



City of Tarpon Springs, Florida

Board of Commissioners
324 East Pine Street
Tarpon Spring, Florida 34688-5004
(727) 938-3711
<http://www.ctsfl.us/agenda.htm>

REGULAR SESSION AGENDA TUESDAY, APRIL 2, 2024 6:30 PM - CITY HALL AUDITORIUM

CALL TO ORDER (5 Minutes)

ROLL CALL

REFLECTION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS (10 Minutes)

1. Volunteer Appreciation Month
2. National Library Week

SPECIAL PRESENTATIONS (30 Minutes)

3. Library Board Annual Report
4. Property Insurance Update

PUBLIC COMMENTS (30 Minutes)

CONSENT AGENDA (10 Minutes)

5. Special Events:
 - a. Hurricane Preparedness Day & Sandbag Pickup Event
 - b. Tarpon Springs Splash Park 10th Anniversary Celebration
6. Award File No. 240092-N-AS, Single Source Purchases of CAL-FLO Hydrated Lime, Parts, Service, and Repairs
7. Increase File No. 230067-N-AS, Single Source Purchases of AWC A-782 Corrosion Inhibitor
8. Renew File No. 210092-C-JL, Purchase of Work Uniforms
9. Award File No. 240100-N-PH, Single Source Purchase of Citywide Internet and Related Services

SPECIAL CONSENT AGENDA

10. Charter Review Appointment **(20 Minutes)**
11. Internal Audit: Public Works - Roads & Streets Division **(20 Minutes)**
12. Appointment to Parks and Recreation Advisory Board **(5 Minutes)**

13. Approval for Advertising and Selection of Next City Manager **(15 Minutes)**

14. Discussion and Direction City Attorney **(Addendum)**

BOARD AND STAFF COMMENTS (5 Minutes)

ADJOURNMENT (Estimated 9:10 pm)

City of Tarpon Springs, Florida

PROCLAMATION

WHEREAS, the month of April has been designated nationally as Volunteer Appreciation Month to recognize the hard work, dedication and passion of volunteers and national service members throughout our nation; and

WHEREAS, the Board of Commissioners believe that government alone cannot meet all our city's needs, so we partner with businesses, faith-based organizations, non-profit organizations, foundations, and individuals who serve in city government and our community to make a difference; and

WHEREAS, volunteers enhance the quality of life in Tarpon Springs by volunteering for city advisory boards, schools, places of worship, hospitals, youth groups, and with other organizations that benefit our community; and

WHEREAS, it is fitting to honor the many individuals who lend their time, skill, and efforts to making our community a better place by recognizing our valued volunteers; and

WHEREAS, the city is committed to encouraging volunteerism among its employees, citizens, partners, businesses and organizations and thanks all volunteers for their dedicated service.

NOW, THEREFORE, I, Costa S. Vatikiotis, by virtue of the authority vested in me as Mayor of the City of Tarpon Springs, Florida, do hereby proclaim the month of April 2024 as

VOLUNTEER APPRECIATION MONTH

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Tarpon Springs, Florida, to be affixed this 2nd day of April 2024.

City Clerk & Collector

Mayor

City of Tarpon Springs, Florida

PROCLAMATION

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, gender identity, or socio-economic status; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships; and

WHEREAS, libraries play a critical role in communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs; and

WHEREAS, during National Library Week, we celebrate the many ways that libraries enrich our communities and support efforts to ensure that they remain an inclusive space for learning and empowerment for all of us; and

WHEREAS, it is most appropriate to recognize the hard work, dedication, and expertise of our Library Director Cari Rupkalvis, and Library Staff including Julie Baker, Denise Manning, Salvatore Miranda, and Nancy Mitchem who advocate and work for the improvement of library services for our residents. We extend appreciation for the enormous value we receive every day from all our Library Staff.

NOW, THEREFORE, I, Costa S. Vatikiotis, by virtue of the authority vested in me as Mayor of the City of Tarpon Springs, Florida, do hereby proclaim the week of April 7-13, 2024 as

NATIONAL LIBRARY WEEK

and remember there is nothing greater than exploring a library.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Tarpon Springs, Florida, to be affixed this 2nd day of April 2024.

City Clerk & Collector

Mayor

Tarpon Springs Library Board Annual Report



Tarpon Springs Board of
Commissioners Meeting
April 2, 2024

Library Board



- ▶ Patricia Haddad, Board Chair
- ▶ Tammy Wachter, Board Vice Chair
- ▶ Eileen Scott, Board Secretary
- ▶ Sheila Hayter-Long, Sherri Patterson, Katy Kelly, and Donna Clark-Marity, Board Members
- ▶ Diane Wood, Director of Cultural and Civic Services
- ▶ Cari Rupkalvis, Library Director
- ▶ Julie Baker, Library Operations Coordinator



2023 Christmas Parade

Library Board Activities

- ▶ Attending and participating in Library programs and outreach events
- ▶ Working and providing input on Library strategic planning, policy updates, and special projects, such as the Library Construction Project



Friends of the Library

- The Friends donated \$40,000 to the Library in 2023 including proceeds from the Friends Used Book Store
- 2024 is the 60th Anniversary of the Friends of the Library



Youth & Family Programs



Library Mini Golf



You Can Draw Program

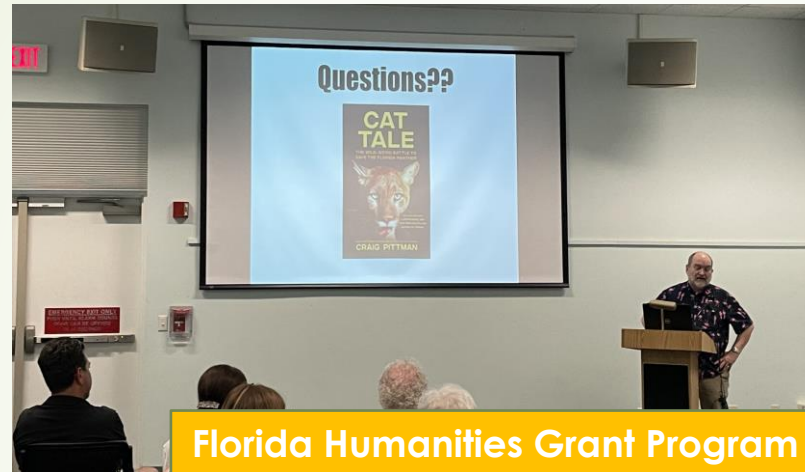


Story Time for School Visit



Youth Program by TSPD

Adult Programs



Florida Humanities Grant Program



Black Music in America Program Series

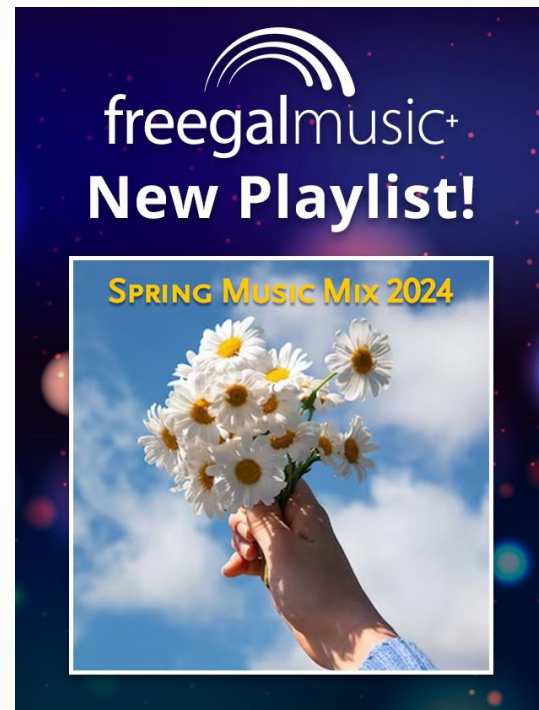
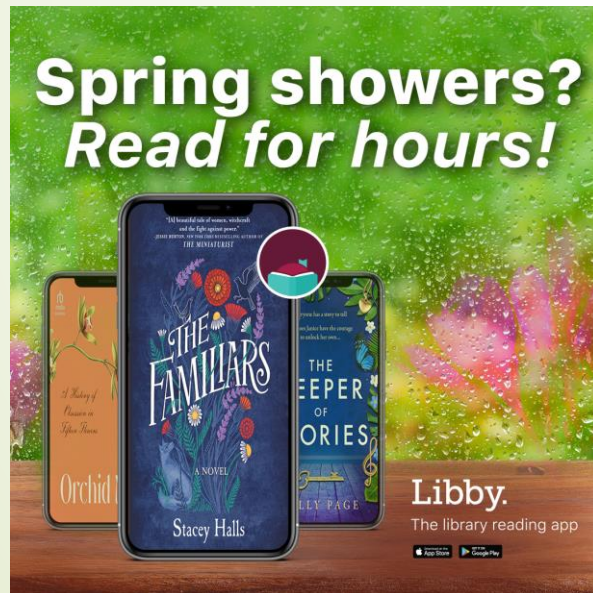


Hurricane Program by TSFR

Community Outreach



Library E-Resources (Digital Downloads, Streaming Media, Databases)



Explore the amazing history of you.

Ancestry® Library Edition

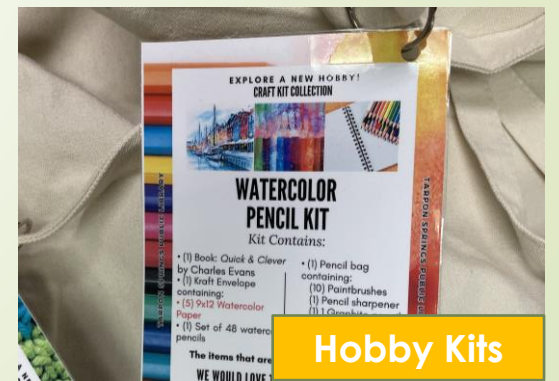
This popular product includes:

- Immigration
- Court records
- Vital records
- Directories
- Census
- Photos
- Family histories
- Military records

Your ancestors left clues along the way.
Now, you can trace them online.

This section features a black and white photograph of a family (a man, a woman, and two children) sitting on a porch with a dog. The text is overlaid on the image. The top part says 'Explore the amazing history of you.' Below the photo, it says 'Ancestry® Library Edition'. Underneath that, it lists the types of records included: Immigration, Court records, Vital records, Directories, Census, Photos, Family histories, and Military records. At the bottom, it says 'Your ancestors left clues along the way. Now, you can trace them online.'

Special Collections Available for Checkout



Upcoming Activities



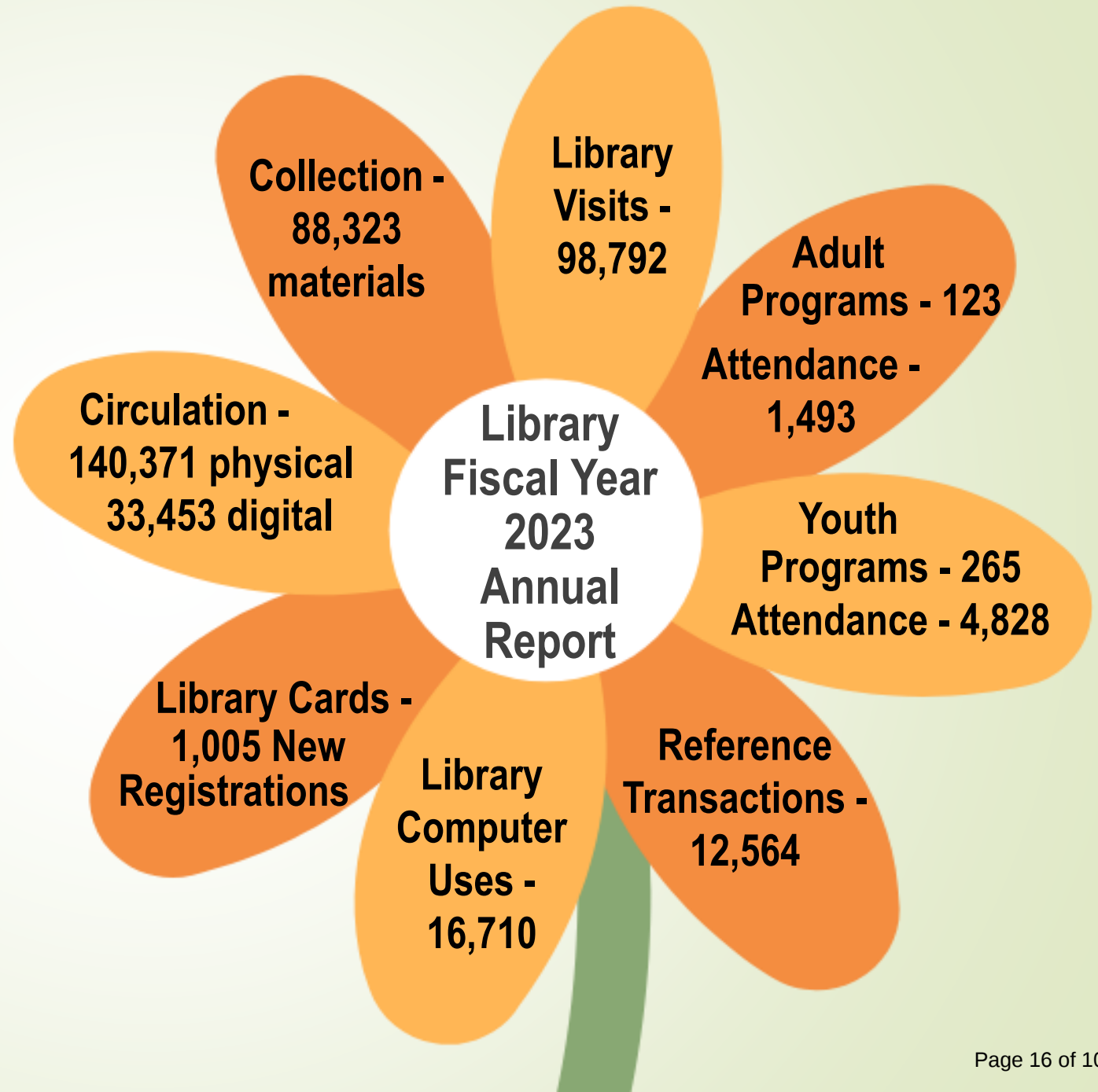
- ▶ Working with Tarpon Arts on the Heritage Museum and the Safford House Museum joining the Pinellas Public Library Cooperative Museum Pass Program
- ▶ Teen Advisory Board for the Library to provide volunteer service opportunities for teens and to gain input from teens on Library programs and services
- ▶ Summer Reading Programs to promote literacy and learning

Library Construction Project



- New study rooms
- Additional meeting room
- Expanded teen room
- Makerspace in youth area for STEAM activities
- Makerspace in adult area for learning new skills
- Expansion in the adult area
- More quiet reading spaces, additional seating areas, and other enhancements

The mission of the Tarpon Springs Public Library is to provide excellent library and information services to fulfill the needs of the users, to enhance their quality of life, and to be a focal point of the community





City of Tarpon Springs, Florida

HUMAN RESOURCES DEPARTMENT
324 E. PINE STREET
TARPON SPRINGS, FLORIDA 34689
TELEPHONE (727) 938-3711

MEMORANDUM

APRIL 2, 2024

TO: HONORABLE MAYOR AND BOARD OF COMMISSIONERS

FROM: JANE KNIFFEN, HUMAN RESOURCES DIRECTOR

THROUGH: MARK G. LECOURIS, CITY MANAGER

SUBJECT: PROPERTY INSURANCE UPDATE

BACKGROUND:

At the Board of Commissioners' request we are providing a mid-year update to our property insurance, currently provided by the Florida Municipal Trust (FMIT) as part of a Property & Casualty, Workers' Compensation package.

FY 2023-2024's property premiums rose significantly over the previous year, due to a number of factors as listed below and outlined in *Attachment 1*.

- As a result of substantial increases in catastrophic claims, the re-insurance market capacity has diminished, as demand has outpaced supply. The market has become increasingly "risk averse", particularly in known "high risk" areas such as ours.
- Recent record inflation rates have resulted in much higher costs for items such as materials, labor, and operations, which in turn have translated into elevated insurance premium rates, as our policy is based on replacement cost.
- The addition of assets to the schedule as well as a recent property appraisal contributed to a 36% increase in the Total Insured Value of the City's property.

A committee from Finance, Fire, Human Resources, Public Services and Public Works is reviewing our property schedule with the goal of identifying items that could be removed in order to generate premium savings. Elimination of smaller value items may reduce the premium somewhat, but would not generate significant savings, while more extensive removals may put the City at greater risk for uninsured damages in the event of a major catastrophe.

Lyndsey Johannesen, our FMIT representative has reviewed our property schedule and has provided possible premium reduction options which she will discuss this evening. (*Attachment 1*)

Attachments:

1. Florida Municipal Insurance Trust (FMIT) presentation



Florida League of Cities Background

- ▶ Created in 1922 to unite municipal governments in Florida
- ▶ One of the largest state municipal leagues in the nation
- ▶ Created to meet and serve the needs of municipal governments and promote local self-government (Home Rule)

Florida League of Cities Vision

The Florida League of Cities will be the premier provider of programs, products and services needed by municipal governments in Florida and become the benchmark by which all state municipal leagues in the United States are judged.

