



**City Council Work Session  
City of Belleair Beach, Florida**

**Monday, September 18, 2023  
Immediately Following  
5:05pm Final Public Budget Hearing**

**PUBLIC MEETING NOTICE  
AMENDED AGENDA**

Call to Order  
Pledge of Allegiance  
Roll Call

1. Review Stormwater Improvement Project Plans – Gemini Engineering & Sciences Inc. (City Manager Riefler)
2. Discussion of Proposed Ballot Measures. (City Attorney Mora)
3. Discussion of F.I.R.E. Ordinance. (City Attorney Mora)
4. Discussion of Action Summary. (City Manager Riefler)
5. Discussion on Proposed Switchgears in Easement at Crossman Park. (City Manager Riefler)
6. Discussion of CivicPlus Website Design & Hosting Solution Proposal. (City Manager Riefler)
7. Discussion of Sandbag Filling Attachment for Tractor. (City Manager Riefler)
8. Discussion on Marina Wait List Policy. (City Manager Riefler)
9. General Business.

**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.

Patricia A. Gentry, City Clerk

**CITY OF BELLEAIR BEACH**  
**SEPTEMBER 18, 2023**  
**PROPOSED BALLOT MEASURES, IF ADOPTED**

**Section 2.01. – Composition and eligibility of city council.**

There shall be a city council of **five** members elected at large by the electors of the city. One member will be elected as mayor and the balance will be elected as city council members.

(a) *Eligibility.* Only persons who have been registered voters in Belleair Beach for the 12 months immediately preceding the first day of qualification for election; who have physically resided in the city for the 12 months immediately preceding the first day of qualification; and who remains as a permanent resident of the city during their term of office, shall be eligible to run for and hold the office of council member. Any person who is deprived of their civil rights through conviction for committing a crime involving a felony or moral turpitude shall not be qualified to hold office.

**Section 2.02 – Election and terms.**

(a) Council members shall be elected in the manner provided for in this Charter. **Commencing with the regular election held in 2024**, the offices of those council members whose terms begin in **2024**, shall thereafter be for a term of **four** years. The positions of those council members whose terms begin **with the regular election held in 2025**, (including the Mayor), shall be for a term of **four years**. The term for all subsequent elections shall be **four** years. Elections shall be held thereafter in those years when incumbents' terms expire. The council members shall begin their terms in accordance with section 2.07 of the Charter. **Individual** council members, including the mayor, shall be prohibited from holding office for more than **three** consecutive terms.

(b) **Beginning in 2025, the council shall transition to a five-member council, including the position of the mayor. During the 2025 regular election cycle, the city shall elect the mayor and only one at-large city council position. Thereafter, the at-large city council positions, including the position of mayor, shall remain subject to the election schedule otherwise compelled by the expiration of their terms of office as otherwise established in this Charter, or as vacancies may require.**

(c) No election shall be required to be held if the number of vacancies to be filled at the election is equal to or greater than the number of duly qualified candidates for city council or mayor.

## **Section 2.04 – Mayor**

(a) *Election.* The mayor shall be elected for a **four-year** term, as set forth in section 2.02(a) of this Charter.

(b) *Duties.* The mayor shall preside at meetings of the council and shall be recognized as head of the city government for service of process and ceremonial matters.

(c) *Absences.* The vice-mayor shall act as mayor during the absence or disability of the mayor and if a vacancy occurs or exists in the office of mayor. The vice-mayor shall become mayor for the completion of the unexpired term of the former mayor. In the temporary absence of the mayor and vice-mayor the remaining council members shall select a mayor pro tempore. In the event of a permanent vacancy in the office of mayor and vice-mayor, the council shall select a mayor and vice-mayor from the remaining members of the council to serve in that capacity until the next election.

## **Section 2.07. – City council meetings.**

(a) *Organizational meeting.* The first meeting of each newly elected council for induction into office shall be held on the Monday following certification of the election by the Supervisor of Elections.

(b) *Time and place.* The council shall meet regularly at least once a month at such times and places as the council may prescribe by resolution. Special meetings of the city council may be held at the call of the presiding officer, or at the request of a majority of the council members; and, whenever practicable, shall provide for not less than 24 hours notice to each member of the council and the public.

(c) *Quorum.* Except as provided in subsection 2.06(c), a majority of the council shall constitute a quorum. No action of the council shall be valid unless adopted by the affirmative vote of **a majority of** the council.

(d) *Voting.* Voting on ordinances and resolutions shall be by roll call and recorded by the city clerk in the official minutes of the meeting.

**Section 5.05. – Schedule and notice of elections.**

(a) *Regular.* The election of three council members for a term of **four** years shall be held in **2024**, and every **four** years thereafter. The election of **the remaining** council members and the mayor for a term of **four** years shall be held in **2025**, and every **four** years thereafter. If there is a tie vote for winner of a seat, the council shall make provision at a special meeting to determine the winner by drawing lots. The regular annual election shall be held **on the Tuesday next after the first Monday in November, each year**, unless the council by ordinance declares a different date.

(b) *Special.* Special municipal elections shall be held in the same manner as the regular annual elections. The city council, by resolution, shall fix the qualifying period and the date of a special election.

(c) *Public notice.* All elections held pursuant to this Charter shall have at least thirty days notice of election or referendum by publications in a local newspaper of general circulation as defined by F.S. ch. 50 of Florida Statutes. The publication shall be made at least twice, once in the fifth week prior to the week in which the election or referendum is to be held.

**CITY OF BELLEAIR BEACH  
ORDINANCE NO. 2023-XX  
CHARTER AMENDMENT NO. 2023-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON THE AMENDMENT OF SECTION 2.02 OF THE CHARTER TO INCREASE THE NUMBER OF PERMISSIBLE CONSECUTIVE TERMS FOR CITY COUNCIL MEMBERS FROM TWO TERMS TO THREE TERMS; IDENTIFYING THE ISSUE TO APPEAR ON SAID BALLOT; PROVIDING FOR RENUMBERING; PROVIDING FOR THE ADOPTION OF BALLOT LANGUAGE BY RESOLUTION; PROVIDING FOR PUBLICATION IN ACCORDANCE WITH THE LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Belleair Beach Charter, Section 2.02 (a) presently limits members of the City Council to two (2) consecutive terms; and

**WHEREAS**, the City Council of Belleair Beach finds that adding an additional permissible elected term would give its elected officials the means to better serve the interests of the public's health, safety, and welfare and effectively engage in interlocal activities and associations;

**WHEREAS**, the City Council desires to adopt this Ordinance proposing a ballot measure to the electorate to amend the City Charter to increase the number of permissible consecutive terms for its councilmembers from two (2) consecutive terms to three (3) consecutive terms.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BELLEAIR BEACH** as follows:

**Section 1.** That an amendment to Section 2.02 of the City's Charter be proposed to the electors of the City of Belleair Beach at a referendum election to be held on March 19, 2023, said Section 2.02 of the Charter to read, as amended, as follows:

**Section 2.02 – Election and terms.**

(a) Council members shall be elected in the manner provided for in this Charter. The offices of those council members whose terms begin in 2012 shall thereafter be for a term of three years commencing in 2012 and expiring in 2015. The positions of those council members (including the Mayor) whose terms begin in 2013 shall thereafter be for a term of three years commencing in 2013 and expiring in 2016. The term for all subsequent elections shall be three years. Elections shall be held thereafter in those years when incumbents' terms expire. The council members shall begin their terms in accordance with section 2.07 of the Charter. **Commencing with the offices of those council members whose terms begin in 2021.**

**Individual** council members, including the mayor, shall be prohibited from holding office for more than **two three** consecutive terms.

(b) No election shall be required to be held if the number of vacancies to be filled at the election is equal to or greater than the number of duly qualified candidates for city council or mayor.

**Section 2.** The City Council shall separately adopt a Resolution setting forth the proposed ballot statement and ballot summary, in a manner that confirms with applicable state law.

**Section 3.** The City Clerk is hereby directed to notify the Pinellas County Supervisor of Elections that the referendum item provided in this Ordinance and the corresponding Resolution shall be considered on the same ballot as the election to be held on March 19, 2023.

**Section 4.** This Ordinance shall be published in accordance with the law.

**Section 5.** This Ordinance shall take effect immediately upon its passage and adoption. The referendum measure shall take effect only upon the approval of a majority of the City electors voting at the referendum election voting on this issue.

**ADOPTED ON FIRST READING** by the City Council of the City of Belleair Beach, Florida, held on the \_\_\_\_ day of October, 2023.

**PUBLISHED THE** \_\_\_\_ day of \_\_\_\_\_, 2023.

**PASSED AND ADOPTED ON SECOND READING AND PUBLIC HEARING** this \_\_\_\_ day of November, 2023.

ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney

**CITY OF BELLEAIR BEACH  
RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY OF BELLEAIR BEACH, FLORIDA, CALLING FOR A SPECIAL ELECTION OF THE CITY ELECTORS TO BE HELD ON MARCH 19, 2023, FOR THE PURPOSE OF SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON AN AMENDMENT TO THE CHARTER OF THE CITY OF BELLEAIR BEACH TO PROPOSE INCREASING THE NUMBER OF PERMISSIBLE CONSECUTIVE TERMS FOR A CITY COUNCIL MEMBER FROM TWO TERMS TO THREE; AUTHORIZING THE PINELLAS COUNTY SUPERVISOR OF ELECTIONS TO APPOINT POLL WORKERS; AUTHORIZING THE ASSIGNMENT OF POLLING PLACE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to City of Belleair Beach Charter Section 9.01, the City Council, by ordinance, may submit to the electors a proposed Charter amendment to any part of the Charter; and

**WHEREAS**, the City Council of the City of Belleair Beach passed an Ordinance proposing a referendum question to the City's electors, proposing an amendment to the City's Charter increasing the number of permissible consecutive terms for City council members from two (2) terms, to three (3) terms; and

**WHEREAS**, the City of Belleair Beach has requested assistance from the Pinellas County Supervisor of Elections in conducting the election to be held on March 19, 2023; and

**WHEREAS**, the Pinellas County Supervisor of Elections has agreed to provide such assistance to the City, subject to conditions, considerations, and agreements; and

**WHEREAS**, Section 102.131, Florida Statutes, sets forth the duties of the Pinellas County Canvassing Board; and

**WHEREAS**, the Countywide election must be conducted in accordance with the provisions of the State Election Board, any decisions regarding election protests and/or automatic recounts or requests for recounts of the vote in the municipal election shall be determined by Pinellas County Canvassing Board under the provisions of said Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, that:**

**Section 1.** A special election shall be held in the City of Belleair Beach, Florida, on Tuesday, March 19, 2023, for the purpose of submitting to the City electors the following referendum question an on amendment to the City of Belleair Beach, Florida, Charter

**CHARTER AMENDMENT NO. 1  
REFERENDUM INCREASING LIMIT ON CONSECUTIVE TERMS**

Shall the City amend the Charter to prohibit council members from serving more than three (3) consecutive terms, as opposed to the existing limitation prohibiting a councilmember from serving more than two (2) consecutive terms?

