



City of Tarpon Springs, Florida

Board of Commissioners
324 East Pine Street
Tarpon Spring, Florida 34689
(727) 938-3711

<http://www.ctsfl.us/agenda.htm>

REGULAR SESSION AGENDA TUESDAY, AUGUST 26, 2025 6:30 PM - CITY HALL AUDITORIUM

CALL TO ORDER

ROLL CALL

REFLECTION

PLEDGE OF ALLEGIANCE (5 Minutes)

PUBLIC COMMENTS (20 Minutes)

CONSENT AGENDA (5 Minutes)

1. Award File No. 250200-B-AS, Aeration Basin Cleaning & Debris Removal (Rebid) (**Thomas Kiger Public Services Director, LaTishia Smith Public Services Assistant Director, Raymond Page Utilities Superintendent, Robert Marcincuk Wastewater Division Manager, Janina Lewis Procurement Services Director**)
2. Increase File No. 240114-C-PH PFM Financial Advisor (**Ron Harring Finance Director, Janina Lewis Procurement Services Director**)
3. Attorney Fee(s): Johnson Jackson PLLC Invoices 15297, 15298 (**Charles Rudd City Manager**)
4. Award File No. 250228-C-AS, Pumps and Equipment Repair Services Utilizing Pasco County Contract No. IFB-RH-23-078 (**Thomas Kiger Public Services Director, LaTishia Smith Public Services Assistant Director, Raymond Page Utilities Superintendent, Robert Marcincuk Wastewater Division Manager**)
5. Increase File No. 250038-N-PH, Single Source Purchase of Fleet Original Equipment Manufacturer (OEM) Parts and Services (**Bob Robertson Interim Public Works Director, Jake Schaff Fleet Manager, Janina Lewis Procurement Services Director**)
6. Award File No. 250214-B-PH, Police Patrol Vessel (**Jeff Young Police Chief, Janina Lewis Procurement Services Director**)
7. Award File No. 250191-C-PH, Flooring Products and Installation Services (**Chris Cotta Public Works Director, Janina Lewis Procurement Services Director**)

BUSINESS ITEMS (120 Minutes)

8. Voter Referendum on \$19.3 Million Bank Loan (**Commissioner Panagiotis Koulias**)
 - a. Penny and Stormwater Funds (No Finance); FY 26 through FY 28
 - b. Unexpected Repairs; Capital Improvement Projects (Last 5 Years)
 - c. Proposed Loan As of August 12, 2025
 - d. Agenda Items; Approval of Fire Station Build, Golf Course
 - e. ARPA Funds and Grants Received
 - f. Interest on Loan vs. Cost of Inflation
 - g. Public Services Budget With Financing; FY 26 through FY 28

- h. Crescent City Budget Summaries and Audit Reports
- i. Debt Policy
- j. Past Referendum Results

ORDINANCES AND RESOLUTIONS

- 9. **Resolution 2025-53; Compensation Plan/Reorganization (Charles Rudd City Manager) (60 Minutes)**
- 10. **Ordinance 2025-11 (1st Reading); Qualifying Dates for Candidates (Irene Jacobs City Clerk) (5 Minutes)**
- 11. **Ordinance 2025-07 (2nd Reading); Rezoning request to rezone property from IPD (Industrial Planned Development) to IR (Industrial Restricted); 310, 320, & 340 Anclote Road (Application 25.28) (Quasi-Judicial)(Renea Vincent, Planning Director)**TABLED BY PLANNING AND ZONING BOARD. (5 Minutes)****
- 12. **Application 2025-16 (2nd Reading); Application for Annexation, Future Land Use Map Amendment, and Zoning Amendment for property located adjacent to 1267 N. Pinellas Ave - Fairview Blk 11, Lots 18 and 19 less Rd R/W and Fairview Blk 11, Lots 4 and 5 (Quasi-Judicial, Legislative)(Renea Vincent, Planning Director) (5 Minutes)**
 - a. **Ordinance 2025-10 Annexation (Quasi-Judicial)**
 - b. **Ordinance 2025-08 Future Land Use Map Amendment (Legislative)**
 - c. **Ordinance 2025-09 Rezoning (Quasi-Judicial)**

BOARD AND STAFF COMMENTS (5 Minutes)

ADJOURNMENT (Estimate 10:20 pm)



Memorandum

Date: August 26, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Award File No. 250200-B-AS, Aeration Basin Cleaning & Debris Removal (Rebid) (**Thomas Kiger Public Services Director, LaTishia Smith Public Services Assistant Director, Raymond Page Utilities Superintendent, Robert Marcincuk Wastewater Division Manager, Janina Lewis Procurement Services Director**)

Recommendation

Award File No. 250200-B-AS, Aeration Basin Cleaning and Debris Removal Services, to Shenandoah General Construction, LLC, in an estimated total amount not to exceed \$249,600, for the Public Services Department – Advanced Wastewater Treatment Facility (AWTF).

Background

Due to the City's coastal location and aging infrastructure, the AWTF receives enough sand and grit accumulation to require periodic removal of material deposits. The previous basin cleaning occurred in 2018. Sand and grit can significantly reduce the efficiency of the treatment process by displacing treatment basin volume and adversely affecting key components like pumps and motors. Specialized equipment is required to remove an estimated 600 cubic yards of sediment from the bottom of the south aeration basin while maintaining the basin in full operation. The purpose of this contract is to provide aeration basin cleaning and debris removal services to prevent damage to the new aeration equipment purchased for installation into the south aeration basin (see attached memo). The requested amount includes a 4% contingency to allow a slight variance in final quantities of sediment to be removed. Procurement Services completed the subject solicitation (ITB 250200-B-AS) and two bids were received. Staff deemed the pricing offered by Shenandoah General Construction to be fair and reasonable based on competition.

Funding

FY25/26 budgets; account no. 402-4603-536.6300, project WS2514

Strategic Plan Objective

N/A

Tabulation of Submittals
For
Bid No. 250200-B-AS
Aeration Basin Cleaning and Debris Removal Services (Rebid)
Friday, July 11, 2025 @ 3:00 p.m.

Company	Amount
Shenandoah General Construction, LLC Boca Raton, FL	\$240,000.00
Clean Infusion Columbia, MO	\$392,850.00

Broadcast: 488 Planholders: 11 Responses: 2

Bids from the companies listed herein are the only bids received timely as of the above opening date and time. All other bids submitted in response to this Bid, if any, are hereby rejected as late.



Public Services Department

Memorandum

Date: August 14, 2025

To: Janina Lewis, Procurement Services Director

Through: Thomas Kiger, Public Services Director 
LaTishia Smith, Public Services Assistant Director
Raymond Page, Utilities Superintendent

From: Robert Marcincuk, Wastewater Division Manager

Subject: ITB File No. 250200-B-AS, Aeration Basin Cleaning & Debris Removal (Rebid) bid solicitation award authorization

Recommendation:

Authorize award of ITB File No. 250200-B-AS for the Advanced Wastewater Treatment Facility (AWWTF) Aeration Basin Cleaning and Debris Removal project using Shenandoah General Construction, LLC in an amount not to exceed \$249,600.00

Background:

Due to the City's coastal location and aging infrastructure the AWWTF receives enough sand and grit accumulation to require routine removal of material deposits. The previous basin cleaning occurred in 2018. Sand and grit can significantly reduce the efficiency of the treatment process by displacing treatment basin volume and adversely affecting key components of the operation (e.g. pumps and motors).

Specialized equipment is required to remove the estimated 600 cubic yards of sediment from the bottom of the south aeration basin. Due to limitations of current aeration basin equipment both aeration basins must remain in operation. Sediment removed must be dewatered and transported to an FDEP approved class 1 landfill for disposal. This Phase I cleaning project is a critical step for continued compliance with AWWTF operations. Cleaning must be accomplished to prevent damage to new and larger aeration equipment purchased for installation into south aeration basin. Additional basin cleanings will be required and budgeted in upcoming years. Pricing is estimated at \$240,000 based on an assumed 600 cubic yards of sediment removal. A 4% contingency was applied to consider variation in final sediment removal quantities. Two qualified vendors provided bids during the rebid solicitation, the other bid price was \$392,850.00.

This project is currently budgeted FY 2025/2026 using Project WS2514 in account 402-4603-536-63.00.





CITY OF TARPON SPRINGS, FL

Procurement Services

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

INVITATION TO BID

AERATION BASIN CLEANING AND DEBRIS REMOVAL SERVICES

FOR THE CITY OF TARPON SPRINGS

Date: June 27, 2025

Bid No.: 250200-B-AS

Sealed bids will be received electronically by the City of Tarpon Springs, Procurement Services, 324 East Pine Street, Tarpon Springs, FL 34689, documents can be obtained from the Bonfire website at <https://ctsfl.bonfirehub.com/opportunities>, all documents and attachments must be uploaded by the date and time indicated:

3:00 p.m., July 11, 2025

at which time bids will be publicly opened and read aloud for:

Basin Cleaning and Debris Removal Services for the City of Tarpon Springs

Bids and all addenda shall be available only through <https://ctsfl.bonfirehub.com/opportunities>).

Instructions to Bidders

Submission and Receipt of Bids

Submitting electronically through the online procurement services of BonfireBidder.

Bidders who are E-Bidding for the first time, the City of Tarpon Springs uses a Bonfire procurement portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.

Submissions received after the ITB Due Date and time shall not be considered. It is the sole responsibility of the Bidder to ensure that its solicitation response is uploaded before such date and time. Tarpon Springs Procurement Services shall not be responsible for delays caused by any power outages or internet failures. No exceptions will be made.

Note: It is strongly recommended to upload your response in adequate time to assure that it will post on the day prior to the closing date.

Preparation of Bids

Bids will be prepared in accordance with the following:

- a. The enclosed Bid Form is to be used in submitting your bid. All information required by the Bid form shall be furnished. The bidder shall print or type its name and manually sign the schedule and each continuation sheet on which an entry is made. Bids having any erasures or corrections must be initialed by the bidder in ink. Bids shall be signed in ink. All bid amounts shall be typewritten or filled in with ink.
- b. Electronic Signatures. The Bid documents may be executed with an electronic signature technology and such electronic signature shall act as the Parties' legal signatures on this bid and shall be treated in all respects as an original handwritten signature.
- c. All bids must be signed by the firm's name and by an officer or employee having authority to bind the company or firm by vendor's signature.
- d. Unit price shall be shown and where there is an error in extension of price, the unit price shall govern.
- e. Proposed service/delivery times must be shown and shall include Saturdays, Sundays, and Holidays (if applicable).
- f. Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- g. Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, and services as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as result of failure or omission on the part of the bidder to make the necessary examinations and investigations or failure to fulfill in every detail the requirements of the contract documents will be accepted as a basis for varying the requirements of City or the compensation to the vendor.
- h. Bidders are advised that all City contracts are subject to all legal requirements provided for in any Procurement Resolutions or Policies of City and State and Federal Statutes.
- i. The bidder shall retain a copy of all bid documents for future reference.

Explanations to Bidders

All questions or requests for additional information are required to be in writing and may be e-mailed to purchasing@ctsfl.us.

Questions must be submitted, in writing, not later than July 02, 2025, at 5 p.m.

Any verbal responses to questions or changes or additions to the Scope of Services or any part of this ITB shall not be binding on the City or its representatives. Only changes or additions made by Addenda issued by the City of Tarpon Springs through <https://ctsfl.bonfirehub.com/opportunities> should be considered for your bid submittal.

Compliance

Failure to comply with the ITB in full may be the cause for the rejection of the bid. Bids must conform to the scope of services and terms and conditions. Bids must be returned on the forms provided. Nonconformance with these instructions is grounds for rejection of bid.

Rejection of Bids

The City reserves the right to accept or reject any and all bids or parts of bids, waive minor informalities, and request rebids on the material or services described in the ITB.

Ex Parte Communication. In order to ensure fair evaluation of bids, ex parte communication initiated by bidders is prohibited from the time the responses are opened until a final decision has been made. No bidder may initiate communication with any City Commissioner or any City official, staff, or employee who is participating in the evaluation process. Any and all communication initiated by a bidder after the responses are opened must be in writing to:

Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director
City of Tarpon Springs
Procurement Services
PO Box 5004
Tarpon Springs, FL 34688-5004
727-937-1766 Fax
jlewis@ctsfl.us.

The City may, however, initiate communication with any bidder in order to obtain additional information or clarification necessary for fair evaluation of their bid. Ex parte communication initiated by a bidder may disqualify that bidder from consideration for this or future ITBs.

Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director

JL:as

SECTION 1 - INSTRUCTIONS

1.1 COMMENCEMENT OF WORK. If bidder begins any billable work prior to the City's final approval and execution of the contract, bidder does so at its own risk.

1.2 RESPONSIBILITY TO READ AND UNDERSTAND. Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) business days in advance of the due date notify the contact on page one (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

1.3 FORM AND CONTENT OF BIDS. Unless otherwise instructed or allowed, bids shall be submitted on the forms provided. An original and designated number of copies of each bid are required. Bids, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the bid is not properly signed or if any changes are not initialed, it may be considered non-responsive. In the event of a disparity between the unit price and the extended price, the unit price shall prevail unless obviously in error, as determined by the City. The City may require that an electronic copy of the bid be submitted. The bid must provide all the information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the bid.

1.4 SPECIFICATIONS. Technical specifications define the minimum acceptable standard. When the specification calls for "Brand Name or Equal," the brand name product is acceptable. Alternates will be considered upon demonstrating the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics.

Minor differences that do not affect the suitability of the supply or service for the City's needs may be accepted. The burden of proof that the product meets the minimum standards or is equal to the brand name, product, is on the bidder. The City reserves the right to reject bids that the City deems unacceptable.

1.5 MODIFICATION/ WITHDRAWAL OF BID. Written requests to modify or withdraw the bid received by the City prior to the scheduled opening time will be accepted and will be corrected after opening. No oral requests will be allowed. Requests must be addressed and labeled in the same manner as the bid and marked as a MODIFICATION or WITHDRAWAL of the bid. Requests for withdrawal after the bid opening will only be granted upon proof of undue hardship and may result in the forfeiture of any bid security. Any withdrawal after the bid opening shall be allowed solely at the City's discretion.

1.6 DEBARMENT DISCLOSURE. If the vendor submitting this bid has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the bidder shall include a letter with its bid identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment.

1.7 RESERVATIONS. The City reserves the right to reject any or all bids or any part thereof; to rebid the solicitation; to reject non-responsive or non-responsible bids; to reject unbalanced bids; to reject bids where the terms, prices, and/or awards are conditioned upon another event; to reject individual bids for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any bid. The City may seek clarification of the bid from bidder at any time, and failure to respond is cause for rejection. Submission of a bid confers on bidder no right to an award or to a subsequent contract. The City is charged by its Charter to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.

1.8 OFFICIAL SOLICITATION DOCUMENT. Changes to the solicitation document made by a bidder may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.

1.9 COPYING OF BIDS. Bidder hereby grants the City permission to copy all parts of its bid, including without limitation any documents and/or materials copyrighted by the bidder. The City's right to copy shall be for internal use in evaluating the proposal.

1.10 CONTRACTOR ETHICS. It is the policy of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the Procurement process, including Bidders and Contractors. To achieve the purpose of this Article, it is essential that Bidders and Contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
- b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
- c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.

1.11 GIFTS. The city will accept no gifts, gratuities or advertising products from bidders or prospective bidders and affiliates. The city may request product samples from vendors for product evaluation.

1.12 PROTESTS AND APPEALS. If a Bidder believes there is a mistake, impropriety, or defect in the solicitation, believes the City improperly rejected its proposal, and/or believes the selected proposal is not in the City's best interests, the Bidder may submit a written protest. All protests and appeals are governed by the City of Tarpon Springs Purchasing Policy and Procedures. If any discrepancy exists between this Section and the Purchasing Policy, the language of the Purchasing Policy controls.

Protests based upon alleged mistake, impropriety, or defect in a solicitation that is apparent before the bid opening must be filed with the Procurement Officer no later than five (5) business days before Bid Opening. Protests that only become apparent after the Bid Opening must be filed within ten (10) business days of the alleged violation of the applicable purchasing ordinance. The complete protest procedure can be obtained by contacting the Procurement

Services Department.

1.13 EVALUATION PROCESS. Bids will be reviewed by the Procurement Services Department and representative(s) of the respective department(s). The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.

1.14 PRESENTATIONS/INTERVIEWS. The bidder must provide a formal presentation/interview upon request.

1.15 CRITERIA FOR EVALUATION AND AWARD. The City evaluates three (3) categories of information: responsiveness, responsibility, and price. All bids must meet the following responsiveness and responsibility criteria to be considered further.

a) Responsiveness. The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.

b) Responsibility. The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bids, past performance, references (including those found outside the bid), compliance with applicable laws- including tax laws, bidder's record of performance and integrity - e.g. has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure the performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review the bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.

c) Price. We will then evaluate the bids that have met the requirements above.

1.16 COST JUSTIFICATION. In the event only one response is received, the City may require that the bidder submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the bid price is fair and reasonable.

1.17 CONTRACT NEGOTIATIONS AND ACCEPTANCE. Bidder must be prepared for the City to accept the bid as submitted. If bidder fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject bid or revoke the award, and may begin negotiations with another bidder. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.

1.18 NOTICE OF INTENT TO AWARD. Notices of the City's intent to award a Contract are posted to Procurement's website located at <https://ctsfl.bonfirehub.com/opportunities>. It is the bidder's responsibility to check the City of Tarpon Springs's bid posting website at <https://ctsfl.bonfirehub.com/opportunities> to view relevant bid information and notices.

1.19 BID TIMELINE. Dates are tentative and subject to change.
Release ITB: June 27, 2025

Advertise City website/ <https://ctsfl.bonfirehub.com/opportunities>: June 27, 2025
Bids due: July 11, 2025, at 3:00 p.m.
Award recommendation: TBD

1.20 CONE OF SILENCE. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

SECTION 2-STANDARD TERMS AND CONDITIONS

2.1 DEFINITIONS. Uses of the following terms are interchangeable as referenced: "vendor, contractor, supplier, proposer, company, parties, persons", "purchase order, PO, contract, agreement", "City, Tarpon Springs. agency, requestor, parties", "bid, proposal, response, quote".

2.2 INDEPENDENT CONTRACTOR. It is expressly understood that the relationship of Contractor to the City will be that of an independent contractor. Contractor and all persons employed by Contractor, either directly or indirectly, are Contractor's employees, not City employees. Accordingly, Contractor and Contractor's employees are not entitled to any benefits provided to City employees including, but not limited to, health benefits, enrollment in a retirement system, paid time off or other rights afforded City employees. Contractor employees will not be regarded as City employees or agents for any purpose, including the payment of unemployment or workers' compensation. If any Contractor employees or subcontractors assert a claim for wages or other employment benefits against the City, Contractor will defend, indemnify and hold harmless the City from all such claims.

2.3 SUBCONTRACTING. Contractor may not subcontract work under this Agreement without the express written permission of the City. If Contractor has received authorization to subcontract work, it is agreed that all subcontractors performing work under the Agreement must comply with its provisions. Further, all agreements between Contractor and its subcontractors must provide that the terms and conditions of this Agreement be incorporated therein.

2.4 ASSIGNMENT. This Agreement may not be assigned either in whole or in part without first receiving the City's written consent. Any attempted assignment, either in whole or in part, without such consent will be null and void and in such an event the City will have the right at its option to terminate the Agreement. No granting of consent to any assignment will relieve Contractor from any of its obligations and liabilities under the Agreement.

2.5 SUCCESSORS AND ASSIGNS, BINDING EFFECT. This Agreement will be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.

2.6 NO THIRD-PARTY BENEFICIARIES. This Agreement is intended for the exclusive benefit of the parties. Nothing set forth in this Agreement is intended to create, or will create any benefits, rights, or responsibilities in any third parties.

2.7 NON-EXCLUSIVITY. The City, in its sole discretion, reserves the right to request the materials or services set forth herein from other sources when deemed necessary and appropriate. No exclusive rights are encompassed through this Agreement.

2.8 AMENDMENTS. There will be no oral changes to this Agreement. This Agreement can only be modified in a writing signed by both parties. No charge for extra work or material will be allowed unless approved in writing, in advance, by the City and Contractor.

2.9 TIME OF THE ESSENCE. Time is of the essence to the performance of the parties' obligations under this Agreement.

2.10 COMPLIANCE WITH APPLICABLE LAWS.

a. General. Contractor must procure all permits and licenses and pay all charges and fees necessary and incidental to the lawful conduct of business. Contractor must stay fully informed of existing and future federal, state, and local laws, ordinances, and regulations that in any manner affect the fulfillment of this Agreement and must comply with the same at its own expense. Contractor bears full responsibility for training, safety, and providing necessary equipment for all Contractor personnel to achieve throughout the term of the Agreement. Upon request, Contractor will demonstrate to the City's satisfaction any programs, procedures, and other activities used to ensure compliance.

b. Drug-Free Workplace. Contractor is hereby advised that the City has adopted a policy establishing a drug-free workplace for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor will require a drug-free workplace for all Contractor personnel working under this Agreement. Specifically, all Contractor personnel who are working under this Agreement must be notified in writing by Contractor that they are prohibited from the manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the workplace. Contractor agrees to prohibit the use of intoxicating substances by all Contractor personnel and will ensure that Contractor personnel do not use or possess illegal drugs while in the course of performing their duties.

c. Federal and State Immigration Laws. Contractor agrees to comply with the Immigration Reform and Control Act of 1986 (IRCA) in performance under this Agreement and to permit the City and its agents to inspect applicable personnel records to verify such compliance as permitted by law. Contractor will ensure and keep appropriate records to demonstrate that all Contractor personnel have a legal right to live and work in the United States.

(i) As applicable to Contractor, under this provision, Contractor hereby warrants to the City that Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all federal immigration laws and regulations that relate to their employees (hereinafter "Contractor Immigration Warranty").

(ii) A breach of the Contractor Immigration Warranty will constitute as a material breach of this Agreement and will subject Contractor to penalties up to and including termination of this Agreement at the sole discretion of the City.

(iii) The City retains the legal right to inspect the papers of all Contractor personnel who provide services under this Agreement to ensure that Contractor or its subcontractors are complying with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections.

(iv) The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any subcontractor to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed.

(v) Neither Contractor nor any subcontractor will be deemed to have materially

breached the Contractor Immigration Warranty if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by Sections 274A and 274B of the Federal Immigration and Nationality Act.

d. Nondiscrimination. Contractor represents and warrants that it does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. Contractor and Contractor's personnel will comply with applicable provisions of Title VII of the U.S. Civil Rights Act of 1964, as amended, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), and applicable rules in performance under this Agreement.

2.11 SALES/USE TAX, OTHER TAXES. Contractor is responsible for the payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's services under this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes or business license fees as required. If any taxing authority should deem Contractor or Contractor employees an employee of the City or should otherwise claim the City is liable for the payment of taxes that are Contractor's responsibility under this Agreement, Contractor will indemnify the City for any tax liability, interest, and penalties imposed upon the City. The City is exempt from paying state and local sales/use taxes and certain federal excise taxes and will furnish an exemption certificate upon request.

2.12 AMOUNTS DUE THE CITY. Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and charges owed to the City.

2.13 OPENNESS OF PROCUREMENT PROCESS. Written competitive proposals, replies, oral presentations, meetings where vendors answer questions, other submissions, correspondence, and all records made thereof, as well as negotiations or meetings where negotiation strategies are discussed, conducted pursuant to this Invitation to Bid (ITB), shall be handled in compliance with Chapters 119 and 286, Florida Statutes.

Proposals or replies received by the City pursuant to this ITB are exempt from public disclosure until such time that the City provides notice of an intended decision or until 30 days after opening the proposals, whichever is earlier. If the City rejects all proposals or replies pursuant to this ITB and provides notice of its intent to reissue the ITB, then the rejected proposals or replies remain exempt from public disclosure until such time that the City provides notice of an intended decision concerning the reissued ITB or until the City withdraws the reissued ITB. A proposal or reply shall not be exempt from public disclosure longer than 12 months after the initial City notice rejecting all proposals or replies.

Oral presentations, meetings where vendors answer questions, or meetings convened by City staff to discuss negotiation strategies, if any, shall be closed to the public (and other proposers) in compliance with Chapter 286 Florida Statutes. A complete recording shall be made of such closed meetings. The recording of, and any records presented at, the exempt meeting shall be available to the public when the City provides notice of an intended decision or until 30 days after opening proposals or final replies, whichever occurs first. If the City rejects all proposals or replies pursuant to this ITB and provides notice of its intent to reissue the ITB, then the recording and any records presented at the exempt meeting remain exempt from public disclosure until

such time that the City provides notice of an intended decision concerning the reissued ITB or until the City withdraws the reissued ITB. A recording and any records presented at an exempt meeting shall not be exempt from public disclosure longer than 12 months after the initial City notice rejecting all proposals or replies.

In addition to all other contract requirements as provided by law, the contractor executing this agreement agrees to comply with public records law.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
410 NORTH RING AVENUE
TARPON SPRINGS, FL 34689
727-942-5614
CITYCLERK1@CTSFL.US**

The contractor's agreement to comply with public records law applies specifically to:

- a) Keep and maintain public records required by the City of Tarpon Springs (hereinafter "public agency") to perform the service being provided by the contractor hereunder.
- b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, as may be amended from time to time, or as otherwise provided by law.
- c) Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

e) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

f) The contractor hereby acknowledges and agrees that if the contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

g) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.

h) If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

I) A notice complies with subparagraph (h)2. if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by a common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.

2.14 AUDITS AND RECORDS. Contractor must preserve the records related to this Agreement for five (5) years after completion of the Agreement. The City or its authorized agent reserves the right to inspect any records related to the performance of work specified herein. In addition, the City may inspect any and all payroll, billing or other relevant records kept by Contractor in relation to the Agreement. Contractor will permit such inspections and audits during normal business hours and upon reasonable notice by the City. The audit of records may occur at Contractor's place of business or at City offices, as determined by the City.

2.15 BACKGROUND CHECK. The City may conduct criminal, driver history, and all other requested background checks of Contractor personnel who would perform services under the Agreement or who will have access to the City's information, data, or facilities in accordance with the City's current background check policies. Any officer, employee, or agent that fails the background check must be replaced immediately for any reasonable cause not prohibited by law.

2.16 SECURITY CLEARANCE AND REMOVAL OF CONTRACTOR PERSONNEL. The City will have final authority, based on security reasons: (i) to determine when security clearance of Contractor personnel is required; (ii) to determine the nature of the security clearance, up to and including fingerprinting Contractor personnel; and (iii) to determine whether or not any individual

or entity may provide services under this Agreement. If the City objects to any Contractor personnel for any reasonable cause not prohibited by law, then Contractor will, upon notice from the City, remove any such individual from the performance of services under this Agreement.

2.17 DEFAULT.

a. A party will be in default if that party: (i) is or becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's capability to perform under the Agreement; (ii) is the subject of a petition for involuntary bankruptcy not removed within sixty (60) calendar days; (iii) conducts business in an unethical manner or in an illegal manner; or (iv) fails to carry out any term, promise, or condition of the Agreement.

b. Contractor will be in default of this Agreement if Contractor is debarred from participating in City procurements and solicitations in accordance with the City's Purchasing Policy and Procedures Manual.

c. Notice and Opportunity to Cure. In the event a party is in default then the other party may, at its option and at any time, provide written notice to the defaulting party of the default. The defaulting party will have thirty (30) days from receipt of the notice to cure the default; the thirty (30) day cure period may be extended by mutual agreement of the parties, but no cure period may exceed ninety (90) days. A default notice will be deemed to be sufficient if it is reasonably calculated to provide notice of the nature and extent of such default. Failure of the non-defaulting party to provide notice of the default does not waive any rights under the Agreement.

d. Anticipatory Repudiation. Whenever the City in good faith has reason to question Contractor's intent or ability to perform, the City may demand that Contractor give a written assurance of its intent and ability to perform. In the event that the demand is made and no written assurance is given within five (5) calendar days, the City may treat this failure as an anticipatory repudiation of the Agreement.

2.18 REMEDIES. The remedies set forth in this Agreement are not exclusive. Election of one remedy will not preclude the use of other remedies. In the event of default:

a. The non-defaulting party may terminate the Agreement, and the termination will be effective immediately or at such other date as specified by the terminating party.

b. The City may purchase the services required under the Agreement from the open market, complete required work itself, or have it completed at the expense of Contractor. If the cost of obtaining substitute services exceeds the contract price, the City may recover the excess cost by: (i) requiring immediate reimbursement to the City; (ii) deduction from an unpaid balance due to Contractor; (iii) collection against the proposal and/or performance security, if any; (iv) collection against liquidated damages (if applicable); or (v) a combination of the aforementioned remedies or other remedies as provided by law. Costs includes any and all, fees, and expenses incurred in obtaining substitute services and expended in obtaining reimbursement, including, but not limited to, administrative expenses, attorneys' fees, and costs.

c. The non-defaulting party will have all other rights granted under this Agreement and all rights at law or in equity that may be available to it.

d. Neither party will be liable for incidental, special, or consequential damages.

2.19 CONTINUATION DURING DISPUTES. Contractor agrees that during any dispute between the parties, Contractor will continue to perform its obligations until the dispute is settled, instructed to cease performance by the City, enjoined or prohibited by judicial action, or otherwise required or obligated to cease performance by other provisions in this Agreement.

2.20 TERMINATION FOR CONVENIENCE. The City reserves the right to terminate this Agreement in part or entirely upon thirty (30) calendar days' written notice.

2.21 TERMINATION FOR CONFLICT OF INTEREST Florida Statutes Section 112. Pursuant to F.S. Section 112, the City may cancel this Agreement after its execution, without penalty or further obligation, if any person significantly involved in initiating, securing, drafting, or creating the Agreement for the City becomes an employee or agent of Contractor.

2.22 TERMINATION FOR NON-APPROPRIATION AND MODIFICATION FOR BUDGETARY CONSTRAINT. The City is a governmental agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines that it does not have funds to meet its obligations under this Agreement, the City will have the right to terminate the Agreement without penalty on the last day of the fiscal period for which funds were legally available. In the event of such termination, the City agrees to provide written notice of its intent to terminate thirty (30) calendar days prior to the stated termination date.

2.23 PAYMENT TO CONTRACTOR UPON TERMINATION. Upon termination of this Agreement, Contractor will be entitled only to payment for those services performed up to the date of termination, and any authorized expenses already incurred up to such date of termination. The City will make final payment within thirty (30) calendar days after the City has completed both its appraisal of the materials and services provided and received Contractor's properly prepared final invoice.

2.24 NON-WAIVER OF RIGHTS. There will be no waiver of any provision of this agreement unless approved in writing and signed by the waiving party. Failure or delay exercising any rights or remedies provided herein or by law or in equity, or the acceptance of, or payment for, any services hereunder, will not release the other party of any of the warranties or other obligations of the Agreement and will not be deemed a waiver of any such rights or remedies.

2.25 INDEMNIFICATION/LIABILITY.

a. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys', witnesses', and expert witnesses' fees, and expenses incident thereto, relating to, arising out of, or resulting from: (i) the services provided by Contractor personnel under this Agreement; (ii) any negligent acts, errors, mistakes or omissions by Contractor or Contractor personnel; and (iii) Contractor or Contractor personnel's failure to comply with or fulfill the obligations established by this Agreement.

b. Contractor will update the City during the course of the litigation to timely notify the City of any issues that may involve the independent negligence of the City that is not covered by this indemnification.

c. The City assumes no liability for the actions of the Contractor and will not indemnify or hold Contractor or any third party harmless for claims based on this Agreement or use of Contractor-provided supplies or services.

Nothing contained in this section shall be considered a waiver of the City of Tarpon Springs' rights and protections under sovereign immunity and Florida Statute 768.28.

2.26 WARRANTY. Contractor warrants that the services and materials will conform to the requirements of the Agreement. Additionally, Contractor warrants that all services will be performed in a good, workman-like and professional manner. The City's acceptance of service or materials provided by Contractor will not relieve Contractor from its obligations under this warranty. If any materials or services are of a substandard or unsatisfactory manner as determined by the City, Contractor, at no additional charge to the City, will provide materials or redo such services until in accordance with this Agreement and to the City's reasonable satisfaction.

Unless otherwise agreed, Contractor warrants that materials will be new, unused, of most current manufacture and not discontinued, will be free of defects in materials and workmanship, will be provided in accordance with manufacturer's standard warranty for at least one (1) year unless otherwise specified, and will perform in accordance with manufacturer's published specifications.

2.27 THE CITY'S RIGHT TO RECOVER AGAINST THIRD PARTIES. Contractor will do nothing to prejudice the City's right to recover against third parties for any loss, destruction, or damage to City property, and will at the City's request and expense, furnish to the City reasonable assistance and cooperation, including assistance in the prosecution or defense of suit and the execution of instruments of assignment in favor of the City in obtaining recovery.

2.28 NO GUARANTEE OF WORK. Contractor acknowledges and agrees that it is not entitled to deliver any specific amount of materials or services or any materials or services at all under this Agreement and acknowledges and agrees that the materials or services will be requested by the City on an as needed basis at the sole discretion of the City. Any document referencing quantities or performance frequencies represents the City's best estimate of current requirements, but will not bind the City to purchase, accept, or pay for materials or services which exceed its actual needs.

2.29 OWNERSHIP. All deliverables, services, and information provided by Contractor or the City pursuant to this Agreement (whether electronically or manually generated) including without limitation, reports, test plans, and survey results, graphics, and technical tables, originally prepared in the performance of this Agreement, are the property of the City and will not be used or released by Contractor or any other person except with prior written permission by the City.

2.30 USE OF NAME. Contractor will not use the name of the City of Tarpon Springs in any advertising or publicity without obtaining the prior written consent of the City.

2.31 PROHIBITED ACTS. Pursuant to Florida Constitution Article II Section 8, a current or former public officer or employee within the last two (2) years shall not represent another organization before the City on any matter for which the officer or employee was directly concerned and personally participated in during their service or employment or over which they had a substantial or material administrative discretion.

2.32 FOB DESTINATION FREIGHT PREPAID AND ALLOWED. All deliveries will be FOB destination freight prepaid and allowed unless otherwise agreed.

2.33 RISK OF LOSS. Contractor agrees to bear all risks of loss, injury, or destruction of goods or equipment incidental to providing these services and such loss, injury, or destruction will not

release Contractor from any obligation hereunder.

2.34 SAFEGUARDING CITY PROPERTY. Contractor will be responsible for any damage to City real property or damage or loss of City personal property when such property is the responsibility of or in the custody of Contractor or its employees.

2.35 WARRANTY OF RIGHTS. Contractor warrants it has title to, or the right to allow the City to use, the materials and services being provided and that the City may use same without suit, trouble or hindrance from Contractor or third parties.

2.36 PROPRIETARY RIGHTS INDEMNIFICATION. Without limiting the foregoing, Contractor will without limitation, at its expense defend the City against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret or other intellectual property right and must, without limitation, pay the costs, damages and attorneys' fees awarded against the City in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly of any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the City's use or operation of the items provided by Contractor hereunder or any part thereof by reason of any alleged infringement, Contractor will, at its expense and without limitation, either: (a) modify the item so that it becomes non-infringing; (b) procure for the City the right to continue to use the item; (c) substitute for the infringing item other item(s) having at least equivalent capability; or (d) refund to the City an amount equal to the price paid, less reasonable usage, from the time of installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, plus any additional costs the City may incur to acquire substitute supplies or services.

2.37 CONTRACT ADMINISTRATION. The contract will be administered by the Procurement Administrator and/or an authorized representative from the using department. All questions regarding the contract will be referred to the administrator for resolution. Supplements may be written to the contract for the addition or deletion of services. Payment will be negotiated and determined by the contract administrator(s).

2.38 FORCE MAJEURE. Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, fire, explosion, legislation, and governmental regulation. The party whose performance is so affected will within five (5) calendar days of the unforeseeable circumstance notify the other party of all pertinent facts and identify the force majeure event. The party whose performance is so affected must also take all reasonable steps, promptly and diligently, to prevent such causes if it is feasible to do so, or to minimize or eliminate the effect thereof. The delivery or performance date will be extended for a period equal to the time lost by reason of delay, plus such additional time as may be reasonably necessary to overcome the effect of the delay, provided however, under no circumstances will delays caused by a force majeure extend beyond one hundred-twenty (120) calendar days from the scheduled delivery or completion date of a task unless agreed upon by the parties.

2.39 COOPERATIVE USE OF CONTRACT. The City has entered into various cooperative purchasing agreements with other Florida government agencies, including the Tampa Bay Area Purchasing Cooperative. Under a Cooperative Purchasing Agreement, any contract may be extended for use by other municipalities, school districts and government agencies in the State of Florida with the approval of Contractor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City is not responsible for any disputes arising out of transactions made by others.

2.40 FUEL CHARGES AND PRICE INCREASES. No fuel surcharges will be accepted. No price increases will be accepted without proper request by Contractor and response by the City's Procurement Division.

2.41 NOTICES. All notices to be given pursuant to this Agreement must be delivered to the parties at their respective addresses. Notices may be (i) personally delivered; (ii) sent via certified or registered mail, postage prepaid; (iii) sent via overnight courier; or (iv) sent via facsimile. If provided by personal delivery, receipt will be deemed effective upon delivery. If sent via certified or registered mail, receipt will be deemed effective three (3) calendar days after being deposited in the United States mail. If sent via overnight courier or facsimile, receipt will be deemed effective two (2) calendar days after the sending thereof.

2.42 GOVERNING LAW, VENUE. This Agreement is governed by the laws of the State of Florida. The exclusive venue selected for any proceeding or suit in law or equity arising from or incident to this Agreement will be Pinellas County, Florida.

2.43 INTEGRATION CLAUSE. This Agreement, including all attachments and exhibits hereto, supersede all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed.

2.44 PROVISIONS REQUIRED BY LAW. Any provision required by law to be in this Agreement is a part of this Agreement as if fully stated in it.

2.45 SEVERABILITY. If any provision of this Agreement is declared void or unenforceable, such provision will be severed from this Agreement, which will otherwise remain in full force and effect. The parties will negotiate diligently in good faith for such amendment(s) of this Agreement as may be necessary to achieve the original intent of this Agreement, notwithstanding such invalidity or unenforceability.

2.46 SURVIVING PROVISIONS. Notwithstanding any completion, termination, or other expiration of this Agreement, all provisions which, by the terms of reasonable interpretation thereof, set forth rights and obligations that extend beyond completion, termination, or other expiration of this Agreement, will survive and remain in full force and effect. Except as specifically provided in this Agreement, completion, termination, or other expiration of this Agreement will not release any party from any liability or obligation arising prior to the date of termination.

2.47 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING -- F.S. 287.05701: Bidders are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the City will not request documentation of or consider a Bidder's social, political, or ideological interests when determining if the Bidder is a responsible Bidder. Bidders are further notified that the City's governing body may not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

2.48 SECTION 287.135 (CURRENT EDITION), FLORIDA STATUTES, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute

(Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

SECTION 3 - SCOPE OF SERVICES

INTRODUCTION

The City of Tarpon Springs, Florida (City), is seeking bids from qualified Bidders to remove and properly dispose of an estimated 600 cubic yards of sediment in the south aeration basin at the Advanced Wastewater Treatment Facility (AWTF), 201 Pine Street, Tarpon Springs, FL 34689.

3.1 SERVICES SUMMARY DESCRIPTION

3.1.1 Successful Bidder (Contractor) will remove and dispose of debris and sediment in the south aeration basin at the City of Tarpon Springs, Advanced Wastewater Treatment Facility. See Bid EXHIBITS. Aeration basin **must remain fully operational** during the sediment removal process. The City will **not** drain the basin. It is understood that some sediment may not be accessible due to basin configuration and location of existing equipment.

3.2 Sediment being loaded and transported will be free from excess water to minimize spillage on ground and/or inflate weight of hauling liquids.

3.2.1 Contractor will transport sediment removed from aeration basin to an approved Class 1 receiving facility pursuant to all local and Florida Department of Environmental Protection (FDEP) disposal requirements: <https://floridadep.gov/waste/permitting-compliance-assistance/content/transporters-hazardous-and-universal-wastes> Disposal location must be identified and disclosed within bidders' respective Bid responses. See Bid Attachments for basin location and drawings (Exhibits A-C)

3.3 Bid Proposal

Bidders' proposed pricing shall include all labor, travel time, tools, equipment, fuel, hoses, and vehicles, etc., need to efficiently remove and responsibly dispose of all sediment pursuant to all local and FDEP requirements (linked above).

3.3.1 Certified weight slips shall be used to document each load transported. Bid pricing shall be based on price per ton of dewatered sediment removed and adjusted based on actual volume removed, without exceeding the contracted dollar amount. Any increases must have written approval from City.

3.4 Hours

Work shall be performed during the hours of 7:00 a.m. and 5:00 p.m. local time, Monday through Friday, excluding City observed holidays. All activities must be coordinated with the project manager or designated City representative in advance to prevent interference with continuity of AWTF operations.

3.5 Personnel

Contractor's personnel shall carry identification at all times and wear clothing representative of the Contractor's name and not the City. Personnel shall wear personal protective equipment (PPE) and closed-toe footwear while on City property.

3.6 Equipment

Contractor shall provide all the equipment necessary to successfully complete the scope of services herein.

3.6.1 The City will provide a predetermined staging area for work to be completed. A pre-construction meeting is required to discuss logistic and review the project details prior to scheduling work.

3.6.2 Contractor shall clean up any spillage and/or returning the work area to pre-construction conditions after completion or project.

3.7 Protection of Property

Contractor shall take every precaution to protect City and personal property from damage. Contractor shall rectify any and all damage that occurs to any building, apparatus, equipment or other City-owned or privately-owned property as a result of the activities of contractor employees in performing the work described by these specifications. Such repairs shall take place within 24 hours of the occurrence. In the case of a failure on the part of the Contractor to repair or otherwise rectify the damage, the City may proceed to repair or restore the aforementioned damage and the cost of said repairs shall be deducted from monies due to the Contractor. In the event that parts or materials are not available, Contractor shall arrive at an agreement with the City as to when repairs are to be implemented. Should this circumstance arise, Contractor shall make suitable temporary repairs, as necessary to ensure AWTF operations or security are not affected. Such repairs shall be affected by the Contractor at no cost to the City.

