with police laptop computers, portable and in-car radios and is staffed twenty-four (24) hours per day, seven (7) days per week. This system is solo operated and maintained by the SHERIFF and is housed at a location designated by the SHERIFF. The SHERIFF agrees to receive calls for the CITY police department and dispatch police services to the CITY via this CAD system.

B. The SHERIFF shall be responsible for the maintenance, upgrades and repairs to the SHERIFF'S CAD system.

C. The SHERIFF shall notify the CITY of any changes or upgrades necessary in the communication equipment owned by the CITY, to ensure that the CITY continues to have full access to the CAD system. The cost of such changes or upgrades shall be the responsibility of the CITY. The SHERIFF agrees that such notice to the CITY shall be made as soon as possible after the SHERIFF becomes aware of the need for the change or upgrade. The CITY agrees to make the necessary changes or upgrades in a timely manner. Failure to do so may result in termination of the Agreement.

D. All communication equipment needed, such as but not limited to, radio and laptop computers, to provide communication between the SHERIFF and the on-duty officers

of the CITY shall be purchased by the CITY. However, the equipment shall meet the technical requirements for the SHERIFF'S CAD system.

E. All equipment purchased by the CITY shall remain the property of and be maintained by the CITY. The parties agree that licenses which provide for the use of software which enables access and use of the SHERIFF'S CAD system by the CITY, and for which licenses the CITY pays the SHERIFF, are not "equipment" and as such remain the property of the SHERIFF.

F. Should the CITY experience any connection difficulties or related problems, the SHERIFF agrees to provide technical and troubleshooting support to ensure that all equipment, hardware, and software for which the SHERIFF is responsible is properly configured and in working order. Any problems relating to the CITY'S hardware and software will be the responsibility of the CITY address.

G. In addition to the costs referenced above for which the CITY is responsible, in return for the services specified in this Section, the CITY shall pay to the SHERIFF the sum of SEVENTY-THREE THOUSAND SEVEN HUNDRED NINETY-TWO DOLLARS AND THIRTY-FIVE CENTS (\$73,792.35), which is based upon licenses for thirty-two (32) mobile units. (Costs are detailed in the Attachment, herein incorporated.)

H. Should the CITY determine a need to add additional units to its fleet which are CAD-accessible, the CITY shall be responsible for all associated costs incurred by the SHERIFF on its behalf and charged accordingly. Such costs shall be billed by the SHERIFF and payable to the SHERIFF upon receipt by the CITY.

5. AUGMENTED CRIMINAL INVESTIGATIVE SUPPORT SYSTEM (ACISS)

A. The SHERIFF shall provide a law enforcement records management

system, Augmented Criminal Investigative Support System (ACISS) to the CITY for sharing automated records in order to maximize data resource sharing, increase efficiency, eliminate redundant records systems and the associated fiscal impact. In addition, the CITY'S police department will have access to and may choose to utilize the SHERIFF'S Automated Report Management System (ARMS) Unit staff for completion of police reports. In making the Automated Records Management System available to the CITY'S police department, the SHERIFF will enable and permit police department officers to call in to the SHERIFF all police reports as the police department may deem necessary and appropriate. ARMS Unit staff who generate these reports shall be continuously available to the CITY'S police department except at such times as the SHERIFF'S computer system is unavailable due to routine maintenance, upgrading, data back-up operations, or malfunction.

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

C. The SHERIFF shall operate ACISS on a computer hardware system and provide a point of network connectivity for the CITY Police Department. The SHERIFF is responsible for maintaining the records management computer system, including all required software licenses, upgrades, updates and system administration. The SHERIFF is also responsible for maintaining the records management software (ACISS), including all necessary software licenses, upgrades, updates and system administration. The CITY agrees it shall be

responsible for providing and running the necessary anti-virus software on all computers connected to ACISS, and shall be responsible for performing Windows updates on a regular and ongoing basis.

D. The CITY'S police department local area network is currently able to link to the Sheriff's Office through its connections with a Pinellas County VPN appliance. This appliance provides a communication link to the Sheriff's Office public safety campus at 10750 Ulmerton Road, Largo, Florida. As network technology continues to evolve, typically with improved "throughput" and reduced cost, the system for network connectivity may be changed upon agreement by both parties. The network described herein shall provide connectivity for the records management system; any cost in connection with this communication link shall be the responsibility of the CITY. In order to provide the CITY'S police department mobile units the most efficient access to ACISS, the CITY agrees to utilize the NetMotion VPN product on the police department's mobile (laptop) units when said units are connected outside of the police department network.

E. The SHERIFF originally provided CITY police officers with training in the use of the ACISS system, including utilization of the ARMS Unit Staff for the creation of police reports and self-entry by officers. The parties agreed that the goal in training CITY officers in the use of ACISS for report entry and completion was to develop expertise on the part of one or more officers to the extent they would become responsible for training new officers who are employed by the CITY in the future, and as such the CITY is now responsible for said training.

