



City Council Meeting
City of Belleair Beach, Florida

Monday, February 5, 2024
Community Center, 6:00 PM

PUBLIC MEETING NOTICE
AGENDA

Call to Order
Prayer of Invocation by Councilmember Bankard
Pledge of Allegiance
Roll Call

- 1.** Approval of Agenda.
- 2.** Citizens Comments. (Each speaker will be recognized once and will be limited to a (3) three-minute presentation on any subject that is not on the Agenda)
- 3.** Presentation: Recognition of Deputy Robertshaw
- 4.** Presentation: Pinellas County Sheriff's Office.
 - Law Enforcement monthly report
 - Code Enforcement monthly report
- 5.** Presentation: Pinellas Suncoast Fire & Rescue District.
- 6.** City Attorney Report.
- 7.** City Manager Report.
- 8.** City Clerk Report.

Consent Agenda

9. Approval of January 8, 2024, City Council Meeting Minutes.
10. Approval of January 29, 2024, City Council Work Session Minutes.

Regular Agenda

11. Consideration of Appointment to the Board of Adjustment
 - Current Alternate Member Marc Mariano
12. Award of Project Bid B23-01 for Street and Drainage Improvements from 9th Street to Morgan Drive (City Manager Riefler)

- 13.** Consideration of Ordinance 24-01, An Ordinance Of The City Council Of The City Of Belleair Beach Amending Chapter 2 – “Administration”, Article II – “City Council” Division 1 – “Generally”, To Create Section 2-31 Of The City’s Code Of Ordinances, Entitled “Compensation Of Council” To Establish An Annual Salary For Members Of The City Council And Guidelines Governing Reimbursement; Providing For The Implementation Of Administrative Actions; Providing For Codification; Providing For Severability; And Providing An Effective Date. (First Reading) (Mayor Gattis)
- 14.** Authorization to Execute a PO with Gemini Engineering and Sciences, Inc. for the Investigation and Design of a Stormwater Pump System (City Manager Riefler)
- 15.** Consideration for Public Works Pay Increase (City Manager Riefler)
- 16.** Consideration of Second Addendum to Employment Agreement for the Services of Kyle Riefler as City Manager of the City of Belleair Beach. (City Attorney Mora)
- 17.** Authorization for Sole Source Purchase of a Wapro Wastop 24 Inch Valve for Street and Drainage Improvements Project B23-01 (City Manager Riefler)
- 18.** Authorization to Purchase an Exmark Lazer Z E 48” Mower (City Manager Riefler)
- 19.** Unfinished Business.
- 20.** City Council Comments.

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 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 727-595-4646 or fax a written request to 727-593-1409.

Renee Rose, CMC
City Clerk

PINELLAS COUNTY SHERIFF'S OFFICE
BOB GUALTIERI, SHERIFF



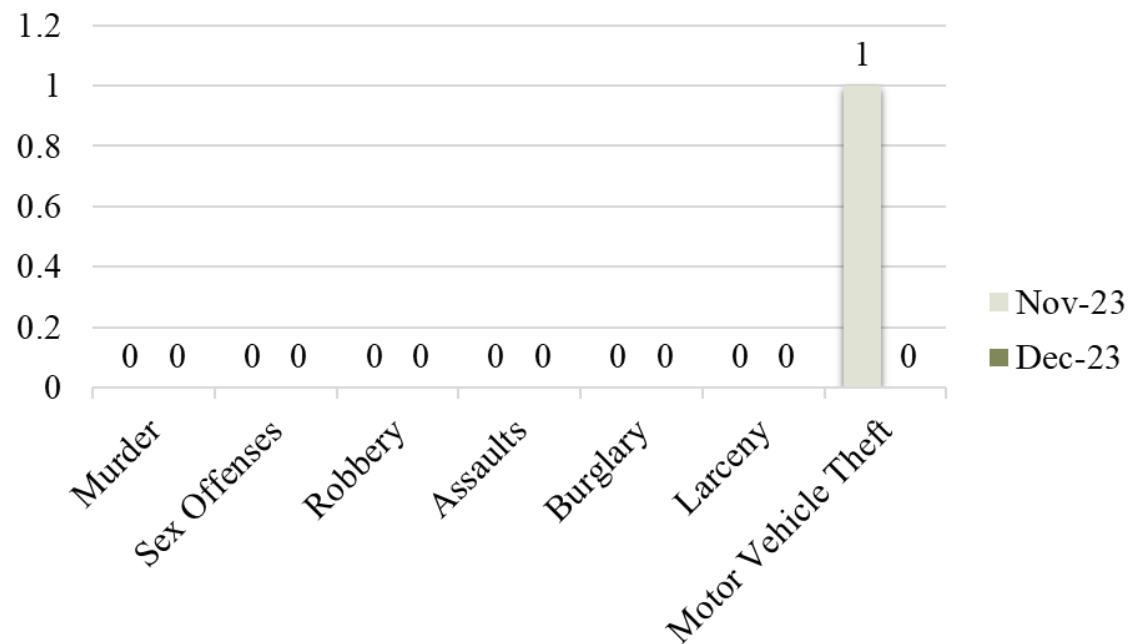
STRATEGIC PLANNING DIVISION

BELLEAIR BEACH MONTHLY ANALYSIS

Select UCR Property & Person Crimes

December 2023

Select UCR Property & Person Crimes	November 2023	December 2023	December 2022 YTD	December 2023 YTD
Murder	0	0	0	0
Sex Offenses	0	0	1	0
Robbery	0	0	0	0
Assaults	0	0	11	8
Burglary	0	0	4	0
Larceny	0	0	28	9
Motor Vehicle Theft	1	0	2	1
GRAND TOTAL	1	0	46	18



Arrests

December 2023

There was a total of 3 people arrested in the City of Belleair Beach during the month of December resulting in the following charges:

ARREST TYPE & DESCRIPTION	TOTAL
Felony	2
Possession Of Controlled Substance	2
Misdemeanor	2
Possession Of Drug Paraphernalia	2
Traffic Misdemeanor	2
Driver's License Suspended/Revoked-2nd Conviction	1
Driving Under The Influence	1
Grand Total	6

*Information provided reflects the number of arrests (persons arrested) as well as the total charges associated with those arrests.

Deputy Activity

There was a total of **513** events in the City of Belleair Beach during the month of December resulting in **618** units responding.

The table below reflects the top twenty-five events to include both self-initiated and dispatched calls in the City of Belleair Beach for the month of December. **CAD data is filtered by problem type.*

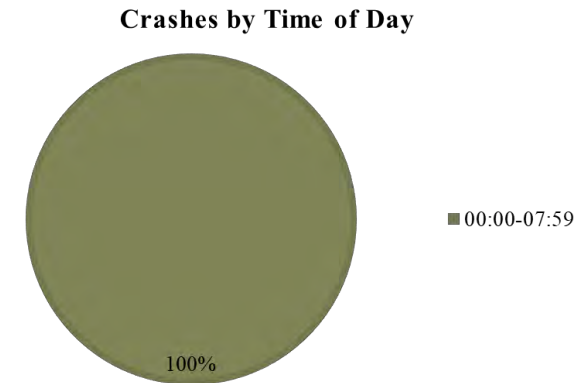
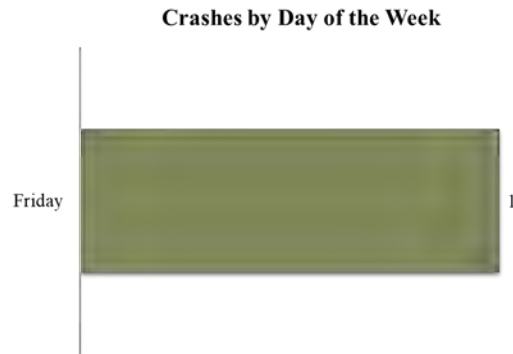
December 2023

DEPUTY ACTIVITY	TOTAL
Directed Patrol	159
Traffic Stop	116
House Check	61
Ordinance Violation	30
Traffic Control	28
Vehicle Abandoned/Illegally Parked	22
Contact	16
Assist Citizen	16
Area Check	6
Information/Other	6
Supplement	4
Suspicious Vehicle	4
Suspicious Person	4
Alarm	4
Traffic Violation	4
Noise	4
Assist Motorist	3
Drug Call-Not In Progress	3
Domestic-In Progress	2
Special Detail	2
Animal Call	2
Trespass	2
Traffic/DWLSR	1
Unknown Problem	1
Traffic Hazard/Obstruction	1

Crash & Citation Analysis

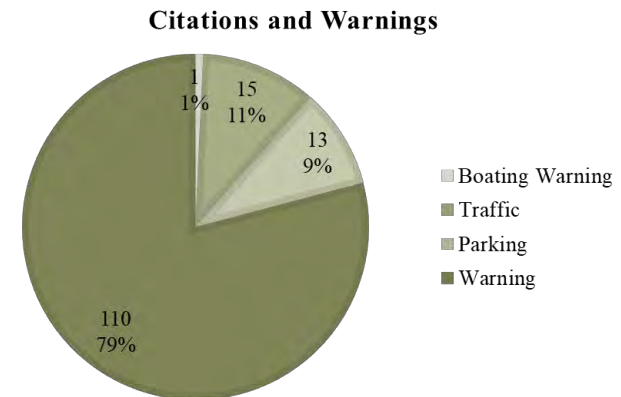
There was **1** crash in the City of Belleair Beach during December 2023. **Crash data is filtered by disposition type and may include “accident and hit and run” problem types.*

CRASH LOCATION	TOTAL
Gulf Blvd/Causeway Blvd	1



There were a total of **139** citations and warnings issued in the City of Belleair Beach during December 2023.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Gulf Blvd & 8th St	3
Gulf Blvd & 21st St	2
Gulf Blvd & 2nd St	2
Causeway Blvd & Cedar Drive	1
0 Belleair Beach Causeway	1
Bayshore Drive & 22nd St	1
Gulf Blvd & Causeway Blvd	1
Gulf Blvd & 17th St	1
Gulf Blvd & Harrison Ave	1
Gulf Blvd & 19th St	1