**LOCAL
VOICES
MAKING
LOCAL
CHOICES**

Market Landscape

95%

of cities purchase Property,
Workers' Compensation and
Liability insurance through one
of three pools



252 cities

Florida Municipal
Insurance Trust
(FMIT)



101 cities

Preferred Governmental
Insurance Trust
(PGIT)



40 cities

Public Risk
Management
(PRM)

Majority of non-participants are large,
self-insured entities or insure directly to
the marketplace



61%

of cities have
insurance with FMIT

Inflationary Pressures on the U.S. Commercial Insurance Industry

- Increased Building Costs: materials and labor
- Rising Property Values: Asset Survey
- Reinsurance Costs
- Increased Operational Costs
- Higher Liability Claims

23/24 Insurance Renewal

Exposure Changes YoY:

Property TIV: \$87,316,094 to \$118,348,340 (36% increase)

Worker's Compensation Experience Mod: 1.1 to .95 (14% decrease)

City payrolls 16,635,278 to \$18,351,699 (15% increase)

Auto Liability: Total losses increased \$200,009 to 330,182 (65% increase)

Overall Annual Premium Increase: 47%

23/24 Insurance Renewal – Deductible Options

RENEWAL QUOTE FOR 2023-2024				
City of Tarpon Springs				
FMIT 0591				
<u>DEDUCTIBLE / LIMIT OPTIONS</u>				
<i>Property - Wind Coverage</i>	<i>Named Storm Deductible</i>	<i>Annual Premium</i>	<i>Check Accepted</i>	<i>Option Rejected</i>
Option 1	5%	\$777,982	☐	☐
Option 2	7.5%	\$692,612	☐	☐
Option 3	10%	\$614,791	☐	☐

Disaster Recovery Program



Comprehensive Asset Surveys

- ▶ Captures complete exposures
- ▶ Informed placement decisions



Mobile Data Capture Platform

- ▶ Android/iOS devices
- ▶ Field data capture
- ▶ Damage assessments
- ▶ Daily reports
- ▶ Time and expenses
- ▶ Real-time project reporting
- ▶ Data sent to member and FMIT



Online Claims Management

- ▶ Integrated with TrackDown
- ▶ Stores all project scope data
- ▶ Accessed by member



Direct Member Repair Program

- ▶ Complete loss recovery
- ▶ Aligned with FMIT policy and FEMA requirements
- ▶ Controls claim costs

FMIT Highlights

Robust Risk and Safety Management Program

- ▶ Five field consultants, one field director and two office staff members
- ▶ Average of 20 years of experience
- ▶ Matching Safety Grants up to \$6,000
- ▶ Educational seminars and workshops
- ▶ Safety and health online training and streaming video library
- ▶ Tailored loss analysis and loss runs
- ▶ Regulatory compliance and inspection services
- ▶ Employment Law Advisor

Award-winning Special Investigation Unit (SIU)

- ▶ 70 arrests and counting
- ▶ Resulted in \$8.2 million in cost savings and more than \$2.1 million in restitution on FMIT claims
- ▶ Recognized by the State of Florida governor and Cabinet in 2009 for its work in the fight against insurance fraud

Hometown Health Well-being Program

- ▶ Dedicated Wellness Consultants
- ▶ Integrated with FMIT Health program at no additional cost

Investing in Technology – Tableau Reporting



CONTACT

LYNDSEY JOHANNESSEN

Account Executive- West FL

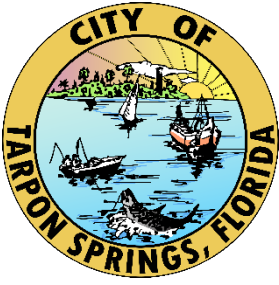
Florida League of Cities, Inc.

125 E. Colonial Drive

Orlando, FL 32853

ljohannesen@flcities.com

727-742-3179



Tom Funcheon
Public Works Director

Public Works Department
Office of the Director

To: Mayor and Board of Commissioners
From: Tom Funcheon, Public Works Director
Date: March 19, 2024.
Re: Special Event - Tarpon Springs Recreation Division
Tarpon Springs Fire Dept. and Tarpon Springs Police.
Hurricane Preparedness Day & Sandbag Pickup Event
Saturday, June 1, 2024.

Recommendation:

The Mayor and Board of Commissioners approve the Tarpon Springs Recreation Division, Fire and Police Department's Special Event application for the Hurricane Preparedness Day & Sandbag Event on Saturday, June 1, 2024. Requesting the temporary closure of Huey from MLK to Lime and Lime from Huey to Walton Ave. There will also be a drive-thru sandbag pickup spot at 898 S. Levis in the Parking lot behind Dorsett Park.

If a change in the event is necessary due to inclement weather, the City Manager will authorize/designate a rain date.

Background:

This is a free event for the community to help bring awareness to our upcoming storm/hurricane season.

The hours of the event will be from 10:00 am-1:00 pm. Set-up starts at 7:00 am. Breakdown at 3:00 pm. The event will consist of vendors. There will be food cooked onsite. Music will be provided by a DJ from 9:30 am - 1:00 pm. There will also be a giveaway.

All set-up and clean-up will be the Recreation Division's responsibility.

Approval of this event authorizes the Sponsor/User the use of City property for said special event with the understanding that they must operate and carry out the needs and functions of the within the confines and requirements established and approved by the Special Events Committee, the B.O.C. and the Sponsor's application on record.

City of Tarpon Springs
Application for Special Events

Event Information:

Date of Application: 3/5/24

Name of Event: Hurricane Preparedness Day & Sandbag Pickup Event

Date(s) of Event: June 1st, 2024

Alternate Date(s): None

Hours of Event: 10 am to 1 pm

Set up/break down time needed: 7 am-3 pm

Type/Purpose of Event: Hurricane preparedness information and touch a truck event

Location of Event (include map for parade/procession routes with assembly and disband points): Public Safety Building for event and 400 S Walton Ave. for the Sandbag drive-thru event.

If Closure of a City Parking is needed, please check: Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐

Other: Road Closure: close down Huey from MLK to Lime.

There will also be a drive-thru sandbag pickup spot at 400 S Walton Ave in the Recreation Center parking lot. See attached map.

Disposition of Proceeds: None, Free Community Event

Applicant Information:

Name of Organization: Tarpon Springs Recreation, Tarpon Springs Fire, and Tarpon Springs Police.

Registered Nonprofit Org.: Yes ☐ No ☒

Organizations Address: 400 S Walton Ave. Tarpon Springs, FL 34689

Individual to Contact: Ashley Harter (Telephone #) 727-942-5628 (email) aharter@ctsfl.us

Alternative Contact: Megan Araya (Telephone #) 727-938-3737 X2230 (email) maraya@tsfr.us

General Information:

Number of Vendors: 30-40 (Sponsor is required to keep a list of vendors, and must be able to produce upon request.)

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): Tarpon Rec

Approximate Number of Attendees: 700-900 Entrance Fee: \$ Free

Location for Attendee Parking: Tarpon Tower parking lot and Tarpon Recreation Center

Will Private Security be provided: Yes ☒ No ☐ Name of Private Company: Tarpon Police Department

Will the Following be provided: Traffic Control: Yes ☒ No ☐ Crowd Control: Yes ☒ No ☐

Will Music be provided: Yes ☒ No ☐ Hours of Play: 9:30am-1pm Band: ☐ DJ: ☒ Other: Movie Truck

Type & Location of Toilet Facilities: City Restroom Trailer at Public Safety Building

Tent or Other Structure: Yes ☒ No ☐ Type of Structure: 10X10 Tents

How will Structure be Secured: Stakes/Tent Weights

Solid Waste Collection/Disposal: Yes ☐ No ☒ Dumpster: ☐ Rolloff: ☐ Other: _____

If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____

Amusement/Carnival Rides: Yes ☐ No ☒ Name of Company Providing Rides: _____

Types of Rides: _____ Is Diagram of Layout Attached: Yes ☐ No ☒

Will Food/Beverages be Served: Yes ☒ No ☐ Cooked on Site: ☒ Catered: ☐ Sold: ☐ Given Away: ☒

Will Alcoholic Beverages be Served: Yes ☐ No ☒ Type of Alcoholic Beverages: n/a

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: ☒ How many: PD will determine

Cones: ☒ How many: PD will determine

Portable Stage: ☐ Location: _____

Electricity Needed: ☐ Where: _____

Public Restrooms: ☐ Hours of Opening/Closing: _____

Street Banners: ☐ Locations: _____

Additional City Trash Cans: ☒ 10 cans and 5 recycling bins

Directional Parking Signs: ☐ Locations: _____

Other: Parks Department: Please spray along the front and side of the building for ants.

Facilities: We would like to use the table and chair trailer.

Public Works: We would like to use the Restroom Trailer

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: Yes ☐ No ☒

If not, when will it be sent: n/a

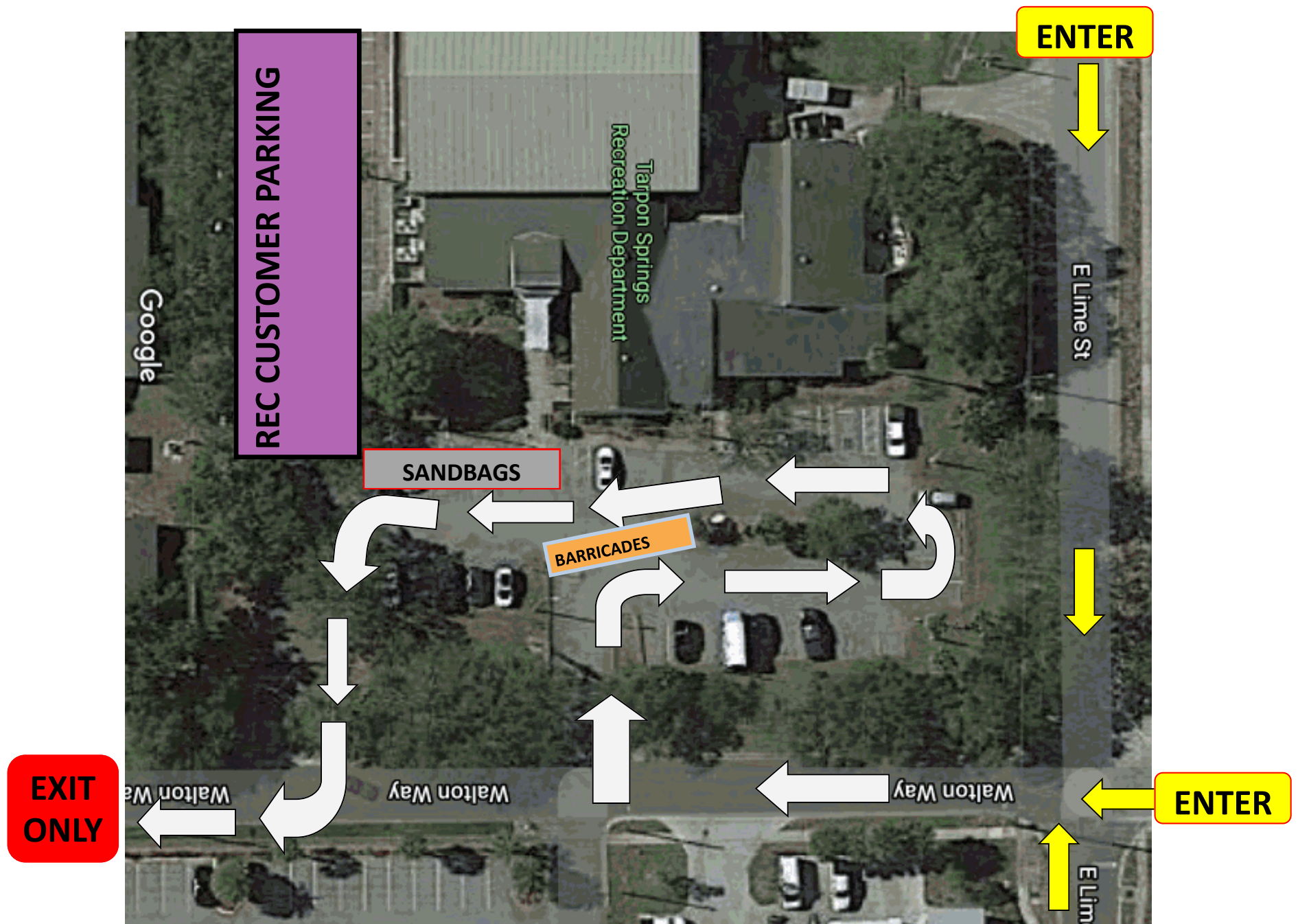
Is the Certificate of Insurance Attached: Yes ☐ No ☒ If not, when will it be sent: on File

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes ☒ No ☐

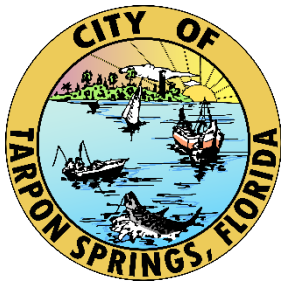
I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.

Ashley Harter
Signature of Applicant

3/5/24
Date



Tarpon Springs Community Center
400 S Walton Ave. Tarpon Springs, FL 34689



Public Works Department
Office of the Director

Tom Funcheon
Public Works Director

To: Mayor and Board of Commissioners
From: Tom Funcheon, Public Works Director
Date: March 19, 2024.
Re: Special Event – Tarpon Springs Recreation Division
Tarpon Springs Splash Park 10-year Anniversary Celebration
Saturday, May 4, 2024.

Recommendation:

The Mayor and Board of Commissioners approve the Tarpon Springs Recreation Division Special Event application for the Splash Park 10-year Anniversary Celebration on Saturday, May 4, 2024.

If a change in the event is necessary due to inclement weather, the City Manager will authorize/designate a rain date.

Background:

This event is a free family event for the community. Celebrating the 10-year anniversary of the Splash Park.

The hours of the event will be from 10:00 am-1:00 pm. Set-up starts at 7:00 am. Breakdown at 2:00 pm. The event will consist of vendors. There will be food cooked onsite. Music will be provided by a DJ and there will be a giveaway.

All set-up and clean-up will be the Recreation Division's responsibility.

Approval of this event authorizes the Sponsor/User the use of City property for said special event with the understanding that they must operate and carry out the needs and functions of the within the confines and requirements established and approved by the Special Events Committee, the B.O.C. and the Sponsor's application on record.

City of Tarpon Springs
Application for Special Events

Event Information:

Date of Application: 3/15/2024

Name of Event: Splash Park 10 year Anniversary Celebration

Date(s) of Event: Saturday, May 4th, 2024 Alternate Date(s): none

Hours of Event: 10 am-1 pm

Set up/break down time needed: 7 am-2 pm

Type/Purpose of Event: A family event celebrating the 10 year anniversary of the splash park.

Location of Event (include map for parade/procession routes with assembly and disband points): Splash Park Field

If Closure of a City Parking is needed, please check: Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐

Other: N/A

Disposition of Proceeds: None, Free Event

Applicant Information:

Name of Organization: Tarpon Springs Recreation Division

Registered Nonprofit Org.: Yes ☐ No ☒

Organizations Address: 400 S Walton Ave. Tarpon Springs, FL 34689

Individual to Contact: Ashley Harter (Telephone #) 727-942-5628 (email) aharter@ctsfl.us

Alternative Contact: Jamie Taylor (Telephone #) 727-942-5628 (email) jtaylor@ctsfl.us

General Information:

Number of Vendors: 15-20 (Sponsor is required to keep a list of vendors, and must be able to produce upon request.)

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): Parking lot

Approximate Number of Attendees: 500 Entrance Fee:\$ Free

Location for Attendee Parking: Splash Park Parking lot

Will Private Security be Provided: Yes ☐ No ☒ Name of Private Company: _____

Will the Following be Provided: Traffic Control: Yes ☐ No ☒ Crowd Control: Yes ☐ No ☒

Will Music be Provided: Yes ☒ No ☐ Hours of Play: 9:45am-1pm Band: ☐ DJ: ☒ Other: _____

Type & Location of Toilet Facilities: Splash Park Bathrooms- Please open at 7 am**

Tent or Other Structure: Yes ☒ No ☐ Type of Structure: 10X10 Tents

How will Structure be Secured: Tent Weights

Solid Waste Collection/Disposal: Yes ☐ No ☒ Dumpster: ☐ Rolloff: ☐ Other: Will use onsite dumpster

If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____

Amusement/Carnival Rides: Yes ☒ No ☐ Name of Company Providing Rides: AirFun Games

Types of Rides: Waterslides Is Diagram of Layout Attached: Yes ☐ No ☒

Will Food/Beverages be Served: Yes ☒ No ☐ Cooked on Site: ☒ Catered: ☐ Sold: ☐ Given Away: ☒

Will Alcoholic Beverages be Served: Yes ☐ No ☒ Type of Alcoholic Beverages: N/A

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: ☐ How many: _____

Cones: ☐ How many: _____

Portable Stage: ☐ Location: _____

Electricity Needed: ☒ Where: Covered Pavilion area- standing poles

Public Restrooms: ☒ Hours of Opening/Closing: Please open at 7 am

Street Banners: ☒ Locations: Electronic Message board

Additional City Trash Cans: ☒ 5 cans and 3 recycle bins

Directional Parking Signs: ☐ Locations: _____

Other: Parks Request: Please spray for ants in the field & ensure grass is cut. Thank you.