F. Effective July 1, 2013, the Florida State legislature enacted §119.0701. This statute requires that all contractors comply with Florida's public records laws with respect to

services performed on behalf of a governmental agency. Specifically, the statute requires that contractors:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service;
- b. Provide the public with access to public records on the same terms and conditions that a public agency would provide the records and at a cost that does not exceed the cost provided by Chapter 119 of the Florida Statutes or as otherwise provided by law;
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law;
- d. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. Failure to comply with these provisions is considered an immediate breach of this Agreement.

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

articles and serial numbers for entry into these database systems.

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

I. The SHERIFF will provide to FDLE, as required by law, reports reflecting crime statistics for all Part 1, UCR reportable crimes occurring in the CITY which are reported to the SHERIFF through the ACISS system pursuant to this Agreement. The information provided shall include the number and types of crimes reported by the CITY through the ACISS system. The SHERIFF will also provide this information to the CITY police department.

J. In return for the services specified above to be provided by the SHERIFF, the CITY shall pay to the SHERIFF the sum of NINE HUNDRED AND NINETY DOLLARS AND NO CENTS (\$990.00), as reflected in the Attachment incorporated herein. This cost is based upon two licenses for sufficient access to ACISS. Additionally, the cost for police reports generated by ARMS Unit staff is \$5.50 per report. (A charge will not be incurred for any report created solely for the purpose of adding supporting documents to an existing report file. For billing purposes, the "PCSO-Supporting Documents" template must be used in order to result in no charge.) Said reports shall be tracked and invoiced by the SHERIFF to the CITY on a monthly basis, payable upon receipt.

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

6. MAJOR ACCIDENT INVESTIGATION TEAM (MAIT)

A. INTENT: The CITY has indicated a willingness to provide one sworn member of the CITY police department to work in conjunction with the SHERIFF'S Major Accident Investigation Team (MAIT) to provide major accident investigation services on an as-needed basis in the areas within Pinellas County for which each is responsible.

B. PURPOSE: The purpose of this Agreement shall be to provide the citizens of the CITY with major accident investigation services by the Sheriff's Office Major Accident Investigation Team, through a partnership whereby MAIT shall include one member of the CITY police department as described herein. It is understood and agreed to by the parties that not all accidents meet the criteria set by the SHERIFF for investigation by the major accident

investigation team (MAIT).¹ Only those major accidents meeting said criteria will be subject to MAIT response and investigation. The final determination as to whether an accident meets the Sheriff's Office criteria rests solely with the MAIT Team Commander or his designee.

C. POWER TO DIRECT SERVICES. The CITY shall be responsible for contacting the SHERIFF'S OFFICE whenever MAIT is needed for a major accident investigation which qualifies for MAIT investigation. Likewise, the SHERIFF or his designee shall be responsible for contacting the CITY police department MAIT member as needed to assist with MAIT investigations. MAIT investigations will be conducted in accordance with SHERIFF'S OFFICE protocol and standard professional practices for said investigations. In the event a concern arises about the conduct of an investigation within the limits of the CITY, the SHERIFF or his designee will meet and confer with the CITY'S Police Chief to discuss and resolve any concerns.

D. PERSONNEL. The SHERIFF'S Major Accident Investigation Team shall consist of both Deputies who shall be members of the Pinellas County Sheriff's Office and a sworn, certified Police Officer of the CITY police department, The SHERIFF will deputize the designated Police Officer to permit the Officer to perform as a team member throughout Pinellas County but the Police Officer will continue to be an employee of the Gulfport Police Department, which will be responsible for the Police Officer's expenses, including expenses for training. All MAIT members shall be subject to the direction and all rules and regulations of the SHERIFF, including the CITY'S Police Officer when performing major accident investigations.

¹ A "major accident" is an accident involving death of one or more persons, loss of limb, permanent disfigurement or serious injury to the extent that death is imminent, or a hit and run involving serious injury or major property damage. By definition, crashes involving City police department vehicles where there is any complaint of injury, or pursuits where an injury occurs to a third person or serious bodily injury or fatality, are also included.

The parties agree there will be times, due to the Police Officer's responsibilities, that he or she will either be unable to respond to an accident scene, be delayed in arriving at a scene, or have to leave an accident scene due to the occurrence of a significant crime within the CITY needing his or her immediate attention. In the event of such an occurrence, it will be the Police Officer's responsibility to inform the MAIT commander of the situation.

E. COSTS. In keeping with the partnership approach, the SHERIFF and the CITY agree that neither party shall charge the other for the services provided by its respective employees.

7. TOTAL COMPENSATION

The CITY agrees to pay to the SHERIFF, on October 1, 2017, the sum of ONE HUNDRED TWENTY THOUSAND EIGHTY-FOUR DOLLARS AND TEN CENTS (\$120,084.10) which reflects the minimum sum due for all services to be rendered during the term of this Agreement, excluding the charges for police reports produced by the SHERIFF'S ARMS Unit staff, as described above.