3.8 Workmanship

Any and all discrepancies found in the work performed resulting from these specifications shall be rectified within a 48-hour period.

3.9 Safety

Contractor shall take all necessary precautions to assure that no injury occurs to any person or persons during work performed. The Contractor shall be responsible for the safe conduct of contractor personnel during the accomplishment of the work specified herein.

3.10 Required Bidder Submittals:

To ensure compliance with these requirements Bidders must submit:

- a. References - Provide five (5) references from present or former clients, complete with contact persons telephone number and email address. References shall be work performed within the last three (3) years.
- b. Licenses, Certifications, etc.: A list of documents proving ability or authorization to perform the work specified herein.

SECTION 4-GENERAL CONDITIONS

4.1 BEGINNING AND END DATE OF INITIAL TERM. This is a one-time services contract, effective from the date of award through successful completion of the contracted services. If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.

4.2 EXTENSION. The City reserves the right to extend the term of this contract, provided however, that the City shall give written notice of its intentions to extend this contract no later than thirty (30) days prior to the expiration date of the contract.

4.3 RENEWAL. At the end of the initial term of this contract, the City may initiate renewal(s) as provided. The decision to renew a contract rest solely with the City. The City will give written notice of its intention to renew the contract no later than thirty (30) days prior to the expiration.

4.4 PRICES. All pricing shall be firm for the initial term of one (1) year; except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs. The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.

The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions.

During the sixty (60) day period prior to each annual anniversary of the contract effective date, the Contractor may submit a written request that the City increase the prices for an amount for no more than the twelve month change in the Consumer Price Index for All Urban Consumers (CPI-U), US City Average, All Items, Not Seasonally Adjusted as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/ppi/home.htm>). The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

At the end of the initial term, pricing may be adjusted for amounts other than inflation based on mutual agreement of the parties after review of appropriate documentation. Renewal prices shall be firm for at least one year, and may be adjusted thereafter as outlined in the previous paragraph.

BID FORM

BID NO. 250200-B-AS BASIN CLEANING AND DEBRIS REMOVAL SERVICES

BIDDER _____

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with City of Tarpon Springs to provide all Services specified and in accordance with the other terms and conditions of the Contract Documents.

This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening.

1. In submitting this Bid, Bidder represents that:

- a. Bidder has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- b. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

BID FORM PRICING
BID NO. 250200-B-AS
BASIN CLEANING AND DEBRIS REMOVAL SERVICES

PRICING TAB - SEE PRICING SHEET OF BID SOLICITATION IN BONFIRE

Bidder acknowledges that all applicable licenses (City, County, State, and Federal) have been obtained and shall provide proof immediately upon request.

Payment: We accept Visa for payment: ____ Yes ____ No. Payment must be processed in ____ days after receipt of proper invoice or services accepted (whichever is the latter).

Price Extension for Additional Units:

The City, through its Procurement Services Director may during the next twelve months require additional units depending on the City's requirements and availability of funds. Bidders are requested to indicate below the number of months they will extend their bid prices, terms and conditions and the number of additional units they will provide after award of this bid by the City, if applicable.

_____ months for _____ additional units after award of this bid.
(Number) (No. of Units*)

Note: The decision by the bidder to extend or not to extend their prices will NOT be considered in the award of this bid.

* Please insert of number of unit (not to exceed the bid quantity).

Bidder: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Printed Name and Title

Authorized Signature

Date

List at least 5 References

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES WHICH ARE SIMILAR IN SCOPE TO THIS PROJECT:

1. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
2. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/:	
Phone Number	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
3. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/:	
Phone Number	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
4. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	

5. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	

QUESTIONNAIRE

This questionnaire must be completely filled out and returned as part of your bid/proposal. Failure to do so may result in disqualification of your bid/proposal. Evaluation of this questionnaire is a prime factor in the award of this Agreement.

1. Please state the full, legal name (including any d/b/a) of your firm and provide contact information

Company Name:

Contact Name:

Address:

Address:

City:

State:

Zip:

Telephone:

Fax:

E-Mail Address:

Website:

2. How long has your firm been in business? _____

3. How long has your firm provided these services? _____

4. Annual gross revenues of your firm? (Check the appropriate box)
☐ under \$100,000 ☐ \$100,000 - \$499,000 ☐ \$500,000 - \$999,000
☐ \$1,000,000 - \$2,000,000 ☐ over \$2,000,000

5. How many full and part-time employees do you currently employ?
Full-time: _____ Part-time: _____

6. Provide information on your employee staffing by category and the number of employees in each category.

Category

of employees

7. Who will be supervising the services to be performed under this Agreement and what are their qualifications, years of experience, number of years employed with your firm, etc.?
-
-
-
-
8. What tools, vehicles and equipment currently owned by your firm will be utilized to provide the requirements of this Agreement?
-
-
-
-
9. List additional equipment your firm will require to provide services to the City and when and how you plan to acquire the equipment.
-
-
-
-
10. Have you had a contract terminated by a customer in the past 3 years? _____ If yes, please explain.
-
-
-
-
-
-
-
11. Provide a copy of your firm's Occupational License No. with the Expiration Date (if applicable).
12. Provide a copy of your firm's Federal Employer Tax ID certificate (W9).
13. Provide a copy of all your current insurance coverages for General Liability, Automobile and Workers' Compensation.
14. Provide evidence of a certification through Pinellas County Licensing Board (if applicable).
15. Provide documentation that your firm is registered with the Florida Division of Corporations to do business within the state of Florida.

DRUG FREE WORKPLACE FORM

PREFERENCES TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS UNDER SECTION 287.087, FLORIDA STATUTES.

1. This statement is submitted with the attached Bid/Proposal.
2. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:
 - a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 - b. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
 - c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
 - d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, violation of Chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
 - e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
 - f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

VENDOR'S PRINTED NAME: _____

AUTHORIZED SIGNATURE: _____

MINIMUM INSURANCE REQUIREMENTS

Contractor shall carry the following minimum types and amounts of insurance at its own expense, for the contract period:

- A. Prior to the time Contractor is entitled to commence any part of the project, work, or services under this contract, Contractor shall procure, pay for, and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to Procurement Services for the City of Tarpon Springs of a Certificate of Insurance executed on a standard ACORD form, listing all coverage and limits, expiration dates and terms of policies, and all endorsements whether or not required by the City. The insurance requirements shall remain in effect throughout the term of this Contract, or any Contract extension.
- 1) Workers' Compensation limits as required by law; Employers' Liability Insurance of not less than \$1,000,000 for each accident.
 - 2) Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering the liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000, each occurrence; and property damage of not less than \$200,000, each occurrence. (Combined Single Limits of not less than \$2,000,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an occurrence basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
 - 3) Comprehensive Automobile and Truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$1,000,000 each occurrence, and property damage of not less than \$200,000 each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence basis, such insurance to include coverage for loading and unloading hazards.
 - 4) \$500,000 combined single limits, personal injury and/or bodily injury, including death, and property damage liability bodily injury, including death, and property damage liability insurance as an excess of the primary coverage required above.
- B. Each Insurance Policy shall include the following conditions by endorsement to the policy:
- 1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal, or any material change in coverage's or limits, a notice thereof shall be given to the City by certified mail to: City of Tarpon Springs, Procurement Services, P.O. Box 5004, Tarpon Springs, Florida, 34688-5004. Contractor shall also notify City, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.

- 2) Companies issuing the insurance policy, or policies, shall have no recourse against City for payment of premiums or assessments for any deductibles which all are at the sole assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- 3) The term "CITY" shall include all Authorities, Boards, Commissions, Divisions, Departments, and offices of City and individual members, employees thereof in their official capacities, and/or while acting on behalf of the City.
- 4) **City of Tarpon Springs shall be endorsed to the required policy or policies as an additional insured or additional named Insured.**
- 5) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by City to any such future coverage, or to City's Self-Insured Retentions of whatever nature.

AGREEMENT EXHIBIT CERTIFICATION

The CITY OF Tarpon Springs (City), a municipal corporation with principal offices located at 324 East Pine St, Tarpon Springs FL, 34689, and CONTRACTOR executing this document by and through its authorized agent

The following terms are hereby added to the original Agreement:

1. Scrutinized Companies

By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, Contractor certifies that Contractor is not participating in a boycott of Israel. Contractor further certifies that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has Contractor been engaged in business operations in Syria. Subject to limited exceptions provided in state law, the City will not contract for the provision of goods or services with any scrutinized company referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

1.1. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

1.2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1.2.1. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

1.2.2. Is engaged in business operations in Syria.

1.3. Submitting a false certification, or being placed on a list created pursuant to Section 215.473, Florida Statutes relating to scrutinized active business operations in Iran after Contractor has submitted a certification, shall be deemed a material breach of contract. The City shall provide notice, in writing, to Contractor of the City's determination concerning the false certification. Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

2. E-Verify

As a condition precedent to entering into this Agreement, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement. City, Contractor, or any subcontractor/subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity. City, upon good faith belief that a subcontractor knowingly violated the provisions of this section; but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor. An agreement or contract terminated under the provisions of

this section is not a breach of contract and may not be considered such. Any agreement or contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Agreement by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section; requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

ATTEST

Company Name

Signature of Corporate Secretary

Signature

Type/Print Name of Corporate Secy.

Type/Print Name

Date

Date

(CORPORATE SEAL)

Affidavit of Compliance with Anti-Human Trafficking Laws

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: _____, 20____ Signed: _____

Entity: _____ Name: _____

Title: _____

Affidavit of Compliance with Foreign Entity Laws

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. (Only applicable if purchasing real property) Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: _____, 20__

Signed: _____

Entity: _____

Name: _____

Title: _____

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LIST

Respondent Vendor Name:

Proposer/Contractor FEIN: _____

Proposer/Contractor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to s. 287.135 Florida Statute (Current Edition), the submission of a false certification may subject company to civil penalties, attorney's costs, and/or other costs and does not have business operations in Cuba or Syria.

Certified by: _____

Who is authorized to sign on behalf of the above-referenced company.

Print Name and Title: _____

Date: _____

BID FORM

BID NO. 250200-B-AS BASIN CLEANING AND DEBRIS REMOVAL SERVICES

BIDDER Shenandoah General Construction, LLC

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with City of Tarpon Springs to provide all Services specified and in accordance with the other terms and conditions of the Contract Documents.

This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening.

1. In submitting this Bid, Bidder represents that:

- a. Bidder has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Number</u>
<u>7/2/25</u>	<u>1</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

- b. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

BID FORM PRICING

BID NO. 250200-B-AS BASIN CLEANING AND DEBRIS REMOVAL SERVICES

PRICING TAB - SEE PRICING SHEET OF BID SOLICITATION IN BONFIRE

Bidder acknowledges that all applicable licenses (City, County, State, and Federal) have been obtained and shall provide proof immediately upon request.

Payment: We accept Visa for payment: ☒ Yes ___ No. Payment must be processed in 30 days after receipt of proper invoice or services accepted (whichever is the latter).

Price Extension for Additional Units:

The City, through its Procurement Services Director may during the next twelve months require additional units depending on the City's requirements and availability of funds. Bidders are requested to indicate below the number of months they will extend their bid prices, terms and conditions and the number of additional units they will provide after award of this bid by the City, if applicable.

12 months for One additional units after award of this bid.
(Number) (No. of Units*)

Note: The decision by the bidder to extend or not to extend their prices will NOT be considered in the award of this bid.

* Please insert of number of unit (not to exceed the bid quantity).

Bidder: Shenandoah General Construction, LLC

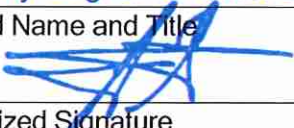
Address: 951 W Yamato Road, #220

City: Boca Raton State: FL Zip: 33431

Phone No.: 954-975-0098 Fax No.: _____ Email: s.northcutt@shenandoahus.com

Anthony Guglielmi - Chief Executive Officer

Printed Name and Title


Authorized Signature

7/11/25

Date

List at least 5 References

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES WHICH ARE SIMILAR IN SCOPE TO THIS PROJECT:

1. Project/Contract Name:	Airside E Sewer Repair - Emergency
Dollar Value:	\$5,106.00
Contact Name:	Buz Molennor
Email/Phone Number:	bmolennor@kimmins.com / 813-291-6047
Agency/Company Name:	Kimmins Contracting Corporation
Address:	1501 E 2nd Avenue, Tampa FL 33605
Date completed/or if in Progress:	Two day project - completed 5/19/25
2. Project/Contract Name:	BEE24 TWO 12 4449109-1-32-10
Dollar Value:	\$220,000.00
Contact Name:	Leslie Sanchez
Email/:	Lesli.Sanchez@dot.state.fl.us
Phone Number	813-975-6272
Agency/Company Name:	FDOT - D7
Address:	11201 North McKinley Dr., Tampa, FL 336212
Date completed/or if in Progress:	In progress
3. Project/Contract Name:	Polk County LS 375 Bypass
Dollar Value:	\$3,075.00
Contact Name:	Ethan Bailey
Email/:	ethan@killebrewinc.net
Phone Number	386-965-5563
Agency/Company Name:	Killebrew Inc.
Address:	2830 Winter Lake Rd, Lakeland, FL 33807
Date completed/or if in Progress:	In progress
4. Project/Contract Name:	Angeline ph-6A
Dollar Value:	
Contact Name:	John Pool
Email/Phone Number:	alang@ripaconstruction
Agency/Company Name:	Ripa & Associates
Address:	1409 Tech Blvd, Tampa, FL 33619
Date completed/or if in Progress:	In progress

5. Project/Contract Name:	Universal - addtl plugs
Dollar Value:	
Contact Name:	Cody Phelps
Email/Phone Number:	cphelps@pandj.com/ 813-480-4243
Agency/Company Name:	Phillips & Jordan Inc.
Address:	30115 State Rd 51, Suite 301, San Antonio FL 33576
Date completed/or if in Progress:	On going

QUESTIONNAIRE

This questionnaire must be completely filled out and returned as part of your bid/proposal. Failure to do so may result in disqualification of your bid/proposal. Evaluation of this questionnaire is a prime factor in the award of this Agreement.

1. Please state the full, legal name (including any d/b/a) of your firm and provide contact information

Company Name: Shenandoah General Construction, LLC

Contact Name: Samantha Northcutt

Address: 951 W Yamato Road

Address: #220

City: Boca Raton State: FL Zip: 33431

Telephone: 954-975-0098 Fax: _____

E-Mail Address: s.northcutt@shenandoahus.com Website: www.shenandoahus.com

2. How long has your firm been in business? 49 Years
3. How long has your firm provided these services? 49 Years
4. Annual gross revenues of your firm? (Check the appropriate box)
☐ under \$100,000 ☐ \$100,000 - \$499,000 ☐ \$500,000 - \$999,000
☐ \$1,000,000 - \$2,000,000 ☒ over \$2,000,000
5. How many full and part-time employees do you currently employee?
 Full-time: 295 Part-time: N/A
6. Provide information on your employee staffing by category and the number of employees in each category.

Category	# of employees
CEO	ONE
COO	ONE
CFO	ONE
SAFETY MANAGER	ONE
PROJECT MANAGERS	SIX
BRANCH MANAGERS	TWO
ESTIMATORS	FOUR
FIELD SUPERVIORS	SEVEN
CDL Operators	Ten

7. Who will be supervising the services to be performed under this Agreement and what are their qualifications, years of experience, number of years employed with your firm, etc.?
Lawrence Asher - Field Supervisor, over 16 years experience, 16 years with Shenandoah
Melissa Toccalino- Branch Administrator, over 10 years experience, 3 years with Shenandoah
8. What tools, vehicles and equipment currently owned by your firm will be utilized to provide the requirements of this Agreement?
See Attached
9. List additional equipment your firm will require to provide services to the City and when and how you plan to acquire the equipment.
NOT APPLICABLE
10. Have you had a contract terminated by a customer in the past 3 years? NO If yes, please explain.
11. Provide a copy of your firm's Occupational License No. with the Expiration Date (if applicable).
12. Provide a copy of your firm's Federal Employer Tax ID certificate (W9).
13. Provide a copy of all your current insurance coverages for General Liability, Automobile and Workers' Compensation.
14. Provide evidence of a certification through Pinellas County Licensing Board (if applicable).
15. Provide documentation that your firm is registered with the Florida Division of Corporations to do business within the state of Florida.

**AERATION BASIN CLEANING AND DEBRIS REMOVAL SERVICES
CITY OF TARPON SPRINGS
BID NO.: 250200-B-AS**



Description	Make	Model	Year
ARROW BOARD	Wanco	WTSP	2014
ARROW BOARD	Wanco	WTSP	2014
ARROW BOARD	Wanco	WTSP	2015
AIR COMPRESSOR	Leroy	AIR COMPRESSOR	1989
AIR COMPRESSOR	INGERSOL RAND	AIR COMPRESSOR	2009
BACKHOE	JOHN DEERE	310SL	2022
VIPER O50 FOAM GENERATOR	VERMILLION	FOAM GENERATOR	2008
36" Collapsible Mainline Packer	Logiball	Packer	2013
30" Collapsible Mainline Packer	Logiball	Packer	2013
Sag Correction System	Advance Const Prod	Sag Machine	2014
42" Collapsible Mainline Packer	Logiball	Packer	2017
Fecon Carbide Mulcher adapter LS283	Fecon	CEM36 Mulcher	2020
Impact Drilling Cutter	Paikert	SB110	2022
Push Camera	EnviroSight VSP Pro		2023
Sag Remover 8" Pipe adapter tow slings, hose tow adapter Generator to TV343			2023
FORK LIFT	CATERPILLAR	FORK LIFT	2008
LONG STICK EXCAVATOR	KOBELCO	SK250LC	2004
6" THOMPSON TRASH PUMP	THOMPSON	6" PUMP	2006
YARD - PICK UP TRUCK	FORD	F150 XL STD CAB	2016
Yard Pick Up w/Liftgate	Ford	F250	2017
North - Office Truck	JEEP	GRAND CHEROKEE LMT	2022
UTILITY TRUCK	Dodge	Ram 1500 Pickup	2022
North - YARD - PICK-UP TRUCK	Dodge	Ram 1500 Pick-Up	2022
YARD PICK UP TRUCK	GMC	CANYON	2022
Superintendent Truck	FORD	F150 4x2 4Dr SUPERCREW	2022
2022 F250 YARD - PICKUP TRUCK	FORD	F250	2022
OFFICE TRUCK	FORD	F150 CREW CAB 4D	2022
CHEVY SILVERADO 1500	CHEV	SILVERADO 1500	2022
Superintendent Truck	FORD	F150 PK	2022
Trailer Yard	Emerson	6X12	2006
Better Built Trailer w/Air Compressor	Better Built	6x10	2017
Triple Trailer Crown 7x16	Triple Crown	7x16	2015
Trailer Yard	Test	TL	1987
Trailer FVCG	FVCG	GANS7X16TA3-WHITE-LS CONTINENTAL CARGO	2023
CUES TV/GROUT TRUCK	FORD	F550	2011
IBAK TV TRUCK	FORD	E450 BOX TRUCK	2016
TV Truck w/ Lateral Laucher	Ford	Ibak TV Lateral Truck	2016
2021 IBAK ISUZU	ISUZU	Ibak TV/Grout Truck	2021
YARD - CREW FLAT BED	CHEVY	3500 FLAT BED CREW CAB	2016
YARD - PICK UP TRUCK	DODGE	Ram 2500 Pickup	2022
YARD - PICK UP TRUCK	DODGE	Ram 2500 Pickup	2022
YARD - PICK UP TRUCK	DODGE	Ram 2500 Pickup	2022
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2013
VACTOR SEWER CLEANING TRUCK	VACTOR	FREIGHTLINER	2014
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2014
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2014
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2015
VACTOR SEWER CLEANING TRUCK	VACTOR	FREIGHTLINER	2016
VACTOR SEWER CLEANING TRUCK	VACTOR	FREIGHTLINER	2016
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2019
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2020
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2020
JET VAC SEWER CLEANING TRUCK	JET VAC	WESTERN STAR - 4700 SF	2022
JET VAC SEWER CLEANING TRUCK	WESTERN STAR	WESTERN STAR - 4700 SF	2023
JET VAC SEWER CLEANING TRUCK	KENWORTH	T800	2019
JET VAC SEWER CLEANING TRUCK	KENWORTH	T800	2020
ARROW BOARD	Wanco	WTSP	2014
4"Yanmar Pump	Yanmar	4" Pump	2022
6" MWI PUMP	MWI	6" PUMP	2004
North - YARD - PICK-UP TRUCK	FORD	F150 4X4 SUPERCAB	2017
YARD - PICK UP TRUCK	FORD	F150 XL SINGLE CAB	2018
North - YARD - PICK-UP TRUCK	Chevrolet	Silverado Pick Up 2500 Single Cab	2018
North - YARD - PICK-UP TRUCK	Dodge	Ram 1500 Pick-Up	2019
Trailer Yard	Emerson	6X10	2003
CUES TV/GROUT TRUCK	ISUZU	BOX VAN	2016
IBAK TV TRUCK	ISUZU	BOX VAN	2021
YARD - PICK UP TRUCK	DODGE	Ram 2500 Pickup	2022
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2018
VACTOR SEWER CLEANING TRUCK	VACTOR	FREIGHTLINER	2015
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2018
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2015
JET VAC SEWER CLEANING TRUCK	WESTERN STAR	4700	2021

**AERATION BASIN CLEANING AND DEBRIS REMOVAL SERVICES
CITY OF TARPON SPRINGS
BID NO.: 250200-B-AS**



ARROW BOARD	Wanco	WTSP	2016
ARROW BOARD	Wanco	WTSP	2017
ARROW BOARD	Wanco	WTSP	2023
EASEMENT & TRAILER	PJ TRAILERS	UK122	2021
OFFICE TRUCK	JEEP	GRAND CHEROKEE	2022
6" PRIMERITE CT006 PUMP	PRIMERITE	6" PUMP	2004
YARD - PICK UP TRUCK	FORD	F150 4x2 4Dr SUPERCREW	2014
West - OFFICE PICK-UP TRUCK	DODGE	RAM 1500	2019
Trailer Yard	Trailer	6X8	2002
Haulmark 6x10	Haulmark	6x10	2000
CUES TV/GROUT TRUCK	ISUZU	BOX VAN	2019
IBAK TV/GROUT TRUCK	ISUZU	BOX VAN	2019
YARD - UTILITY TRUCK	DODGE	RAM 2500	2022
YARD - PICK UP TRUCK	DODGE	Ram 2500 Pickup	2022
YARD - PICK UP TRUCK	DODGE	Ram 2500 Pickup	2022
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2014
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2020
900 ECO	WESTERN STAR	4700SF	2022
YARD FORKLIFT	NISSAN	KCPH02A25PV	1995
OFFICE TRUCK	DODGE	RAM 1500	2019
YARD TRUCK	FORD	2022 Ford F-150	2022
Horton Trailer	HORTON		2015
YARD - CREW FLAT BED	CHEVY	3500 FLAT BED CREW CAB	2016
UTILITY TRUCK	DODGE	RAM 5500 UTILITY	2020
Volvo Boiler Truck	Volvo	Truck	2002
Sterling LT9500 Boiler	Sterling	LT9500	2007
Kenworth Boiler	Kenworth	T880	2018
Kenworth Boiler	Kenworth	GEN 2	2018
Aries PE2600 Pan & Tilt Camera	Aries	PE2600	2004
Global Trash Pump	Global	4" Trash Pump	2015
Global Trash Pump	Global	4" Trash Pump	2012
YARD - PICK-UP TRUCK	Dodge	Ram 1500 Pick-Up	2022
Chevy Tahoe	Chevy	Tahoe	2023
Pick up truck	RAM	1500 BIG HORN / LONE STAR 4X2	2022
Pick up truck	Chevrolet	SILVERADO	2022
Pick up truck	FORD	F-150	2023
Reefer Freightliner	Freightliner	Reefer	2015
Reefer Freightliner	Freightliner	Reefer	2016
Reefer Freightliner	Kenworth	T-370	2020
Cros Flatbed Trailer	Cros		2003
Triple Crown Trailer	Triple Crowns	5x10	2016
	Load Trail	8.5x24	2025
CUES TV/Lateral TRUCK	FREIGHTLINER	F3CC170	2013
ARIES TV TRUCK (Equip from TV227)	ISUZU	BOX VAN	2011
Isuzu Crew Truck	Isuzu	BOX VAN	2021
Isuzu Crew Truck	Isuzu	BOX VAN	2021
West - OFFICE PICK-UP TRUCK	DODGE	RAM 1501	2022
YARD - PICK UP TRUCK	DODGE	Ram 2500 Pickup	2022
F250 Utility	Ford	F250	2023
JET VAC SEWER CLEANING TRUCK	WESTERN STAR	WESTERN STAR - 4700 SF	2022
JET VAC SEWER CLEANING TRUCK	WESTERN STAR	WESTERN STAR - 4700 SF	2022
BACKHOE	CATERPILLAR	BACKHOE 420E IT	2008
Chassis for TV432			2022
BLOWER			
Pick up truck	RAM	2500 CREW CAB	2022
PICK UP TRUCK	Ford	F250	2021
PICK UP TRUCK	RAM	2500	2024
BOX TRUCK W/SAG REMOVER	RAM	4500	2013
Kraftsman Trailer 25'	KRAFTSMAN	25' Goose Neck Trailer	2021
Trailer - Misc	Liberty - Stea	Trailer	2016
Trailer - Grout/Confined Space	Arni	Trailer	2018
Trailer - Grout	Galt	Trailer	2009
Trailer	Elite	Trailer	2003
Trailer Yard	Load Trail		2020
Tanker Truck	International	SF625	2011
Tanker Truck	International	SF625	2011
CCTV Truck	RAM	5500	2014
CCTV Truck	RAM	5500	2018
Ibak TV/Grout Truck	Isuzu	Ibak TV/Grout Truck	2020
Vacall Vac Truck	Freightliner	114SD	2014
Vacall Vac Truck	Freightliner	114SD	2014
Vacall Vac Truck	Freightliner	114SD	2015
Vacall Vac Truck	Freightliner	114SD	2015
Vacall Vac Truck	Freightliner	114SD	2019

**AERATION BASIN CLEANING AND DEBRIS REMOVAL SERVICES
CITY OF TARPON SPRINGS
BID NO.: 250200-B-AS**



Vacall Vac Truck	Freightliner	114SD	2020
900 ECO	WESTERN STAR	4700SF	2022
VACALL TRUCK	AJV1215	AJV1215	2023
900 ECO	VOLVO	VHD64F	2024
900 ECO	WESTERN STAR	4700SF	2022
Improvement parts for VT420	Freightliner	114SD	2014
900 ECO	WESTERN STAR	4700SF	2021
VACALL TRUCK	Freightliner	900 ECO	2022
VACALL TRUCK	Freightliner	900 ECO	2022
PICK UP TRUCK	CHEVY	SILVERADO 2500HD	2023
Maxima Cargo 7x16 Covered Trailer	Maxima Cargo Trailer	7x16 Covered Trailer	2021
TV Trailer Yard - GRAY	HLMK	CB6X10	2008
VACTOR SEWER CLEANING TRUCK	VACTOR	KENWORTH	2018
900 ECO	Volvo	VHD64F	2024
DUMP TRUCK	PETERBILT	DUMP TRUCK	2006
OFFICE TRUCK	DODGE	Ram 1500 Pickup	2020
YARD - PICK UP TRUCK	GMC	SIERRA 1500	2024
Pick up truck	DODGE	RAM 5500 FLAT BED	2021
Equip Trailer	BEBU 20' Trailer	20' Equip Trailer	2002
Equip/Material Trailer	Bray 20' Trailer	20' Equip/Material Trailer	2005
Big Tex Dump Trailer 14'	BIG TEX	14' Dump Trailer	2017
Big Tex Dump Trailer	Big Tex	14x8x4 (14CY)	2020
UTILITY TRUCK	DODGE	RAM 5500 UTILITY	2018
OFFICE TRUCK	GMC	SIERRA 1500	2019
Corporate - Pick up Truck	GMC	SIERRA 2500 HD	2024
Corporate - Office Truck	FORD	TK	2023
Corporate - Pick up Truck	FORD	F150 XL 4x2 Super Crew	2022

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

SHENANDOAH GENERAL CONSTRUCTION, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) **C**

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

951 W YAMATO ROAD, SUITE 220

6 City, state, and ZIP code

BOCA RATON, FL 33431

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

5 9 - 1 7 0 7 6 7 3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

Date

05-12-2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
05/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT WITH Certificate Center	
	PHONE (A/C No. Ext): 1-877-945-7378	FAX (A/C No.): 1-888-467-2378
INSURED Shenandoah General Construction, LLC 951 Yamato Rd, #220 Boca Raton, FL 33431	E-MAIL ADDRESS: certificates@wtwco.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Nautilus Insurance Company	
	INSURER B: Key Risk Insurance Company	
	INSURER C: Great Divide Insurance Company	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: W39095390

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y	Y	ECP2045106-10	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
B	AUTOMOBILE LIABILITY			BAP2045108-10	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB ☒ OCCUR			FFX2045107-10	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 10,000,000
	☒ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 10,000,000
	DED ☐ RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	Y	WCA2045109-10	11/01/2024	11/01/2025	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Pollution Liability			ECP2045106-10	11/01/2024	11/01/2025	Each Incident \$1,000,000
							Deductible \$10,000
	Professional Liability						Each Incident \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability: Certificate holder is Additional insured, provided a Waiver of Subrogation and coverage is Primary and Non Contributory where required by written contract or agreement as respects to the General Liability policy for work performed by Named Insured.

Auto Liability: Coverage territory: US its territories and possessions, Puerto Rico, Canada.

CERTIFICATE HOLDER**CANCELLATION**

City of Tarpon Springs
Procurement Services
P.O. Box 5004
Tarpon Springs, FL 34688-5004

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2016 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**Page 2 of 2

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Shenandoah General Construction, LLC 951 Yamato Rd, #220 Boca Raton, FL 33431	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Umbrella/Excess Liability is Follow Form Over General Liability and Auto Liability -

When required by written contract, excess liability follows form with respect to additional insured, primary non-contributory and waiver of subrogation as it pertains to General Liability, Employers Liability & Auto Liability policies.

Workers Compensation: Blanket waiver of subrogation provided where required by written contract or agreement and as permitted by law.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO. HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GUGLIELMI, ANTHONY

SHENANDOAH GENERAL CONSTRUCTION, LLC
1888 NW 22ND STREET
POMPANO BEACH FL 33069

LICENSE NUMBER: CUC1225783

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/23/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GUGLIELMI, ANTHONY

SHENANDOAH GENERAL CONSTRUCTION, LLC
1888 NW 22ND STREET
POMPANO BEACH FL 33069

LICENSE NUMBER: CGC1524099

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/23/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

"LOCATED AT"
1888 NW 22ND STREET
POMPANO BEACH, FL 33069

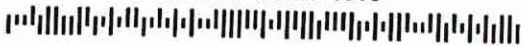
TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
UNDERGROUND UTILITY & EXCAVATION CONTRACTOR	GUGLIELMI ANTHONY	CUC1225783	B24.646540 08/05/2024	\$99.00	B40171398

This document is valid only when receipted by the Tax Collector's Office.



16
7-3305

SHENANDOAH GENERAL CONSTRUCTION LLC
SHENANDOAH GENERAL CONSTRUCTION LLC
1888 NW 22ND ST
POMPANO BEACH FL 33069-1318



STATE OF FLORIDA
PALM BEACH COUNTY
2024 / 2025 LOCAL BUSINESS TAX RECEIPT
LBTR Number: 2021141809
EXPIRES: 09/30/2025

This receipt MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#) /

Detail by FEI/EIN Number

Florida Limited Liability Company

SHENANDOAH GENERAL CONSTRUCTION, LLC

Filing Information

Document Number	L19000024056
FEI/EIN Number	59-1707673
Date Filed	01/29/2019
Effective Date	12/21/1976
State	FL
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	11/29/2021
Event Effective Date	NONE

Principal Address

951 W Yamato Rd
220
Boca Raton, FL 33431

Changed: 05/13/2025

Mailing Address

951 W Yamato Rd
220
Boca Raton, FL 33431

Changed: 05/13/2025

Registered Agent Name & Address

CORPORATE CREATIONS NETWORK, INC.
801 US HIGHWAY 1
NORTH PALM BEACH, FL 33408

Address Changed: 03/25/2020

Authorized Person(s) Detail

Name & Address

Title President

Guglielmi, Anthony
951 W Yamato Rd
220
Boca Raton, FL 33431

Title CFO

Bendgen, Charles
951 W Yamato Rd
220
Boca Raton, FL 33431

Title COO

Keenan, Luke
951 W Yamato Rd
220
Boca Raton, FL 33431

Annual Reports

Report Year	Filed Date
2024	02/09/2024
2025	04/07/2025
2025	05/13/2025

Document Images

05/13/2025 -- AMENDED ANNUAL REPORT	View image in PDF format
04/07/2025 -- ANNUAL REPORT	View image in PDF format
02/09/2024 -- ANNUAL REPORT	View image in PDF format
10/02/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
03/15/2023 -- ANNUAL REPORT	View image in PDF format
03/23/2022 -- ANNUAL REPORT	View image in PDF format
11/29/2021 -- LC Amendment	View image in PDF format
03/15/2021 -- ANNUAL REPORT	View image in PDF format
04/02/2020 -- ANNUAL REPORT	View image in PDF format
05/16/2019 -- LC Amendment	View image in PDF format
01/29/2019 -- Florida Limited Liability	View image in PDF format

DRUG FREE WORKPLACE FORM

PREFERENCES TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS UNDER SECTION 287.087, FLORIDA STATUTES.

1. This statement is submitted with the attached Bid/Proposal.
2. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:
 - a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 - b. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
 - c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
 - d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, violation of Chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
 - e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
 - f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

VENDOR'S PRINTED NAME: Anthony Guglielmi

AUTHORIZED SIGNATURE: _____



MINIMUM INSURANCE REQUIREMENTS

Contractor shall carry the following minimum types and amounts of insurance at its own expense, for the contract period:

A. Prior to the time Contractor is entitled to commence any part of the project, work, or services under this contract, Contractor shall procure, pay for, and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to Procurement Services for the City of Tarpon Springs of a Certificate of Insurance executed on a standard ACORD form, listing all coverage and limits, expiration dates and terms of policies, and all endorsements whether or not required by the City. The insurance requirements shall remain in effect throughout the term of this Contract, or any Contract extension.

- 1) Workers' Compensation limits as required by law; Employers' Liability Insurance of not less than \$1,000,000 for each accident.
- 2) Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering the liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000, each occurrence; and property damage of not less than \$200,000, each occurrence. (Combined Single Limits of not less than \$2,000,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an occurrence basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
- 3) Comprehensive Automobile and Truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$1,000,000 each occurrence, and property damage of not less than \$200,000 each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence basis, such insurance to include coverage for loading and unloading hazards.
- 4) \$500,000 combined single limits, personal injury and/or bodily injury, including death, and property damage liability bodily injury, including death, and property damage liability insurance as an excess of the primary coverage required above.

B. Each Insurance Policy shall include the following conditions by endorsement to the policy:

- 1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal, or any material change in coverage's or limits, a notice thereof shall be given to the City by certified mail to: City of Tarpon Springs, Procurement Services, P.O. Box 5004, Tarpon Springs, Florida, 34688-5004. Contractor shall also notify City, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.

- 2) Companies issuing the insurance policy, or policies, shall have no recourse against City for payment of premiums or assessments for any deductibles which all are at the sole assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- 3) The term "CITY" shall include all Authorities, Boards, Commissions, Divisions, Departments, and offices of City and individual members, employees thereof in their official capacities, and/or while acting on behalf of the City.
- 4) **City of Tarpon Springs shall be endorsed to the required policy or policies as an additional insured or additional named Insured.**
- 5) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by City to any such future coverage, or to City's Self-Insured Retentions of whatever nature.

AGREEMENT EXHIBIT CERTIFICATION

The CITY OF Tarpon Springs (City), a municipal corporation with principal offices located at 324 East Pine St, Tarpon Springs FL, 34689, and CONTRACTOR executing this document by and through its authorized agent

The following terms are hereby added to the original Agreement:

1. Scrutinized Companies

By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, Contractor certifies that Contractor is not participating in a boycott of Israel. Contractor further certifies that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has Contractor been engaged in business operations in Syria. Subject to limited exceptions provided in state law, the City will not contract for the provision of goods or services with any scrutinized company referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

1.1. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

1.2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1.2.1. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

1.2.2. Is engaged in business operations in Syria.

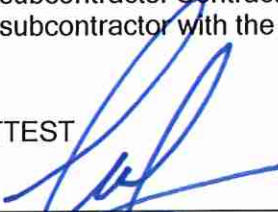
1.3. Submitting a false certification, or being placed on a list created pursuant to Section 215.473, Florida Statutes relating to scrutinized active business operations in Iran after Contractor has submitted a certification, shall be deemed a material breach of contract. The City shall provide notice, in writing, to Contractor of the City's determination concerning the false certification. Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

2. E-Verify

As a condition precedent to entering into this Agreement, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement. City, Contractor, or any subcontractor/subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity. City, upon good faith belief that a subcontractor knowingly violated the provisions of this section; but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor. An agreement or contract terminated under the provisions of

this section is not a breach of contract and may not be considered such. Any agreement or contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Agreement by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section; requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

ATTEST



Signature of Corporate Secretary

Charles Bendgen

Type/Print Name of Corporate Secy.

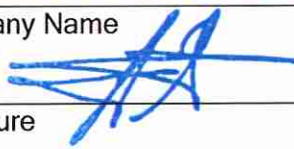
7/11/25

Date

(CORPORATE SEAL)

Shenandoah General Construction, LLC

Company Name



Signature

Anthony Guglielmi

Type/Print Name

7/11/25

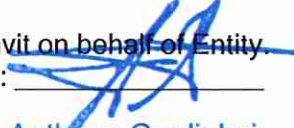
Date

Affidavit of Compliance with Anti-Human Trafficking Laws

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: July 11th, 2025 Signed: 

Entity: Shenandoah General Construction, LLC Name: Anthony Guglielmi

Title: CEO

Affidavit of Compliance with Foreign Entity Laws

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. (Only applicable if purchasing real property) Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: July 11th, 2025
Signed: [Signature]
Entity: Shenandoah General Construction, LLC
Name: Anthony Guglielmi
Title: CEO

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LIST

Respondent Vendor Name:

Proposer/Contractor FEIN: 59-1707673

Proposer/Contractor's Authorized Representative Name and Title:

Anthony Guglielmi - Chief Executive Officer

Address:

951 W Yamato Road, #220

City: Boca Raton

State: Florida

Zip: 33431

Phone Number:

954-975-0098

Email Address:

s.northcutt@shenandoahus.com

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to s. 287.135 Florida Statute (Current Edition), the submission of a false certification may subject company to civil penalties, attorney's costs, and/or other costs and does not have business operations in Cuba or Syria.

Certified by: 

Who is authorized to sign on behalf of the above-referenced company.

Print Name and Title:

Anthony Guglielmi - Chief Executive Officer

Date: July 11, 2025

Responses

Success: All data is valid!

						Numeric	
Status	Bid/No Bid Decision	#	Item Name	Quantity Required	Unit of Measure	Unit Price	Total Cost
Success: All values provided	Bid	#0-1	Aeration basin cleaning and debris removal services at the Tarpon Springs Advanced Wastewater Treatment Facility, pursuant to specifications, terms, and conditions herein.1	1	Lump Sum Job	\$ 240,000.00	\$ 240,000.00
Basket Total							\$ 240,000.00
Grand Total							\$ 240,000.00



Memorandum

Date: August 26, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Janina Lewis, Procurement Services Director
Subject: Increase File No. 240114-C-PH PFM Financial Advisor (**Ron Harring Finance Director, Janina Lewis Procurement Services Director**)

Recommendation

Increase File No. 240114-C-PH, Financial Advisory Services, utilizing the City of St. Petersburg contract No. 8300, with PFM Financial Advisors, LLC., from the estimated annual amount of \$15,000 to \$33,500, an increase of \$18,500 through September 30, 2025, further extend the contract for the period of October 1, 2025 through September 30, 2026, for the Finance Department.

Background

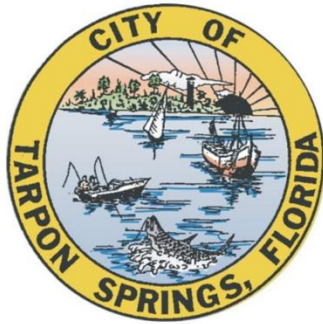
On October 7, 2024, the contract was administratively awarded through September 30, 2025. The purpose of this contract is to provide financial advice to the City's Finance Department. PFM was awarded contract No. 8300 through the City of St. Petersburg for Financial Advisory Services. The increase is needed to assist the City with the potential financing as part of the FY 2025 and FY 2026 Budget. The Financial Advisor Fees average \$18,500 per debt issuance (see attached memo).

Funding

Identified as needed.

Strategic Plan Objective

N/A



City of Tarpon Springs, Florida

324 E. PINE STREET
P.O. BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004
(727) 938-3711
FAX (727) 937-8199

MEMORANDUM

August 4, 2025

TO: Janina Lewis, Procurement Director
FROM: Ron Harring, CPFO, CGFO, Finance Director
SUBJECT: **PFM Contract**

RECOMMENDATION:

To renew contract with PFM (Public Financial Management) for Financial Advisor services in relation to debt financing.

BACKGROUND:

I am requesting to renew our contract with PFM for Financial Advisory Services. They have been involved in multiple financings with the City over the past 20 years.