YES \_\_\_ to amend the Charter provision

NO \_\_\_ to retain the existing Charter provision

**Section 2.** The polling place for such election shall be \_\_\_\_\_, and the polls shall be open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**Section 3.** Said election shall be held in accordance with the provisions of the City of Belleair Beach Charter and ordinances passed thereunder and the General Election Laws of the State of Florida pertaining to municipal elections.

**Section 4.** The Pinellas County Canvassing Board is hereby designated as the City of Belleair Beach's Canvassing Board.

**Section 5.** After the inspectors and clerk of the election have completed their duties, it shall be the duty of Pinellas County Canvassing Board to canvass the votes for the election as shown by the returns; and certify and count the absentee ballots; and in no case, shall the Canvassing Board change or vary in anyway the number of votes cast for the issue election, as shown by the returns of the inspectors and clerk of the election.

**Section 6.** All ordinances or parts of ordinances in conflict herewith to the extent that such conflicts exist are hereby repealed.

**Section 7.** In the event that any section, paragraph, sentence, clause or phrase of this Resolution shall be declared unconstitutional or unenforceable by a valid judgement or decree of a court of competent jurisdiction, such unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance.

**Section 8.** This Resolution shall be in full force and effect from and after its adoption in the manner provided by law.

**Section 9.** This Resolution shall become effective immediately upon its adoption.

ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney

**CITY OF BELLEAIR BEACH  
ORDINANCE NO. 2023-XX  
CHARTER AMENDMENT NO. 2023-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON THE AMENDMENT OF SECTIONS 2.01, 2.02, AND 2.07 OF THE CHARTER TO REDUCE THE NUMBER OF AT-LARGE MEMBERS ON THE CITY COUNCIL, INCLUDING THE MAYOR, FROM SEVEN MEMBERS TO FIVE MEMBERS, TO PROVIDE THE PROCESS FOR TRANSITIONING TO FIVE MEMBERS, AND TO ADJUST THE CORRESPONDING VOTING REQUIREMENTS FOR OFFICIAL ACTION OF A FIVE-MEMBER COUNCIL; IDENTIFYING THE ISSUE TO APPEAR ON SAID BALLOT; PROVIDING FOR RENUMBERING; PROVIDING FOR THE ADOPTION OF BALLOT LANGUAGE BY RESOLUTION; PROVIDING FOR PUBLICATION IN ACCORDANCE WITH THE LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Belleair Beach Charter, Section 2.01 (a) presently provides for the existence of a city council of seven members, elected at large by the electors of the city; and

**WHEREAS**, the City of Belleair Beach Charter, Section 2.07 (c) presently provides that a majority of the council shall constitute a quorum and that no action of the council shall be valid unless adopted by the affirmative vote of at least four (4) members of the council; and

**WHEREAS**, the City Council of Belleair Beach finds that a seven-member council is disproportionately large based on its geographical boundaries and number of registered electors; and

**WHEREAS**, the City Council desires to adopt this Ordinance proposing a ballot measure to the electorate to amend the City Charter to amend the City Charter to reduce the composition of the City Council from seven members to five members, with matters approved by a majority vote of the Council.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BELLEAIR BEACH** as follows:

**Section 1.** That an amendment to Sections 2.01 and 2.07 of the City’s Charter be proposed to the electors of the City of Belleair Beach at a referendum election to be held on March 19, 2023, said sections of the Charter to read, as amended, as follows:

**Section 2.01. – Composition and eligibility of city council.**

There shall be a city council of **seven five** members elected at large by the electors of the city. One member will be elected as mayor and the balance will be elected as city council members.

(a) *Eligibility.* Only persons who have been registered voters in Belleair Beach for the 12 months immediately preceding the first day of qualification for election; who have physically resided in the city for the 12 months immediately preceding the first day of qualification; and who remains as a permanent resident of the city during their term of office, shall be eligible to run for and hold the office of council member. Any person who is deprived of their civil rights through conviction for committing a crime involving a felony or moral turpitude shall not be qualified to hold office.

**Section 2.02 – Election and terms.**

(a) Council members shall be elected in the manner provided for in this Charter. The offices of those council members whose terms begin in 2012 shall thereafter be for a term of three years commencing in 2012 and expiring in 2015. The positions of those council members (including the Mayor) whose terms begin in 2013 shall thereafter be for a term of three years commencing in 2013 and expiring in 2016. The term for all subsequent elections shall be three years. Elections shall be held thereafter in those years when incumbents' terms expire. The council members shall begin their terms in accordance with section 2.07 of the Charter. Commencing with the offices of those council members whose terms begin in 2021, individual council members, including the mayor, shall be prohibited from holding office for more than two consecutive terms.

**(b) Beginning in 2025, the council shall transition to a five-member council, including the position of the mayor. During the 2025 regular election cycle, the city shall elect the mayor and only one at-large city council position. Thereafter, the at-large city council positions, including the position of mayor, shall remain subject to the election schedule otherwise compelled by the expiration of their term of office as otherwise established in this Charter, or as vacancies may require.**

(c) No election shall be required to be held if the number of vacancies to be filled at the election is equal to or greater than the number of duly qualified candidates for city council or mayor.

**Section 2.07. – City council meetings.**

(a) *Organizational meeting.* The first meeting of each newly elected council for induction into office shall be held on the Monday following certification of the election by the Supervisor of Elections.

(b) *Time and place.* The council shall meet regularly at least once a month at such times and places as the council may prescribe by resolution. Special meetings of the city council may be held at the call of the presiding officer, or at the request of a majority of the council members; and, whenever practicable, shall provide for not less than 24 hours notice to each member of the council and the public.

(c) *Quorum.* Except as provided in subsection 2.06(c), a majority of the council shall constitute a quorum. No action of the council shall be valid unless adopted by the affirmative vote of **at least four members of a majority of** the council.

(d) *Voting.* Voting on ordinances and resolutions shall be by roll call and recorded by the city clerk in the official minutes of the meeting.

**Section 2.** The City Council shall separately adopt a Resolution setting forth the proposed ballot statement and ballot summary, in a manner that confirms with applicable state law.

**Section 3.** The City Clerk is hereby directed to notify the Pinellas County Supervisor of Elections that the referendum item provided in this Ordinance and the corresponding Resolution shall be considered on the same ballot as the election to be held on March 19, 2023.

**Section 4.** This Ordinance shall be published in accordance with the law.

**Section 5.** This Ordinance shall take effect immediately upon its passage and adoption. The referendum measure shall take effect only upon the approval of a majority of the City electors voting at the referendum election voting on this issue.

**ADOPTED ON FIRST READING** by the City Council of Belleair Beach, Florida, held on the \_\_\_\_ day of October, 2023.

**PUBLISHED THE** \_\_\_\_ day of \_\_\_\_\_, 2023.

**PASSED AND ADOPTED ON SECOND READING AND PUBLIC HEARING** this \_\_\_\_ day of November, 2023.

ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney

**CITY OF BELLEAIR BEACH  
RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY OF BELLEAIR BEACH, FLORIDA, CALLING FOR A SPECIAL ELECTION OF THE CITY ELECTORS TO BE HELD ON MARCH 19, 2023, FOR THE PURPOSE OF SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON AN AMENDMENT TO SECTIONS 2.01, 2.02, AND 2.07 OF THE CHARTER OF THE CITY OF BELLEAIR BEACH TO PROPOSE REDUCING THE NUMBER OF COUNCILMEMBERS ON THE CITY COUNCIL FROM SEVEN MEMBERS TO FIVE MEMBERS; AUTHORIZING THE PINELLAS COUNTY SUPERVISOR OF ELECTIONS TO APPOINT POLL WORKERS; AUTHORIZING THE ASSIGNMENT OF POLLING PLACE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to City of Belleair Beach Charter Section 9.01, the City Council, by ordinance, may submit to the electors a proposed Charter amendment to any part of the Charter; and

**WHEREAS**, the City Council of the City of Belleair Beach passed an Ordinance proposing a referendum question to the City's electors amending the City's Charter to reduce the number of members on the City Council from seven (7) council members, to five (5) council members; and

**WHEREAS**, the City of Belleair Beach has requested assistance from the Pinellas County Supervisor of Elections in conducting the election to be held on March 19, 2023; and

**WHEREAS**, the Pinellas County Supervisor of Elections has agreed to provide such assistance to the City, subject to conditions, considerations, and agreements; and

**WHEREAS**, Section 102.131, Florida Statutes, sets forth the duties of the Pinellas County Canvassing Board; and

**WHEREAS**, the Countywide election must be conducted in accordance with the provisions of the State Election Board, any decisions regarding election protests and/or automatic recounts or requests for recounts of the vote in the municipal election shall be determined by Pinellas County Canvassing Board under the provisions of said Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, that:**

**Section 1.** A special election shall be held in the City of Belleair Beach, Florida, on Tuesday, March 19, 2023, for the purpose of submitting to the City electors the following referendum question an on amendment to the City of Belleair Beach, Florida, Charter

**CHARTER AMENDMENT NO. 2  
REDUCING THE CITY COUNCIL TO  
FIVE MEMBERS FROM SEVEN MEMBERS**

Shall the City amend the Charter to provide for a city council composed of five (5) at-large council members, including the mayor, as opposed to the existing language providing for a city council composed of seven (7) at-large city council members, including the mayor, and adjust the corresponding voting requirements for the council to take action?

YES     to amend the Charter provisions

NO      to retain the existing Charter provisions

**Section 2.** The polling place for such election shall be \_\_\_\_\_, and the polls shall be open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**Section 3.** Said election shall be held in accordance with the provisions of the City of Belleair Beach Charter and ordinances passed thereunder and the General Election Laws of the State of Florida pertaining to municipal elections.

**Section 4.** The Pinellas County Canvassing Board is hereby designated as the City of Belleair Beach's Canvassing Board.

**Section 5.** After the inspectors and clerk of the election have completed their duties, it shall be the duty of Pinellas County Canvassing Board to canvass the votes for the election as shown by the returns; and certify and count the absentee ballots; and in no case, shall the Canvassing Board change or vary in anyway the number of votes cast for the issue election, as shown by the returns of the inspectors and clerk of the election.

**Section 6.** All ordinances or parts of ordinances in conflict herewith to the extent that such conflicts exist are hereby repealed.

**Section 7.** In the event that any section, paragraph, sentence, clause or phrase of this Resolution shall be declared unconstitutional or unenforceable by a valid judgement or decree of a court of competent jurisdiction, such unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance.

**Section 8.** This Resolution shall be in full force and effect from and after its adoption in the manner provided by law.

