

**COMMISSION**

Lesley “Les” Miller, Jr., *Chair*  
Victor D. Crist, *Vice Chair*  
Ken Hagan  
Al Higginbotham  
Pat Kemp  
Sandra L. Murman  
Stacy White



**Executive Director**  
Janet L. Dougherty

**General Counsel**  
Richard Tschantz

**Meeting time**  
9:00 a.m.

**COMMISSION AGENDA**  
**July 20, 2017**

**Location**  
601 E. Kennedy Blvd., Tampa  
County Center, 2<sup>nd</sup> Floor

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, and INVOCATION**
- 2. CHANGES TO THE AGENDA**
- 3. REMOVAL OF CONSENT ITEM FOR QUESTION, COMMENT, or SEPARATE VOTE**
- 4. RECOGNITIONS**  
*Appreciation to Fred Hartless, GIS Manager, and the County’s Public Works GIS staff for assisting the EPC in a GIS project involving wetlands conservation easements.*
- 5. PUBLIC COMMENT - Each speaker is allowed 3 minutes unless the Commission directs differently.**
- 6. CITIZENS ENVIRONMENTAL ADVISORY COMMITTEE (CEAC) UPDATE**
- 7. APPROVAL OF CONSENT AGENDA**

**AGENDA ITEMS**

- A. CONSENT AGENDA**
  1. Approval of EPC Meeting Minutes – May 18, 2017 ..... **2**
  2. Monthly Activity Report ..... **7**
  3. FY2017 Pollution Recovery Fund (PRF) Budget ..... **9**
  4. Legal Case Summary – June & July 2017 ..... **11**
  5. 2017 Second Quarter Action Plan update ..... **14**
  6. Select 2017 Performance Measure Goals informational report ..... **17**
- B. PUBLIC HEARING (none)**
- C. REGULAR AGENDA**
  1. Executive Director’s Report
    - a. EPC’s 50<sup>th</sup> Anniversary Celebration
    - b. Tampa Bay Times “Top 100 Workplaces” – presentation of plaque
  2. EPC FY18 Budget Presentation and Request ..... **19**

**ADJOURN**

Any person who might wish to appeal any decision made by the EPC regarding any matter considered at the forthcoming public hearing or meeting is hereby advised that they will need a record of the proceedings, and for such purpose they may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based



**Date of EPC Meeting:** July 20, 2017

**Subject:** Approval of May 18, 2017 EPC meeting minutes

**Agenda Section:** Consent Agenda

**Division:** Legal and Administrative Services Division

**Recommendation:** Approve the May 18, 2017 EPC meeting minutes.

**Brief Summary:** Staff requests the Commission approve the meeting minutes from the Commission meeting held on May 18, 2017.

**Financial Impact:** No Financial Impact

**List of Attachments:** Draft copy of the May 18, 2017 EPC meeting minutes

**Background:** None.

MAY 18, 2017 - ENVIRONMENTAL PROTECTION COMMISSION - DRAFT MINUTES

The Environmental Protection Commission (EPC), Hillsborough County, Florida, met in Regular Meeting scheduled for Thursday, May 18, 2017, at 9:00 a.m., in the Boardroom, Frederick B. Karl County Center, Tampa, Florida.

The following members were present: Chairman Lesley Miller Jr. and Commissioners Victor Crist, Al Higginbotham, Pat Kemp (arrived at 9:05 a.m.), and Sandra Murman.

The following members were absent: Commissioners Ken Hagan and Stacy White.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INVOCATION

▶ Chairman Miller called the meeting to order at 9:02 a.m., led in the pledge of allegiance to the flag, and gave the invocation.

2. CHANGES TO THE AGENDA

▶ Ms. Janet Dougherty, EPC Executive Director, reviewed the changes to the agenda. ▶ Chairman Miller called for a motion to accept the changes. **Commissioner Murman so moved, seconded by Commissioner Higginbotham, and carried four to zero.** (Commissioner Kemp had not arrived; Commissioners Hagan and White were absent.)