In December 2024 PFM arranged financing for the City for the purchase of the Dredge Site land. The City approved financing at 4.39% with the ability to early prepay after 18 months.

In July 2025 PFM assisted the City with the establishment of a Master Lease Purchase Agreement for Equipment. The first schedule of equipment financed was Vac-Con trucks. PFM arranged financing for the Vac-Con trucks at 3.47%.

Currently, PFM is working with the City for potential financing as part of the FY 2026 Budget. PFM also monitors the rates for financing, if rates decrease there is the possibility of refinancing the existing Water Plant debt and the Dredge Site Land debt.

The fee for Financial Advisor services averages \$18,500 per each debt issuance. I am estimating the City will need an additional \$18,500 for debt issuance in FY 2026.



City of St. Petersburg
BLANKET PURCHASE AGREEMENT

PURCHASE ORDER NO	REVISION	DATE
255152	3	24-JUL-2025

This Purchase Order No must appear on all invoices, packing lists and correspondence related to this order.

SHIP TO:

FINANCE DEPARTMENT
CITY OF ST PETERSBURG
ONE 4TH ST N 5TH FLOOR
Saint Petersburg, FL 33701
United States

VENDOR:

PFM Financial Advisors LLC
300 S Orange Ave Ste 1170
Orlando , FL 32801

VENDOR NO: 131452

BILL TO:

FINANCE DEPARTMENT ACCOUNTS PAYABLE
CITY OF ST PETERSBURG
PO BOX 1257
Saint Petersburg, FL 33731
United States

Description: Financial Advisory Consulting Services
Effective: 01-OCT-2022
End Date: 30-SEP-2026
Buyer/Phone: Kendal Dyksterhouse / 727-893-7225
Email: Kendal.Dyksterhouse@stpete.org
Vendor/Phone: / ()
Ship Via: Best Way
Freight Terms: Prepaid
Terms: NET 30
FOB: FOB Destination
Agreed Amount: \$255,000.00

Supplier Notes: Change Notice No. 3: To renew the Term of Agreement through September 30, 2026.
This BPA 255152 covers Financial Advisory Consulting Services effective October 1, 2022, to September 30, 2026, with one, one-year renewal option.

LINE	DESCRIPTION	UOM	UNIT PRICE
1	Transactional fees based on percentage of debt issued (Per Appendix B Fee Schedule)	DOLLAR	1.00
2	Other expenses per Appendix B - Fee Schedule	DOLLAR	1.00

State Sales Tax Exemption Number 85-8012740154C-1
Federal Employer ID Number 59-6000424


Procurement Director

To report fraudulent or unethical behavior, contact EthicsPoint, Inc. at 1-888-236-7053 or www.ethicspoint.com. For grievance related to a specific solicitation, please adhere to the dispute and complaint instructions in the solicitation document.

Acceptance and Acknowledgement:

Please log in to the [iSupplier Portal](#) and acknowledge acceptance of the terms and conditions of this agreement and all change notices.

Once logged in, follow the steps outlined below to acknowledge this purchase order:

1. Click on 'Orders' tab
2. Select 'Purchase Orders to Acknowledge' from the View Menu
3. Select the specific purchase order
4. Click the 'Acknowledge' button
5. Select 'Accept Entire Order'
6. On next screen, click 'Submit'

If login information is unknown or difficulties are experienced please contact Registration@stpete.org for assistance.

**DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER
IMPORTANT MUNICIPAL ADVISORY INFORMATION
PFM Financial Advisors LLC**

I. Introduction

PFM Financial Advisors LLC and PFM Swap Advisors LLC (hereinafter, referred to as “We,” “Us,” or “Our”) are registered municipal advisors with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by Us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). We employ a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

How We Identify and Manage Conflicts of Interest

Code of Ethics. The Code requires that all employees conduct all aspects of Our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and Our clients.

Policies and Procedures. We have adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allows Us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to Our analysis of potential conflicts of interest.

Supervisory Structure. We have both a compliance and supervisory structure in place that enables Us to identify and monitor employees’ activities, both on a transaction and Firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, Our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows Us to evaluate any situations that may be an actual or potential conflict of interest.

Disclosures. We will disclose to clients those situations that We believe would create a material conflict of interest, such as: 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work We perform for such client; 2) any payment made to obtain or retain a municipal advisory engagement with a client; 3) any fee-splitting arrangement with any provider of an investment or services to a client; 4) any conflict that may arise from the type of compensation arrangement We may have with a client; and 5) any other actual or potential situation that We are or become aware of that might constitute a material conflict of interest that could reasonably expect to impair Our ability to provide advice to or on behalf of clients consistent with regulatory requirements. If We identify such situations or circumstances, We will prepare meaningful disclosure that will describe the implications of the situation and how We intend to manage the situation. We will also disclose any legal or disciplinary events that are material to a client’s evaluation or the integrity of Our management or advisory personnel. We will provide this disclosure (or a means to access this information) in writing prior to starting Our proposed engagement, and will provide such additional information or clarification as the client may request. We will also advise Our clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, Our plan to manage that situation, and any additional information such client may require.

II. General Conflict of Interest Disclosures

Disclosure of Conflicts Concerning the Firm’s Affiliates

Our affiliates offer a wide variety of financial services, and Our clients may be interested in pursuing services separately provided by an affiliate. The affiliate’s business with the client could create an incentive for Us to recommend a course of action designed to increase the level of the client’s business activities with the affiliate or to recommend against a course of

action that would reduce the client's business activities with the affiliate. In either instance, We may be perceived as recommending services for a client that are not in the best interests of Our clients, but rather are in Our interests or the interests of Our affiliates. Accordingly, We mitigate any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, We receive no compensation from Our affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, We require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

Disclosure of Conflicts Related to the Firm's Compensation

From time to time, We may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since We may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, We may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest, if the transaction requires more work than contemplated and We are perceived as recommending a less time consuming alternative contrary to the client's best interest so as not to sustain a loss. Finally, We may contract with clients on an hourly fee basis. If We do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as We would not have a financial incentive to recommend an alternative that would result in fewer hours. We manage and mitigate all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

Disclosure of Conflicts Related to the Firm's Compensation Structure for Our Registered Advisors. Pursuant to various employee compensation structures, from time to time We offer certain of Our registered municipal advisors ("Registered Advisors") financial benefits based on his or her business plan, client base, performance, and/or transactions closed. This provides an incentive for such Registered Advisors to seek to retain additional clients and/or transactions or services from clients. While this form of compensation may be customary in some segments of the municipal advisory market, provision of such financial benefits may be deemed to present a conflict of interest. We manage and mitigate these types of conflicts by Registered Advisor's adherence to Our Code of Ethics and Policies and Procedures, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients

We regularly provide financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While Our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of Our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees Our engagement with any other particular client as a conflict, We will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes an "Informational Bubble" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, We will withdraw from the engagement.

Disclosure Related to Legal and Disciplinary Events

As registered municipal advisors with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, Our legal, disciplinary and judicial events are required to be disclosed on Our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s) ("DRP"). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically

Revised 06/13/2024

access PFM Financial Advisors LLC filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed, at:
PFM Financial Advisors LLC –
<http://www.sec.gov/cgi-bin/browse-edgar?company=PFM+Financial&owner=exclude&action=getcompany>

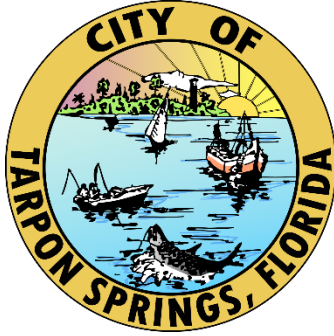
III. Specific Conflicts of Interest Disclosures – City of St. Petersburg, FL – Financial Advisory Contract Extension through September 30, 2025

To Our knowledge, following reasonable inquiry, we are not aware of any other actual or potential conflict of interest that could reasonably be anticipated to impair Our ability to provide advice to or on behalf of the client in accordance with applicable standards of conduct of MSRB Rule G-42.

IV. Municipal Advisory Complaint and Client Education Disclosure

The MSRB protects state and local governments and other municipal entities and the public interest by promoting fair and efficient municipal securities markets. To that end, MSRB rules are designed to govern the professional conduct of brokers, dealers, municipal securities dealers and municipal advisors. Accordingly, if you as municipal advisory customer have a complaint about any of these financial professionals, please contact the MSRB's website at www.msrb.org, and consult the MSRB's Municipal Advisory Client brochure. The MSRB's Municipal Advisory Client brochure describes the protections available to municipal advisory clients under MSRB rules, and describes the process for filing a complaint with the appropriate regulatory authority.

PFM's Financial Advisory services are provided by PFM Financial Advisors LLC. PFM's Swap Advisory services are provided by PFM Swap Advisors LLC. Both entities are registered municipal advisors with the MSRB and SEC under the Dodd Frank Act of 2010.



CITY OF TARPON SPRINGS, FL

Procurement Services

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

MEMORANDUM

TO: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director

FROM: Patty Hall, CPPB, Senior Procurement Analyst

DATE: 10/07/2024

SUBJECT: Administrative Approval to Award File No. 240114-C-PH, Financial Advisory Services

RECOMMENDATION:

Award File No. 240114-C-PH, Financial Advisory Services, to PFM Financial Advisors, LLC utilizing the City of St. Petersburg contract No. 8300, in the estimated amount of \$15,000.00 through September 30, 2025 for the Finance Department.

BACKGROUND:

The purpose of this contract is to provide financial advice to the City's Finance Department. PFM was awarded contract No. 8300 through the City of St. Petersburg for Financial Advisory Services.

Approved: Janina Lewis
Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director

Date: 10/07/2024

AGREEMENT

City of Tarpon Springs File No. 240114-C-PH

THIS AGREEMENT, made and entered into on the 14th day of October, 2024,
by and between PFM Financial Advisors LLC (herein referred to as the "Contractor") and the
City of Tarpon Springs, Florida (herein referred to as the "City").

WHEREAS, the parties wish to incorporate the terms and conditions of the solicitation,
Request for Proposal No. 8300 dated March 10, 2022, and the resulting contractual
arrangement between the City of St. Petersburg, Florida, effective October 1, 2022
(collectively, the "St. Petersburg Contract"); and

WHEREAS, the City Manager authorizes the City to select and contract through the
use of the competitive bid process of another government entity as an exception to the
otherwise required formal bidding process.

NOW, THEREFORE in consideration of the promises and covenants contained herein, the
parties agree as follows:

1. Contractor Duties.

That the Contractor shall furnish material and perform work for:

Financial Advisory Services

For the City of Tarpon Springs, Florida, and in full and complete accordance as provided
by the following enumerated documents, ("Contract Documents") which are incorporated
herein by reference and made a part hereof as if fully setout herein:

- 1) The Request for Proposal No. 8300, Financial Advisory Services, issued by
the City of St. Petersburg, dated March 10, 2022
- 2) The Contractor's Proposal dated April 5, 2022
- 3) The Agreement between PFM Financial Advisors LLC and the City of St.
Petersburg, FL.

Incorporation by Reference; Order of Precedence. This Agreement incorporates and
makes a part hereof by reference the following documents: (i) the RFP No. 8300 issued
by the City of St. Petersburg, FL, (ii) the Contractor's Proposal and all associated
documents (collectively "Firm's Standard Terms") dated April 5, 2022, (iii) and the City of
St. Petersburg Contract, subject to any required modifications as set forth herein.
Notwithstanding any term in the St. Petersburg Contract to the contrary, in the event of
any irreconcilable conflict between the terms of these respective documents, the terms in
the earlier-listed document shall prevail over conflicting terms in a subsequently listed
document.

2. Term.

The term of this Agreement will be from the date of full execution of this Agreement until
September 30, 2025, with the option to extend under the same terms and conditions as the
St. Petersburg Contract, so long as the St. Petersburg Contract is also extended.

3. Pricing.

Contractor warrants that all prices stated in its proposal will remain firm for the initial term of this Agreement. Any escalation in prices will be made on an annual basis thereafter by mutual agreement between the City and Contractor. Request for price increases must be made in writing to the Procurement Services Director at least 60 days in advance. Increases in prices shall be based on the most recent U.S. Bureau of Labor Statistics, Consumer Price Index news release text (released Quarterly: April, July, October and January of each fiscal period) 12-month percentage changes in the Consumer Price Index, not seasonally adjusted. Private Industry, Compensation Costs, the percentage change for the most recent calendar year reported, not to exceed five (5%) percent (see <https://www.bls.gov/ppi/>). All request for price increases are subject to review and approval by the City.

4. Payment.

Provided Contractor faithfully performs its obligations contained in this Agreement, the City shall pay Contractor in accordance with the prices submitted in the Contractor's proposal dated April 5, 2022 ("Payment").

5. Amendments.

All provisions of the Contract Documents shall be strictly complied with and conformed to by the Contractor, and no amendment to this Contract shall be made except upon the written consent of the parties, which consents shall not be unreasonably withheld.

6. Severability.

In the event that any provision or portion hereof of any Contract Document shall be found to be invalid or unenforceable, then such provisions or portion thereof shall be performed in accordance with the applicable laws. The invalidity or unenforceability of any provision or portion of any Contract Document shall not affect the validity or enforceability of any other provision of the Contract Documents.

7. Due Authority.

Each party to this Agreement represents and warrants to the other parties that: (i) they are duly organized, qualified and existing entities under the laws of the State of Florida; and (ii) all appropriate authority exists so as to duly authorize the persons executing this Agreement to so execute the same fully bind the parties on whose behalf they are executing.

8. Notices.

All notices required to be under this Agreement shall be delivered at the address provided below:

City:

City of Tarpon Springs
Finance Department
324 E. Pine Street
Tarpon Springs, FL 34689
Attn: Charles Rudd, City Manager

Contractor:

PFM Financial Advisors LLC
200 South Orange Avenue, Suite 760
Orlando, FL 32801
Attn: James Glover, Managing Director

9. **Public Records.**

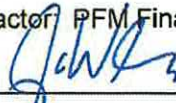
IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE [CITY CLERK'S OFFICE] (THE CUSTODIAN OF PUBLIC RECORDS) AT (727) 942-5614, cityclerk@ctsfl.us, OR 410 N. RING AVENUE, TARPON SPRINGS, FL 34689.

City of Tarpon Springs:

By: 

Charles Rudd, City Manager

Contractor: PFM Financial Advisors LLC

By: 

Name: James W. Glover

Title: Managing Director

REMAINING PORTION INTENTIONALLY LEFT BLANK

(Acknowledgment of Contractor)

State of Florida)
County of Orange) ss:
City of Orlando)

The foregoing Agreement was acknowledged before me this 25th day of September,
2024,

by James W. Glover, Managing Director

(Name and Title)

of PFM Financial Advisors LLC ("Company"), on behalf of the Company. He/She is personally
known to me or has produced _____, as identification
and appeared before me at the time of notarization.

James W. Glover warrants that he/she is authorized by the Company to
execute the foregoing Agreement.

(SEAL)



NOTARY PUBLIC:

Dorrena B. Davis

My commission expires: April 18, 2028

AGREEMENT

THIS AGREEMENT, (“Agreement”) is made and entered into on the 1st day of October, 2022 (“Effective Date”), by and between PFM Financial Advisors LLC (“Consultant” or “Advisor”) and the City of St. Petersburg, Florida, (“City”) (collectively, “Parties”).

WITNESSETH:

NOW, THEREFORE, in consideration of the promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

1. **Consultant Duties.** Consultant shall perform the scope of services set forth in Appendix A of this Agreement (“Scope of Services”) for the City in full and complete accordance with this Agreement. Upon request of City, an affiliate of Consultant or a third party referred or otherwise introduced by Consultant may agree to additional services to be provided by such affiliate or third party, by a separate agreement, including separate scope and compensation, between City and such affiliate or third party. For the sake of clarity, any separate agreement between City and an affiliate or third party shall not in any way be deemed an amendment or modification of this Agreement.
2. **Agreement Components.**
 - A. The agreement components are this Agreement, the appendices to this Agreement, the attached CSP BPA FORM, as applicable (“BPA Form”), purchase orders issued by the City to Consultant (each a “Purchase Order”), if any, and the following documents, which are made a part hereof by reference (“Other Documents”):
 - (i) RFP No. 8300 Financial Advisory Services dated March 10, 2022 (“Document 1”)
 - (ii) Best and Final Offer dated May 2, 2022 (“Document 2”)
 - (iii) PFM Financial Advisors LLC proposal dated April 5, 2022 (“Document 3”)
 - B. In the event of an inconsistency or conflict between or among the documents referenced in this Agreement, the following order of precedence governs: (i) this Agreement, exclusive of its appendices, (ii) the appendices to this Agreement, (iii) the BPA Form, (iv) Purchase Orders, if any, and (v) the Other Documents. In the event of an inconsistency or conflict between or among the Other Documents, the order of precedence is the order the documents are listed above (e.g. Document 1 governs over Document 2, Document 2 governs over Document 3, etc.).
3. **Term.** The initial Term of this Agreement commences on the Effective Date and terminates on September 30, 2024, unless this Agreement is earlier terminated as provided for herein. The City reserves the right to extend this Agreement under the same terms and conditions for three (3) one (1)-year period(s) at the end of the initial Term, provided such extension is mutually agreed upon by both Parties in writing. References in this Agreement to “Term”

includes the initial Term and all renewal Terms.

4. Payment.

- A. Provided Consultant faithfully performs its obligations contained in this Agreement, the City shall pay Consultant for the services rendered in accordance with the prices for such services set forth in Appendix B of this Agreement (“Services Pricing”); provided, however, that the City is not required to pay Consultant for services unless they conform to the requirements of this Agreement, and further provided that the total amount paid to Consultant pursuant to this Agreement, which is inclusive of any out-of-pocket expenses (including but not limited to transportation, mileage, lodging, and meals) must not exceed fifty-five thousand dollars (\$55,000) annually (“Maximum Annual Price”). Consultant shall invoice the City for services in accordance with procedures established by the City. The Services Pricing and Maximum Annual Price may be increased only in strict accordance with this Agreement.
- B. The Services Pricing must remain firm for the initial Term. If the Parties opt to renew this Agreement, any increase in the Services Pricing must be made by mutual agreement between the Parties in writing, provided that Consultant notified the City thirty (30) days prior to expiration of the then-current Term of its intent to increase the Services Pricing. Further, Consultant warrants that any increase in the Services Pricing or the Maximum Annual Price after the initial Term shall not exceed the U.S. Bureau of Labor Statistics Employment Cost Index (“ECI”) average increase for the most recent twelve (12) month period (see <http://www.bls.gov/>, ECI, Compensation, Not Seasonally Adjusted, Private Industry, Financial Activities).

5. Indemnification.

- A. Consultant shall defend at its expense, pay on behalf of, hold harmless and indemnify the City, its officers, employees, agents, elected and appointed officials and volunteers (collectively, “Indemnified Parties”) from and against any and all claims, demands, liens, liabilities, penalties, fines, fees, judgments, losses and damages (collectively, “Claims”), whether or not a lawsuit is filed, including, but not limited to Claims for damage to property or bodily or personal injuries, including death at any time resulting therefrom, sustained by any persons or entities; and costs, expenses and attorneys’ and experts’ fees at trial and on appeal, which Claims are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:
 - (i) The performance of this Agreement (including any amendments thereto) by Consultant, its subsidiaries, employees, agents, representatives or subcontractors; or
 - (ii) The failure of Consultant, its subsidiaries, employees, agents, representatives or subcontractors to comply and conform with applicable

Laws (as defined herein); or

- (iii) Any negligent act or omission (including but not limited to breach of fiduciary duty) of Consultant, its subsidiaries, employees, agents, representatives, or subcontractors; or
 - (iv) Any reckless or intentional wrongful act or omission of Consultant, its subsidiaries, employees, agents, representatives, or subcontractors; or
 - (v) Consultant's, its subsidiaries', its employees', agents' representatives' or subcontractors' failure to maintain, preserve, retain, produce, or protect records in accordance with this Agreement and applicable Laws (including but not limited to Florida laws regarding public records).
- B. The provisions of this paragraph are independent of, and will not be limited by, any insurance required to be obtained by Consultant pursuant to this Agreement or otherwise obtained by Consultant, and the provisions of this paragraph survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

7. Insurance.

- A. Consultant shall maintain the following minimum types and amounts of insurance throughout the Term at its own expense:
- (i) Commercial general liability insurance in an amount of at least One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate in occurrences form. This policy must include coverage for bodily injury, property damage, personal and advertising injury, products and completed operations, and contractual liability under this Agreement.
 - (ii) Commercial automobile liability insurance of \$1,000,000 combined single limit covering all hired and non-owned vehicles.
 - (iii) Workers' Compensation insurance as required by Florida law and Employers' Liability Insurance in an amount of at least \$100,000 each accident, \$100,000 per employee, and \$500,000 for all diseases.
 - (iv) Errors and Omissions or Professional Liability insurance appropriate to the Consultant's profession with a minimum limit of \$3,000,000 per occurrence. If coverage is on a "Claims Made" basis, it must include a retroactive date of coverage beginning no later than the date this agreement is executed.
- B. All of Consultant's insurance policies, except Workers' Compensation and Professional Liability, must name the Indemnified Parties as additional insureds.

- C. All policies must provide that the City will be provided notice at least thirty (30) days prior to any cancellation, reduction or material change in coverage.
 - D. Consultant shall provide the City with Certificates of Insurance on a standard ACORD form, or similar form acceptable to the City, reflecting all required coverage. At the City's request, Consultant shall provide copies of current policies with all applicable endorsements.
 - E. All insurance required must be on a primary and noncontributory basis and must be provided by responsible insurers licensed in the State of Florida and rated at least A- in the then-current edition of AM Best's Rating Services, or similar rating agency acceptable to the City.
 - F. If the insurance carried by Consultant has broader coverage than required in this Agreement, then that broader coverage, including but not limited to additional insured requirements, is deemed to be the requirement in this Agreement. If Consultant's insurance limits are greater than the minimum limits set forth herein, then Consultant's insurance limits are deemed to be the required limits in this Agreement.
 - G. Consultant hereby waives all subrogation rights of its insurance carriers in favor of the Indemnified Parties. Waiver of subrogation for Professional Liability is subject to insurance policy terms and conditions. This provision is intended to waive fully, and for the benefit of the Indemnified Parties, any rights or claims which might give rise to a right of subrogation in favor of any insurance carrier.
 - H. The City reserves the right to change or alter the above insurance requirements as it deems necessary. Changes requiring modification to Consultant's insurance program must be made by the Consultant at the time of the insurance program renewal or amendment.
8. **Notices.** Unless and to the extent otherwise provided in this Agreement, all notices, demands, requests for approvals and other communications which are required to be given by either party to the other must be in writing and will be deemed given and delivered on the date delivered in person, upon the expiration of five (5) days following the date mailed by registered or certified mail, postage prepaid, return receipt requested to the address provided below, or upon the date delivered by overnight courier (signature required) to the address provided below.

CITY:

City of St. Petersburg
Procurement and Supply Management Department
P. O. Box 2842
St. Petersburg, FL 33731

Attn: David E. Malone

CONSULTANT:

PFM Financial Advisors LLC
200 South Orange Ave. Suite 760
Orlando, FL., 32801
Attn: James Glover
gloverj@pfm.com

9. **Severability.** Should any paragraph or portion of any paragraph of this Agreement be rendered void, invalid or unenforceable by any court of law for any reason, such determination will not render void, invalid or unenforceable any other paragraph or portion of this Agreement.
10. **Due Authority.** Each party to this Agreement that is not an individual represents and warrants to the other party that (i) it is a duly organized, qualified and existing entity authorized to do business under the laws of the State of Florida, and (ii) all appropriate authority exists so as to duly authorize the person executing this Agreement to so execute the same and fully bind the party on whose behalf he or she is executing.
11. **Assignment.** Consultant shall make no assignment of this Agreement without the prior written consent of the City. Any assignment of this Agreement contrary to this paragraph is void and confers no rights upon the assignee.
12. **Termination.**
 - A. This Agreement may be terminated at any time by the City for convenience upon thirty (30) days written notice to Consultant.
 - B. The City may terminate this Agreement upon written notice to Consultant in the event Consultant defaults on any of the terms and conditions of this Agreement and such failure continues for a period of thirty (30) days following notice from the City specifying the default; provided, however, that the City may immediately terminate this Agreement, without providing Consultant with notice of default or an opportunity to cure, if the City determines that Consultant has failed to comply with any of the terms and conditions of this Agreement related to safety, indemnification or insurance coverage.
 - C. The City may terminate this Agreement as provided in Florida Statute section 287.135 and 448.095.
 - D. Termination of this Agreement acts as a termination of the BPA Form, any Purchase Orders issued by the City, the Other Documents and any engagement letter entered into pursuant to paragraph 42.B. of this Agreement.

13. **Governing Law and Venue.** The laws of the State of Florida govern this Agreement. Venue for any action brought in state court must be in Pinellas County, St. Petersburg Division. Venue for any action brought in federal court must be in the Middle District of Florida, Tampa Division, unless a division is created in St. Petersburg or Pinellas County, in which case the action must be brought in that division. Each party waives any defense, whether asserted by motion or pleading, that the aforementioned courts are an improper or inconvenient venue. Moreover, the Parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction.
14. **Amendment.** This Agreement may be amended only in writing executed by the Parties.
15. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, whether oral or written, between them.
16. **Compliance with Laws.** Consultant shall comply at all times with all federal, state, and local statutes, rules, regulations and ordinances, the federal and state constitutions, and the orders and decrees of lawful authorities having jurisdiction over the matter at issue (collectively, “Laws”), including but not limited to Florida laws regarding public records. Consultant hereby makes all certifications required under Florida Statute section 287.135. Consultant shall also comply with all applicable City policies and procedures.
17. **Third Party Beneficiary.** Notwithstanding anything to the contrary contained in this Agreement, persons or entities not a party to this Agreement may not claim any benefit hereunder or as third party beneficiaries hereto.
18. **No Liens.** Consultant shall not suffer any liens to be filed against any City property by reason of any work, labor, services or materials performed at or furnished to City property, to Consultant, or to anyone using City property through or under Consultant. Nothing contained in this Agreement may be construed as a consent on the part of the City to subject City property or any part thereof to any lien or liability under any Laws.
19. **No Construction against Preparer of Agreement.** This Agreement has been prepared by the City and reviewed by Consultant and its professional advisors. The City, Consultant and Consultant’s professional advisors believe that this Agreement expresses their agreement and that it should not be interpreted in favor of either the City or Consultant or against the City or Consultant merely because of their efforts in preparing it.
20. **Use of Name.** Subject to the requirements of Florida laws regarding public records, neither party may use the other party’s name in conjunction with any endorsement, sponsorship, or advertisement without the written consent of the named party, except that Consultant may refer to the City in client list.
21. **Non-appropriation.** The obligations of the City as to any funding required pursuant to this Agreement are limited to an obligation in any given year to budget, appropriate and pay from legally available funds, after monies for essential City services have been

budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, the City is not prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge will be prior and superior to any obligation of the City pursuant to this Agreement.

22. **City Consent and Action.**

- A. For purposes of this Agreement, any required written permission, consent, acceptance, approval, or agreement by the City means the approval of the Mayor or his authorized designee, unless otherwise set forth in this Agreement or unless otherwise required to be exercised by City Council pursuant to the City Charter or applicable Laws.
- B. For purposes of this Agreement, any right of the City to take any action permitted, allowed, or required by this Agreement may be exercised by the Mayor or his authorized designee, unless otherwise set forth in this Agreement or unless otherwise required to be exercised by City Council pursuant to the City Charter or applicable Laws.

23. **Captions.** Captions are for convenience only and do not control or affect the meaning or construction of any of the provisions of this Agreement.

24. **Books and Records.** Consultant shall prepare in accordance with generally accepted accounting practice and shall keep, at the address for delivery of notices set forth in this Agreement, accurate books of account. All books and records with respect to this Agreement must be kept by Consultant and must be open to examination or audit by the City for the Term and for the retention periods set forth in the most recent General Records Schedule GS1-SL for State and Local Government Agencies. Nothing herein may be construed to allow destruction of records that may be required to be retained longer by the statutes of the State of Florida.

25. **Survival.** All obligations and rights of any party arising during or attributable to the period prior to expiration or earlier termination of this Agreement, including but not limited to those obligations and rights related to indemnification, survive such expiration or earlier termination.

26. **Force Majeure.** In the event that either party hereto is delayed or hindered in or prevented from the performance required hereunder by reason of acts of God, failure of power, public health emergencies, strikes, lockouts, labor troubles, riots, war, insurrection, or other reason of like nature not the fault of the party ("Permitted Delay"), such party will be excused for the period of time equivalent to the delay caused by such Permitted Delay. Notwithstanding the foregoing, any extension of time for a Permitted Delay will be conditioned upon the party seeking an extension of time delivering written notice of such Permitted Delay to the other party within ten (10) days of the event causing the Permitted Delay.

27. **No Waiver.** No provision of this Agreement will be deemed waived by either party unless expressly waived in writing signed by the waiving party. No waiver may be implied by delay or any other act or omission of either party. No waiver by either party of any provision of this Agreement will be deemed a waiver of such provision with respect to any subsequent matter relating to such provision, and the City's consent respecting any action by Consultant does not constitute a waiver of the requirement for obtaining the City's consent respecting any subsequent action.
28. **Permits and Licenses.** Consultant shall obtain any and all necessary permits, licenses, certifications and approvals which may be required by any government agency in connection with Consultant's performance of this Agreement. Upon request of the City, the Consultant shall provide the City with written evidence of such permits, licenses, certifications and approvals.
29. **Successors and Assigns.** This Agreement inures to the benefit of and is enforceable by and against the Parties, their heirs, personal representatives, successors, and assigns, including successors by way of reorganization.
30. **Subcontract.**
- A. The hiring or use of outside services or subcontractors in connection with the performance of Consultant's obligations under this Agreement is permitted. Consultant shall be solely responsible for ensuring that any outside services or subcontractors act in a manner consistent with and in accordance with the terms and conditions of this Agreement. Consultant shall promptly pay all subcontractors and suppliers. In no event shall Consultant's retention of outside services or subcontractors relieve Consultant of any of its duties, obligations or representations under this Agreement.
 - B. Consultant shall require all outside services or subcontractors to defend and indemnify the Indemnified Parties to the same extent as Consultant and name the Indemnified Parties as additional insureds under all insurance policies, except Workers' Compensation and Professional Liability, which outside services or subcontractors are required to obtain.
31. **Relationship of Parties.** Nothing contained herein may be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the Parties, it being understood and agreed that nothing contained herein, nor any acts of the Parties, may be deemed to create any relationship between the Parties other than the relationship of independent contractors and principals of their own accounts.
32. **Contract Adjustments.**
- A. Either party may propose additions, deletions or modifications to the Scope of Services ("Contract Adjustments") in whatever manner such party determines to be

reasonably necessary for proper compliance with this Agreement. Proposals for Contract Adjustments must be submitted to the non-requesting party in the form agreed to by the Parties. Contract Adjustments must be effectuated through amendments to this Agreement made in accordance with this Agreement.

- B. There may be no increase in the Services Pricing or the Maximum Annual Price on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of Consultant or its employees, agents or subcontractors to properly perform their obligations and functions under this Agreement.
 - C. In the event Consultant proposes a Contract Adjustment and the City does not approve such Contract Adjustment, Consultant will continue to perform the original Scope of Services in accordance with the terms and conditions of this Agreement.
 - D. Notwithstanding anything to the contrary contained in this Agreement, there may be no increase in the Services Pricing or the Maximum Annual Price except pursuant to an amendment to this Agreement made in accordance with this Agreement.
33. **City Data.** All data, documents and other City property remain the exclusive property of the City. Consultant agrees that such City property must be used solely for the purpose of performing the Scope of Services. Consultant shall safekeep such property and, if the City so requests, Consultant shall sign and deliver a written, itemized receipt therefore. Upon conclusion of the Scope of Services or earlier termination of this Agreement, Consultant shall return all such property to the City. Notwithstanding the foregoing, Consultant may retain a copy to the extent required by law or regulation or automatically saved electronically as part of a computer disaster recovery or similar back-up system or internal document retention and business continuity policies and procedures.
34. **Standard of Care.** Consultant shall carry out its duties with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like aims. Consultant, by execution of this Agreement, acknowledges that it is a fiduciary with respect to the services provide under this Agreement. Consultant also acknowledges that the City will rely upon the Consultant's recommendations made as part of the consulting services provided by Consultant pursuant to this Agreement.
35. **Warranties.** In addition to any other warranties that may exist, Consultant warrants to the City that the services required to be performed by Consultant pursuant to this Agreement will be performed by Consultant with reasonable care in a diligent, professional, and competent manner.
36. **Non-Disclosure of Confidential Information.**
- A. Each party ("Receiving Party") shall not disclose, publish, or disseminate the

Confidential Information (as defined below) of the other party ("Disclosing Party") to anyone other than those of such Receiving Party's employees and subcontractors with a need to know, or as may be required by legal process or applicable Laws (including but not limited to Chapter 119, Florida Statutes, and the court decisions construing the same). Each party agrees to accept the other party's Confidential Information for the sole purpose of carrying out such Receiving Party's authorized activities under this Agreement. Each party agrees not to make copies of the other party's Confidential Information except to the extent permitted pursuant to this Agreement. Each party agrees not to use the Confidential Information of the other party for its own or any third party's benefit without the prior written approval of an authorized representative of the Disclosing Party in each instance. In the event a Receiving Party is required to disclose the Disclosing Party's Confidential Information in accordance with applicable Laws or by an order of a court or governmental agency, the Receiving Party shall give written notice to the Disclosing Party to enable the Disclosing Party to make a reasonable effort to obtain a protective order or other confidential treatment for the Confidential Information. Such notice shall be provided prior to disclosure unless otherwise required by court order or applicable Laws. Consultant acknowledges that, in the event in of a public records request, the City may be limited in the amount of notice that it may be able to provide Consultant prior to disclosure of records and agrees that the City Attorney shall have the sole and absolute discretion to determine when public records must be released in order to comply with Chapter 119, Florida Statutes, and the court decisions construing same. By designating information as Confidential Information, Consultant agrees to indemnify and hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and reasonable attorney's fees incurred by the City by reason of any legal action challenging Consultant's claim. Consultant shall require as a condition of any subcontract that the subcontractor expressly acknowledges and agrees to be bound by the same confidentiality requirements by which Consultant is bound under this Agreement. For purposes of this paragraph, notice may be given by facsimile provided that notice is also sent by overnight courier the same day (or the next day on which overnight courier service is available.)

- B. "Confidential Information" means confidential and proprietary information of either party that is disclosed to the other party which, in the case of written information, is marked "confidential" or "proprietary" and which, in the case of information disclosed orally or stored electronically, is identified at the time of disclosure as confidential and proprietary and summarized and confirmed in writing as such by the Disclosing Party within thirty (30) days of the disclosure. Confidential Information shall not include information that (i) as of the Effective Date or after the Effective Date becomes generally available to the public through no fault or breach of the Receiving Party; (ii) the Receiving Party can demonstrate to have had rightfully in its possession prior to disclosure by the Disclosing Party; (iii) is independently developed by the Receiving Party without the use of any Confidential Information; or (iv) the Receiving Party rightfully obtains from a third party who has the right to transfer or disclose it.

37. **Non-Exclusive Agreement.** This Agreement imposes no obligation on the City to utilize Consultant for all of the work and services of this type, which may be needed during the Term. This is not an exclusive agreement. The City specifically reserves the right to concurrently contract with other companies for similar work and services if it deems such action to be in the City's best interest.
38. **Consultant Personnel.**
- A. To the extent that specific personnel have been named and identified in the Scope of Services, Consultant shall not remove such personnel from the project contemplated by this Agreement; provided, however, that removal of such personnel due to their incapacity, voluntary termination or termination due to just cause shall not constitute a violation of this paragraph. If any such personnel are incapacitated, voluntarily terminate their employment, or are terminated for just cause, Consultant shall, within forty-eight (48) hours, replace such personnel with other equally qualified personnel approved by the City.
 - B. The City reserves the right to require Consultant to replace any persons performing services pursuant to this Agreement, including but not limited to Consultant's employees and any affiliates' or subcontractors' employees, whom the City judges to be incompetent, careless, unsuitable or otherwise objectionable, or whose continued use is deemed contrary to the best interests of the City.
39. **Public Records.**
- A. Consultant shall (i) keep and maintain public records (as defined in Florida's Public Records law) required by the City to perform the services pursuant to this Agreement; (ii) upon request from the City Clerk's Office, provide the City (at no cost to the City) with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or other applicable Laws; (iii) ensure that public records in Consultant's possession that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable Laws for the Term and after the expiration or earlier termination of this Agreement; and (iv) after the expiration or earlier termination of this Agreement, at the City's request, either transfer, at no cost, to the City all public records in Consultant's possession within ten (10) days following the City's request and/or keep and maintain any public records required by the City to perform the services pursuant to this Agreement. If Consultant transfers all public records to the City upon the expiration or earlier termination of this Agreement, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon the expiration or earlier termination of this Agreement, Consultant shall meet all applicable requirements for retaining public records in accordance with this Agreement and all applicable Laws. At the City's

request, Consultant shall provide all electronically stored public records to the City in a format approved by the City.

B. IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO CONSULTANT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY CLERK’S OFFICE (THE CUSTODIAN OF PUBLIC RECORDS) AT (727) 893-7448, CITY.CLERK@STPETE.ORG, OR 175 FIFTH ST. N., ST. PETERSBURG FL 33701.

C. Nothing contained herein may be construed to affect or limit Consultant’s obligations including but not limited to Consultant’s obligations to comply with all other applicable Laws and to maintain books and records pursuant to this Agreement.

40. **Appendices.** Each appendix to this Agreement, including all attachments to each appendix, is an essential part hereof and is attached hereto.

41. **Execution of Agreement.** This Agreement may be executed in any number of counterparts, each of which is deemed to be an original, and such counterparts collectively constitute a single original Agreement. Additionally, each party is authorized to sign this Agreement electronically using any method authorized by applicable law or City policy, including any of the following: (i) a typed name on an electronic document; (ii) an image of a physical signature sent via email, fax, or other electronic transmission method; (iii) clicking a button to indicate agreement or acceptance in an electronic signature system; or (iv) a handwritten signature that is digitally captured on a touch device such as a tablet or smartphone.

42. **Registered Municipal Advisor; Required Disclosures.**

A. Consultant represents that it is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba 1-2.

B. As of the Effective Date, the City has not designated Consultant as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba-1(d)(3)(vi) (the “IRMA exemption”); however, if the City does designate Consultant as the City’s IRMA, it shall do so by notifying Consultant in writing, and Consultant shall then provide the City with an engagement letter outlining the services to be provided pursuant to such designation.

C. If the City designates Consultant as its IRMA, Consultant shall not be responsible for, or have any liability in connection with, verifying that Consultant is

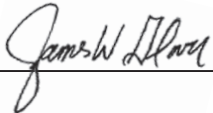
independent from any other party seeking to rely on the IRMA exemption (as such independent status is required pursuant to the IRMA exemption, as interpreted from time to time by the SEC)

- D. If the City designates Consultant as its IRMA, the City acknowledges and agrees that any reference to Consultant, its personnel and its role as IRMA, including in the written representation of the City required under SEC Rule 15Ba1-I (d)(3)(vi)(B) shall be subject to prior approval by Consultant, which approval shall not be unreasonably withheld.
 - E. The City further agrees not to represent that Consultant is the City's IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, outside of the Scope of Services without Consultant's prior written consent, which shall be addressed in an engagement letter in accordance with paragraph 42B of this Agreement.
 - F. MSRB Rules require that municipal advisors make written disclosures to their clients of all material conflicts of interest, certain legal or disciplinary events and certain regulatory requirements. Consultant agrees to provide such disclosures in Consultant's Disclosure Statement delivered to the City together with this Agreement
43. **Information to be Furnished to Consultant.** All information, data, reports, and records in the possession of City or any third party necessary for carrying out the Scope of Services to be performed under this Agreement ("Data") shall be furnished to Consultant. The City shall cooperate with Consultant in its conduct of reasonable due diligence in performing the Scope of Services, including with respect to the facts that are necessary in its recommendation(s) to the City in connection with a municipal securities transaction or municipal financial product and/or relevant to the City's determination whether to proceed with a course of action. To the extent the City requests that Consultant provide advice with regard to any recommendation made by a third party, the City will provide to Consultant written direction to do so as well as any Data it has received from such third party relating to its recommendation. The City acknowledges and agrees that while Consultant is relying on the Data in connection with its provision of the services under this Agreement, Consultant makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

(REMAINDER OF PAGE INTENTIONALLY LEFT BANK)

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives on the day and date first above written.

PFM FINANCIAL ADVISORS LLC:

By: 

Print: James W. Glover

Title: Managing Director

CITY OF ST. PETERSBURG, FLORIDA: ATTEST

By: *David Malone*
David E. Malone, CPSM
Director, Procurement and
Supply Management



City Clerk (Designee)

Provisions of Contract Approved:

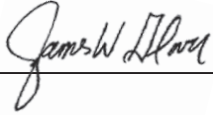
By: *Anne A. Fritz*
Print: Anne A. Fritz, Chief Financial Officer
Project Manager

Approved as to Form and Content:

Charles
City Attorney (Designee) 00642030

(Acknowledgment of Consultant)

Under penalties of perjury, I declare that I am authorized by the Company to execute the foregoing Agreement.

By: 

Print: James W. Glover

Title: Managing Director

Appendix A Scope of Services

1. Scope of Work

The Advisor shall provide, all personnel, travel, facilities and equipment to provide financial advisory services to include note, bond, and or other debt issuance. The Advisor is required to be a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2.

Advisor shall assist with multiple bond issues both negotiated and competitive. Advisor's services may also include other financial matters which may be appropriate to the role of a financial advisor.

Upon request by the City, Advisor shall provide services to include, but not limited to, the following.