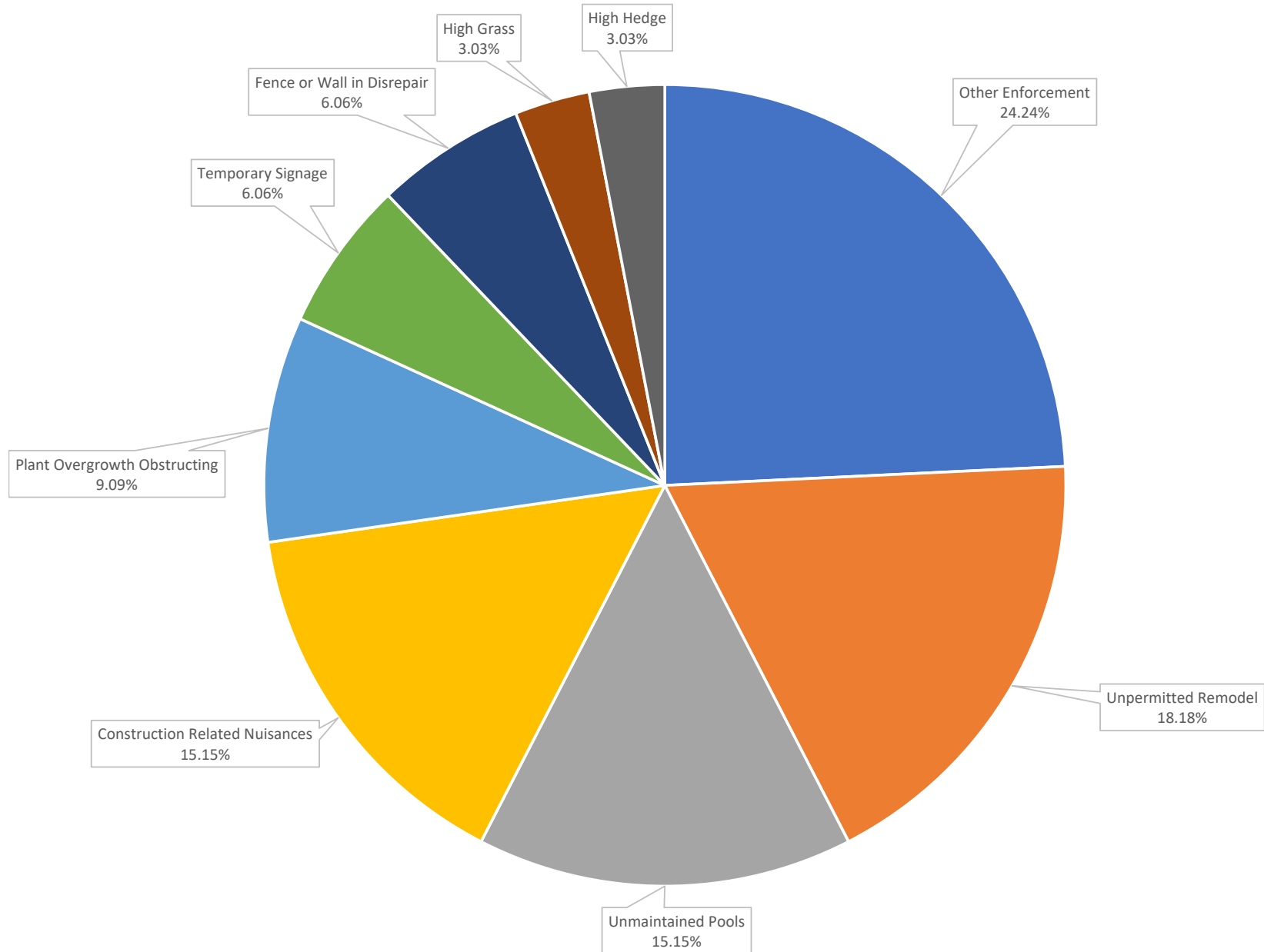




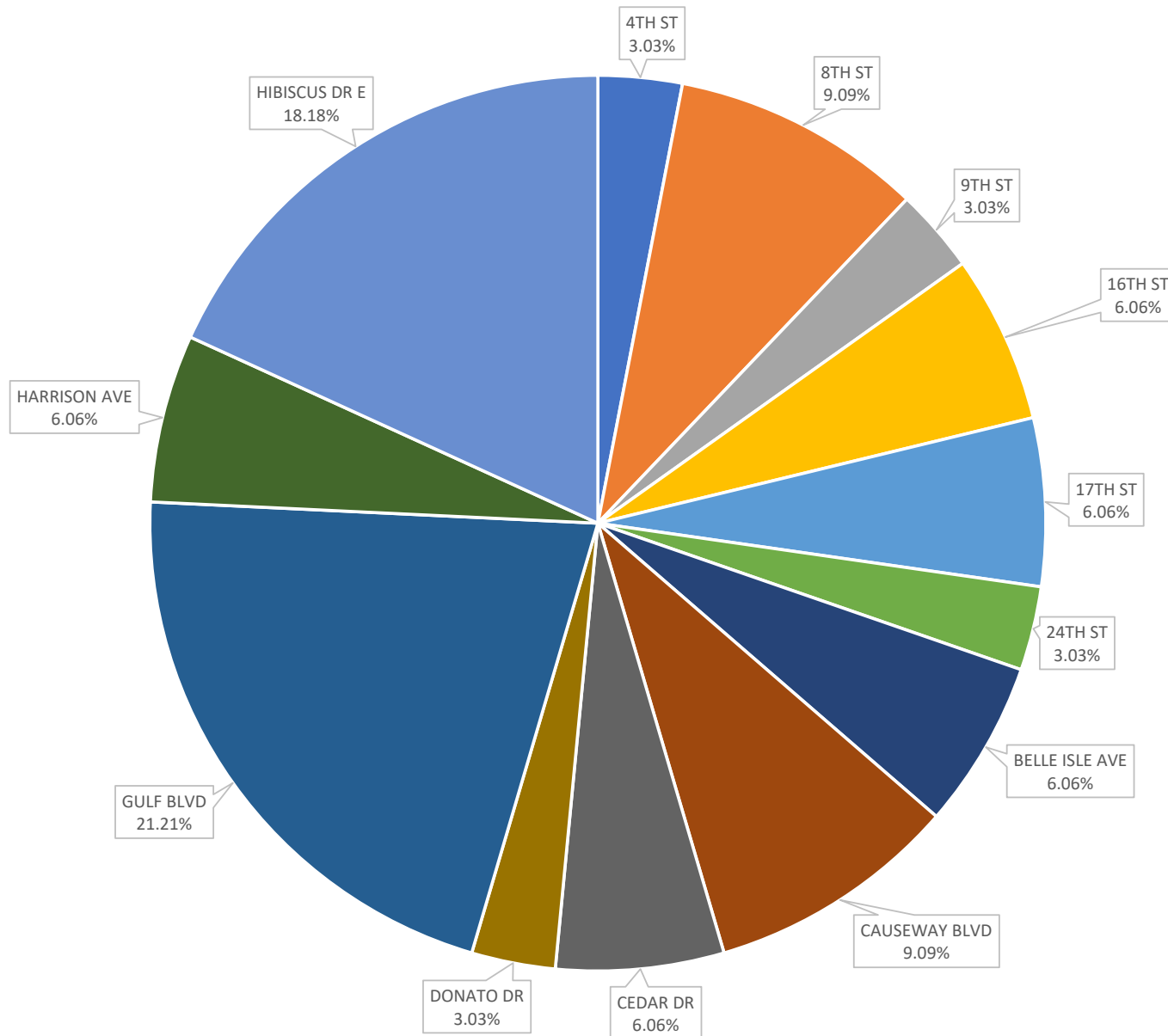
MONTHLY CODE ENFORCEMENT REPORT

Category	Action DATE	Open DATE	Closed DATE	DAYS OPEN	#	Street	SOURCE	STAFF	COMMENTS
Plant Overgrowth Obstructing	1/2/2024	12/28/2023	1/10/2024	13	113	16TH ST	Compl	PCSO	F/U Plants over property line prev 5 day 12/01 -5 day issued
Temporary Signage	1/3/2024	1/3/2024	1/5/2024	2	1020	CEDAR DR	Compl	PCSO	New / Real Estate sign high and close to rd - contact w/ res.
Construction Related Nuisances	1/3/2024	1/3/2024	1/12/2024	9	3301	GULF BLVD	Compl	PCSO	New / High wall rear yard - debris / stop work order - photos City
Temporary Signage	1/5/2024	1/3/2024	1/5/2024	2	1020	CEDAR DR	Onview	PCSO	F/U / Real state sign moved back and lowered
Construction Related Nuisances	1/5/2024	1/3/2024	1/12/2024	9	3301	GULF BLVD	Onview	PCSO	F/U / Stop wrk order and 5 day notice removed no workers
Unpermitted Remodel	1/5/2024	12/26/2023	1/23/2024	28	111	4TH ST	Onview	PCSO	F/U / Stop wrk - guest at loc / phn cont w/owner will get prmt- ref City
Plant Overgrowth Obstructing	1/10/2024	12/28/2023	1/10/2024	13	113	16TH ST	Onview	PCSO	F/U / Trimming plants not compl. Refer to City for action lettr
Construction Related Nuisances	1/10/2024	1/3/2024	1/12/2024	9	3301	GULF BLVD	Onview	PCSO	F/U / No change debris or wall - City exten on build prmt
Unpermitted Remodel	1/10/2024	1/10/2024	1/16/2024	6	512	BELLE ISLE AVE	Onview	PCSO	New / Solor installation - no prmt - Stop work order - Pin Co FYI
Unpermitted Remodel	1/10/2024	1/10/2024	1/16/2024	6	3141	HIBISCUS DR E	Onview	PCSO	New / Solor installation - no prmt - Stop work order - Pin Co FYI
Other Enforcement	1/8/2024	1/8/2024	1/8/2024	0	444	CAUSEWAY BLVD	Onview	PCSO	Closed / City Council Meeting - No issues to report
Construction Related Nuisances	1/11/2024	1/3/2024	1/12/2024	9	3301	GULF BLVD	Onview	PCSO	F/U / Workers contacted - will have owner cnt City ref Stop wrk
Other Enforcement	1/11/2024	1/11/2024	1/11/2024	0	444	CAUSEWAY BLVD	Onview	PCSO	Closed / Beach Patrol - Polaris - No issues to report - No Viol
Construction Related Nuisances	1/12/2024	1/3/2024	1/12/2024	9	3301	GULF BLVD	Onview	PCSO	Closed - F/U - Per City - Cnet w/owner will address w/variance
Other Enforcement	1/12/2024	1/12/2024	1/12/2024	0	444	CAUSEWAY BLVD	Onview	PCSO	Closed - Area Check throughout City and Parks - No New Cases
Unpermitted Remodel	1/16/2024	1/10/2024	1/16/2024	6	512	BELLE ISLE AVE	Onview	PCSO	Closed - Ref to City and Pin. Co. No acquiring permits prior to wrk
Unpermitted Remodel	1/16/2024	1/10/2024	1/16/2024	6	3141	HIBISCUS DR E	Onview	PCSO	Closed - Ref to City and Pin. Co. No acquiring permits prior to wrk
Other Enforcement	1/16/2024	1/16/2024	1/16/2024	0	105	24TH ST	Onview	PCSO	New Clsd - Contact - Contrat at loc / J. Granite Co. - Permits in ord
Other Enforcement	1/16/2024	1/16/2024	1/16/2024	0	125	8TH ST	Compl	PCSO	New Clsd - Contact with resident ref compl of fence down 123 8th St.
Fence or Wall in Disrepair	1/16/2024	1/16/2024	1/22/2024	6	123	8TH ST	Compl	PCSO	New Fence in disrepair rear yard - 5 day notice issued / B. Ozkul
Unmaintained Pools	1/18/2024	1/18/2024	1/24/2024	6	3201	HIBISCUS DR E	Compl	PCSO	New Pool Inoper - Large amount overgrowth - City email photos
High Hedge	1/18/2024	1/18/2024	1/18/2024	0	122	9TH ST	Compl	PCSO	New Clsd - F/U ref compl high hedge from 125 8th St - No Viol
Unmaintained Pools	1/19/2024	1/18/2024	1/24/2024	6	3201	HIBISCUS DR E	Compl	PCSO	F/U ref inoperative pool / 5 day notice issued - photo to City
Plant Overgrowth Obstructing	1/19/2024	1/19/2024	OPEN	17	104	17TH ST	Compl	PCSO	New - contact w/ out of state owner for tree overgrowth - will address
Other Enforcement	1/19/2024	1/19/2024	1/19/2024	0	3301	GULF BLVD	Onview	PCSO	Contact with suspicious person entering property - worker - FIR
Unmaintained Pools	1/22/2024	1/18/2024	1/24/2024	6	3201	HIBISCUS DR E	Onview	PCSO	F/U - regarding unmaintained pool - overgrowth - some wrk performed
Fence or Wall in Disrepair	1/22/2024	1/16/2024	1/22/2024	6	123	8TH ST	Onview	PCSO	F/U - Closed / ref fence in disrepair / fence now repaired on all sides
Other Enforcement	1/24/2024	1/24/2024	1/24/2024	0	2401	GULF BLVD	Onview	PCSO	New - check on vehicle flat tires in drive - veh current reg - no viol
Unmaintained Pools	1/24/2024	1/18/2024	1/24/2024	6	3201	HIBISCUS DR E	Onview	PCSO	Closed - F/U Letter by City to owner ref unmaintained pool - plants
High Grass	1/26/2024	1/26/2024	OPEN	10	2204	DONATO DR	Onview	CM	Empty Lot - Curtesy call to owner - 5 days
Unpermitted Remodel	1/27/2024	12/11/2023	1/27/2024	47	209	HARRISON AVE	Onview	PCSO	New F/U - STOP WORK ord in place - Constr at loc - email to CNTY
Unmaintained Pools	1/27/2024	1/27/2024	OPEN	9	209	HARRISON AVE	Onview	PCSO	New - Contact at loc w/owner - Unmaint pool under const - 5 day notice
Other Enforcement	1/29/2024	1/29/2024	1/29/2024	0	104	17TH ST	Onview	PCSO	New Clsd Cont with const crew at 106 17th St about not parking in lot.

Categories



Streets



OUTSTANDING CODE VIOLATIONS

Violation Category	#	STREET NAME	START DATE	DAYS OPEN	COMMENTS
Construction Related Nuisances	103	25th Street	1/22/21	1109	Approximately \$310,000.00 in unpaid fines.
Dangerous Structure	105	8th Street	6/12/2022	603	Owner has submitted an application to Pinellas County for a full independent assessment.
Plant Overgrowth Obstructing	107	21st Street	6/28/23	222	Approximately \$40,000.00 in unpaid fines.