**Section 9.** This Resolution shall become effective immediately upon its adoption.

ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney

**CITY OF BELLEAIR BEACH  
ORDINANCE NO. 2023-XX  
CHARTER AMENDMENT NO. 2023-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON THE AMENDMENT OF SECTIONS 2.02, 2.04, AND 5.05 OF THE CHARTER TO INCREASE THE TERM OF OFFICE FOR INDIVIDUAL COUNCILMEMBERS, INCLUDING THE MAYOR, FROM THREE YEARS TO FOUR YEARS, AND TO PROVIDE THE PROCESS FOR TRANSITIONING TO FIVE MEMBERS; IDENTIFYING THE ISSUE TO APPEAR ON SAID BALLOT; PROVIDING FOR THE ADOPTION OF BALLOT LANGUAGE BY RESOLUTION; PROVIDING FOR PUBLICATION IN ACCORDANCE WITH THE LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Belleair Beach Charter, Section 2.01 (a) presently provides for the existence of a city council of seven members, elected at large by the electors of the city; and

**WHEREAS**, the City of Belleair Beach Charter, Section 2.07 (c) presently provides that a majority of the council shall constitute a quorum and that no action of the council shall be valid unless adopted by the affirmative vote of at least four (4) members of the council; and

**WHEREAS**, the City Council of Belleair Beach finds that a seven-member council is disproportionately large based on the City's geographical boundaries and number of registered electors; and

**WHEREAS**, the City Council desires to adopt this Ordinance proposing a ballot measure to the electorate to amend the City Charter to amend the City Charter to reduce the composition of the City Council from seven members to five members, with matters approved by a majority vote of the Council.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BELLEAIR BEACH** as follows:

**Section 1.** That an amendment to Sections 2.01 and 2.07 of the City’s Charter be proposed to the electors of the City of Belleair Beach at a referendum election to be held on March 19, 2023, said sections of the Charter to read, as amended, as follows:

**Section 2.02 – Election and terms.**

(a) Council members shall be elected in the manner provided for in this Charter. ~~Commencing with the regular election held in 2024,~~ the offices of those council members whose terms begin in ~~2012 2024,~~ shall thereafter be for a term of ~~three~~ ~~four~~ years ~~commencing in 2012 and expiring in 2015.~~ The positions of those council members whose terms begin ~~with the regular election held~~ in ~~2013 2025,~~ ~~(including the Mayor),~~ ~~whose terms begin in 2013~~ shall ~~beginning in 2025 and thereafter~~ be for a term of ~~three~~ ~~four~~-years ~~commencing in 2013 and expiring in 2016.~~ The term for all subsequent elections shall be ~~three~~ ~~four~~ years. Elections shall be held thereafter in those years when incumbents' terms expire. The council members shall begin their terms in accordance with section 2.07 of the Charter. Commencing with the offices of those council members whose terms begin in 2021, individual council members, including the mayor, shall be prohibited from holding office for more than two consecutive terms.

(b) No election shall be required to be held if the number of vacancies to be filled at the election is equal to or greater than the number of duly qualified candidates for city council or mayor.

**Section 2.04. - Mayor**

(a) *Election.* The mayor shall be elected for a ~~three-year~~ ~~four-year~~ term, as set forth in section 2.02(a) of this Charter.

(b) *Duties.* The mayor shall preside at meetings of the council and shall be recognized as head of the city government for service of process and ceremonial matters.

(c) *Absences.* The vice-mayor shall act as mayor during the absence or disability of the mayor and if a vacancy occurs or exists in the office of mayor. The vice-mayor shall become mayor for the completion of the unexpired term of the former mayor. In the temporary absence of the mayor and vice-mayor the remaining council members shall select a mayor pro tempore. In the event of a permanent vacancy in the office of mayor and vice-mayor, the council shall select a mayor and vice-mayor from the remaining members of the council to serve in that capacity until the next election.

**Section 5.05. – Schedule and notice of elections.**

(a) *Regular.* The election of three council members for a term of **three four** years shall be held in **2012 2024**, and every **three four** years thereafter. The election of **three the remaining** council members and the mayor for a term of **three four** years shall be held in **2013 2025**, and every **three four** years thereafter. If there is a tie vote for winner of a seat, the council shall make provision at a special meeting to determine the winner by drawing lots. The regular annual election shall be held on the second Tuesday in the month of March, unless the council by ordinance declares a different date.

(b) *Special.* Special municipal elections shall be held in the same manner as the regular annual elections. The city council, by resolution, shall fix the qualifying period and the date of a special election.

(c) *Public notice.* All elections held pursuant to this Charter shall have at least thirty days notice of election or referendum by publications in a local newspaper of general circulation as defined by F.S. ch. 50 of Florida Statutes. The publication shall be made at least twice, once in the fifth week prior to the week in which the election or referendum is to be held.

**Section 2.** The City Council shall separately adopt a Resolution setting forth the proposed ballot statement and ballot summary, in a manner that confirms with applicable state law.

**Section 3.** The City Clerk is hereby directed to notify the Pinellas County Supervisor of Elections that the referendum item provided in this Ordinance and the corresponding Resolution shall be considered on the same ballot as the election to be held on March 19, 2023.

**Section 4.** This Ordinance shall be published in accordance with the law.

**Section 5.** This Ordinance shall take effect immediately upon its passage and adoption. The referendum measure shall take effect only upon the approval of a majority of the City electors voting at the referendum election voting on this issue.

**ADOPTED ON FIRST READING** by the City Council of Belleair Beach, Florida, held on the \_\_\_\_ day of October, 2023.

**PUBLISHED THE** \_\_\_\_ day of \_\_\_\_\_, 2023.

**PASSED AND ADOPTED ON SECOND READING AND PUBLIC HEARING** this \_\_\_\_ day of November, 2023.

ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney

**CITY OF BELLEAIR BEACH  
RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY OF BELLEAIR BEACH, FLORIDA, CALLING FOR A SPECIAL ELECTION OF THE CITY ELECTORS TO BE HELD ON MARCH 19, 2023, FOR THE PURPOSE OF SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON AN AMENDMENT TO THE CHARTER OF THE CITY OF BELLEAIR BEACH TO PROPOSE INCREASING THE TERM OF OFFICE FOR CITY COUNCILMEMBERS FROM THREE YEARS TO FOUR YEARS; AUTHORIZING THE PINELLAS COUNTY SUPERVISOR OF ELECTIONS TO APPOINT POLL WORKERS; AUTHORIZING THE ASSIGNMENT OF POLLING PLACE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to City of Belleair Beach Charter Section 9.01, the City Council, by ordinance, may submit to the electors a proposed Charter amendment to any part of the Charter; and

**WHEREAS**, the City Council of the City of Belleair Beach passed an Ordinance proposing a referendum question to the City's electors amending the City's Charter to increase the term for councilmembers, including the mayor, from a three-year term of office to four years; and

**WHEREAS**, the City of Belleair Beach has requested assistance from the Pinellas County Supervisor of Elections in conducting the election to be held on March 19, 2023; and

**WHEREAS**, the Pinellas County Supervisor of Elections has agreed to provide such assistance to the City, subject to conditions, considerations, and agreements; and

**WHEREAS**, Section 102.131, Florida Statutes, sets forth the duties of the Pinellas County Canvassing Board; and

**WHEREAS**, the Countywide election must be conducted in accordance with the provisions of the State Election Board, any decisions regarding election protests and/or automatic recounts or requests for recounts of the vote in the municipal election shall be determined by Pinellas County Canvassing Board under the provisions of said Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, that:**

**Section 1.** A special election shall be held in the City of Belleair Beach, Florida, on Tuesday, March 19, 2023, for the purpose of submitting to the City electors the following referendum question an on amendment to the City of Belleair Beach, Florida, Charter

**CHARTER AMENDMENT NO. 3  
INCREASING TERM OF OFFICE FROM  
THREE YEARS TO FOUR YEARS**

Shall the City amend the Charter to provide that each individual term of office for city council members, including the mayor, shall be for four (4) years, as opposed to the existing three (3) year term, beginning with the officials elected in 2024?

YES \_\_\_ to amend the Charter provision

NO \_\_\_ to retain the existing Charter provision

**Section 2.** The polling place for such election shall be \_\_\_\_\_, and the polls shall be open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**Section 3.** Said election shall be held in accordance with the provisions of the City of Belleair Beach Charter and ordinances passed thereunder and the General Election Laws of the State of Florida pertaining to municipal elections.

**Section 4.** The Pinellas County Canvassing Board is hereby designated as the City of Belleair Beach's Canvassing Board.

**Section 5.** After the inspectors and clerk of the election have completed their duties, it shall be the duty of Pinellas County Canvassing Board to canvass the votes for the election as shown by the returns; and certify and count the absentee ballots; and in no case, shall the Canvassing Board change or vary in anyway the number of votes cast for the issue election, as shown by the returns of the inspectors and clerk of the election.

**Section 6.** All ordinances or parts of ordinances in conflict herewith to the extent that such conflicts exist are hereby repealed.

**Section 7.** In the event that any section, paragraph, sentence, clause or phrase of this Resolution shall be declared unconstitutional or unenforceable by a valid judgement or decree of a court of competent jurisdiction, such unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance.

**Section 8.** This Resolution shall be in full force and effect from and after its adoption in the manner provided by law.

**Section 9.** This Resolution shall become effective immediately upon its adoption.

ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney

**CITY OF BELLEAIR BEACH  
ORDINANCE NO. 2023-XX  
CHARTER AMENDMENT NO. 2023-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON THE AMENDMENT OF SECTION 5.05 OF THE CHARTER TO ADJUST THE REGULAR ELECTION CYCLE FROM MARCH TO NOVEMBER OF EACH YEAR; IDENTIFYING THE ISSUE TO APPEAR ON SAID BALLOT; PROVIDING FOR THE ADOPTION OF BALLOT LANGUAGE BY RESOLUTION; PROVIDING FOR PUBLICATION IN ACCORDANCE WITH THE LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Belleair Beach Charter, Section 5.05 (a), provides that the regular annual election shall be held on the second Tuesday in the month of March, unless the council by ordinance declares a different date; and

**WHEREAS**, generally speaking national elections for Congress and the Presidency are typically held in November of each year; and

**WHEREAS**, the City Council of Belleair Beach finds that the City has the capacity to limit the costs associated with its elections and increase vote-participation by aligning its regular local elections with the national election cycle; and

**WHEREAS**, the City Council desires to adopt this Ordinance proposing a ballot measure to the electorate to amend the City Charter to adjust the annual election cycle from March to November, each year.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BELLEAIR BEACH** as follows:

**Section 1.** That an amendment to Section 5.05 of the City’s Charter be proposed to the electors of the City of Belleair Beach at a referendum election to be held on March 19, 2023, said sections of the Charter to read, as amended, as follows:

**Section 5.05. – Schedule and notice of elections.**

(a) *Regular.* The election of three council members for a term of three years shall be held in 2012, and every three years thereafter. The election of three council members and the mayor for a term of three years shall be held in 2013, and every three years thereafter. If there is a tie vote for winner of a seat, the council shall make provision at a special meeting to determine the winner by drawing lots. The regular annual election shall be held ~~on the second Tuesday in the month of March, on the Tuesday next after the first Monday in November, each year,~~ unless the council by ordinance declares a different date.