3. REMOVAL OF CONSENT ITEMS FOR QUESTIONS, COMMENTS, OR SEPARATE VOTE - None.

4. RECOGNITIONS - ▶ None.

5. PUBLIC COMMENT - ▶ None.

6. CITIZENS ENVIRONMENTAL ADVISORY COMMITTEE (CEAC) UPDATE

▶ In connection with the CEAC update, Dr. Joseph Walsh, CEAC Chairman, requested committee vacancies be filled. Responding to Chairman Miller, Attorney Richard Tschantz, EPC General Counsel, would provide vacancy information.

THURSDAY, MAY 18, 2017 - DRAFT MINUTES

7. APPROVAL OF CONSENT AGENDA

EPC AGENDA ITEMS:

A. CONSENT AGENDA

1. Approval of EPC Meeting Minutes - April 20, 2017
2. Monthly Activity Report
3. Fiscal Year 2017 Pollution Recovery Fund Budget
4. Legal Case Summary

▶ Chairman Miller sought a motion to approve the Consent Agenda. **Commissioner Murman so moved, seconded by Commissioner Kemp, and carried five to zero.** (Commissioners Hagan and White were absent.)

B. PUBLIC HEARING - None.

C. REGULAR AGENDA

1. CEAC Proposed Bylaw Amendment

▶ Dr. Walsh explained the amendment. ▶ **Commissioner Murman moved approval, seconded by Commissioner Higginbotham, and carried five to zero.** (Commissioners Hagan and White were absent.)

2. Legislative Update

▶ Attorney Tschantz reviewed a report contained in background material. Comments followed.

- a. Air Quality Update

▶ Mr. Jerry Campbell, Director, EPC Air Management Division, gave a presentation on the item. Chairman Miller asked if the wild fires would justify the air readings to the U.S. Environmental Protection Agency (EPA). Commissioner Murman was concerned about the elderly and wanted the Neighborhood Relations to reach out. ▶ Commissioner Kemp questioned the American Lung Association air quality rating of the County, the County's ozone level standard, whether the ozone quality was concentrated, and the impact of heat on the air quality. ▶ Noting a public comment request, Chairman Miller called for a motion to waive the rules. **Commissioner Kemp so moved, seconded by Commissioner Murman, and carried five to zero.**

THURSDAY, MAY 18, 2017 - DRAFT MINUTES

(Commissioners Hagan and White were absent.) Ms. Kelly Cornelius, 18732 Dorman Road, showed an image, discussed potential geoengineering, and distributed handouts.

3. Executive Director's Report

- a. Clean Air Fair
- b. Arbor Day
- c. EPC 50th Anniversary Reminder
- d. Staff Appreciation Letter
- e. EPA Wetland Grant Update

► Utilizing a presentation in background material, Ms. Dougherty gave the report and mentioned the strategic plan and a potential incoming Florida Department of Environmental Protection Secretary.

4. Executive Director's Employment Agreement

► After providing introductory comments, reviewing proposed contract conditions found in background material, highlighting Ms. Dougherty's past accomplishments, and passing the gavel to Vice Chairman Crist, ► **Chairman Miller moved the EPC approve the agreement to the executive directors' contract on the terms just read: those being a three-year and three-month extension of the employment agreement through October 1, 2020; number 2, in accordance with the contract language approved by the Board for Mr. Merrill and Mr. Fletcher in November 2016, language that provided for an automatic salary increase in the same manner, as well as other unclassified managerial employees, if no action was taken during the executive director's evaluation process; 3, similar to language provided Mr. Fletcher in November 2016, a provision that provided for an additional two days per year of annual leave; and, 4, a 7 percent increase in the executive director's current salary, seconded by Commissioner Murman, and carried four to one; Commissioner Crist voted no.** (Commissioners Hagan and White were absent.) Ms. Dougherty made remarks.

THURSDAY, MAY 18, 2017 - DRAFT MINUTES

ADJOURN

▶ There being no further business, the meeting was adjourned at 9:42 a.m.

READ AND APPROVED: \_\_\_\_\_  
CHAIRMAN

ATTEST:  
PAT FRANK, CLERK

By: \_\_\_\_\_  
Deputy Clerk

lm

DRAFT



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A2

**Date of EPC Meeting:** July 20, 2017

**Subject:** Agency Monthly Activity Report

**Agenda Section:** Consent Agenda

**Division:** All five EPC Divisions

**Recommendation:** None. Informational report.

**Brief Summary:** The Agency-wide report represents the total number of select divisional activities that were tracked within a specific month.