**City Manager Report
February 2024**

Project / Discussion Item		Unforeseen Issues	Assistance Required	Status
Gulf Blvd Undergrounding	February – UCF is determining if any property owners are willing to sign an equipment easement.	None	None	Utility Consultants of Florida awaiting Duke Energy’s approval of equipment plan.
Stormwater Improvement Projects	February 5 th – Consideration for award.	None	None	On agenda with Stormwater Pump System Design.
Code Review Services	February 19 th – City Council Workshop to review recommendations for chapters 10, 22, 30 and 50. An outline will be provided beforehand.	None	None	Chapter 10 - Buildings and Building Regulations. Chapter 22 - Environment. Chapter 30 - Marine Structures, Activities and Facilities. Chapter 50 - Streets, Sidewalks and Other Public Ways.
RFP for Auditing Services	March – Audit Committee meeting to review and approve ACFR Draft for FYE 2023 and Auditor RFP.	None	None	Audit Selection Committee must meet to approve RFP evaluation criteria per Statute.



City Clerk Report January 2024

Item	Description
2 Council Meetings	Regular, Work Session
Prepare agendas	Prepared agendas, drafted/edited staff reports
Prepare minutes	Prepared meeting minutes
Communications	Updated website, created city newsletter, sent city emails as needed
	Assisted with various salary surveys
	Back-up front desk



City Council Meeting
City of Belleair Beach, Florida

Monday, January 8, 2024
Community Center, 6:00 PM

PUBLIC MEETING MINUTES

The meeting was called to order by Mayor Dave Gattis. The invocation was given by Mayor Dave Gattis followed by a Pledge of Allegiance to the Flag of the United States of America.

Roll Call: Present were Councilmembers Frank Bankard, Lloyd Roberts, and Kim Shaw Elliott; Mayor Dave Gattis; City Manager Kyle Riefler, City Attorney Randy D. Mora, and City Clerk Renee Rose

For continuity, items are listed in agenda order although not necessarily discussed in that order.

1. Approval of Agenda.

Mayor Gattis suggested amending the agenda to include electing a vice mayor.

MOTION was made by Councilmember Bankard and seconded by Councilmember Shaw Elliott to amend the agenda to add Item 13.1 Election of Vice Mayor.

Motion passed 4-0.

MOTION was made by Councilmember Bankard and seconded by Councilmember Roberts to approve the Agenda as amended.

Motion passed 4-0.

2. Citizens Comments. (Each speaker will be recognized once and will be limited to a (3) three-minute presentation on any subject that is not on the Agenda)

Bill Lusk, Hibiscus Dr, thanked the remaining council members for staying on **for the community**. He mentioned Mayor Gattis' petition and encouraged residents to read and sign it.

3. **Presentation: Pinellas County Sheriff's Office.**

- Law Enforcement monthly report
The representative for PCSO reviewed the monthly report.

- Code Enforcement monthly report
Deputy Trump introduced himself to council and reviewed the monthly report. A majority of the code enforcement calls were for unpermitted remodels.

Councilmember Roberts asked if the unpermitted remodel issues are due to a lack of knowledge by contractors or people trying to get away with something. Deputy Trump said it's about evenly split.

Councilmember Shaw Elliott noted that new pool installations discharge water and debris down the street and asked if that falls under construction related nuisances. Deputy Trump said if it's clean or chlorinated water, it's not a violation, but encourages people to call if they see sludge or a hazard.

4. Presentation: Pinellas Suncoast Fire & Rescue District.
Assistant Chief Higley's update included, in part:
 - Working with Code Enforcement on fire protection
 - Summary of monthly and yearly training hours
 - Chief Davidson is in Tallahassee to secure funding to remodel an existing station and to obtain property for the new building that will better serve Belleair Beach.

Mayor Gattis asked about the construction timeline. Mr. Higley said they estimate the project to begin in June and expect construction to take 18-24 months.

5. Presentation: GFOA Certificate of Achievement for Excellence in Financial Reporting
Mayor Gattis presented City Manager Riefler with the GFOA Certificate of Achievement for Excellence in Financial Reporting.

6. City Attorney Report.
City Attorney Mora thanked the remaining council members for their service to the community. The process doesn't work without them. Mora stated that the legislative session begins tomorrow and he will closely monitor that.

Mayor Gattis said this council currently seated is the council make up after the election process. Despite the more detailed and invasive financial reporting, he hopes there are people in the community that will step up to fill the open seats.

Mayor Gattis and Attorney Mora discussed the lobbying bills in legislative session.

7. City Manager Report.
City Manager Kyle Riefler's update included, in part:

- **Duke Energy's contractor working on the undergrounding project** has covered the boxes in the ground and they are in full compliance. They plan to start the wiring project, phase 1 in February or March. They are working through the design of phase 2 north of Causeway Blvd.
- The stormwater project bids have come in and will be heard later in this meeting.
- RFP for auditing services. The audit selection committee needs a member of council to be the chair.
- Code review project will begin at the work session on January 22.
- Health and Wellness Fair is Saturday, January 13 from 10:30-1:30. They have 26 vendors.
- City Clerk Renee Rose received her Certified Municipal Clerk certification from the International Institute of Municipal Clerks.

Mayor Gattis noted that council needs to select a chair for the audit committee. Councilmember Roberts suggested Councilmember Shaw Elliott as her background lends well to the committee. Mayor Gattis called for voice vote to appoint Councilmember Shaw Elliott to chair the audit committee. The appointment carried 4-0.

8. City Clerk Report.

City Clerk Renee Rose noted that a summary of her duties was included in the packet. She noted the committee quarterly reports was not included in the agenda, but Board of Adjustment Chair Mike Kelly is present and would like to provide an update to council.

Consent Agenda

9. Approval of December 4, 2023, City Council Meeting Minutes.
10. Approval of December 11, 2023, Special City Council Meeting Minutes.
11. Approval of December 18, 2023 City Council Work Session Minutes

MOTION was made by Councilmember Bankard and seconded by Councilmember Shaw Elliott to approve the Consent Agenda.

Motion passed 4-0.

Regular Agenda

12. Consider awarding Project Bid B23-01 for Street and Drainage Improvements from 9th Street to Morgan Drive

City Manager Riefler summarized his staff report and the bids received for the project.

MOTION was made by Councilmember Roberts and seconded by Councilmember Shaw Elliott to award Project Bid 23-01 for Street and Drainage Improvements from 9th Street to Morgan Drive to Harbor Contracting in the amount of \$3,999,821.40

Discussion followed regarding the project and a vote was taken.

Councilmember Bankard	No
Councilmember Roberts	Yes
Councilmember Shaw Elliott	Yes
Mayor Gattis	Yes

Councilmember Bankard said they need 4 votes to pass. City Attorney Mora said they need a majority of council as seated. For a four member council, majority is three members. Bankard believes the charter requires 4 votes to pass. Mora requested time to review the charter.

Mayor Gattis recessed the meeting at 7:12pm and resumed the meeting at 7:18.

City Attorney Mora stated, in part, that the charter states no action of the council is valid unless adopted by affirmative vote of at least four members of the council. There is no modifying language subject to vacancies. The proposed bid award fails on a 3 to 1 vote.

Motion failed 3-1.

13. Authorize the sole source purchase of a Wapro Wastop 24 Inch valve for Street and Drainage Improvements Project B23-01

City Manager Riefler said this is part of the planned project. It's the same check valve used throughout the city. Riefler summarized the purchasing policy regarding sole source purchases. There are other 24" valve pipes so they can use this valve.

MOTION was made by Councilmember Bankard and seconded by Councilmember Shaw Elliott to authorize the purchase of a Wapro Wastop valve for Project B23-01.

Councilmember Bankard asked the size of the discharge pipe. **City Manager Riefler said the swale is 24". Councilmember Shaw Elliott summarized the purchasing policy regarding the city manager's** authority to spend up to \$10,000, noting that if this project needs something under that amount that would have been supplied by the project, the manager would be able to proceed. A discussion was held regarding competitive bidding.

City Manager Riefler recommended waiting on the purchase of this valve.

MOTION was made by Councilmember Bankard and seconded by Councilmember Shaw Elliott to TABLE the purchase of a Wapro Wastop valve for Project B23-01.

Motion passed 4-0.

13.1 Elect Vice Mayor

Mayor Gattis asked for nominations for Vice Mayor. Councilmember Bankard nominated himself. Mayor Gattis nominated Councilmember Roberts.

Mike Kelly, Hibiscus Dr, spoke in strong support of Councilmember Roberts.

Mayor Gattis called for an informal vote to determine a candidate for final vote.

Councilmember Bankard voted for Bankard
Councilmember Roberts voted for Roberts
Councilmember Shaw Elliott voted for Roberts
Mayor Gattis voted for Roberts

MOTION was made by Councilmember Roberts and seconded by Councilmember Shaw Elliott to elect Councilmember Roberts as Vice Mayor.

Councilmember Bankard	No
Councilmember Roberts	Yes
Councilmember Shaw Elliott	Yes
Mayor Gattis	Yes

Motion failed 3-1.

14. Unfinished Business.

15. City Council Comments.

Mayor Gattis recognized Board of Adjustment Chair Mike Kelly for an update from the Board of Adjustment. Mr. Kelly reported they had 2 meetings in the 4th quarter of 2023 involving pools, rezonings, and setbacks.

Councilmember Roberts expressed disappointment that they have been reduced to four council members. He heard a presentation sponsored by the Florida League of Cities regarding Form 6 and compared it to **Form 1. He is still here because he doesn't think the** additional information required on Form 6 is that significant. He hopes people **listening at home will step forward. It's important.**

Councilmember Shaw Elliott appreciates the opportunity to be of service to the community. There are a lot of challenges ahead, but there are good people in place that can work through those challenges and bring about a better community. She agreed with Roberts; they need others. They need active and involved community members.

Councilmember Bankard didn't file to run originally and was against the ordinance to extend the qualifying time, but after the last storm, residents asked him what the city is doing about it. He took it as a message to run for council. He wants to work with the mayor, but he isn't going to vote on something he can't live with. He wants to do what's best for the city because he loves the city. He wants to do what's safe for the city. He wants to serve the city of Belleair Beach. He volunteers for every event that comes up. This is the greatest city with volunteers. Taking taxpayer money to pay council is nonsense.

Mayor Gattis said they are not in a good situation. They desperately need three more council members. They need people who will give the **opportunity to decide what's best for the city without being in a stranglehold by any one single council member. If anyone is unhappy with the outcome of tonight's meeting, please apply** so they can make appointments to council.

ADJOURN

MOTION was made by Councilmember Bankard and seconded by Councilmember Roberts to adjourn at 7:49pm.

Motion passed 4-0.

Date Approved

APPROVED: _____
Dave Gattis, Mayor

ATTEST: _____
Renee Rose, CMC
City Clerk



City Council Work Session
City of Belleair Beach, Florida

Monday, January 29, 2024
Community Center, 6:00 PM

PUBLIC MEETING MINUTES

The meeting was called to order at 6:00pm by Mayor Dave Gattis followed by a Pledge of Allegiance to the Flag of the United States of America.

Roll Call: Present were Councilmembers Frank Bankard, Lloyd Roberts, Kim Shaw Elliott, Mayor Dave Gattis, City Manager Kyle Riefler, City Attorney Randy Mora, and City Clerk Renee Rose.

For continuity, items are listed in agenda order although not necessarily discussed in that order.

1. Introduction to Codes Review Project (Luis Serna - Calvin, Giordano & Associates, Inc.)

Mr. Luis Serna provided a presentation introducing the project. He summarized the purpose behind updating the Land Development Code (LDC) **and shared an overview of the city's codes.** Council members, members of the Board of Adjustment and the Planning and Zoning Board shared their concerns based on variance requests and other issues. City Attorney Mora said this will be a collaborative process. Mr. Serna shared suggestions for **additions to the code that aren't yet addressed.** City Attorney Mora noted extra sensitivity toward short-term rentals based on state statute. Mayor Gattis requested a tentative schedule as the project progresses.