- a. Role of Financial Advisor for large complex governmental bond offerings within the State of Florida and as a Florida financial advisor.
- b. Developing a timeline for bond programs.
- c. Assist with the selection of, as well as the assignment of, roles and responsibilities of attorneys, bond counsel, market analysis, trustee, insurer and other team members.
- d. The selection of investment bankers and coordination of their efforts.
- e. Preparation of and review of the trust indenture and all other documents related to a bond program.
- f. Bids or negotiations with trustees, registrars, insurance companies and paying agents.
- g. Providing testimony and effective presentations at meetings of City Council or other municipality governing bodies for validation.
- h. Assisting with the preparation and review of a bid documents and Official Statements relating to the sale of the Bond.
- i. Following "full disclosure" guidelines.
- j. Consulting with bond rating agencies.
- k. Establishing terms and conditions under which bonds are to be purchased.
- a. Analyzing the bond market.
- l. Coordinating and supervising bond closings.
- m. Indenture requirements.
- n. Providing advice as to acceptance or rejection of proposals to purchase bonds at public sale.
- o.

2. Minimum Requirement

- a. Staff availability and location
Advisor shall have primary staff located within 150 miles of the City of St. Petersburg who are available for discussions by telephone and e-mail during regular business hours and available in person at city offices if necessary, within

four business hours of notification.

b. Conflict of Interest

Advisor shall agree not to underwrite or be a trading participant in any City-issued debt, whatsoever. Subsequent purchase and sales of these issues on the secondary market may be acceptable, provided there are no such sales or trades with those parties involved in the initial sale to the primary market. Neither Advisor nor any affiliate providing investment consulting services under separate agreement may engage in any broker/dealer activities with the City's investment staff.

3. Performance Evaluation Criteria

Advisor's performance during the Term will be evaluated on the following criteria:

- a. Service Quality (Rework, Timely Completion)
- b. Accessibility (Availability, Easy to Contact)
- c. Responsiveness (Call Backs, Quote Requests, Job Starts)
- d. Documentation (Record Keeping, Invoicing)
- e. Delivery Schedule (Dependability, Timeliness)
- f. Skills (Competence, Expertise, Safety)
- g. Creativity & Innovation (Problem Solving, Foresight)
- h. Customer Interfaces (Courteous, Professional)
- i. Value (Fair Balance of Economy & Quality)
- j. Flexibility (Changes in Volume, Delivery, Product Mix & Scope)

4. Advisor Service Requirements

Upon request by the city, Offeror shall provide services to include but not limited to the following. Advisor shall have prior experience in these types of services:

- a. Large complex governmental bond offerings within the State of Florida and as a Florida financial advisor.
- b. Developing a timeline for bond programs.
- c. The selection of, as well as the assignment of, roles and responsibilities of attorneys, bond counsel, market analysis, trustee, insurer and other team members.
- d. The selection of investment bankers and coordination of their efforts.
- e. Preparation of and review of the trust indenture and all other documents related to a bond program.
- f. Bids or negotiations with trustees, registrars, insurance companies and paying agents.
- g. Providing testimony and effective presentations at meetings of City Councils or other municipality governing bodies for validation.
- h. Providing preparation and review of a bid documents and assisting with Official Statements relating to the sale of the Bond.
- i. Following "full disclosure" guidelines.
- j. Consulting with bond rating agencies.
- k. Establishing terms and conditions under which bonds are to be purchased.

- l. Analyzing the bond market.
- m. Coordinating and supervising bond closings.
- n. Indenture requirements.
- o. Providing advice as to acceptance or rejection of proposals to purchase bonds at public sale.
- p. Arranging for cash flow certificates and program valuations and for an accountant's opinion and mathematical verification of program cash flow at closing.

5. Escalation

Any escalation in base prices, after the initial Agreement term, will be made annually prior to any extension of the Agreement term. Increases in prices shall not exceed the U.S. Bureau of Labor Statistics Employment Cost Index ("ECI") average increase for the most recent 12-month period (see <http://www.bls.gov/>, ECI; Multiple Tables, Total Compensation, Private Industry, Financial Activities, Not Seasonally Adjusted; CIU2010000110000A (B))



Appendix B: Fee Schedule
Management Fee Schedule and Rates for Out-of-Pocket Costs

pfm

200 S. Orange Ave.,
Suite 760
Orlando, FL 32801
407.648.2208

pfm.com

Re: RFP 8300: Financial Advisory Services – Best and Final Offer

RFP No. 8300
Financial Advisory Services

Firm <u>PFM Financial Advisors LLC</u>				
Bond Issue 1 - \$70 million				
Note Issue 2 - \$25 million				
Item No.	Description	Rate	Bond Issue	Note Issue
	Detail Summary Line Item		1	2
1	Management & Service Fees	See Note below related to transactional work not being billed based on hourly rates		
	Out-of-Pocket Costs			
2	Staff Time (hours) - Principal *	See Note below related to transactional work not being billed based on hourly rates		
3	Staff Time (hours) - Professional Staff *	See Note below related to transactional work not being billed based on hourly rates		
4	Staff Time (hours) Paraprofessional Staff *	See Note below related to transactional work not being billed based on hourly rates		
5	Other costs - non travel	Flat fee of \$500 per transaction		
6	Travel costs - see Note below	Covered by amount in #5 above		
	Total:	\$ -	\$ -	\$ -
	Other Fee Methodology: State method and amount as well as any minimum fees			
7		For work related to bond issues/transactions, PFM charges a per bond fee which is outlined on the following page (see Transactional Fees Based on Percentage of		
8	Up to \$25 Million	\$0.85	\$ 21,250.00	\$ 21,250.00
9	Between \$25 Million and \$50 Million	\$0.70	\$ 17,500.00	\$ -
10	Over \$50 Million	\$0.50	\$ 10,000.00	\$ -
11	Minimum fee for fee structure (per hour, etc.) of any other Financial Advisory Services	N/A		
12	Minimum fee per issue	\$18,500		
13	Grant Total:	\$ 48,750.00	\$ 21,250.00	
* These estimated times include meeting time only. If your firm's fees will include travel time, add the appropriate number of hours to the estimates.				
** Rate for travel charged to the city can be shown in total for each trip (assuming 1 meal), or separately as mileage and meal				
NOTE: Refer to Florida §112.061 as it relates to reimbursable travel expenses				
NOTE: If item is NOT to be billed separately, and is included in the management fee or hourly rate, enter "NONE" in the Rate column.				



Transactional Fees Based on Percentage of Debt Issued:

PFM proposes the following compensation schedule on debt transactions including bonds, notes, loans, capital leases and other debt obligations (whether taxable or tax-exempt, fixed rate or variable).

Negotiated and competitive transactions are billed at the same rate.

Price Per \$1,000 Per Bond Issue For Bond Related Work

Up to \$25 million	\$0.85 per \$1,000
Between \$25 million and \$50 million	\$0.70 per \$1,000
Over \$50 million	\$0.50 per \$1,000
Minimum Debt Transaction Fee	\$18,500

pfm

200 S. Orange Ave.,
Suite 760
Orlando, FL 32801
407.648.2208

pfm.com

Non-Transactional Fees Based on Hourly Rates:

PFM is providing the below hourly rate schedule as requested in the RFP. However, PFM rarely bills for non-transactional work unless it is agreed to in writing prior to the commencement of any work. Note, if subject matter experts are brought in to assist with assignments requested by the City, the hourly rate for these professionals will be outlined via separate agreement with the City. As an alternative to hourly rates, PFM proposes a monthly retainer of \$500 to cover services that are non-transactional related.

<u>Experience Level</u>	<u>Hourly Rate</u>
Managing Director/Director/Senior Managing Consultant	\$185.00
Senior Analyst/Analyst	\$170.00
Administrative	\$0.00

INVOICE

Johnson Jackson PLLC
100 N Tampa St, Suite 1800
Tampa, FL 33602

Invoice #: 15297
Date: 08-11-2025
Due On: 09-10-2025

City of Tarpon Springs
324 E Pine Street Tarpon Springs
Tarpon Springs, FL 34689

Matter Number:0010.0020 City of Tarpon Springs/

W. S. [Signature] Arty CM

Services

Date	TK	Description	Hours	Rate	Total
07-02-25	EGJ	Exchange correspondence with Tabatha Adkins and Doug Noah regarding defense of case	0.10	225.00	\$22.50
07-09-25	EGJ	Exchange correspondence with Douglas Noah; review documents and public records request to identify relevant information	0.80	225.00	\$180.00

Services Subtotal: \$202.50

Subtotal: \$202.50
Total Invoice Due: \$202.50
Payment \$0.00

Please make all amounts payable to: Johnson Jackson PLLC
TAX ID: 82-0921194

INVOICE

Johnson Jackson PLLC
100 N Tampa St, Suite 1800
Tampa, FL 33602

Invoice #: 15298
Date: 08-11-2025
Due On: 09-10-2025

City of Tarpon Springs
324 E Pine Street Tarpon Springs
Tarpon Springs, FL 34689



Matter Number:0010.0001 City of Tarpon Springs/General

Services

Date	TK	Description	Hours	Rate	Total
07-01-25	EGJ	Attend meeting with Tabatha Adkins regarding new hire physicals	0.20	225.00	\$45.00
07-02-25	EGJ	Review and analyze ADA regulations regarding to post offer physicals; exchange correspondence with Tabatha Adkins regarding same	0.50	225.00	\$112.50
07-02-25	EGJ	Exchange correspondence with Tabatha Adkins regarding post-offer medical examinations; review and analyze ADA regulations regarding post-offer medical exams	0.50	225.00	\$112.50
07-16-25	EGJ	Exchange correspondence with Tabatha Adkins regarding training	0.20	225.00	\$45.00
07-16-25	EGJ	Prepare PowerPoint presentation for EEO Leadership Training	2.80	225.00	\$630.00
07-17-25	EGJ	Review Personnel Rules and Regulations to update and finalize Management Training presentation; exchange correspondence with Tabatha Adkins regarding presentation	0.90	225.00	\$202.50
07-18-25	EGJ	Travel to/from City Hall and provide Leadership Training on Equal Employment Opportunity laws	5.00	225.00	\$1,125.00
07-29-25	EGJ	Phone conference with Tabatha Adkins regarding report of misconduct; review and analyze City Charter and Attorney General opinions to provide guidance on next steps	0.50	225.00	\$112.50

Services Subtotal: \$2,385.00

Expenses

07-28-25	07182025 - EGJ - Travel to Tarpon Springs for FLSA Training	1.00	43.40	\$43.40
----------	---	------	-------	---------

Expenses Subtotal: \$43.40

Subtotal:	\$2,428.40
Total Invoice Due:	\$2,428.40
Payment	\$0.00

Please make all amounts payable to: Johnson Jackson PLLC
TAX ID: 82-0921194



Memorandum

Date: August 26, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Award File No. 250228-C-AS, Pumps and Equipment Repair Services Utilizing Pasco County Contract No. IFB-RH-23-078 (**Thomas Kiger Public Services Director, LaTishia Smith Public Services Assistant Director, Raymond Page Utilities Superintendent, Robert Marcincuk Wastewater Division Manager**)

Recommendation

Award File No. 250228-C-AS, Pumps and Equipment Repair Services Utilizing Pasco County Contract No. IFB-RH-23-078 with PSI Technologies Inc, effective from the date of award through September 30, 2026, in an estimated annual amount not to exceed \$240,000, for the Public Services Department Water and Wastewater Utilities divisions.

Background

Many City departments use motors, pumps, and process equipment in their operations. This equipment requires periodic and timely repairs, replacement, and maintenance. The City's current Contract, File No. 210162-B-JL, Electric Motor and Pump Repair Services, is set to expire July 27, 2026. The existing contractors are currently not meeting contractual turnaround requirements and/or are unable to provide quality or emergency repairs. Recent delays with equipment repairs for critical spare equipment have begun to impact operations at the Advanced Wastewater Treatment Facility (AWTF). Ready availability of critical spare equipment is essential to maintaining permit compliance. Staff is working with Procurement Services to address and rectify these service concerns; however, approval to utilize the Pasco County contract with PSI Technologies Inc will provide an additional resource and interim solution through the remaining contract term. The subject Pasco County contract also offers lower labor costs and crane service rates than the City's current contract (210162-B-JL). The previous 12-month expenditure for pump and motor repair services under Contract File No. 210162-B-JL totaled approximately \$220,000. The requested authorization of \$240,000 is estimated to cover as needed pump and equipment repairs until a new solicitation and subsequent contract are awarded next year (see attached memo).

Funding

FY25/26 budgets; account nos. 402-4603-536.4600 – AWTF, 402-4305-536.4600 – ROWF, 402-4604-536.4600 – Utilities Maintenance

Strategic Plan Objective

N/A



Public Services Department

Memorandum

Date: August 14, 2025

To: Janina Lewis, Procurement Services Director

Through: Thomas Kiger, Public Services Director

TK

LaTishia Smith, Public Services Assistant Director

Raymond Page, Utilities Superintendent

From: Robert Marcincuk, Wastewater Division Manager

Subject: Authorize contract utilizing Pasco County IFB-RH-23-078, Contract 5798PI as needed Pump Overhaul and Equipment Repair Services with PSI Technologies Inc.

Recommendation

Authorize utilization of Pasco County IFB-RH-23-078 for as needed Pump Overhaul and Equipment Repair Services with PSI Technologies Inc., in an estimated annual authorization amount not to exceed \$240,000.00 effective August 27, 2025, through September 30, 2026.

Background

Numerous City departments utilize motors, pumps and process equipment in their operation and need periodic repair, replacement and servicing. The City has an existing five year multiple vendor award Electric Motor/Pump repair contract #210162-B-JL in place that expires on 7-26-2026.

The existing contractors have not met contractual repair turnaround requirements and are unable to provide quality repairs or requested emergency services. Recent delays with vendor repairs for critical spare facility equipment has begun to impact operations at the Advanced Wastewater Treatment Facility (AWWTF). Ready availability of critical spare equipment is essential to maintaining permit compliance and is the primary motivator to make an immediate change. This additional contract would ultimately replace our existing multiple vendor award contract and is presumed to lower our annual costs. The Pasco County contract referenced above contains lower labor costs and crane service rates than current contractual rates. This additional contractual resource provides us an important tool to maintain operations and obtain emergency repair services until the City contract is rebid in 2026.

Previous full-year costs for pump and motor repair services with an existing vendor totaled approximately \$220,000. The requested annual authorization of \$240,000 factors in the thirteen month contract term, and the need for existing equipment repairs.

Funding

Funds have been budgeted in Wastewater Treatment Facility account 402-4603-536-4600, Reverse Osmosis Water Treatment Facility account 402-4305-536-4600 and Utility Maintenance account 402-4604-536-4600 in the 2025/2026 Fiscal Budgets.

AGREEMENT

THIS AGREEMENT is entered by and between **PASCO COUNTY, FLORIDA**, by and through its Board of County Commissioners (hereinafter called "Owner") and **PSI TECHNOLOGIES INC** (hereinafter called "Contractor").

WITNESSETH:

WHEREAS, Owner desires to retain Contractor to provide **AS NEEDED PUMPS OVERHAUL AND RELATED EQUIPMENT REPAIR SERVICES FOR WATER, WASTEWATER, AND RECLAIM TREATMENT PLANTS**; and

WHEREAS, Owner has selected Contractor in accordance with competitive bidding procedures; and

WHEREAS, Contractor agrees to serve as Owner's Contractor for **AS NEEDED PUMPS OVERHAUL AND RELATED EQUIPMENT REPAIR SERVICES FOR WATER, WASTEWATER, AND RECLAIM TREATMENT PLANTS**, based upon the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises set forth hereinabove, and of the mutual promises hereinafter set forth, the sufficiency and adequacy of which are hereby acknowledged, the parties hereto, intending to be legally bound hereby, agree as follows:

ARTICLE 1 - WORK

Contractor will furnish all labor, materials, equipment and incidentals required to rebuild and repair pumping units and other related equipment and the purchase of repair or replacement parts for the various makes and models of the pumping units within Pasco County, as specified herein.

ARTICLE 2 – OWNER'S REPRESENTATIVE

The Project is administered by:

Public Infrastructure
Pasco County Utilities Department

Who is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Owner's representative in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3 - CONTRACT TIME

- 3.1 Except as otherwise specified herein, **the Agreement shall remain in full force and effective from August 4, 2023, and continue through September 30, 2026**, unless otherwise terminated or extended as provided in this Agreement, subject to the Price Escalation terms described elsewhere herein, unless cancelled in writing by Pasco County and if funds are available. The County reserves

the right to extend the contract, under the same prices, terms and conditions as in the original contract approved by Pasco County for two additional one-year periods, as found to be in the best interest of the County. All contracts are subject to the appropriation of funds by Pasco County.

- 3.2 In the event that a properly executed Work Order initiated within the initial term of the Agreement, or Addendum to such Work Order requires or expressly permits work to be performed by the Contractor after termination of this Agreement, such WORK ORDER or Addendum to such Work Order shall automatically extend the effective period of the Agreement to coincide with the completion date delineated in the Work Order or Addendum to such Work Order.
- 3.3 Each Work Order will be completed within the time stipulated in the Work Order Form.
- 3.4 Liquidated Damages. The Contractor agrees that should the Contractor fail to complete the work as specified in any work as directed in the Work Order(s), the Contractor shall pay the Owner for delay and loss of use, and not as a penalty but as liquidated damages, the sum of One Hundred Dollars and 00/100 (\$100.00) for each calendar day after the date of completion listed in the Work Order. Default days will be counted in calendar days, excluding Sundays and legal holidays.

ARTICLE 4 - CONTRACT PRICE

- 4.1 The Owner shall pay the Contractor for completion of the Work in current funds and in accordance with the Contract Documents subject to the Not to Exceed amount of **\$1,629,000.00**, provided however, the Owner may increase this amount via unilateral Change Order.
- 4.2 All incidental costs, including allowances for profit and tools of the trade, must be included in the Contract bid prices.

ARTICLE 5 - CONFLICTS

- 5.1 To the extent there is a conflict regarding indemnification and contract term between the Instructions to bidders and this Agreement, the provisions of this Agreement will control.

ARTICLE 6 - TERMINATION OF AGREEMENT

- 6.1 In return for good and valuable consideration in the amount of \$100.00, the receipt of which is acknowledged by the Contractor, Owner may terminate or cancel this Agreement at its discretion and termination will be effective, with cause immediately or without cause after 30 days, after written notice has been provided to the Contractor.
- 6.2 Following termination, Owner shall make a settlement with the Contractor upon a pro rata basis as determined by Owner, which will fix the value of the Services performed by the Contractor prior to the termination or cancellation of this Agreement.

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
- 7.2 Contractor understands the estimate of quantities of the various items of work and materials, if set forth in the Proposal Form, is approximate only and is given solely to be used as a uniform basis for the comparison of Proposals. The quantities actually required to complete the work may be less or more than so estimated, and, if awarded a contract for the work specified, the Contractor agrees that he will not make any claim for damages or for loss of profits or for an extension of time because of a difference between the quantities of the various classes of work assumed for comparison of Proposals and quantities of work actually performed. The Owner further reserves the right to vary the quantities in any amount.

ARTICLE 8 - CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire Agreement between Owner and Contractor concerning the Work, consist of the following:

- 8.1 This Agreement.
- 8.2 Invitation to Bid.
- 8.3 Instructions to Bidders.
- 8.4 Conditions of Contract.
- 8.5 Proposal and Bid Forms.
- 8.6 Insurance Certificates.
- 8.7 Contract Forms
- 8.8 Specifications.
- 8.9 Exhibits.
- 8.10 Addenda numbers 1 to 1 inclusive.

- 8.11 Documents submitted by Contractor prior to Notice of Award (Bid Form, Offeror Information/Certification Form, Bidder's Experience List, Key Personnel List, Miscellaneous Bid Form, and Shop Evaluation Form, inclusive).
- 8.12 The following, which may be delivered or issued after the Effective Date of the Agreement and are not attached hereto: All written WORK ORDERS or authorizations; all written amendments; and all other documents amending, modifying, or supplementing the Contract Documents.

There are no Contract Documents other than those listed above in this Article 8. The Contract Documents may only be amended, modified, or supplemented as provided in the Conditions of Contract section of the Contract Documents.

ARTICLE 9 - SUBCONTRACTORS

The Contractor shall not sublet, assign, or transfer any Goods and/or Services specifically set forth under this Agreement without the prior written consent of Owner. All persons used by the Contractor for fulfilling the requirements of this Agreement must be employees of the Contractor.

ARTICLE 10 – INDEMNIFICATION

- 10.1 The CONTRACTOR shall indemnify and hold harmless the COUNTY and the employees and agents of the COUNTY from, and against, all liabilities, claims, suits, demands, damages, losses, and expenses, including, but not limited to, attorneys' fees, arising out of, or resulting from, the performance of the Work, provided that any such liability, claim, suit, demand, damage, loss, or expense: (a) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom; and (b) to the extent caused by an act or omission of the CONTRACTOR, any SUBCONTRACTOR, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable.
- 10.2 In any and all claims against the COUNTY, or against any of the agents or employees of the COUNTY, by any employee of the CONTRACTOR, any SUBCONTRACTOR, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph will not be limited in any way as to the amount or type of damages, compensation, or benefits payable by or for the CONTRACTOR or any SUBCONTRACTOR under workmen's compensation acts, disability benefit acts, or other employee benefit acts.
- 10.3 The CONTRACTOR shall indemnify and hold harmless the COUNTY, and anyone directly or indirectly employed by the COUNTY from and against all claims, suits, demands, damages, losses, and expenses including, but not limited to, attorneys' fees, arising out of any infringement of patent rights, copyrights, trademarks, trade dress, or other intellectual property rights held by others, and shall defend all such claims in connection with any alleged infringement of such rights.

- 10.4 The CONTRACTOR shall, at the option of the COUNTY, underwrite on an interim basis all expenses associated with the legal defense of the COUNTY, pending the outcome of any litigation through appeal, with respect to any liabilities, claims, suits, demands, damages, losses, and expenses, including, but not limited to, attorneys' fees, for which the CONTRACTOR may be liable to the COUNTY, in whole or in part, pursuant to 10.1 – 10.3 above, irrespective of whether said liabilities, claims, suits, demands, damages, losses, and expenses, including, but not limited to, attorneys' fees, may ultimately be found by a court of law to have been caused, in whole or in part, by the negligence or other fault of the COUNTY. In discharging this duty to the COUNTY, the CONTRACTOR shall strictly account to the COUNTY on a monthly basis for all expenditures so incurred. Upon the conclusion of any litigation through appeal, to the extent that the CONTRACTOR has been found less than fully liable for any liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, the COUNTY shall reimburse the CONTRACTOR for that portion of the reasonable costs of underwriting the legal defense of the COUNTY.
- 10.5 With respect to, and in consideration for, the indemnification provided herein by the CONTRACTOR, as well as the duty of the CONTRACTOR, at the option of the COUNTY, to underwrite the legal defense of the COUNTY pending the outcome of any litigation through appeal, the COUNTY agrees to pay to the CONTRACTOR, as separate consideration, the sum of \$100.00, the sufficiency and receipt of which is hereby acknowledged.
- 10.6 Notwithstanding any language to the contrary which may be contained herein, the ultimate duty of the CONTRACTOR to indemnify and hold the COUNTY harmless under this Article will be limited to the extent that any liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, are caused by the negligence, recklessness, or intentional wrongful misconduct of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of the construction contract.

ARTICLE 11 - MISCELLANEOUS

- 11.1 Contractor shall provide Goods and/or perform all Services under this Agreement as an independent contractor. Contractor will not be considered an agent of Owner nor will Contractor's subcontractors, suppliers, experts, or other persons, or organizations retained or utilized by the Contractor be considered agents of Owner.
- 11.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without written consent of the party sought to be bound; and specifically but without limitation moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

- 11.3 Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents.
- 11.4 The Contractor hereby guarantees all work performed in accordance with the terms of the Contract with Owner against defects due to faulty workmanship or materials for a period of 365 days from the date of service. During the period of the guarantee, the Contractor agrees to make all repairs necessitated by reason of faulty workmanship or materials at no cost to the owner, subject to the following additional conditions.
- 11.4.1 This guarantee is in addition to factory warranties covering certain equipment where applicable under contract.
- 11.4.2 Nothing herein contained will serve to modify or limit the obligations of the Contractor to faithfully fulfill and complete its obligations under the Contract.
- 11.4.3 Specifically excluded from this guarantee is maintenance of equipment or repair of any damage caused by normal wear and tear, fire, windstorm, or other casualties.
- 11.5 The Agreement will be governed by and construed under the laws of the State of Florida.
- 11.6 Venue for any action arising under this Agreement will lie in Pasco County, Florida at the West Pasco Judicial Center.
- 11.7 During the performance of this Agreement, the CONTRACTOR herein assures the COUNTY that said CONTRACTOR is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and The Florida Civil Rights Act of 1992 in that the CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against the employees of the CONTRACTOR or its applicants for employment. The CONTRACTOR understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, the CONTRACTOR herein assures the COUNTY that said CONTRACTOR shall comply with Title VI of the Civil Rights Act of 1964 when any Federal grant is involved. Other applicable Federal and State laws, executive orders and regulations prohibiting the type of discrimination as hereinabove delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam Era Veterans and Disabled Veterans within its protective range of applicability.
- 11.8 Any notices or other writings permitted or required to be delivered as described and required under the provisions of this Agreement must be delivered by sending the notice by Certified Mail, Return Receipt Requested, and addressed as follows:

If to Owner:

Pasco County Utilities
19420 Central Boulevard
Land O' Lakes, FL 34637

Attention: Branford Adumuah
Assistant County Administrator, Public Infrastructure

If to the Contractor:

PSI Technologies Inc
151 N Nob Hill Road
Suite 293
Plantation, FL 33324

Attention: Tommy Nichols
Engineered Product Sales

ARTICLE 12 – LAW COMPLIANCE

Each party will comply will all applicable Federal, State and Local laws, rules, regulations and guidelines, related to performance under this Agreement. In particular, the Contractor verifies and affirms that it is in compliance with 8 USC Sec. 1324 prohibiting the employment either directly or by contract, subcontract or exchange of unauthorized aliens in the United States. The County will consider the employment of unauthorized aliens by any Contractor during the term of the Agreement a violation of the Immigration and Nationality Act. Such violation will be cause for unilateral cancellation of this Agreement by the County.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their duly qualified representatives on the date noted below.

CONTRACTOR,
PSI TECHNOLOGIES INC

WITNESS:

Nick Blevins

By: Patti Marchetti

Date: _____

Patti Marchetti
Name

(SEAL)



ATTEST:



APPROVED
IN SESSION
OCT 10 2023
PASCO COUNTY
BCC

OWNER,
PASCO COUNTY, FLORIDA

By: Jack Mariano
Jack Mariano, CHAIRMAN

Nikki Alvarez Sowles, Esq.
Pasco County Clerk & Comptroller

Date: _____

NOTARY ACKNOWLEDGMENT

STATE OF FLORIDA }
COUNTY OF Broward } ss
}

The foregoing instrument was acknowledged before me by means of ☒ physical presence or
☐ online notarization on this 14 day of August, 2023, by *[as applicable, complete one of the choices below]*:

FOR A CORPORATION OR LIMITED LIABILITY COMPANY:

[Name] Patti Marchetti, who executed the foregoing instrument as [Title] Director/Secretary/Treasurer
of [Corporation or Company Name] PSI Technologies Inc, a [check one] ☒ corporation ☐ limited liability
company, organized under the laws of [State] Florida, and who severally and duly acknowledged the
execution of such instrument as aforesaid on behalf of the corporation or limited liability company.

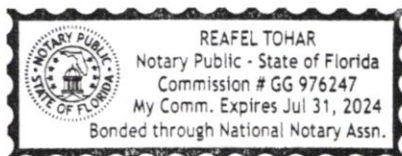
FOR AN INDIVIDUAL ACTING IN HIS OR HER OWN RIGHT:

[Name]

FOR PARTNERSHIP:

[Name] _____ Partner (or Agent), on behalf of [Name of Partnership]
_____, a [State] _____ partnership.

Said person is personally known to me or has produced _____ as identification on behalf of
[Name, or Name of Corporation, Company, Partnership as applicable]: PSI Technologies Inc



[Signature]
Signature of person taking acknowledgment

Reafel Tohar
Name typed, printed or stamped

Notary Public
Title or rank

Serial number (if any)



REPRINT
Munis: munprod Version: 2021.10.0.1651
Date: 10/01/2024 Time: 11:10
User: croberts

Purchase Order
Fiscal Year 2025 Page: 1 of: 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **25000109-000**

Vendor

PSI TECHNOLOGIES INC
151 NORTH NOB HILL ROAD
SUITE 293
PLANTATION, FL 33324
Email: TODD@PSI-TECHINC.COM

Bill To

Pasco County Board of County Commissioners
38053 Live Oak Avenue
Dade City, FL 33523-3894
(352) 521-4556
accts.payable@pascoclerk.com

Ship To

PUBLIC INFRASTRUCTURE ADMIN
19420 CENTRAL BLVD
LAND O LAKES, FL 34637

VENDOR PHONE NUMBER	REQUISITION NUMBER	CONTRACT NUMBER	DELIVERY REFERENCE
	202	5798PI	CONTRACT TEAM

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/01/2024	7495			UT Operations & Maintenance

NOTES

AS NEEDED PUMP OVERHAUL AND EQUIPMENT REPAIR

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

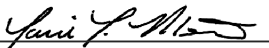
IFB-RH-23-078

BCC APPROVED

EFFECTIVE THRU 9/30/25

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	AS NEEDED PUMPS OVERHAUL AND RELATED EQUIPMENT REPAIR SERVICES (WATER) GL Account: 2401-42005-533000-546004-000000-00 00-000000-000-0000 \$95,600.00	95,600.0	EACH	\$1.000	\$95,600.00
2	AS NEEDED PUMPS OVERHAUL AND RELATED EQUIPMENT REPAIR SERVICES (WASTEWATER) GL Account: 2401-42010-535000-546004-000000-00 00-000000-000-0000 \$341,200.00	341,200.0	EACH	\$1.000	\$341,200.00
3	AS NEEDED PUMPS OVERHAUL AND RELATED EQUIPMENT REPAIR SERVICES (RECLAIM) GL Account: 2401-42015-536000-546004-000000-00 00-000000-000-0000 \$91,200.00	91,200.0	EACH	\$1.000	\$91,200.00

PROJECT SUMMARY

By: 
Authorized Signature

VENDOR COPY

PO Total \$528,000.00

PASCO COUNTY, FLORIDA
PURCHASE ORDER TERMS AND CONDITIONS

These terms and conditions apply to the purchase order issued by Pasco County, Florida ("County"), as evidence of its agreement with the Vendor providing the purchased goods or services.

1. Collect shipments will not be accepted. Shipments F.O.B. shipping point must be prepaid and included on the invoice. The original shipping bill must be included with the invoice.
2. If prices are higher than specified, the Vendor shall not ship without the County Purchasing Director's approval.
3. The Vendor must bill all invoices and payment requests (to "Pasco County Board of County Commissioners" and furnish them by email) to accts.payable@pascoclerk.com, or by mail to Pasco County Board of County Commissioners c/o Office of Pasco County Clerk & Comptroller Finance Department, Accounts Payable Division, P.O. BOX 1554, Dade City, Florida 33526-1554.
4. The Vendor must send a separate invoice for each shipment. A purchase order number must appear on each invoice.
5. Delivery will be accepted at the Vendor's risk. Goods are subject to inspection and will be returned to the Vendor if the County finds them unsatisfactory.
6. If the conditions of this purchase order are not acceptable to the Vendor, the Vendor must so advise the County Purchasing Director upon receipt of the order and before any delivery is made.
7. If this purchase order does not meet minimum billing, or if there is a set-up charge, the Vendor must advise the County Purchasing Director before shipping.
8. All credit adjustments must be made by check or credit memo to "Pasco County Board of County Commissioners." See item 3 for mailing instructions.
9. The County is exempt from payment of all federal excise taxes and generally all state government taxes. Additionally, the County is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased. A copy of the exemption is available on the County's website or may be obtained by request.
10. Correspondence regarding this purchase order must be addressed to the County Purchasing Department at 7536 State Street, New Port Richey, FL 34654. A purchase order number must appear on all correspondence.
11. The Vendor, by accepting this purchase order, assumes complete responsibility for any alleged patent infringements relating to the purchased goods or services, and will hold the County harmless from all suits and payments arising from alleged patent infringements relating to the purchased goods or services.
12. The County requires vendors to have a purchase order or a purchase order number issued by a representative of the County Purchasing Department before shipping any merchandise. The County assumes no responsibility for purchases which are not covered by a purchase order number or approved by the County Purchasing Director or their designee.
13. The purchase hereunder is subject to the provisions of chapter 112, Florida Statutes. The Vendor must disclose the name(s) of any of its officers, directors, or agents who is also a County employee.
14. Vendors who provide goods and/or services to the County shall receive payment for such goods and/or services in accordance with the Local Government Prompt Payment Act (chapter 218, part VII, Florida Statutes).
15. Acceptance of this purchase order by the Vendor is verification that the Vendor and any subcontractor(s) it uses to fulfill this purchase order are registered with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of any purchase agreement between the parties and acknowledges that it is required to maintain such compliance throughout the term of the agreement. The Vendor also confirms that no public employer has terminated a contract with the Vendor for failure to comply with section 448.095(2), Florida Statutes, within the 12 months preceding the date of acceptance of this purchase order.
16. The County adheres to subsection 287.134(2)(a), Florida Statutes, and will not transact business with entities or affiliates placed on the discriminatory vendor list maintained by the Florida Department of Management Services. By accepting the purchase order, the Vendor certifies that is not on the discriminatory vendor list. Violation of this provision by the Vendor is grounds for termination of the purchase order and/or any associated agreement with the County.
17. Pursuant to section 287.135, Florida Statutes, by accepting the purchase order, the Vendor certifies that: (1) it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes; (2) it is not participating in a boycott of Israel; (3) it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to section 215.473, Florida Statutes; and (4) it is not engaged in business operations in Cuba or Syria.

The County reserves the right to terminate the purchase order and/or any associated agreement if the County finds that: (1) any of the above certifications are false; (2) the Vendor has been placed on the Scrutinized Companies that Boycott Israel List; (3) the Vendor is engaged in a boycott of Israel; (4) the Vendor has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List; or (5) the Vendor is engaged in business operations in Cuba or Syria.
18. Pursuant to section 287.05701, Florida Statutes, the County: (1) may not request documentation of or consider a Vendor's social, political, or ideological interests when determining if the Vendor is a responsible vendor; and (2) may not give preference to a Vendor based on the Vendor's social, political, or ideological interests.

**PASCO COUNTY, FLORIDA
PURCHASE ORDER TERMS AND CONDITIONS**

19. The purchase and any associated agreement(s) shall be governed by the laws of the State of Florida. Venue for any disputes relating to the purchase and any associated agreement(s) shall be the West Pasco Judicial Center in New Port Richey, Florida (for state claims) or the Middle District Court of Florida – Tampa Division (for federal claims). **The parties waive their right to a jury trial.**
20. Except as may be provided herein, the County does not waive any rights under law, including of any immunity or limitation of liability the County may be entitled to under the doctrine of sovereign immunity or section 768.28, Florida Statutes, nor agree to any terms less favorable to the County than those set forth herein. Notwithstanding any provisions contained in this or any other documents relating to the purchase, none of the following shall have any effect or be enforceable against the County or any of its officers, directors, employees, or agents:
- a) Requiring the County or any of its officers, directors, employees, or agents to indemnify or to hold harmless Vendor for any act or omission;
 - b) Requiring that the County waive any immunity to which it is entitled by law; and/or
 - c) Requiring or stating that the terms and conditions on the Vendor's standard form contract(s) shall prevail over the terms of this purchase order in the event of conflict.
21. For any purchases made under a piggybacked agreement, the buyer under said agreement is Pasco County. Any terms and conditions contained within such agreement apply to Pasco County and the Vendor, except contact and billing information and those terms and conditions that are specific to a jurisdiction other than the County.
22. If this purchase involves services, by accepting this purchase order, the Vendor agrees to comply with the public records requirements set forth in subsection 119.0701(2)(b), Florida Statutes.
- IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (727) 847-8194, PURCHASINGPRR@PASCOCOUNTYFL.NET, AND 7536 STATE STREET, 2ND FLOOR, NEW PORT RICHEY, FL 34654.**
23. The County's performance and payment pursuant to the purchase order and/or any associated purchase agreement between the County and Vendor are contingent upon the Pasco County Board of County Commissioners appropriating funds in its approved budget for the purchase in each fiscal year of the agreement.
24. The Vendor shall not assign the purchase order or any associated agreement or delegate its duties under the purchase order or any associated purchase agreement to a third party without first obtaining permission from the County.
25. Vendor certifies that the goods or services sold to the County are not covered telecommunications equipment under 2 Code of Federal Regulations § 200.216.
26. By accepting this Purchase Order, Vendor attests and affirms under penalty of perjury that Vendor does not use coercion for labor or services, as those terms are defined under section 787.06, Florida Statutes.

Primary Responses

Success: All data is valid!

					Numeric	
Status	Bid/No Bid Decision	#	Item	Quantity Required	Unit Price	Total Cost

COMPLETE PUMP OVERHAUL LABOR RATES - EMERGENCY SERVICES

Success: All values provided	Bid	#1-1	Machinist, Lathe Operator	100	\$ 35.00	\$ 3,500.00
Success: All values provided	Bid	#1-2	In House Shop Technician	100	\$ 40.00	\$ 4,000.00
Success: All values provided	Bid	#1-3	Field Service/Repair Technician	100	\$ 40.00	\$ 4,000.00
Success: All values provided	Bid	#1-4	Additional Helper - Unskilled	100	\$ 0.00	\$ 0.00

COMPLETE PUMP OVERHAUL REGULAR HOURLY LABOR RATES - AS NEEDED SERVICES

Success: All values provided	Bid	#2-1	Machinist, Lathe Operator	200	\$ 65.00	\$ 13,000.00
Success: All values provided	Bid	#2-2	In House Shop Technician	500	\$ 65.00	\$ 32,500.00
Success: All values provided	Bid	#2-3	Field Service/Repair Technician	400	\$ 45.00	\$ 18,000.00
Success: All values provided	Bid	#2-4	Additional Helper - Unskilled	200	\$ 0.00	\$ 0.00

EQUIPMENT HOURS

Success: All values provided	Bid	#3-1	Lifting Crane (Up to 30 ton - 75 ft reach) with one (1) Operator	200	\$ 70.00	\$ 14,000.00
Success: All values provided	Bid	#3-2	Lifting Crane (Over 30 ton - 125 ft reach) with one (1) Operator and one (1) Helper	200	\$ 100.00	\$ 20,000.00
Success: All values provided	Bid	#3-3	Light Equipment	200	\$ 30.00	\$ 6,000.00
Success: All values provided	Bid	#3-4	Heavy Equipment	200	\$ 75.00	\$ 15,000.00



Memorandum

Date: August 26, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Increase File No. 250038-N-PH, Single Source Purchase of Fleet Original Equipment Manufacturer (OEM) Parts and Services (**Bob Robertson Interim Public Works Director, Jake Schaff Fleet Manager, Janina Lewis Procurement Services Director**)

Recommendation

Increase File No. 250038-N-PH, Single Source Purchase of Fleet OEM Parts and Services to Ferman Chrysler Nissan for the period of December 5, 2024, through December 4, 2025, for an estimated annual amount of \$275,000, an increase of \$100,000, for the Public Works Department - Fleet Maintenance Division.

Background

On November 19, 2024, the Board approved the award of a single source contract to Ferman to provide Fleet OEM parts and services. The Ferman Dealership has the ability to service and provide parts for various types of vehicles, allowing for quicker vehicle downtime turnaround. Due to rising costs and increased demand, an increase is requested for funding through the remainder of the contract term. Ferman is the local dealership for Fleet parts and service (see attached memo). Approximately \$154,000 has been spent during the past eight (8) months.

Funding

Funding will be identified as parts and services are needed.

Strategic Plan Objective

N/A



City of Tarpon Springs, Florida

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

To: Janina Lewis, Procurement Director

Through: Bob Robertson, P.E., Interim Public Works Director 

From: Jake Schaff, Fleet Manager 

Date: July 25, 2025

Re: Increase Contract File No. 250038-N-PH of Ferman Chevrolet for OEM Parts & Services

Recommendation:

Increase Contract File No. 250038-N-PH, with Ferman. Effective December 5, 2024, through December 4, 2025, in the amount of \$100,000. To a total amount not to exceed \$275,000, for the Public Works Department – Fleet Maintenance Division (Fleet).

Background:

Ferman Chevrolet provides OEM parts and services for City-owned Chevrolet vehicles. Due to rising costs and increased demand, we are requesting an increase to the current contract amount to ensure adequate funding throughout the remainder of the contract term. The existing contract limit is \$175,000, of which \$153,652.70 has been expended over the past eight months. This equates to an average of approximately \$19,206.58 per month. Without an increase, the current funding will not support continued service through the end of the term. Additionally, the City's fleet has undergone changes, with Ford and Dodge vehicles being replaced by Chevrolets, further increasing the volume of vehicles serviced under this contract. Approval of this request will allow the City to maintain critical vehicle maintenance and repairs without interruption, supporting both public safety and the safety of City staff operating these vehicles.

Funding:

Funding will be determined as orders are placed.

PURCHASE ORDER

11/20/24

ORDER DATE

CITY OF TARPON SPRINGS
324 E. PINE STREET
P.O. BOX 5004
TARPON SPRINGS, FLORIDA 34689



250186

No.