(b) *Special.* Special municipal elections shall be held in the same manner as the regular annual elections. The city council, by resolution, shall fix the qualifying period and the date of a special election.

(c) *Public notice.* All elections held pursuant to this Charter shall have at least thirty days notice of election or referendum by publications in a local newspaper of general circulation as defined by F.S. ch. 50 of Florida Statutes. The publication shall be made at least twice, once in the fifth week prior to the week in which the election or referendum is to be held.

**Section 2.** The City Council shall separately adopt a Resolution setting forth the proposed ballot statement and ballot summary, in a manner that confirms with applicable state law.

**Section 3.** The City Clerk is hereby directed to notify the Pinellas County Supervisor of Elections that the referendum item provided in this Ordinance and the corresponding Resolution shall be considered on the same ballot as the election to be held on March 19, 2023.

**Section 4.** This Ordinance shall be published in accordance with the law.

**Section 5.** This Ordinance shall take effect immediately upon its passage and adoption. The referendum measure shall take effect only upon the approval of a majority of the City electors voting at the referendum election voting on this issue.

**ADOPTED ON FIRST READING** by the City Council of Belleair Beach, Florida, held on the \_\_\_ day of October, 2023.

**PUBLISHED THE** \_\_\_ day of \_\_\_\_\_, 2023.

**PASSED AND ADOPTED ON SECOND READING AND PUBLIC HEARING** this \_\_\_ day of November, 2023.

**Commented [RM1]:** Ref 2 USC s. 7  
The Tuesday next after the 1st Monday in November, in every even numbered year, is established as the day for the election, in each of the States and Territories of the United States, of Representatives and Delegates to the Congress commencing on the 3d day of January next thereafter.

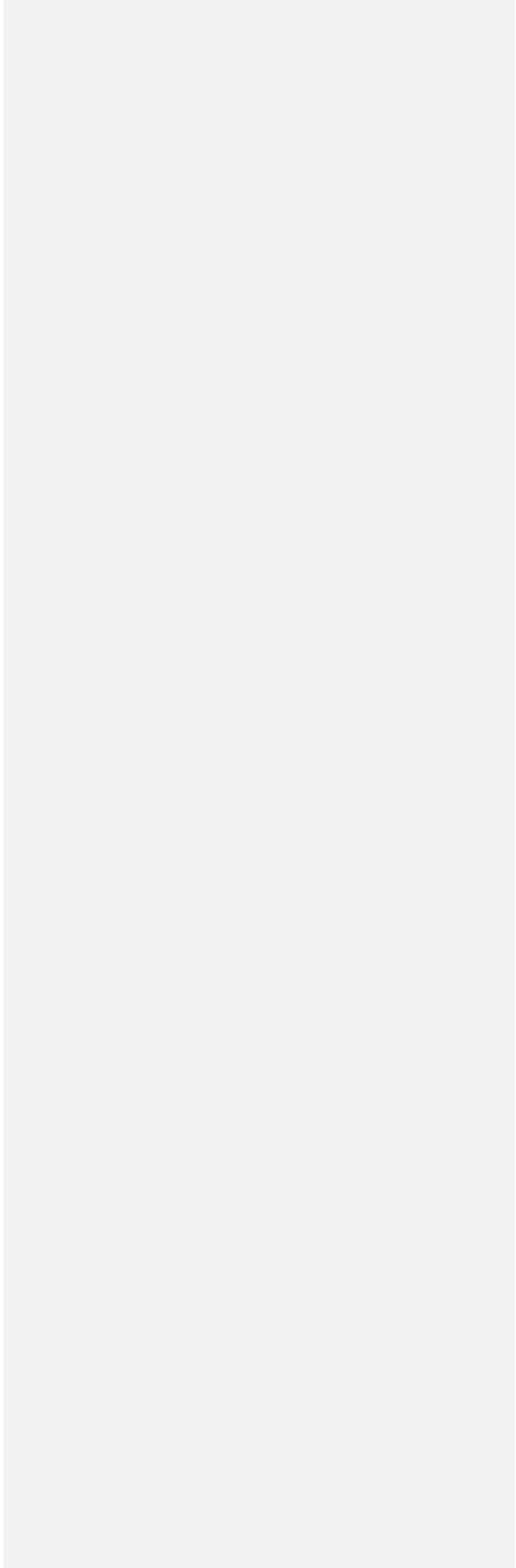
ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney



**CITY OF BELLEAIR BEACH  
RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY OF BELLEAIR BEACH, FLORIDA, CALLING FOR A SPECIAL ELECTION OF THE CITY ELECTORS TO BE HELD ON MARCH 19, 2023, FOR THE PURPOSE OF SUBMITTING TO THE CITY ELECTORS A REFERENDUM QUESTION ON AN AMENDMENT TO THE CHARTER OF THE CITY OF BELLEAIR BEACH TO PROPOSE ADJUSTING THE CITY'S REGULAR ELECTION CYLCE FROM MARCH TO NOVEMBER; AUTHORIZING THE PINELLAS COUNTY SUPERVISOR OF ELECTIONS TO APPOINT POLL WORKERS; AUTHORIZING THE ASSIGNMENT OF POLLING PLACE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to City of Belleair Beach Charter Section 9.01, the City Council, by ordinance, may submit to the electors a proposed Charter amendment to any part of the Charter; and

**WHEREAS**, the City Council of the City of Belleair Beach passed an Ordinance proposing a referendum question to the City's electors amending the City's Charter to move the City's regular election date from March to November, in general alignment with national election cycles; and

**WHEREAS**, the City of Belleair Beach has requested assistance from the Pinellas County Supervisor of Elections in conducting the election to be held on March 19, 2023; and

**WHEREAS**, the Pinellas County Supervisor of Elections has agreed to provide such assistance to the City, subject to conditions, considerations, and agreements; and

**WHEREAS**, Section 102.131, Florida Statutes, sets forth the duties of the Pinellas County Canvassing Board; and

**WHEREAS**, the Countywide election must be conducted in accordance with the provisions of the State Election Board, any decisions regarding election protests and/or automatic recounts or requests for recounts of the vote in the municipal election shall be determined by Pinellas County Canvassing Board under the provisions of said Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLEAIR BEACH, FLORIDA, that:**

**Section 1.** A special election shall be held in the City of Belleair Beach, Florida, on Tuesday, March 19, 2023, for the purpose of submitting to the City electors the following referendum question an on amendment to the City of Belleair Beach, Florida, Charter

**CHARTER AMENDMENT NO. 4  
INCREASING TERM OF OFFICE FROM  
THREE YEARS TO FOUR YEARS**

Shall the City amend the Charter to provide that the regular annual election shall be held in November, in general alignment with federal election cycles, as opposed to the existing requirement that regular elections occur in March, each year?

YES \_\_\_ to amend the Charter provision

NO \_\_\_ to retain the existing Charter provision

**Section 2.** The polling place for such election shall be \_\_\_\_\_, and the polls shall be open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**Section 3.** Said election shall be held in accordance with the provisions of the City of Belleair Beach Charter and ordinances passed thereunder and the General Election Laws of the State of Florida pertaining to municipal elections.

**Section 4.** The Pinellas County Canvassing Board is hereby designated as the City of Belleair Beach's Canvassing Board.

**Section 5.** After the inspectors and clerk of the election have completed their duties, it shall be the duty of Pinellas County Canvassing Board to canvass the votes for the election as shown by the returns; and certify and count the absentee ballots; and in no case, shall the Canvassing Board change or vary in anyway the number of votes cast for the issue election, as shown by the returns of the inspectors and clerk of the election.

**Section 6.** All ordinances or parts of ordinances in conflict herewith to the extent that such conflicts exist are hereby repealed.

**Section 7.** In the event that any section, paragraph, sentence, clause or phrase of this Resolution shall be declared unconstitutional or unenforceable by a valid judgement or decree of a court of competent jurisdiction, such unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance.

**Section 8.** This Resolution shall be in full force and effect from and after its adoption in the manner provided by law.

**Section 9.** This Resolution shall become effective immediately upon its adoption.

ATTEST:

\_\_\_\_\_  
Patricia A. Gentry, City Clerk

\_\_\_\_\_  
David Gattis, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Randol D. Mora, City Attorney

**ORDINANCE NO. 2023-XX**

**AN ORDINANCE OF THE CITY OF BELLEAIR BEACH, FLORIDA, AMENDING SECTION 38-87 OF THE CITY'S CODE OF ORDINANCES GOVERNING THE PERMITTING PROCESS FOR SPECIAL EVENTS, ASSOCIATED COSTS AND FEES, AND POTENTIAL PENALTIES FOR UNPERMITTED OR NON-COMPLIANT SPECIAL EVENTS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Special Events are an integral part of tourism, economic development, free speech and sense of community in the City of Belleair Beach; and

**WHEREAS**, the City has a legitimate ability and duty to regulate the safe and responsible administration of its limited recreational resources and facilities for the protection of public health, safety, and welfare of its residents and visitors; and

**WHEREAS**, to manage the impacts of gatherings and to protect the public health, safety and welfare related to special events and gatherings in the City's parks and public facilities, the City Council finds it necessary and prudent to revise its Code of Ordinances in the manner set forth in this Ordinance.

**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. Revised Ordinance.** Section 38-87 of the City of Belleair Beach code of ordinances is hereby revised as follows:

**Sec. 38-87. - ~~Picnic or public gathering permit.~~ Special Event Use Permits.**

~~(a) Any resident, or group of predominately residents, and their guests, other person or group numbering ten or more, who desire to have a gathering in any city park or playground or other public property, shall obtain a permit for such picnic or other public gathering from the city manager at the city hall during office hours, at least 12 hours prior to the time of such gathering. The city manager may require any person or group seeking to use any public property of the city to provide the city manager with a certificate of liability insurance naming the City of Belleair~~

~~Beach, as an additional insured thereunder and a damage and clean-up deposit in an amount as may be determined by the city manager.~~

~~(b) No permits shall be granted by the city manager for the conduct of any commercial, political, or organized event by any person, group or organizer.~~

(a) **Declaration of Policy.** The city recognizes and declares that all public streets, sidewalks, unopened rights-of-way, parks, and other public property are intended primarily to serve the uses and needs of the public in general and that private uses by individual members of the public for private purposes should be permitted only where specifically authorized by the city after a determination that such private use is in the best interests of the general public and will not materially interfere with the public's use, safety, and enjoyment.

(b) **Definitions.** The following words, terms, and phrases, when used in this Section, shall have the stated meanings, except where the context directly clearly indicates a different meaning.

(1) "City-sponsored special events". A special event that is designated by the City Manager or City Council as such and is sponsored financially or in-kind, whether in whole or in part, by the City.