2. Discussion on Employee Pay Study. (Councilmember Roberts)

Councilmember Roberts was prompted to bring this forward because public works positions have been difficult to fill, and he believes the reason is salary related. In comparing similar jobs with neighboring communities, Roberts suggested increasing the field service worker pay by \$4 an hour. City Manager Riefler said this would require a budget amendment. Mayor Gattis **said council should not get involved with staff, as they are the city manager's staff.** Consensus was achieved to have City Manager Riefler bring a budget amendment to council to accommodate an increase in pay for public works field staff.

3. Discussion on City Manager Salary. (Councilmember Bankard)

Councilmember Bankard noted when City Manager Riefler became the manager, the 3-year agreement was two years at a fixed rate, then would be eligible for an annual increase in the third year. He proposes that increase be made this year and retroactively made back to January 1. Council discussed various options. Mayor Gattis requested numbers for consideration.

Mayor Gattis continued the pay discussion regarding the council, stating that its increasingly difficult to fill council seats. He directed staff to gather information and shared the results. It **isn't a compensation so much as it is** appreciation pay and could be used to help with Form 6. If they decide to **move forward with this pay, it won't affect or benefit anyone currently sitting on council because it requires two election periods.** Bankard said it's a privilege to serve and the money should go to employees. Roberts supports a small compensation if it helps other people to want to sit on council. Council continued to discuss compensation and Form 6.

Anders Wellings, 709 Harbor Dr, suggested that council members can submit an expense report for fees associated with Form 6 for reimbursement from the city. Further council discussion followed.

Mayor Gattis directed staff to place the matter of council compensation on the next agenda at the amount of \$350/mo for mayor and \$250/mo for council members.

4. Discussion on Stormwater Project, Possible Solutions and Engineering Estimate. (Councilmember Shaw Elliott)

Councilmember Shaw Elliott shared a recent history of the progression on the stormwater project. She was generally supportive throughout the progression, but also saw an opportunity to consider appropriate improvements beyond just what was done previously. The recent project failed, so in order to move it forward, she suggests tying it to a study. Council and staff discussed the project that failed at the previous meeting. Shaw Elliott proposed putting the project back on the next agenda for approval along with the study proposal. Mayor Gattis would support both measures and suggest starting the resurfacing part of the project on the north side to allow time for the study on the south side. There was further project discussion. The consensus was for staff to place the project and the study on the next agenda.

5. General Business.

Councilmember Bankard noted a recent incident in which Deputy Robertshaw and Chief Davidson rescued a distressed individual in gulf waters and asked if the city can provide some formal recognition. Consensus was achieved.

ADJOURN

Mayor Gattis adjourned the meeting at 7:54pm.

Motion passed 4-0.

Date Approved

APPROVED: _____
Dave Gattis, Mayor

ATTEST: _____
Renee Rose, CMC
City Clerk

City of Belleair Beach

FEBRUARY 5, 2024 – 6:00 PM



RECOMMENDATION:

Staff requests Council appoint Marc Mariano to fulfill the remaining term of Mr. Elia as Board of Adjustment Member.

TO: Mayor and City Council

FROM: Renee Rose, City Clerk

SUBJECT: Board of Adjustment Appointment from Alternate Member to Member

Background

Fred Elia has resigned from the Board of Adjustment effective December 28, 2023

Discussion

Marc Mariano was appointed as an alternate member on the Board of Adjustment on February 6, 2023. Following Mr. Elia's departure, Mr. Mariano has applied to fulfill the remainder of Mr. Elia's term.

Recommendation

Staff requests Council appoint Marc Mariano to fulfill the remaining term of Mr. Elia as Board of Adjustment Member.



APPLICATION FOR APPOINTMENT

Board of Adjustment
Park and Recreation Board
Planning and Zoning Board
Citizens Advisory Committee

Please Note: Any information given on this application is subject to the Public Records Law of Florida

Name: _____ Email: _____

Address: _____ Home Phone: _____

Cell Phone: _____

City/State: Belleair Beach, FL 33786 **Voter**
Registration
Date: _____

Educational Background:

Experience:

Why would you like to be considered as a candidate for service on this Board or Committee?

Would you consider serving on another Board or Committee other than the one you selected above? _____YES _____NO

Other Board(s) / Committee(s) in which you would be interested:

What Boards or Committees do you currently serve:

I have been a resident of the City of Belleair Beach for _____ years.

I am a qualified voter of the City of Belleair Beach. Voter registration date _____

Please attach a resume if available.

SIGNATURE _____/s/_____

DATE _____

NOTE: Application is effective for **ONE YEAR** from date of submission.

If you have any questions, please call the City Clerk, Patricia A. Gentry, at 727-595-4646 ext 124.

CITY BOARDS AND COMMITTEES

Appointments are made by City Council when an opening is available. Applications are available in the City Clerk's Office.

- The **Board of Adjustment***
- The **Planning and Zoning Board***
- The **Park and Recreation Board**
- The **Citizens Advisory Committee**

***Requires filing a financial disclosure form with the Supervisor of Elections within thirty (30) days of appointment**

Please Note: Any information given on this application is subject to the Public Records Law of Florida

MARC MARIANO

Clearwater, Florida, United States

marc@adveniroakleycapital.com

[linkedin.com/in/marc-mariano-3b66221b](https://www.linkedin.com/in/marc-mariano-3b66221b)

Summary

Mr. Mariano offers over 23 years of experience managing complex land development projects in urban and suburban settings for single family rental, multifamily, mixed-use and commercial ventures. Mr. Mariano is highly involved in all phases of the real estate development process, including conceptual planning and due diligence, financial modeling, design, permitting, construction and close-out/disposition. His involvement in a project starts at inception, as he specializes in assessing and implementing the long-term strategic vision for each development.

Mr. Mariano's expertise in the real estate development arena includes the development and repositioning of various asset classes in eastern, southeastern and midwestern regions of the United States. Mr. Mariano has successfully managed the development and construction of individual projects having a development cost of over \$90,000,000.

Experience



CEO of Real Estate Development and Construction

Advenir Oakley Capital

Jun 2022 - Present (1 year 7 months)

As CEO, Marc partakes in all general management duties for the company, including strategic planning and corporate financial management and leads a team of development and construction managers directly responsible for ensuring the successful delivery of the company's development projects.

Marc leads AOD with the mindset that no one person is more valuable than the greater Team and instills a culture of collaboration, transparency and unwavering confidence to meet and exceed the goals established by the company's Board of Directors. Spanning over two decades of development experience that started in 1999 at HUD's Office of Policy Development and Research and included positions with County and City planning and zoning departments, as well as private planning, civil engineering and environmental engineering companies before creating and co-owning a real estate development company focused on multifamily assets, Marc offers a seasoned perspective into every single facet of the real estate development process. From site selection and underwriting through lease-up, stabilization and disposition, Marc brings an unparalleled level of tested real estate development experience that is critical to the delivery of the company's immense single family rental platform.

Owner / Partner

Mosaic Development, LLC

Oct 2013 - Jun 2022 (8 years 9 months)

Mr. Mariano's expertise in the multifamily arena includes the development and repositioning of urban mid-rise and suburban garden-style products in various communities throughout Florida and New Jersey. Prior to forming Mosaic Development, he spent over 16 years managing complex land development projects in urban and suburban settings for multifamily, mixed-use, single family, office and retail ventures. Mr. Mariano is highly experienced in all phases of the development process from the initial planning and due diligence phases, to project design and permitting, to project construction and close-out. Having extensive experience managing various projects at inception, he specializes in

assessing and implementing the long-term strategic vision for a project by functioning as the primary liaison between contractors, design consultants and permitting agencies to ensure projects are completed on schedule, on budget and in compliance with applicable regulatory agencies. He has supervised and managed construction and development projects ranging from \$10,000 - \$45,000,000 in value.

In his role as Partner for Mosaic Development, Mr. Mariano partakes in all general management duties for the company, including strategic planning, corporate financial planning and project delivery. He specializes in identifying potential development sites and strategies to gain site control and is directly responsible for forward planning activities (land entitlements, due diligence, initial budgeting, scheduling, master planning and rezoning); managing the site and architectural design and permitting process; managing construction activities through close-out; and supports the financial modelling and partner and finance negotiations.

Vice President Of Construction

Incore Residential

Sep 2013 - Jun 2022 (8 years 10 months)

Mr. Mariano is responsible for the construction of capital improvement projects at Incore Residential's properties. In addition, Mr. Mariano works as part of an executive team that identifies and repositions acquisition/rehabilitation opportunities and develops new construction multifamily projects throughout the state of Florida.

Land Planner/Assistant Director of Site Development

Aug 2003 - Sep 2013 (10 years 2 months)

As Assistant Director, Mr. Mariano is responsible for all of Cardno TBE's land planning and zoning efforts and functions as project manager on large-scale development and redevelopment projects.

Land Planner

Schoor DePalma - Manalapan, NJ

Apr 2005 - Apr 2007 (2 years 1 month)

Planner III

City of Clearwater Planning Department

Apr 2002 - Aug 2003 (1 year 5 months)

Transportation Planner

Monmouth County Planning Board

Sep 2000 - Apr 2002 (1 year 8 months)

Researcher

HUD Office of Policy Development and Research

Feb 2000 - Sep 2000 (8 months)

Education



West Virginia University

Bachelor's degree, City/Urban, Community and Regional Planning

1995 - 1999

Skills

Stormwater Management • Site Plans • Land Development • Civil Engineering • Site Development •
Zoning • Drainage • GIS • Water Resources • Construction Management

MEMORANDUM

TO: Mayor and City Council

FROM: Kyle Riefler, City Manager

DATE: February 1, 2024

SUBJECT: Award of Project Bid B23-01 for Street and Drainage Improvements from 9th Street to Morgan Drive

Recommendation:

Award Project Bid B23-01 for Street and Drainage Improvements from 9th Street to Morgan Drive to Harbor Contracting, LLC in the amount of \$3,999,821.40.

History:

On April 3, 2023, the City Council approved a Capital Improvement Revenue Note providing additional funding needed to complete the remaining seven BMPs from the Stormwater Master Drainage Plan 2016 Update. The 9th Street to Morgan Drive Stormwater and Roadway Improvement Project design includes approximately 26,077 square yards of street milling and resurfacing, 21,694 lineal feet of curb replacement, 1,737 lineal feet of cured-in-place-pipe lining, replacing 7 inlet tops and installing 3 new inlets.

Background:

Two contractors submitted complete bids, they were Kamminga & Roodvoets, Inc. and Harbor Contracting, LLC. Harbor Contracting's total bid came in the lowest by \$476,340.05. Gemini Engineering and Sciences reviewed the bid packages and recommended Harbor Contracting, LLC. The total project cost came within budget and funding is provided for in the FY 2024 Capital and Stormwater Budgets.

Attachments:

1. Gemini Engineering & Sciences Bid Results and Recommendation.
2. City of Indian Rocks Beach Letter of Recommendation.

December 22, 2023

Mr. Kyle Riefler
City Manager, City of Belleair Beach
444 Causeway Boulevard
2379 Broad Street
Belleair Beach, Florida 33786

Subject: **B23-01: Street and Drainage Improvements From 9th St to Morgan Dr
Bid Results and Recommendation**

Dear Mr. Riefler:

The City of Belleair Beach has received bids from two contractors:

Bidder	Base Bid	If Needed Items	Totals
• Harbor Contracting, LLC	\$3,928,071.40	\$71,750.00	\$3,999,821.40
• Kamminga & Roodvoets, Inc.	\$4,354,811.45	\$121,350.00	\$4,476,161.45

The apparent low bidder is Harbor Contracting, LLC. Our review of the contractor bids have not found any major issues and is consistent with industry practices. We did discover that Kamminga & Roodvoets bid has an addition error of \$500 that inflated their bid by that amount. This error, however, does not affect the ultimate outcome or recommendation.

Based on the submitted bids, we contacted the City of Indian Rocks Beach, a past client of Harbor Contracting, who has a favorable recommendation for the Contractor.

Based on our research and discussions we recommend the City begin contract negotiations with Harbor Contracting, LLC.

Sincerely,

Gemini Engineering & Sciences, Inc.



Larry Fluty
Project Manager



City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785

www.indian-rocks-beach.com

Administrative

727/595-2517

Library

727/596-1822

Public Works

727/595-6889

December 8, 2023

RE: HARBOR CONTRACTING, LLC

TO WHOM IT MAY CONCERN:

This letter is written on behalf of Harbor Contracting, LLC.