Facilities Request: We would like the Table & Chair Trailer and 4 coolers.

Public Works: We would like the large grill delivered.

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: Yes ☐ No ☒

If not, when will it be sent: N/A

Is the Certificate of Insurance Attached: Yes ☐ No ☒ If not, when will it be sent: on File

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes ☒ No ☐

I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.

Ashley Harter
Signature of Applicant

3/15/24
Date



Board of Commissioners

Memorandum

Date: April 2, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Award File No. 240092-N-AS, Single Source Purchases of CAL-FLO Hydrated Lime, Parts, Service, and Repairs

Recommendation

Award File No. 240092-N-AS, Single Source Purchases of CAL-FLO Hydrated Lime, Parts, Service, and Repairs to Burnett Lime – Florida, Inc., effective April 26, 2024 through April 25, 2025, in an estimated amount not to exceed \$110,000, for the Public Services Department - Reverse Osmosis Water Treatment Facility (ROWTF). Purchase Orders will only be issued against approved budgets.

Background

The reverse osmosis process requires specific treatment to produce potable drinking water that is stabilized for distribution through the City's pipe network. Hydrated lime (calcium hydroxide and water mixture) injected via a Burnett CAL-FLO treatment system, is one of the required processes for this stabilization. CAL-FLO is a high-quality solution that provides the City the ability to control pH, hardness, and alkalinity parameters with consistent and predictable results to meet stringent Environmental Protection Agency and Florida Department of Environmental Protection drinking water standards (see attached memo). Burnett Lime – Florida, Inc., is the single manufacturer of CAL-FLO Lime Slurry and sole, exclusive representative for Cal-Flo Lime Slurry and Cal-Flo Lime Slurry Systems in the State of Florida for new products, OEM repair parts, maintenance, and chemicals.

Funding

402-4305-536-5200 and 4600 FY24 - RO Water Treatment Facility Accounts

Strategic Plan Objective

N/A



Public Services Department

Memorandum

Date: March 18, 2024

To: Janina Lewis, Procurement Services Director

Through: R. Thomas Kiger, Public Services Director
Raymond Page, Utilities Superintendent

A handwritten signature in black ink, appearing to be "RP", enclosed in a circular scribble.

From: Darryl Vaci, Water Division Manager

Subject: Authorize Single Source contract with Burnett Lime Co. to Provide CAL~FLO Hydrated Lime, and Parts, Service and Repairs, at the RO Facility

Recommendation

Authorize Single Source Contract No. 240092-N-AS with Burnett Lime Company to provide CAL~FLO hydrated lime and as-needed parts, service and repairs, effective April 26, 2024 through April 25, 2025, in an estimated amount not to exceed \$110,000, for the RO facility.

Background

The Reverse Osmosis process requires specific treatment to produce potable drinking water for distribution through the City's pipe network. Hydrated lime (calcium hydroxide and water mixture) injected via a Burnett CAL~FLO treatment system, is one of the required processes for this stabilization. CAL~FLO is a high quality hydrated lime that provides the City the ability to adjust the pH, hardness, and alkalinity of finished potable water with consistent and predictable results to meet EPA and FDEP drinking water standards.

The Cal-Flo system was designed to use the lime product produced by Burnett, Inc. to allow for efficient and consistent water treatment. This product meets stringent requirements for food grade quality. Burnett Lime is the single source of CAL~FLO slurry and process technology, including the complete treatment system. This authorization will cover annual expenditures for lime purchases for water treatment, as well as a small allowance for as-needed parts for the equipment. A single source letter is on file.

Funding

Funds have been budgeted in Water Treatment Accounts 402-4305-536.5200 and 402-4305-536.4600 in the 2024 Fiscal Budget.

BURNETT LIME COMPANY, INC.

7095 HIGHWAY 11 • CAMPOBELLO, SC 29322 • 864-592-1658 • FAX: 864-592-1690 WWW.BURNETT-INC.COM

March 18, 2024

Mr. Darryl Vaci, Division Manager
Tarpon Springs WTP
Tarpon Springs (City Of)
1624 L&R Industrial Blvd.
Tarpon Springs, FL 34689



**Subject: Sole Source CAL~FLO®
Lime Slurry**

Darryl,

Burnett Lime Company, Inc., is the sole manufacture of its product, CAL~FLO® Lime Slurry. Burnett Lime Company, Inc. is the sole or exclusive representative for CAL~FLO® Lime Slurry and CAL~FLO® Lime Slurry Systems within the state of Florida for the purchase of new products, OEM repair parts, repairs and maintenance.



is a Burnett Lime Company, Inc. trademark, which is produced and sold with the patented CAL~FLO® Lime Slurry System. In selecting the CAL~FLO® system and slurry, your facility will receive our feed system functional guarantee (since the CAL~FLO® slurry meets the required specifications for proper operation).

No other representative can sell products, repair/replacement parts, maintenance, repair/replacement services, field services and technical support for Burnett Lime Company, Inc.

Burnett Lime Company, Inc. is the sole authorized repair facilitator for maintenance and installation in addition to stocking all authorized repair parts.

Your contact for CAL~FLO® Lime Slurry is:

Name Andrew Cannon or Teresa Johnson
Address 7095 Hwy 11, Campobello, SC 29322
Phone 864-592-1658
Email acannon@burnett-inc.com cc: tjohnson@burnett-inc.com

If you have questions regarding this issue, please contact me at 864-592-1658.

Thank you,

Hugh Burnett, Vice-President
BURNETT LIME COMPANY, INC.
Email: hburnett@burnett-inc.com
Web: www.burnett-inc.com





Board of Commissioners

Memorandum

Date: April 2, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Increase File No. 230067-N-AS, Single Source Purchases of AWC A-782 Corrosion Inhibitor

Recommendation

Increase File No. 230067-N-AS, Single Source Purchases of AWC A-782 Corrosion Inhibitor with Amaya Solutions, Inc., d/b/a American Water Chemicals, Inc. (AWC), by \$300, from \$55,000 \$55,300, through March 27, 2024. Furthermore, award File No. 240096-N-AS, effective March 28, 2024 through March 27, 2025, in an estimated amount not to exceed \$61,000, for the Public Services Department - Reverse Osmosis Water Treatment Facility (ROWTF). Purchase Orders will only be issued against approved budgets.

Background

On March 28, 2023, the BOC approved Contract File No. 230067-N-AS. The requested increase is needed to reconcile invoices for the remaining contract term until the new Contract is awarded. The purpose of this contract is to provide ongoing and as needed purchases of AWC A-782 corrosion inhibitor as part of the City's drinking water treatment process to protect the water distribution system and maintain water quality for its customers. Corrosion control is a highly specialized operation depending on the individual treated water quality and characteristics of the distribution system. The optimum inhibitor product is typically determined through direct operational experience on a utility-by-utility basis. The City is getting optimum results from using blended phosphate corrosion inhibitor AWC A-782 (see attached memo). Amaya Solutions, Inc., d/b/a AWC is the sole manufacturer and distributor of AWC-A-782 corrosion inhibitor.

Funding

402-4305-536-5200 FY 2023/2024 - RO Water Treatment Facility

Strategic Plan Objective

N/A



Public Services Department

Memorandum

Date: March 19, 2024

To: Janina Lewis, Procurement Services Director

Through: R. Thomas Kiger, Public Services Director
Raymond Page, Utilities Superintendent 

From: Darryl Vaci, Water Division Manager

Subject: Increase Contract File No. 230067-N-AS, A-782 Corrosion Inhibitor with Amaya Solutions, d/b/a American Water Chemicals, Inc. for Water Treatment Operations, and award a new Single Source Contract, File No. 240096-N-AS for a one (1) year term for the same.

Recommendation

Authorize a one-time funding increase for Contract File No. 230067-N-AS, A-782 Corrosion Inhibitor with Amaya Solutions, d/b/a American Water Chemicals (AWC), by \$300, from \$55,000 to \$55,300 for the remaining contract term, and award a new Single Source Contract, File No. 240096-N-AS, effective March 28, 2024 for a period of one year, in an estimated amount not to exceed \$61,000 for the same.

Background

The City requires a corrosion control program as part of its drinking water treatment process to protect the water distribution system and maintain water quality for its customers. Corrosion control is a highly specialized operation depending on the individual treated water quality and the characteristics of the distribution system. The optimum inhibitor product is typically determined through direct operational experience on a utility-by-utility basis.

The City is getting optimum results from utilizing blended phosphate corrosion inhibitor AWC A-782. AWC is the single source provider of AWC A-782. This product has a proprietary blend of food grade phosphates that was recommended to the City by the design engineer for the water treatment plant.

Contract File No. 230067-N-AS expires on March 27, 2024. A slight increase (\$300) is needed to reconcile and close out the expiring contract. This was primarily due to a slight increase finished water production which led to increased need for this product, as well as variability in the delivery schedule at the end of the contract term. The new \$61,000 authorization for the next year will cover annual water treatment operations, while also providing a 10% buffer for year-to-year variability in water production demands.

Funding

Funds have been budgeted in Water Treatment Plant account 402-4305-536.5200 in the 2023/2024 Fiscal Budgets.



Perfecting the Science of Membrane Treatment

March 19, 2024

Mr. Darryl Vaci
City of Tarpon Springs
P.O. Box 5004
Tarpon Springs, FL 34688-5004
RE: Corrosion Inhibitor Sole Source

Dear Mr. Vaci,

This letter is to confirm that AWC A-782 is manufactured by American Water Chemicals and it is not available for distribution from any other source. There are no identical equivalents on the market.

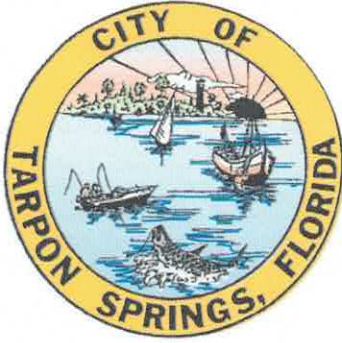
Please feel free to contact us if you require any additional information regarding these products.

Best Regards,

DocuSigned by:

7DBB0A91672348D...

Tony de Almeida
Operations Manager
American Water Chemicals



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director *al*
FROM: Anela Saday, CPPB, NIGP-CPP, Senior Procurement Analyst *AS*
DATE: 03/28/2023
SUBJECT: Award File No. 230067-N-AS, Single Source Purchases of AWC A-782 Corrosion Inhibitor

RECOMMENDATION:

Award File No. 230067-N-AS, Single Source Purchases of AWC A-782 Corrosion Inhibitor to Amaya Solutions, Inc., d/b/a American Water Chemicals, Inc. (AWC), in an estimated amount not to exceed \$55,000, for the period of March 28, 2023 through March 27, 2024, for the Public Services Department - Reverse Osmosis Water Treatment Facility (ROWTF). Purchase Orders will only be issued against approved budgets.

BACKGROUND:

The purpose of this contract is to provide the ROWTF with AWC A-782 corrosion inhibitor as part of the City's drinking water treatment process to protect the water distribution system and maintain water quality for City customers. Corrosion control is a highly specialized operation depending on the individual treated water quality and characteristics of the distribution system (see attached memo). Amaya Solutions, Inc., d/b/a AWC is the sole manufacturer and supplier of AWC-A-782 corrosion inhibitor chemical.

FUNDING: 402-4305-536-5200 FY 2023 - RO Water Treatment Facility

Accepted: _____

Amela Saday
City Manager

Attest: _____

Janina Lewis
City Clerk





Paul Smith
Public Services Director

Public Services Department

Memorandum

Date: March 28, 2023
To: Janina Lewis, Procurement Services Director
Through: Paul Smith, Public Services Director *PS*
From: Raymond Page, Utilities Superintendent
Subject: Authorize Purchases of American Water Chemicals' AWC A-782 Corrosion Inhibitor for the RO Water Facility.

Recommendation

Authorize purchases of American Water Chemicals' AWC A-782 Corrosion Inhibitor for the RO Water Facility. Total purchases in the annual amount not to exceed \$55,000.

Background

The City requires a corrosion control program as part of our drinking water treatment process to protect the water distribution system and maintain water quality for our customers. Corrosion control is a highly specialized operation depending on the individual treated water quality and the characteristics of the distribution system. The optimum inhibitor product is typically determined through direct operational experience on a utility-by-utility basis.

The City is getting optimum results from utilizing blended phosphate corrosion inhibitor AWC A-782. American Water Chemicals, Inc. is the single source provider of AWC A-782. This type of product has a proprietary blend of food grade phosphates that was recommended to us by the facility design engineer.

The effectiveness of this product has been regularly evaluated and historically has performed well. A sole source letter is on file with Procurement Services Department.

The usage amount this past year was \$52,000. An annual amount of \$55,000 is recommended to account for the potential of increased water production consistent with increased demand.

Funding

Funds have been budgeted in the water and sewer enterprise fund, in Water Treatment Plant account 402-4305-536.5200.



Perfecting the Science of Membrane Treatment

September 19, 2022

Michele Koziol
City of Tarpon Springs
P.O. Box 5004
Tarpon Springs, FL 34688-5004
RE: Corrosion Inhibitor Sole Source

Dear Michele Koziol,

This letter is to confirm that AWC A-782 is manufactured by American Water Chemicals and it is not available for distribution from any other source. There are no identical equivalents on the market.

Please feel free to contact us if you require any additional information regarding these products.

Best Regards,

Deyerlyn Docimo

Deyerlyn Docimo
Inside Sales/Customer Service
American Water Chemicals



Board of Commissioners

Memorandum

Date: April 2, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Renew File No. 210092-C-JL, Purchase of Work Uniforms

Recommendation

Renew File No. 210092-C-JL, Purchase of Work Uniforms, utilizing City of St. Petersburg Contract No. 242163, Rev. 0 with Custom Concepts of St. Petersburg, Inc., effective May 01, 2024 through April 30, 2026, in an estimated annual amount not to exceed \$60,000, for various City departments. Purchase orders will only be issued against approved budgets.

Background

On April 16, 2021, the City of St. Petersburg awarded Contract No. 242163, Rev. 0, for the purchase of work uniforms. The City of St Petersburg competitively bid this contract, which provides for utilization by other public agencies. On April 27, 2021, the BOC approved Contract File No. 210092-C-JL, effective May 01, 2021 through April 30, 2024. On December 7, 2023, the City of St. Petersburg executed a two (2) year renewal, effective through April 30, 2026. On December 12, 2023, the BOC increased the Contract from \$45,000 to \$60,000.00. The purpose of this contract is to provide as needed City employee uniforms and related apparel. Various City departments require work uniforms for safety, identification, and to maintain a clean, aesthetically pleasing appearance. Approval of this Contract renewal will continue to provide as needed purchases of work uniforms for City staff.

Funding

Funding will be provided from various department budgets as orders are placed.

Strategic Plan Objective

N/A



City of Tarpon Springs, Florida

Public Works Dept
325 E. Pine Street
Tarpon Springs, FL 34689
(727) 942-5606

Memorandum

Date: 03/26/2024
To: Janina Lewis, CPPO, CPP-NIGP, Procurement Services Director
Through: Tom Funcheon, Public Works Director 
From: Brandon Crum, Facility Management Superintendent
Date: March 25, 2024
Subject: Renew Contract File No. 210092-C-JL, Work Uniforms

Recommendation:

Authorize approval for the two (2) year renewal of Contract File No. 210092-C-JL, Work Uniforms, utilizing City of St. Pete Contract No. 242163, Rev. 0, with Custom Concepts, Inc., effective May 01, 2024 through April 30, 2026, in an estimated annual amount not to exceed \$60,000, for various City departments.

Background:

Various City departments including Public Works and its numerous divisions, require work uniforms for safety, identification, and to maintain a clean, aesthetically pleasing appearance. The subject work uniforms contract (210092-C-JL) expires April 30, 2024. Approval of the two (2) year contract renewal will allow the City to order as needed uniforms at discounted pricing offered through the City of St. Pete Contract.

Funding: Funding will be identified as orders are placed.

**ST. PETERSBURG CITY COUNCIL
Consent Agenda
Meeting of December 7, 2023**

To: The Honorable Brandi Gabbard, Chair, and Members of City Council

Subject: Approving the renewal of a blanket purchase agreement with Custom Concepts of St. Petersburg, Inc., for work uniforms, in the amount of \$450,000.

Explanation: The vendor will furnish and deliver work uniforms, golf and polo shirts, pants, shorts, jackets caps, visors, emblems and provide custom screen printing. In addition, the vendor will provide alterations and embroidery work. The primary users are the Parks and Recreation, Sanitation, Water Resources and Stormwater, Pavement and Traffic Operations Departments.