**Financial Impact:** No financial impact.

**List of Attachments:** Monthly reports for May and June 2017

**Background:** Select data that is associated with the EPC's five core functions is tracked by each Division (i.e. outreach events, monitoring, compliance inspections, permits issued, etc.) Monthly activity tracking reports from each Division are tallied to generate one final Agency-wide report.

**EPC STAFF ACTIVITIES - AGENCY-WIDE**  
**Monthly Activity Report**  
**FY17**

		<u>May</u>	<u>June</u>	<u>FEB 2017 TO DATE</u>
<b>A.</b>	<b><u>Core Function: Citizen Support &amp; Outreach</u></b>			
1	<b>Environmental Complaints Received</b>	161	139	774
2	<b>Number of Presentations/Outreach Events</b>	9	4	42
3	<b>Citizen Support (walk-ins, file reviews, email/letter correspondence, etc.)</b>	449	339	1799
<b>B.</b>	<b><u>Core Function: Air &amp; Water Monitoring</u></b>			
1	<b>Air Monitoring Data Completeness</b> (Note: reflects previous month due to data acquisition delay)	90.1%	92.5%	N/A
2	<b>Water Quality Monitoring Data Completeness</b> (Note: reflects previous month due to data acquisition delay)	99.9%	99.6%	N/A
3	<b>Number of Noise Monitoring Events</b>	1	2	10
<b>C.</b>	<b><u>Core Function: Environmental Permitting</u></b>			
1	<b>Permit/Authorization Applications Received</b>	165	163	784
2	<b>Applications In-house &gt;180 days</b>	4	5	N/A
3	<b>Permits/Authorizations Issued</b>	161	193	789
4	<b>Petroleum Cleanup Cases</b>	138	44	324
<b>D.</b>	<b><u>Core Function: Compliance Assurance</u></b>			
1	<b>Compliance Inspections</b>	550	413	1811
2	<b>Compliance Test Reviews</b>	122	92	714
3	<b>Compliance Assistance Letters Issued</b>	238	243	586
4	<b>Warning Notices Issued</b>	24	26	91
<b>E.</b>	<b><u>Core Function: Enforcement</u></b>			
1	<b>New Cases Initiated</b>	4	6	28
2	<b>Active Cases</b>	19	24	N/A
3	<b>Tracking Cases</b>	38	37	N/A





**Date of EPC Meeting:** July 20, 2017

**Subject:** Pollution Recovery Fund Budget

**Agenda Section:** Consent Agenda

**Division:** Legal and Administrative Services Division

**Recommendation:** Informational Report Only

**Brief Summary:** The EPC staff provides a monthly summary of the funds allocated and available in the Pollution Recovery Fund.

**Financial Impact:** No Financial Impact

**List of Attachments:** PRF Budget Spreadsheet

**Background:** The EPC staff provides a monthly summary of the funds allocated and available in the Pollution Recovery Fund (PRF). The PRF funds are generated by monetary judgments and civil settlements collected by the EPC staff. The funds are then allocated by the Commission for restoration, education, monitoring, the Artificial Reef Program, and other approved uses.

**ENVIRONMENTAL PROTECTION COMMISSION  
OF HILLSBOROUGH COUNTY  
FY 17 POLLUTION RECOVERY FUND  
10/1/2016 through 6/30/2017**

REVENUE		EXPENDITURES		RESERVES		NET PRF
Beginning Balance	\$ 838,487	Artificial Reef	\$ 33,848	Minimum Balance	\$ 120,000	
Interest	\$ 2,809	Open Projects	\$ 427,470	Est. FY 18 Budget	\$ 33,848	
Deposits	\$ 58,804			Asbestos Removal	\$ 5,000	
Total	\$ 900,100	Total	\$ 461,318	Total	\$ 158,848	\$ 279,934