The City of Indian Rocks Beach utilized Harbor Contracting, LLC for numerous construction contracts over the last 4 years which have included the following:

- Stormwater Drainage Replacement Projects
- Stormwater Drainage Repair Projects
- Pedestrian Safety Projects
- Roadway Improvement Projects
- Miscellaneous Concrete Removal/Replacement Projects
- Playground Improvement Projects

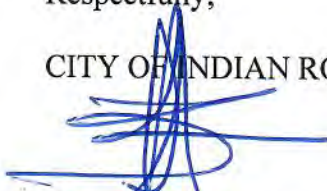
The team of Harbor Contracting, LLC, including the owner, superintendent's, foreman's and support staff provide true professionalism and quality workmanship specific to their industry, which enables projects to be completed within a timely manner and within the project budget.

It has been a true pleasure to work with a contracting firm of this caliber and I would recommend Harbor Contracting, LLC to anyone in need of these types of service without reservation.

Should you need additional information from this office, please feel free to contact me.

Respectfully,

CITY OF INDIAN ROCKS BEACH


Dean A. Scharmen
Public Works Director

ORDINANCE 2024-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH AMENDING CHAPTER 2 – “ADMINISTRATION”, ARTICLE II – “CITY COUNCIL”, DIVISION 1 – “GENERALLY”, TO CREATE SECTION 2-31 OF THE CITY’S CODE OF ORDINANCES, ENTITLED “COMPENSATION OF COUNCIL” TO ESTABLISH AN ANNUAL SALARY FOR MEMBERS OF THE CITY COUNCIL AND GUIDELINES GOVERNING REIMBURSEMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 2.03 of the City Charter, provides that “the council, by ordinance, shall determine the annual salary, if any, of council members, the mayor and vice mayor”; and

WHEREAS, many municipalities in the State of Florida financially compensate their legislative officials for their service on the municipality’s governing body; and

WHEREAS, members of the City Council of the City of Belleair Beach are not presently financially compensated for their service on the City Council; and

WHEREAS, the City Council of the City of Belleair Beach now desires to establish an annual salary for its councilmembers.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, THAT THE CODE OF ORDINANCES IS AMENDED AS FOLLOWS:

Section 1. Codified Provision. The City of Belleair Beach code of ordinances is hereby amended to create Chapter 2, Article II, Division 1, Section 2-31, entitled “Compensation of Council,” providing as follows:

Sec. 2-31. Compensation of Council

(a) **Salary.** Members of the City Council shall receive an annual salary, paid in monthly installments.

- 1) **Mayor.** The annual salary for the mayor shall be \$4,200.00, payable in monthly installments of \$350.00.
- 2) **Council.** The annual salary for each individual member of the City Council, excluding the mayor, shall be \$3,000.00, payable in monthly installments of \$250.00.

(b) **Expenses.** If a member of the City Council finds it necessary to incur travel and business expenses, and when the expenses are within the scope and intent of the adopted budget, those expenditures are authorized and may be reimbursed upon proof of payment.

- 1) Travel expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of duties related to the functions and responsibilities of the City.
- 2) Business expenses shall apply to those expenditures which are incurred in the performance of a public purpose, including meetings with governmental officials, seminars, and training programs, community promotion, community advocacy, and any other related activities.

Section 2. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as he deems necessary and appropriate to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary, and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed prudent.

Section 3. Severability. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 4. Effective Date. This Ordinance shall become effective immediately upon enactment by the City Council. Pursuant to Section 2.03 of the City of Belleair Beach's Charter,

the portion of this ordinance establishing a salary for council members shall become effective upon the date of commencement of the terms of council members elected at the second regular election following passage of this ordinance, beginning first with the regular March 2024 regular election cycle.

ADOPTED ON FIRST READING on the _____ day of February, 2024, by City Council of the City of Belleair Beach, Florida.

ADOPTED ON SECOND AND FINAL READING on the _____ day of _____, 2024, by City Council of the City of Belleair Beach, Florida.

David Gattis
Mayor, City of Belleair Beach

ATTEST:

Renee Rose, City Clerk

APPROVED AS TO FORM:

Randy Mora, City Attorney

Business Impact Estimate

Proposed ordinance's title/reference: **Ordinance No. 2024-01**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH AMENDING CHAPTER 2 – “ADMINISTRATION”, ARTICLE II – “CITY COUNCIL”, DIVISION 1 – “GENERALLY”, TO CREATE SECTION 2-31 OF THE CITY’S CODE OF ORDINANCES, ENTITLED “COMPENSATION OF COUNCIL” TO ESTABLISH AN ANNUAL SALARY FOR MEMBERS OF THE CITY COUNCIL AND GUIDELINES GOVERNING REIMBURSEMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance establishes an annual salary for the City Council and provisions governing reimbursement for travel and business expenses in connection with their public service.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None.

4. Additional information the governing body deems useful (if any):

The proposed ordinance is an ordinance of general application governing only the City Council and not applicable to the business community.

MEMORANDUM

TO: Mayor and City Council

FROM: Kyle Riefler, City Manager

DATE: February 1, 2024

SUBJECT: Authorization to Execute a PO with Gemini Engineering and Sciences, Inc. for the Investigation and Design of a Stormwater Pump System

Recommendation:

Authorize the City Manager to execute a PO with Gemini Engineering and Sciences, Inc. in the amount of \$22,126.00 for the investigation and design of a stormwater pump system in the vicinity of 9th Street and Harbor Drive.

History:

Low-lying areas of Belleair Beach continue to experience significant street flooding during heavy rain events. Although tidal backflow has been mitigated by installing check valves, accumulating rainwater does not drain out during cycles of moderate to high tide.

Background:

Gemini Engineering and Sciences, Inc. will investigate the project area and design an effective pump system. The project design, cost estimate and evaluation of feasibility will be presented to City Council for consideration.

Attachments:

1. Gemini Engineering and Sciences, Inc. Proposal.

Exhibit "A"
Design Professional's Proposal to Perform Requested Services

Mr. Kyle Riefler, CFM, CPRP
City Manager
444 Causeway Boulevard
City of Belleair Beach, FL 33786



January 30, 2024

**Subject: City of Belleair Beach Stormwater Pump Design
Work Order Proposal For Professional Engineering Services**

Dear Mr. Riefler,

We appreciate this opportunity to provide our proposal in connection with your request for professional engineering services for the investigation into the design and preparation of construction documents for a stormwater pump facility to be located in the vicinity of 9th Street and Harbor Drive, Belleair Beach Florida. In summary, Gemini will perform the following task assignments:

Scope of Services

Project Description:

The project assignment is to investigate the feasibility and preparation of construction documents for a stormwater pump facility in the vicinity of 9th Street and Harbor Drive. The purpose of the pump facility is to facilitate the reduction of standing high water during high tide coupled with a storm event. When a storm event occurs coincident with a high tide, stormwater outflow is restricted, which contributes to high levels of stormwater flooding for extended durations with possible flooding of structures during times of heavy storm events and high tides.

Task 1: Data Collection

A. Existing and Proposed Surveys

Existing survey data acquired to date by the City of Belleair Beach for the BMP projects will be used for this project. If during the project design phase additional survey information is determined to be needed, a cost estimate for the additional survey will be provided to the City for authorization and collection.

B. Underground Utilities Survey/Locates

To avoid possible disruption of services, underground utilities such as potable water, sanitary, cable, etc will need to be identified and located. The project design will consider these underground utilities for the final design documents. Services will be performed by a subconsultant vendor to be selected.

C. Geotechnical Investigation

A geotechnical investigation for the drainage pump station site, including test boring and groundwater considerations, will be accomplished. The test boring will be conducted to a depth of approximately 15-feet below ground surface. Services will be performed by a subconsultant vendor to be selected.

D. Power Availability

Available power sources will be evaluated and determined for the proposed pump station facility. Notes for power connections and panels will be included with the construction documents and follow Pinellas County standards. The City will determine if standby power will be needed, and if determined to be needed, the drainage pump stations shall be provided with standby power capable of running the station at its design discharge capacity. The standby power shall be a stationary generator.

Task 2: Pump Facility Design and Construction Documents

Construction documents will be prepared for the construction of the proposed stormwater pump facility. Construction documents will be developed using existing survey data, geotechnical data collected and site data for the proposed construction document plans. The new pump station shall be laid out in a manner to provide the most efficiency and accessibility.

Gemini will present the proposed project to City Council for discussion and answer Council questions. Gemini will make design and plan revisions based on these discussions and prepare final plans to be incorporated into the project.

Once the design and construction documents are completed, the probable construction cost estimate will be prepared to evaluate project goals and acceptability.

Task 3: Permitting

To know the full extent and impact of the project, permitting and regulatory requirements must be reviewed during final design and before construction. It is anticipated that certain permits may be needed if environmentally sensitive lands are impacted due to the outfall creek just north of the project site and outfalls to the existing seawall. Anticipated permits may include the Southwest Florida Water Management District (SWFWMD) ERP permit, Pinellas County, and Florida Department of Environmental Protection (FDEP).

Task 4: Construction Phase Services

A. Bid Documents

Gemini will prepare the bidding documents and coordinate the bid and bid opening with the City.

B. Construction Management

Perform Construction Phase Services. This task will include coordination with the contractor to review shop drawings, construction activities and Contractor Request for Information during construction.



Fee Schedule and Timeline

Attached for your review is our Exhibit A for the cost estimate of services for the project work. The anticipated costs of services are summarized below. Possible subconsultant costs for underground utility locations and geotechnical services are separate and estimated.

1. Task 1 A and D :	\$1,460.00
2. Task 1 B:	TBD (\$2,500.00 Budget Estimate)
3. Task 1 C:	TBD (\$5,000.00 Budget Estimate)
4. Task 2:	\$8,260.00
5. Task 3:	\$1,552.00
6. Task 4:	\$3,354.00
7. Totals:	\$22,126.00

Once we receive all the necessary items, our proposed timeline is as follows:

Task 1 1 month

Task 2 1-2 months

Task 3 2 - 3 months (If SWFWMD ERP is needed)

Task 4 A construction schedule is to be developed. The anticipated timeline is approximately 4 - 6 months.

We appreciate this opportunity to submit our proposal to you and hope that you will find it satisfactory. If you find our proposal acceptable we understand a work order will be issued per our agreement and should you have any questions, please do not hesitate to contact me.

Sincerely,

Gemini Engineering & Sciences, Inc.



Larry Fluty, PE
Principal Engineer



MEMORANDUM

TO: Mayor and City Council

FROM: Kyle Riefler, City Manager

DATE: February 1, 2024

SUBJECT: Consideration for Public Works Pay Increase

Recommendation:

Increase hourly wage for Service Worker III – Crew Leader from \$21.00 to \$24.68 and Service Worker II from \$18.00 to \$20.00. Manager is requesting this pay increase to be effective from the start of the current pay period beginning January 28, 2024.

History:

Over the past two months, staff collected comparable job descriptions and pay scales from local municipalities. All of the information was compiled by the Community Services Administrator and evaluated by the City Manager.

Background:

The attached chart was created by the City Manager to analyze the data. Recommended minimum wages were established based on the calculated averages. A 5% annual service adjustment was given to the Service Worker III – Crew Leader position for being in the position for over one year.

Attachments:

1. Belleair Beach Hourly Wage Comparison Chart.

Belleair Beach - Current

Service Worker III - Crew Leader	\$21.00
Service Worker II	\$18.00

Title

Minimum Hourly Wage

Notes

Dunedin

Parks Maintenance Crew Leader	\$20.09
Parks Maintenance Worker III	\$17.33

Indian Rock Beach

No Comparable Position	
Public Works Worker	\$17.00

Madeira Beach

No Comparable Position	
Rec. Leader III	\$19.82

North Redington

No Comparable Position	
Public Works Grounds	\$22.05

Oldsmar

Utilities Maintenance Technician	\$22.03
Heavy Equipment Operator	\$20.16

Pinellas County

Operations Field Coordinator	\$23.33
Equipment Operator, Senior	\$19.87

Redington Shores

*Public Works Crew Leader	\$28.35
*Supervises	
Public Works Staff	\$22.05

St. Pete Beach

Utilities Technician II	\$23.81
Utilities Technician I	\$20.41

Treasure Island

Facility Maintenance Crew Chief	\$22.55
Beach Maintenance Technician	\$19.87

Average

Service Worker III	\$23.36
Service Worker II	\$19.84

Recommended Minimum

Service Worker III	\$23.50
Service Worker II	\$20.00

Recommended Adjustment

Service Worker III	\$24.68
1.75 years in position	
Service Worker II	\$20.00
Both under 1 year	

**SECOND ADDENDUM TO
EMPLOYMENT AGREEMENT FOR THE SERVICES OF KYLE RIEFLER
AS CITY MANAGER OF THE CITY OF BELLEAIR BEACH**

This addendum (the “Addendum”) to the Employment Agreement executed the 28th day of November 2022 (the “Agreement”), is entered into by and between the **CITY OF BELLEAIR BEACH**, a political subdivision of the State of Florida (“City”) and **KYLE RIEFLER** (“Riefler” or “Manager”).