FERMAN CHRYSLER NISSAN
INTERSTATE BILLING SRV
IBS ACCT# 629873
PO BOX 2208
DECATUR, AL 35609-2208

CITY OF TARPON SPRINGS

LOCATIONS AND QUANTITIES
SPECIFIED FOLLOWING ITEM

250038-N-PH

8315

QUANTITY	UNIT	COMMODITY #	DESCRIPTION	ITEM	UNIT COST	TOTAL
			BLANKET - FLEET OEM PARTS & SERVICES EFFECTIVE DATE: 12/05/24 EXPIRATION DATE: 12/04/25 NOT TO EXCEED: 165000.00 REMARKS: In Accordance with File No. 250038-N-PH Board Approved 11/19/2024 Total Amount \$175,000.			

BILLING INSTRUCTIONS:

1. Our Purchase Order Number MUST appear on all Packages, Invoices, etc.
2. Your Invoice must state list price, price to city and terms. - Provide 2 (two) copies.
3. Unless otherwise stated, all prices are delivered F.O.B., Tarpon Springs, Florida.
4. See Purchase Order Terms and Conditions on the reverse hereof.
5. Mail Original Invoice to:

Tax Exemption No. 85-8012621696C-2
Federal ID No. 59-6000437

FINANCE DEPARTMENT, CITY OF TARPON SPRINGS, P.O. BOX 5004, TARPON SPRINGS, FL 34688-5004.

This Form contains an Electronic Signature

VENDOR COPY

AUTHORIZED SIGNATURE

Page 119 of 908



CITY OF TARPON SPRINGS, FL

Procurement Services

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

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Janina Lewis, CPPO, NIGP-CPP Procurement Services Director *AL*
FROM: Patty Hall, CPPB, Senior Procurement Analyst
DATE: 11/19/2024
SUBJECT: Award File No. 250038-N-PH, Single Source Purchase of Fleet Original Equipment Manufacturer (OEM) Parts and Services

RECOMMENDATION:

Award File No. 250038-N-PH, Single Source Purchase of Fleet OEM Parts and Services to Ferman Chrysler Nissan for the period of December 5, 2024, through December 4, 2025, for an estimated annual amount of \$175,000 for Fleet Maintenance. Purchase orders will only be issued against approved budgets.

BACKGROUND:

The purpose of this contract is to provide Fleet OEM parts and services. The Ferman Dealership has the ability to service and provide parts for various types of vehicles, allowing for quicker vehicle downtime turnaround. Ferman Chrysler Nissan is the local dealership for Fleet parts and service (see attached memo). Approximately \$163,000 has been spent during the past 11 months.

FUNDING:

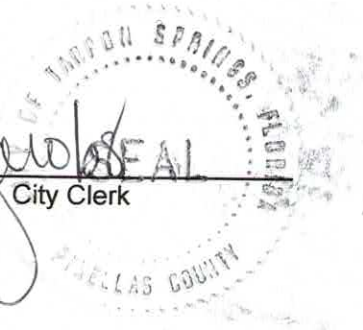
Funding will be identified as parts and services are needed.

Accepted by: _____

Ch Hall
City Manager

Attest _____

J. Jacobs
City Clerk





City of Tarpon Springs, Florida

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

To: Janina Lewis, Procurement Director

Through: Tom Funcheon, Public Works Director 

From: Michael Vecchione, Fleet Manager 

Date: October 25, 2024

Re: File No. 250038-N-PH for Ferman Chrysler Nissan, BPO Renewal

Recommend:

We recommend Awarding Contract File No. 250038-N-PH for Ferman Chrysler Nissan, for the period of December 5th, 2024 through December 4th, 2025, in an estimated annual amount of \$175,000.

Background:

Ferman Chrysler Nissan is used to gain OEM Parts and Service for the majority of our vehicles. Ferman dealership group is key in keeping our vehicles on the road due to the vast majority of vehicle types they service. In addition, their shops being closely located to our facility contributes to a fast turnaround time. This contract will help us continue to keep our vehicles on the road as well as being safe and operational.

Funding will be determined as needed.



Memorandum

Date: August 26, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Award File No. 250214-B-PH, Police Patrol Vessel (**Jeff Young Police Chief, Janina Lewis Procurement Services Director**)

Recommendation

Award File No. 250214-B-PH, Police Patrol Vessel, to Dorado Custom Boats, in an amount not to exceed \$135,580.00 for the Police Department.

Background

On July 17, 2025, the City issued an Invitation to Bid for a new Patrol Vessel for the Police Department. The contract was competitively bid, a total of five (5) firms downloaded the Bid document, and the City received three (3) responses. Dorado Custom Boats provided the lowest, responsive, and responsible bid.

The purpose of this contract is to furnish a new patrol vessel for the Police Department (see attached memo). The requested authorization includes a \$5,000.00 contingency for any unforeseen labor and/or materials needed.

Funding

130-1090-521-64.00, PS2511

Strategic Plan Objective

N/A

BID TABULATION Note: This is a preliminary summary. THIS IS NOT AN AWARD	OPENED: August 6, 2025 @ 3:00 PM	BID TITLE: 250214-B-PH Police Patrol Vessel	READ BY: Patty Hall TABBED BY: Patty Hall DEPT: Police
---	--	--	--

Chaves Brothers Management

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST
One (1) New Patrol Vessel with Trailer	1	\$ 191,000.00	\$ 191,000.00
TOTAL			\$ 191,000.00
ADD ALTERNATIVE			\$ -
Maintenance, Warranty and/or Service Plans	1	\$ -	\$ -
Installation of Graphic/Decal Insignias for "Police" Vessel	1	\$ 500.00	\$ 500.00
Equipment and/or Navigation of Local Waterways Training for Police Personnel	1	\$ -	\$ -
GRAND TOTAL (BASE BID PLUS ALTERNATIVE)			\$ 191,500.00

Dorado Custom Boats

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST
One (1) New Patrol Vessel with Trailer	1	\$ 124,415.00	\$ 124,415.00
TOTAL			\$ 124,415.00
ADD ALTERNATIVE			\$ -
Maintenance, Warranty and/or Service Plans	1	\$ 2,665.00	\$ 2,665.00
Installation of Graphic/Decal Insignias for "Police" Vessel	1	\$ 3,000.00	\$ 3,000.00
Equipment and/or Navigation of Local Waterways Training for Police Personnel	1	\$ 500.00	\$ 500.00
GRAND TOTAL (BASE BID PLUS ALTERNATIVE)			\$ 130,580.00

Uncle J Custom Boats

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST
One (1) New Patrol Vessel with Trailer	1	\$ 149,220.00	\$ 149,220.00
TOTAL			\$ 149,220.00
ADD ALTERNATIVE			\$ -
Maintenance, Warranty and/or Service Plans	1	\$ -	\$ -
Installation of Graphic/Decal Insignias for "Police" Vessel	1	\$ 7,500.00	\$ 7,500.00
Equipment and/or Navigation of Local Waterways Training for Police Personnel	1	\$ 4,500.00	\$ 4,500.00
GRAND TOTAL (BASE BID PLUS ALTERNATIVE)			\$ 161,220.00



TARPON SPRINGS POLICE DEPARTMENT

MEMORANDUM

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

To: Janina Lewis, Procurement Services Director

From: Jeffrey P. Young, Chief of Police

JM

Date: August 18, 2025

Ref: Request to purchase Dorado Boat

The Police Department (PD) has allocated funds from impact fees to purchase a patrol vessel from Dorado Boats from bid number #250214-B-PH. The PD is requesting approval for a total not to exceed \$135,580.

Marine police boats are vital for ensuring public safety on waterways. They allow law enforcement to respond rapidly to emergencies such as boating accidents, medical crises, drownings, or natural disasters. Without boats, response times on the water would be severely delayed, risking lives. Marine police boats provide the capability to patrol, intercept, and enforce laws in areas that are otherwise inaccessible. Their presence alone serves as a deterrent to crime. Marine police units help monitor and protect ecosystems, ensuring compliance with environmental laws and supporting conservation efforts.

Key features of the boat are as follows:

- 25-foot bay boat with a draft less than 16-inches
- 300 horsepower outboard engine with propeller
- 12-inch Simrad NSS12 evo3 with option for radar, or similar equipment
- Aluminum T-top with electronics box
- Aluminum bracket for emergency lights (on top of T-top)
- Two (2) 8-foot shallow water anchors with mounts for porta bracket
- Two (2) swim platforms with telescoping ladders
- Three (3) group 31agm batteries
- Marine VHF radio
- Navigational lights with light bar
- Marine stereo system



444 S. HUEY AVENUE, TARPON SPRINGS, FL 34689 - PHONE: (727) 938-2849

WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





TARPON SPRINGS POLICE DEPARTMENT

MEMORANDUM

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

- Installation of emergency lights and emergency equipment, to be provided

Given the critical nature of our operations and the need for uninterrupted public safety, acquiring this is essential to equipping first responders with reliable tools to better serve and protect our community.

Funding: 130-1090-521-6400; Ref: PS2511



444 S. HUEY AVENUE, TARPON SPRINGS, FL 34689 - PHONE: (727) 938-2849
WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





CITY OF TARPON SPRINGS, FL

Procurement Services

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

INVITATION TO BID POLICE PATROL VESSEL for THE CITY OF TARPON SPRINGS

Date: July 17, 2025

Bid No.: 250214-B-PH

Sealed bids will be received electronically by the City of Tarpon Springs, Procurement Services, 324 East Pine Street, Tarpon Springs, FL 34689. Documents can be obtained from the Bonfire website at <https://ctsfl.bonfirehub.com/opportunities>. All documents and attachments must be uploaded to Bonfire by the date and time indicated:

3:00 p.m., August 6, 2025

at which time bids will be publicly opened and read aloud for:

Police Patrol Vessel for the City of Tarpon Springs

Bids and all addenda shall be available only through <https://ctsfl.bonfirehub.com/opportunities>.

Instructions to Bidders

Submission and Receipt of Bids

Submitting electronically through the online procurement services of BonfireBidder.

Bidders who are E-Bidding for the first time, the City of Tarpon Springs uses a Bonfire procurement portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.

Submissions received after the ITB Due Date and time shall not be considered. It is the sole responsibility of the Bidder to ensure that its solicitation response is uploaded before such date and time. Tarpon Springs Procurement Services shall not be responsible for delays caused by any power outages or internet failures. No exceptions will be made.

Note: It is strongly recommended to upload your response in adequate time to assure that it will post on the day prior to the closing date.

Preparation of Bids

Bids will be prepared in accordance with the following:

- a. The enclosed Bid Form is to be used in submitting your bid. All information required by the Bid form shall be furnished. The bidder shall print or type its name and manually sign the schedule and each continuation sheet on which an entry is made. Bids having any erasures or corrections must be initialed by the bidder in ink. Bids shall be signed in ink. All bid amounts shall be typewritten or filled in with ink.
- b. Electronic Signatures. The Bid documents may be executed with an electronic signature technology and such electronic signature shall act as the Parties' legal signatures on this bid and shall be treated in all respects as an original handwritten signature.
- c. All bids must be signed by the firm's name and by an officer or employee having authority to bind the company or firm by vendor's signature.
- d. Unit price shall be shown and where there is an error in extension of price, the unit price shall govern.
- e. Proposed service/delivery times must be shown and shall include Saturdays, Sundays, and Holidays (if applicable).
- f. Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- g. Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, and services as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as result of failure or omission on the part of the bidder to make the necessary examinations and investigations or failure to fulfill in every detail the requirements of the contract documents will be accepted as a basis for varying the requirements of City or the compensation to the vendor.
- h. Bidders are advised that all City contracts are subject to all legal requirements provided for in any Procurement Resolutions or Policies of City and State and Federal Statutes.
- i. The bidder shall retain a copy of all bid documents for future reference.

Explanations to Bidders

All questions or requests for additional information are required to be in writing and may be e-mailed to purchasing@ctsfl.us.

Questions must be submitted, in writing, not later than July 24, 2025.

Any verbal responses to questions or changes or additions to the Scope of Services or any part of this ITB shall not be binding on the City or its representatives. Only changes or additions made by Addenda issued by the City of Tarpon Springs through <https://ctsfl.bonfirehub.com/opportunities> should be considered for your bid submittal.

Compliance

Failure to comply with the ITB in full may be the cause for the rejection of the bid. Bids must conform to the scope of services and terms and conditions. Bids must be returned on the forms provided. Nonconformance with these instructions is grounds for rejection of bid.

Rejection of Bids

The City reserves the right to accept or reject any and all bids or parts of bids, waive minor informalities, and request rebids on the material or services described in the ITB.

Ex Parte Communication. In order to ensure fair evaluation of bids, ex parte communication initiated by bidders is prohibited from the time the responses are opened until a final decision has been made. No bidder may initiate communication with any City Commissioner or any City official, staff, or employee who is participating in the evaluation process. Any and all communication initiated by a bidder after the responses are opened must be in writing to:

Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director
City of Tarpon Springs
Procurement Services
PO Box 5004
Tarpon Springs, FL 34688-5004
727-937-1766 Fax
jlewis@ctsfl.us.

The City may, however, initiate communication with any bidder in order to obtain additional information or clarification necessary for fair evaluation of their bid. Ex parte communication initiated by a bidder may disqualify that bidder from consideration for this or future ITBs.

Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director

JL:ph

SECTION 1 - INSTRUCTIONS

1.1 COMMENCEMENT OF WORK. If bidder begins any billable work prior to the City's final approval and execution of the contract, bidder does so at its own risk.

1.2 RESPONSIBILITY TO READ AND UNDERSTAND. Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) business days in advance of the due date notify the contact on page one (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

1.3 FORM AND CONTENT OF BIDS. Unless otherwise instructed or allowed, bids shall be submitted on the forms provided. An original and designated number of copies of each bid are required. Bids, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the bid is not properly signed or if any changes are not initialed, it may be considered non-responsive. In the event of a disparity between the unit price and the extended price, the unit price shall prevail unless obviously in error, as determined by the City. The City may require that an electronic copy of the bid be submitted. The bid must provide all the information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the bid.

1.4 SPECIFICATIONS. Technical specifications define the minimum acceptable standard. When the specification calls for "Brand Name or Equal," the brand name product is acceptable. Alternates will be considered upon demonstrating the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics. Minor differences that do not affect the suitability of the supply or service for the City's needs may be accepted. The burden of proof that the product meets the minimum standards or is equal to the brand name, product, is on the bidder. The City reserves the right to reject bids that the City deems unacceptable.

1.5 MODIFICATION/ WITHDRAWAL OF BID. Written requests to modify or withdraw the bid received by the City prior to the scheduled opening time will be accepted and will be corrected after opening. No oral requests will be allowed. Requests must be addressed and labeled in the same manner as the bid and marked as a MODIFICATION or WITHDRAWAL of the bid. Requests for withdrawal after the bid opening will only be granted upon proof of undue hardship and may result in the forfeiture of any bid security. Any withdrawal after the bid opening shall be allowed solely at the City's discretion.

1.6 DEBARMENT DISCLOSURE. If the vendor submitting this bid has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the bidder shall include a letter with its bid identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment.

1.7 RESERVATIONS. The City reserves the right to reject any or all bids or any part thereof; to rebid the solicitation; to reject non-responsive or non-responsible bids; to reject unbalanced bids; to reject bids where the terms, prices, and/or awards are conditioned upon another event; to reject individual bids for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any bid. The City may seek clarification of the bid from bidder at any time, and failure to respond is cause for rejection. Submission of a bid confers on bidder no right to an award or to a subsequent contract. The City is charged by its Charter to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.

1.8 OFFICIAL SOLICITATION DOCUMENT. Changes to the solicitation document made by a bidder may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.

1.9 COPYING OF BIDS. Bidder hereby grants the City permission to copy all parts of its bid, including without limitation any documents and/or materials copyrighted by the bidder. The City's right to copy shall be for internal use in evaluating the proposal.

1.10 CONTRACTOR ETHICS. It is the policy of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the Procurement process, including Bidders and Contractors.

To achieve the purpose of this Article, it is essential that Bidders and Contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
- b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
- c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.

1.11 GIFTS. The city will accept no gifts, gratuities or advertising products from bidders or prospective bidders and affiliates. The city may request product samples from vendors for product evaluation.

1.12 PROTESTS AND APPEALS. If a Bidder believes there is a mistake, impropriety, or defect in the solicitation, believes the City improperly rejected its proposal, and/or believes the selected proposal is not in the City's best interests, the Bidder may submit a written protest. All protests and appeals are governed by the City of Tarpon Springs Purchasing Policy and Procedures. If any discrepancy exists between this Section and the Purchasing Policy, the language of the Purchasing Policy controls.

Protests based upon alleged mistake, impropriety, or defect in a solicitation that is apparent before the bid opening must be filed with the Procurement Officer no later than five (5) business days before Bid Opening. Protests that only become apparent after the Bid Opening must be filed within ten (10) business days of the alleged violation of the applicable purchasing ordinance. The complete protest procedure can be obtained by contacting the Procurement Services Department.

1.13 EVALUATION PROCESS. Bids will be reviewed by the Procurement Services Department and representative(s) of the respective department(s). The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.

1.14 PRESENTATIONS/INTERVIEWS. The bidder must provide a formal presentation/interview upon request.

1.15 CRITERIA FOR EVALUATION AND AWARD. The City evaluates three (3) categories of information: responsiveness, responsibility, and price. All bids must meet the following responsiveness and responsibility criteria to be considered further.

a) Responsiveness. The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.

b) Responsibility. The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bids, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidder's record of performance and integrity - e.g. has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure the performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review the bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.

c) Price. We will then evaluate the bids that have met the requirements above.

1.16 COST JUSTIFICATION. In the event only one response is received, the City may require that the bidder submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the bid price is fair and reasonable.

1.17 CONTRACT NEGOTIATIONS AND ACCEPTANCE. Bidder must be prepared for the City to accept the bid as submitted. If bidder fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject bid or revoke the award, and may begin negotiations with another bidder. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.

1.18 NOTICE OF INTENT TO AWARD. Notices of the City's intent to award a Contract are posted to Procurement's website located at <https://ctsfl.bonfirehub.com/opportunities>. It is the bidder's responsibility to check the City of Tarpon Springs's bid posting website at <https://ctsfl.bonfirehub.com/opportunities> to view relevant bid information and notices.

1.19 BID TIMELINE. Dates are tentative and subject to change.

Release ITB: July 17, 2025

Advertise City website/ <https://ctsfl.bonfirehub.com/opportunities>: July 17, 2025

Bids due: August 6, 2025

Award recommendation: August 26, 2025

1.20 CONE OF SILENCE. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

SECTION 2-STANDARD TERMS AND CONDITIONS

2.1 DEFINITIONS. Uses of the following terms are interchangeable as referenced: "vendor, contractor, supplier, proposer, company, parties, persons", "purchase order, PO, contract, agreement", "city, Tarpon Springs, agency, requestor, parties", "bid, proposal, response, quote".

2.2 INDEPENDENT CONTRACTOR. It is expressly understood that the relationship of Contractor to the City will be that of an independent contractor. Contractor and all persons employed by Contractor, either directly or indirectly, are Contractor's employees, not City employees. Accordingly, Contractor and Contractor's employees are not entitled to any benefits provided to City employees including, but not limited to, health benefits, enrollment in a retirement system, paid time off or other rights afforded City employees. Contractor employees will not be regarded as City employees or agents for any purpose, including the payment of unemployment or workers' compensation. If any Contractor employees or subcontractors assert a claim for wages or other employment benefits against the City, Contractor will defend, indemnify and hold harmless the City from all such claims.

2.3 SUBCONTRACTING. Contractor may not subcontract work under this Agreement without the express written permission of the City. If Contractor has received authorization to subcontract work, it is agreed that all subcontractors performing work under the Agreement must comply with its provisions. Further, all agreements between Contractor and its subcontractors must provide that the terms and conditions of this Agreement be incorporated therein.

2.4 ASSIGNMENT. This Agreement may not be assigned either in whole or in part without first receiving the City's written consent. Any attempted assignment, either in whole or in part, without such consent will be null and void and in such event the City will have the right at its option to terminate the Agreement. No granting of consent to any assignment will relieve Contractor from any of its obligations and liabilities under the Agreement.

2.5 SUCCESSORS AND ASSIGNS, BINDING EFFECT. This Agreement will be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.

2.6 NO THIRD-PARTY BENEFICIARIES. This Agreement is intended for the exclusive benefit of the parties. Nothing set forth in this Agreement is intended to create, or will create any benefits, rights, or responsibilities in any third parties.

2.7 NON-EXCLUSIVITY. The City, in its sole discretion, reserves the right to request the materials or services set forth herein from other sources when deemed necessary and appropriate. No exclusive rights are encompassed through this Agreement.

2.8 AMENDMENTS. There will be no oral changes to this Agreement. This Agreement can only be modified in a writing signed by both parties. No charge for extra work or material will be allowed unless approved in writing, in advance, by the City and Contractor.

2.9 TIME OF THE ESSENCE. Time is of the essence to the performance of the parties' obligations under this Agreement.

2.10 COMPLIANCE WITH APPLICABLE LAWS.

a. General. Contractor must procure all permits and licenses and pay all charges and fees necessary and incidental to the lawful conduct of business. Contractor must stay fully informed of existing and future federal, state, and local laws, ordinances, and regulations that in any manner affect the fulfillment of this Agreement and must comply with the same at its own expense. Contractor bears full responsibility for training, safety, and providing necessary equipment for all Contractor personnel to achieve throughout the term of the Agreement. Upon request, Contractor will demonstrate to the City's satisfaction any programs, procedures, and other activities used to ensure compliance.

b. Drug-Free Workplace. Contractor is hereby advised that the City has adopted a policy establishing a drug-free workplace for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor will require a drug-free workplace for all Contractor personnel working under this Agreement. Specifically, all Contractor personnel who are working under this Agreement must be notified in writing by Contractor that they are prohibited from the manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the workplace. Contractor agrees to prohibit the use of intoxicating substances by all Contractor personnel and will ensure that Contractor personnel do not use or possess illegal drugs while in the course of performing their duties.

c. Federal and State Immigration Laws. Contractor agrees to comply with the Immigration Reform and Control Act of 1986 (IRCA) in performance under this Agreement and to permit the City and its agents to inspect applicable personnel records to verify such compliance as permitted by law. Contractor will ensure and keep appropriate records to demonstrate that all Contractor personnel have a legal right to live and work in the United States.

(i) As applicable to Contractor, under this provision, Contractor hereby warrants to the City that Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all federal immigration laws and regulations that relate to their employees (hereinafter "Contractor Immigration Warranty").

(ii) A breach of the Contractor Immigration Warranty will constitute as a material breach of this Agreement and will subject Contractor to penalties up to and including termination of this Agreement at the sole discretion of the City.

(iii) The City retains the legal right to inspect the papers of all Contractor personnel who provide services under this Agreement to ensure that Contractor or its subcontractors are complying with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections.

(iv) The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any subcontractor to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed.

(v) Neither Contractor nor any subcontractor will be deemed to have materially breached the Contractor Immigration Warranty if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by Sections 274A and 274B of the Federal Immigration and Nationality Act.

d. Nondiscrimination. Contractor represents and warrants that it does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. Contractor and Contractor's personnel will comply with applicable provisions of Title VII of the U.S. Civil Rights Act of 1964, as amended, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), and applicable rules in performance under this Agreement.

2.11 SALES/USE TAX, OTHER TAXES. Contractor is responsible for the payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's services under this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes or business license fees as required. If any taxing authority should deem Contractor or Contractor employees an employee of the City or should otherwise claim the City is liable for the payment of taxes that are Contractor's responsibility under this Agreement, Contractor will indemnify the City for any tax liability, interest, and penalties imposed upon the City.

The City is exempt from paying state and local sales/use taxes and certain federal excise taxes and will furnish an exemption certificate upon request.

2.12 AMOUNTS DUE THE CITY. Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and charges owed to the City.

2.13 OPENNESS OF PROCUREMENT PROCESS. Written competitive proposals, replies, oral presentations, meetings where vendors answer questions, other submissions, correspondence, and all records made thereof, as well as negotiations or meetings where negotiation strategies are discussed, conducted pursuant to this Invitation to Bid (ITB), shall be handled in compliance with Chapters 119 and 286, Florida Statutes.

Proposals or replies received by the City pursuant to this ITB are exempt from public disclosure until such time that the City provides notice of an intended decision or until 30 days after opening the proposals, whichever is earlier. If the City rejects all proposals or replies pursuant to this ITB and provides notice of its intent to reissue the ITB, then the rejected proposals or replies remain exempt from public disclosure until such time that the City provides notice of an intended decision concerning the reissued ITB or until the City withdraws the reissued ITB. A proposal or reply shall not be exempt from public disclosure longer than 12 months after the initial City notice rejecting all proposals or replies.

Oral presentations, meetings where vendors answer questions, or meetings convened by City staff to discuss negotiation strategies, if any, shall be closed to the public (and other proposers) in compliance with Chapter 286 Florida Statutes. A complete recording shall be made of such closed meetings. The recording of, and any records presented at, the exempt meeting shall be available to the public when the City provides notice of an intended decision or until 30 days after opening proposals or final replies, whichever occurs first. If the City rejects all proposals or replies pursuant to this ITB and provides notice of its intent to reissue the ITB, then the recording and any records presented at the exempt meeting remain exempt from public disclosure until such time that the City provides notice of an intended decision concerning the reissued ITB or until the City withdraws the reissued ITB. A recording and any records presented at an exempt meeting shall not be exempt from public disclosure longer than 12 months after the initial City notice rejecting all proposals or replies.

In addition to all other contract requirements as provided by law, the contractor executing this agreement agrees to comply with public records law.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
410 NORTH RING AVENUE
TARPON SPRINGS, FL 34689
727-942-5614
CITYCLERK1@CTSFL.US**

The contractor's agreement to comply with public records law applies specifically to:

- a) Keep and maintain public records required by the City of Tarpon Springs (hereinafter "public agency") to perform the service being provided by the contractor hereunder.
- b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, as may be amended from time to time, or as otherwise provided by law.
- c) Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

f) The contractor hereby acknowledges and agrees that if the contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

g) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.

h) If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

i) A notice complies with subparagraph (h)2. if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.

2.14 AUDITS AND RECORDS. Contractor must preserve the records related to this Agreement for five (5) years after completion of the Agreement. The City or its authorized agent reserves the right to inspect any records related to the performance of work specified herein. In addition, the City may inspect any and all payroll, billing or other relevant records kept by Contractor in relation to the Agreement. Contractor will permit such inspections and audits during normal business hours and upon reasonable notice by the City. The audit of records may occur at Contractor's place of business or at City offices, as determined by the City.

2.15 BACKGROUND CHECK. The City may conduct criminal, driver history, and all other requested background checks of Contractor personnel who would perform services under the Agreement or who will have access to the City's information, data, or facilities in accordance with the City's current background check policies. Any officer, employee, or agent that fails the background check must be replaced immediately for any reasonable cause not prohibited by law.

2.16 SECURITY CLEARANCE AND REMOVAL OF CONTRACTOR PERSONNEL. The City will have final authority, based on security reasons: (i) to determine when security clearance of Contractor personnel is required; (ii) to determine the nature of the security clearance, up to and including fingerprinting Contractor personnel; and (iii) to determine whether or not any individual or entity may provide services under this Agreement. If the City objects to any Contractor personnel for any reasonable cause not prohibited by law, then Contractor will, upon notice from the City, remove any such individual from the performance of services under this Agreement.

2.17 DEFAULT.

a. A party will be in default if that party: (i) is or becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's capability to perform under the Agreement; (ii) is the subject of a

petition for involuntary bankruptcy not removed within sixty (60) calendar days; (iii) conducts business in an unethical manner or in an illegal manner; or (iv) fails to carry out any term, promise, or condition of the Agreement.

b. Contractor will be in default of this Agreement if Contractor is debarred from participating in City procurements and solicitations in accordance with the City's Purchasing Policy and Procedures Manual.

c. Notice and Opportunity to Cure. In the event a party is in default then the other party may, at its option and at any time, provide written notice to the defaulting party of the default. The defaulting party will have thirty (30) days from receipt of the notice to cure the default; the thirty (30) day cure period may be extended by mutual agreement of the parties, but no cure period may exceed ninety (90) days. A default notice will be deemed to be sufficient if it is reasonably calculated to provide notice of the nature and extent of such default. Failure of the non-defaulting party to provide notice of the default does not waive any rights under the Agreement.

d. Anticipatory Repudiation. Whenever the City in good faith has reason to question Contractor's intent or ability to perform, the City may demand that Contractor give a written assurance of its intent and ability to perform. In the event that the demand is made and no written assurance is given within five (5) calendar days, the City may treat this failure as an anticipatory repudiation of the Agreement.

2.18 REMEDIES. The remedies set forth in this Agreement are not exclusive. Election of one remedy will not preclude the use of other remedies. In the event of default:

a. The non-defaulting party may terminate the Agreement, and the termination will be effective immediately or at such other date as specified by the terminating party.

b. The City may purchase the services required under the Agreement from the open market, complete required work itself, or have it completed at the expense of Contractor. If the cost of obtaining substitute services exceeds the contract price, the City may recover the excess cost by: (i) requiring immediate reimbursement to the City; (ii) deduction from an unpaid balance due to Contractor; (iii) collection against the proposal and/or performance security, if any; (iv) collection against liquidated damages (if applicable); or (v) a combination of the aforementioned remedies or other remedies as provided by law. Costs includes any and all, fees, and expenses incurred in obtaining substitute services and expended in obtaining reimbursement, including, but not limited to, administrative expenses, attorneys' fees, and costs.

c. The non-defaulting party will have all other rights granted under this Agreement and all rights at law or in equity that may be available to it.

d. Neither party will be liable for incidental, special, or consequential damages.

2.19 CONTINUATION DURING DISPUTES. Contractor agrees that during any dispute between the parties, Contractor will continue to perform its obligations until the dispute is settled, instructed to cease performance by the City, enjoined or prohibited by judicial action, or otherwise required or obligated to cease performance by other provisions in this Agreement.

2.20 TERMINATION FOR CONVENIENCE. The City reserves the right to terminate this Agreement in part or entirely upon thirty (30) calendar days' written notice.

2.21 TERMINATION FOR CONFLICT OF INTEREST Florida Statutes Section 112. Pursuant to F.S. Section 112, the City may cancel this Agreement after its execution, without penalty or further obligation, if any person significantly involved in initiating, securing, drafting, or creating the Agreement for the City becomes an employee or agent of Contractor.

2.22 TERMINATION FOR NON-APPROPRIATION AND MODIFICATION FOR BUDGETARY CONSTRAINT. The City is a governmental agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines that it does not have funds to meet its obligations under this Agreement, the City will have the right to terminate the Agreement without penalty on the last day of the fiscal period for which funds were legally available. In the event of such termination, the City agrees to provide written notice of its intent to terminate thirty (30) calendar days prior to the stated termination date.

2.23 PAYMENT TO CONTRACTOR UPON TERMINATION. Upon termination of this Agreement, Contractor will be entitled only to payment for those services performed up to the date of termination, and any authorized expenses already incurred up to such date of termination. The City will make final payment within thirty (30) calendar days after the City has both completed both its appraisal of the materials and services provided and received Contractor's properly prepared final invoice.

2.24 NON-WAIVER OF RIGHTS. There will be no waiver of any provision of this agreement unless approved in writing and signed by the waiving party. Failure or delay exercising any rights or remedies provided herein or by law or in equity, or the acceptance of, or payment for, any services hereunder, will not release the other party of any of the warranties or other obligations of the Agreement and will not be deemed a waiver of any such rights or remedies.

2.25 INDEMNIFICATION/LIABILITY.

a. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys', witnesses', and expert witnesses' fees, and expenses incident thereto, relating to, arising out of, or resulting from: (i) the services provided by Contractor personnel under this Agreement; (ii) any negligent acts, errors, mistakes or omissions by Contractor or Contractor personnel; and (iii) Contractor or Contractor personnel's failure to comply with or fulfill the obligations established by this Agreement.

b. Contractor will update the City during the course of the litigation to timely notify the City of any issues that may involve the independent negligence of the City that is not covered by this indemnification.

c. The City assumes no liability for the actions of the Contractor and will not indemnify or hold Contractor or any third party harmless for claims based on this Agreement or use of Contractor-provided supplies or services.

Nothing contained in this section shall be considered a waiver of the City of Tarpon Springs' rights and protections under sovereign immunity and Florida Statute 768.28.

2.26 WARRANTY. Contractor warrants that the services and materials will conform to the requirements of the Agreement. Additionally, Contractor warrants that all services will be performed in a good, workman-like and professional manner. The City's acceptance of service or materials provided by Contractor will not relieve Contractor from its obligations under this

warranty. If any materials or services are of a substandard or unsatisfactory manner as determined by the City, Contractor, at no additional charge to the City, will provide materials or redo such services until in accordance with this Agreement and to the City's reasonable satisfaction.

Unless otherwise agreed, Contractor warrants that materials will be new, unused, of most current manufacture and not discontinued, will be free of defects in materials and workmanship, will be provided in accordance with manufacturer's standard warranty for at least one (1) year unless otherwise specified, and will perform in accordance with manufacturer's published specifications.

2.27 THE CITY'S RIGHT TO RECOVER AGAINST THIRD PARTIES. Contractor will do nothing to prejudice the City's right to recover against third parties for any loss, destruction, or damage to City property, and will at the City's request and expense, furnish to the City reasonable assistance and cooperation, including assistance in the prosecution or defense of suit and the execution of instruments of assignment in favor of the City in obtaining recovery.

2.28 NO GUARANTEE OF WORK. Contractor acknowledges and agrees that it is not entitled to deliver any specific amount of materials or services or any materials or services at all under this Agreement and acknowledges and agrees that the materials or services will be requested by the City on an as needed basis at the sole discretion of the City. Any document referencing quantities or performance frequencies represents the City's best estimate of current requirements, but will not bind the City to purchase, accept, or pay for materials or services which exceed its actual needs.

2.29 OWNERSHIP. All deliverables, services, and information provided by Contractor or the City pursuant to this Agreement (whether electronically or manually generated) including without limitation, reports, test plans, and survey results, graphics, and technical tables, originally prepared in the performance of this Agreement, are the property of the City and will not be used or released by Contractor or any other person except with prior written permission by the City.

2.30 USE OF NAME. Contractor will not use the name of the City of Tarpon Springs in any advertising or publicity without obtaining the prior written consent of the City.

2.31 PROHIBITED ACTS. Pursuant to Florida Constitution Article II Section 8, a current or former public officer or employee within the last two (2) years shall not represent another organization before the City on any matter for which the officer or employee was directly concerned and personally participated in during their service or employment or over which they had a substantial or material administrative discretion.

2.32 FOB DESTINATION FREIGHT PREPAID AND ALLOWED. All deliveries will be FOB destination freight prepaid and allowed unless otherwise agreed.

2.33 RISK OF LOSS. Contractor agrees to bear all risks of loss, injury, or destruction of goods or equipment incidental to providing these services and such loss, injury, or destruction will not release Contractor from any obligation hereunder.

2.34 SAFEGUARDING CITY PROPERTY. Contractor will be responsible for any damage to City real property or damage or loss of City personal property when such property is the responsibility of or in the custody of Contractor or its employees.

2.35 WARRANTY OF RIGHTS. Contractor warrants it has title to, or the right to allow the City to use, the materials and services being provided and that the City may use same without suit, trouble or hindrance from Contractor or third parties.

2.36 PROPRIETARY RIGHTS INDEMNIFICATION. Without limiting the foregoing, Contractor will without limitation, at its expense defend the City against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret or other intellectual property right and must, without limitation, pay the costs, damages and attorneys' fees awarded against the City in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly of any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the City's use or operation of the items provided by Contractor hereunder or any part thereof by reason of any alleged infringement, Contractor will, at its expense and without limitation, either: (a) modify the item so that it becomes non-infringing; (b) procure for the City the right to continue to use the item; (c) substitute for the infringing item other item(s) having at least equivalent capability; or (d) refund to the City an amount equal to the price paid, less reasonable usage, from the time of installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, plus any additional costs the City may incur to acquire substitute supplies or services.

2.37 CONTRACT ADMINISTRATION. The contract will be administered by the Procurement Administrator and/or an authorized representative from the using department. All questions regarding the contract will be referred to the administrator for resolution. Supplements may be written to the contract for the addition or deletion of services. Payment will be negotiated and determined by the contract administrator(s).

2.38 FORCE MAJEURE. Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, fire, explosion, legislation, and governmental regulation. The party whose performance is so affected will within five (5) calendar days of the unforeseeable circumstance notify the other party of all pertinent facts and identify the force majeure event. The party whose performance is so affected must also take all reasonable steps, promptly and diligently, to prevent such causes if it is feasible to do so, or to minimize or eliminate the effect thereof. The delivery or performance date will be extended for a period equal to the time lost by reason of delay, plus such additional time as may be reasonably necessary to overcome the effect of the delay, provided however, under no circumstances will delays caused by a force majeure extend beyond one hundred-twenty (120) calendar days from the scheduled delivery or completion date of a task unless agreed upon by the parties.

2.39 COOPERATIVE USE OF CONTRACT. The City has entered into various cooperative purchasing agreements with other Florida government agencies, including the Tampa Bay Area Purchasing Cooperative. Under a Cooperative Purchasing Agreement, any contract may be extended for use by other municipalities, school districts and government agencies in the State of Florida with the approval of Contractor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City is not responsible for any disputes arising out of transactions made by others.

2.40 FUEL CHARGES AND PRICE INCREASES. No fuel surcharges will be accepted. No price increases will be accepted without proper request by Contractor and response by the City's Procurement Division.

2.41 NOTICES. All notices to be given pursuant to this Agreement must be delivered to the parties at their respective addresses. Notices may be (i) personally delivered; (ii) sent via certified or

registered mail, postage prepaid; (iii) sent via overnight courier; or (iv) sent via facsimile. If provided by personal delivery, receipt will be deemed effective upon delivery. If sent via certified or registered mail, receipt will be deemed effective three (3) calendar days after being deposited in the United States mail. If sent via overnight courier or facsimile, receipt will be deemed effective two (2) calendar days after the sending thereof.

2.42 GOVERNING LAW, VENUE. This Agreement is governed by the laws of the State of Florida. The exclusive venue selected for any proceeding or suit in law or equity arising from or incident to this Agreement will be Pinellas County, Florida.

2.43 INTEGRATION CLAUSE. This Agreement, including all attachments and exhibits hereto, supersede all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed.

2.44 PROVISIONS REQUIRED BY LAW. Any provision required by law to be in this Agreement is a part of this Agreement as if fully stated in it.

2.45 SEVERABILITY. If any provision of this Agreement is declared void or unenforceable, such provision will be severed from this Agreement, which will otherwise remain in full force and effect. The parties will negotiate diligently in good faith for such amendment(s) of this Agreement as may be necessary to achieve the original intent of this Agreement, notwithstanding such invalidity or unenforceability.

2.46 SURVIVING PROVISIONS. Notwithstanding any completion, termination, or other expiration of this Agreement, all provisions which, by the terms of reasonable interpretation thereof, set forth rights and obligations that extend beyond completion, termination, or other expiration of this Agreement, will survive and remain in full force and effect. Except as specifically provided in this Agreement, completion, termination, or other expiration of this Agreement will not release any party from any liability or obligation arising prior to the date of termination.

2.47 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING -- F.S. 287.05701: Bidders are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the City will not request documentation of or consider a Bidder's social, political, or ideological interests when determining if the Bidder is a responsible Bidder. Bidders are further notified that the City's governing body may not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

2.48 SECTION 287.135 (CURRENT EDITION), FLORIDA STATUTES, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

ANY AND ALL SPECIAL CONDITIONS AND SERVICES ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

SECTION 3 - SCOPE OF SERVICES

INTRODUCTION

The City of Tarpon Springs, Florida, is soliciting bids from qualified firms to provide one (1) new patrol vessel for the Police Department.

3.1. SPECIFICATIONS

The following specifications are required by this agency for the patrol vessel:

- 25-foot bay boat with a draft less than 16 inches
- 300 horsepower outboard engine with propeller
- 12-inch Simrad NSS12 evo3 with option for radar, or similar equipment
- Aluminum T-top with electronics box
- Aluminum bracket for emergency lights (on top of T-top)
- Leaning post with storage
- Porta bracket
- Two (2) 8-foot shallow water anchors with mounts for porta bracket
- Two (2) swim platforms with telescoping ladders
- Three (3) group 31 agm batteries
- Marine VHF radio
- Navigational lights with light bar
- Cushions for leaning post and front seat
- Eleven (11) 8-inch pop-out stainless cleats
- Marine stereo system
- Installation of emergency lights and emergency equipment, to be provided by the City
- Dual axel trailer with trailer brakes
- Delivery to be completed within eight (8) months from date of contract commencement

3.2 BID FOR ALTERNATES

To be responsive, all Bids shall include Bids for all Alternates. Unless otherwise specified, any Bid which does not include the Base Bid plus each and every Alternate may be rejected as being non-responsive. The City may select any combination or reject any or all Alternate Bids as best serves the interest of the City. Additional options for consideration may include:

- Maintenance, warranty and/or service plans
- Graphic/Decal insignias for "Police" vessel
- Equipment and/or navigation of local waterways training for police personnel

3.3 WORKMANSHIP

Any and all discrepancies found in the work performed resulting from these specifications shall be rectified within a 48-hour period.

3.4 Required Bidder Submittals:

To ensure compliance with these requirements Bidders must submit:

- a. References - Provide five (5) references from present or former clients, complete with contact persons telephone number and email address. References shall be work performed within the last three (3) years.
- b. Personnel: A list of personnel qualified to perform this work and employed full-time by the bidder including the length of time the employee has been with the firm.

- c. Licenses, Certifications, etc.: A list of documents proving ability or authorization to perform the work specified herein to include current certificates of Insurance.

SECTION 4-GENERAL CONDITIONS

4.1 BEGINNING AND END DATE OF INITIAL TERM.

If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.

BID FORM

BID No. 250214-B-PH

POLICE PATROL VESSEL

BIDDER _____

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with City of Tarpon Springs to provide all Services specified and in accordance with the other terms and conditions of the Contract Documents.

This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening.