The Procurement and Supply Management Department recommends for renewal:

Custom Concepts of St. Petersburg, Inc. (SBE).....\$450,000

On April 8, 2021, City Council approved a three-year agreement through April 30, 2024 in the amount of \$675,000. The original agreement was executed on April 8, 2021 and \$644,657 has been spent during the initial term. This is the first and only renewal and the vendor has agreed to renew under the same terms and conditions and allowable pricing increase for embroidery, the remainder of the items will remain the same price. Administration recommends renewal of the agreement based on the vendor's past satisfactory performance and demonstrated ability to comply with the terms and conditions of the agreement. The renewal will be effective through April 30, 2026.

Cost/Funding/Assessment Information: Funds have been previously appropriated in the General Fund (0001), Water Resources Fund (4001), Sanitation Operating Fund (4021), and Stormwater Utility Operating Fund (4011).

Attachments: Resolution



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director *JK*
FROM: Anela Saday, CPPB, NIGP-CPP, Senior Procurement Analyst *AS*
DATE: 12/12/2023
SUBJECT: Increase File No. 210092-C-JL, Purchase of Work Uniforms Utilizing City of St. Petersburg Contract No. 242163, Rev. 0

RECOMMENDATION:

Increase File No. 210092-C-JL, Purchase of Work Uniforms utilizing City of St. Petersburg Contract No. 242163, Rev. 0 with Custom Concepts of St. Petersburg, Inc., by \$15,000, from \$45,000 to an estimated annual amount not to exceed \$60,000, through April 30, 2024, for various City departments. Purchase orders will only be issued against approved budgets.

BACKGROUND:

On April 16, 2021, the City of St. Petersburg awarded Contract No. 242163, Rev. 0, for the purchase of work uniforms. The City of St Petersburg competitively bid this contract, which provides for utilization by other public agencies. On April 27, 2021, the BOC approved Contract File No. 210092-C-JL, effective May 1, 2021. The purpose of this contract is to provide general employee uniforms and related apparel on an as needed basis. Various City departments require work uniforms for safety, identification, and to maintain a clean, aesthetically pleasing appearance. In addition to normal wear and tear, the City hired and/or is recruiting several new staff members. The requested increase is needed to provide work uniforms for those employees through the remaining contract term. This contract has one (1), two (2)-year renewal period remaining.

FUNDING: Funding will be provided from various department budgets

Accepted by: _____

Mal LeCor
City Manager

Attest _____

K Michelle Manera
City Clerk





**Public Works Department
Office of the Director**

To: Janina Lewis, CPPO, CPP-NIGP, Procurement Services Director
Through: Tom Funcheon, Public Works Director 
From: Brandon Crum, Facility Management Superintendent
Date: November 28th, 2023
Subject: Custom Concepts, Inc., Increase Purchase of Work Uniforms

Recommendation:

Approve an increase to File No. 210092-C-JL, utilizing City of St. Pete Contract No. 242163, Rev. 0, for work uniforms in an amount not to exceed \$15,000, through the remainder of the contract term for citywide use.

Background:

The purpose of this contract is to provide City staff with general employee uniforms and related apparel on an as needed basis. Various Public Works and Public Services' divisions require work uniforms for safety, identification, and to maintain a clean, aesthetically pleasing appearance, representative of the City. In addition to normal wear and tear, the City hired and/or is recruiting several new staff. The requested increase is needed to provide work uniforms for these employees.

Funding: Funding will be provided from various department budgets.



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Jay Jackus, CPPO, CPPB, NIGP-CPP, Procurement Services Director
FROM: Janina Lewis, CPPO, NIGP-CPP, Senior Procurement Analyst
DATE: 04/27/2021
SUBJECT: Award File No. 210092-C-JL, Purchase of Work Uniforms through City of St. Petersburg contract No. 242163, Rev. 0

RECOMMENDATION:

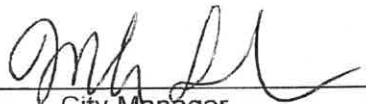
Award File No. 210092-C-JL, Purchase of Work Uniforms through City of St. Petersburg contract No. 242163, Rev. 0 from Custom Concepts, Inc. for the period May 1, 2021 through April 2024, in an annual not to exceed amount of \$45,000.00 for various City departments. Purchase orders will only be issued against approved budgets.

BACKGROUND:

On April 16, 2021, the City of St. Petersburg awarded a contract for the purchase of work uniforms. The City of St Petersburg competitively bid and awarded this contract which provides for utilization by other public agencies. The purpose of this contract is to provide general employee uniforms, tee shirts, work pants, and miscellaneous clothing on an as-needed basis.

FUNDING: Funding will be provided from various department budgets

Accepted by:


City Manager

Attest


City Clerk



Board of Commissioners

Memorandum

Date: April 2, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Award File No. 240100-N-PH, Single Source Purchase of Citywide Internet and Related Services

Recommendation

Award File No. 240100-N-PH, Single Source Purchase of Citywide Internet and Related Services to Frontier Communications of America (Frontier) and Charter Communications Holdings (Spectrum), in an estimated amount not to exceed \$95,000.00 for services through May 22, 2025, for Citywide use. Purchase orders will only be issued against approved budgets.

Background

The City currently uses Spectrum and Frontier for Internet and related services. The purpose of this request for single source purchases to each of these vendors is to maintain continuous support to operate the Citywide Internet infrastructure. These services are essential for:

- Network equipment, such as webcams, fuel pumps, SCADA, air conditioning and heat systems, etc. All these devices require static IP addresses to access them.
- All Police and Fire communications require static IP addresses for security.
- City's financial system is cloud-based and requires static IP addresses and VPN tunnels.

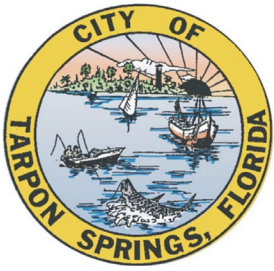
Pricing offered by both providers are Government rates. In March of 2024, Frontier and Spectrum were contacted to discuss negotiating lower rates for services, and to achieve better pricing for the City based on a long-term solution. The rates provided to the City are the basic rates for Government pricing and are nonnegotiable. Disruption in service or change of providers would cause changes to the City's static IP addresses, which is the foundation of the City's technological infrastructure (see attached memo).

Funding

Funding will be identified on an as-needed basis.

Strategic Plan Objective

N/A



City of Tarpon Springs, Florida

Suzanne Linton
IT Director

MEMORANDUM

DATE: March 25, 2024

TO: Janina Lewis, Procurement Director

FROM: Suzanne Linton, IT Director *SML*

RE: City Internet Services

Recommendation

Authorize the single source purchase of Internet Services to Spectrum and Frontier Services in the amount of \$95,000 for City wide usage.

Background

The city currently uses Spectrum and Frontier Services for internet related services. The request for Single source purchase to each of these vendors is to maintain continuous support to operate the city-wide internet and communication infrastructure. The current providers use established Static IP Addresses. The static IP is a permanently fixed number IP address assigned by an ISP (Frontier or Spectrum). A simple way to think about a static IP is that it is an address for your business or residence on the Internet. Much like a physical street address, a static IP is able to tell other computers or servers on the Internet exactly where a specific computer is located or connected to the Internet. This is essential for:

- Network equipment, such as webcams, fuel pumps, Scada, air conditioning and heat systems, etc. all these devices require a static IP to access them as well.
- All Police and Fire communications require static IP addresses for security.
- All firewall policies are configured based upon our existing static IP addresses and their secondary and tertiary redundant static IP addresses. A change would require IT to reconfigure all firewall policies. (There are hundreds of them which are multi-faceted)

- IT can secure and split internet traffic by routing it depending on what static IP the traffic is coming in on
- Our City needs a VPN for vendors and employees to have remote access to our business network. When a VPN tunnel is created, a specific permanent Internet protocol (IP) address is required.
- Our financial system is in the cloud and requires static IP addresses and VPN tunnels

Pricing offered by our providers is the Government pricing rate.

In March of 2024, Frontier was contacted to increase bandwidth and achieve better pricing and efficiency for the City; based on a long-term solution. Our City Account Executive/Enterprise Business Acquisition representative for Frontier has explained that the pricing the City currently receives is the basic published rates for all municipalities and commercial entities. She stated that the City of Tarpon Springs is paying the same rates as the County and State. There are no negotiating lower rates. The only way to achieve lower rates is to cut services or redesign which is more costly. We are currently negotiating increased bandwidth speeds with no additional cost increase.

In March of 2024, Spectrum was contacted to discuss negotiating lower rates for services and again the rates provided to the City are the basic rates for Government pricing. There is no negotiating the rates; but we were able to increase bandwidth speeds with no increase in fee.

In March of 2024, Florida Department of Management Services, Division of State Technology, was contacted to inquire as to the availability of any special State contract pricing for Internet Services.

Disruption in service or change of providers would cause changes to the City's static IP addresses which is the foundation of our City's technological infrastructure. Internet static IP addresses would be taken from a different pool and would require a multi-faceted extensive change to our communication platform for all City-Wide technological systems. It is not practical and would not be cost effective to make a change due to the extensive manpower and down time resulting from the change.

Funding

Funds are budgeted under individual department accounts for the services they utilize.



Board of Commissioners

Memorandum

Date: April 2, 2024
To: Mayor and Board of Commissioners
Through:
From: Irene Jacobs, City Clerk & Collector
Subject: Charter Review Appointment

Recommendation

1. To appoint Carrie Root, Joan Jennings, Jim Kolianos, Merlin Seamon, and John Tarapani to the Charter Revision Commission.
2. To vote and appoint two members for the 6th and 7th position of the Charter Revision Commission from the second choice list below.

Background

The Board of Commissioners appoints a Charter Revision Commission every five years to review the provisions of the City's Charter and recommend any changes that might be deemed necessary. The Charter Revision Commission is composed of seven members. The Board of Commissioners submitted two names of City residents who were interested in serving on this Commission to the City Clerk. The Commissioners's first choice nomination is automatically appointed and then the Commissioners vote from the second choice list for the sixth and seventh member.

The following is a list of nominations provided:

	(#1)	(#2)
Mayor Vatikiotis	Carrie Root	Mike Kouskoutis
Vice Mayor Eisner	Joan Jennings	Tina Bucuvalas
Commissioner Koulias	Jim Kolianos	Susan Cooper
Commissioner Koulianos	Merlin Seamon	Peter Dalacos
Commissioner DiDonato	John Tarapani	Anita Protos

Funding

N/A

Strategic Plan Objective

N/A



City of Tarpon Springs, Florida

IRENE S. JACOBS, CMC
City Clerk & Collector

K. MICHELE MANOUSOS, CMC
Deputy City Clerk & Collector

DATE: APRIL 1, 2024

TO: THE HONORABLE MAYOR AND BOARD OF COMMISSIONERS

FROM: IRENE S. JACOBS, CMC, CITY CLERK & COLLECTOR */ISJ/*

SUBJECT: CHARTER REVISION COMMISSION (NOMINATION PROCESS)

The Charter Revision Commission is composed of seven members. In my tenure with the City, the nomination process has always been as follows:

1. Each Commissioner submits two names of City residents who are interested in serving to the City Clerk.
2. The Commissioner's first choice nomination is automatically appointed.
3. Then each Commissioner will vote for two of the five names from the second-choice list. The two nominees with the highest number of votes serve as the sixth and seventh member.
4. In the event of a tie, then the Commission will vote to break that tie.

City of Tarpon Springs
Office of the Internal Auditor

Audit of Public Works- Roads
& Streets Division



Prepared by:
Billy Poulos, MBA, CIA, CGAP
City Internal Auditor
March 2024

Report #07_2024

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City of Tarpon Springs Office of the Internal Auditor

3/26/2024

Honorable Mayor Vatikiotis and Commissioners,

Enclosed is Audit #07_2024 of the Roads & Streets division. This audit was conducted under the authority of the approved FY 2024 Internal Audit plan, and contains my analysis and conclusions based on the information available to me. The report contains one finding and seven observations. Management's response is also included. I am available anytime to discuss the audit and will place it on the April 2, 2024 BOC Regular Session agenda for a brief presentation.

I would like to thank the Public Works Director, Tom Funcheon, the Streets & Stormwater Supervisor, Tony Mannello, and the Finance Director, Ron Haring for their assistance during the audit process.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Poulos", is written over a horizontal line.

Billy Poulos
City Internal Auditor

Cc: Mark LeCouris, City Manager
Tom Funcheon, Public Works Director
Tony Mannello, Streets & Stormwater Supervisor

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Executive Summary (Overall Auditor Opinion)

In accordance with the approved FY 2024 Internal Audit plan, I have completed the audit of the Public Works- Roads and Streets Division ("Division"). The audit was conducted using the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (I.e., Red Book Standards) as a framework and guide. I believe that the evidence obtained and reviewed provides a reasonable basis for the findings and observations in this report.

The Roads and Streets division is part of the Public Works department and is primarily tasked with constructing and maintaining the City's sidewalks and repairing road surfaces which are part of the Capital Improvement Program. They are also responsible for tree maintenance (Not reviewed in this report), and traffic management when needed. They work closely with and have some overlapping functions with the Stormwater division which recently received a favorable audit report by this office (Report: [Stormwater_#05_2023](#)). Both divisions are managed by Tony Mannello.

This audit examined the Division's compliance with two capital projects: The Sidewalk Improvement Program and the Annual Street Repaving Program. Additionally, the Division's performance with pothole repairs was tested. The Division completed the capital projects equitably and timely during the period under review. This can be attributed to Capital projects being placed on a priority list through the use of an objective rating system that prioritizes projects based on various criteria, which helps the BOC make approval decisions and also helps ensure that projects are equitably spread around the City.

With the exception of a minor administrative finding concerning the average amount of time it takes to close out pothole repair workorders, no other exceptions are noted in this report. In fact, the amount of time it takes to actually complete a pothole repair is nearly half that of other nearby cities (8 days compared to 15 days).

Some other areas of the Division were also reviewed in the course of performing the audit which resulted in additional observations, which are not tied to any specific audit objectives. These include the Division's tidal tacking program where staff monitor high tides for "Sunny day" floods in case traffic has to be rerouted, and the use of GPS technology to monitor its vehicles and equipment which helps safeguard assets and provide real-time data.

Overall, the Division is operating in compliance with City Charter and City Ordinance requirements, has a comprehensive and detailed policy and procedure manual, and is performing its functions without any visible cause for concern.

This report uses a balanced format approach which includes both Findings and Observations. Findings can include any number of things where improvement is needed and usually require remedial action by the auditee or other related parties. In contrast, Observations are areas where the auditee has excelled or has exhibited a best practice. They can also include areas that may need additional review or discussion and may not be within the Department's control. The use of a balanced format approach helps provide an overall picture of the department, which is important for a decision-making Board.

In order for the reader of this report to gain a complete understanding of this audit's objectives and conclusions, it is strongly recommended that the details surrounding the findings and observations listed below are read in their entirety.

Finding(s)

#1: The Division does not timely close out pothole work orders in the Naviline system.

Observation(s)

#1: Potholes repairs are timely started and repaired (Repaired on the same day they are started).

#2: The Division is compliant with both the City Charter's Sidewalk Improvement Fund, and City Ordinance requirements for the Sidewalk Improvement Program.

#3: The Division has created a comprehensive Sidewalk Inspection Program to identify defects in the City's sidewalks, and a rating system to ensure that dollars spent from the Sidewalk Improvement Fund are objectively and equitably distributed throughout the City.

#4: The Division has an equitable process in place to determine which streets will be repaved or reconstructed as part of their Annual Street Repaving program.

#5: The Division has a comprehensive policy and procedures manual that addresses all of its functions.

#6: The Division has a tidal tracking program where staff monitor high tides for "Sunny day" floods in case traffic has to be rerouted.

#7: The Division uses GPS technology to monitor its vehicles and equipment which helps safeguard assets and provide real-time data.

Overview of the Roads & Streets Division and their Major Programs

Interesting Fact: In 1888, the Town Council of Tarpon Springs passed Resolution #15, which required all male residents between the ages of 18 and 45 to perform 8 days of road-related work annually when called upon by the Committee on Street and Highways (Present day Roads & Streets Division). However, the resident could pay to commute this requirement by paying \$1 per day or \$5 for the whole year- Which had to be paid when first called upon.

Overview of the Roads & Streets Division:

Organizationally, the Roads & Streets division falls under the Public Works department and has some overlapping functions with the Stormwater division, which was recently audited by this office (See audit report: [Stormwater_#05_2023](#)). They are also managed by the same person, Tony Mannello, Streets and Stormwater Supervisor. The Division maintains about 120 miles of paved streets, has 10.50 full time equivalent (FTEs) employees, and a FY23 budget of \$1.2 million¹. Its primary functions include:

- Capital projects stemming from the Capital Improvement Program, including the:
 - Sidewalk Improvement Fund/ Program.

¹ This only includes General Fund dollars.