WHEREAS, Riefler began serving as the City Manager on November 21, 2022, and is presently in his second year of service as the City Manager; and

WHEREAS, the Agreement presently contemplates that Riefler’s annual salary would be set at \$115,000 in the first two years of his service as the City Manager; and

WHEREAS, the City Council, in consultation with the Manager, now desires to modify the Agreement pursuant to Section IX, Subsection F of the Agreement, for the purpose of increasing Riefler’s salary; and

NOW THEREFORE, in consideration of the promises, mutual covenants, conditions and provisions and undertakings herein contained, and for other good and valuable consideration, the parties do mutually covenant and agree to modify the terms and conditions of Riefler’s Agreement in the manner set forth in this Second Addendum:

Section 1. Amended Language. The Parties hereby agree that Section IV: Salary, shall be modified to read as follows:

- A. ~~For the first two years of this Agreement, the~~ The City agrees to compensate Manager in the annual amount of _____ and 00/100 Dollars (\$_____) for his services as City Manager. This compensation shall be paid on a bi-weekly basis, payable on the same schedule as is applicable to all other employees, subject to deductions and payment of federal taxes, social security, medical taxes and such other deductions applicable to all non-union city employees, except when modified by this Agreement. As this salary is the result of an agreement between the City and Manager to increase Manager’s compensation from the original contract amount, this salary increase shall be deemed effective (retroactive to?)/(on) _____, 2024.
- B. Beginning in the third year of the contract term, Manager shall be entitled to an increase in base salary as determined by the City Council. The contemplated salary increase shall, take effect on the anniversary date of this Agreement, at the same annual percentage as other city employees as set forth in the 2024/2025 Fiscal Year Budget. Such renewal shall remain subject, however, to a satisfactory performance evaluation as determined by the City Council in its sole discretion. Such evaluation shall be in accordance with criteria established between the City and Manager, and such criteria shall be based upon the description of the City Manager's

responsibilities in the City Charter, City Code, this Agreement, and through directives and guidelines established by the City Council. Any increase in base salary shall occur no later than 30 days from the anniversary date of employment, retroactive to the anniversary date, which increase shall be addressed at a regular or special City Council meeting.

Section 2. Limited Scope of Amendment. Nothing in this Addendum shall be construed to modify, limit, waive, or invalidate any other clause, section, or provision of the Agreement other than the language specifically set forth in Section 1, above.

CITY OF BELLEAR BEACH

CITY MANAGER

David Gattis, City Mayor

Kyle Riefler

Date

Date

ATTEST

Renee Rose, City Clerk

APPROVED AS TO FORM:

Randol D. Mora, Esq., B.C.S.
City Attorney

City (Pinellas County)	CM Salary	Population
Redington Beach	no manager	1,376
North Redington Beach	no manager	1,495
Redington Shores	no manager	2,176
Indian Shores	\$136,490	1,190
Belleair Bluffs	\$126,000	2,311
Indian Rocks Beach	\$159,300	3,673
Madiera Beach	\$140,000	3,895
Oldsmar	\$185,187	14,898
Safety Harbor	\$182,033	17,072
Seminole	\$181,542	19,364
Tarpon Springs	\$152,781	25,560
Pinellas Park	\$205,598	53,093
Largo	\$230,000	82,485

This is the amount they are offering an interim manager

Outside Pinellas County	CM Salary	Population
Jupiter Island	\$250,000	804
Crescent City	\$95,000	1,654
Sewall's Point	\$121,300	2,000
Eagle Lake	\$116,771	3,000
Arcadia	\$130,492	7,420
Orange Park	\$133,745	9,089
Satellite Beach	\$146,611	11,350
Atlantic Beach	\$227,240	13,350
Stuart	\$236,250	17,531
DeBary	\$190,944	20,700
Fort Walton Beach	\$157,500	21,000
Winter Park	\$252,346	29,131
Parkland	\$251,111	34,670
Port Orange	\$191,250	64,850

Exempt Performance Review

Employee Name: **Kyle Riefler**

Performance Period: **11-21-2022 to 11-21-2023**

Employee Title: **City Manager**

Supervisor: **City Council**

Part I. Competency Evaluation – How this Employee Achieved Results

Instructions: To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

Competency	Rating/ Comment
1. Quality of Work The degree to which the employee produces accurate, neat, and thorough work.	<input checked="" type="checkbox"/> 5 – Work is of the highest quality. <input type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors. <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations. <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors. <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors. Supporting Comments: <i>Has proven proficiency in ALL Tasks performed or given</i>
2. Quantity of Work The employee's level of productivity/ output and timeliness of work.	<input checked="" type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level. <input type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level. <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level. <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level. <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level. Supporting Comments:
3. Adaptability / Problem Solving The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.	<input checked="" type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise. <input type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems. <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked. <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement. <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues. Supporting Comments:

<p>4. Initiative The degree to which the employee demonstrates independent action and resourcefulness on the job by developing new methods, offering constructive suggestions and/ or seeking additional work.</p>	<p><input checked="" type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated. <input type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker. <input type="checkbox"/> 3 – Meets basic job requirements for independent action and resourcefulness; acceptable worker. <input type="checkbox"/> 2 – Sometimes lacks independent action and resourcefulness required by job; marginal worker. <input type="checkbox"/> 1 – Rarely initiates independent action as required by the job. Supporting Comments: <i>able to contact 7 days a week.</i></p>
<p>5. Job Knowledge The employee's understanding of job duties and ability to accomplish the job.</p>	<p><input checked="" type="checkbox"/> 5 – Has exceptional knowledge and outstanding skills in even the complex aspects of the job. <input type="checkbox"/> 4 – Has better than average knowledge and skills in all aspects of the job. <input type="checkbox"/> 3 – Has knowledge and skills to handle job duties. <input type="checkbox"/> 2 – Occasionally lacks knowledge or skills to handle job duties. <input type="checkbox"/> 1 – Application of knowledge is limited. Required skills are poorly demonstrated. Supporting Comments: <i>provided an easy/ready Budget.</i></p>
<p>6. Interpersonal Communication Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.</p>	<p><input checked="" type="checkbox"/> 5 – Consistently demonstrates excellent communication skills with management and team members. <input type="checkbox"/> 4 – Demonstrates above average communication skills. <input type="checkbox"/> 3 – Demonstrates acceptable communication skills. <input type="checkbox"/> 2 – Communication skills need improvement. <input type="checkbox"/> 1 – Lacks acceptable communication skills. Supporting Comments:</p>
<p>7. Work Ethics and Integrity The employee's proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.</p>	<p><input checked="" type="checkbox"/> 5 – Practices exceptional work ethics; demonstrates exceptional integrity in all work. <input type="checkbox"/> 4 – Practices excellent work ethics; demonstrates integrity in all work. <input type="checkbox"/> 3 – Practices good work ethics; demonstrates integrity in all work. <input type="checkbox"/> 2 – Usually practices good work ethics; usually demonstrates integrity at work. <input type="checkbox"/> 1 – Fails to practice good work ethics; does not demonstrate integrity at work. Supporting Comments:</p>

<p>8. Leadership Delegation The manager's effectiveness in managing time, organizing workload, and delegating responsibilities to obtain desired results from his or her subordinates.</p>	<p><input checked="" type="checkbox"/> 5 – Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved. <input type="checkbox"/> 4 – Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results. <input type="checkbox"/> 3 – Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved. <input type="checkbox"/> 2 – Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees. <input type="checkbox"/> 1 – Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees. <input type="checkbox"/> N/A – Not applicable. Supporting Comments: <i>HAS placed this city first in his priorities as expressed by citizens</i></p>
<p>9. Leadership Communication The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.</p>	<p><input checked="" type="checkbox"/> 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly. <input type="checkbox"/> 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly. <input type="checkbox"/> 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly. <input type="checkbox"/> 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly. <input type="checkbox"/> 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback. <input type="checkbox"/> N/A – Not applicable. Supporting Comments:</p>
<p>10. Leadership Team Building/Culture The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.</p>	<p><input checked="" type="checkbox"/> 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together. <input type="checkbox"/> 4 – Team appears friendly, collaborative, and respectful most of the time. <input type="checkbox"/> 3 – Team is able to respectfully work together on tasks when asked. <input type="checkbox"/> 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly. <input type="checkbox"/> 1 – Team complains about and undermines each other. Teammates are disrespectful to each other. <input type="checkbox"/> N/A – Not applicable. Supporting Comments:</p>

Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

Goal #1	HAS met ALL GOALS given
Goal #2	
Goal #3	

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)?
5 Explain your rating in the space below.

5 - enough said

Part III. Comments

Supervisor comments on performance review:

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

N/A

Employee comments on performance review:

Part IV. Overall Performance Rating

Total points from **Part 1:** 50 (50 possible)

Total points from **Part 2:** 5 (5 possible)

Overall Performance Rating

New total points (if applicable): 55 (55 possible)

Divide total points by 11 areas of evaluation: 5 / 11 = 0.45 Overall

Superior <input checked="" type="checkbox"/>	= 4.0 – 5.0	Performance at this level far exceeds expectation consistently ; accomplishments have a significant impact on the mission/ goal of the organization.
Exceeds Expectations <input type="checkbox"/>	= 3.0 – 3.9	Performance consistently meets and frequently exceeds job requirements; well above average.
Meets Expectations <input type="checkbox"/>	= 2.0 – 2.9	Performance meets job requirements; expected level of performance for employees.
Needs Improvement <input type="checkbox"/>	= 1.9 or less	Performance does not meet job requirements; immediate and significant improvement is needed.

Supervisor Signature (Required):



Date:

10-18-2023

Employee Signature (Required):

Date:

Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.

Exempt Performance Review

Employee Name: Kyle Riefler
Employee Title: City Manager
Performance Period: 11-21-2022 to 11-21-2023
Supervisor: City Council

Belinda Livingston

Part I. Competency Evaluation – How this Employee Achieved Results

Instructions: To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

- | Competency | Rating/ Comment |
|---|---|
| 1. Quality of Work
The degree to which the employee produces accurate, neat, and thorough work. | <input checked="" type="checkbox"/> 5 – Work is of the highest quality.
<input type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors.
<input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations.
<input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors.
<input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors.
Supporting Comments:
<i>Kyle submits high quality reports that are accurate, professional and detail oriented.</i> |
| 2. Quantity of Work
The employee's level of productivity/ output and timeliness of work. | <input checked="" type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level.
<input type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level.
<input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level.
<input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level.
<input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level.
Supporting Comments:
<i>Kyle goes above and beyond in his role working extra hours in order to keep on top of ongoing projects and requests.</i> |
| 3. Adaptability / Problem Solving
The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations. | <input checked="" type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise.
<input type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems.
<input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked.
<input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement.
<input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues.
Supporting Comments:
<i>His problem solving skills are extraordinary and he often brings resolution to problems when they arise.</i> |
| 4. Initiative
The degree to which the employee demonstrates independent action and resourcefulness on the | <input checked="" type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated.
<input type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker.
<input type="checkbox"/> 3 – Meets basic job requirements for independent action and |

constructive suggestions required by job; marginal worker.

and/ or seeking
additional work.

☐ 1 - Rarely initiates independent action as required by the job.

Supporting Comments:

Kyle more often than not take the initiative to provide resolutions as they arise.

5. Job Knowledge

The employee's understanding of job duties and ability to accomplish the job.

☒ 5 - Has exceptional knowledge and outstanding skills in even the complex aspects of the job.

☐ 4 - Has better than average knowledge and skills in all aspects of the job.

☐ 3 - Has knowledge and skills to handle job duties.