PROJECT	Project Amount	Project Balance
<b>FY 12 Project</b>		
USGS Partnership 10131.102063.581990.5370.1188	\$ 25,000	\$ 3,770
	\$ 25,000	\$ 3,770
<b>FY 13 Project</b>		
Community Partnering Program 10131.102073.582990.5370.0000	\$ 15,000	\$ 15,000
	\$ 15,000	\$ 15,000
<b>FY 14 Project</b>		
Lake Magdalene Outfall 10131.102063.582990.5370.1178	\$ 50,000	\$ -
	\$ 50,000	\$ -
<b>FY 15 Project</b>		
East Lake Watershed Edu. & Restoration 10131.102063.582990.5370.1249	\$ 5,012	\$ 5,012
	\$ 5,012	\$ 5,012
<b>FY 16 Projects</b>		
TBW McKay Bay South Oyster Reef 10131.102063.582990.5370.1267	\$ 48,010	\$ 39,499
TBEP Tampa Bay Dredge Hole Habitat 10131.102063.581990.5370.1268	\$ 35,880	\$ 24,213
Keep T.B. Beautiful Trash Free Waters 10131.102063.582990.5370.1269	\$ 30,000	\$ 12,683
H.C. Econ. Development Ag Pest Collect. 10131.102063.581990.5370.1270	\$ 40,000	\$ 16,718
USF Fecal Pollution in Tampa Bay 10131.102063.581990.5370.1271	\$ 50,000	\$ 31,828
Little Manatee River SAV Restoration 10131.102063.582990.5370.1272	\$ 45,832	\$ 45,832
	\$ 249,722	\$ 170,773
<b>FY 17 Projects</b>		
Keep T.B. Beautiful Hills River Poll Prev 10131.102063.582990.5370.1278	\$ 20,160	\$ 5,733
Sun City Ctr Audubon Nature Trail Prop 10131.102063.582990.5370.1279	\$ 20,000	\$ 4,050
H.C. Conservation Bahia Bch Invasive 10131.102063.581990.5370.1280	\$ 31,500	\$ 31,500
FL Aquarium Storm Water Trail Refur 10131.102063.582990.5370.1281	\$ 15,000	\$ 15,000
FL Aquarium Watershed Invest 10131.102063.582990.5370.1282	\$ 55,477	\$ 55,477
Mercury Disposal 10131.102063.534150.5370.0000	\$ 1,000	\$ 750
	\$ 143,137	\$ 112,510



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A4

**Date of EPC Meeting:** July 20, 2017

**Subject:** Monthly Legal Case Summary for June and July 2017

**Agenda Section:** Consent Agenda

**Division:** Legal and Administrative Services Division

**Recommendation:** None. Informational update only.

**Brief Summary:** The EPC Legal Dept. provides a monthly summary of its ongoing Civil, Appellate and Administrative matters.

**Financial Impact:** No financial impact anticipated. Informational update.

**List of Attachments:** June and July 2017 EPC Legal Case Summary

**Background:** In an effort to provide the Commission with timely information regarding legal challenges, the EPC staff provides this monthly summary. The update serves not only to inform the Commission of current litigation but may also be used as a tool to check for any conflicts they may have in the event a legal matter is discussed by the Commission. The summary provides general details as to the status of the civil and administrative cases.

**EPC LEGAL DEPARTMENT**  
**MONTHLY REPORT OF LEGAL CASES**  
*June and July 2017*

**I. ADMINISTRATIVE CASES**

**Elizabeth E. Garcia, Trustee vs. Jeffery Hills and EPC** [17-EPC-007]: One June 23, 2017 the Appellant, Elizabeth Garcia, filed a Notice of Appeal to challenge a seawall reconstruction permit. The Appeal was deemed insufficient and an Order Dismissing the Appeal with Leave to Amend was issued. The Appellant had until July 10, 2017 to file an amended Appeal. On July 10, 2017 an Amended Appeal was filed and a sufficiency determination will be made.

**Shannon and Stephen Dann vs. Pedro and Kristen Hernandez and EPC** [17-EPC-006]: On June 12, 2017 the Appellants filed a request for an Extension of Time to file an Appeal to challenge the issuance of TPA Minor Work Permit 62458 for the construction of a replacement dock. On June 19, 2017 the Appellants withdrew their request and the case is closed.