- Annual Street Resurfacing Program (Which includes both the street resurfacing and brick street/ road reconstruction projects in alternating years).

- Day-to-day maintenance of sidewalks.
- Pothole repairs and other smaller repairs to streets and curbs.
- Tree management (Not reviewed in this report).
- Traffic management for special events and during times of localized flooding.

Overview of Division's Capital Improvement Programs: Sidewalk Improvement & Annual Street Repaving:

The Sidewalk Improvement Program and the Annual Street Repaving Program are part of the City's Capital Improvement Program ("CIP")² and are managed by the Division. The City Charter requires the City Manager to prepare a CIP which identifies projects and their respective funding sources. The CIP is a long-range planning document that covers a five-year period (Current CIP is from FY21 to FY25), that is adopted by BOC Resolution in conjunction with the annual operating budget.

Sidewalk Improvement Program:

Minor sidewalk maintenance is done continuously, but larger sidewalk projects are part of the Sidewalk Improvement Program and are mandated in the City Charter³. These projects are funded annually through the Sidewalk Improvement Fund but completed every second year (i.e. A cycle). Additionally, sidewalk construction is outsourced for efficiency purposes, and the chosen vendor usually completes all of the projects in a few weeks. For example, the sidewalk funding for fiscal years 2021 & 2022 was almost \$230,000⁴, and the projects were completed in FY22 by Rogar Management & Consulting of Florida. After two years, the cycle starts over again. Currently, the City is in fiscal years 2023 & 2024 of the cycle and the BOC approved the list of sidewalk projects in August 2023 at a cost of \$219,252. However, no vendor has been chosen as of the publication of this report. As previously noted, the Sidewalk Improvement Program is primarily funded through the Sidewalk Improvement Fund. Annually, \$100K is transferred from this fund to the Capital Projects Fund in order pay for the various sidewalk projects. See **Tables #1 & #2** below for an illustration of funding information and when projects are completed.

Annual Street Repaving Program:

The Annual Street Repaving Program is actually an alternating street resurfacing and brick street/ road reconstruction program, where each type of project is completed every other year.

Street resurfacing is less intensive and expensive than brick street/ road reconstruction⁵. These types of projects are funded every other year from the Local Option Gas Tax Fund (\$150K), and those dollars are transferred to the Capital Project Fund and are usually completed the same year. However, depending

² City Charter: Article III, Section 16 (1) (f) - Prepare and submit the annual budget, budget message, and capital improvement program to the board of commissioners in a form provided by ordinance or by law.

³ City Charter: Article IV, Section 26 - Sidewalk Improvement Fund.

⁴ Actual approved winning bid was \$218,913.25, plus an additional 5% for contingencies for a total of \$229,858.91. However, the sidewalks were completed under budget as only \$224,963.40 was spent.

⁵ Street resurfacing involves removing the top layer of asphalt by milling or grinding and adding a new asphalt layer.

on the time it takes to rate and prioritize the projects, obtain BOC approval, and procure a vendor, some projects carry over to the next fiscal year. For example, in the current cycle street resurfacing projects were funded in FY23, and the projects were completed in late FY23 and early FY24 by an outside vendor, Asphalt Paving Systems, Inc. See **Tables #1 & #2** below for an illustration of funding information and when projects are completed.

Brick street/ Road reconstruction is more intensive and expensive than street resurfacing⁶. Like street resurfacing, these projects are funded every other year from the Local Option Gas Tax (\$150K), but they are also funded every year from the One Cent Local Option Sales Tax Fund (\$150K). Dollars from both of these funds are transferred to the Capital Projects Fund, where they are approved by the BOC and subsequently spent. These projects are completed in alternating years with street resurfacing projects. Therefore, since street resurfacing projects were completed in FY23, brick street/ road reconstruction projects will be completed in FY24. See **Tables #1 & #2** below for an illustration of funding information and when projects are completed.

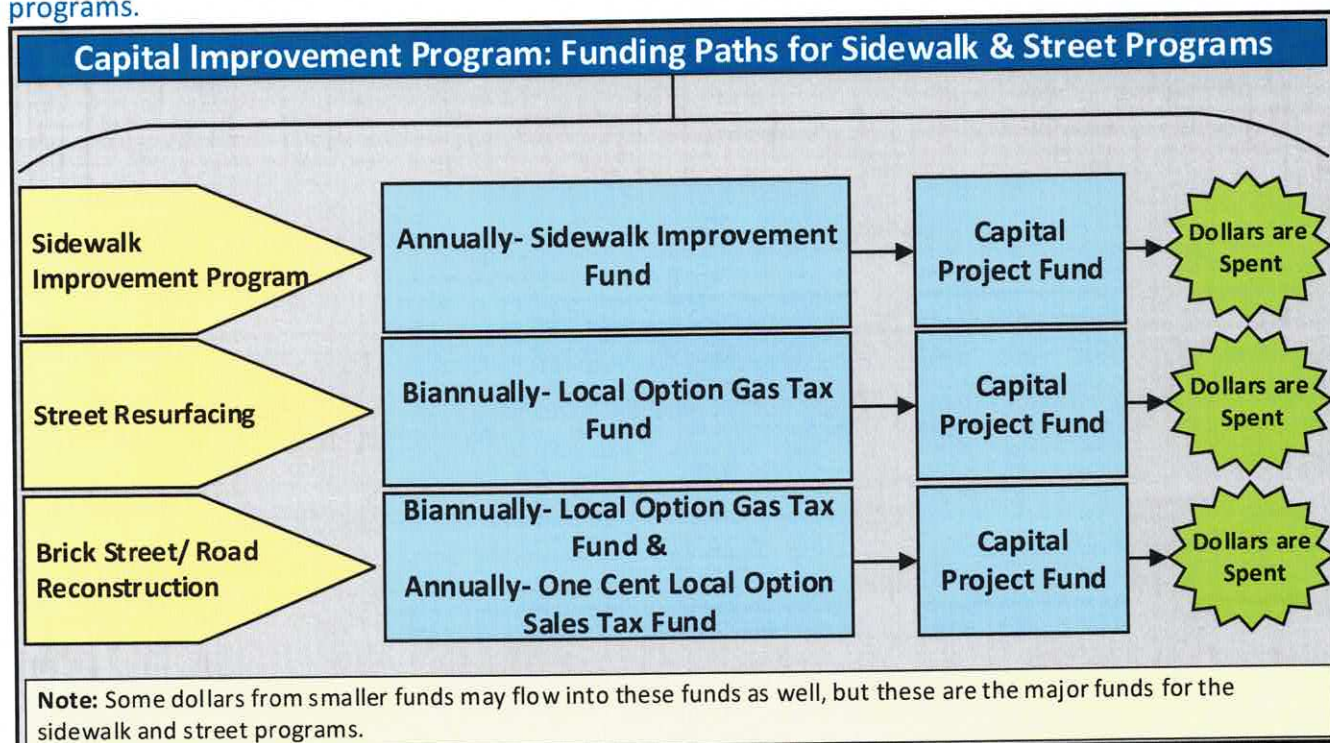
Table #1: Overview of when the sidewalk and street projects are funded and when the work is completed.

Sidewalk & Street Projects: Funding & Project Completion Cycle			
Project	Current Cycle		
	Funding Year	Funding Year	Project(s) Status
Sidewalk Improvement Program	FY23	FY24	FY24 (Expected Completion)*
Street Resurfacing	FY23	None	Completed in FY23 & FY24**
Brick Street/ Road Reconstruction Program ***	FY23	FY24	FY24 (Expected Completion)
* Sidewalk project list has been approved by the BOC, but vendor has not yet been chosen. ** These projects are usually completed in the same year as they are funded, but 2 of the 5 projects were completed in August 2023 (FY23), and 3 were completed in October 2023 (FY24). *** Funded biannually by Local Option Gas Tax Fund and annually by the One Cent Local Option Sales Tax Fund, but projects are completed in alternating years.			

Source: BOC resolutions, budget documents including Capital Improvement Program, and internal division documents.

⁶ Brick street/ Road reconstruction repair is more extensive and goes beyond surface restoration and includes rebuilding the road down to its base (Regardless of if the street is brick or asphalt).

Table #2: The sidewalk and street programs are part of the larger Capital Improvement Program that is made up of various funds that feed into the Capital Project Fund, which is used to pay for the programs.



Source: Analysis of budget documents and BOC resolutions.

Audit Objectives, Scope, & Methodology

The audit objectives include:

Objective #1, Potholes- To examine the Division's performance with repairing potholes/ minor street repairs.

Objective #2, Sidewalk Improvement Program- To determine if the Division:

- Is in compliance with the City Charter and City Ordinance requirements.
- Has an adequate and thorough sidewalk inspection process.
- Has an equitable process to determine where sidewalk improvements are to be done.

Objective #3, Annual Street Repaving Program- To determine if the Division has an adequate process to determine which streets will be candidates for either resurfacing or reconstruction.

The risk factors that were considered in deciding the objectives of the audit were:

- Compliance risks: The risk that the Division is not in compliance with City Charter and City Ordinance requirements.
- Public Safety risks: Physical risks due to sidewalks being in disrepair, streets having unfixed potholes, and other physical hazards associated with sidewalks and streets.
- Equity risks: The risk that sidewalks and/ or streets are being improved or repaired in some areas of the City and not others.

- Reputational/ perception risks: The risk that residents and visitors view the City as unkempt and in disrepair.
- Financial risks: The risks associated with unallowable expenses under the various capital funds used to pay for streets and sidewalks.

The scope of the audit covers FY23 (October 1, 2022 to September 30, 2023) and part of FY24 as some projects are still active and have not been completed. The following is an overview of the activities performed:

- Reviewed the Public Works policy and procedures manual, approved budgets, City Charter and City Ordinances relating to streets and sidewalks, funding source information, background/ historical information about the Division, and other relevant information.
- Performed in-person interviews with various staff for clarification of Division functions and to help identify risks.
- Accessed Naviline to obtain financial data for audit testing and OnBase for backup documents.

Results: Finding(s)

Finding #1: The Division does not timely close out pothole work orders in the Naviline system.

Pothole repairs are entered into the Naviline⁷ system as work order requests⁸. The work orders capture the date it was created (i.e. Request/ Input date), repair start date, repair completion date, the close out date, and other information. Closing out pothole projects involves the technician who worked on the project to fill out hard copies that detail the work that was completed, materials used, time to complete the project, and other relevant information. A senior technician inspects both the work and the hard copies to ensure they agree. Lastly, the senior technician or a records technician enters the information into the Naviline system and closes out the work order.

A sample of ten work orders was reviewed from the 77 pothole workorders that were submitted during fiscal year 2023. Of the sampled workorders, it took an average of 56.9 days for them to be closed out in the Naviline system (See [Table #3](#) below). However, the actual time to repair the same potholes took an average of only eight days (7.8 days) to repair from start to finish, which indicates an administrative not an operational issue (See [Observation #1](#)). Timely closing out work orders can help avoid confusion as to which projects are active and which ones are completed, while providing a clearer picture of where resources are needed at a given point in time.

Recommendation(s): None- The Division has a procedure in place to close out work orders, but due to temporary staffing shortages, work orders were not timely and consistently closed out. Therefore, this will work itself out and the number of days will fall as long as the Division simply abides by their internal procedures.

⁷ Naviline is the City's enterprise-wide accounting, asset management, scheduling, and work order system (This is not inclusive of all its functionality).

⁸ These workorders may include other small asphalt related projects, like cutting out a small piece of damaged street and replacing it.

Table #3: Potholes repairs are timely started and repaired, but not timely closed out in the Naviline system.

Pothole Repair Performance Data			
	From Request/ Input into the Naviline System to Actual Start of Repair	Actual Start of Repair to Completion	From Input into System to Work Order Close Out
Time*	7.8 Days	< 1 Day**	56.9 Days
* Total days, including weekends and holidays. ** The data from the first column, "From request/Input into Naviline system to actual start of repair" and the second column, "Actual start of repair to completion" is the same (7.8 Days), which indicates that projects are completed on the same day that they are started.			

Source: Naviline work order reports.

Results: Observation(s)

Observation #1: Potholes repairs are timely started and repaired (Repaired on the same day they are started).

As noted above, a pothole repair is entered into the Naviline system as a work order request, where the request date, repair start date, repair completion date, close out date, and other relevant information is captured. The process is either initiated by a City resident (35% of pothole work orders) or are pro-actively discovered by Division staff during their daily work routines (65% of potholes work orders).

The same sample of ten work orders that were reviewed in **Finding #1** above, were used to determine the average amount of time it takes the Division to start working on a pothole, and the average amount of time it takes to complete a pothole after the work has started. From the sampled work orders, it took the Division an average of just under eight days (7.8 days- Including weekends & holidays) from when the work order was initiated, to when the pothole work was begun and completed. Which means the potholes that were tested were started and completed on the same day (See **Table #3** above).

There is no universally accepted time frame or industry standard for the time it takes to repair potholes, as many factors go into this, including the size and severity of the pothole, the condition of the underlying support of the roadway, weather conditions, possible traffic disruptions, availability of resources, and other factors. Some cities have as little as a three-day performance standard, whereas some have no standard at all. Of the comparison cities that were reviewed, the most common standard was 15 days (From initial request to completion). Using this as criteria from which to measure against, the Division has performed well. Additionally, disruptions to traffic have been kept to minimum since all of the sampled pothole repairs were started and completed on the same day.

Potholes are inevitable, but their timely repair in not. The timely repair of potholes is important for driver's safety, potential damage vehicles, and to the reputation of the Division and the City in general, as potholes and all street repairs are a highly visible aspect of a City, so their upkeep and repair is paramount.

Recommendation(s): None. The Division has an adequate pothole repair policy, and their performance does not show a need to adjust it.

Observation #2: The Division is compliant with both the City Charter's Sidewalk Improvement Fund, and the City Ordinance requirements for the Sidewalk Improvement Program.

Requirements for the Sidewalk Improvement Fund can be found in the City Charter⁹, whereas the requirements of the Sidewalk Improvement Program can be found in City Ordinance¹⁰. Initially, the Sidewalk improvement Fund was named the "Street and Sidewalk Improvement Investment Fund", and was used for street, drainage, and sidewalk improvements. The Charter Revision Commission proposed a narrower scope of how the dollars should be spent by restricting them to existing sidewalks only and renaming it the "Sidewalk Improvement Fund". It was approved by the electoral in March 2020. The **Sidewalk Improvement Fund** requirements include the following:

- Amount withdrawn from the fund is less than or equal to amount appropriated in the City's Capital Improvement Program budget for sidewalk improvements.
- Amount withdrawn cannot exceed \$100,000 per fiscal year.
- "Existing roadways" - Dollars can only be used for sidewalk improvements, repairs, or extensions for sidewalks in existence at time of the Charter amendment (3/17/2020).

The **Sidewalk Improvement Program** is found in the City's ordinances and requires the City Manager (I.e. The Division) to:

- Prepare and maintain a priority list of sidewalks in need of repair or construction in the city and keep the list current.
- Provide the priority list of sidewalks to the Board of Commissioners for approval.

Budget documents, internal Division documents, BOC approval documents, and Naviline reports were reviewed to ensure that the City Charter and City Ordinance requirements are being met- **No exceptions were noted** (See **Table #4** below).

⁹ City Charter: Article IV, Section 26 - Sidewalk Improvement Fund. Amended by the electorate on 3/17/2020.

¹⁰ City Ordinance: § 15-6. - Sidewalk Improvement Program.

Table #4: The Division is compliant with both the City Charter’s Sidewalk Improvement Fund, and the City Ordinance requirements for the Sidewalk Improvement Program.

Compliance Table: Sidewalk Improvement Fund & Sidewalk Improvement Program		
Compliance Requirements*	Enabling Document	Compliant (Yes/ No)
Amount withdrawn from the fund is less than or equal to amount appropriated in the City’s Capital Improvement Program budget for sidewalk improvements.	City Charter (Sidewalk Improvement Fund)	Yes
Amount withdrawn cannot exceed \$100,000 per fiscal year.	City Charter (Sidewalk Improvement Fund)	Yes
“Existing roadways”- Dollars can only be used for sidewalk improvements, repairs, or extensions for sidewalks in existence at time of the Charter amendment (3/17/2020).	City Charter (Sidewalk Improvement Fund)	Yes
Prepare and maintain a priority list of sidewalks in need of repair or construction in the city and keep list current.	City Ordinance (Sidewalk Improvement Program)	Yes
Board of Commissioners approval of sidewalk priority list.	City Ordinance (Sidewalk Improvement Program)	Yes
* Due to space limitations, some of the compliance requirements are abbreviated or re-worded from their original form. Note: There are notice requirements in the City Ordinance pertaining to sidewalks, but they are requirements for the City Clerk and therefore not included in this report.		

Source: City Charter & City Ordinances, and the City’s Capital Improvement Program.

Observation #3: The Division has created a comprehensive Sidewalk Inspection Program to identify defects in the City’s sidewalks, and a rating system to ensure that dollars spent from the Sidewalk Improvement Fund are objectively and equitably distributed throughout the City.