☐ 2 - Occasionally lacks knowledge or skills to handle job duties.

☐ 1 - Application of knowledge is limited. Required skills are poorly demonstrated.

Supporting Comments:

Exceptional

6. ☐ Interpersonal Communication

Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.

☒ 5 - Consistently demonstrates excellent communication skills with management and team members.

☐ 4 - Demonstrates above average communication skills.

☐ 3 - Demonstrates acceptable communication skills.

☐ 2 - Communication skills need improvement.

☐ 1 - Lacks acceptable communication skills.

Supporting Comments:

He is on point with his communication to various stakeholders.

7. Work Ethics and Integrity

The employee's proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.

☒ 5 - Practices exceptional work ethics; demonstrates exceptional integrity in all work.

☐ 4 - Practices excellent work ethics; demonstrates integrity in all work.

☐ 3 - Practices good work ethics; demonstrates integrity in all work.

☐ 2 - Usually practices good work ethics; usually demonstrates integrity at work.

☐ 1 - Fails to practice good work ethics; does not demonstrate integrity at work.

Supporting Comments:

Strong work ethic & integrity

8. Leadership Delegation

The manager's effectiveness in managing time, organizing workload, and delegating responsibilities to obtain desired results from his or her subordinates.

☒ 5 - Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.

☐ 4 - Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.

☐ 3 - Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.

☐ 2 - Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.

☐ 1 - Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees

Delegates when appropriate to his team

9. ☐ Leadership Communication

The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.

- ✓ 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.
☐ 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.
☐ 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.
☐ 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.
☐ 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.
☐ N/A – Not applicable.

Supporting Comments:

Motivated staff

10. ☐ Leadership Team Building/Culture

The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.

- ✓ 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.
☐ 4 – Team appears friendly, collaborative, and respectful most of the time.
☐ 3 – Team is able to respectfully work together on tasks when asked.
☐ 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.
☐ 1 – Team complains about and undermines each other. Teammates are disrespectful to each other.
☐ N/A – Not applicable.

Supporting Comments:

The staff are always welcoming & smiling, which is a direct reflection of his leadership

☐

Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

- Goal #1 *Leadership Training course – continuing education to enhance his leadership skills*
- Goal #2 *Networking – continue to develop relationships with other city managers to enhance knowledge and growth*

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)? 5 Explain your rating in the space below.

First year in his role & he's exceeded all expectations.

Part III. Comments

Supervisor comments on performance review:

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

Kyle has acclimated well into his role, this work ethic, organization, attention to detail and leadership are a few of the many attributes that he has.

Employee comments on performance review:

Part IV. Overall Performance Rating

Total points from Part 1: 50 (50 possible)

Total points from Part 2: 5 (5 possible)

Overall Performance Rating

New total points (if applicable): 55 (55 possible)

Divide total points by 11 areas of evaluation: 55 / 11 = 5 Overall

Superior

☐

= 4.0 – 5.0

Performance at this level far exceeds expectation

consistently; accomplishments have a significant impact on the mission/ goal of the organization.

Exceeds

Expectations

☐

= 3.0 – 3.9

Performance consistently meets and frequently exceeds job requirements; well above average.

Meets Expectations

☐

= 2.0 – 2.9

Performance meets job requirements; expected level of performance for employees.

Needs Improvement

☐

= 1.9 or less

Performance does not meet job requirements; immediate and significant improvement is needed.

Employee Signature (Required): _____ Date: _____

Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.

Exempt Performance Review

Employee Name: **Kyle Riefler**

Performance Period: **11-21-2022 to 11-21-2023**

Employee Title: **City Manager**

Supervisor: **City Council**

Part I. Competency Evaluation – How this Employee Achieved Results

Instructions: To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

Competency	Rating/ Comment
1. Quality of Work The degree to which the employee produces accurate, neat, and thorough work.	<input checked="" type="checkbox"/> 5 – Work is of the highest quality. <input type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors. <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations. <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors. <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors. Supporting Comments:
2. Quantity of Work The employee's level of productivity/ output and timeliness of work.	<input type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level. <input checked="" type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level. <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level. <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level. <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level. Supporting Comments:
3. Adaptability / Problem Solving The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.	<input type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise. <input checked="" type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems. <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked. <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement. <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues. Supporting Comments:
4. Initiative The degree to which the employee demonstrates independent action and	<input type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated. <input checked="" type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker.

<p>resourcefulness on the job by developing new methods, offering constructive suggestions and/ or seeking additional work.</p>	<p><input checked="" type="checkbox"/> 3 – Meets basic job requirements for independent action and resourcefulness; acceptable worker.</p> <p><input type="checkbox"/> 2 – Sometimes lacks independent action and resourcefulness required by job; marginal worker.</p> <p><input type="checkbox"/> 1 – Rarely initiates independent action as required by the job.</p> <p>Supporting Comments:</p>
<p>5. Job Knowledge The employee's understanding of job duties and ability to accomplish the job.</p>	<p><input type="checkbox"/> 5 – Has exceptional knowledge and outstanding skills in even the complex aspects of the job.</p> <p><input checked="" type="checkbox"/> 4 – Has better than average knowledge and skills in all aspects of the job.</p> <p><input type="checkbox"/> 3 – Has knowledge and skills to handle job duties.</p> <p><input type="checkbox"/> 2 – Occasionally lacks knowledge or skills to handle job duties.</p> <p><input type="checkbox"/> 1 – Application of knowledge is limited. Required skills are poorly demonstrated.</p> <p>Supporting Comments:</p>
<p>6. Interpersonal Communication Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.</p>	<p><input type="checkbox"/> 5 – Consistently demonstrates excellent communication skills with management and team members.</p> <p><input checked="" type="checkbox"/> 4 – Demonstrates above average communication skills.</p> <p><input type="checkbox"/> 3 – Demonstrates acceptable communication skills.</p> <p><input type="checkbox"/> 2 – Communication skills need improvement.</p> <p><input type="checkbox"/> 1 – Lacks acceptable communication skills.</p> <p>Supporting Comments:</p>
<p>7. Work Ethics and Integrity The employee's proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.</p>	<p><input checked="" type="checkbox"/> 5 – Practices exceptional work ethics; demonstrates exceptional integrity in all work.</p> <p><input type="checkbox"/> 4 – Practices excellent work ethics; demonstrates integrity in all work.</p> <p><input type="checkbox"/> 3 – Practices good work ethics; demonstrates integrity in all work.</p> <p><input type="checkbox"/> 2 – Usually practices good work ethics; usually demonstrates integrity at work.</p> <p><input type="checkbox"/> 1 – Fails to practice good work ethics; does not demonstrate integrity at work.</p> <p>Supporting Comments:</p>
<p>8. Leadership Delegation The manager's effectiveness in managing time, organizing workload, and delegating responsibilities to obtain</p>	<p><input type="checkbox"/> 5 – Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.</p> <p><input checked="" type="checkbox"/> 4 – Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.</p>

<p>desired results from his or her subordinates.</p>	<p><input type="checkbox"/> 3 – Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.</p> <p><input type="checkbox"/> 2 – Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.</p> <p><input type="checkbox"/> 1 – Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p>Supporting Comments:</p>
<p>9. Leadership Communication The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.</p>	<p><input checked="" type="checkbox"/> 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.</p> <p><input type="checkbox"/> 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.</p> <p><input type="checkbox"/> 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.</p> <p><input type="checkbox"/> 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.</p> <p><input type="checkbox"/> 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p>Supporting Comments:</p>
<p>10. Leadership Team Building/Culture The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.</p>	<p><input checked="" type="checkbox"/> 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.</p> <p><input type="checkbox"/> 4 – Team appears friendly, collaborative, and respectful most of the time.</p> <p><input type="checkbox"/> 3 – Team is able to respectfully work together on tasks when asked.</p> <p><input type="checkbox"/> 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.</p> <p><input type="checkbox"/> 1 – Team complains about and undermines each other. Teammates are disrespectful to each other.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p>Supporting Comments:</p>

Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

Goal #1	Continued to work on Leadership program FLC and ICMA Credentialing
Goal #2	Complete Infrastructure Capital Projects Complete Code Review to to include building Code
Goal #3	Focus on a plan for future undergrounding Program for exterior streets and/or Grant Related fund for such

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)?

5

Explain your rating in the space below.

Kyle worked diligently to complete goals presented by Council and will continue to further his education through continuing education and Credentialing programs available for City Managers.

Part III. Comments

Supervisor comments on performance review:

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

Kyle has done a excellent job as City Manager over the Past Year, There were many Changes and Challenges and he has handle his position Professionally and with excellence

Employee comments on performance review:

Part IV. Overall Performance Rating

Total points from **Part 1:** 47 (50 possible)

Total points from **Part 2:** 5 (5 possible)

Overall Performance Rating

New total points (if applicable): 52 (55 possible)

Divide total points by 11 areas of evaluation: 52 / 11 = 4.72 Overall

Superior <input checked="" type="checkbox"/>	= 4.0 – 5.0	Performance at this level far exceeds expectation consistently ; accomplishments have a significant impact on the mission/ goal of the organization.
Exceeds Expectations <input type="checkbox"/>	= 3.0 – 3.9	Performance consistently meets and frequently exceeds job requirements; well above average.
Meets Expectations <input type="checkbox"/>	= 2.0 – 2.9	Performance meets job requirements; expected level of performance for employees.
Needs Improvement <input type="checkbox"/>	= 1.9 or less	Performance does not meet job requirements; immediate and significant improvement is needed.

Supervisor Signature (Required): Jody Shuly

Date: 12/1/23

Employee Signature (Required): _____

Date: _____

Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.

Exempt Performance Review

Employee Name: **Kyle Riefler**

Performance Period: **11-21-2022 to 11-21-2023**

Employee Title: **City Manager**

Supervisor: **City Council**

Part I. Competency Evaluation – How this Employee Achieved Results

Instructions: To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

Competency	Rating/ Comment
1. Quality of Work The degree to which the employee produces accurate, neat, and thorough work.	<input type="checkbox"/> 5 – Work is of the highest quality. <input checked="" type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors. <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations. <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors. <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors. Supporting Comments: <i>KYLE STILL HAS MUCH TO LEARN BUT HAS EXCEEDED MY EXPECTATIONS.</i>
2. Quantity of Work The employee's level of productivity/ output and timeliness of work.	<input type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level. <input checked="" type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level. <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level. <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level. <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level. Supporting Comments: <i>IT WOULD BE EASY TO THINK THAT MANAGING BB IS AN EASY TASK, BUT ITS NOT. LACK OF DEPARTMENTS AND STAFF REQUIRES WEARING MULTIPLE HATS.</i>
3. Adaptability / Problem Solving The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.	<input type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise. <input checked="" type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems. <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked. <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement. <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues. Supporting Comments: <i>KYLE KNOWS HOW THE CITY OPERATES AND ADAPTS EASILY, WHEN REQUIRED,</i>