(2) "Special event". "Special events" include any event which is to be conducted on public property or on a public right-of-way; and also, any event held on private property which would have a direct significant impact on traffic congestion, or traffic flow to and from the event over public streets or rights-of-way; or which would significantly impact public streets or rights-of-way near the event; or which would significantly impact the need for city-provided emergency services, such as police, fire or medical aid. It is presumed that any event on private property which involves an open invitation to the public to attend or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on the public streets, rights-of-way or emergency services. Special events might include, but are not limited to, fun runs, roadway foot races, fundraising walks, auctions, bike-a-thons, parades, carnivals, weddings, shows, or inhabitations, filming/movie events, circuses, block parties and fairs.

(3) "Special events protected under the First and Fourteenth Amendments" include any event involving conduct including but not limited to marches, rallies or gatherings, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. For purposes of this section,

expressive activity does not include sports events, fundraising events, or events the principal purpose of which is entertainment.

- (4) “Significant Impact”. An event is considered to have a significant impact if it creates a need for City-provided emergency or protective services, such as police, fire, or medical aid, or requires special traffic control measures such as barricades, traffic direction by police, or similar measures.
- (5) “Use” shall mean to construct, erect, or maintain in, on, over or under any street, right-of-way, park or other public place any building, structure, sign, equipment or scaffolding, or to otherwise occupy in such a manner as to obstruct the normal public use of any public street, right-of-way, park or other public place within the city, including a use related to special events.

**(c) Permits Required.**

- (1) To preserve the general health, welfare and safety of all the public, a special event permit or authorization from the city is required for any event in a park, public place or on private property where it will significantly impact public sidewalks or roadways or require public services. Such special event permit shall be in addition to any other regular permits as may be required by ordinance.
- (2) When the primary purpose of such an event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, the application shall be processed promptly, without charging a fee or imposing terms or conditions that infringe Constitutional freedoms, and in a manner that respects the liberty of applicants and the public.
- (3) It is unlawful as part of or related to any special event to construct, erect, or maintain in, on, over or under any street, right-of-way, park or other public place any building, structure, sign, equipment or scaffolding, to deface any public right-of-way by painting, spraying or writing on the surface thereof, or to otherwise occupy in such a manner as to obstruct the normal public use of any public street, right-of-way, park or other public place within the city, without obtaining prior to such special event a permit under this section, and then only if the specific identified act in this subsection has been so authorized and all other necessary permits have been obtained.

**(d) Exemptions.** Except as otherwise specified in in this section, a special event permit is not required for the following:

- (1) City-sponsored special events
- (2) Funeral processions.
- (3) Groups required by law to be so assembled.

- (4) Gatherings of 30 or fewer people in a city park, unless: (i) merchandise or services are offered for sale or trade, (ii) the gathering has a significant impact on the ordinary use of the city park, or (iii) the gathering requires or makes use of the construction, erection, or maintenance of any building, structure, sign, equipment or scaffolding.
- (5) Garage sales, rummage sales, and lemonade stands conducted on private property, except to the extent permits may required by section 42-101 of the city's code of ordinances.

**(e) Permit Application Process.**

- (1) Any person desiring to host, sponsor, or coordinate a special event shall apply for a special event permit by filing an application with the city manager on a form to be made available at city hall at least 21 days prior to the date on which the event is to occur. Upon a showing of good cause or at the discretion of the city, the city shall consider an application that is filed after the filing deadline if there is sufficient time to process and investigate the application and obtain police and other city services necessary for the safe and responsible administration of the event. Good cause can be demonstrated by the applicant showing that the circumstance that gave rise to the permit application did not reasonably allow the participants to file within the time prescribed, and the event is for the purpose of exercising rights under the First and/or Fourteenth Amendments of the United States Constitution.
- (2) The city manager shall transmit a copy of the application to the director of public works, the Pinellas County Sheriff's Office and fire chief for review.
- (3) The city manager or his/her designee shall approve or deny the special event permit application subject to conditions outlined in this section.
- (4) Any permit involving the sale, serving or consumption of beer, wine, or liquor on city property shall be processed in accordance with section 34-3 (b), and applicable Florida statutes and administrative procedures.
- (5) Absent an affirmative commitment to do so in the permitting documents, issuance of a special event permit under this section shall not obligate or require the City to provide city services, equipment, or personnel in support of a special event.

**(f) Fees and Taxes.**

- (1) **Taxes.** The applicant is responsible for payment of all applicable federal, state and local taxes.
- (2) **Fees.**

- i. Any reasonable fees required to be under this section shall be established by Resolution, adopted by a simple majority of the City Council. The fees shall be paid directly to the city, and proof of payment shall be provided to the city manager prior to approval of the permit. The application fee is nonrefundable and not subject to waiver.
- ii. Upon approval of an application for a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution, the city administrator or his/her designee should provide the applicant with a statement of the estimated cost of providing city personnel and equipment, if necessary. The applicant/sponsor of the event may be required to prepay these estimated costs for city services and equipment ten (10) days prior to the special event. The special event application fee per the master fee schedule adopted by resolution of the city council is a separate processing fee and is not applicable to the city services fees. City services and equipment may include the use of police officers and public employees for traffic and crowd control, pickup and delivery of traffic control devices, picnic tables, extraordinary street sweeping, and any other needed, requested or required city service and the cost of operating the equipment to provide such services.
- iii. If the actual cost for city services and equipment on the date(s) of the event is less than the estimated cost, the applicant/sponsor will be refunded the difference by the city in a timely manner. If the actual cost for city services and equipment on the date(s) of the event is greater than the estimated cost, the applicant/sponsor will be billed for the difference.
- iv. Prior to the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution, the permit applicant and authorized officer of the sponsoring organization must agree to reimburse the city for any costs incurred by it in repairing damage to city property and indemnify and defend the city, its officers, employees, and agents from all causes of action, claims or liabilities occurring in connection with the permitted event, except those which occur due to the city's sole negligence.
- v. Special event permit fees and fees for the use of city services and equipment may be waived in part or in full by the city if in review of the application it is found that the event is of sufficient public benefit to warrant the expenditure of city funds without reimbursement by the applicant/sponsor and would not result in the private financial gain of any individual or "for-profit" entity.
- vi. No fee, indemnification agreement or insurance requirement shall be imposed when prohibited by the First and Fourteenth Amendments to the United States Constitution. Activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Factors that may be considered in evaluating whether or not the fee applies include the

nature of the event; the extent of commercial activity, such as the sales of food, goods, and services; product advertising or promotion, or other business participation in the event; the use or application of any funds raised; if part of any annual tradition or series, previous events in the sequence; and the public perception of the event.

- vii. **Liability of Permittee/Sponsor.** The person or persons to whom a permit is issued shall be liable for any loss, damage or injury sustained by any other person or entity whatever by reason of the negligence of the person or persons to whom such permit is issued. The city manager may, in his or her discretion, condition the granting of a special events permit upon demonstration of adequate insurance naming the city as additional insured where the nature and risk of the event in question warrant such requirement.

**(g) Grounds for Denial.**

- (1) The city may deny an application for a special event permit if:

- i. The applicant provides false or misleading information; the applicant fails to complete the application or supply other required information or documents; or the applicant declares or shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;
- ii. The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity, or unreasonably infringe upon the rights of abutting property;
- iii. The proposed event would unreasonably disrupt the orderly or safe circulation of traffic and would present an unreasonable risk of injury or damage to the public;
- iv. Absent an approved waiver, the permit application is submitted less than 60 days prior to the event; or
- v. There are not sufficient safety personnel or other necessary city staff to accommodate the event.

- (2) In the event subsection (g)(1)(ii), (iii), (iv) or (v) of this section applies, the city shall offer the applicant the opportunity to submit an alternative date or place for the proposed event before denying the application, to the extent practicable.

**(h) Permit Conditions Generally.**

- (1) The City may condition the issuance of special events permit by imposing reasonable requirements concerning the time, place, and manner of the event, and

such requirements as are necessary to protect the safety and rights of persons and property, as well as the safe and orderly control of traffic.

(2) The following conditions are applicable to all special events and Special events protected under the First and Fourteenth Amendments

- i. Alteration of the time, place and manner of the event proposed on the event application.
- ii. Conditions concerning the area of assembly and disbanding of an event occurring along a route.
- iii. Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the street or rights-of-way.
- iv. Compliance with any other applicable federal, state or local law or regulation.
- v. Law enforcement officers or appropriate city staff shall have authority to control any permitted special event in or on any city property under the terms of the permit issued.

(i) **Permit Conditions for Special Events, But Not Including Special Expressive Events.**

(1) The following conditions shall apply to special events not protected under the First and Fourteenth Amendments of the U.S. Constitution:

- i. Requirements for the use of traffic cones or barricades.
- ii. Requirements for the provision of first aid or sanitary facilities.
- iii. Requirements for use of event monitors and providing notice of permit conditions to event participants.
- iv. Restrictions on the number and type of vehicles, animals or structures at the event, and inspection and approval of floats, structures, and decorated vehicles for public safety.
- v. Requirements for use of garbage containers, cleanup and restoration of city property.
- vi. Restrictions on the use of amplified sound and compliance with the noise ordinance, regulations and laws.
- vii. Notice to property owners regarding any activity which would require a street closure.

viii. Restrictions on the sale and consumption of alcohol.

ix. Elimination of an activity which cannot sufficiently be managed or mitigated to sufficiently ensure public safety and welfare, or which causes undue liability to the city.

x. Requirements regarding the use of city personnel and equipment.

(j) **Permit Revocation.** Any permit issued under this section may be summarily revoked by the city at any time when, by reason of disaster, public calamity, riot or other emergency or exigent circumstances, the city determines the safety of the public or property requires such immediate revocation. The city may also summarily revoke any permit issued pursuant to this section if the city finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit or fails to comply with any condition of the permit. Notice of such action revoking a permit shall be delivered in writing to the permittee by personal service or certified mail at the address specified by the permittee in the application.

**(k) Violation and Penalty**

(1) It shall be unlawful for any person to sponsor or conduct a special event requiring a special event permit pursuant to this section unless a valid permit has been issued and remains in effect for the event.

(2) It is unlawful for any person to participate in such an event with the knowledge that the sponsor of the event has not been issued a required, valid permit or with knowledge that a once valid permit has expired or been revoked.

(3) The special event permit authorizes the permittee/sponsor to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the permittee/sponsor to willfully violate the terms and conditions of the permit, or for any event participant with knowledge thereof to willfully violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired.

(4) Whenever a special event is conducted without a special event permit when one would have been required or is conducted in violation of the terms of an issued special event permit, the event organizer may be responsible for, and the city may charge the event organizer for, all costs incurred as a result of the adverse impacts of the special event or the violation of the special event permit.

(l) **Appeal Procedures (Check Manatee).** Any person denied a permit may file an appeal to the city manager within ten (10) days of the denial of the permit. The city manager shall promptly hear the appeal and issue a decision in writing within twenty (20) days of the appeal.

**(m) Administration and Implementation.**

- (1) The City Manager shall be responsible for administering and implementing this section and may designate City employees, as the City Manager deems necessary in order to facilitate effective administration of this section.
- (2) The City Manager may develop reasonable content-neutral internal policies to implement this section.

