PELICAN BAY SERVICES DIVISION
Municipal Services Taxing and Benefit Unit
NOTICE OF PUBLIC MEETING TUESDAY, FEBRUARY 25, 2020

THE BUDGET COMMITTEE OF THE PELICAN BAY SERVICES DIVISION WILL MEET ON TUESDAY, FEBRUARY 25 AT 9:00 AM AT THE PBSD OFFICE LOCATED AT 801 LAUREL OAK DRIVE, SUITE 302, NAPLES, FL.

AGENDA

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 01/28/2020 meeting minutes
5. Review of committee responsibilities
   a. Budget
   b. Review of financial statements
   c. Long-term financing
6. Administrator’s Update
   b. Job description of new Operations Analyst, Sarah Hamilton
   c. Sizing & cash flow analyses of our 3 major projects (next 24-36 mos.)
   d. Update on County Attorney’s legal opinion: Can Fund 778 funds be used for other purposes via an ordinance change?
   e. Update on County Budget Office FY21 budget policy (if any)
7. Preliminary budget for FY2021
8. Old Business
9. New Business
10. Audience Comments
11. Adjourn

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 597-1749 OR VISIT PELICANBAYSERVICESDIVISION.NET.
BUDGET COMMITTEE
PELICAN BAY SERVICES DIVISION
JANUARY 28, 2020

The Budget Committee of the Pelican Bay Services Division met on Tuesday, January 28 at 9:30 a.m. at the SunTrust Bank Building, located at 801 Laurel Oak Drive, Suite 302, Naples, Florida 34108. In attendance were:

**Budget Committee**
Rick Swider, Chairman
Joe Chicurel

Nick Fabregas
Michael Fogg
Scott Streckenbein *(ex-officio)*

**Pelican Bay Services Division Staff**
Neil Dorrill, Administrator
Chad Coleman, Operations Manager

Lisa Jacob, Project Manager
Alex Mumm, Sr. Field Supervisor *(absent)*
Barbara Shea, Interim Ops. Analyst

**Also Present**
Denise McLaughlin, PBSD Board

Susan O’Brien, PBSD Board

**APPROVED AGENDA (AS AMENDED)**

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 8/22/2019 meeting minutes
5. Summary of FY2021 pending projects and estimated costs
   a. Review of Dec. 31 financial statements *(add-on)*
6. Preliminary budget for FY2021
7. Preliminary discussion of alternative taxation methods.
8. Old Business
9. New Business
10. Audience Comments
11. Adjourn

**ROLL CALL**
All members were present and a quorum was established

**AGENDA APPROVAL**
Dr. Chicurel motioned, Mr. Fogg seconded to approve the agenda as amended. The motion carried unanimously.

APPROVAL OF 08/22/2019 MEETING MINUTES

Dr. Chicurel motioned, Mr. Fabregas seconded to approve the 08/22/2019 meeting minutes as presented. The motion carried unanimously.

REVIEW OF DEC. 31 FINANCIAL STATEMENTS (ADD-ON)

Mr. Dorrill reviewed the Dec. 31, 2019 combined funds balance sheet; highlights included identifying total cash and investments of $12.2 million, and total reserves of $3.5 million. He noted that over 90% of our revenues have already been collected. Mr. Fogg noted that during our FY 2020 budgeting process, we understated our forecasted carryforward into FY 2020 by $1.2 million. He also estimated that we currently have approximately $4.5 – 5 million in cash that will not be spent in the current fiscal year. Mr. Fogg requested additional clarification on several figures on the income statements and balance sheet provided.

The committee discussed each of the six budgeted reserves included on the Dec. 31 balance sheet. They agreed that targets need to be developed for each of these.

STREET LIGHTING FUND 778

Mr. Swider commented on $1.5 million in our street lighting fund 778. Mr. Dorrill commented that we had an engineer evaluate our streetlight poles a few years ago, and it was determined that our poles would likely last another 30 years. He noted that after receiving this report, the PBSD Board elected not to proceed with a pole replacement project. Mr. Dorrill also noted that the lighting engineer reviewed the level of illumination on PB streets and tree pruning was completed in identified areas to improve street lighting. He noted that LED bulbs have now been installed in all of our fixtures. Ms. Jacob commented that at the time of the study, it was estimated that replacement of all of our poles would be $1.3 million. Mr. Fogg commented that lighting on PB tertiary roads is inadequate.