As noted above, the Division is required to prepare and maintain a priority list of sidewalk projects for approval by the BOC. However, the criteria used to prepare the list of sidewalk projects is left up to the interpretation and discretion of the Division. The Division has created a Sidewalk Inspection Program and a Sidewalk Rating System, which together, form a logical and objective way to evaluate sidewalks and goes beyond what is required in the City’s Charter and ordinances. This also helps to ensure that the sidewalk dollars are equitably distributed.

Sidewalk Inspection Program: The Division has created a Sidewalk Inspection Program which is a technical guide that outlines the operating procedures for how sidewalks are to be inspected throughout the City for defects, examples of the various types of sidewalk defects, the frequency of inspections, and the procedures that should be completed (In flowchart format) when a defect is discovered by staff or reported by a citizen (See [Appendix A1](#)). The guide also includes a map that divides and numbers the City into five grids. Each grid will be inspected approximately every ten weeks until all the grids are inspected annually, and subsequently repeated. Additionally, two special areas will be inspected daily, due to high pedestrian traffic. These include the Sponge Docks (Dodecanese Blvd.) which will be inspected by Marina staff, and Tarpon Avenue (From US 19 to the Bayou, including Craig Park) which will be inspected by Sanitation and Parks staff (See [Appendix A2](#)).

Sidewalk Rating System: As noted in [Observation #2](#), City ordinance requires the Division to prepare and maintain a priority list of sidewalk projects for approval by the BOC. In order to accomplish this in an

equitable manner, the Division has created a Sidewalk Rating System (“SRS”). The SRS considers the defects that are discovered in the City’s sidewalks, as well as other factors, and quantifies them in order to produce a list that is as objective as possible. Defective and/ or sidewalks in disrepair present a hazard to City residents and tourists, and also presents an “unkept” image of the City if not corrected. A rating system is important so that the sidewalk dollars are equitably disbursed throughout the City based on relevant and objective criteria. Basing the priority list on objective and relevant criteria provides the BOC and the public some assurance that sidewalk improvements are being made equitably and for valid reasons. See **Table #5** below for an illustration of the criteria and scoring system.

Table #5: The Division has created a Sidewalk Inspection Program that uses a scoring system to determine which sidewalks are a priority based on certain criteria.

Sidewalk Rating System	
Criteria	Rating/ Possible Score
Police accident report	0 - 10
Citizen accident report	0 - 10
Trip hazard	0 - 10
Cracks	0 - 10
Dips/ Raised areas	0 - 10
Housing density (Heavy = 5)	0 - 5
Pedestrian traffic (Heavy = 5)	0 - 5
Proximity to school (Elementary or middle): • Main corridor and/ or less than 1 mile = 10 • 1 to 2 mile radius = 5 • More than 2 miles = 0	0/ 5/ 10
Total Score	
Note: The higher the score, the more likely the sidewalk will be on the priority list for BOC approval.	

Source: Sidewalk Inspection Manual and Division’s internal documents.

Recommendation(s): None

Observation #4: The Division has an equitable process in place to determine which streets will be repaved or reconstructed as part of their Annual Street Repaving program.

Much like the Sidewalk Improvement Program, the Division uses a rating system that scores each street based on several criteria (See **Table #6** below). The streets with the lowest score are considered to be in the worst condition and are candidates for the priority list for approval by the BOC. However, the Division also takes into consideration the cost for each street, as the cost may be too high for this program and require a different funding approach. The Division takes into account the following cost factors as they will determine how feasible the project is for this program:

- Length and width of the street (Total Area).
- Type of repair:
 - Mill/Overlay
 - Double Microsurface
 - Full Depth Reclamation
 - Cape Seal

- Whether the infrastructure needs to be repaired/ replaced like water, sewer, stormwater lines.
- Whether striping is needed and what type.
- Whether curbing is needed.

Table #6: The Division has created an evaluation system to that scores each street to determine which sidewalks are a priority based on certain criteria.

Street Evaluation Scoresheet	
Criteria	Rating (0 – 10)
Drainage/Ponding Condition	10 = Best
Ride (Roughness)	10 = Smoothest
Maintenance Performed	10 = Least
Citizen Reports/Claims	10 = Least
Total Traffic Use	10 = Least
Total Score	
Note: Streets with lowest score are in the worst condition and have a greater chance of making it on the priority list for BOC approval.	

Source: Internal Division documents.

The use of a thorough evaluation scoresheet that takes into account the physical characteristics of a street, as well as the costs associated with its repair, helps ensure that street repair projects are equitably and objectively disbursed throughout the City. Much like the Sidewalk Rating System mentioned above, it provides the BOC and the public with assurance that projects have been reviewed and vetted before projects are approved.

Recommendation(s): None

The following Observations are not related to a specific audit objective:

Observation #5: The Division has a comprehensive policy and procedures manual that addresses all of its functions.

The Division has a comprehensive policy and procedures manual, as well as clearly defined roles and responsibilities for its each member of its staff. The manual includes a set of detailed standard operating procedures for all of their functions. This helps when it comes to training new employees, refreshing veteran employees, and creating consistency across the Division.

Recommendation(s): None

Observation #6: The Division has a tidal tracking program where staff monitor high tides for “Sunny day” floods in case traffic has to be rerouted.

The Division tracks tidal data to determine if and when certain streets will flood from “Sunny day” flooding or other emergency events, as one of their functions is to manage traffic patterns like road closures and detours. They have staff on the ready to handle these situations (Along with help from the City’s Police department). This is an example of a preventive control and outside the box thinking to

ensure public safety. Preventive controls are always the strongest type of control, and this is a prime example of one being put to good use.

Recommendation(s): None

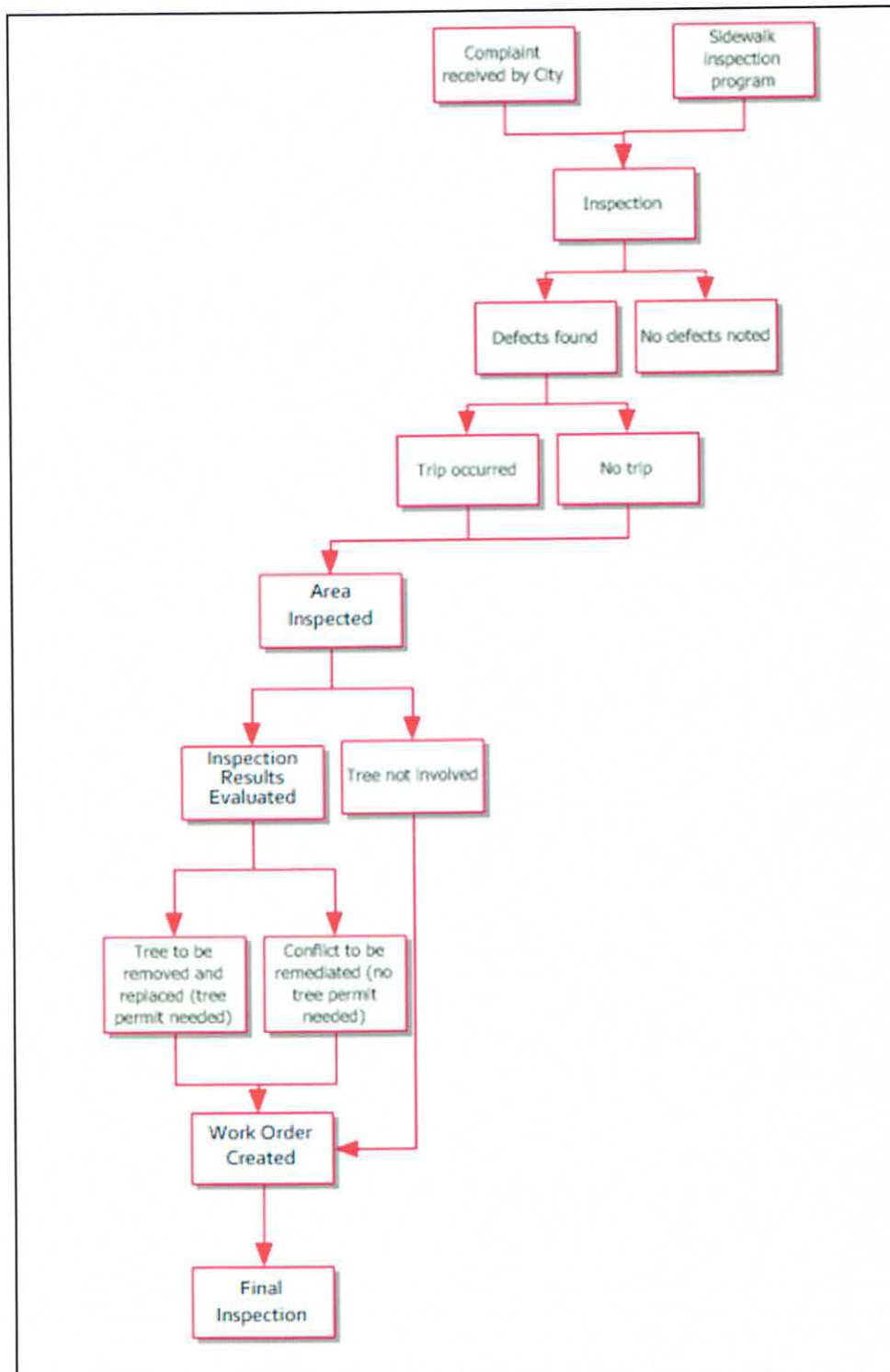
Observation #7: The Division uses GPS technology to monitor its vehicles and equipment which helps safeguard assets and provide real-time data.

The Division is actively safeguarding City assets through the use of GPS tracking devices in their vehicles and heavy equipment. This is not only a way to track a vehicle or piece of equipment that has been stolen, but it provides real-time data on a number of activities that can then be used to develop more efficient processes. For example, data can be used to determine how long it takes to pick up materials, perform an activity, and return to headquarters without the need for an employee to fill out a time sheet for each step in the process.

Recommendation(s): None

Appendix:

A1) Sidewalk Improvement Program Procedures Flowchart:



Source: Sidewalk Improvement Program guide.

— : Gridlines- Each grid will be inspected approximately every ten weeks until all the grids are inspected annually, and subsequently repeated.

A — : Sponge Docks (Dodecanese Blvd.), which will be inspected daily by Marina staff.

B — : Tarpon Avenue (From US 19 to the Bayou, including Craig Park) which will be inspected daily by Sanitation and Parks staff.

14

Management Response

The Public Works Director and Roads & Streets Supervisor have been afforded an opportunity to respond to this report. Their response is attached.

Basilios Poulos

From: Anthony Mannello
Sent: Wednesday, March 27, 2024 12:23 PM
To: Basilios Poulos
Cc: Tom Funcheon
Subject: Audit Response

Billy,
After review of the final Report “Audit of Public Works – Roads & Streets Division”, we understand and agree with all findings and will certainly follow any recommendations needed for Division improvement.

Thank you,
T.

Anthony “Tony” Mannello
City of Tarpon Springs
Streets & Stormwater Supervisor
727-942-5606
amannello@ctsfl.us

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the City are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.



Board of Commissioners

Memorandum

Date: April 2, 2024
To: Mayor and Board of Commissioners
Through: Irene Jacobs, City Clerk & Collector
From: Michele Manousos, Deputy City Clerk & Collector
Subject: Appointment to Parks and Recreation Advisory Board **(5 Minutes)**

Recommendation

TO APPOINT _____ AND _____, AS REGULAR MEMBERS OF THE PARKS & RECREATION BOARD.

Please select from the application(s) on file from the following individual(s) who expressed an interest in serving on this Board:

Current Board Applicants						
Applicant's Choice of Board						
Application Date	Name	1st Choice	2nd Choice	3rd Choice	4th choice	ACADEMY Attendee
3/1/24	Juliana Day	Parks & Recreation				Mar-24
3/7/24	Michael Cloonan	Parks & Recreation				Mar-24

Background

THERE ARE TWO VACANCIES DUE TO THE RESIGNATION OF SCOTT CARR AND JOHN SHIELDS.

Funding

N/A

Strategic Plan Objective

N/A

From: [Amber Thompson](#)
To: [Michele Manousos](#)
Subject: FW: Resignation for Parks and Recreation Board #2
Date: Wednesday, March 27, 2024 2:10:37 PM
Attachments: [image001.png](#)

From: Tom Funcheon <tfuncheon@ctsfl.us>
Sent: Wednesday, March 27, 2024 2:10 PM
To: Amber Thompson <athompson@ctsfl.us>
Subject: FW: Resignation for Parks and Recreation Board

Tom Funcheon - Public Works Director
324 E Pine St
Tarpon Springs FL, 34689
727-942-5610

Please note: Florida has a very broad public records law. Most written communications to or from local officials regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Jamie Taylor <jtaylor@ctsfl.us>
Sent: Tuesday, January 23, 2024 3:06 PM
To: City Clerk Department <cityclerkdept@ctsfl.us>
Cc: Amber Thompson <athompson@ctsfl.us>; Tom Funcheon <tfuncheon@ctsfl.us>
Subject: FW: Resignation for Parks and Recreation Board

City Clerks Dept,

For your records, below you'll see a resignation email for Scott Carr from the Parks and Recreation Advisory Board. The email had previously been sent to Sherri Jacobs.

Jamie Taylor, CPRE
Recreation Superintendent
City of Tarpon Springs
727-942-5628



Florida has a very broad public records law. Most written communications to or from The City of Tarpon Springs are public Records, available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

In addition, under Florida law, e-mail addresses are public records.

From: Scott Carr <scottcarr@post.com>

Sent: Monday, January 8, 2024 12:31 AM

To: Sherri Jacobs <sjacobs@ctsfl.us>

Subject: Resignation for Parks and Recreation Board

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Hello Sherri,

Unfortunately, I am resigning from the board. I have a new job that keeps me away from performing my duties.

Thank you,
Scott Carr

727-232-9016

From: [Amber Thompson](#)
To: [Michele Manousos](#)
Subject: resignation #1
Date: Wednesday, March 27, 2024 2:08:53 PM

Amber

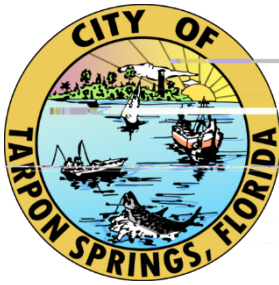
Actually, I have been trying to make it into one of the meetings to do it in person, but due to some life and work changes, unfortunately I am going to have to resign from the board. I wanted to do it in person but again I'm finding myself not able to make it to today's meeting.

I will be compiling a formal letter to the board and will be submitting it hopefully at the next board meeting. My apologies.

I'm sorry for the inconvenience.

Sincerely,
John

Sent from my iPhone



CITY OF TARPON SPRINGS, FL

CITY MANAGER

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-3590
Fax (727) 937-8199

MEMORANDUM

To: Honorable Mayor and Board of Commissioners

From: Mark LeCouris, City Manager

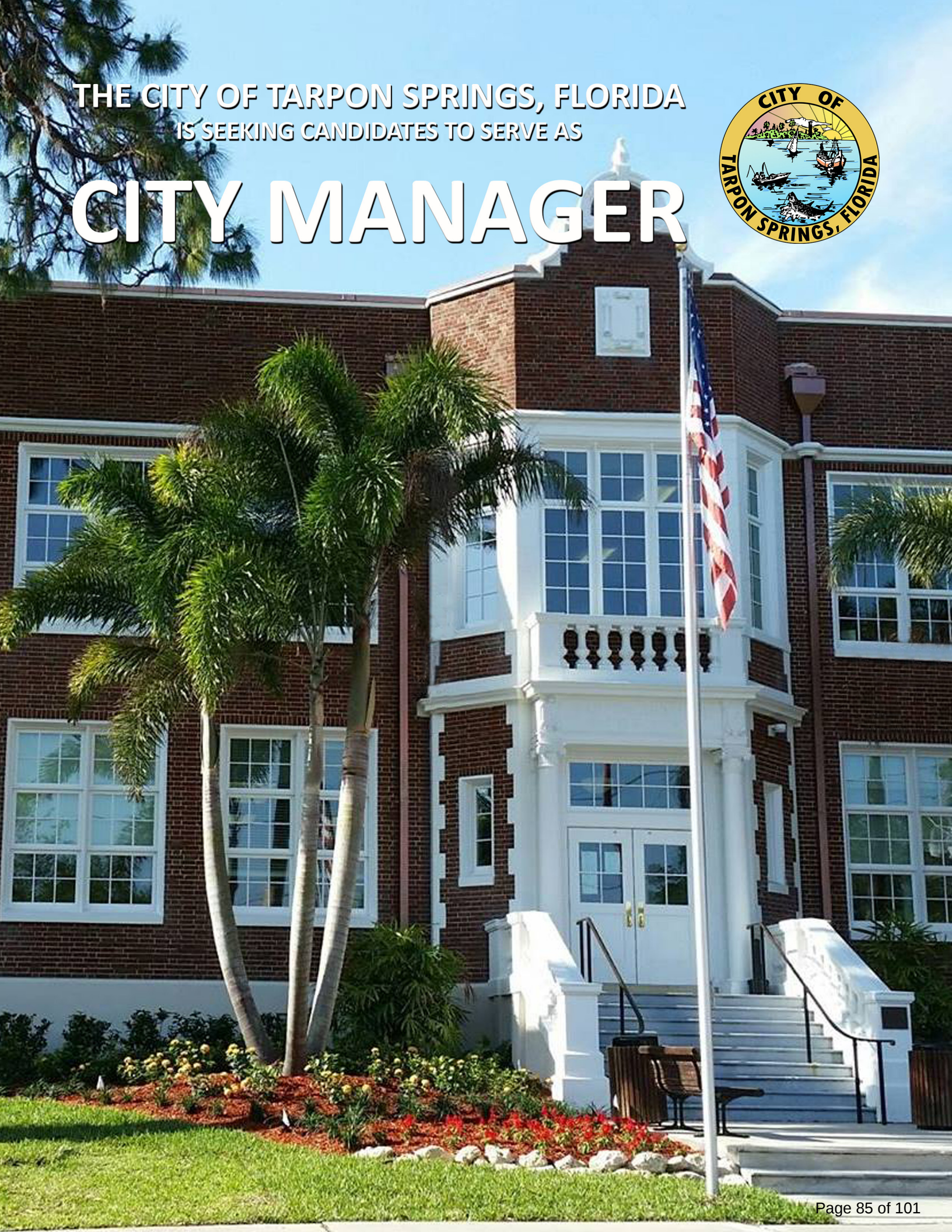
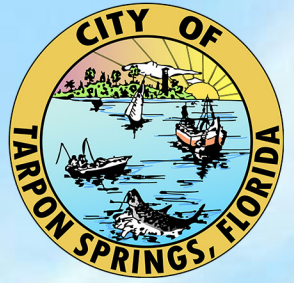
Date: March 28, 2024

Subject: Approval for Advertising and Selection of Next City Manager

As a result of the Special Session on March 25, 2024, City Manager and staff were directed to bring final draft of advertising literature for the City Manager search. The Board of Commissioners are asked to review and approve these documents which are edited from the last search by the Slavin Group.