**Ramco Service Center, Inc. v. EPC** [17-EPC-005]: On May 22, 2017 the Appellant filed a Request for Extension of Time to file a Notice of Appeal of the issuance of a Citation of Violation and Order to Correct for unresolved petroleum contamination existing on a property in Plant City. The EPC entered an Order Granting the Extension of Time on May 24, 2017 providing the Appellant until September 11, 2017 to file a Notice of Appeal. The parties are in settlement discussions regarding resolution of the matter.

**Sandrine Guez vs. Island Club at Rocky Point Condo Assoc., Inc. and EPC** [17-EPC-004]: On April 27, 2017 the Appellant Sandrine Guez filed a request for an extension of time to file an Appeal to challenge a Mangrove Trimming Exemption qualification notice. The extension of time was granted and the Appellant had until June 30, 2017 to file an appeal. A timely appeal was filed and the matter has been transferred to a Hearing Officer to conduct an Administrative Hearing.

**Joseph Ficarrotta vs. Charles Larsen and EPC** [17-EPC-003]: On March 1, 2017, the Appellant Joseph Ficarrotta, filed a request for an extension of time to file an Appeal to challenge the Port Tampa Bay Minor Work Permit 61809 regarding the proposed construction of a dock. The extension of time was granted and the Appellant had until April 19, 2017 to file an appeal. A Notice of Appeal was filed on April 19, 2017 and the matter was transferred to a Hearing Officer. On May 22, 2017 the Appellant withdrew his appeal and the case has been closed.

**Hortensia Vargas vs. Jeffrey Weiss and EPC** [17-EPC-001]: On January 1, 2017, the Appellant Hortensia Vargas filed a request for an extension of time to file an Appeal to challenge the issuance of Minor Work Permit 60794 for the construction of a dock and boatlift. The Appellant filed three requests for extensions of time, the first two were granted and the third denied. A timely appeal was filed and the matter has been transferred to a Hearing Office to conduct an administrative hearing. A modified permit was issued as a result of a settlement meeting. A voluntary dismissal has been filed and the Hearing Officer will relinquish jurisdiction back to the EPC to close the case.

**J.E. McLean, III and RaceTrac Petroleum, Inc.** [12-EPC-014]: On October 24, 2012, the Appellants, RaceTrac Petroleum, Inc. and the property owner, filed a request for an extension of time to file an Appeal challenging the Executive Director's denial for wetland impacts on the corner of Lumsden and Kings Avenue. The extension was granted and the Appellants filed an appeal in this matter on December 7, 2012. A Hearing Officer has been assigned and conducted a case management conference. This matter was placed in abeyance as the parties discussed options. A conceptual wetland impact approval letter was sent to the applicant on December

8, 2015 after a modification to the application was submitted. The Appellants have not filed a dismissal as they are waiting for final approval of the proposed project by Hillsborough County.

## II. CIVIL CASES

**Volkswagen AG, et al.** [16-EPC-002]: On March 24, 2016, the EPC filed a complaint against Volkswagen AG, et al. for activities that violate the EPC Enabling Act and the rules promulgated thereunder.

**Bank of NY Mellon Trust** [15-EPC-012]: On December 4, 2015, the Bank of NY Mellon Trust Company National Association served upon the EPC a Verified Complaint for Foreclosure of Mortgage naming EPC as a Defendant in the matter. There is a bankruptcy stay regarding this matter and the case will remain in abeyance until further action in Bankruptcy Court in the case below: **U.S. Bankruptcy Court in re Jerry A. Lewis**. This case will be closed as the matter will be addressed in the Bankruptcy matter.

**Janet Layer** [15-EPC-009]: In December of 2015 the EPC Commission authorized staff to take appropriate legal action against Ms. Janet Layer for failure to comply with various wastewater regulations regarding her operation of the domestic wastewater treatment plant and disposal system at Little Manatee Isles Mobile Home Park in Ruskin. The EPC filed a complaint and counsel for Ms. Layer answered the complaint on August 5, 2016.