Mr. Dorrill commented that fund 778 is eligible to borrow funds from for short-term cash needs, if necessary. Mr. Fabregas suggested that we stop our ad valorem taxation for street-light replacement if we have no active project plans. Mr. Steckenbein agreed, and suggested we look into using fund 778 funds (or part of it) for beach renourishment funding needs. Dr. Chicurel commented that he is not in favor of depleting fund 778 for other purposes.

LARGE PROJECT FINANCING PACKAGE

Mr. Dorrill commented that at the last County Finance Committee meeting that he attended, it was understood that our financing would be a “commercial paper alternative” with a ten-year term. Sizing and solicitation of the financing was planned to be completed in early summer. He is hopeful that the loan will close in the 4th quarter of this fiscal year so that the sidewalk replacement project can be underway before next season begins. Mr. Fogg suggested that a line of credit would be preferable, so that we could draw down funds as needed.

Ms. McLaughlin commented that the Water Management Committee has not discussed which and how many lakes might be included in our financing package. She noted that our
engineer, Mr. Jim Carr, is updating the estimated cost for lake bank remediation for the top 6 lakes on our prioritized listing of lakes with critically eroded lake banks.

**SUMMARY OF FY 2021 PENDING PROJECTS AND ESTIMATED COSTS**

**FY 2021 CAPITAL PROJECTS PLANNING ESTIMATES**

Mr. Swider reviewed the “FY 2021 Capital Projects Planning Estimates” document provided by staff and included in the agenda packet. He suggested that some of the new projects listed would not be funded completely in FY 2021, but instead may be included in our large project financing package.

**SIDEWALK REPLACEMENT PROJECT**

Mr. Dorrill commented that he expects the BCC to approve the award of a contract for the design engineering for our sidewalk replacement project on Feb. 11. Mr. Fabregas suggested that in the future, we confirm with our construction contractor, that our project can be completed in three years. Dr. Chicurel suggested that it may be possible to complete sidewalk replacement construction on tertiary streets in season.

**BEACH RENOURISHMENT**

Mr. Fogg commented that we have $878,000 in reserves for beach renourishment. Mr. Streckenbein commented that Dr. Trecker has estimated that we need $2.5 – 3.0 million to fund a PB beach renourishment resiliency project (as is being planned by the County). Ms. McLaughlin expressed concern that the timing of this resiliency project is unknown. However, we will need to be financially prepared as our project should be completed at the same time that the County completes their Vanderbilt Beach resiliency project.

**PBSD STAFFING**

Mr. Dorrill reported that our PBSD posting for an Operations Analyst was re-advertised, and the posting closed on Friday. Interviews will be conducted this week. He commented that the job functions of this position include day-to-day budget coordination, payroll, payables, purchase orders, budget amendments, and related accounting tasks.

Mr. Dorrill reported that staff’s current thinking is that we will ask for our FY 2020 budgeted Environmental Specialist position to be re-advertised as an Associate Project Manager. Ms. O’Brien commented that the board was told that job descriptions for the Environmental Specialist and the Associate Project Manager would be routed to the Budget Committee for discussion, to be followed by a recommendation to the board. Mr. Dorrill commented that he was not aware of this. After committee discussion, it was agreed that the two job descriptions should be included in the February 12 board agenda packet for discussion by the board.

**FUTURE FOLLOW-UP BY MR. DORRILL AND STAFF**

Mr. Dorrill will prepare a sizing and a cash flow analysis for the next 24 – 36 months for our three major projects (sidewalk replacement, operations facility replacement, lake bank remediation and potentially others such as drainage pipe projects), which will be provided to the committee at the next committee meeting. He will work with our ABB engineer to produce a schedule to include the sizing and phasing of these projects.
Mr. Dorrill will provide an update to the PBSD Board on total funds received so far from FEMA and insurance proceeds for reimbursement of Hurricane Irma expenses. He will also provide an estimate of the total reimbursement expected.

Mr. Dorrill will obtain a legal opinion, from the County Attorney’s Office, on whether fund 778 funds could be used for other purposes. He assumes this would be possible if we amended our PBSD ordinance.

Mr. Dorrill will request a follow-up meeting of the County’s Finance Committee to discuss how our financing will be structured.

Mr. Dorrill will contact the County’s Office of Management and Budget (OMB) Dept. to (1) try to determine what their thoughts are on the County’s FY 2021 budget policy, (2) determine when the County’s first installment of $500,000 for sidewalk replacement will be received by the PBSD, and (3) identify the $500,000 in “reserve for sinking fund” in Fund 322. The committee suggested that “reserve for future construction” might be a better description for this reserve.