THE CITY OF TARPON SPRINGS, FLORIDA
IS SEEKING CANDIDATES TO SERVE AS

CITY MANAGER





ABOUT TARPON SPRINGS, FLORIDA

Tarpon Springs, incorporated in 1887, is a historic, culturally rich city that blends its Greek heritage with Victorian-era buildings and homes. Famous for its working seaport and sponging industry, the waterfront has evolved into a shopping and restaurant destination known as the Sponge Docks — one of the top tourist destinations in Florida. Downtown is a showcase of historic buildings and homes, and the City boasts more than 50 miles of waterways, parks, and charming neighborhoods. As a business location, Tarpon Springs has distinct retail, office, marine, and industrial sectors which offer opportunity for high visibility, growth, and success.

With a population of 25,849, Tarpon Springs provides a small-town atmosphere with big city amenities. Within its City limits are a full-service hospital; one of the nation's top eye institutes; a four-year college; a performing arts center; a world-class museum and several local historical museums; a City owned and

operated 18-hole public golf course; dozens of parks, two beaches, five marinas and a working seaport; a historic Downtown; Greektown with the cultural Sponge Docks; a full-service police and fire department; a public recreation and health center and more.

Quality of Life

Tarpon Springs has an abundance of waterways, parks, and open space that provide some of the most beautiful parks, woodlands, and recreational opportunities in Florida. The City is comprised of 16.9 sq. miles, of which 7.8 sq. miles (45%) is water. In addition, 26% of the land area is recreational or open green space. Along with the Gulf of Mexico at its western border, Tarpon Springs has six saltwater bayous, four lakes, the Anclote River, several canal waterways, and 20 parks and playgrounds distributed throughout the City, providing an abundance of recreation opportunities.

The City Recreation Division provides a variety of year-round recreational, social, and enrichment activities for children, youth, and

adults at several locations throughout the City. Activities include free movies and concerts at Sunset Beach and special seasonal events including Easter egg hunts, Touch a Truck/Open House, There's SnowPlace Like Tarpon Springs Christmas Festival and Boat Parade, and more. The City's 18-hole, 6,200-yard golf course was built in the early 1900s and is a participating course on the Florida Historic Golf Trail. The golf course is thriving and includes a pro shop, snack bar, driving and putting ranges, and lessons available from PGA professionals.

The City owns and operates Cycadia Cemetery, an active municipal cemetery with a variety of memorialization options.

Tarpon Springs offers outstanding white sand beaches.

The City owns and maintains a 21-slip marina on the working waterfront.

The Tarpon Springs Library is a full-service library located downtown and features research services, programs for children and teens, computers and training, e-book downloads, discussion groups, and dozens of activities for all ages, abilities, and interests, all year around.

Arts and Culture

Tarpon Springs has been an arts destination since the early 1900s, and the City maintains its commitment to the cultural arts through City-owned cultural, arts, historic, and theater venues including five historic sites for arts and heritage tourism in its National Register District. The City is home to several renowned artists including Christopher Still, a highly acclaimed Florida-based artist.



Education

Tarpon Springs offers excellent public elementary and secondary schools that are among the best in the region. Three elementary schools (Sunset Hills, Tarpon Springs, and Tarpon Springs Fundamental), one middle school, (Tarpon Springs Middle) and one high school (Tarpon Springs High School) provide students a solid foundation for post-secondary and technical learning and the workplace. Schools operate under the auspices of Pinellas County. More than 22 accredited universities and colleges are located an hour's drive of Tarpon Springs including the University of Tampa, University of South Florida, and St. Petersburg College which has a campus in Tarpon Springs. St. Petersburg College offers Bachelor's, Master's, and Doctorate degrees, as well as a two-year Associate in Arts degree, more than 100 academic programs, and more than 60 certificate programs. Accredited by the Southern Association of Colleges of Schools, the Tarpon Springs campus also offers dual enrollment and early college for high school students.

Health Care

AdventHealth North Pinellas is a full-service, 168-bed facility that serves as a regional medical center located in the Southern Gateway neighborhood of Tarpon Springs. The hospital has a medical staff of 300 physicians and has recently partnered with USF Health to provide state-of-the-art cancer care for Pinellas patients. The hospital is operated by AdventHealth, a nationally recognized hospital network.

Neighborhoods

The City is known for its charming neighborhoods with brick streets, live oak trees, and waterfront views. Approximately 90% of waterfront property in the City is either residential or accessible to the public by parks and openspace, making the City one of the most desirable for those wanting to be near water. The unique mix of neighborhoods includes the Golden Crescent, an area surrounding Spring Bayou and near Down-town, where the earliest development began. This area features many stately Victorian homes and offers narrow brick streets, stately oaks, beautiful older homes numerous subdivisions developed around man-made ponds, lakes, canals, and conservation areas, new townhomes and condominiums, Gulf coast homes, and a thriving, historic neighborhood near the Sponge Docks reminiscent of a Greek fishing village.

Business Districts

The City has several distinct business districts with unique characteristics that fit the needs of any new or expanding business to be successful. The City's form-based code allows for flexibility in zoning and land uses and provides for maximum development of the land area.

Historic Downtown — blending vintage historical buildings with tree-lined streets, brick sidewalks, benches, nostalgic street-lamps and banners, downtown shops that offer a variety of eclectic boutiques, restaurants, coffee shops/cafes, breweries, art galleries, ice cream and bakeries, home goods, bookstores and more. Its location within the CRA provides incentives for business attraction and expansion including four types of improvement grants. Downtown is the site of many festivals including the popular First Fridays which attracts thousands of residents and visitors to enjoy music, refreshments, vendors, food, and fun on the streets.

Sponge Docks — with more than one million visitors per year, the historic Sponge Docks are a main tourist attraction in Florida and a rare opportunity to visit Greece without leaving Florida. Stretching for several blocks along the Anclote River waterfront, the Docks are a blend of Greek restaurants, boutiques and specialty shops, bakeries, and a museum devoted to the history of sponge diving and how Tarpon Springs became the "sponge capital of the world." The Docks offer sponge diving exhibitions, deep-sea fishing and cruise excursions, and an opportunity to view a working water-front still active in the shrimping, fishing, and sponging industries.

US Hwy 19 - is the main highway running north and south through the City. It is the location for big box and national retailers, restaurants, and hotels. Two major shopping centers anchored by Wal-Mart and Publix, together with dozens of retailers and restaurants including Bealls Outlet, TJ Maxx, Starbucks, Chili's, and Staples, along with Hampton Inn & Suites are in this area. Opportunity exists for additional retail, restaurants, and offices in prime highway frontage and redevelopment opportunities.

CITY OF TARPON SPRINGS, FLORIDA ORGANIZATIONAL CHART

TARPON SPRINGS MAYOR & BOARD OF COMMISSIONERS

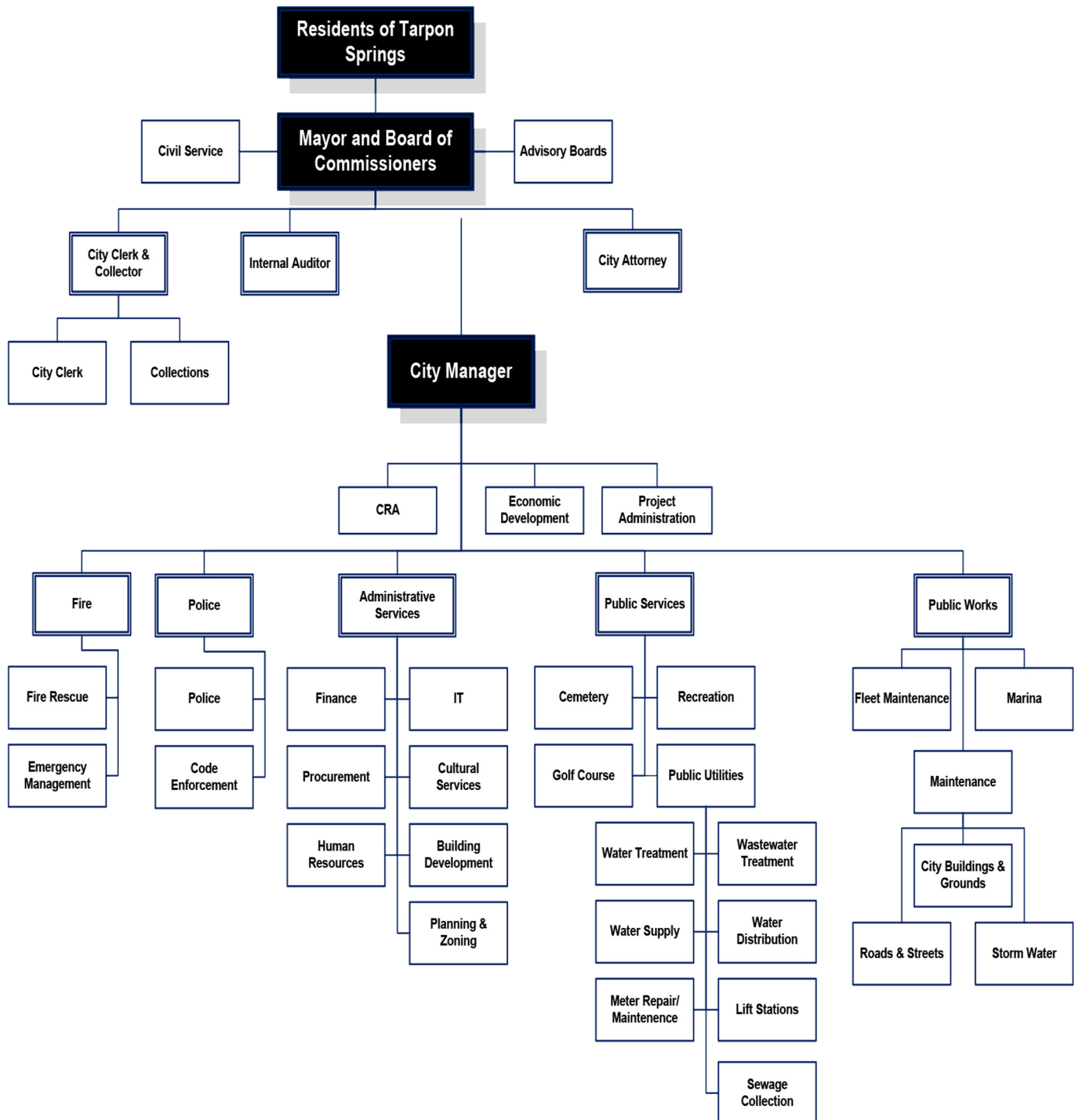
MAYOR COSTA VATIKIOTIS

VICE MAYOR MICHAEL EISNER (current, rotating assignment)

COMMISSIONER PANAGIOTIS (PETER) KOULIAS

COMMISSIONER JOHN KOULIANOS

COMMISSIONER FRANK DI DONATO (Interim Commissioner)



ABOUT THE CITY GOVERNMENT

The City operates under a commission-manager form of government. Policy-making and legislative authority are vested in the Mayor and Board of Commissioners consisting of four commissioners. The Mayor and Board of Commissioners are responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the City's Manager, City Attorney, City Clerk and Internal Auditor. The City Manager is responsible for carrying out the policies and ordinances of the Mayor and Board of Commissioners, for overseeing the day-to-day operations of the City, and for appointing the heads of the various departments. The Mayor and Board of Commissioners are elected on a non-partisan basis and may serve up to two three-year terms.

The City of Tarpon Springs provides a full range of municipal services including police and fire protection; construction and maintenance of streets, bridges, sidewalks, storm drainage, operation of the City-wide parking system, public parks and recreation facilities; City planning, zoning, sub-division and building code regulation and enforcement; supervised recreation programs; public libraries; redevelopment of declining commercial and residential neighborhoods; refuse, recycling and yard waste collection. The City owns and operates award-winning water and sewer utilities, with state-of-the-art treatment facilities for independent water supply, wastewater treatment, and reclaimed water production. The City has 353 FTE's. Police and Fire employees are represented by unions. The City's FY 2024 Budget is \$76,422,791.

OPPORTUNITIES AND CHALLENGES

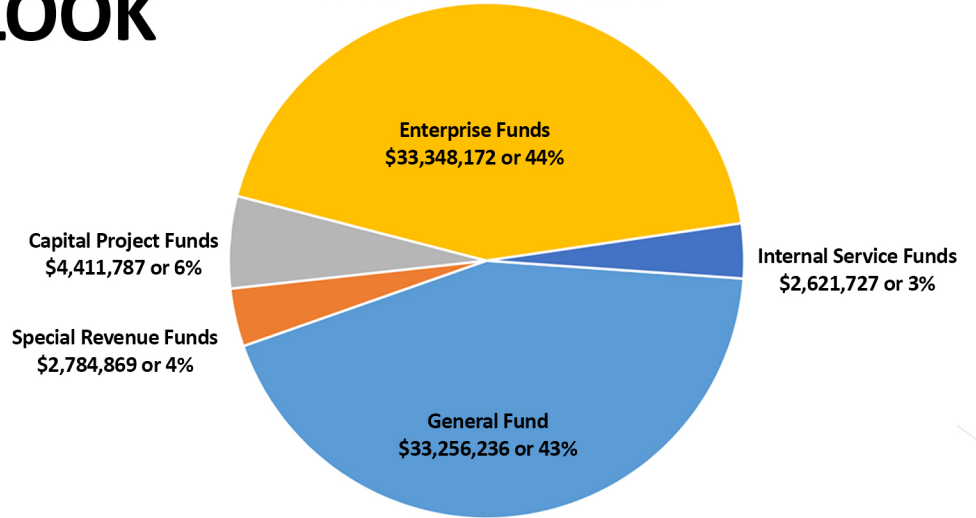
While Tarpon Springs is open and amenable to new ideas, the community is seeking to continue and enhance an authentic direction for Tarpon Springs that builds on its historic character relating to the sponge industry located in its downtown retail center and areas along its waterways. Thus, the present challenge is that of maintaining an authentic, small-town experience for the residents, with amenities that reflect its historic context as well as allow for new development that enhances the desires of the community but does not destroy its historic character.

While Tarpon Springs is a full-service City, it is not a high-density, high-rise community, nor is it a shopping strip. It is a community that has evolved over time and the residents take great pride in the community and its assets and wish to enhance their community in a proactive manner that respects its historic character.