**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.

**ADOPTED ON FIRST READING** on the \_\_\_\_ day of \_\_\_\_\_, 2023, by City Council of the City of Belleair Beach, Florida.

**ADOPTED ON SECOND AND FINAL READING** on the \_\_\_\_ day of \_\_\_\_\_, 2023, by City Council of the City of Belleair Beach, Florida.

\_\_\_\_\_  
Dave Gattis  
Mayor, City of Belleair Beach

\_\_\_\_\_  
Patti Gentry, City Clerk

Belleair Beach City Council Meeting  
September 6, 2023

**ACTION SUMMARY**

Present: Councilmembers Frank Bankard, Belinda Livingstone, Leslie Notaro; Mayor Dave Gattis  
Vice Mayor Jody Shirley. Not present: Councilmember Lloyd Roberts.

**Ordinance 23-03**, Amending the Comprehensive Plan. Second Reading.  
**Passed 5-0.**

**Ordinance 23-04**, Creating "Personnel Policy Manual" and providing for amendments via  
Resolution. Second Reading.  
**Passed 5-0.**

**Ordinance 23-05**, Amending City Code section "Time For Qualifying" and providing for  
establishment of the qualifying period by Resolution. First Reading.  
**Passed 5-0.**

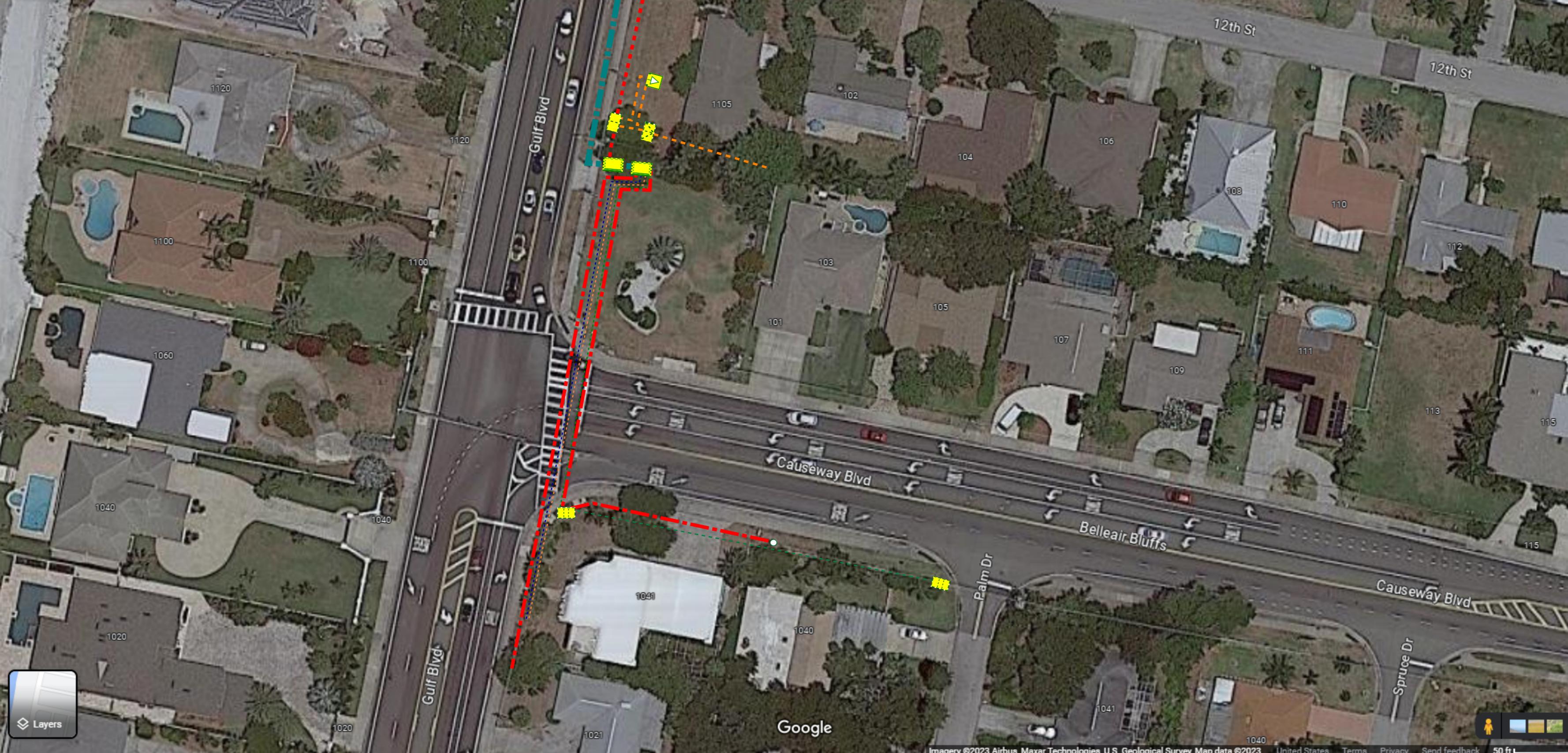
**Resolution 2023-06**, Terminating Tropical Storm Idalia/Hurricane Idalia State of Local Emergency.  
**Passed 5-0.**

**Resolution 2023-07**, Adopting a Comprehensive Personnel Policy Manual.  
**Passed 5-0.**

**Adopting the Proposed Ad Valorem Millage Rate** for FY 2023-2024. First Public Hearing.  
**Passed 4-1.**

**Approving the City of Belleair Beach Budget** for FY 2023-2024. First Public Hearing.  
**Passed 4-1.**

**Authorize a One-Month Extension** of Solid Waste Collection Services with Waste Management  
Inc.  
**Passed 5-0.**



Layers

Google



AHEAD

ph2

ph1

24  
M

10 FT

3 FT

10 FT



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**  
**Date:**  
**Expires On:**

Statement of Work  
Q-49978-1  
9/13/2023 2:01 PM  
12/12/2023

**Client:**  
BELLEAIR BEACH, FLORIDA

**Bill To:**  
BELLEAIR BEACH, FLORIDA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Gregg Huggins	(850) 518-2797	ghuggins@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Premium Web Open Subscription	Premium Web Open Subscription	Renewable
1.00	Premium Implementation	Premium Design, 150 pages migration, free virtual training sessions	One-time
1.00	M3: Integratable Meetings Management Migration and Server Configuration	Server configuration and up to 5 years of meetings document (agendas, agenda packets, minutes) migrated into the site's meetings directory which is integratable with CivicPlus's meetings management software.	One-time

Total Investment - Initial Term	USD 4,265.50
Annual Recurring Services - Year 2	USD 3,586.28

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal->

[stuff](#) (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

**Acceptance**

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)



municipal websites

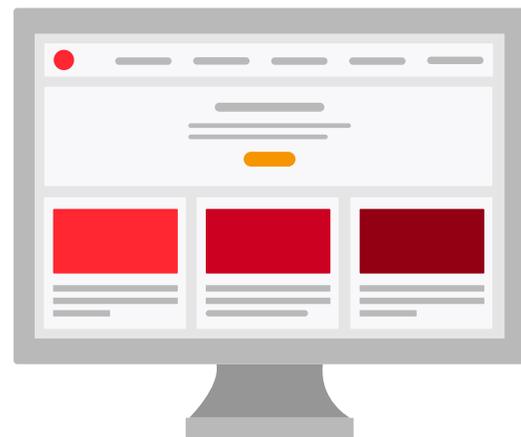
OPEN

Belleair Beach FL

# Website Design & Hosting Solution

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Proposal valid for 60 days from date of receipt



# CivicPlus Company Overview

## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

- 20+** Years
- 12,000+** Customers
- 900+** Employees

### RECOGNITION

- Inc. 5000** 11-time Honoree
- GovTech** 2023 Top 100 Company
- Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](http://civicplus.com)

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



# Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



**Hooper City, Utah**  
[hoopercity.com](http://hoopercity.com)



**Livingston, California**  
[cityoflivingston.org](http://cityoflivingston.org)



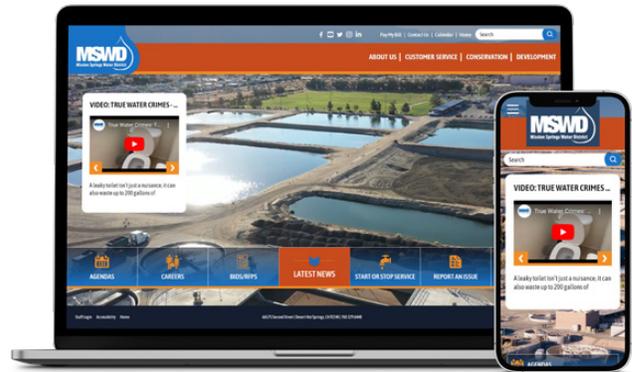
**Arkansas City, Kansas**  
[arkcity.org](http://arkcity.org)

# Ultimate Designs

An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



**Clatsop County, Oregon**  
[co.clatsop.or.us](http://co.clatsop.or.us)



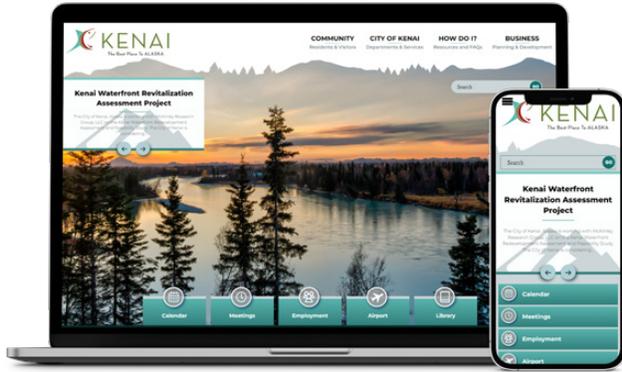
**Mission Springs Water District, California**  
[mswd.org](http://mswd.org)



**Sault Ste. Marie, Michigan**  
[saultcity.com](http://saultcity.com)



**Estacada, Oregon**  
[cityofestacada.org](http://cityofestacada.org)



**Kenai, Alaska**  
[kenai.city](http://kenai.city)



**Wilsonville, Oregon**  
[ci.wilsonville.or.us](http://ci.wilsonville.or.us)



**Leavenworth, Kansas**  
[leavenworthks.org](http://leavenworthks.org)



**Royal Palm Beach, Florida**  
[royalpalmbeach.com](http://royalpalmbeach.com)



**Saxman, Alaska**  
[cityofsaxman.com](http://cityofsaxman.com)



**Red Lodge, Montana**  
[cityofredlodge.net](http://cityofredlodge.net)

# CMS Features & Functionality



Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.

We have the solution to the challenges you face with full feature sets for all your department needs!