PRELIMINARY BUDGET FOR FY2021
Not discussed.

PRELIMINARY DISCUSSION OF ALTERNATIVE TAXATION METHODS
Mr. Swider commented that this agenda item would be discussed at a future meeting.

TENTATIVE DATE FOR NEXT COMMITTEE MEETING
The committee agreed to tentatively schedule the next Budget Committee for 9:00 on Tuesday, Feb. 25.

ADJOURNMENT

The meeting was adjourned at 11:06 a.m.

Rick Swider, Chairman

Minutes approved [___] as presented OR [___] as amended ON [_____________________] date
MEMORANDUM

Date: February 10, 2020
To: PBSD Budget Committee
From: W. Neil Dorrill, PBSD Administrator

Re: FY 2020 Environmental Specialist Position

At the Budget Committee Meeting scheduled for the end of the month you had asked for a recommendation concerning the Environmental Specialist Position approved for FY 2020 budget.

History:
At the Regular PBSD Board meeting on April 3, 2019 Mr. Swider asked the Board to consider adding an Environmental Specialist Position to the budget to reduce consulting costs associated with ongoing data collection and monitoring of Clam Pass. The FY 2020 budget includes approximately $270,000 in monitoring the full board voted 9-1 (Ms. O’Brien dissenting) to recommend approval of the tentative budget to the BCC on May 8, 2019. The final budget was adopted on Sept. 5, 2019. Accordingly, staff posted the position in early October.

Approved Environmental Specialist

The Environmental Specialist position requires a Biological or Environmental Science, Zoology or Chemistry educational background. The range of duties for the Environmental Specialist include:

- Coordination of activities related to conservation, environmental planning, stormwater/waterways management, coastal zone management etc.
- Investigates complaints involving pollution, natural resources and documents findings and recommendations
- Develops water quality monitoring programs and activities for clearing and coastal permits
- Coordinates artificial reef, sea turtle protection plans
- Prepares and receives various forms
Proposed Associate Project Manager Alternative

The Associate Project Manager’s position requires a degree in Engineering/Architecture, Construction, Business, IT or related field. By comparison similar duties for the Associate Project Manager include:

- Provide direction, guidance and assistance to contractors, vendors and work crews
- Monitor work in progress and complex project problems and provide technical assistance
- Review plans and specifications for accuracy
- Prepare and submit project budgets and monitor expenditures and charge orders
- Coordinate bidding and contracting services
- Prepare/coordinate Request for Proposals (RFP’s) and making presentations to boards

The following table is a summary of current capital projects anticipated or scheduled during FY20

<table>
<thead>
<tr>
<th>FY 2020 Capital Projects</th>
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<tbody>
<tr>
<td>Sidewalk design, bid opening award and Notice of Commencement</td>
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<tr>
<td>Bay Colony Dune Swale bid opening/award and NOC</td>
</tr>
<tr>
<td>Replacement Operations/Maintenance Building master planning, design, permitting</td>
</tr>
<tr>
<td>Lake 2-9 restoration, NOC and construction</td>
</tr>
<tr>
<td>Street sign replacement evaluation of Phase II</td>
</tr>
</tbody>
</table>

In addition, the following maintenance projects are currently underway requiring assistance from the Project Manager utilizing outside contractors or vendors

<table>
<thead>
<tr>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grosvenor/Dorchester drainage improvements</td>
</tr>
<tr>
<td>Georgetown drainage repairs</td>
</tr>
<tr>
<td>Asphalt sidewalk repairs</td>
</tr>
<tr>
<td>Evaluation of pathway lighting enhancements</td>
</tr>
</tbody>
</table>
Finally, the following additional projects should be contemplated and planned in the next 2-3 years:

**Additional Projects Contemplated**

- Accelerated lake bank restoration estimated at $2,000,000/yr
- Canopy tree replacement program $100,000/yr
- Clam Pass dredging planning, design, permitting
- Basin wide stormwater pipe evaluation
- Further drainage assessment and flow way improvement for Lake 6.1 at the Indian Hills Bay Colony

**Recommendation:**

Given the desire of the current board to move forward and accelerate on both capital and maintenance projects over the next 3-5 years the Associate Project Manager position would be a higher priority in staff's opinion. Attached are copies of the current Environmental and job descriptions that are in pay range 13,879 with a salary of $49,692 to $78,311 specialist and Associate Project Manager.

If you have any questions, please don't hesitate to contact me.