1. In submitting this Bid, Bidder represents that:

- a. Bidder has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- b. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

**BID FORM PRICING
BID NO. 250214-B-PH
POLICE PATROL VESSEL**

ATTACHMENT A - PRICING TAB ATTACHED IN BONFIRE

Bidder acknowledges that all applicable licenses (City, County, State, and Federal) have been obtained and shall provide proof immediately upon request.

Payment: We accept Visa for payment: ___ Yes ___ No. Payment must be processed in ___ days after receipt of proper invoice or services accepted (whichever is the latter).

Price Extension for Additional Units:

The City, through its Procurement Services Director may during the next twelve months require additional units depending on the City's requirements and availability of funds. Bidders are requested to indicate below the number of months they will extend their bid prices, terms and conditions and the number of additional units they will provide after award of this bid by the City, if applicable.

_____ months for _____ additional units after award of this bid.
(Number) (No. of Units*)

Note: The decision by the bidder to extend or not to extend their prices will NOT be considered in the award of this bid.

* Please insert of number of unit (not to exceed the bid quantity).

Bidder: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Printed Name and Title

Authorized Signature

Date

List at Least Five (5) References

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES WHICH ARE
SIMILAR IN SCOPE TO THIS PROJECT:

1. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
2. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
3. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
4. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	

Date completed/or if in Progress:	
5. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	

QUESTIONNAIRE

This questionnaire must be completely filled out and returned as part of your bid/proposal. Failure to do so may result in disqualification of your bid/proposal. Evaluation of this questionnaire is a prime factor in the award of this Agreement.

1. Please state the full, legal name (including any d/b/a) of your firm and provide contact information

Company Name:

Contact Name:

Address:

Address:

Zip:

Fax:

Website:

2. How long has your firm been in business? _____

3. How long has your firm provided these services? _____

4. Annual gross revenues of your firm? (Check the appropriate box)
☐ under \$100,000 ☐ \$100,000 - \$499,000 ☐ \$500,000 - \$999,000
☐ \$1,000,000 - \$2,000,000 ☐ over \$2,000,000

5. How many full and part-time employees do you currently employ?
Full-time: _____ Part-time: _____

6. Provide information on your employee staffing by category and the number of employees in each category.

Category	# of employees
----------	----------------

[illegible]

7. Who will be supervising the services to be performed under this Agreement and what are their qualifications, years of experience, number of years employed with your firm, etc.?
-
-
-
-
8. What tools, vehicles and equipment currently owned by your firm will be utilized to provide the requirements of this Agreement?
-
-
-
-
9. List additional equipment your firm will require to provide services to the City and when and how you plan to acquire the equipment.
-
-
-
-
10. Have you had a contract terminated by a customer in the past 3 years? _____ If yes, please explain.
-
-
-
-
-
-
-
11. Provide a copy of your firm's Occupational License No. with the Expiration Date (if applicable).
12. Provide a copy of your firm's Federal Employer Tax ID certificate (W9).
13. Provide a copy of all your current insurance coverage for General Liability, Automobile and Workers' Compensation.
14. Provide evidence of a certification through Pinellas County Licensing Board (if applicable).
15. Provide documentation that your firm is registered with the Florida Division of Corporations to do business within the state of Florida.

DRUG-FREE WORKPLACE FORM

PREFERENCES TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS UNDER SECTION 287.087, FLORIDA STATUTES.

1. This statement is submitted with the attached Bid/Proposal.
2. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:
 - a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 - b. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
 - c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
 - d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, violation of Chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
 - e. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
 - f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

VENDOR'S PRINTED NAME: _____

AUTHORIZED SIGNATURE: _____

MINIMUM INSURANCE REQUIREMENTS

Contractor shall carry the following minimum types and amounts of insurance at its own expense, for the contract period:

- A. Prior to the time Contractor is entitled to commence any part of the project, work, or services under this contract, Contractor shall procure, pay for, and maintain at least the following insurance coverages and limits. Said insurance shall be evidenced by delivery to Procurement Services for the City of Tarpon Springs of a Certificate of Insurance executed on a standard ACORD form, listing all coverage and limits, expiration dates and terms of policies, and all endorsements whether or not required by the City. The insurance requirements shall remain in effect throughout the term of this Contract, or any Contract extension.
- 1) Workers' Compensation limits as required by law; Employers' Liability Insurance of not less than \$1,000,000 for each accident.
 - 2) Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering the liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000, each occurrence; and property damage of not less than \$200,000, each occurrence. (Combined Single Limits of not less than \$2,000,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an occurrence basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
 - 3) Comprehensive Automobile and Truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$1,000,000 each occurrence, and property damage of not less than \$200,000 each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence basis, such insurance to include coverage for loading and unloading hazards.
 - 4) \$500,000 combined single limits, personal injury and/or bodily injury, including death, and property damage liability bodily injury, including death, and property damage liability insurance as an excess of the primary coverage required above.
- B. Each Insurance Policy shall include the following conditions by endorsement to the policy:
- 1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal, or any material change in coverages or limits, a notice thereof shall be given to the City by certified mail to: City of Tarpon Springs, Procurement Services, P.O. Box 5004, Tarpon Springs, Florida, 34688-5004. Contractor shall also notify City, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.

- 2) Companies issuing the insurance policy, or policies, shall have no recourse against City for payment of premiums or assessments for any deductibles which all are at the sole assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- 3) The term "CITY" shall include all Authorities, Boards, Commissions, Divisions, Departments, and offices of City and individual members, employees thereof in their official capacities, and/or while acting on behalf of the City.
- 4) **City of Tarpon Springs shall be endorsed to the required policy or policies as an additional insured or additional named Insured.**
- 5) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by City to any such future coverage, or to City's Self-Insured Retentions of whatever nature.

AGREEMENT EXHIBIT CERTIFICATION

The CITY OF Tarpon Springs (City), a municipal corporation with principal offices located at 324 East Pine St, Tarpon Springs FL, 34689, and CONTRACTOR executing this document by and through its authorized agent

The following terms are hereby added to the original Agreement:

1. Scrutinized Companies

By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, Contractor certifies that Contractor is not participating in a boycott of Israel. Contractor further certifies that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has Contractor been engaged in business operations in Syria. Subject to limited exceptions provided in state law, the City will not contract for the provision of goods or services with any scrutinized company referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

1.1. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

1.2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1.2.1. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

1.2.2. Is engaged in business operations in Syria.

1.3. Submitting a false certification or being placed on a list created pursuant to Section 215.473, Florida Statutes relating to scrutinized active business operations in Iran after Contractor has submitted a certification, shall be deemed a material breach of contract. The City shall provide notice, in writing, to Contractor of the City's determination concerning the false certification. Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

2. E-Verify

As a condition precedent to entering into this Agreement, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement. City, Contractor, or any subcontractor/subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity. City, upon good faith belief that a subcontractor knowingly violated the provisions of this section; but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor. An agreement or contract terminated under the provisions of this section is not a

breach of contract and may not be considered such. Any agreement or contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Agreement by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section; requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

ATTEST

Company Name

Signature of Corporate Secretary

Signature

Type/Print Name of Corporate Secy.

Type/Print Name

Date

Date

(CORPORATE SEAL)

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LIST

Bidder Vendor Name:

Proposer/Contractor FEIN: _____
Proposer/Contractor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Bidder, I hereby certify that the company identified above in the section entitled "Bidder Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to s. 287.135 Florida Statute (Current Edition), the submission of a false certification may subject company to civil penalties, attorney's costs, and/or other costs and does not have business operations in Cuba or Syria.

Certified by: _____

Who is authorized to sign on behalf of the above-referenced company.

Print Name and Title:

Date: _____

LOBBYING CERTIFICATION

“The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Council, Member of Congress in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Council or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L “Disclosure Form to Report Lobbying”, in accordance with its instructions.

By: _____

Signature

Witness

(Printed Name)

(Title)

Affidavit of Compliance with Anti-Human Trafficking Laws

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: _____, 20____ Signed: _____

Entity: _____ Name: _____

Title: _____

Affidavit of Compliance with Foreign Entity Laws

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. (Only applicable if purchasing real property) Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: _____, 20__

Signed: _____

Entity: _____

Name: _____

Title: _____

**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LIST**

Respondent Vendor Name:

Proposer/Contractor FEIN:

Proposer/Contractor's Authorized Representative Name and Title:

Address:

City: _____ State: _____ Zip: _____

Phone Number:

Email Address:

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to s. 287.135 Florida Statute (Current Edition), the submission of a false certification may subject company to civil penalties, attorney's costs, and/or other costs and does not have business operations in Cuba or Syria.

Certified by:

Who is authorized to sign on behalf of the above-referenced company.

Print Name and Title:

Date:

BID FORM

BID No. 250214-B-PH

POLICE PATROL VESSEL

BIDDER Dorado Custom Boats

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with City of Tarpon Springs to provide all Services specified and in accordance with the other terms and conditions of the Contract Documents.

This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening.

1. In submitting this Bid, Bidder represents that:

- a. Bidder has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Number</u>
<u>7/29/2025</u>	<u>250214-B-PH</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

- b. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

**BID FORM PRICING
BID NO. 250214-B-PH
POLICE PATROL VESSEL**

ATTACHMENT A - PRICING TAB ATTACHED IN BONFIRE

Bidder acknowledges that all applicable licenses (City, County, State, and Federal) have been obtained and shall provide proof immediately upon request.

Payment: We accept Visa for payment: ___ Yes ☒ No. Payment must be processed in 30 days after receipt of proper invoice or services accepted (whichever is the latter).

Price Extension for Additional Units:

The City, through its Procurement Services Director may during the next twelve months require additional units depending on the City's requirements and availability of funds. Bidders are requested to indicate below the number of months they will extend their bid prices, terms and conditions and the number of additional units they will provide after award of this bid by the City, if applicable.

6 months for 1 additional units after award of this bid.
(Number) (No. of Units*)

Note: The decision by the bidder to extend or not to extend their prices will NOT be considered in the award of this bid.

* Please insert of number of unit (not to exceed the bid quantity).

Bidder: Dorado Custom Boats

Address: 1300 Land R Industrial Blvd

City: Tarpon Springs State: FL Zip: 34689

Phone No.: 727-786-3800 Fax No.: _____ Email: Info@doradocustomboats.com

Adam Rolewski General Manager
Printed Name and Title

[Signature]
Authorized Signature

7/29/2025
Date



DORADO CUSTOM BOATS, LLC

1300 L and R Industrial Blvd, Tarpon Springs, FL 34689

DATE OF SALE:

PHONE: 727-786-3800

PURCHASER #1 CITY OF TARPON SPRINGS	DATE OF BIRTH	DRIVERS LICENSE #	EMAIL ADDRESS	PHONE NUMBER 727-942-5615
PURCHASER #2	DATE OF BIRTH	DIRVERS LICENSE #	EMAIL ADDRESS	PHONE NUMBER

ADDRESS #1 324 EAST PINE STREET	CITY TARPON SPRINGS	COUNTY PINELLAS	STATE FL	ZIP CODE 34688
ADDRESS #1	CITY	COUNTY	STATE	ZIP CODE

MANUFACTURER OF BOAT DORADO	YEAR 2025	MODEL 25 FLAT DECK	SERIAL NUMBER/HIN. NUMBER
MANUFACTURER OF MOTOR YAMAHA	YEAR	MODEL F300XCA	SERIAL NUMBER
MANUFACTURER OF MOTOR	YEAR	MODEL	SERIAL NUMBER
MANUFACTURER OF TRAILER LOADMASTER TRAILER	YEAR	MODEL 2527-7TD	VIN NUMBER

LOAN INFORMATION

BANK/LIEN HOLDER NAME	BANK/LIEN HOLDER ADDRESS	PHONE NUMBER	ACCOUNT NUMBER
------------------------------	---------------------------------	---------------------	-----------------------

OPTIONAL EQUIPMENT AND ACCESSORIES

YAMAHA F300XCA	\$32,400.00
DUAL POWER POLE BLADE 8'	\$4,790.00
SIMRAD NSS12 EVO3S	\$3,450.00
MEDIUM CHIRP TRANSDUCER SS75	\$599.00
T-TOP W/EBOX	\$11,100.00
(3) GROUP 31AGM BATTERIES	\$1,026.00
INSTALLATION OF EMERGENCY LIGHTS, SIRENS AND RADIO	\$1,000.00

PRICING

	HULL ONLY	\$62,500.00
	OPTIONAL EQUIPMENT AND ACCESSORIES	\$54,365.00
	TRAILER	\$7,550.00
	SUB TOTAL	\$124,415.00
	DELIVERY/SHIPPING CHARGE	\$0.00
	TOTAL SALES PRICE	\$124,415.00
	LESS TRADE-IN ALLOWANCE	\$0.00
	(TRADE MUST BE RECEIVED 48 HOURS PRIOR TO DELIVERY)	
	SUB-TOTAL (TAXABLE AMOUNT)	\$124,415.00
	SALES TAX 6%	EXEMPT
	COUNTY SALES TAX (1% ON \$5000 OR \$50.00)	EXEMPT
	SUB-TOTAL	\$124,415.00
	FLORIDA REGISTRATION AND TITLE	\$0.00
TOTAL AMOUNT OF OPTIONAL EQUIPMENT	TRADE PAYOFF	\$0.00

TRADE IN INFORMATION

BOAT MANUFACTURER/ YEAR/ SIZE	HIN
MOTOR MANUFACTURER/YEAR/SIZE	SERIAL NUMBER
TRAILER MANUFACTURER/YEAR/SIZE	VIN NUMBER
TOTAL TRADE IN ALLOWANCE	\$0.00

USED BOATS ONLY: I UNDERSTAND THAT THE UNIT I AM BUYING FROM YOU DESCRIBED ABOVE IS BEING SOLD TO ME "AS IS" AND I ACCEPT THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THIS UNIT. INITIALS _____

I certify that the optional equipment, accessories and insurance, if any, have been voluntarily purchased by me. I am over the age of 18. My trade-in is free from liens and encumbrances whatsoever. You and I agree that if any paragraph or provision should violate the law and/or is unenforceable, the rest of this contract will remain valid.

I UNDERSTAND THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES EXPRESSED OR IMPLIED ARE EXCLUDED BY YOU FROM THIS TRANSACTION AND SHALL NOT APPLY TO THE GOOD SOLD. I UNDERSTAND THAT THERE MAY BE WRITTEN WARRANTIES COVERING THE BOAT OR RIG PURCHASED, OR ANY APPLIANCE(S) OR COMPONENT(S) I MAY REQUEST COPIES OF ANY AND ALL WARRANTIES SUPPLIED BY MANUFACTURERS.

I AGREE THAT THE BALANCE WILL BE PAID BY CASH, BANK DRAFT, CERTIFIED CHECK OR BY THE EXECUTION OF A RETAIL INSTALLMENT CONTRACT, OR A SECURITY AGREEMENT AND IT'S ACCEPTANCE BY A FINANCING COMPANY

SELLERS SIGNATURE

DORADO CUSTOM BOATS, LLC. 1300 L & R Industrial Blvd, Tarpon Springs FL	RETAILER
SIGNATURE:	DATE:

NOT VALID UNLESS SIGNED BY AN OFFICER OF THE COMPANY

BUYERS SIGNATURE

SIGNATURE:	DATE:
SIGNATURE:	DATE:

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER AND HAVE READ THE ADDITIONAL TERMS AND CONDITIONS

Dorado Custom Boats LLC

1300 L and R
Industrial Blvd
Tarpon Springs
FL 34689
727-786-3800

Estimate

Date	Quote #
7/29/2025	255

Name / Address
City of Tarpon Springs 324 East Pine Street Tarpon Springs, FL 34688

Item	Description	Qty	U/M	Cost	Total
Dorado 25 Flat ...	Dorado 25 Flat Deck Edition - 25' Bay Boat with a draft less than 16 inches	1	ea	124,415.00	124,415.00T
F300NCA2	White Yamaha 300 Motor	1	ea		0.00T
000-15403-002	NSS12 EVO3S Combo	1	ea		0.00T
211919HD	19" HD Porta Bracket	1	ea		0.00T
FG Leaning Post	Fiberglass Leaning Post	1	ea		0.00T
UCU2505	Dorado 25 Fiberglas Leaning Post SEAT cushion	1	ea		0.00T
Back Rest FG-LP	Back Rest Frame - for Fiberglass leaning post	1	ea		0.00T
UCU2506	Dorado 25 Fiberglass Leaning Post BACKREST cushion	1	ea		0.00T
Swim Platform	Swim Platform (two)	2	ea		0.00T
B00301UPM	Under Platform Shelved Telescoping Ladder (two)	2	ea		0.00T
25 Console Basic	25 Console (no starboard) with Ebox	1	ea		0.00T
UCU2503	Dorado 25 Front of Console Cushion	1	ea		0.00T
31AGM	31AGM battery (three)	3	ea		0.00T
000-10790-001	VHF MARINE RADIO	1	ea		0.00T
68504	Cleat 8" Cutting Edge Sleak pop out stainless	11	ea		0.00T
010-01516-30	Fusion RA270NSX Marine Stereo	1	ea		0.00T
Model 25-27 Ta...	Model 25-27 7000GVWR Tandem Axle Trailer with brakes	1	ea		0.00T
Hard T-Top	T-Top Hard - with smooth surface for Vinyl numbering for identification from choppers	1	ea		0.00T
Radar Mount	Bracket for Emergency lights on top of T-Top	1	ea		0.00T
Rigid Industries ...	Rigid Industries Light Bar & Nav Lights	1	ea		0.00T
OE-BLS2-8-WT	Power Pole Blade 8ft White with brackets that attach to Porta Bracket	2	ea		0.00T
Labor	Intallation of emergency lights and emergency equipment that is provided by the city	1	hr		0.00T
				Subtotal	\$124,415.00
				Sales Tax (0.0%)	\$0.00
				Total	\$124,415.00

Dorado Custom Boats LLC

1300 L and R
Industrial Blvd
Tarpon Springs
FL 34689
727-786-3800

Estimate

Date	Quote #
7/29/2025	257

Name / Address
City of Tarpon Springs 324 East Pine Street Tarpon Springs, FL 34688

Item	Description	Qty	U/M	Cost	Total
Service Fee	Graphic/Decal insignias for Police Vessel	1	ea	3,000.00	3,000.00T
				Subtotal	\$3,000.00
				Sales Tax (0.0%)	\$0.00
				Total	\$3,000.00

Dorado Custom Boats LLC

1300 L and R
Industrial Blvd
Tarpon Springs
FL 34689
727-786-3800

Estimate

Date	Quote #
7/29/2025	256

Name / Address
City of Tarpon Springs 324 East Pine Street Tarpon Springs, FL 34688

Item	Description	Qty	U/M	Cost	Total
Service Fee	Equipment and/or Navigation of Local Waterways Training for Police Personnel **This includes 4 hours of training from a Dorado Custom Boats employee to review the vessel as well as the local waterways in Tarpon Springs.	1	ea	500.00	500.00T
			Subtotal	\$500.00	
			Sales Tax (0.0%)	\$0.00	
			Total	\$500.00	

Dorado Custom Boats LLC

1300 L and R
Industrial Blvd
Tarpon Springs
FL 34689
727-786-3800

Estimate

Date	Quote #
7/29/2025	258

Name / Address
City of Tarpon Springs 324 East Pine Street Tarpon Springs, FL 34688

Item	Description	Qty	U/M	Cost	Total
Service Fee	Warranty - Lifetime structural Hull information attached	1	ea		0.00T
Inspection	Dorado Boat Inspection/Service - Inspect Hull 2 times per year	2	ea	195.00	390.00T
20hr Service	20hr Service on motor	1	ea	325.00	325.00T
100hr Service	100 Hour Service - May need multiple times per year	1		850.00	850.00T
300 Hour Service	300 Hour Motor Service	1	ea	1,100.00	1,100.00T
			Subtotal		\$2,665.00
			Sales Tax (0.0%)		\$0.00
			Total		\$2,665.00



WARRANTY CERTIFICATE AND STATEMENT OF WARRANTY

FOR ALL NEW BOATS BEGINNING WITH THE 2012 MODEL YEAR. PLEASE READ THIS STATEMENT OF WARRANTY CAREFULLY. IF YOU HAVE ANY QUESTIONS REGARDING YOUR RIGHTS AND OBLIGATIONS UNDER THIS WARRANTY, PLEASE CONTACT YOUR Dealer or DORADO'S CUSTOMER SERVICE DEPARTMENT AT (727)786-3800

To initiate and validate this Dorado Custom Boats, LLC. Limited Warranty, you must register with Dorado if you bought this from a dealer, or if you purchased it direct from the manufacturer, your warranty is validated upon delivery.

THE WARRANTIES

LIFETIME LIMITED STRUCTURAL HULL WARRANTY

Subject to the conditions and limitations to coverage and liability set forth below, Dorado warrants to the **original purchaser** of a new Dorado boat that either Dorado or its authorized dealer will, at Dorado's option, repair or replace the fiberglass hull manufactured by Dorado if it is found to be structurally defective in material or workmanship for as long as the original purchaser owns the boat. In the event Dorado elects to replace a hull of a model for which the mold is no longer in use, Dorado's obligation is limited to provide only the nearest equivalent type of Dorado hull available. TEN-YEAR TRANSFERABLE

LIMITED STRUCTURAL HULL WARRANTY

Subject to the conditions and limitations to coverage and liability set forth below, **Dorado offers to the original purchaser and first subsequent purchaser of a Dorado boat, provided that the original retail purchaser has otherwise complied with the conditions of this Statement of Warranty and the transfer is registered in the manner provided below, a limited structural warranty under which either Dorado or its authorized dealer will, at Dorado's option, repair or replace the fiberglass hull manufactured by Dorado if it is found to be structurally defective in material or workmanship.** To register the transfer, the second purchaser must mail the following to Dorado's Customer Service Department, 1300 L and R Industrial Blvd, Tarpon Springs, FL 34683 no later than thirty (30) days after the purchase from the original purchaser: (1) A copy of the bill of sale or other evidence of purchase of the boat from the original purchaser, including the model and hull identification number. For purposes of this limited structural hull warranty, the term "structurally defective" means the presence of a defect that causes the hull to be unsafe or unfit for use under normal operating conditions; and the term "hull" means the single fiberglass molded shell and its integral fiberglass structural components below the hull flange. All repairs must be done at Dorado or a Dorado authorized facility.

LIMITED HULL BLISTER WARRANTY

Subject to the conditions and limitations to coverage and liability set forth below, and provided the original factory gelcoat surface has not been altered, Dorado warrants to the original purchaser of a new Dorado boat that for a period of ten (10) years after the date of purchase, Dorado will repair or correct any laminate blisters occurring on underwater gel coated surfaces of the hull as a result of defects in material or workmanship. The Blister Warranty is voided in the event the original factory gelcoat is altered by damage, accident repair, sanding, scraping, sandblasting or improper surface preparation for the application of a marine barrier coating or bottom paint. All repairs must be done at Dorado or a Dorado authorized facility.

TWO-YEAR LIMITED CANVAS AND COCKPIT UPHOLSTERY WARRANTY

Subject to the conditions and limitations to coverage and liability discussed below, Dorado warrants to the original purchaser of a new boat that for a period of one (1) years from the date of purchase, Dorado will repair or replace any canvas, vinyl inserts in canvas, or cockpit upholstery found to be defective in material or workmanship. All repairs must be done at Dorado authorized facility.

ONE-YEAR PRORATED LIMITED EXTERIOR GELCOAT WARRANTY

Subject to the conditions and limitations to coverage and liability discussed below, Dorado warrants to the original purchaser of a new boat that, Dorado will repair cracks, crazing or other cosmetic blemishes in the exterior gelcoat finish of the hull and the deck resulting from defective materials or workmanship. All repairs must be done at Dorado authorized facility.

ONE-YEAR TRANSFERABLE LIMITED WARRANTY

Subject to the conditions and limitations to coverage and liability discussed below, Dorado warrants to the original and first subsequent purchaser who has registered the transfer with Dorado in the manner provided above under "LIFE-TIME STRUCTURAL HULL WARRANTY", for a period of one year from the date of purchase by the original purchaser, that each new fiberglass boat manufactured by Dorado is free from defects in material and workmanship. **Please note that engines, outdrives, controls, batteries, propellers, air conditioners, generators, refrigerators, electronics and certain other accessories or components on your boat are not warranted by Dorado under this Limited Warranty, but may be warranted by manufacturers other than Dorado.** Please refer to the Owner's Manuals for these specific items and instructional information about possible warranties from manufacturers other than Dorado. Please note that coverage under any of these other independent warranties is contingent upon your compliance with the warranty registration requirements of the manufacturer of such item.

CONDITIONS AND LIMITATIONS TO COVERAGE UNDER THIS WARRANTY

CONDITIONS TO COVERAGE

In addition to any other conditions to coverage contained herein, the availability of any benefits under each of the foregoing limited warranties is also subject to the following conditions:

- (1) The boat purchaser must first notify the dealer from whom the boat was purchased of any claim under this warranty within the applicable warranty period and within thirty (30) days after the defect is or should have been discovered.
- (2) **All costs of any nature for delivering any boat to Dorado, a Dorado dealer or other point of repair authorized by Dorado and the return thereof shall be paid by the boat owner and are not covered under this warranty.**
- (3) All repairs, corrections or replacements shall be performed by Dorado or a dealer or repair facility authorized by Dorado at its sole discretion.

LIMITATION OF REMEDIES

- (1) Dorado's obligation under this warranty is limited to the cost of repair of the warranted item or replacement thereof, at Dorado's option, when returned prepaid to Dorado or other point of repair authorized by Dorado;
- (2) Dorado is not liable for loss of use, loss of time, inconvenience, commercial loss or any consequential, incidental, general and/or special damages.

EXCLUSIONS

THE LIMITED WARRANTIES SET FORTH ABOVE DO NOT COVER:

- (1) **Engines, outdrives, controls, batteries, propellers, air conditioners, generators, refrigerators, electronics and other accessories, components or other equipment which have been made by other manufacturers, whether subject to a separate warranty or not, by such other manufacturers;**
- (2) **POWDER COAT:** Dorado Custom Boats does not offer any warranty on any powder coating (towers, back rests, grab rails, footrests etc). Any chipping, bubbling or cracking of the powder coat after initial delivery will be the responsibility of the customer and at the customer's expense.
- (2) Any failure or defect resulting from normal wear and tear, climatic conditions, use under other than normal conditions or the lack of proper maintenance;
- (3) Any boat which has been powered or loaded in excess of the manufacturer's maximum horsepower and/or capacity recommendations;
- (4) Any boat used for racing, rental or commercial purposes;
- (5) Any boat that has been subject to misuse, negligence, an accident, or structural modifications;
- (6) Plexiglas windscreen breakage, windshield breakage, windshield leakage, fuel gauges and fuel gauge systems, or fuel tanks;
- (7) Damage, rot, mildew or other damage to upholstery, canvas, vinyl, and other materials and components within the interior as a result of water damage including, without limitation, condensation or precipitation;
- (9) Installation of engines, arches, swim platforms, towers, t-tops, or other parts or accessories installed by anyone other than Dorado;
- (10) Any boat that has been used after the discovery of a defect is or should have been discovered and such continued use causes additional or other damage to the boat; and
- (11) OTHER THAN THOSE LIMITED WARRANTIES CONTAINED HEREIN, DORADO MAKES NO OTHER WARRANTIES. ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO ANY COMPONENT OF THE BOAT IS LIMITED TO THE DURATION OF THE LIMITED WARRANTY APPLICABLE TO SUCH COMPONENT, AS SET FORTH ABOVE.

OTHER PROVISIONS APPLICABLE TO THIS WARRANTY

BY ACCEPTING DELIVERY OF THE BOAT COVERED BY THIS LIMITED WARRANTY, THE BOAT OWNER UNDERSTANDS AND AGREES AS FOLLOWS:

- (1) No dealer or any other person is authorized to make on Dorado's behalf any other warranty other than those expressly set forth herein.
- (2) Dorado reserves the right, without notice, to make changes to or discontinue models and Dorado shall be under no obligation to equip or modify boats built prior to such changes.
- (3) Dorado will discharge its obligations under this warranty as rapidly as possible, but cannot guarantee any specified completion date due to the different nature of claims that may be made and services that may be needed.

Customer Signature: _____

Printed Name: _____

Date: _____

List at Least Five (5) References

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES WHICH ARE SIMILAR IN SCOPE TO THIS PROJECT:

1. Project/Contract Name:	Pinellas County Sheriff
Dollar Value:	\$ 124,415.00
Contact Name:	Sgt. Ronald Blair
Email:	rblair@PCSONet.com
Phone Number:	727-582-6060
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	Completed 6/7/2024
2. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
3. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
4. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	

Date completed/or if in Progress:	
5. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email:	
Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	

QUESTIONNAIRE

This questionnaire must be completely filled out and returned as part of your bid/proposal. Failure to do so may result in disqualification of your bid/proposal. Evaluation of this questionnaire is a prime factor in the award of this Agreement.

1. Please state the full, legal name (including any d/b/a) of your firm and provide contact information

Company Name: Dorado Custom Boats LLC

Contact Name: Adam Rolewski

Address: 1300 Land R Industrial Blvd

Address: _____

City: Tarpon Springs State: FL Zip: 34689

Telephone: 727-786-3800 Fax: NA

E-Mail Address: Info@doradocustomboats.com Website: doradocustomboats.com

2. How long has your firm been in business? 40 years

3. How long has your firm provided these services? 40 years

4. Annual gross revenues of your firm? (Check the appropriate box)
☐ under \$100,000 ☐ \$100,000 - \$499,000 ☐ \$500,000 - \$999,000
☐ \$1,000,000 - \$2,000,000 ☒ over \$2,000,000

5. How many full and part-time employees do you currently employee?

Full-time: 9 Part-time: 1

6. Provide information on your employee staffing by category and the number of employees in each category.

Category	# of employees
<u>Lamination</u>	<u>4</u>
<u>Finishing</u>	<u>1</u>
<u>Rigging</u>	<u>3</u>
<u>Office</u>	<u>2</u>

Employee Name	Schedule	Department	Date of Hire	Date of Birth
Babbitt, Donald	Full time	Lamination	4/28/2014	6/21/1960
Morales, Hector	Full time	Rigging	7/17/2024	2/19/2003
Parisi, Nathan	Full time	Rigging	5/2/2022	4/2/2003
Pedraza, Jennifer	Full time	Office	7/12/2023	7/6/1976
Peragine, Jason	Full time	Rigging	8/1/2023	5/8/1991
Philippe Auguste, Williams	Full time	Finishing	6/27/2022	11/16/1980
Rolewski, Adam (Salary)	Full time	Office	8/10/2015	7/20/1978
Tompkins, Tommy	Part Time	Lamination	6/6/2022	11/2/1966
Trent, Jeremy	Full time	Lamination	3/4/2025	12/3/1976
Vizcarrondo, Luis	Full time	Lamination	12/4/2023	11/2/1994

7. Who will be supervising the services to be performed under this Agreement and what are their qualifications, years of experience, number of years employed with your firm, etc.?
Adam Rolewski, Degree in Industrial Engineering and 15 years of experience in boat building. Adam has been with Derado for 10 years
8. What tools, vehicles and equipment currently owned by your firm will be utilized to provide the requirements of this Agreement?
Chop gun, Gel gun, laminating rollers, Air powered hand tools such as D.A. Sanders air saws, die grinders, angle grinders, standard hand tools such as drills, screwdrivers and wrenches. Electric grinders and buffers, Derado's shop truck
9. List additional equipment your firm will require to provide services to the City and when and how you plan to acquire the equipment.

10. Have you had a contract terminated by a customer in the past 3 years? Yes If yes, please explain.
Had the opportunity to purchase a first home and decided that it was more important as they already had a functioning boat

11. Provide a copy of your firm's Occupational License No. with the Expiration Date (if applicable). Not Applicable
12. Provide a copy of your firm's Federal Employer Tax ID certificate (W9).
13. Provide a copy of all your current insurance coverage for General Liability, Automobile and Workers' Compensation.
14. Provide evidence of a certification through Pinellas County Licensing Board (if applicable). Not Applicable
15. Provide documentation that your firm is registered with the Florida Division of Corporations to do business within the state of Florida.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Dorado Custom Boats, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1300 L and R Industrial Blvd

Requester's name and address (optional)

6 City, state, and ZIP code

Tarpon Springs, FL 34689

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

4 5 - 3 1 3 2 6 7 3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

[Signature]

Date ► **10/30/23**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Single Source Insurance 1345 S Missouri Ave Clearwater FL 33756		CONTACT NAME: Certificate Department PHONE (A/C, No, Ext): (727) 298-0302 FAX (A/C, No): (727) 298-0029 E-MAIL ADDRESS: certificates@singlesourceins.com	
INSURED Dorado Custom Boats LLC 1300 L and R Industrial Blvd. Tarpon Springs FL 34689		INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Company INSURER B: Associated Industries Ins. Co INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 23140	

COVERAGES

CERTIFICATE NUMBER: CL24121927660

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	Y	QUM0078959MA24A	10/16/2024	10/16/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Defense \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N	N/A		AWC1212070	12/15/2024	12/15/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Commercaill Property- Special Form			QUM0078959MA24A	10/16/2024	10/16/2025	Loc 2 Building \$ 365,000 Loc 1 Building \$ 535,000 Deductible \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is listed as Additional Insured with regards to General Liability. Certificate Holder listed in favor of Waiver of Subrogation with regards to General Liability.

CERTIFICATE HOLDER

CANCELLATION

Information Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Binder for State Farm Automobile Insurance (01780)

Applicant

DORADO CUSTOM BOATS LLC
1300 L AND R INDUSTRIAL BLVD
TARPON SPGS, FL 34689-6836

Lic ID#: P173804

Agent

Pomales, Jose O
21319 Coakley Ln
Land O Lakes, FL 34639-4922
(813) 527-9605

Vehicle

Year: 2015
Make: GMC
Model: SIERRA 2500 HD
Bodystyle: DENALI CREW CAB
VIN: 1GT120E81FF507329
Customized: No

The premium shown below must be in compliance with the Company's rules and rates and is subject to revision.

Coverage Applied for:

	Limits	Semi-Annual Premium
BODILY INJURY AND	1M/1M/1M	\$1532.85
PROPERTY DAMAGE LIABILITY		
NO FAULT/PERSONAL INJURY PROTECTION P10		\$111.13
COMPREHENSIVE \$2000 DEDUCTIBLE		\$396.42
COLLISION \$2000 DEDUCTIBLE		\$227.72
EMERGENCY ROAD SERVICE		\$12.03

Total	\$2280.15
Total of 6 month premium	\$2280.15
Payment received	SFPP
Balance due	SFPP

* Denotes thousands

Binder for State Farm Automobile Insurance (01780)

Page 2

DORADO CUSTOM BOATS LLC

2015 GMC SIERRA 2500 HD DENALI CRE

Binder Effective Date: October 22, 2024

STATE FARM FIRE AND CASUALTY COMPANY of Bloomington, Illinois, hereby binds coverage for the insurance applied for as of the requested effective date for a period of 60 days from such date, subject to all the terms and conditions of the applicable policy and endorsements in current use by such Company. Coverage under this binder will terminate (1) when the Declarations Page of a policy is issued to you or (2) when canceled in accordance with law.

NOTE:

A. IMPORTANT INFORMATION ABOUT PREMIUM SAVINGS FOR NO-FAULT COVERAGE (COVERAGE P - PERSONAL INJURY PROTECTION INSURANCE)

For personal injury protection insurance, the named insured may elect a deductible and to exclude coverage for loss of gross income and loss of earning capacity ("lost wages"). These elections apply to the named insured alone, or to the named insured and all dependent resident relatives. A premium reduction will result from these elections. The named insured is hereby advised not to elect the lost wage exclusion if the named insured or dependent resident relatives are employed, since lost wages will not be payable in the event of an accident.

B. Liability (Bodily Injury and Uninsured Motor Vehicle) - If these coverages are not desired, the appropriate rejection form must be completed, signed by the applicant and submitted with the application.

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

By submission of this application, you agree that: (1) you have read this application, (2) your statements on this application are correct, (3) statements made on any other applications on this date for automobile insurance with this company are correct and are made part of this application, (4) you are the sole owner of the described vehicle except as otherwise stated, and (5) the limits and coverages were selected by you. **IT IS FURTHER UNDERSTOOD AND AGREED THAT NO INSURANCE IS EFFECTIVE UNDER THIS AGREEMENT (A) UNLESS THE BINDER IS COMPLETED DESIGNATING THE COMPANY ACCEPTING THIS APPLICATION OR (B) UNTIL THE DATE THE POLICY OR BINDER IS ISSUED BY THE COMPANY ACCEPTING THIS APPLICATION.**

Consumer reports, including credit and insurance loss history reports, may be ordered in conjunction with this application to help determine your eligibility for insurance and the price you are charged. In addition, consumer reports may be used to determine the price you are charged at renewal. We may also obtain and use a credit-based insurance score developed from information contained in these reports. We may use a third party in connection with the development of your insurance score. A brochure explaining how State Farm uses consumer reports is available upon your request. For additional information, please contact your State Farm agent.

The Department of Financial Services offers free financial literacy programs to assist you with insurance-related questions, including how credit works and how credit scores are calculated. To learn more, visit www.MyFloridaCFO.com.

CIN # 59 -0021-R04

App date and time: 10/22/2024 10:57 AM

BINDERFL



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
DORADO CUSTOM BOATS LLC

Filing Information

Document Number	L11000100049
FEI/EIN Number	45-3132673
Date Filed	08/31/2011
Effective Date	08/31/2011
State	FL
Status	ACTIVE

Principal Address

1375 S FT HARRISON AVE
CLEARWATER, FL 33756 UN

Changed: 12/13/2012

Mailing Address

PO BOX 2256
CLEARWATER, FL 33757

Registered Agent Name & Address

MAVRAKIS, PATRICIA
1375 S Ft. Harrison Ave
CLEARWATER, FL 33756

Address Changed: 01/15/2014

Authorized Person(s) Detail

Name & Address

Title MGR

4 REEL FISHING, LLC
PO BOX 2256
CLEARWATER, FL 33757

Annual Reports

Report Year	Filed Date
2021	03/16/2021
2022	01/26/2022
2023	01/11/2023

Document Images

<u>01/11/2023 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/26/2022 -- ANNUAL REPORT</u>	View image in PDF format
<u>03/16/2021 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/15/2020 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/23/2019 -- ANNUAL REPORT</u>	View image in PDF format
<u>03/14/2018 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/14/2017 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/26/2016 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/22/2015 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/15/2014 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/05/2013 -- ANNUAL REPORT</u>	View image in PDF format
<u>12/13/2012 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/24/2012 -- ANNUAL REPORT</u>	View image in PDF format
<u>08/31/2011 -- Florida Limited Liability</u>	View image in PDF format

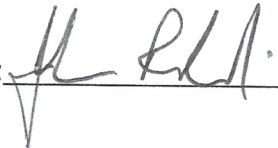
DRUG-FREE WORKPLACE FORM

PREFERENCES TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS UNDER SECTION 287.087, FLORIDA STATUTES.

1. This statement is submitted with the attached Bid/Proposal.
2. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:
 - a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 - b. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
 - c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
 - d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, violation of Chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
 - e. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
 - f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

VENDOR'S PRINTED NAME: Dorado Custom Boats Adam Rokowski

AUTHORIZED SIGNATURE: 

MINIMUM INSURANCE REQUIREMENTS

Contractor shall carry the following minimum types and amounts of insurance at its own expense, for the contract period:

- A. Prior to the time Contractor is entitled to commence any part of the project, work, or services under this contract, Contractor shall procure, pay for, and maintain at least the following insurance coverages and limits. Said insurance shall be evidenced by delivery to Procurement Services for the City of Tarpon Springs of a Certificate of Insurance executed on a standard ACORD form, listing all coverage and limits, expiration dates and terms of policies, and all endorsements whether or not required by the City. The insurance requirements shall remain in effect throughout the term of this Contract, or any Contract extension.
 - 1) Workers' Compensation limits as required by law; Employers' Liability Insurance of not less than \$1,000,000 for each accident.
 - 2) Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering the liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000, each occurrence; and property damage of not less than \$200,000, each occurrence. (Combined Single Limits of not less than \$2,000,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an occurrence basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
 - 3) Comprehensive Automobile and Truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$1,000,000 each occurrence, and property damage of not less than \$200,000 each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence basis, such insurance to include coverage for loading and unloading hazards.
 - 4) \$500,000 combined single limits, personal injury and/or bodily injury, including death, and property damage liability bodily injury, including death, and property damage liability insurance as an excess of the primary coverage required above.
- B. Each Insurance Policy shall include the following conditions by endorsement to the policy:
 - 1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal, or any material change in coverages or limits, a notice thereof shall be given to the City by certified mail to: City of Tarpon Springs, Procurement Services, P.O. Box 5004, Tarpon Springs, Florida, 34688-5004. Contractor shall also notify City, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.

- 2) Companies issuing the insurance policy, or policies, shall have no recourse against City for payment of premiums or assessments for any deductibles which all are at the sole assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- 3) The term "CITY" shall include all Authorities, Boards, Commissions, Divisions, Departments, and offices of City and individual members, employees thereof in their official capacities, and/or while acting on behalf of the City.
- 4) **City of Tarpon Springs shall be endorsed to the required policy or policies as an additional insured or additional named Insured.**
- 5) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by City to any such future coverage, or to City's Self-Insured Retentions of whatever nature.