**Website Design Tailored to Your Needs**



**Hosting, Security, & Reporting**



**Modules That Provide Transparent Information**



**Resident Engagement Tools**



**Tools for Residents to Do Business Online**



**Convenient Access from Any Device**



**Intuitive & Easy to Use**



**Granular Permissions to Match Your Processes**



**ADA Compliance**



**Can Expand & Grow with Your Ever-Changing Needs**

## CivicPlus Website Features

### WEBSITE DESIGN TAILORED TO YOUR NEEDS

**Stunning Design** – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

**Intuitive Site Navigation** – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

**Image Displays** – Interactive widgets that include photos and videos to showcase your community.



**Unlimited Number of Department Specific Pages (microsite)** – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

**Site Within a Site (subsidiary)** – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

## HOSTING, SECURITY, & REPORTING

**Domain Management** – CivicPlus can provide full-service domain hosting.

**Secure Site Gateway** – Every website receives an SSL certificate for your peace of mind.

**Secure Login** – Optimal security is available through Microsoft's Identity Server.

**Single Sign On (SSO)** – Ability to log into multiple CivicPlus products with the same login credentials.



**Custom Identity Provider (IdP)** – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.

**CAPTCHA Secure** – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

**Data Ownership** – Customers always own the rights to all their data.

**Audit Trail/History Logs** – The CMS captures and stores a complete history of content postings.

**Analytics and Reporting** – Google Analytics provide web analytics and other reporting is available such as a broken links report.

## MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

**Advanced Calendaring** – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

**Meetings and Agendas** – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Advanced Search in Your Website** – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

**News & Announcements** – Display the most recent news on your home page or department pages.

**FAQs** – Easily show your most frequently asked questions and their corresponding answers.

**Important Alerts** – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

**Document Center** – Staff can upload and manage documents in one central repository.

**Image Library** – Store all your photos and graphical images in one central location for access by all applicable staff.



**Staff Directory** – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

**Business Directory** – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

**Embedded Videos & iFrames** – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

**Dynamic Site Map** – Sitemap configuration that search engines can easily consume.

## RESIDENT ENGAGEMENT TOOLS

**Unlimited Email Subscriptions/Notifications** – Allow residents to subscribe and receive email alerts for new website posts that interest them.

**SMS Subscriptions/Notifications** – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

**RSS Feeds** – RSS feeds are available for department updates, news, and urgent alerts.

## TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

**Requests, Feedback, and Submissions from Residents via Web Forms** – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department. Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

**Interactive Maps** – Provide a graphical representation of location-specific information shown on a map.

**Job Postings and Applicants** – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

**Payments** – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

## CONVENIENT ACCESS FROM ANY DEVICE

**Responsive Design / Mobile Support** – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



## INTUITIVE & EASY TO USE

**Intuitive CMS** – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

**Text and Image Editors** – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

**Previewing** – Edit pages to your liking before publishing to the live website.

**Scheduling Options** – Schedule content to automatically publish and unpublish on your site at a specific date and time.

**Social Media Integrations** – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

**Versioning** – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

**Google Translate** – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

**Easy to Use Forms Builder** – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



**Content Efficiencies** – Create and manage content once and have it display multiple places.

**Tags/Views** – All files can be easily found through filters of tags on items such as documents and images.

## GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

**Roles & Permissions** – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

**Department Specific Permissions** – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

**Menu Manager** – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

**Private Page Permissions** – Easily create private pages that are password protected with a log-in, for internal use.

**Unlimited Users and Pages** – Customers can add unlimited staff users and create unlimited pages to their website.



## ADA COMPLIANCE

**Start Compliant** – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

**Stay Compliant** – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

## Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
  - SSO, email notifications, text notifications (add-on), and a resident portal.
  - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



# Implementation

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## Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

<b>PHASE 1: ANALYZE REQUIREMENTS &amp; REVIEW PLAN</b>	3-4 Weeks	<ul style="list-style-type: none"><li>• Website Assessment</li><li>• Website Design Meeting</li><li>• Project Manager Meeting</li></ul>
<b>PHASE 2: DESIGN &amp; BUILD</b>	2 Weeks	<ul style="list-style-type: none"><li>• Design Concept Creation &amp; Approval (Ultimate designs)</li><li>• Website Setup, Configuration, and Customization</li></ul>
<b>PHASE 3: MIGRATE CONTENT</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Content Finalization &amp; Departmental Review</li><li>• Directory Pages/Staff Directory and Ordinances/Resolutions</li><li>• If purchased: Projects, Commercial/Industrial Properties, Business Directory,</li></ul>
<b>PHASE 4: STAFF TRAINING</b>	2-3 Weeks	<ul style="list-style-type: none"><li>• Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction</li></ul>
<b>PHASE 5: TESTING</b>	1 Week	<ul style="list-style-type: none"><li>• Functional Testing</li><li>• Acceptance Testing</li></ul>
<b>PHASE 6: GO LIVE</b>	1 Week	<ul style="list-style-type: none"><li>• Go Live</li></ul>

# Approaching Your Project Implementation

## Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



## Phased Approach

### PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

Website Assessment	CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality.
Website Design Meeting	CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer. <b>Deliverables:</b> Website design specifications (graphic design, information)
Project Manager Meeting	CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains & DNS, training approach, and a variety of other related website topics. <b>Deliverables:</b> Customer will develop an overall understanding of how the process will flow right through to Implementation.

## PHASE 2: DESIGN & BUILD

<p>Design Concept Creation &amp; Approval (Ultimate Designs)</p>	<p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p><b>Deliverables:</b> Design concepts, Finalized design (Adobe XD)</p>
<p>Website Setup, Configuration, &amp; Customization</p>	<p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p><b>Deliverables:</b> Functional website setup, Content migration initiated</p>

## PHASE 3: MIGRATE CONTENT

<p>Content Finalization &amp; Departmental Review</p>	<p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p><b>Deliverables:</b> Content creation and migration, Homepage and Departmental content review</p>
<p>Directory Pages   Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions</p>	<p>Depending upon website options selected and the volume of data CivicPlus may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p><b>Deliverables:</b> Content creation and migration, Departmental content signoff</p>
<p>Agenda &amp; Minutes Migration</p>	<p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p>



## PHASE 4: STAFF TRAINING

### Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

**Deliverables:** Online Training with a Qualified Instructor, Video Conference, Videos and User guides

## PHASE 5: TESTING

### Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

**Deliverables:** Complete and Comprehensive Testing

### Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

**Deliverables:** Site acceptance by customer

## PHASE 6: GO LIVE

### Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

**Deliverables:** Final Website – Live!

# M<sup>3</sup> Integratable Meetings Management Migration & Server Configuration

## Setting You Up for Immediate & Future Public Meetings Success

Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

## Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.



# Continuing Services

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## Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center ([civicplus.help](https://civicplus.help))

## AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

## CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



## CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

## MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

## Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites sites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform ([acquia.com](https://www.acquia.com)). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a file system each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website will be protected by several yearly industry audit certifications. Your infrastructure will also be protected from downtime via horizontal and vertical scaling capabilities that can handle as much traffic as is needed at any time. Please reach out if you would like more information on our audit certifications, infrastructure methodologies, hardware specifications, or any other aspect of the hosting and security of your new website.



# Project Costs

### Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

### Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

### Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

### M<sup>3</sup> Integratable Meetings Management Migration & Server Configuration

- Migrate up to 5 years of meetings PDFs to Meetings Directory

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M <sup>3</sup> Integratable Meetings Management Migration & Server Configuration	\$850 One-Time	\$850 One-Time
Hosting & Support Annual Fee	\$3,795	\$4,758
	<b>20% Discount on Annual Fees</b> If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	<b>10% Discount on Annual Fees</b> If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	

# Optional Enhancements

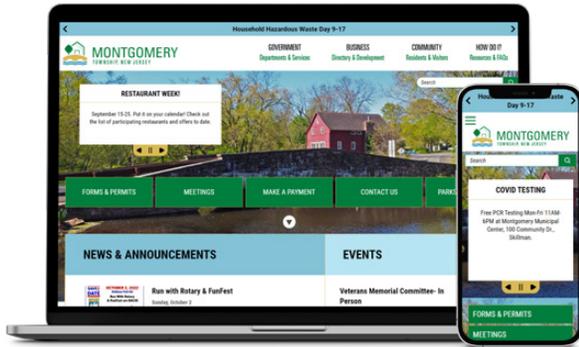
Optional Items	Cost
Business Directory	\$825 / year
Projects Directory	\$385 / year
Properties Directory	\$385 / year
Parks Directory	\$385 / year
Bids and RFPs	\$220 / year
Specialty Subsites	\$1,650 / year
Website Redesign Every Fourth Year (Ultimate Package Only)	\$825 / year
Chatbot for Residents	\$2,750 / year
Text Messaging (up to 20,000 SMS texts included)	\$550 / year
CivicPlus Pay	\$3,000 one-time \$1,785 / year
Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price)	\$250 / 50 pages



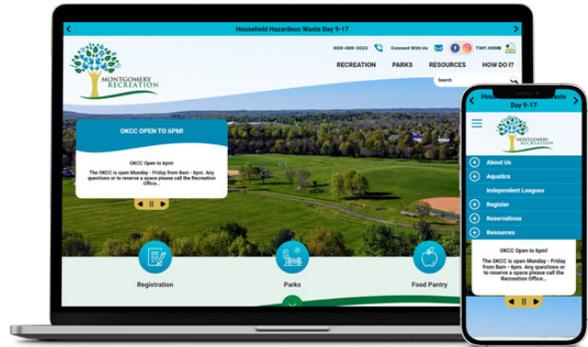
# Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

## Montgomery Township, New Jersey - Parks & Recreation Subsite



[montgomerynj.gov](http://montgomerynj.gov)



[montgomerynj.gov/parksrec](http://montgomerynj.gov/parksrec)

## Morganton, North Carolina - Parks & Recreation Subsite & Downtown Subsite



[morgantonnc.gov](http://morgantonnc.gov)



[morgantonparksandrec.com/parksrec](http://morgantonparksandrec.com/parksrec)



[downtownmorganton.com/main-street](http://downtownmorganton.com/main-street)

# Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

# Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

# Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and CRM
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](#) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.



# LINE CARD



U.S. Patent Number 7,942,171

## The Future of Emergency Flood Control Has Arrived!

Hydraulic Technology replaces hand labor for fast and efficient on-site filling and placement of sandbags.

### Benefits of the SandMaster Sandbagging System:

- Easily attaches to skid steers and loaders
- Fills, transports, securely closes and places sandbags
- Drastically reduces the labor force required
- Dramatically increases productivity
- Works well with other materials such as dirt, rocky soils and gravels in the event sand is unavailable
- Pays for itself quickly
- Durable with very few moving parts

The **SandMaster 20** attaches to skid steers and can produce 4,800 sandbags in 8 hours.

The **SandMaster 26** attaches to front end loaders with buckets 7'-8'+ in width and can produce 6,200 sandbags in 8 hours.