**cc:** Sean Callahan, Executive Director Corp. Bus.

Chad Coleman, Operations Manager
Project Manager, Associate

Class Code: 13879

Bargaining Unit: General/Non-Union

SALARY RANGE

$23.89 - $37.65 Hourly
$1,911.23 - $3,011.96 Biweekly
$49,692.00 - $78,311.00 Annually

PURPOSE OF CLASSIFICATION:

The purpose of this classification is to manage and coordinate activities of general construction and technical projects for an assigned division.

ESSENTIAL FUNCTIONS:

Provides direction, guidance and assistance to contractors and work crews on routine projects; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with contractors and work crews, assists with complex/problem situations, and provides technical expertise. Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; interprets construction plans and specifications; researches code books as needed; initiates any actions necessary to correct deviations or violations. Consults with division management or other officials to review status of routine division projects, review/resolve problems, receive advice/direction, and provide recommendations. Reviews construction plans, designs, and specifications pertaining to routine projects; develops designs, drawings, or maps associated with proposed or approved projects; makes recommendations concerning improvements, modifications, design strategies, structural systems, or other aspects of project development. Prepares and administers project budgets; submits justifications for budget requests; monitors expenditures to ensure compliance with approved budget. Prepares project schedules; monitors progress of project in meeting established schedule. Coordinates process for bidding and contracting of services; prepares Requests For Proposal (RFPs) for engineering services, design services, construction services, inspection services, maintenance services, or other services; prepares bid packages; conducts pre-bid and pre-construction meetings; Issues addendums to clarify questionable issues; participates in negotiations of scope of services and fees for professional services agreements; makes recommendations to Boards regarding selection of vendors and awarding of contracts;
complies language for contracts and specifications packages. Coordinates acquisition and/or maintenance of required permitting; researches federal, state, and local code requirements; coordinates efforts between multiple divisions, co-applicants, and consultants to prepare application documents; develops programs and reports as required by permit.

Oversees, administers, and coordinates work performed by consultants, contractors, or other service providers; administers annual maintenance contracts; monitors work to ensure compliance with terms of contract; reviews invoices and payment requests submitted by consultants/contractors.

Performs technical work in supporting business applications including planning, design, analysis, implementation, integration, and management of technical systems for a department/division.

Recommends information technology strategies, policies, and procedures by evaluating departmental/divisional outcomes; identifying problems; evaluating trends; anticipating requirements. Understands current and future technological goals and ongoing IT issues to ensure project success.

Manages projects during design and construction phases; attends regular project progress meetings; prepares, reviews, and processes change orders for changes to contracted scope of work; processes purchase order requisitions, work orders, and invoices; reviews project progress reports submitted by contractors; monitors adherence to project schedules.

Conducts inspections, monitors work, and maintains records to ensure quality control; inspects quality of construction work and materials; coordinates final Inspections with contractors and engineers; coordinates project acceptance with other County divisions or government agencies.

Prepares executive summaries for presentation to Board of County Commissioners, Planning Commission, or other officials.

Provides technical advice, information, and assistance concerning engineering issues, project management issues, design/construction activities, and other issues to contractors, consultants, County staff, public agencies, or others; responds to questions or complaints; assists in resolving engineering problems, project development issues, or conflicts involving project participants; recommends solutions to problems.

Coordinates projects and work activities with other divisions, consultants, contractors, subcontractors, utility companies, state agencies, outside agencies, or others as needed; coordinates with utility engineering staff to identify location of existing utilities and conduct other utility work.

Coordinates public education activities relating to division projects, services, and activities; coordinates neighborhood programs involving participation of residents, such as resident traffic teams; speaks to property owners and community organizations and provides information regarding projects and activities; develops press releases and public Information materials for distribution.

Participates in legal activities relating to projects; attends hearings during court proceedings and provides depositions; meets with County Attorneys to discuss cases.

Prepares/submits requests for review/changes to ordinances or resolutions.

Prepares or completes various forms, reports, correspondence, executive summaries, requests for proposals, requests for qualifications, schedules, flow charts, progress/status reports, budget documents, cost estimates, purchase order requisitions, notices to proceed, work orders, change orders, punch lists, agendas, action plans, permit applications, permit reports, grant proposals, drawings, designs, maps, or other documents.