AGREEMENT EXHIBIT CERTIFICATION

The CITY OF Tarpon Springs (City), a municipal corporation with principal offices located at 324 East Pine St, Tarpon Springs FL, 34689, and CONTRACTOR executing this document by and through its authorized agent

The following terms are hereby added to the original Agreement:

1. Scrutinized Companies

By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, Contractor certifies that Contractor is not participating in a boycott of Israel. Contractor further certifies that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has Contractor been engaged in business operations in Syria. Subject to limited exceptions provided in state law, the City will not contract for the provision of goods or services with any scrutinized company referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

1.1. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

1.2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1.2.1. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

1.2.2. Is engaged in business operations in Syria.

1.3. Submitting a false certification or being placed on a list created pursuant to Section 215.473, Florida Statutes relating to scrutinized active business operations in Iran after Contractor has submitted a certification, shall be deemed a material breach of contract. The City shall provide notice, in writing, to Contractor of the City's determination concerning the false certification. Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

2. E-Verify

As a condition precedent to entering into this Agreement, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement. City, Contractor, or any subcontractor/subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity. City, upon good faith belief that a subcontractor knowingly violated the provisions of this section; but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor. An agreement or contract terminated under the provisions of this section is not a

breach of contract and may not be considered such. Any agreement or contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Agreement by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section; requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

ATTEST

Signature of Corporate Secretary

Type/Print Name of Corporate Secy.

Date

(CORPORATE SEAL)

Dorado Custom Boats

Company Name

[Signature]
Signature

Adam Ralewski

Type/Print Name

7/29/2025
Date

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LIST

Bidder Vendor Name: Dorado Custom Boats

Proposer/Contractor FEIN: 45-3132673

Proposer/Contractor's Authorized Representative Name and Title:

Adam Rolewski - General Manager

Address:

1300 Land R Industrial Blvd

City: Tarpon Springs State: FL Zip: 34689

Phone Number:

727-786-3800

Email Address:

Info@doradocustomboats.com

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Bidder, I hereby certify that the company identified above in the section entitled "Bidder Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to s. 287.135 Florida Statute (Current Edition), the submission of a false certification may subject company to civil penalties, attorney's costs, and/or other costs and does not have business operations in Cuba or Syria.

Certified by: [Signature]

Who is authorized to sign on behalf of the above-referenced company.

Print Name and Title:

Adam Rolewski - General Manager

Date:

7/29/2025

LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Council, Member of Congress in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Council or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

By: 

Signature



Witness

Adam Rolewski

(Printed Name)

General Manager

(Title)

Affidavit of Compliance with Anti-Human Trafficking Laws

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: 7/29, 2025

Signed: [Signature]

Entity: Dorado Custom Boats

Name: Adam Rolewski

Title: General Manager

Affidavit of Compliance with Foreign Entity Laws

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. (Only applicable if purchasing real property) Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: 7/29, 2025

Signed: [Signature]

Entity: Dorado Custom Boats

Name: Adam Rolewski

Title: General Manager

**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LIST**

Respondent Vendor Name: Dorado Custom Boats

Proposer/Contractor FEIN: 45-3132673

Proposer/Contractor's Authorized Representative Name and Title:

Adam Rolwski - General Manager

Address:

1300 Land R Industrial Blvd

City: Tarpon Springs State: FL Zip: 34689

Phone Number:

727-786-3800

Email Address:

Info@doradocustomboats.com

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to s. 287.135 Florida Statute (Current Edition), the submission of a false certification may subject company to civil penalties, attorney's costs, and/or other costs and does not have business operations in Cuba or Syria.

Certified by:

[Signature]

Who is authorized to sign on behalf of the above-referenced company.

Print Name and Title:

Adam Rolwski - General Manager

Date:

7/29/2025



Memorandum

Date: August 26, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Award File No. 250191-C-PH, Flooring Products and Installation Services (**Chris Cotta Public Works Director, Janina Lewis Procurement Services Director**)

Recommendation

Award File No. 250191-C-PH, Flooring Products and Installation Services, through the Omnia Partners Contract No. 2020002144 with Shaw Industries, Inc. in an estimated annual amount not to exceed \$90,000.00 for the period of August 27, 2025 through April 14, 2027 for the Public Works Department – Facilities Maintenance Division.

Background

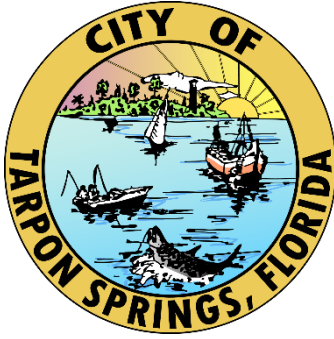
On April 15, 2020, Omnia Partners entered into a five (5) year agreement with Shaw Industries, Inc. for the purchase of Flooring Products and Installation Services. The contract was further extended through April 14, 2027. Omnia Partners is a municipal national contracting agency. Omnia Partners' contracts have been awarded by virtue of a public competitive process and are made available for use by local governments. This contract is needed to procure flooring products for several upcoming flooring projects City-wide (see attached memo).

Funding

Funding will be identified as repairs are needed.

Strategic Plan Objective

N/A



Procurement Services

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

To: Janina Lewis, Procurement Services Director

From: Chris Cotta, Public Works Director *Chris Cotta*

Date: August 18th, 2025

Re: Award City File No. 250191-C-PH, Flooring Products & Installation Services

RECOMMENDATION:

Award City File # 250191-C-PH, Flooring Products & Installation Services to Shaw Integrated Solutions for flooring materials and installation services in the amount not to exceed \$90,000 using the OMNIA Partnership expiring April 14th, 2027.

BACKGROUND:

Shaw Industries has previously supplied the City with flooring and installation services on multiple projects and there are numerous upcoming flooring projects. This Award would be for all City properties needing flooring replacement and would be charged as needed.

BACKGROUND:

Funding will be identified as repairs are needed as this is a citywide contract.



001225-May2019 University of California Systemwide Flooring RFP
Executive Summary

Lead Agency: University of California

Solicitation: 001225-May2019

RFP Issued: June 24th, 2019

Pre-Proposal Date: July 17th, 2019

Response Due Date: August 13th, 2019

Proposals Received: # 7

Awarded to: Shaw Industries, Inc. – Purchasing Agreement #2020002144

The University of California (UC) issued RFP # 001225-May2019 on June 24th, 2019 to establish a national cooperative contract to assist UC and national participating agencies, in obtaining the best, most cost-effective and efficient procurement program for Systemwide Flooring.

The University of California partnered with OMNIA Partners to include a national cooperative purchasing opportunity:

“The purpose of this Request for Proposal (“RFP”) is to invite qualified Suppliers to prepare and submit proposals to furnish flooring products and installation services to the University of California (“UC” or “University”), in accordance with the requirements set forth in this RFP.

Supplier agrees to make available products and services to any UC location or participating agency upon the terms, conditions and pricing set forth in an agreement awarded in response to Supplier’s proposal. Additionally, all awards made pursuant to this solicitation will be made available nationally through OMNIA Partners member agencies.”

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- CalUSource website
- OMNIA Partners website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT
- Kennebec ME Journal

On August 13th, 2019 proposals were received from the following offerors:

- Bentley Mills, Inc.
- Tarkett USA Inc.
- Shaw Industries, Inc.
- Mohawk Carpet Distribution, L.P.
- Milliken & Company
- Mannington Commercial
- Interface Americas Inc.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with Shaw Industries, Inc. and proceeding with contract award upon successful completion of negotiations.

The University of California, OMNIA Partners and Shaw Industries, Inc. successfully negotiated a contract, and the University of California executed the agreement with a contract effective date of April 15th, 2020.

Contract includes:

- Broadloom Carpet
- Carpet Tile
- Resilient flooring
- Luxury Vinyl Tile
- Hardwood
- Adhesive

Term:

Initial five (5) year agreement from April 15th, 2020 through April 14th, 2025 with the option to renew for five (5) additional one-year periods through April 14th, 2030.

Pricing/Discount:

- Labor rates by region
- Discount off list price

OMNIA Partners Web Landing Pages: [Shaw Industries Cooperative Contract](#) | [Contract Documentation \(omniapartners.com\)](#)



UNIVERSITY
OF
CALIFORNIA

Amendment #9 to Agreement

This Amendment #9 to Agreement UCOP# 2020002144 ("Agreement") is entered into between The Regents of the University of California (UC) and Shaw Integrated and Turf Solutions, Inc.

AMENDMENT TO AGREEMENT

The Agreement is hereby amended as follows:

1. Extend the term of this Agreement through April 14th, 2027. New term is April 15th, 2020 through April 14th, 2027.
2. The following document is revised and incorporated by reference:
 - a. Attachment B - University of California Price Schedule dated January 1st, 2025
 - b. Attachment D – National Price Schedule dated January 1st, 2025.
3. Unless otherwise amended in writing, the University of California Price Schedule, Attachment B, listed above shall remain in place through April 14th, 2027.
4. Unless otherwise amended in writing, The National Price Schedule, Attachment D, listed above shall remain in place through December 31st, 2025.

All other terms, conditions and provisions of the Agreement shall remain in full force and effect.

This Amendment is signed by the parties' duly authorized representatives and shall be effective up the date of final signature.

SHAW INTEGRATED AND TURF SOLUTIONS, INC.

By: Matthew Moore
Matthew Moore (Jan 21, 2025 13:22 EST)

Name: Matthew Moore
Title: Deputy General Counsel

Date: Jan 21, 2025

**THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA**

ADRIAN FERREIRA

ADRIAN FERREIRA
Director - Facilities and Capital Programs

Jan 24, 2025

One Cent Local Option Sales Tax Fund (Penny Fund)

	FY 2026	FY 2027	FY 2028
Beginning Fund Balance - Projected	\$ 1,871,348	\$ 234,829	\$ 437,948
Revenues:			
One Cent Local Option Sales Tax	3,800,700	3,876,714	3,954,248
Intergovernmental - Fire Reserve at County	50,269	31,796	41,561
Hud Grant - Gym Floor	142,000	-	-
Craig Park Sea Wall Grant	2,000,000	-	-
Interest Earnings	37,427	4,697	8,759
Total Revenues	6,030,396	3,913,207	4,004,568
Total Sources	7,901,744	4,148,036	4,442,516
Expenditures/Projects:			
Debt Service			
Land - Spoil Site Dedge Debt Service	677,393	678,199	678,083
Fire - Ladder Truck Lease 2021	178,633	-	-
Fire - Ladder Truck Lease 2022	196,889	196,889	196,889
Total Debt Service	1,052,915	875,088	874,972
General Government:			
GIS - Utility Network Transition	100,000	-	-
General Government Total	100,000	-	-
Public Safety:			
Fire - Replace Diesel Tank	150,000	-	-
Fire - Mach Alert Fire Station Alerting System	150,000	-	-
Fire - Generator	150,000	-	-
Fire - Ladder Truck Reserve to be received FY 2029 \$1.6m	-	400,000	800,000
Fire - Fire Truck to be received FY 2031 \$1.3m	-	-	325,000
Fire - Command Vehicles	90,000	-	-
Fire - Marine Rescue/Fire Boat	-	70,000	-
Fire - New AC (71)	-	-	75,000
Fire - Replacement Staff Vehicles	75,000	75,000	75,000
Fire - Resurface Backramp (69)	-	-	100,000
Police - Vehicles	700,000	800,000	900,000
Public Safety Total	1,315,000	1,345,000	2,275,000
Transportation:			
Projects - Craig Park Seawall	3,600,000	-	-
Projects - River and Bayou Dredging Design	464,000	-	-
Projects- Elfer Spurs	965,000	-	-
Projects - Sponge Docks Flood Abatement	-	1,490,000	-
Transportation Total	5,029,000	1,490,000	-
Culture & Recreation:			
Recreation - Gym Floor	170,000	-	-
Culture & Recreation Total	170,000	-	-
Total Expenditures/Projects	7,666,915	3,710,088	3,149,972
Ending Fund Balance - Projected	234,829	437,948	1,292,544

Stormwater Fund

	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>
Beginning Fund Balance - Projected	\$ 366,663	\$ 316,379	\$ 537,773
Revenues:			
Stormwater Fees	2,229,833	2,319,026	2,411,787
Stormwater Delinquent Fees	13,166	13,232	13,298
Interest Earnings	7,333	6,328	10,755
Total Revenues	2,250,332	2,338,586	2,435,841
Total Sources	2,616,995	2,654,965	2,973,614
Expenditures			
Personnel	853,486	879,091	905,463
Operating	668,582	695,325	723,138
Transfers Out	180,366	186,581	194,007
Debt Service:			
Vaccon Debt Service	121,182	124,595	124,745
Total Debt Service	121,182	124,595	124,745
Capital Projects:			
Annual Pipelining Program	150,000	150,000	150,000
CAT 924H Front End Loader (Repl 2009/5877)	260,000	-	-
Kabota 4X4	-	-	23,595
Stormwater - Sweeper (Repl 2016/0312) Lease	-	-	442,200
Utility Truck	-	81,600	-
Utility Truck 3500 HD	67,000	-	116,160
Total Capital Projects	477,000	231,600	731,955
Total Expenditures	2,300,616	2,117,192	2,679,308
Ending Fund Balance - Projected	316,379	537,773	294,306

City of Tarpon Springs
Capital Projects
BOC Approval Original to Final Amounts

	BOC Originally Approved		BOC Final Amount After Change Orders	Change
Mango St Stormwater & Roadway Improvements	\$ 839,968		\$ 926,169	\$ 86,201
Seabreeze Drive	\$ 1,987,654		\$ 2,278,111	\$ 290,457
Mango St Improvements Azalea to US Hwy 19	\$ 1,653,936		\$ 1,653,936	\$ -
Lemon St - Shaddock St Roadway Improvements	\$ 1,691,733		\$ 1,691,733	\$ -
South Spring Blvd-MLK Improvements	\$ 1,071,600		\$ 1,071,600	\$ -
Pent Grosse Stormwater	\$ 3,205,757	Original to American Pipeline Approx \$1.7m paid to American Pipeline	\$ 5,287,545	Keystone Excavators City received \$1.05m from Surety City also received \$1.3m SWFMD Grant
				\$ 2,081,788

From: Ron Harring <rharring@ctsfl.us>

Date: August 19, 2025 at 4:30:00 PM EDT

To: Panagiotis Koulias <pkoulias@ctsfl.us>

Cc: Charles Rudd <Charlesrudd@ctsfl.us>, Scott Young <syoung@tsfr.us>, David Banther <dbanther@ctsfl.us>, John Koulianos <jkoulianos@ctsfl.us>, Frank DiDonato <fdidonato@ctsfl.us>, Mike Eisner <meisner@ctsfl.us>, Sheri Bohm <SBohm@ctsfl.us>

Subject: Water-Sewer Repairs

Commissioner Koulias,

You asked for the cost of a couple unexpected repairs that came up in the Live Oak and Safford area in the past ten years.

Along Safford between Live Oak and Pine the 36 inch sewer line broke and had to be repaired at a cost of approx. \$2.3M.

At the intersection of Live Oak and Safford the manhole had a depression and the cost to repair was approx.. \$200,000.

Thanks

Ron

Ron Harring

Finance Director

324 East Pine Street

Tarpon Springs, Florida 34689

(727) 943-1150 Direct

(727) 942-5612 Phone

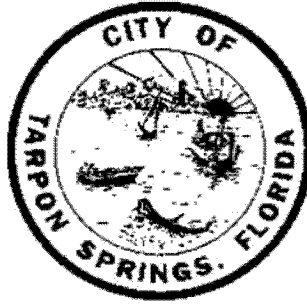
(727) 942-5637 Fax

PURCHASE ORDER

03/21/25

ORDER DATE

CITY OF TARPON SPRINGS
324 E. PINE STREET
P.O. BOX 5004
TARPON SPRINGS, FLORIDA 34689



250534

No.

TLC DIVERSIFIED, INC.
2719 17TH STREET EAST
PALMETTO, FL 34221

CITY OF TARPON SPRINGS
ROADS & STREETS
325 E. PINE STREET
TARPON SPRINGS, FL 34689

240055-B-AS

26577

SEE BELOW

QUANTITY	UNIT	COMMODITY #	DESCRIPTION	ITEM	UNIT COST	TOTAL
209132.00	DL	890 947 PINE HIBISCUS DRAINAGE REPAIR		1	1.0000	209132.00
					SUB-TOTAL	209132.00
					TOTAL	209132.00
REMARKS: In Accordance with File No. 240055-B-AS, BOC Approved 5/07/2024; Work Order #TLC-05-25 and vendor proposal.						
REQ/ACCT	DATE	REQ. BY	PROJECT	AMOUNT		
0000100123 40246025366300	03/14/25	CHLOE SIEGFRIED	SU2506	58300.00		
0000100123 40648025386300	03/14/25	CHLOE SIEGFRIED	SU2506	150832.00		

Tax Exemption No. 85-8012621696C-2
Federal ID No. 59-6000437

BILLING INSTRUCTIONS:

1. Our Purchase Order Number **MUST** appear on all Packages, Invoices, etc.
2. Your Invoice must state list price, price to city and terms. - Provide 2 (two) copies.
3. Unless otherwise stated, all prices are delivered F.O.B., Tarpon Springs, Florida.
4. See Purchase Order Terms and Conditions on the reverse hereof.
5. Mail Original Invoice to:

FINANCE DEPARTMENT, CITY OF TARPON SPRINGS, P.O. BOX 5004, TARPON SPRINGS, FL 34688-5004.

This Form contains an Electronic Signature

VENDOR COPY

AUTHORIZED SIGNATURE
Page 201 of 908

The loan being proposed in the FY 2026 budget is for \$19.3 million for a term of 10 years at 4% interest.

The projects to be finance are:

Golf Course Clubhouse	\$4,200,000
Beckett Bridge Utilities	\$4,000,000
Stormwater Projects	\$3,500,000
Fire Station 70	\$6,000,000
Craig Park Seawall PH 1	<u>\$1,600,000</u>
Total	\$19,300,000

Thanks,
Ron

Ron Harring
Finance Director
324 East Pine Street
Tarpon Springs, Florida 34689
(727) 943-1150 Direct
(727) 942-5612 Phone
(727) 942-5637 Fax

From: Ron Harring <rharring@ctsfl.us>

Date: August 6, 2025 at 10:54:27 AM EDT

To: Panagiotis Koulias <pkoulias@ctsfl.us>

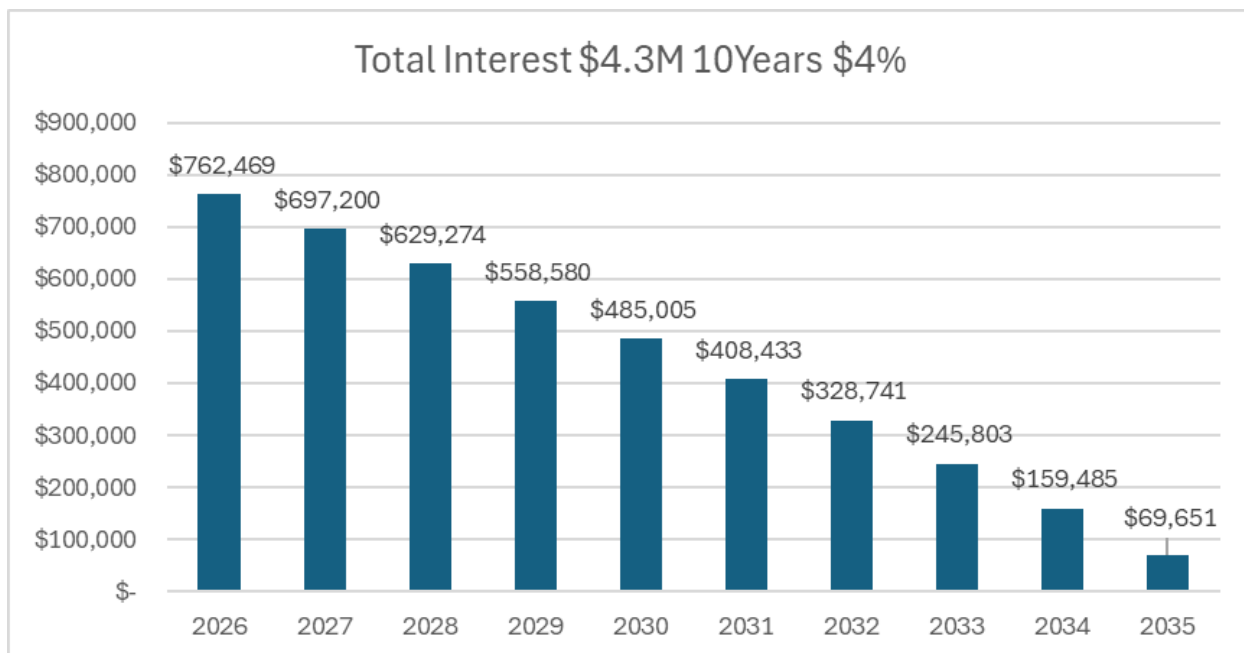
Cc: Charles Rudd <Charlesrudd@ctsfl.us>, Scott Young <syoung@tsfr.us>, Sheri Bohm <SBohm@ctsfl.us>

Subject: Interest on Financing

Commissioner Koulias,

You requested the interest to be paid on the financing based on \$19.3M of financing at 4% interest rate over the term of 10 years.

Below is a graph based on those parameters showing the amount of interest per year. The amounts are approximate and could change based on the terms.



Thanks,

Ron

Ron Harring
Finance Director
324 East Pine Street
Tarpon Springs, Florida 34689
(727) 943-1150 Direct
(727) 942-5612 Phone
(727) 942-5637 Fax

Fund	Annual Debt	
	Loan	Service
Penny	\$ 7,600,000	\$ 937,011
Stormwater	\$ 3,500,000	\$ 431,518
Golf Course	\$ 4,200,000	\$ 517,822
Water-Sewer	\$ 4,000,000	\$ 493,164
	\$ 19,300,000	\$ 2,379,515



Board of Commissioners

Memorandum

Date: December 17, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Janina Lewis, Procurement Services Director
Subject: Award Invitation to Bid (ITB) File No. 250032-B-JL, Tarpon Springs Fire Station No. 70 Construction (**Janina Lewis Procurement Director**)

Recommendation

Award Bid No. 250032-B-JL, Tarpon Springs Fire Station No. 70 Construction to Erikson and Lindstrom Construction Company Inc., for the estimated amount of \$5,981,632.35, which includes additive alternates one through four and a contingency amount of \$300,000, for the reasons stated in the background, for the Fire Department.

Background

On October 15, 2024, the Board ratified the Request for Qualifications (RFQ) No. 240145-S-JL, for the prequalification selection of three (3) contractors: All Phase General Contractors, Inc.; Erickson & Lindstrom Construction Co., and Kingdom Construction Services, Inc. as the Qualified Respondents to RFQ No. 240145-S-JL. The short-listed contractors were sent the invitation to bid. Only two met the response timeline. The proposed facility will be a new facility constructed on a vacant lot near the existing Fire Station 70. The existing Fire Station 70 will remain in operation during construction and should not interfere with construction activities. The new facility will consist of three (3) vehicle bays and a fully functional operations facility designed for 24-hour operation including storage, bunking, dining, meeting, recreational, and administrative spaces.

The final award selection is based on the lowest, most responsive, responsible bid. Erikson and Lindstrom Construction Company Inc. meets the requirements (see attached documents). The number of calendar days to substantial completion from notice to proceed is 450 Calendar days.

Funding

307-8603-522.6200 Local Option Sales Tax (Penny Fund) / Project No. PS2501

Strategic Plan Objective

N/A



City of Tarpon Springs, Florida

Board of Commissioners
324 East Pine Street
Tarpon Spring, Florida 34689
(727) 938-3711

<http://www.ctsfl.us/agenda.htm>

REGULAR SESSION AGENDA TUESDAY, MARCH 25, 2025 6:30 PM - CITY HALL AUDITORIUM

CALL TO ORDER

ROLL CALL

REFLECTION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. Greek Independence Day (**Mayor Panagiotis Koulias**)
2. Hometown Heroes (**Mayor Panagiotis Koulias**)

SPECIAL PRESENTATIONS

3. In Memoriam Resolution 2025-25 Alfred Quarterman Sr. (**Mayor Panagiotis Koulias**)

PUBLIC COMMENTS

CONSENT AGENDA

4. Attorney Fees:
 - a. Unice Salzman P.A. Invoice 86170 (**Andrew Salzman City Attorney, Charles Rudd City Manager**)
 - b. Johnson Jackson PLLC Invoice 14477 (**Charles Rudd City Manager**)
5. Special Events:
 - a. Night in the Islands 2025 (**Tom Funcheon Public Works Director**)
 - b. Easter EGG-stavaganza 2025 (**Tom Funcheon Public Services Director**)
6. Renew File No. 220139-C-JL Security Equipment System Services (**Janina Lewis Procurement Services Director**)
7. Increase File No. 240092-N-AS, Cal-FLO Lime, Parts, and Service (**Tom Kiger Public Services Director, Ray Page Utilities Superintendent, Darryl Vaci Water Division Manager, Janina Lewis Procurement Services Director**)
8. Ratify Award File No. 250145-N-JL, Single Source Purchase of Legal and Promotional Advertising (**Janina Lewis Procurement Services Director**)
9. Increase File No. 220153-C-AS, Wireless Data, Voice, and Parts (**Jeff Young Police Chief, Janina Lewis Procurement Services Director**)
10. Increase File No. 240118-N-AS, Single Source Purchase of OVIVO/Eimco OEM Parts and Services (**Tom Kiger Public Services Director, Ray Page Utilities Superintendent, Robert Marcincuk Wastewater Division Manager**)

11. Approve Novation for File No. 230176-C-AS, Fire Equipment Supplies, and Services (**Scott Young Fire Chief, Janina Lewis Procurement Services Director**)
12. Increase File No. 240123-C-JL Maintenance, Repair, and Operations (MRO) Equipment and Supplies (**Janina Lewis Procurement Services Director**)
13. Award File No. 250121-N-PH, Single Source Purchase of Ford Original Equipment Manufacturer (OEM) Automotive Parts and Services (**Tom Funcheon Public Works Director, Derrick Harris Fleet Operations Coordinator, Janina Lewis Procurement Services Director**)
14. 24-PLC-16 Tarpon Springs Public Library Construction Grant Agreement Amendment (**Bob Robertson Project Administration Director, P.J. Harbert Grant Project Specialist, Cari Rupkalvis Library Director**)
15. Award File No. 250149-C-PH, Tires with Related Equipment (**Tome Funcheon Public Works Director, Derrick Harris Fleet Operation Coordinator, Janina Lewis Procurement Services Director**)
16. Award File No. 250141-B-PH, Fire Extinguisher and Hood Suppression Services (**Janina Lewis Procurement Services Director**)

BUSINESS ITEMS

17. Ratification of Tabatha Adkins as Human Resources Director (**Charles Rudd City Manager**) (**ADDENDUM**)
18. St. Nicholas Resurrection Service (Orthodox Easter) (**Mayor Panagiotis Koulias, Scott Young Fire Chief**) (**WITHDRAWN**)
19. Appointment to Tarpon Springs Housing Authority Board (**Irene Jacobs City Clerk**)
20. Appointment to Public Art Committee (**Irene Jacobs City Clerk**)
21. Appointment to Sustainability Committee (**Irene Jacobs City Clerk**)
22. Code Enforcement Lien Settlement Proposal - 1145 Riveredge Drive (**Attorney Andrew Salzman**)
23. Discussion and Direction: Golf Course Clubhouse and Business Plan (**Tom Kiger Public Services Director**)
24. Discussion and Direction: Duke Energy Wholesale Water Rates (**Tom Kiger Public Services Director**)

ORDINANCES AND RESOLUTIONS

25. **Resolution 2025-26**; Ratification of Executive Orders 2025-22, and 2025-24 Extending a Declaration of State of Emergency for Tarpon Springs due to Hurricane Helene (**Charles Rudd City Manager**)
26. **Resolution 2025-27**; Resolution of Executive Orders 2025-23, and 2025-25 Extending a Declaration of State of Emergency for Tarpon Springs due to Hurricane Milton (**Charles Rudd City Manager**)
27. **Ordinance 2025-05**; Establishing Section 12.5-7 of the Code of Ordinances; Operating Hours for City Parks (**Tom Kiger Public Services Director, Jamie Taylor Recreation Superintendent, Charles Rudd City Manager**) (**2nd Reading**)
28. **Resolution 2025-24**; Reallocation of Pinellas County HMGP Funds for Hurricane Helene and Milton to the Elevate Florida Program (**Bob Robertson Project Administration Director, P.J. Harbert Grant Project Specialist**)
29. **Ordinance 2025-01**; Land Development Code Amendment; Amending Article IV Special Regulations, Section 56.05 Mobile Food Dispensing Vehicles, Temporary (Application 24-85) (**1st Reading, Legislative**) (**Renea Vincent Planning & Zoning Director**)
30. **Ordinance 2025-02**; Land Development Code Amendment; Amending Article IV Special Regulations, Section 59.00 Docks, Piers, and Shoreline Stabilization Structures (**1st Reading, Legislative**) (**Renea Vincent Planning & Zoning Director**)

31. **Ordinance 2025-03; Land Development Code Amendment; Amending Article XI Sign Regulations, Section 192.02 Temporary Banners (1st Reading, Legislative) (Renea Vincent Planning & Zoning Director)**

BOARD AND STAFF COMMENTS

ADJOURNMENT

ARPA Approved Projects :	TOTAL PROJECT	APPROVED ARPA	NON-ARPA FUNDING TOTAL	Non ARPA Funding Sources				OTHER Funding	ARPA Expense /Remaining Funds	
				Approved Grants	PENNY FY24	PENNY FY25	OTHER		ARPA Expense to date 6/30/25	ARPA Remaining Funds
Approved ARPA Projects										
City Wide Marketing/Tourism	\$ 100,000	\$ 100,000	\$ -						\$ 100,000	\$ -
Mental Health Public Safety Employees	\$ 48,000	\$ 48,000	\$ -						\$ 48,000	\$ -
Public Safety Roof	\$ 578,600	\$ 578,600	\$ -						\$ 569,376	\$ 9,224
Public Safety Chiller	\$ 621,400	\$ 621,400	\$ -						\$ -	\$ 621,400
Bayshore Septic to Sewer	\$ 1,014,895	\$ 1,014,895	\$ -						\$ 1,014,895	\$ -
So. Spring Tidal Flooding	\$ 91,814	\$ 91,814	\$ -						\$ 91,814	\$ -
Hospital - Fire Panel	\$ 1,500,000	\$ 1,500,000	\$ -						\$ 1,500,000	\$ -
New Fire Station 70 (Gulf Road) Design - Original ARPA funding \$1 million - bid came in at \$592,046	\$ 592,046	\$ 592,046	\$ -						\$ 470,396	\$ 121,650
New Cops & Kids Youth Center Building - Design	\$ 600,000	\$ 600,000	\$ -						\$ 308,896	\$ 291,104
Chamber of Commerce, for COVID Losses	\$ 50,000	\$ 50,000	\$ -						\$ 50,000	\$ -
Cybersecurity for Water and Sewer Infrastructure	\$ 1,191,022	\$ 700,000	\$ 491,022				\$ 491,022	Water-Sewer Fund	\$ 700,000	\$ -
Henry Ross Property - Eastern Segment	\$ 728,000	\$ 400,000	\$ 328,000				\$ 328,000	Land Pres & Storm. Funds	\$ 400,000	\$ -
Craig Park Seawall (\$2M Grant) Phase I - Section A & B Construction - Original Budget was for Design & Construction, amounts unchanged	\$ 3,569,410	\$ -	\$ 3,569,410	\$ 2,000,000	\$ 1,569,410				\$ -	\$ -
Craig Park Seawall Phase I & II - Section A,B, C & D Design- Original ARPA funding \$250,000 for Design C&D	\$ 228,402	\$ 228,402	\$ -						\$ 207,506	\$ 20,896
Sponge Docks SW Pump Station and Drainage , Project total based on prior estimate	\$ 4,012,482	\$ -	\$ 4,012,482	\$ 1,738,390	\$ 761,610	\$ 900,000	\$ 612,482	Stormwater Fund,Penny FY 2026	\$ -	\$ -
Pent/Grosse Stormwater	\$ 5,287,546	\$ 2,027,408	\$ 3,260,138	\$ 832,796			\$ 2,427,342	Surety Settle & Multi Funds	\$ 1,987,256	\$ 40,152
Roosevelt Blvd Land Purchase	\$ 1,800,927	\$ 1,800,927							\$ 1,800,927	\$ -
Lemon/Shadock St	\$ 1,683,548	\$ 1,491,859	\$ 191,689		\$ -	\$ -	\$ 191,689	W/S & Cap Proj Funds	\$ 1,491,859	\$ -
Elfers Spur Trail	\$ 1,718,696	\$ 523,858	\$ 1,194,838	\$ 327,979	\$ 705,759	\$ -	\$ 161,100	Recreation Impact Fees	\$ 461,198	\$ 62,660
Pickle Ball Courts	\$ 359,781	\$ 124,125	\$ 235,656		\$ 117,648	\$ -	\$ 118,008	General Fund and Recr Impact Fees	\$ 124,100	\$ 25
MLK/South Spring	\$ 1,071,600	\$ 317,000	\$ 754,600	\$ 754,600		\$ -			\$ 317,000	\$ -
Total Approved ARPA Projects	\$ 26,848,169	\$ 12,810,334	\$ 14,037,835	\$ 5,653,765	\$ 3,154,427	\$ 900,000	\$ 4,329,643		\$ 11,643,223	\$ 1,167,111
ARPA Funding		\$ 12,810,334								
Total Approved ARPA Projects		\$ 12,810,334								
ARPA Funding over Approved Projects		\$ 0								

From: Paulette Harbert <pharbert@ctsfl.us>
Date: February 14, 2025 at 2:25:50 PM EST
To: Panagiotis Koulias <pkoulias@ctsfl.us>
Subject: Grants Received/Applied/Manage since Date of Hire

Mr. Mayor,

I did a quick rundown of what I have done since I started here approximately 23 months ago (time flies!). I tried to break it down the best I could, but please let me know if you have any questions! I also assist on a few other citywide grants that I did not include here (Vulnerability Assessment, Managing Community Forestry, High Visibility Grant).

Grants Applied For and Received Since 03/16/23 (DOH):

Walmart:

2 totaling \$4000 (Police and Fire)

Tampa Bay Regional Planning Council:

1 totaling \$8867 for Stormwater Education (Public Works)

CDBG:

2 totaling \$126,000 for Exercise Equipment and Community Center paving and signage (Public Works and Public Services)

Bulletproof Vests:

2 totaling \$11,520 (Police)

Urban Community Forestry Grant:

1 totaling \$100,000 (Arborist)

Drug Recognition Expert:

2 totaling \$6000 for OT (Police)

Municipal Recycling Grant:

2 totaling \$37,006 (Public Works)

Justice Assistance Grant:

2 totaling \$8697 for Body Worn Cameras and Defibrillators (Police)

Resilient Florida:

1 totaling \$2,207,000 for Wastewater Treatment Facility Electrical Upgrade (Public Services)

*Contingent upon the Governor signing State Budget on 07/01/25

Drone Replacement:

1 totaling \$15,631 (Police)

HMGP Idalia:

1 totaling \$3,142,840 for Sponge Docks Stormwater System (Public Works)

*Contingent upon final Engineer and Environmental Reviews

Publix:

1 totaling \$150 for Hurricane Supplies (TSFR)

FDOT Highway Safety Grant:

1 totaling \$30,000 for DUI Enforcement (Police)

Vested Interest in K9s:

Free vest (Police)

Firefighters Decontamination Grant:

1 totaling \$5940.75 for PPE (TSFR)

Traffic Safety Grant:

1 totaling \$4274.40 for Speed Bumps/Cones (TSFR)

TOTAL: \$5,707,926.20

Grants Applied For and Awaiting Notification (since 03/16/23):

CDBG:

\$142,895 for Community Center gymnasium floor (Public Services)

Water Quality Improvement Grant:

\$500,000 for Septic-to-Sewer for Bayshore (Public Services)

Firehouse Subs:

\$23,606 for firehose and nozzle (TSFR)

FDOT Highway Safety Grant:

2 totaling \$73,426 for OT and antennae (Police)

Assistance to Firefighters Grant:

\$351,758.18 for a brush truck (TSFR)

Watershed Planning Grant:

\$215,461.50 for a Stormwater Master Plan (Public Works/TSFR)

TOTAL: \$1,307,146.70

Grants Managed (Awarded Prior to Hire):

Public Library Grant:

\$500,000 for construction (Cultural and Civic Services)

SAFER:

\$928,000 for 3 staff (TSFR)

RTP:

\$327,979 for Elfers Spur Trail (Project Admin)

Community Project Funding Grant:

\$2,000,000 for Craig Park Seawall (Project Admin)

***These also do not reflect State Appropriation Funding requests for 2025 totaling \$1,165,005.

P.J. Harbert

Grant Project Specialist

City of Tarpon Springs

Project Administration Department



From: Ron Haring

Sent: Wednesday, August 6, 2025 10:54 AM

To: Panagiotis Koulias <pkoulias@ctsfl.us>

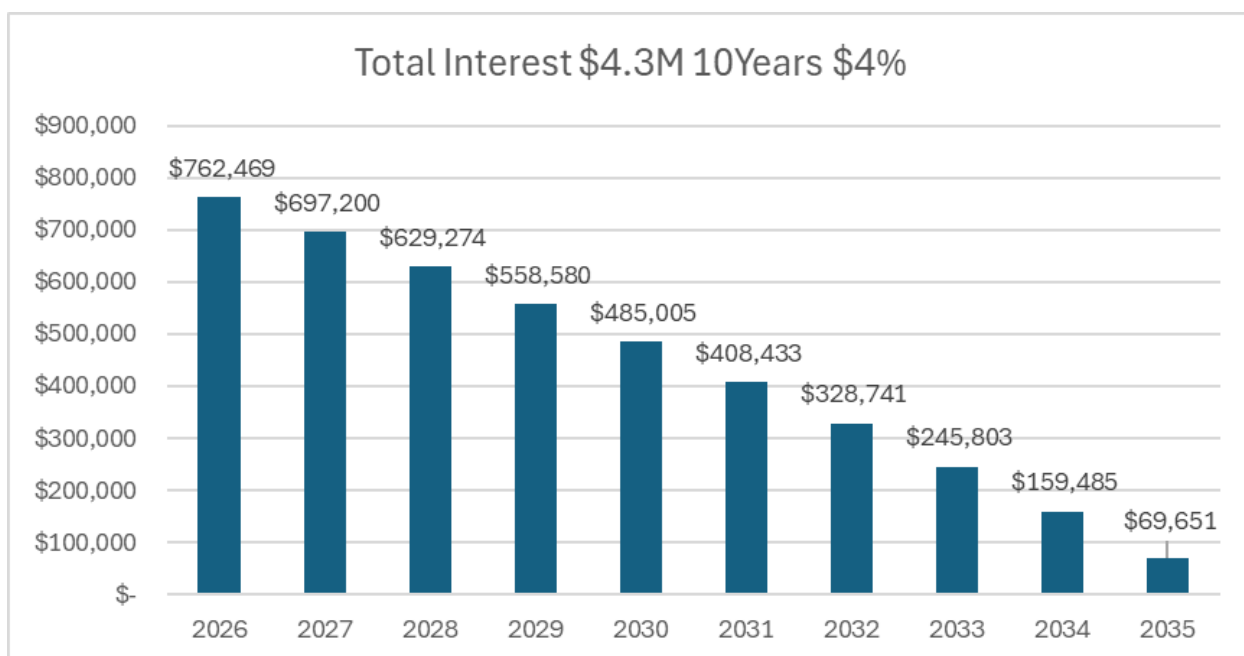
Cc: Charles Rudd <Charlesrudd@ctsfl.us>; Scott Young <syoung@tsfr.us>; Sheri Bohm <SBohm@ctsfl.us>

Subject: Interest on Financing

Commissioner Koulias,

You requested the interest to be paid on the financing based on \$19.3M of financing at 4% interest rate over the term of 10 years.

Below is a graph based on those parameters showing the amount of interest per year. The amounts are approximate and could change based on the terms.



Thanks,
Ron

Ron Haring
Finance Director
324 East Pine Street
Tarpon Springs, Florida 34689
(727) 943-1150 Direct
(727) 942-5612 Phone
(727) 942-5637 Fax

From: Ron Harring <rharring@ctsfl.us>

Date: August 6, 2025 at 12:02:43 PM EDT

To: Panagiotis Koulias <pkoulias@ctsfl.us>

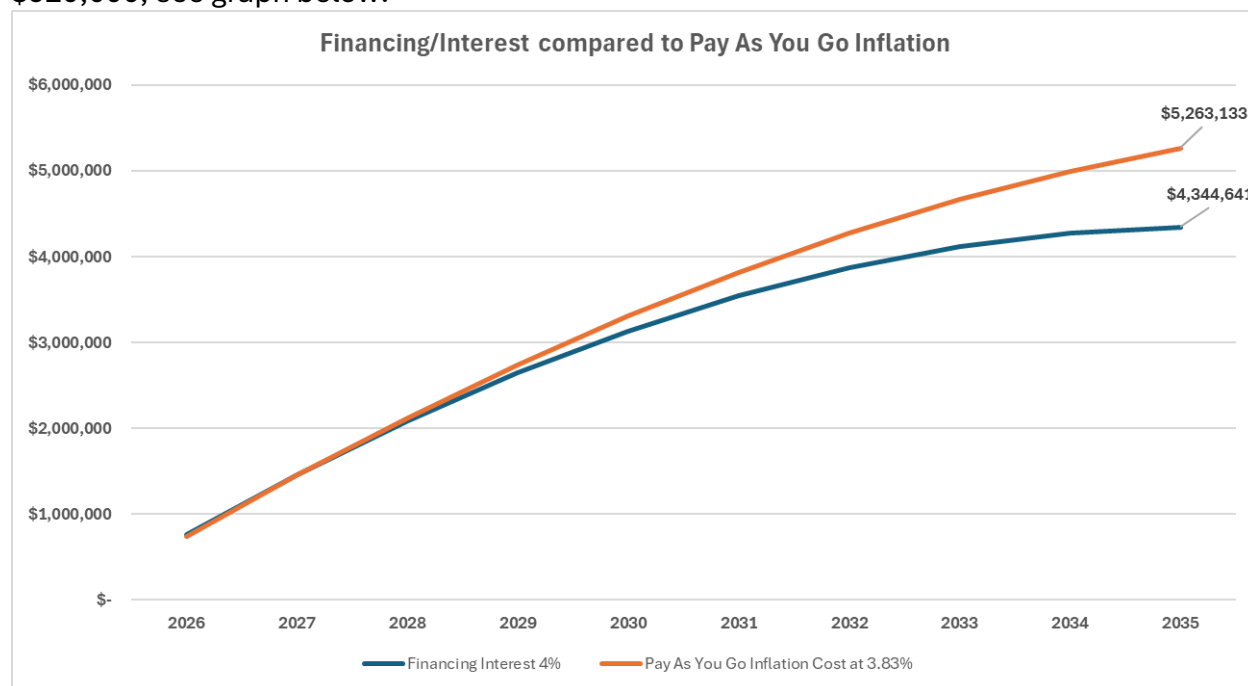
Cc: Charles Rudd <Charlesrudd@ctsfl.us>, Scott Young <syoung@tsfr.us>, Sheri Bohm <SBohm@ctsfl.us>, John Koulianos <jkoulianos@ctsfl.us>, Frank DiDonato <fdidonato@ctsfl.us>, David Banther <dbanther@ctsfl.us>, Mike Eisner <meisner@ctsfl.us>

Subject: RE: Interest on Financing

Commissioner,

I forgot to mention, I projected the cost of inflation if we did no financing and were doing approximately \$2M projects a year.