8. CONTACT PERSONS

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

FOR THE CITY

ROBERT VINCENT, Chief
2401 – 53rd Street South
Gulfport, FL 33707
(727) 893-1030

FOR THE SHERIFF

MAJOR STEFANIE CAMPBELL
P.O. Drawer 2500
Largo, FL 33779-2500
(727) 582-6410

9. ACCREDITATION

The parties agree that the SHERIFF will provide to the CITY documented evidence of compliance with the standards set by the Florida Commission for Law Enforcement Accreditation for the services specified in this Agreement.

10. TERMINATION

Either party may terminate this Agreement without penalty upon providing notice of such termination in writing thirty (30) days in advance of the date of termination. Upon such termination, the SHERIFF shall retain such sum from the payment set forth above as reflects the service provided herein through the date of termination and shall refund the remainder to the CITY.

11. COMPLETE AGREEMENT

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

12. MODIFICATION

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

13. ASSIGNMENT

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

14. INDEMNIFICATION

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

15. TERM OF AGREEMENT

This Agreement shall be for a period of one (1) year commencing October 1, 2017, and concluding September 30, 2018.

The parties agree that where the Agreement is not terminated as provided for above, the terms of this Agreement shall automatically continue for 120 days beyond September 30, 2018, in the event a replacement contract has not yet been completely executed. The CITY shall pay to the SHERIFF the same sum as is due for this Agreement and the parties agree that any change in the annual cost of service, if any, shall be retroactively applied for services rendered from October 1, 2018, through the duration of the replacement contract, and shall immediately be paid by the CITY to the SHERIFF if an additional sum is due, or credited to the CITY if a refund is due for the services already provided, with any credits from this Agreement as provided herein factored into the balance due or credit owed.

IN WITNESS WHEREOF the parties to this Agreement have caused the same to be signed by their duly authorized representatives this ____ day of _____ 2017.

ATTEST:

CITY OF GULFPORT, FLORIDA

City Clerk

Approved as to form and correctness:

SHERIFF, PINELLAS COUNTY, FLORIDA

Bob Gualtieri, Sheriff



**CITY OF GULFPORT
CITY COUNCIL
AGENDA MEMORANDUM**

FROM: Robert Vincent, Police Chief

DATE: 9/19/2017

AGENDA ITEM: 6-b

RESOLUTION NO: 2017-83

SUBJECT: Renewal of services contract with Pinellas County Sheriff's Office

**RECOMMENDATION: (or)
DIRECTION REQUESTED:**

That council authorize the City Manager to enter into service and user agreements with the Pinellas County Sheriff's Office for continuation of law enforcement support services for fiscal year 2017/2018 in the amount of \$120,084.10.

BACKGROUND:

The Police Department has contracted with the Pinellas County Sheriff's Office for crime scene and evidence services for several years now, and in 2011 we expanded the agreement to include communications and records management. Each year, the agreement must be reviewed and approved by both parties.

ANALYSIS:

The services provided under this agreement require personnel with advanced and very specialized training and equipment, as well as dedicated facilities. By paying the Sheriff's Office to handle these tasks using their full-time employees, our own personnel can focus completely on proactive, community policing initiatives that are more tailored to the needs of our city.

FINANCIAL IMPACT:

Quality forensic services are necessary for competent and effective investigations to withstand legal challenges. The alternative would be to perform the work in-house, which would require a full-time employee with advanced training in forensic investigation, fingerprint analysis, and evidence control techniques. Cost for this employee would be approximately \$70,000 annually. Additionally, we would have to purchase highly-technical equipment and instruments that would require a substantial initial capital investment as well as significant annual maintenance costs.

Operation of an independent communications center would require the employment of at least five full-time professionals at a cost of approximately \$325,000.

MOTION:

I move to approve/deny this resolution authorizing the City Manager to enter into the appropriate agreements with the Pinellas County Sheriff's Office, as specified.

RESOLUTION NO. 2017-83

A RESOLUTION OF THE CITY OF GULFPORT, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE AND USER AGREEMENT WITH THE PINELLAS COUNTY SHERIFF FOR LAW ENFORCEMENT SUPPORT SERVICES DURING FISCAL YEAR 2017-2018; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Police Department has contracted with the Pinellas County Sheriff's Office for crime scene and evidence services for several years, and in 2011 the agreement was expanded to include communications and records management; and

WHEREAS, Each year, the Agreement must be reviewed and approved by both parties; and

WHEREAS, The City is desirous of renewing the Agreement with the Pinellas County Sheriff for Law Enforcement Support Services during Fiscal Year 2017-2018.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GULFPORT, FLORIDA:

Section 1: The City Council hereby authorizes the City Manager to enter into a Service and User Agreement with the Pinellas County Sheriff's Office for Law Enforcement Support Services during Fiscal Year 2017/2018 in the amount of \$120,084.10.

Section 2: This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of September, 2017, by the Council of the City of Gulfport, Florida.

Samuel Henderson, Mayor

ATTEST:

Lesley DeMuth, City Clerk