Receives various forms, reports, correspondence, statistical reports, schedules, bid proposals, drawings, construction plans, design plans, flow charts, permit applications, contracts, change orders, progress reports, budget reports, invoices, payment requests, insurance certificates, inspection reports, technical study reports, laboratory reports, photographs, master plans, specifications, standards, product literature, codes, policies, procedures, trade publications, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains files/records of project documentation, contracts, construction drawings, and
other divisional records. 
Operates a motor vehicle, personal computer, drafting tools, survey instruments, camera, 
general office equipment, or other equipment as necessary to complete essential functions, 
to include the use of word processing, spreadsheet, database, graphics, computer-aided 
design (CAD), e?mail, Internet, or other computer programs. 
Monitors inventory of division equipment and supplies; ensures availability of adequate 
materials to conduct projects and work activities; initiates orders for new/replacement 
materials. 
Communicates with supervisor, County officials, employees, other divisions, attorneys, 
engineers, designers, consultants, contractors, developers, vendors/suppliers, utility 
companies, state/federal agencies, the public, community organizations, outside agencies, 
and other individuals as needed to coordinate work activities, review status of work, 
exchange information, or resolve problems. 
Attends various meetings and hearings, serves on committees, and makes presentations as 
needed. 
Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an 
awareness of new construction methods, materials, trends, and advances in the profession; 
reads professional literature; maintains professional affiliations; attends workshops and 
training sessions as appropriate. 

ADDITIONAL FUNCTIONS 
Performs general/cerical tasks, which may include answering telephone calls, making 
copies, sending/receiving faxes, filing documentation, or picking up/delivering project 
documents. 
Provides assistance to other employees or divisions as needed. 
Performs other related duties as required. 
In the event of declared state of emergency, employees in this classification may be called 
to work during days or hours other than those for which they are regularly scheduled. 

PERFORMANCE APPTITUDES 
Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using 
established criteria. Includes exercising discretion in determining actual or probable 
consequences and in referencing such evaluation to identify and select alternatives. 
Human Interaction: Requires the ability to apply principles of persuasion and/or influence 
over others in coordinating activities of a project, program, or designated area of 
responsibility. 
Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, 
maneuver and/or control the actions of equipment, machinery, tools, and/or materials used 
in performing essential functions. 
Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, 
advisory and/or design data and information. 
Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication 
and division; ability to calculate decimals and percentages; may include ability to perform 
mathematical operations with fractions; may include ability to compute discount, interest, 
and ratios; may include ability to calculate surface areas, volumes, weights, and measures. 
Functional Reasoning: Requires the ability to apply principles of rational systems and to 
exercise independent judgment to apply broader aspects of established practices and 
procedures to problems and situations not falling clearly or concisely within the limitations 
of accepted standards or precedents. 
Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity 
in situations involving the evaluation of information against sensory, judgmental, or 
subjective criteria, as opposed to that which is clearly measurable or verifiable. 

ADA COMPLIANCE 
Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light 
work, but which may involve some lifting, carrying, pushing and/or pulling of objects and
materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, traffic hazards, or bright/dim light.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Civil Engineering, Construction Management, Landscape Architecture, Environmental Engineering, Architecture, Business Administration, Information Technology, Computer Science or a related field of study; supplemented by one (1) year previous experience and/or training that includes project management, construction supervision, budget administration, contract administration, and experience in specific area of assignment, which may include utilities engineering, transportation engineering, traffic engineering, landscape design/management, environmental program administration, stormwater management, facilities management, solid waste engineering project management (solid waste processing, disposal, transfer, and recycling facilities), information technology or other area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Fingerprinting required.

SUPPLEMENTAL INFORMATION:

BCC118
Exempt
Environmental Specialist, Senior

Class Code: 25345

Bargaining Unit: General/Non-Union

COLLIER COUNTY
Revision Date: Oct 1, 2018

SALARY RANGE

$23.89 - $37.65 Hourly
$1,911.23 - $3,011.96 Biweekly
$49,692.00 - $78,311.00 Annually

PURPOSE OF CLASSIFICATION:

The purpose of this classification is to plan and implement an environmental protection program within an assigned unit/section, which may involving pollution control, hazardous waste management, planning/development, natural resources, transportation, or a related area.