<p>4. Initiative The degree to which the employee demonstrates independent action and resourcefulness on the job by developing new methods, offering constructive suggestions and/ or seeking additional work.</p>	<p><input type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated. <input checked="" type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker. <input type="checkbox"/> 3 – Meets basic job requirements for independent action and resourcefulness; acceptable worker. <input type="checkbox"/> 2 – Sometimes lacks independent action and resourcefulness required by job; marginal worker. <input type="checkbox"/> 1 – Rarely initiates independent action as required by the job.</p> <p>Supporting Comments: KYLE DOES WHAT WE EXPECT HIM TO DO - MANAGE THE CITY. HE PRESENTS REQUESTS TO THE COUNCIL AND REMOVES ANY NOTION THAT PROBLEMS SHOULD BE CREATED BY THE COUNCIL TO SOLVE.</p>
<p>5. Job Knowledge The employee's understanding of job duties and ability to accomplish the job.</p>	<p><input type="checkbox"/> 5 – Has exceptional knowledge and outstanding skills in even the complex aspects of the job. <input type="checkbox"/> 4 – Has better than average knowledge and skills in all aspects of the job. <input checked="" type="checkbox"/> 3 – Has knowledge and skills to handle job duties. <input type="checkbox"/> 2 – Occasionally lacks knowledge or skills to handle job duties. <input type="checkbox"/> 1 – Application of knowledge is limited. Required skills are poorly demonstrated.</p> <p>Supporting Comments: KYLE IS STILL LEARNING BUT ADAPTS WELL TO NEW CHALLENGES.</p>
<p>6. Interpersonal Communication Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.</p>	<p><input type="checkbox"/> 5 – Consistently demonstrates excellent communication skills with management and team members. <input type="checkbox"/> 4 – Demonstrates above average communication skills. <input type="checkbox"/> 3 – Demonstrates acceptable communication skills. <input checked="" type="checkbox"/> 2 – Communication skills need improvement. <input type="checkbox"/> 1 – Lacks acceptable communication skills.</p> <p>Supporting Comments: PLEASE WORK ON PROMOTING EVENTS AND ASKING FOR VOLUNTEERS AS NEEDED. YOU CONTROL THE MEDIA FOR OUR CITY. FIND CREATIVE WAYS TO GRAB THE CITY'S ATTENTION. ASK FOR HELP AND IDEAS.</p>
<p>7. Work Ethics and Integrity The employee's proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.</p>	<p><input type="checkbox"/> 5 – Practices exceptional work ethics; demonstrates exceptional integrity in all work. <input type="checkbox"/> 4 – Practices excellent work ethics; demonstrates integrity in all work. <input checked="" type="checkbox"/> 3 – Practices good work ethics; demonstrates integrity in all work. <input type="checkbox"/> 2 – Usually practices good work ethics; usually demonstrates integrity at work. <input type="checkbox"/> 1 – Fails to practice good work ethics; does not demonstrate integrity at work.</p> <p>Supporting Comments: KYLE BEGINS EARLY TO PLAN EACH DAY AND IS NOT KNOWN TO BE A TOWN GOSSIP. HE FOCUSES ON HIS JOB AND AVOIDS DRAMA.</p>

<p>8. Leadership Delegation The manager's effectiveness in managing time, organizing workload, and delegating responsibilities to obtain desired results from his or her subordinates.</p>	<p><input type="checkbox"/> 5 – Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.</p> <p><input checked="" type="checkbox"/> 4 – Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.</p> <p><input type="checkbox"/> 3 – Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.</p> <p><input type="checkbox"/> 2 – Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.</p> <p><input type="checkbox"/> 1 – Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p>Supporting Comments: <i>AS EXPECTED. COULD DO MORE WITH MORE HELP.</i></p>
<p>9. Leadership Communication The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.</p>	<p><input type="checkbox"/> 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.</p> <p><input type="checkbox"/> 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.</p> <p><input checked="" type="checkbox"/> 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.</p> <p><input type="checkbox"/> 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.</p> <p><input type="checkbox"/> 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p>Supporting Comments: <i>RELATIONSHIP WITH STAFF AND COUNCIL IS GREAT. I AM UNAWARE OF A LONG-TERM VISION BEYOND OUR STRATEGIC PLAN, BUT SHORT TERM</i></p>
<p>10. Leadership Team Building/Culture The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.</p>	<p><input type="checkbox"/> 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.</p> <p><input checked="" type="checkbox"/> 4 – Team appears friendly, collaborative, and respectful most of the time.</p> <p><input type="checkbox"/> 3 – Team is able to respectfully work together on tasks when asked.</p> <p><input type="checkbox"/> 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.</p> <p><input type="checkbox"/> 1 – Team complains about and undermines each other. Teammates are disrespectful to each other.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p>Supporting Comments: <i>I HAVE NO COMPLAINTS FROM THE TEAM. ALL WORK WELL TOGETHER.</i></p>

Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

Goal #1	STORM WATER PROJECT.
Goal #2	GULF UNDERGROUNDING PROJECT.
Goal #3	IMPROVE COMMUNICATIONS WITH THE CITY.

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)?

5 Explain your rating in the space below.

KYLE COMPLETED REQUIREMENTS SET BY THE COUNCIL.
I LOOK FORWARD TO KYLE REACHING THE ABOVE
GOALS SET FOR 2024

Part III. Comments

Supervisor comments on performance review:

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

ALTHOUGH KYLE WAS NOT MY FIRST CHOICE FOR CITY MANAGER, I AM HAPPY WITH THE COUNCIL'S DECISION.

Employee comments on performance review:

Part IV. Overall Performance Rating

Total points from **Part 1:** 35 (50 possible) Total points from **Part 2:** 5 (5 possible)

Overall Performance Rating

New total points (if applicable): 40 (55 possible)

Divide total points by 11 areas of evaluation: 40 / 11 = 3.64 Overall

3.64

Superior <input type="checkbox"/>	= 4.0 – 5.0	Performance at this level far exceeds expectation consistently ; accomplishments have a significant impact on the mission/ goal of the organization.
Exceeds Expectations <input checked="" type="checkbox"/>	= 3.0 – 3.9	Performance consistently meets and frequently exceeds job requirements; well above average.
Meets Expectations <input type="checkbox"/>	= 2.0 – 2.9	Performance meets job requirements; expected level of performance for employees.
Needs Improvement <input type="checkbox"/>	= 1.9 or less	Performance does not meet job requirements; immediate and significant improvement is needed.

Supervisor Signature (Required): Dave Gatter

Date: 10/30/2023

Employee Signature (Required): _____

Date: _____

Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.

MEMORANDUM

TO: Mayor and City Council

FROM: Kyle Riefler, City Manager

DATE: February 1, 2024

SUBJECT: Authorization for Sole Source Purchase of a Wapro Wastop 24 Inch Valve for Street and Drainage Improvements Project B23-01

Recommendation:

Authorize the sole source purchase of a Wapro Wastop 24 Inch Valve from Wapro, Inc. for Street and Drainage Improvement Project B23-01 in the amount of \$10,830.00.

History:

The City has been installing Wapro Wastop valves in new drainage projects since 2017. There are currently fourteen valves installed and maintained at drainage outfalls within the City. The Wastop model continues to be the recommended valve and maintains continuity.

Background:

Project B23-01 includes the installation of a Wapro Wastop 24 Inch Valve at the Bayside Park drainage swale to prevent the back flow of tidal waters. Placement of the check valve will reduce the street flooding occurrences on Cedar Drive and Spruce Drive.

Attachments:

1. Wapro Estimate# EST-5621.
2. Wapro Sole Source Letter.



Estimate

Estimate# EST-5621

Bill To
City of Belleair Beach
,
United States of America

Ship To
City of Belleair Beach
444 Causeway Boulevard
Belleair Beach 33786 FL
U.S.A

Estimate Date : December 24, 2023
Expiry Date : February 29, 2024
Reference# : RFQ: Kyle Riefler
Sales person : Richard Neal
Project State : Florida

Subject :
24" Wastop Valve

Accepted By

Accepted Date

#	Model	Qty	Rate	Amount
1	WS590-S2-316 WaStop NPS 24" S Ser. SS316 Soft	1	10,530.00	10,530.00
2	Shipping Charges	1	300.00	300.00
Items in Total 2		Sub Total		10,830.00
			Total	\$10,830.00

Notes

Thank you for your inquiry. Looking forward to working with you.

Terms & Conditions

Estimated shipping cost provided upon request, actual shipping will be prepaid and added to your invoice.
Shipping from Doral, FL 33172, please allow 7 to 10 days for delivery.
Please include applicable sales tax or provide your tax exempt certificate number with your purchase order.



WAPRO USA
150 N Michigan Ave. #1959
Chicago, IL 60601
PH: 888-927-8677
Date: 12-24-2023
From: Richard Neal SE Regional Sales Manager

Attention: Kyle Riefler
City Manager
City of Belleair Beach, FL

Reference: Manufacture of WASTOP Valves

WAPRO is the sole manufacture of the WASTOP Backflow Prevention Valve line. As the sole manufacture of this patent protected product line we take great pride in the quality, research, design and distribution. In the State of Florida your direct representative for sales, warranty issues and technical information is Richard Neal. Pricing, warranty and delivery is controlled by WAPRO USA, main office in Chicago IL.

Thank you for inquiring and requesting information on this and all WAPRO products. We look forward to working with the City of Belleair Beach today and in the future.

Thank you,
Richard Neal Regional Sales Manager
WAPRO USA
PH: 407 398 9868
EM: Richard.Neal@wapro.com

MEMORANDUM

TO: Mayor and City Council

FROM: Kyle Riefler, City Manager

DATE: February 1, 2024

SUBJECT: Authorization to Purchase an Exmark Lazer Z E 48" Mower.

Recommendation:

Authorize the City Manager to purchase an Exmark Lazer Z E 48 Inch mower quoted off of State Term Contract from Choo Choo Lawn Equipment, Inc. in the amount of \$10,852.04.

History:

The new mower will replace the 2012 Toro Z Master 48 Inch mower per the FY 2024 Capital Improvement Plan. Manager will send the old mower to auction.

Background:

State Contract No. 25101900-21-STC provides for a 20% discount off MSRP. Funding is available in the FY 2023-24 Capital Projects Budget.

Attachments:

1. Quote from Choo Choo Lawn Equipment.
2. State Contract No. 25101900-21-STC Product Sheet.



3206 SYDNEY RD.
PLANT CITY, FL 33566
Main: 813-659-1718
Fax: 813-659-9362

Printed On : 01/29/2024 12:59:12 PM (Sales Rep ::VMS - Contact ID :117739)

Status : **Open**

Invoice # : **389406**

Type : **Major Unit Quote**

Date : **01/29/2024**

Contact ID : **117898**

Tax Exempt # : **85-8012646354C-**

CITY OF BELLEAIR BEACH

KYLE RIEFLER

444 CAUSEWAY BLVD.
BELLEAIR BEACH, Florida 33786
UNITED STATES
lynn.rives@citybelleairbeach.com
727-631-7322 Ext.KYLE - Mobile
727-593-1409 - Fax
727-595-4646 - Work

Selected Units for Sale

N/U	Year	Make	Model	Unit Type	VIN/Serial	MSRP	Sale Price	DOC Fees	Off'l Fees	Prot. Pkg
	N/A	EXMAR	Lazer Z E 48"	Zero Turn		\$12,999.00	\$10,399.00	\$0.00	\$0.00	\$0.00
		K	LZE651CKA484A							
			2 Lazer Z E-							
			Series 20.5 HP*							
			Kaw FX651V							
			w/48" UltraCut							
			Series 4 Deck,							
			Susp Seat &							
			Narrow Semi-							
			Pneum							

Item Number	Description	Qty Req	Qty Del	Item Price	Total Discount	Ext. Price
MK486	KIT,MULCH 486	1	0	\$532.99	\$79.95	\$453.04
Total Parts Requested : 1 Total Parts Delivered : 0						

Invoice Notes

STATE CONTRACT# 25101900-21-STV
PO MADE TO CHOO CHOO LAWN EQUIP

Disclaimer

*** DUE TO CONSTANT UPDATES IN PRICING FROM OUR MANUFACTURERS, PRICING QUOTED ON THIS QUOTE IS ONLY GUARANTEED FOR 30 DAYS FROM THE DATE OF THIS QUOTE. ***

Other Charges

Item Total	+	\$532.99
Parts Discount	-	\$79.95
Total Other Charges=		\$453.04

Special Order(s)

Item Total	+	\$453.04
*** S/O Total	=	\$453.04
** S/O Deposit	=	\$453.04

Totals

Sub Total	+	\$10,399.00
*** Invoice Total	=	\$10,399.00
** S/O Deposit	+	\$453.04
Amount Paid	-	\$0.00
*** Transaction Total	=	\$10,852.04
Balance Due =		\$10,852.04

Deposit Paid \$0.00

Signature _____

Roberts Supply, Inc.

Agriculture and Lawn Equipment

Contract No 25101900-21-STC

Group 8

Sub-Group B - MOWERS, ZERO-TURN RADIUS, COMMERCIAL TYPE, DECK GREATER THAN 44" BUT LESS THAN TO 52"

Manufacturer	Commodity Type	Model	Item Description	Discount
Exmark	Base Equipment	NVS730AKC48000	Navigator 23 HP* Koh EFI ECH730 w/48" CD Deck	20.00%
Exmark	Base Equipment	LZE651CKA484A2	Lazer Z E-Series 20.5 HP* Kaw FX651V w/48" UltraCut Series 4 Deck, Susp Seat & Narrow Semi-Pneum	20.00%
Exmark	Base Equipment	RZS651GKA48CA3	Radius S-Series 20.5 HP* Kaw FX651V w/48" UltraCut Series 3 Deck, Wide Pneum, Susp Seat	20.00%