**U.S. Bankruptcy Court in re Jerry A. Lewis Adversary Proceeding** [15-EPC-007]: An Adversary Proceeding pertaining to the ongoing Chapter 13 Bankruptcy Case regarding Jerry A. Lewis (see EPC Case No. LEPC09-011) was entered on October 9, 2013, in the U.S. Bankruptcy Court Middle District of Florida. EPC is defendant in the matter and will seek to protect a monetary judgment awarded to us by the Circuit Court.

**Thomas Jennings and Lorene Hall-Jennings** [14-EPC-011]: On October 7, 2014, the EPC was served with a Declaratory Action challenging the validity of a conservation easement conveyed to the EPC on September 16, 1997. The EPC Legal Department has responded to the lawsuit with an Answer and Affirmative Defenses on October 27, 2014 and the case will move forward as appropriate. On October 12, 2015 the Plaintiff filed a Motion for Judgment on the Pleadings. The EPC responded to the Motion on October 21, 2015. The parties conducted a hearing on the Motion on November 14, 2016. On the January 4, 2017 the Judge denied the Plaintiff's motion and the case will continue.

**Boyce E. Slusmeyer** [LEPC10-019]: On Sept 20, 2001, the EPC staff received authority to take legal action for failure to comply with an Executive Director's Citation and Order to Correct Violation for the failure to initiate a cleanup of a petroleum-contaminated property. The Court entered a Consent Final Judgment on March 13, 2003. The Defendant has failed to perform the appropriate remedial actions for petroleum contamination on the property. The EPC filed a lawsuit on October 7, 2010 seeking injunctive relief and recovery of costs and penalties. The property ownership is currently in a probate proceeding and the EPC is waiting for resolution of the matter to move forward.

**U.S. Bankruptcy Court in re Jerry A. Lewis** [LEPC09-011]: On May 1, 2009, the U.S. Bankruptcy Court Middle District of Florida filed a Notice of Chapter 13 Bankruptcy Case regarding Jerry A. Lewis. On May 26, 2009, the EPC filed a Proof of Claim with the Court. The EPC's basis for the claim is a recorded judgment lien awarded in Civil Court against Mr. Lewis concerning unauthorized disposal of solid waste. The EPC obtained an award of stipulated penalties from the state court. The site remains out of compliance with applicable EPC solid waste regulations and no liens have been paid. The bankruptcy case is ongoing.

**Grace E. Poole and Michael Rissell** [LEPC08-015]: Authority to take appropriate legal action against Grace E. Poole and Michael Rissell for failure to properly assess petroleum contamination in accordance with EPC and State regulations was granted on June 19, 2008. The property owner and/or other responsible party are required to initiate a site assessment and submit a Site Assessment Report. They have failed to do the required work and the EPC is attempting to obtain appropriate corrective actions.



## ENVIRONMENTAL PROTECTION COMMISSION

### AGENDA ITEM COVER SHEET

Agenda Item # A5

**Date of EPC Meeting:** July 20, 2017

**Subject:** 2017 Second Quarter Action Plan Updates

**Agenda Section:** Consent Agenda

**Division:** Legal and Administrative Services Division

**Recommendation:** None – Informational Only

**Brief Summary:** As done annually for the last six years, at the beginning of 2016 EPC staff developed a series of action plans. These measurable action plans are divided into four individual initiatives which support the Agency's strategic priorities for calendar year 2016. The latest quarterly status reports for the two 2016 action plans that remain open are listed. The proposed action plans for 2017 are expected to be implemented later this year.

**Financial Impact:** No additional funds required at this time. Monies for the individual action plans are paid out of the current budget, or will be brought to the Board and requested separately as needed.


**List of Attachments:** Quarterly Update for 2016 Action Plans

**Background:** As part of the Agency's strategic planning process and philosophy of continuous improvement, staff held a strategic planning retreat in December 2015. This included input from the Board and a broad range of EPC staff. Besides reviewing the priorities and guiding mission statements, staff also prepared a slate of new initiatives to improve the EPC's effectiveness and efficiency. Since the Agency started this formal procedure in 2010, they have completed over sixty of these initiatives.