ESSENTIAL FUNCTIONS:

Provides direction, training, guidance and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.
Interprets, applies, and enforces the provisions of environmental regulations and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches codes/regulations issues as needed; initiates any actions necessary to correct deviations or violations.
Provides information and technical assistance concerning environmental regulations, hazardous waste management, waste disposal procedures, pollution control/prevention, storage tanks, small quantity hazard waste generation, natural resources, site development plans, waterway management, coastal zone management, regulatory violations, or other issues; meets with and discusses problem areas with property owners, contractors, developers, and the public; recommends solutions to problems; provides data to customers upon request.
Coordinates environmental activities relating to pollution control, pollution prevention, environmental planning, conservation, land development, stormwater management, waterway management, coastal zone management, or related issues; provides a contact to County residents for environmental and pollution concerns.
Investigates complaints regarding pollution, hazardous waste, natural resources, conservation, beaches/waterways, or other environmental issues; investigates fish kills; documents findings of investigations and makes corrective recommendations; updates complainant with information regarding complaint; monitors status of complaints to ensure resolution; notifies appropriate authorities of case problems or incidents as appropriate.
Develops water quality monitoring program; provides technical assistance in the
development of water/sediment sampling projects; performs reconnaissance of proposed
water quality monitoring stations; coordinates and conducts water sampling projects;
collects surface water and ground water samples; schedules and coordinates sampling
activities; analyzes algal communities using microscope; prepares sample equipment for
use.
Serves as Quality Assurance and Quality Control Officer for water quality monitoring
programs; reviews and validates laboratory results; coordinates field audit with state
regulatory agencies.
Performs inspections of sludge disposal sites and sludge transportation vehicles; notifies
sludge transporters of violations; prepares certified warning letters for non-compliance;
reviews sludge transportation licenses and notifies license-holders of expiration.
Performs inspections of wastewater treatment plant facilities to ensure compliance with
applicable regulations; collects effluent samples at wastewater treatment plants; assists
with collection of surface water samples; makes recommendations to plant operators
concerning needed plant improvements.
Performs inspections of above-ground storage tanks and underground storage tanks;
conducts inspections of small quantity hazardous waste generators as needed; performs
waste assessment computations; performs air quality monitoring.
Performs inspections of businesses to review hazardous waste management/disposal;
monitors household hazardous waste facilities; conducts on-site visits to household
hazardous waste facilities to pick up receipts of hazardous wastes; converts amounts of
hazardous wastes to pounds; prepares reports for calculation of reviewed receipts of
hazardous wastes from businesses; picks up/transports household hazardous wastes from
residents' homes to waste site as needed.
Coordinates petroleum cleanup contract and pollutant storage tank contract activities;
performs site inspections and monitors activities; participates in contract negotiation;
reviews staff reports; reviews and approves technical reports and invoices; prepares
enforcement documents.
Performs inspections of commercial landscape projects and stormwater management plans;
reviews landscape plans and storm management plans; inspects irrigation systems;
inspects drainage areas and verifies flow paths; negotiates use of landscape materials with
landscape architects; ensures compliance with right-of-way ordinance requirements.
Coordinates environmental permitting involving transportation projects, stormwater
projects, and projects of other divisions; reviews environmental permit applications to
obtain permits; initiates environmental audits for projects; coordinates with consultants and
agencies regarding wetland delineation for projects; works with consultants for off-site
mitigation of projects impacting wetlands and wildlife; performs threatened/endangered
species surveys for projects requiring agency approval; prepares pollution prevention plans
for transportation.
Conducts inspections of conservation/preservation areas; evaluates condition of land and
habitat; assesses value and quality of habitat; prepares environmental mitigation plans.
Reviews zoning petitions and site development plans for compliance with applicable codes
and regulations; performs site inspections relating to permit applications and petitions;
provides written responses to petition reviews; issues environmental permits; evaluates
compliance of plans and projects with parking and handicapped access regulations; reviews
and issues clearing permits for vegetation removal; reviews and issues permits for coastal
activities/construction; reviews for variances structures seaward of coastal construction
setback line; reviews and issues permits for site alternation in environmentally sensitive
areas; reviews environmental impact statements; reviews boat dock variance petitions;
reviews protected species management plans and exotic vegetation management plans;
accepts or rejects on-site deviations from approved plans; prepares staff reports, executive
summaries, and resolutions; makes presentations to County Commissioners, Environmental
Advisory Board, and Planning Commission; performs plant/animal identifications for staff as
needed.
Provides support for development of County natural resource management policy; acquires
and analyzes data to assess impact on natural resources; produces geographic data to facilitate analysis; converts geographic coordinate systems in data sets; collects GPS coordinate to locate data and converts GPS data to analyzable formats; edits computerized mapping drawings for use in geographical information system (GIS); prepares data in wide variety of formats.