### CONTACT:

Jeff Knutzen

844-282-8662 (Toll Free)

360-217-8215 (Office)

425-248-9233 (Cell)

[jeffk@barriersystemsllc.com](mailto:jeffk@barriersystemsllc.com)



For video's and additional information regarding the SandMaster products, please visit our website at:

[WWW.BARRIERSYSTEMSLLC.COM](http://WWW.BARRIERSYSTEMSLLC.COM)

Barrier Systems LLC  
P.O. Box 854 Kula Hwy.  
Kula, HI 96790



# LINE CARD



## INDUSTRIES

### GOVERNMENT

- Department of Defense
- Emergency Management Agencies
- Homeland Security Agencies
- Public Works & Road Departments
- Department of Transportation



### COMMERCIAL

- Pipelines
- Construction
- Agricultural
- Healthcare
- Landscape
- Mining
- Rail Transportation



SANDMASTER 26 ATTACHMENT



SANDMASTER 20 ATTACHMENT

## APPLICATIONS

Flood Protection  
Troop Protection  
Firing Ranges  
Demolition Protection  
Pipeline Construction  
Shoreline Protection  
Spill Containment  
Erosion Control  
Sediment Control  
Water Diversion

**Deploy More Sandbags in Less Time,  
with Less People for Less Money**



**BARRIER SYSTEMS LLC  
PRODUCT SPECIFICATIONS**

<b>Model</b>	<b>Description</b>	<b>Weight Empty</b>	<b>L x W x H</b>	<b>Material</b>	<b>Capability</b>	<b>Approx. Weight with Filled Bags</b>
SM20 (In stock)	Skid Steer Attachment with Universal Mount Fills 20 Sandbags Per Cycle	1,150 LBS	80"x46"x32"	3/8" Plate Steel	4,800 bags in eight-hour period	1,800 LBS Through 2,100 LBS
SM26 (Made to order)	Loader Attachment Fills 26 Sandbags Per Cycle For 76"-99" Bucket Widths	1,200LBS	103"x48"x24"	3/8" Plate Steel	6,200 bags in eight-hour period	2,260 LBS Through 2,650 LBS

Mounting hooks, support arms and/or complete hydraulic hookup included with each SandMaster26-unit purchase.

Complete hydraulic hookup included with each SM20- unit purchase.

One Speed Loader Kit included with each SandMaster unit purchase.

**SANDMASTER SANDBAGS SPECIFICATIONS**

<b>Part #</b>	<b>Description</b>	<b>Denier</b>	<b>Size</b>	<b>Weave</b>	<b>UVI</b>
SB01 (In stock)	SandMaster Polypropylene Sandbag	850	23"x14"	10x10	High (1600 Hours)

¼" poly twine draw string sewn in top of bag for closing purposes as well as a handle to drag or carry the bags

Freight: SandMaster Units are FCA Napoleonville, Louisiana 70390

Freight: SandMaster Sandbags are FCA Moody, Alabama 35004 or Fort Worth, Texas 76140

PO Box 854 Kula, Hawaii, 96790 (360) 217-8215

Jeff Knutzen / jeffk@barriersystemsllc.com



Jeff Knutzen / Vice President

21713 132<sup>nd</sup> ST SE

Monroe, WA 98272

360-217-8215 Office

425-248-9233 Cell

[jeffk@barriersystemsllc.com](mailto:jeffk@barriersystemsllc.com)

**Cage Code: 6CVS2**

**DUNS: 052892261**

September 13, 2023

City of Belleair Beach  
444 Causeway Boulevard  
Belleair Beach, FL  
Attn: Aaron Glanz

**RE: SANDMASTER UNITS AND SANDBAG SOLE SOURCE PROVIDER**

Dear Mr. Glanz,

This letter is to provide notification that Barrier Systems LLC is the Sole Source Provider for all our SandMaster units as well as our SandMaster sandbags.

All authorized SandMaster dealers act as representatives on our behalf.

Competition is precluded by the existence of a patent.

The SandMaster attachments and SandMaster sandbags are sold only as a direct transaction between Barrier System LLC and customers.

Sincerely,

Jeff Knutzen  
Vice President



# QUOTE

Date: 9/14/23  
Quote# 10883-2

Barrier Systems LLC  
P.O. Box 854  
Kula, HI, 96790  
360-217-8215

**CUSTOMER**

City of Belleair Beach  
444 Causeway Blvd.  
Belleair Beach, FL 33786  
Aaron Glanz  
727-229-8433

**SHIP TO**

City of Belleair Beach  
444 Causeway Blvd.  
Belleair Beach, FL 33786  
Aaron Glanz  
727-229-8433

REQUISITIONER	SHIP VIA	FCA (Free Carrier At)	SHIPPING TERMS
SEFL	Ground (3-4 days)	Belleair Beach, FL	SM20 From Napoleonville, LA
SEFL	Ground (3-4 days)	Belleair Beach, FL	Sandbags from Moody, AL

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
SM20	Skid Steer Attachment	1	\$10,475.00	\$10,475.00
SB01	14"x23" Poly Sandbags	4,000	\$0.31	\$1,240.00
APWA/PWX Special	\$750 Off SM Units	1	-\$750.00	-\$750.00
SLK20	Speed Loader Kit	1	Included	Included

<b>SUBTOTAL</b>	\$10,965.00
<b>TAX RATE</b>	0.000%
<b>TAX</b>	\$ -
<b>S &amp; H</b>	\$ 976.00
<b>OTHER</b>	
<b>TOTAL</b>	<b>\$ 11,941.00</b>

**YOUR EQUIPMENT INFORMATION**

<b>MAKE:</b>	
<b>MODEL:</b>	
<b>YEAR:</b>	
<b>BUCKET SIZE:</b>	

**Other Comments or Special Instructions**

SM20 Freight = \$796 (Includes \$300 Handling/Crating Fee for each SM unit)  
4,000 Bag Freight = \$180 (This Quote)

**Freight does not include accessories including, but not limited to: Lift gate, appointment, secure access, etc.**

Authorized By \_\_\_\_\_

Date \_\_\_\_\_

**Quote good for 30 days**

If you have any questions about this Quote, please contact:  
Jeff Knutzen, jeffk@barriersystemsllc.com, 360-217-8215

**CITY OF BELLEAIR BEACH, FL  
ADMINISTRATIVE POLICY  
NUMBER 12**

DATE OF ISSUE: September 23, 2023~~0~~

EFFECTIVE DATE: September 23, 2023~~0~~

SUBJECT: Marina Slip Rental Policy

APPROVED: \_\_\_\_\_  
~~Lynn D. Rives~~ Kyle Riefler, City

---

**I. PURPOSE/INTENT**

The purpose of this Administrative Policy is to provide procedures ~~to follow~~ for maintaining waiting lists for vacated Belleair Beach Marina slips ~~rental, when a Marina Slip has been vacated.~~

**II. DEFINITIONS**

The City ~~maintains as~~ marina slip waiting lists ~~for for residents and all others. The Marina has~~ eighteen boat slips ~~with width sizes that range~~ ranging from widths of 9' 8" to 19', and ~~lengths from length sizes from~~ 24' to 50' ~~maximum.~~

**III. POLICY/PROCEDURES**

**1. Wait List Procedures**

A. ~~If at any time all slips in the Marina are leased and occupied the~~ The City shall establish ~~separate~~ waiting lists. ~~The waiting list is split into three separate zones, determined by slip size. The person desiring a slip will make the decision as of which zone their boat fits and then places themselves on that list. You cannot move from one zone to another, nor have multiple requests across the zones. This will ensure that no household resides on multiple lists, for resident/non-resident property owners, and all others.~~

B. To be placed on one of the waiting lists, those interested in renting a slip at the City Marina shall fill out the attached Exhibit A, Marina Wait List Form.

~~As slip vacancies occur, vacant slips shall be offered first to persons on the resident/non-resident property owners waiting list who own boats of a length complying with the maximum length for the vacant slip that can be safely accommodated in the slip, and if there are no such persons then on the resident/non-resident property owners waiting list, or if all such resident/non-resident property owners decline the offer, vacant slips shall then be offered to persons on the "all others" waiting list who own boats of a length complying with the maximum length requirement that can be safely accommodated in the slip.~~

C. By December 31st each year, Exhibit B, Marina Wait List Annual Confirmation of Interest form will be mailed to each person on the Wait List to update continued interest in remaining on the Wait List and to obtain any updated information about residency, contact information, insurance or the vessel. This form must be returned to the City by close of business January 31st in order to remain on the waiting list. The City Manager may make exceptions when in his/her sole discretion, extenuating circumstances exist.

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D. In order to be placed on the waiting list and remain there, the applicant must already own the boat that is to be kept at the slip be able to obtain a compliant boat. For Small and Medium slips, the boat must be obtained within 90 days of accepting the offer of a slip. For Large slips, the boat must be obtained with 180 days of accepting the offer of a slip.

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~~D.E.~~ When submitting the application, the city will collect a deposit. If the applicant turns down the slip, the deposit will not be returned.

## 2. Selection of Licensee/Renter

A. Slip assignments are prioritized. At no time will any household, regardless of how many homes the applicant may have in Belleair Beach, have two or more boats registered at the marina. The Marina is a scarce asset, and we must ensure that all Belleair Beach citizens have the same opportunity for access to waterfront boat storage.

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B. Non-resident, Non-owners are last on the priority list.

C. The waiting list will note the zone applied for; the size of the boat proposed by the applicant.

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D. The list will be sorted by zone.

E. As slip vacancies occur, the city will see on which of the three zones this slip is located. The list for that zone will be consulted and the slip will be offered to the first on that waiting list. That person may decline, but if that occurs that name is removed from the waiting list. The offer is then made to the next on the list and so on until the slip is filled.

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F. Once the applicant is notified of the open slip and accepts, the rent will begin for the slip, prorated for that month.

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E. Depending on the size of the slip available and the size of the boat to be accommodated, resident/non-resident property owners will have first priority, followed by all others.

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Priority will be given to renting the slip to the largest size (in length) boat that can safely be accommodated in the slip.

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F. When a new person is added to the list they start at the bottom of the list for that zone.

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G. The width (beam) of the boat will determine whether the slip can be safely accommodated. At least one-foot clearance on each side of the boat is required to maneuver and tie up the vessel.

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H. The City does not assume responsibility for ensuring or maintaining the channel or slip depth sufficient to accommodate the draft of the vessels that may rent a boat slip at the Marina. It is up to the licensee/renter to determine prior to renting the slip that the slip and access/egress channel is of sufficient depth at low tide to accommodate the vessel.

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J. The licensee/renter of the slip may install a lift provided permission is first obtained in writing from the City Manager and must be maintained in full working order. The lift must be removed upon termination of the lease and the slip restored to its original condition. Lifts not removed shall be left in full working order and will become the property of the City of Belleair Beach. The City assumes no responsibility to maintain lifts in working order. The City will regularly inspect the marina and its material condition as well as the material condition of the lifts If a lessee leases a slip with a lift already installed and wishes to use the lift, the lessee must maintain the lift in complete working order. The City assumes no responsibility for the state and operating condition of that lift.

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~~K.~~ Licensee/renter will be given a copy of the Marina Rules and Regulations upon the initiation of the lease and must sign a return receipt indicating he/she has read and agrees to abide by all the rules and regulations established for the use of the Marina slips.

| K.

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