Four detailed action plans were created to reflect the Agency's strategic objectives for 2016. Each Agency initiative was described in an individual action plan with measurable goals. The attachment reflects the update on the status of the two 2016 action plans that remain open as of the end of the second quarter of 2017. The owners of select action plans may be scheduled to present an overview of their project to the Board at regularly scheduled EPC Board meetings.

A strategic planning retreat was also held in December 2016 and four new action plans have been proposed for 2017. Unlike previous years, these action plans are expected to be phased in over the year in order to allow staff to concentrate on closing some of the plans that remained open as of the start of 2016.

## Quarterly Update for 2016 Action Plans

Strategic Objective	Action Plans	2016 Year End Goal	Status
<b>Employee Training &amp; Leadership Development</b> 	<b>Staff Training</b>	Convene a multi-divisional committee.	Complete. The committee has been formed and meetings have been held to define objectives and our course of action.
		Identify required training for every discipline within EPC.	In Progress. A list of all disciplines within each division and the corresponding supervisor responsible for training has been developed. Training syllabuses have been obtained from FDEP Sharepoint for all disciplines. Action plan owners met with supervisors in each division, reviewed and discussed draft syllabi that have been developed for each discipline. AP owners issued a guidance email to provide further consistency and focus, and held a second round of meetings with the division supervisors. AP owners are reviewing and going over the draft syllabi for further focus, consistency, and completeness.
		Develop a training program for each discipline to be used by the employee and the supervisor. Also, to research feasibility of developing a database through an outside vendor.	TBD - Work with MIS to prepare a cost estimate for database development. Seek Senior Staff approval to invest in a database that will track training/outreach.
		Present the action plan results to the Staff Development and Training Committee (SDTC) in order for them to incorporate and maintain the training database and current program disciplines.	TBD - Plan a meeting with the SDTC to discuss the action plan and our intent, define responsibilities, actions needed, and future expectations and frequency (timeframes).
		Inform employees of the developed training program and database by agency-wide emails and a presentation to each division.	TBD - Send an agency-wide email with the details of the action plan and the information regarding the training program. Also, conduct meetings with each division's staff to present division-specific information.
		Develop a deployment plan.	TBD - Hold meetings to develop a plan for development of the training database and deployment of program for the agency.
		Action Plan Closeout.	

## Quarterly Update for 2016 Action Plans

Strategic Objective	Action Plans	2016 Year End Goal	Status
<b>Continuous Improvement/            Process Performance            &amp; Technology</b>  	<b>Agency Go Paperless Initiative</b>	Perform a SWOT analysis of the Paperless Initiative at EPC	Complete
		Form a committee comprised of (1) staff member from each Division.	Complete
		Identify all key section managers for inventory and have them update and submit a copy of all work flow process diagrams for each section in the Agency.	Complete
		Email the initial inventory survey spreadsheet and guidance document to each key section manager to complete and return by February 2016.	Complete
		Committee will review inventory results and finalize the list of questions to interview section managers.	Complete
		Perform interviews with all key section managers.	Complete
		Compile answers from the inventory survey and interview questions.	Complete
		Committee will analyze data and survey answers and develop written recommendations for Senior Staff to implement a paperless initiative that includes scope, budget and timeframes.	Complete
		Prepare PowerPoint presentation with recommendations.	Complete
		Give presentation to Senior Staff.	Due May 2017
		Action Plan Closeout.	Due May 2017





# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # A6

**Date of EPC Meeting:** July 20, 2017

**Subject:** Select Performance Measure Goals for 2017

**Agenda Section:** Consent Agenda

**Division:** Executive Director Report

**Recommendation:** None – Informational Only

**Brief Summary:** As part of the EPC staff's strategic planning, the Agency measured key activities and set goals for 2017. These are tabulated and periodically presented to the Board in the consent agenda.

**Financial Impact:** No Financial Impact.

**List of Attachments:** Table Titled 2017 Goals

**Background:** The Agency measures performance for all five of its core functions. These core functions include permitting, compliance assurance, citizen support & outreach, enforcement, and ambient air & water quality monitoring. As part of the Agency's annual evaluation, staff sets goals for select activities and reports them periodically to the Board. This is an integral part of the continuous improvement required by the Agency's strategic planning.