Coordinates the County's artificial reef and waterway programs; manages County mitigation projects; applies for reef permits and related permits; dives and maps artificial reef areas; plots drawings on navigation charts; records channel depths; records water levels at County project areas; surveys waterways to identify needed maintenance; recommends boat speed zones, channel marker placements, and manatee protection measures; approves materials for placement on reefs; assists with stranded marine mammal activities; coordinates waterway repairs with U.S. Coast Guard; conducts wildlife and vegetation surveys; removes exotic vegetation from County property; installs artificial reef buoys and public information signs; replaces damaged waterway signs; selects contractors for program activities and monitors work performed by contractors; approves payments to contractors.

Coordinates the County's sea turtle protection program, beach renourishment program, and inlet management plans; coordinates required state/county permits and permit renewals; conducts annual zoning of beaches for GIS record profiles; sets stakes and measures width of beaches; conducts helicopter reconnaissance of beaches to assist with monitoring; conducts beach compaction studies; coordinates beach raking; prepares scientific proposals for sand source studies; conducts surveys and performs exotic plant removal from dunes; establishes annual beach lighting protocol; conducts follow-up beach light inspections; provides technical assistance for alternative beach nourishment; monitors beaches for quality assurance of sea turtle protection program; monitors sea turtle activities on beaches; conducts nesting surveys; communicates with media regarding sea turtle events; conducts stranding/salvage on sick/dead sea turtles; coordinates delivery of live strandings to rehabilitative facilities; performs field/laboratory necropsies on dead turtles; provides historical and analytical data regarding sea turtle activities to state/federal agencies upon request.

Performs environmental monitoring on County-managed property; collects water samples for sulfide analysis; measures salinity and pH in surface and pore water; measures extreme storm effects on Clam Bay NRPA; applies herbicides to maintain exotic plant control in Clam Bay; assists with wetland delineation for permitting.

Performs follow-up inspections to ensure proper response to non-compliance problems and correction of deficiencies.

Conducts environmental code enforcement to protect County resources; investigates complaints and violations; conducts inspections of property; gathers evidence of violations and makes photographs of violations; researches property ownership; issues violation notices and citations to violators; posts notices on site or at courthouse; reviews violations with violators and negotiates resolution of problems; reviews mitigation plans; determines whether to prosecute code violations; prosecutes cases before Boards or In court as needed; presents evidence and provides testimony; coordinates enforcement activities with other agencies/divisions as needed.

Compiles and provides to the public guidelines on hazardous waste management, applicable federal, state and local regulations, and requirements to meet compliance.

Writes/drafts amendments to local codes as appropriate; assists with development of environmental ordinances, amendments, policies, and procedures.

Prepares technical reports, biological reports, inspection reports, non-compliance reports, violation notices, and other records; submits required reports to regulatory agencies or other individuals.

Performs administrative tasks; reviews invoices for payment; prepares invoices to bill for program services; assists with development of budgets for assigned programs; applies for grants relating to division programs; develops brochures for public distribution; maintains public information telephone hotline.

Maintains computer database of division data; enters information regarding environmental
complaints, non-compliance issues, or other data; locates and plots complaints on topographic maps; generates reports and graphs of division data.

Conducts research of division files, legal/property records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Compiles and/or monitors various administrative and/or statistical data; makes applicable calculations; analyzes data and identifies trends; summarizes data and prepares reports, charts, or presentations.

Prepares or completes various forms, reports, correspondence, invoices, budget projections, chain of custody forms, activity reports, inspection/re-inspection reports, audit reports, agendas, complain: reports, incident notification forms, violation notices, citations, project summaries, data summaries, sludge transportation reports, wastewater treatment plant reports, storage tank registration forms, household hazardous waste receipt reports, petition reviews, staff reports, executive summaries, resolutions, code amendments, permits, environmental impact statements, wildlife survey reports, biological reports, project monitoring reports, vehicle maintenance reports, maps, brochures, or other documents.

Receives various forms, reports, correspondence, invoices, chain of custody forms, activity reports, complaint reports, sludge transportation reports, transportation manifests, inspection reports, program reports, discharge reports, cleanup reports, assessment reports, laboratory reports, wastewater treatment plant permits, site assessments, closure assessments, storage tank records, hazardous waste receipts, statistical data, environmental impact statements, site development plans, landscape plans, work scopes, mitigation technical reports, permit applications, petitions, variances, environmental audits, groundwater monitoring reports, protected species monitoring reports, notices to mariners, nautical charts, mitigation plans, property cards, deeds, plats, maps, photographs, surveys, material safety data sheets, hazardous materials guides, scientific/technical reports, textbooks, professional publications, laws, codes, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personnel computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, photography, graphics, computerized mapping, geographical information system (GIS), e-mail, Internet, or other computer programs; provides current information for publication at County web sites.