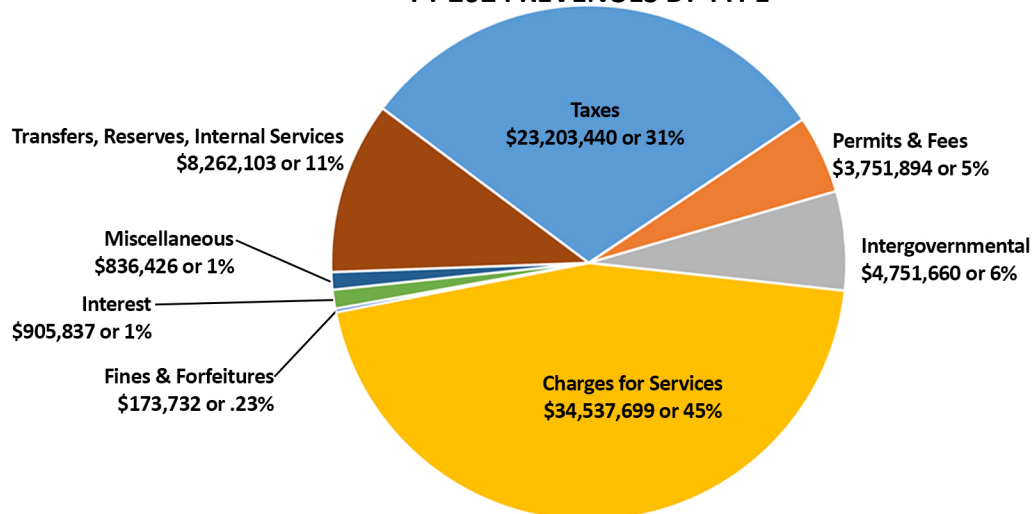
The community has a number of challenges related to redevelopment, new development (limited opportunities), neighborhood preservation and enhancement, protecting the community and City infrastructure from rising sea levels and increasing storm intensity, and funding and implementing various water and sewer rehabilitation and restoration projects. According to a 2021 NOAA report, U.S. coastal communities saw twice as many high tide flooding days than they did 20 years ago — and the trend of near-record high tides is expected to continue. Along the Southeast Atlantic and Gulf coastlines, 14 locations set or tied records where rapidly increasing trends in high-tide flooding have emerged.

FY 2024 BUDGET OUTLOOK

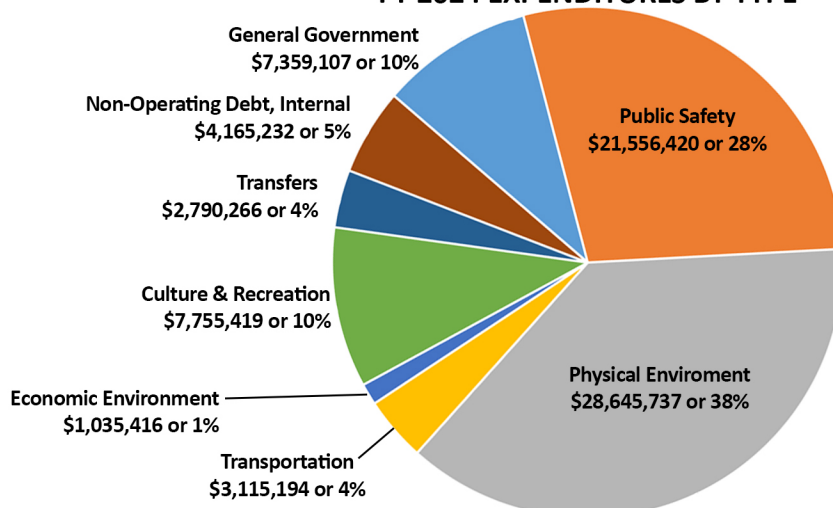
FY 2024 BUDGET BY FUND



FY 2024 REVENUES BY TYPE



FY 2024 EXPENDITURES BY TYPE



ABOUT THE CITY MANAGER

As a Charter employee, the City Manager shall be appointed by and serve at the pleasure of and under the direct supervision of the Board of Commissioners. The City Manager shall be the chief administrative officer of the City and shall have the power to execute the laws and administer the government of the City. The City manager shall be responsible to the Board of Commissioners for proper administration of all affairs of the City and to that end shall have the rights, powers and duties necessary and proper to the enforcement thereof. Duties and responsibilities include the efficient and effective management and supervision of the City's affairs in accordance with policies adopted by the Board of Commissioners, the City Charter and applicable state law and municipal ordinances. Responsibilities are performed with wide latitude for independent judgment and initiative within the framework of established policies, laws, charter provisions and ordinances.

Essential Functions of the City Manager include:

- Appoint and, when deemed necessary, suspend or remove any City employee except as otherwise provided by law, the Charter, or personnel rules adopted pursuant to the Charter.
- Appoint, terminate, and suspend all department heads with the ratification of the Board of Commissioners.
- Develop and keep current personnel rules and regulations. All said rules and regulations shall be approved by the Board of Commissioners.
- On an annual basis, objectively and consistently evaluate assigned employees for efficiency and effectiveness utilizing the

City's established employee performance evaluations system and related procedures.

- Manages and motivates personnel to maximize the efficiency and effectiveness of the delivery of all services by the City; and to promote team unity.
- Makes reports as the Board of Commissioners may require concerning the operations of City departments, offices, and agencies subject to his discretion and supervision.
- Ensures that all laws, provisions of the Charter, policies, and acts of the Commission subject to enforcement by the City Manager or officers subject to the Manager's direction and supervision are faithfully executed.
- Recommends to the Board of Commissioners, from time to time, adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community, or for the improvement of administrative services.
- Prepare and submit the annual budget, budget message, and capital improvement program for to the Board of Commissioners in a form provided by ordinance or by law.
- Prepare and submit the annual budget for the Tarpon Springs CRA to the CRA Board (Board of Commissioners).
- Keep the Board of Commissioners fully advised as to the financial condition and future needs of the City and make such recommendations to the Board of Commissioners concerning the affairs of the City.
- Submit to the Board of Commissioners, and make available to the public, a complete report on the finances and administrative and operating activities of the City at the end of each fiscal year.

***Essential Functions of the City Manager include:
(continued)***

- Develop and maintain such files and records as needed to provide history and continuity of operations of City business and to perform such other duties as are specified in the Charter or may be required by the Board of Commissioners.
- Investigates the affairs of the City or any department or division thereof. Investigates all complaints in relation to matters concerning the administration of the City government and ensures that all franchises, permits, and privileges granted by the City are faithfully observed.
- Maintains the community connection with City government by being responsive and informative to residents.
- May speak at a variety of public functions, clubs, schools, and civic groups.
- Ensures that all employees are cognizant of creating good public relations in the performance of their duties.



POSITION REQUIREMENTS

Requires a combination of education and experience equivalent to attainment of a Bachelor's degree in Public Administration or related field (Master's degree preferred) and at least five years' experience in managerial, financial, and executive level decision-making in a commission/manager or related system of government. An equivalent combination of education/training and experience may be substituted, at the City's discretion.

Tarpon Springs' next City Manager will:

- Have the ability to work with staff to seek new financial resources, as well as successfully implement a variety of capital projects (water and sewer) that are either currently underway or planned.
- Have strong leadership skills, be accessible, mentor and support existing staff, recruit, and retain quality new staff, and have a track record of treating employees (at all levels) fairly, consistently and with dignity and respect.
- Have a stable public sector managerial background, is comfortable with service delivery in a small-town environment and who will become an integral part of the community. (City residency is required).
- Have experience with capital project planning with particular emphasis on water and wastewater utilities, their construction, and operations.
- Understand utility rate setting and be able to speak coherently on utility issues and sustainability and be able to work with staff and consultants on long range sustainability issues.

***Tarpon Springs' next City Manager will:
(continued)***

- Understand working waterfronts with knowledge of commercial waterfront preservation and development.
- Understand what is needed to maintain federal and navigable federal and recreational channels (Anclote River and various bayous in Tarpon Springs).
- Be familiar with national registered historic and cultural district preservation standards and requirements.
- Be familiar with Community Redevelopment Agencies (CRA's). Tarpon Springs has one and is looking at establishing a second CRA.
- Be an effective negotiator with experience in labor negotiations (PBA and IAFF).
- Understand succession planning (Tarpon Springs has several senior employees who will reach retirement age in the near future).
- Be a proactive manager whose style is to set direction and delegate, allow staff to perform and evaluate staff performance.
- (NOT be a micromanager); be comfortable with setting timelines.
- Be preemptive in anticipating issues and concerns and act quickly to avoid adverse circumstances.
- Be respectful and value Tarpon Springs' rich history, unique culture and the Greek and Caribbean African American heritage.
- Work effectively with environmental groups and be cognizant of their issues and concerns.

- Be a strong and detail aware manager with strong fiscal management and budget skills.
- Understand the economic value of grants and be willing to seek appropriate grant funds.
- Be a strong communicator who will keep the Commission informed and advised on issues and concerns, as well as communicate pertinent issues and concerns with the community as needed or is desired; will provide timely updates and reports to the Commission on projects/programs.
- Be a manager who is experienced in asset-based economic development including the use of local institutions, placemaking, and special and/or evening events.

***Personal Characteristics Desired in
Tarpon Springs' Next City Manager:***

- Analytical
- Experienced
- Relaxed style
- Smart and efficient
- Accessible
- Casual
- Stable
- Ability to understand complex issues/concerns and move projects forward consistently.
- Willing to become and be seen as a part of the community
- Intellectual—can understand “big issues”
- Progressive
- Open minded
- High energy, proactive
- Approachable
- Personable
- Flexible
- Gets things done

COMPENSATION AND BENEFITS

Compensation for the position will be very competitive. Beginning compensation is negotiable based on qualifications and experience. The City offers excellent employee benefits which include generous paid time off, medical, and dental insurance, life/AD&D, retirement benefits (Mission Square Retirement (401(a)), deferred compensation (457(b)), and more.

RESIDENCY

Per the City Charter, the city manager shall establish permanent legal residency within the city within one year after appointment. The board of commissioners may temporarily excuse the residency requirement for such time periods, no one time period to exceed one year, as it deems appropriate in the best interest of the city.

TO APPLY

The recruitment will remain open until the position is filled. The first review of applications is scheduled to begin on May 24, 2024. Applications received after the first review date may be considered at the City's discretion. Please submit a letter of interest, a detailed résumé, and current salary to:

Jane Kniffen, Human Resources Director

CITY OF TARPON SPRINGS

324 E. Pine Street

Tarpon Springs, FL 34689

Phone: (727) 938-3711

Fax: (727) 942-5621

e-mail: HR2@ctsfl.us

City website: www.ctsfl.us

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the City are public records available to the public and media upon request. Please call prior to submitting your application package if confidentiality is important to you.



THE CITY OF TARPON SPRINGS, FLORIDA

Invites your interest in the position of

CITY MANAGER

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With a population of 25,849, Tarpon Springs provides a small-town atmosphere with big city amenities. Within its City limits are a full-service hospital; one of the nation's top eye institutes; a four-year college; a performing arts center; a world-class museum and several local historical museums; a City owned and operated 18-hole public golf course; dozens of parks, two beaches, five marinas and a working seaport; a historic Downtown; Greektown with the cultural Sponge Docks; a full-service police and fire department; a public recreation and health center and more. The City has several distinct business districts with unique characteristics that fit the needs of any new or expanding business to be successful. The City's form-based code allows for flexibility in zoning and land uses and provides for maximum development of the land area.

US Hwy 19 is the main highway running north and south through the City; it is the location for big box and national retailers, restaurants, and hotels. Two major shopping centers anchored by Wal-Mart and Publix, together with dozens of retailers and restaurants including Bealls Outlet, TJ Maxx, Starbucks, Chili's, and Staples, along with Hampton Inn & Suites are in this area. Opportunity exists for additional retail, restaurants, and offices in prime highway frontage and redevelopment opportunities. For more information on economic development within the City, visit the city webpage:

<https://www.ctsfl.us/economic-development/>

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The City of Tarpon Springs provides a full range of municipal services including police and fire protection; construction and maintenance of streets, bridges, sidewalks, storm drainage, operation of the City-wide parking system, public parks and recreation facilities; City planning, zoning, sub-division and building code regulation and enforcement; supervised recreation programs; public libraries; redevelopment of declining commercial and residential neighborhoods; refuse, recycling and yard waste collection. The

City owns and operates award-winning water and sewer utilities, with state-of-the-art treatment facilities for independent water supply, wastewater treatment, and reclaimed water production. The City has 353 FTE's. Police and Fire employees are represented by unions. The City's FY 2024 Budget is \$76,422,791.

As a Charter employee, the City Manager is appointed by and serves at the pleasure of and under the direct supervision of the Board of Commissioners. The City Manager is the chief administrative officer of the City and is vested with the power to execute the laws and administer the government of the City. Essential functions assigned to the City Manager include: preparation and administration of the annual budget; appointment, evaluation and, when necessary, termination of City employees; preparation and administration of the annual City budget for the Tarpon Springs CRA and the CRA Board (Board of Commissioners); keeping the Board fully advised as to the financial condition and future needs of the City; and making recommendations to the Board concerning the affairs of the City. A full list of the City Manager's assigned functions is available in detailed recruitment on the City's website at: <https://www.ctsfl.us/project/employment-opportunities/>

Position requirements include a combination of education and experience equivalent to attainment of a Bachelor's degree in Public Administration or related field (Master's degree preferred) and at least five years' experience in managerial, financial, and executive level decision-making in a commission/manager or related system of government. An equivalent combination of education/training and experience may be substituted, at the City's discretion.

Ideally, Tarpon Springs' next City Manager will have the following personal characteristics: analytical, professionally experienced, a relaxed style, smart and efficient, accessible, approachable, and personable; stable, able to understand complex issues and concerns; high energy, and consistently advancing projects forward; and willing to become and be seen as a part of the community.

Compensation for the position will be very competitive. Beginning compensation is negotiable based on qualifications and experience. The City offers excellent employee benefits which include generous paid time off, medical, and dental insurance, life/AD&D, retirement benefits (Mission Square Retirement (401(a), deferred compensation (457(b)), and more.

RESIDENCY:

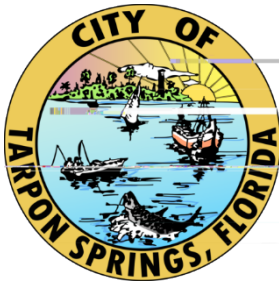
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Jane Kniffen, Human Resources Director
CITY OF TARPON SPRINGS
324 E. Pine Street
Tarpon Springs, FL 34689
Phone: (727) 938-3711
Fax: (727) 942-5621
e-mail: HR2@ctsfl.us
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CITY OF TARPON SPRINGS, FL

CITY MANAGER

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-3590
Fax (727) 937-8199

MEMORANDUM

To: Honorable Mayor and Board of Commissioners
From: Mark LeCouris, City Manager
Date: March 29, 2024
Subject: Discussion and Direction City Attorney

I have enclosed a copy of the letter you received on March 28, 2024 announcing the resignation of Regina Kardash as City Attorney. This agenda item is to discuss and give direction on short term and long-term actions on selection of City Attorney while carrying on everyday business in the City. My initial goal is to have a plan in place for April and May while the process to hire a new City Attorney is ongoing.

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

David P. Persson**
Andrew H. Cohen
Kelly M. Fernandez*
Maggie D. Mooney*
R. David Jackson*
Daniel P. Lewis
* Board Certified City, County and Local Government Law
** Of Counsel

Telephone (941) 306-4730
Direct (941) 306-4730
Facsimile (941) 306-4832

Email: acohen@flgovlaw.com

Reply to: Lakewood Ranch

March 28, 2024

Via U.S. Mail and Email (cvatikiotis@ctsfl.us)

Honorable Costa Vatikiotis, Mayor
City of Tarpon Springs
324 East Pine Street
Tarpon Springs, FL 34689

RE: Resignation of Regina Kardash from Persson, Cohen, Mooney, Fernandez & Jackson, P.A.

Dear Mayor Vatikiotis:

The purpose of this communication is to advise the City that attorney Regina Kardash has resigned from Persson, Cohen, Mooney, Fernandez & Jackson, P.A. effective March 27, 2024 and is no longer a member of this law firm. Her resignation was unexpected. Our firm is committed to ensuring that City Attorney services to Tarpon Springs are not interrupted by her unexpected departure and we will provide services until such time as the City of Tarpon Springs can engage other counsel. To facilitate that commitment, we have designated attorney Daniel Lewis (dlewis@flgovlaw.com) and partner Maggie D. Mooney (mmooney@flgovlaw.com) to provide legal services to the City of Tarpon Springs and we will follow all Florida Bar rules and procedures relating to the professional legal services. We will also assist the City of Tarpon Springs in providing for a transition to another law firm.

We are in the process of evaluating Ms. Kardash's files and pending matters relating to the City and the other clients she services. If there is an immediate matter that requires attention, please

Lakewood Ranch
6853 Energy Court
Lakewood Ranch, Florida 34240

Venice
236 Pedro Street
Venice, Florida 34285

contact Daniel Lewis at (941) 867-6525 or via email, and we will prioritize that matter and provide the requested legal services as quickly as possible.

Questions or concerns regarding this correspondence may be directed to: Maggie Mooney at (941) 404-3740. Thank you for your understanding.

Sincerely,



Andrew H. Cohen
For the Firm

AHC/fmw

Cc: Michael Eisner, Commissioner (via email)
Panagiotis Koulias, Commissioner (via email)
John Koulianos, Commissioner (via email)
Frank DiDonato, Commissioner (via email)