# 2017 Goals

Core Function	Measure	Pre-Sterling Year (2009)	2014	2015	2016	2017 YTD (2 <sup>nd</sup> Qtr)	2017 Goal
Permitting	Average Time to Issue an Intent for State Construction Permits	57 days	20 days	18 days	17 days	20 days	Less Than or Equal to 30 days
	Average Time to Issue an Intent for Tampa Port Authority Permits	56 days	55 days	45 days	44 days	59 days	Less Than or Equal to 60 days
	Average Time EPC Permits were In-house	21 days	19 days	23 days	22 days	29 days	Less Than or Equal to 30 days
Compliance	Timely Resolution of Lower Level Non-Compliance Cases	92%	93%	92%	93%	67%	Greater Than or Equal to 90%
Environmental Complaints	Timely Initiation of Investigation	99% in 5 Days	99% in 5 Days	98% in 3 Days	98% in 3 Days	97% in 3 Days	Greater Than or Equal to 90% in 3 Days
Enforcement	Timely Initiation of Enforcement	73%	96%	100%	95%	100%	Greater Than or Equal to 90%



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # C2

**Date of EPC Meeting:** July 20, 2017

**Subject:** EPC Staff Request for FY18 Enhancements

**Agenda Section:** Regular Agenda

**Division:** Legal and Administrative Services Division

**Recommendation:** Seek Commission approval to include two enhancements in their FY18 budget.

**Brief Summary:** EPC is seeking two enhancements that are not included in the Administrator's initial budget. Neither adds staff to the Agency. Additionally, we have proposed eliminating four positions in the coming year. These enhancements include: taking 0.5 FTE of an existing administrative support position and moving it from an air quality specialty fund to General Fund where it originated; and providing \$45,000 in operating funds to contract out for website implementation.

**Financial Impact:** \$128,544 in County-wide General Fund

**List of Attachments:** None

**Background:** EPC's proposed FY18 budget reflects the Agency's critical needs. This budget request is equivalent to the \$15 M we received in pre-recession 2006 and leaves us with a staffing level equal to what the Agency had in 1991. Through these tough financial times, EPC has been fiscally prudent and returned over \$1.86 M to the General Fund in the last seven years.

Since submitting our budget request in March of this year, EPC staff has met on several occasions with the County Administrator and his staff to discuss our enhancements. These meetings were constructive and helpful. We procured our software licensing fees and determined that the agency could contract for select website services versus hiring an additional employee. While we have minimized our enhancements, it was recommended in meetings with County staff that we bring our requests to the Commission for approval.

In 2012, EPC became a subsite with the County's website contractor CivicPlus. In 2015, the County decided to move from CivicPlus to SiteCore as their web provider. EPC was not included in the County's RFP so we met with County IT to help find the most cost effective solution. At the recommendation of the County's Technology, Communications and Purchasing departments, EPC went through an RFP process and entered into a five-year contract with Vision Internet totaling \$150,000. EPC's MIS Department is launching the new website this year and because the platform is different from the County, it was relayed to us that County IT staff could not provide assistance to implement our new website platform. At the County's recommendation, we have eliminated our request for an additional FTE for a website administrator and are seeking a bridge-

gap solution for one year. To accomplish this, we are seeking \$45,000 for outside contracting services and will reanalyze our website administration needs going forward.

In addition, we are seeking to return 0.5 FTE of a support position to General Fund. Air quality is a core function of the Agency and as such was supported by the General Fund. Over time, EPC was able to secure funding through State contracts and federal funding to move most Air Division employees off General Fund. During the economic downturn, the Agency used some of this outside funding to cover agency administrative positions. Since 2011 this reallocation saved the General Fund approximately \$1.3 M. Recently, this outside funding has declined by over \$380,000 and further cuts are anticipated in FY18. These specialty funds can no longer sustain this administrative support and should be reallocated to the core function.

This item is a critical need because Hillsborough County is one of two counties in the State of Florida which do not meet the EPA's health based standards for lead and sulfur dioxide. These non-attainment areas within the County are home to thousands of children and five public schools (including two elementary schools). As such it is requested that 0.5 FTE of position number 06553 under the Air Pollution Tag Fee fund, at a cost of \$83,544, be returned to General Fund in FY18.