Operates/utilizes and maintains specialized equipment or tools associated with work activities, which may include a motor vehicle, boat, diving equipment, centrifugal pump, submersible pump, global positioning system (GPS), camera, digital camera, flow meter, chlorine meter, microscope, multi-probe, level, architectural scale, binoculars, compass, herbicide sprayer, water sampler, measuring devices, testing instruments, shovel, auger, or two-way radio; calibrates field instruments.

Monitors inventory of division equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials; obtains product information and competitive price quotes for prospective purchases.

Coordinates projects and work activities with those of other divisions, consultants, contractors, local municipalities, regulatory agencies, outside agencies, or others as needed.

Communicates with supervisor, County boards/officials, employees, other divisions, sludge transportation companies, contractors, developers, landscape architects, engineers, consultants, attorneys, court personnel, customers, the public, community organizations, local municipalities, regulatory agencies, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings, serves on committees, and makes presentations as needed; participates in workshops and County exhibits; prepares displays for presentations and displays.

Assists with coordination of County hazardous waste collection events; transports and sets up barricades for events.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an
awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS
Performs general/ clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
Provides assistance to other employees or divisions as needed.
Performs other related duties as required.
In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

PERFORMANCE APPTITUDES
Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
Human Interaction: Requires the ability to provide guidance, assistance, and/or Interpretation to others regarding the application of procedures and standards to specific situations.
Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE
Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.
Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, hazardous materials, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

MINIMUM QUALIFICATIONS:
Bachelor's degree in Environmental Science, Environmental Resource Management, Natural Sciences, Chemistry, Biology, Geology, Zoology, or closely related field; supplemented by three (3) years previous experience and/or training that includes pollution control, water quality management, wastewater treatment operations, water sample analysis,
environmental assessment, ecological impact analysis, wetland permitting, environmental permitting, waterway management, artificial reef building, coastal zone management, environmental code enforcement, computerized mapping, and/or personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid OSHA Certified Hazardous Material Operations certification. May require possession and maintenance of valid U.S. Coast Guard Boating Safety certification. May require possession and maintenance of valid Advanced Open Water Diving certification. May require possession and maintenance of valid Federal Department of Environmental Protection (FDEP) Certified Tank Inspector certification. May require possession and maintenance of valid Limited Lawn & Ornamental Pest Control Applicator's License. Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Fingerprinting required.

SUPPLEMENTAL INFORMATION:

BCC118
Exempt
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<thead>
<tr>
<th>FY 2021 - FUNDS FORECAST</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Jan 31st 2020 Fund Balance</td>
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<tr>
<td>Adjustment</td>
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<tr>
<td>Fund Balance Adjusted</td>
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<tr>
<td>Balance of year Revenues</td>
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<tr>
<td>Balance of year expenditures</td>
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<tr>
<td>FY 2021 CF/Fund Balance</td>
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<tr>
<td>2019/2020 budgeted res.</td>
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<tr>
<td>2021 EST. Fund carryover</td>
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<tr>
<th>FY 2019/2020 RESERVES</th>
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<tr>
<td>Reserve Future Const. IMP</td>
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<tr>
<td>Reserve for Contingency</td>
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<tr>
<td>Reserve for disaster relief</td>
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<tr>
<td>Reserve for Capital Equip</td>
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<tr>
<td>Reserve for Cash Flow**</td>
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<tr>
<td>Reserve for sinking fund</td>
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<tr>
<td>TOTAL RESERVES</td>
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</tbody>
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*By statute 5% of cash collected.

Total revenues       | $6,100,400.00 | $2,703,800.00 | $196,300.00 | $4,732,355.15 | $13,232,855.15 |
Budgeted carryforwarded       | $1,453,200.00 | $1,618,900.00 | $7,500.00 | $3,460,655.15 | $6,540,255.15 |
Total Revenue Jan 31st        | $4,374,129.00 | $555,900.58 | $161,542.98 | $1,022,392.09 | $6,113,664.45 |

Total adopted budgeted expenditures | $4,813,100.00 | $429,000.00 | $196,300.00 | $4,232,355.15 | $9,670,755.15 |
Total expenditures           | $1,513,323.98 | $141,058.44 | $59,871.31 | $591,163.11 | $2,305,416.44 |