The cost of inflation exceeded the amount of interest if we did financing by approx. \$920,000, see graph below.



Capital Improvement Program

[illegible]

Capital Improvement Program

[illegible]

Golf Course Profit and Loss Projections
3/12/2025

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Total Gross Revenue	\$ 1,291,048	\$ 1,170,837	\$ 1,632,985	\$ 2,027,344	\$ 2,298,850	\$ 2,390,569	\$ 2,663,603	\$ 2,562,555	\$ 2,754,747	\$ 2,878,710	\$ 3,008,252	\$ 3,143,624
Operating Expenses	\$ 1,414,414	\$ 1,291,991	\$ 1,330,592	\$ 1,488,782	\$ 1,461,783	\$ 1,518,596	\$ 1,869,358	\$ 1,957,726	\$ 2,032,119	\$ 2,109,340	\$ 2,189,495	\$ 2,272,696
Operating Profit	\$ (123,366)	\$ (121,154)	\$ 302,393	\$ 538,562	\$ 837,067	\$ 871,973	\$ 794,245	\$ 604,829	\$ 722,627	\$ 769,370	\$ 818,758	\$ 870,928
CIP Outlays												
Engineering- Design Study						\$ 48,590						
New Clubhouse/Parking							\$ 446,000	\$ 4,300,000				
Tee Box Renovation					\$ 248,759							
Driving Range Expansion								\$ 100,000				
Bridges								\$ 200,000	\$ 200,000			
Misc Course/Fairway Impr										\$ 100,000	\$ 150,000	
Irrigation Control Boxes												
Total CIP Cost (Cash)				\$ -	\$ 297,349	\$ 446,000	\$ 200,000	\$ 300,000	\$ 100,000	\$ 100,000	\$ 150,000	
Debt Service												
Total Expenses	\$ 1,436,009	\$ 1,254,613	\$ 1,256,668	\$ 1,488,782	\$ 1,461,783	\$ 1,815,945	\$ 2,315,358	\$ 2,628,567	\$ 2,802,960	\$ 2,680,181	\$ 2,760,336	\$ 2,893,536
Net Operating Profit						\$ 574,624	\$ 348,245	\$ (66,011)	\$ (48,213)	\$ 198,530	\$ 247,917	\$ 250,087
INTEREST ON BALANCE						\$ 30,754	\$ 42,124	\$ 26,407	\$ 25,753	\$ 32,481	\$ 40,893	
Net Cash Balance					\$ 280,841	\$ 1,025,125	\$ 1,404,124	\$ 880,236	\$ 858,430	\$ 1,082,712	\$ 1,363,110	\$ 1,654,091
Rounds Played	39311	41894	55192	62363	65320	68000	63000	58000	58000	58000	58000	58000
Gross Revenue Per Round	\$ 32.84	\$ 27.95	\$ 29.59	\$ 32.51	\$ 35.19	\$ 35.16	\$ 42.28	\$ 44.18	\$ 47.50	\$ 49.63	\$ 51.87	\$ 54.20
Operating Expenses Per Round	\$ 22.45	\$ 20.51	\$ 21.12	\$ 23.63	\$ 23.20							

Year over Year Assumptions

Revenues	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Greens Fees	\$ 548,351	\$ 556,582	\$ 772,664	\$ 986,798	\$ 1,209,628							
Other Fees	\$ 43,054	\$ 44,954	\$ 63,214	\$ 67,931	\$ 70,422							
Rental Fee Income	\$ 420,993	\$ 443,916	\$ 602,488	\$ 669,952	\$ 716,312							
Food Beverage	\$ 95,252	\$ 75,833	\$ 122,997	\$ 161,403	\$ 204,472							
Pro Shop	\$ 48,039	\$ 49,222	\$ 69,493	\$ 83,265	\$ 82,626							
Miscellaneous/FEMA	\$ 133,534	\$ 330	\$ 2,129	\$ 137,977	\$ 15,390							
Posting Correction												
Total Revenue	\$ 1,289,223	\$ 1,170,837	\$ 1,632,985	\$ 2,107,326	\$ 2,298,850	\$ 2,300,000	\$ 2,663,603	\$ 2,562,555	\$ 2,754,747	\$ 2,878,710	\$ 3,008,252	\$ 3,143,624
Revenue per Round	\$ 32.80	\$ 27.95	\$ 29.59	\$ 33.79	\$ 35.19	\$ 33.82	\$ 42.28	\$ 44.18	\$ 47.50	\$ 49.63	\$ 51.87	\$ 54.20
Expenses	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Personnel Services	\$ 391,194	\$ 399,470	\$ 403,375	\$ 441,255	\$ 486,531							
Contractual Services	\$ 771,142	\$ 650,377	\$ 633,433	\$ 794,048	\$ 662,274							
Supplies	\$ 156,711	\$ 147,745	\$ 162,555	\$ 193,537	\$ 226,313							
Repairs & Maintenance	\$ 10,226	\$ 10,471	\$ 14,082	\$ 12,140	\$ 31,616							
Utilities	\$ 43,849	\$ 46,550	\$ 43,223	\$ 47,802	\$ 55,049							
Transfers	\$ 62,887	\$ -	\$ -	\$ -								
Total Expenses	\$ 1,436,009	\$ 1,254,613	\$ 1,256,668	\$ 1,488,782	\$ 1,461,783	\$ 1,445,015	\$ 1,869,358	\$ 1,957,726	\$ 2,032,119	\$ 2,109,340	\$ 2,189,495	\$ 2,272,696

Budgeted 97% budget

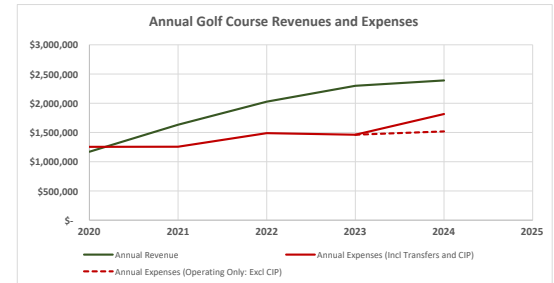
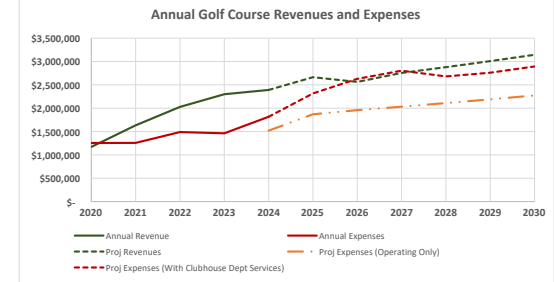
Year over Year Assumptions- Increases

Revenues	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Greens Fees		1.5%	38.8%	27.7%	22.6%							
Other Fees		4.4%	40.6%	7.5%	3.7%							
Rental Fee Income		5.4%	35.7%	11.2%	6.9%							
Food Beverage		-20.4%	62.2%	31.2%	26.7%							
Pro Shop		2.5%	41.2%	19.8%	-0.8%							
Miscellaneous/FEMA												
Posting Correction												
Total Revenue	\$ -	-9.2%	39.5%	29.0%	9.1%	0%	0%	0%	0%	0%	0%	0%
Revenue per Round							25.0%	4.5%	7.5%	4.5%	4.5%	4.5%
Expenses	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Personnel Services		2.1%	1.0%	9.4%	10.3%							
Contractual Services		-15.7%	-2.6%	25.4%	-16.6%							
Supplies		-5.7%	10.0%	19.1%	16.9%							
Repairs & Maintenance		2.4%	34.5%	-13.8%	160.4%							
Utilities		6.2%	-7.1%	10.6%	15.2%							
Transfers	\$ -	\$ -	\$ -	\$ -								
Total Expenses		-13%	0%	18%	-2%		4%	4%	4%	4%	4%	4%

Assumptions

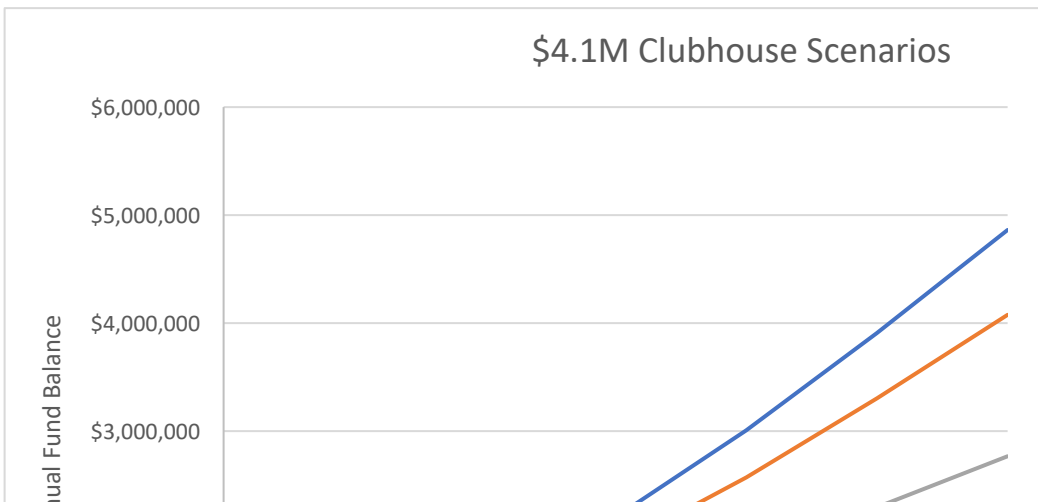
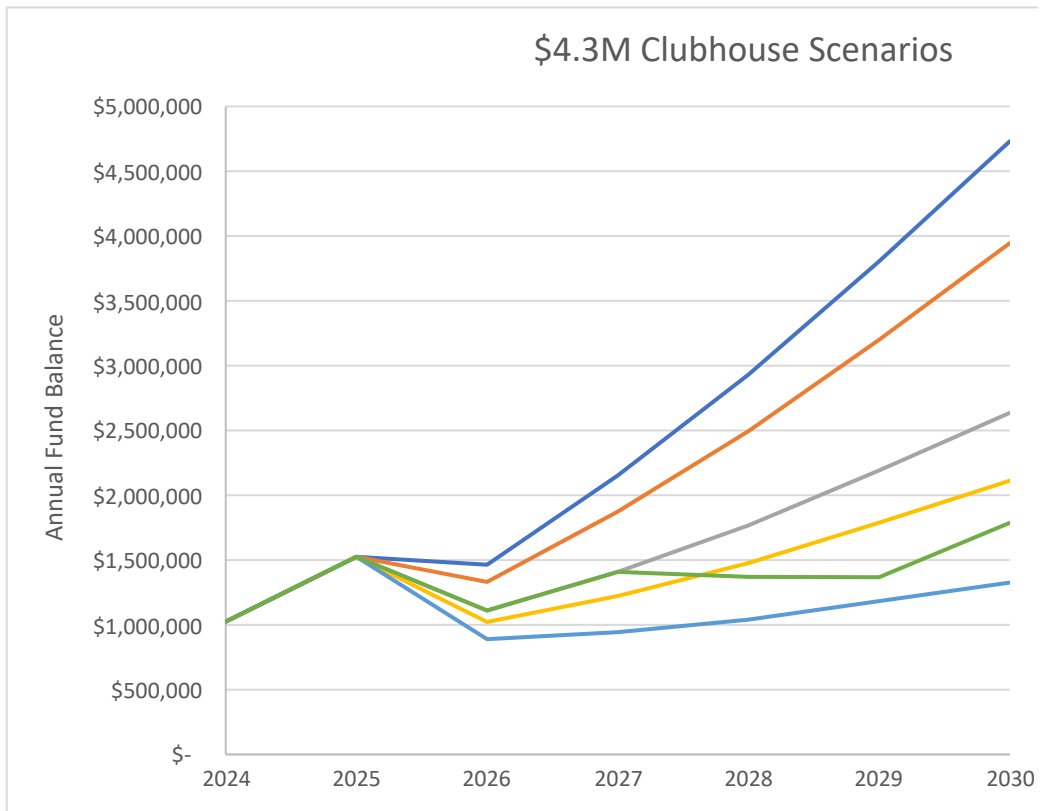
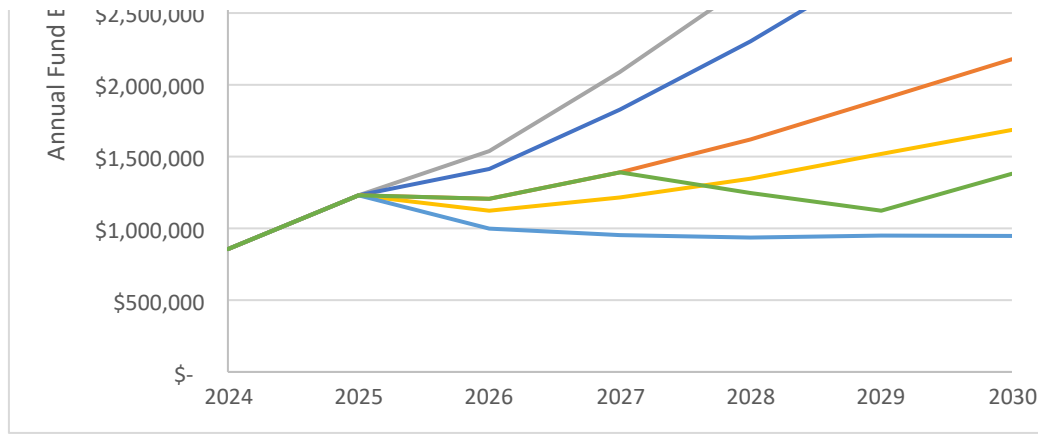
Rounds/yr	Operations Inc/yr	Future Rate Incr	FY27 Rev Inc	Interest on Balance
58000	3.8%	4.5%	3.0%	\$ 76,877

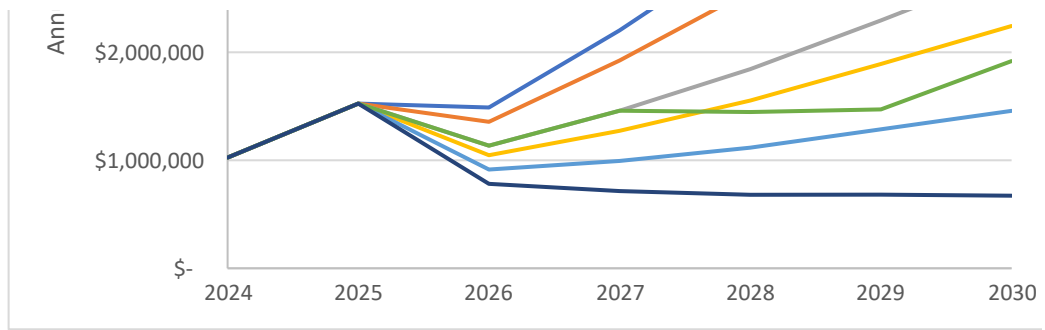
Clubhouse	Cash Funding	Loan Amount	Interest	Term (yrs)	Annual Debt Service
\$ 4,300,000	\$ 500,000	\$ 3,800,000	4.1%	10	(\$470,840.78)



Cash Balance	FY24	FY25	FY26
65000 Rounds, \$3.3M	\$ 855,465	\$ 1,230,300	\$ 1,413,708
60000 Rounds, \$3.3M	\$ 855,465	\$ 1,230,300	\$ 1,206,053
68000 Rounds, \$3.3M	\$ 855,465	\$ 1,230,300	\$ 1,538,302
58000 Rounds, \$3.3M	\$ 855,465	\$ 1,230,300	\$ 1,122,991
55000 Rounds, \$3.3M	\$ 855,465	\$ 1,230,300	\$ 998,398
60000 Rounds, \$3.3M, 2 Bad Years	\$ 855,465	\$ 1,230,300	\$ 1,206,053
68000 Rounds, \$3.8M	\$ 855,465	\$ 1,230,300	\$ 1,476,349
65000 Rounds, \$3.8M	\$ 855,465	\$ 1,230,300	\$ 1,351,756
60000 Rounds, \$3.8M	\$ 855,465	\$ 1,230,300	\$ 1,144,100
58000 Rounds, \$3.8M	\$ 855,465	\$ 1,230,300	\$ 1,061,038
55000 Rounds, \$3.8M	\$ 855,465	\$ 1,230,300	\$ 936,445
60000 Rounds, \$3.8M, 2 Bad Years	\$ 855,465	\$ 1,230,300	\$ 1,144,100
68000 Rounds, \$4.1M	\$ 1,025,125	\$ 1,525,124	\$ 1,488,799
65000 Rounds, \$4.1M	\$ 1,025,125	\$ 1,525,124	\$ 1,356,253
60000 Rounds, \$4.1M	\$ 1,025,125	\$ 1,525,124	\$ 1,135,343
58000 Rounds, \$4.1M	\$ 1,025,125	\$ 1,525,124	\$ 1,046,979
55000 Rounds, \$4.1M	\$ 1,025,125	\$ 1,525,124	\$ 914,433
60000 Rounds, \$4.1M, 2 Bad Years	\$ 1,025,125	\$ 1,525,124	\$ 1,135,343
52000 Rounds, \$4.1M	\$ 1,025,125	\$ 1,525,124	\$ 781,887
68000 Rounds, \$4.3M	\$ 1,025,125	\$ 1,525,124	\$ 1,464,018
65000 Rounds, \$4.3M	\$ 1,025,125	\$ 1,525,124	\$ 1,331,472
60000 Rounds, \$4.3M	\$ 1,025,125	\$ 1,525,124	\$ 1,110,562
58000 Rounds, \$4.3M	\$ 1,025,125	\$ 1,525,124	\$ 1,022,198
55000 Rounds, \$4.3M	\$ 1,025,125	\$ 1,525,124	\$ 889,652
60000 Rounds, \$4.3M, 2 Bad Years	\$ 1,025,125	\$ 1,525,124	\$ 1,110,562
52000 Rounds, \$4.3M	\$ 1,025,125	\$ 1,525,124	\$ 757,106
Worst Case, 50000 Rounds, No Clubhouse, 2% Inci	\$ 855,465	\$ 1,230,300	\$ 1,149,952
60000 Rounds, \$3.8M, 2% Increases	\$ 855,465	\$ 1,230,300	\$ 1,084,486
60000 Rounds, \$3.3M, 2% Increases	\$ 855,465	\$ 1,230,300	\$ 1,146,439
58000 Rounds, \$3.3M, No New Clubhouse Rev	\$ 855,465	\$ 1,230,300	\$ 1,122,991
58000 Rounds, \$3.8M, No New Clubhouse Rev	\$ 855,465	\$ 1,230,300	\$ 1,061,038
60000 Rounds, \$3.8M, No New Clubhouse Rev, 2 f	\$ 855,465	\$ 1,230,300	\$ 1,144,100







2027

2028

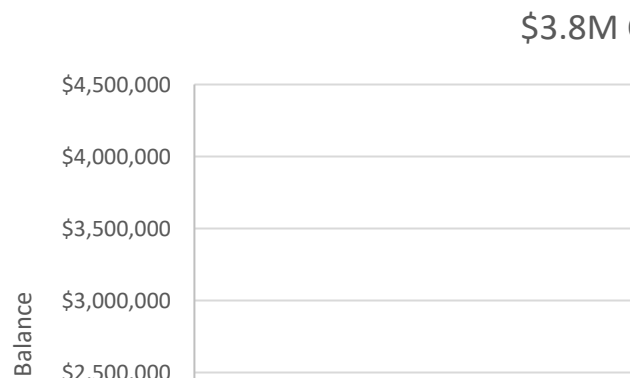
2029

2030

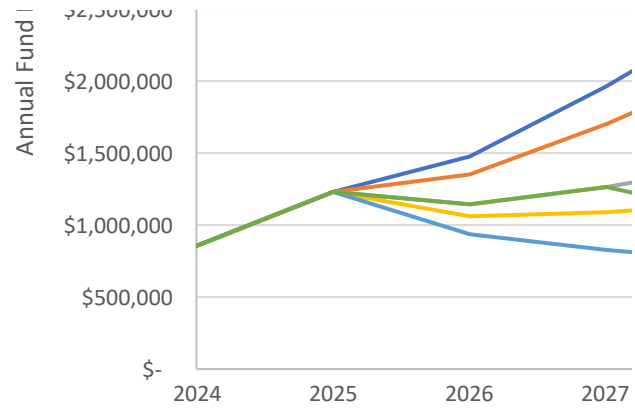
Scenario

	FY27	FY28	FY29	FY30	Rounds/yr
\$	1,827,317	\$ 2,303,048	\$ 2,845,405	\$ 3,409,164	65000
\$	1,390,203	\$ 1,619,545	\$ 1,897,625	\$ 2,178,209	60000
\$	2,089,586	\$ 2,713,149	\$ 3,414,073	\$ 4,147,737	68000
\$	1,215,357	\$ 1,346,144	\$ 1,518,513	\$ 1,685,827	58000
\$	953,088	\$ 936,042	\$ 949,845	\$ 947,253	55000
\$	1,390,203	\$ 1,246,305	\$ 1,123,152	\$ 1,380,502	60000
\$	1,963,822	\$ 2,521,660	\$ 3,154,886	\$ 3,818,822	68000
\$	1,701,553	\$ 2,111,558	\$ 2,586,218	\$ 3,080,249	65000
\$	1,264,439	\$ 1,428,055	\$ 1,638,438	\$ 1,849,293	60000
\$	1,089,593	\$ 1,154,654	\$ 1,259,326	\$ 1,356,911	58000
\$	827,324	\$ 744,552	\$ 690,658	\$ 618,338	55000
\$	1,264,439	\$ 1,054,815	\$ 863,965	\$ 1,051,587	60000
\$	2,202,978	\$ 3,007,382	\$ 3,908,350	\$ 4,862,593	68000
\$	1,923,969	\$ 2,571,104	\$ 3,303,384	\$ 4,076,877	65000
\$	1,458,953	\$ 1,843,973	\$ 2,295,107	\$ 2,767,350	60000
\$	1,272,947	\$ 1,553,121	\$ 1,891,796	\$ 2,243,539	58000
\$	993,938	\$ 1,116,843	\$ 1,286,830	\$ 1,457,823	55000
\$	1,458,953	\$ 1,446,910	\$ 1,471,200	\$ 1,918,726	60000
\$	714,929	\$ 680,564	\$ 681,865	\$ 672,107	52000
\$	2,152,672	\$ 2,930,786	\$ 3,804,675	\$ 4,731,027	68000
\$	1,873,663	\$ 2,494,508	\$ 3,199,709	\$ 3,945,311	65000
\$	1,408,648	\$ 1,767,377	\$ 2,191,432	\$ 2,635,784	60000
\$	1,222,642	\$ 1,476,525	\$ 1,788,122	\$ 2,111,973	58000
\$	943,632	\$ 1,040,247	\$ 1,183,156	\$ 1,326,257	55000
\$	1,408,648	\$ 1,370,314	\$ 1,367,525	\$ 1,787,160	60000
\$	664,623	\$ 603,968	\$ 578,190	\$ 540,541	52000
\$	1,190,772	\$ 1,194,505	\$ 1,157,654	\$ 1,026,507	50000
\$	1,078,145	\$ 1,041,815	\$ 972,383	\$ 816,533	60000
\$	1,203,909	\$ 1,233,304	\$ 1,231,570	\$ 1,145,448	60000
\$	1,143,093	\$ 1,196,196	\$ 1,285,152	\$ 1,363,000	58000
\$	1,017,329	\$ 1,004,706	\$ 1,025,965	\$ 1,034,085	58000
\$	1,189,683	\$ 910,113	\$ 644,171	\$ 739,890	60000

— 68000 Rounds, \$3.3M
— 65000 Rounds, \$3.3M



- 60000 Rounds, \$3.3M
- 58000 Rounds, \$3.3M
- 55000 Rounds, \$3.3M
- 60000 Rounds, \$3.3M, 2 Bad Years



- 68000 Rounds, \$4.3M
- 65000 Rounds, \$4.3M
- 60000 Rounds, \$4.3M
- 58000 Rounds, \$4.3M
- 55000 Rounds, \$4.3M
- 60000 Rounds, \$4.3M, 2 Bad Years



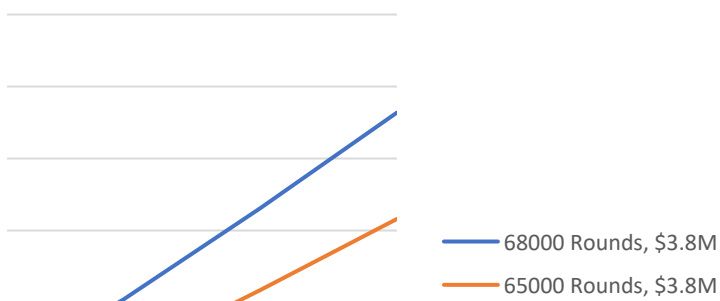
- 68000 Rounds, \$4.1M
- 65000 Rounds, \$4.1M
- 60000 Rounds, \$4.1M
- 58000 Rounds, \$4.1M
- 55000 Rounds, \$4.1M

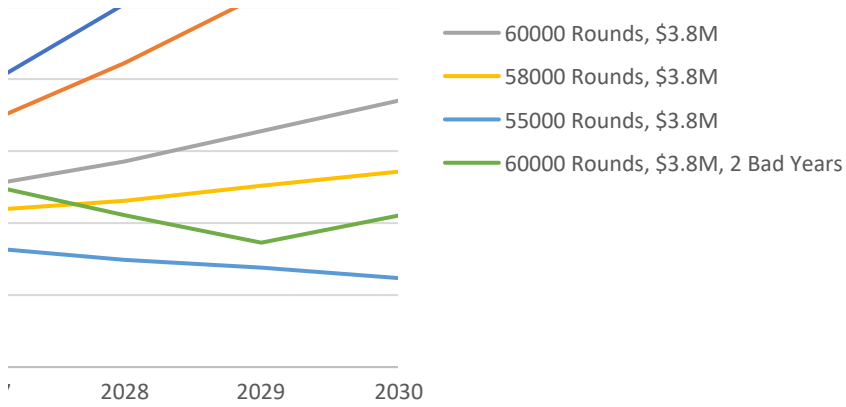
60000 Rounds, \$4.1M, 2 Bad Years

52000 Rounds, \$4.1M

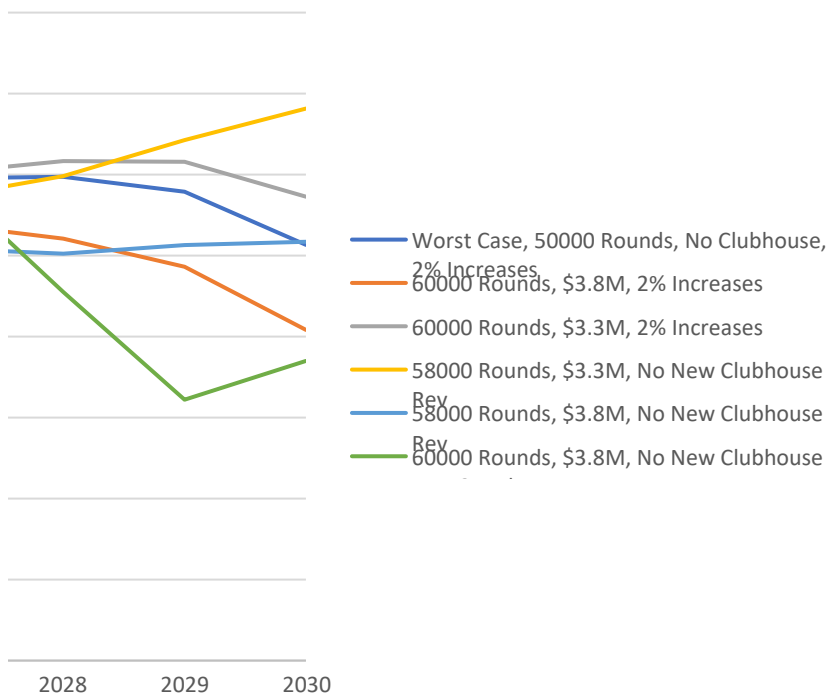
				Interest			
Operation	Future	FY27 Rev		on	Cash	Loan	
s Inc/yr	Rate Incr	Inc		Balance	Clubhouse Funding	Amount	
3.8%	4.5%	3.0%		3.0%	3300000	0	3300000
3.8%	4.5%	3.0%		3.0%	3300000	0	3300000
3.8%	4.5%	3.0%		3.0%	3300000	0	3300000
3.8%	4.5%	3.0%		3.0%	3300000	0	3300000
3.8%	4.5%	3.0%		3.0%	3300000	0	3300000
3.8%	4.5%	3.0%		3.0%	3300000	0	3300000
3.8%	4.5%	3.0%		3.0%	3800000	0	3800000
3.8%	4.5%	3.0%		3.0%	3800000	0	3800000
3.8%	4.5%	3.0%		3.0%	3800000	0	3800000
3.8%	4.5%	3.0%		3.0%	3800000	0	3800000
3.8%	4.5%	3.0%		3.0%	3800000	0	3800000
3.8%	4.5%	3.0%		3.0%	3800000	0	3800000
3.8%	4.5%	3.0%		3.0%	4100000	500000	3600000
3.8%	4.5%	3.0%		3.0%	4100000	500000	3600000
3.8%	4.5%	3.0%		3.0%	4100000	500000	3600000
3.8%	4.5%	3.0%		3.0%	4100000	500000	3600000
3.8%	4.5%	3.0%		3.0%	4100000	500000	3600000
3.8%	4.5%	3.0%		3.0%	4100000	500000	3600000
3.8%	4.5%	3.0%		3.0%	4300000	500000	
3.8%	4.5%	3.0%		3.0%	4300000	500000	
3.8%	4.5%	3.0%		3.0%	4300000	500000	
3.8%	4.5%	3.0%		3.0%	4300000	500000	
3.8%	4.5%	3.0%		3.0%	4300000	500000	
3.8%	4.5%	3.0%		3.0%	4300000	500000	
3.8%	4.5%	3.0%	\$ 68,924	3.0%			
3.8%	2.0%	3.0%		3.0%	0	0	0
3.8%	2.0%	3.0%		3.0%	3800000	0	3800000
3.8%	2.0%	3.0%		3.0%	3300000	0	3300000
3.8%	4.5%	0.0%	\$ -	3.0%	3300000	0	3300000
3.8%	4.5%	0.0%	\$ -	3.0%	3800000	0	3800000
3.8%	4.5%	0.0%	\$ -	3.0%	3800000	0	3800000

Clubhouse Scenarios





Clubhouse Scenarios



Notes

52k rounds in FY28&29

52k rounds in FY28&29

52k rounds in FY28&29

52k rounds in FY28&29

No Clubhouse, 2% Rate increases

ORDINANCE NO. 2023-12

AN ORDINANCE PROVIDING FOR, APPROVING, AND FIXING THE BUDGET; SETTING THE MILLAGE LEVY AT 8.5914; ALLOWING FOR GENERAL OPERATIONS OF THE CITY AND ITS VARIOUS DEPARTMENTS; APPROVING AND FIXING BUDGETS FOR SPECIAL FUNDS AND DEBT SERVICE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024.

BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF CRESCENT CITY, FLORIDA:

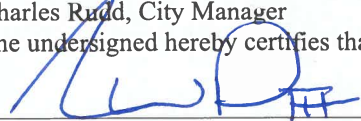
SECTION 1 – The City Commission of the City of Crescent City, Florida, does hereby make the following appropriation, and set the millage levy at 8.5914 per \$1,000 for the fiscal year starting October 1, 2023, and ending September 30, 2024, inclusive for its several departments as follows:

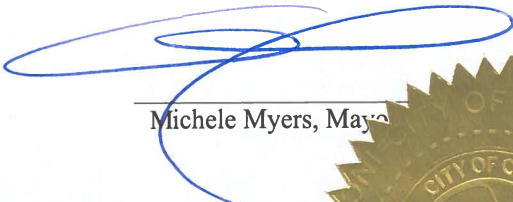
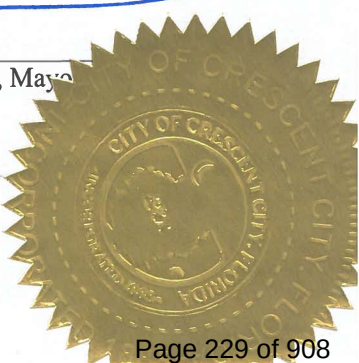
BUDGET SUMMARY CITY OF CRESCENT CITY - FISCAL YEAR 2023-2024									
ESTIMATED REVENUES		GENERAL FUND	SOLID WASTE FUND	GAS FUND	WATER FUND	SEWER FUND	BETTER PLACE PLAN FUND	CRA FUND	TOTAL ALL FUNDS
Taxes:	Millage per \$1000								
Current & Del. Ad Valorem Tax	8.5914	\$942,074							\$942,074
Local Option Gas Taxes		\$60,000							\$60,000
Gas Sales Non-Tax Res.				\$502,000					\$502,000
Gas Sales Tax Commercial				\$170,000					\$170,000
Gas Sales Non-Tax Commercial				\$58,000					\$58,000
Electricity Franchise		\$120,000							\$120,000
Garbage Franchise		\$30,000							\$30,000
Utility Service Tax		\$242,000							\$242,000
Licenses and Permits		\$7,500							\$7,500
State Shared Revenue		\$179,400							\$179,400
Lieu of Taxes		\$5,000							\$5,000
Other General Government		\$9,000						\$282,310	\$291,310
Interest Income		\$33,00							\$33,000
Rent & Leases		\$35,200							\$35,200
Sales of Surplus Material		\$3,500							\$3,500
Other Revenues		\$93,900		\$4,500		\$2,000			\$100,400
Grant & Loan Proceeds				\$7,300,000	\$3,850,000				\$11,150,000
Charges			\$168,480	\$29,000	\$449,500	\$496,000	\$221,189		\$1,195,689
Carry Over							\$399,833	\$165,826	\$565,659
TOTAL OPERATING REVENUE		\$1,760,574		\$8,064,400	\$4,299,500	\$498,000	\$621,022	\$488,136	\$15,731,632
Transfers-In		\$432,672							\$432,672
Reserves									\$0
TOTAL REVENUES, TRANSFERS & BALANCES		\$2,193,246	\$168,480	\$8,064,400	\$4,299,500	\$498,000	\$621,022	\$488,136	\$16,164,304
EXPENDITURES									
Finance & Administration		\$498,325							\$498,325
City Commission		\$66,627							\$66,627
Fire Control		\$160,250							\$160,250
Law Enforcement		\$494,825							\$494,825
Legal Counsel		\$50,000							\$50,000
Utility Billing/Customer Service		\$257,100							\$257,100
Planning & Zoning		\$45,000							\$45,000
Other General Government		\$84,745	\$154,708						\$84,745
Code Enforcement Operations		\$45,300							\$45,300
Street Department		\$252,800							\$252,800
Parks & Recreation		\$100,390							\$100,390
Gas Utility				\$7,651,850					\$7,651,850
Water Utility					\$4,166,700				\$4,166,700
Sewer Utility						\$294,050			\$294,050
Better Place Plan							\$621,022		\$621,022
CRA								\$420,186	\$420,186
Redemption of Long-Term Debt									
TOTAL EXPENDITURES		\$2,055,362	\$154,708	\$7,651,850	\$4,166,700	\$294,050	\$621,022	\$420,186	\$15,209,170
Transfers-Out		\$137,884	\$13,772	\$113,100	\$132,800	\$145,000	\$0	\$27,950	\$556,734
Fund Balances/Reserves/Net Assets		\$1,596,180		\$299,450		\$58,950	\$0	\$0	\$1,596,180
TOTAL APPROPRIATED EXPENDITURES		\$3,789,426	\$168,480	\$8,064,400	\$4,299,500	\$498,000	\$621,022	\$488,136	\$17,402,084
TRANSFERS, RESERVES & NET ASSETS									
The tentative, adopted, and/or final budgets are on file in the office of the above-referenced taxing authority as public record.									

SECTION 2 – All Ordinances or parts of Ordinances in conflict herewith are hereby repealed and this Ordinance in conflict herewith are hereby repealed and this Ordinance shall take effect as provided for by law.

FIRST READING: approved on this 14th day of September 2023
ADOPTED ON SECOND READING on this 28th day of September 2023

ATTEST

Charles Rudd, City Manager
The undersigned hereby certifies that the foregoing ordinance meets the requirements of law and form.

Robert W. Pickens III, City Attorney


Michele Myers, Mayor


ORDINANCE NO. 21-06

AN ORDINANCE PROVIDING FOR, APPROVING AND FIXING THE BUDGET; SETTING THE MILLAGE LEVY AT 8.5914; ALLOWING FOR GENERAL OPERATIONS OF THE CITY AND ITS VARIOUS DEPARTMENTS; APPROVING AND FIXING BUDGETS FOR SPECIAL FUNDS AND DEBT SERVICE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022.

BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF CRESCENT CITY, FLORIDA:

SECTION 1 – The City Commission of the City of Crescent City, Florida, does hereby make the following appropriation, and set the millage levy at 8.5914 per \$1,000 for the fiscal year starting October 1, 2021, and ending September 30, 2022, inclusive for its several departments as follows:

BUDGET SUMMARY								
Millage Per \$1,000								
General Fund: 8.5914								
Voted Debt: 0								
		General Government	Gas	Water	Sewer	Better Place Plan	CRA	Total Budget
Cash Balance Forward		\$-	\$-	\$-	\$-	\$-	\$-	\$-
ESTIMATED REVENUES	Millage							
	8.5914							
Current & Del. Ad Vel. Tax		\$678,182.00						\$678,182.00
Local Option Gas Taxes		\$79,000.00						\$79,000.00
Gas Sales Non-Tax Res.			\$406,440.00					\$406,440.00
Gas Sales Tax Commercial			\$117,200.00					\$117,200.00
Gas Sales Non-Tax Com.			\$45,000.00					\$45,000.00
Electricity Franchise		\$106,000.00						\$106,000.00
Garbage Franchise		\$22,000.00						\$22,000.00
Utility Service Tax		\$232,500.00						\$232,500.00
Licenses and permits		\$11,546.00						\$11,546.00
State Shared Revenue		\$150,800.00						\$150,800.00
Lieu of Taxes		\$5,000.00						\$5,000.00
Other General Gov't		\$2,400.00					\$156,611.21	\$159,011.21
Interest Income		\$7,000.00				400		\$7,400.00
Rent & Leases		\$35,200.00						\$35,200.00
Sales of surplus Material		\$3,500.00						\$3,500.00
Other revenues		\$72,529.00	\$900.00	\$6,400.00				\$79,829.00
Charges		\$0.00	\$32,000.00	\$470,000.00	\$469,500.00	\$130,400		\$1,101,900.00
Carry Over						\$381,800	\$262,667.79	\$644,467.79
TOTAL OP. REVENUE		\$1,405,657.00	\$601,540.00	\$476,400.00	\$469,500.00	\$512,600	\$419,279.00	\$3,884,976.00
NON-REVENUE Trans		\$424,995.00						\$424,995.00
Reserves		\$69,227.99						\$69,227.99
TOTAL ESTIMATED REVENUES AND TRANSFERS		\$1,899,879.99	\$601,540.00	\$476,400.00	\$469,500.00	\$512,600	\$419,279.00	\$4,379,198.99

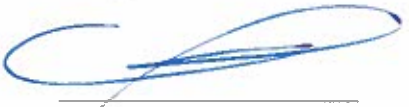
EXPENDITURES								
Finance & Administrations		\$402,602.38						\$402,602.38
City Commissioners		\$58,227.31						\$58,227.31
Fire Control		\$117,280.56						\$117,280.56
Law Enforcement		\$494,825.00						\$494,825.00
Legal Counsel		\$50,000.00						\$50,000.00
Utility Billing/Customer Service		\$224,533.37						\$224,533.37
Planning & Zoning		\$25,500.00						\$25,500.00
Other General Gov't		\$161,802.02						\$161,802.02
Code Enforcement Operations		\$27,049.14						\$27,049.14
Street Department		\$272,733.52						\$272,733.52
Parks & Recreation		\$65,326.69						\$65,326.69
Gas Utility			\$601,540.00					\$601,540.00
Water Utility				\$476,400.00				\$476,400.00
Sewer Utility					\$469,500.00			\$469,500.00
Better Place Plan						\$512,600		\$512,600.00
CRA							\$419,279.00	\$419,279.00
TOTAL EXPENDITURES AND TRANSFERS		\$1,899,879.99	\$601,540.00	\$476,400.00	\$469,500.00	\$512,600	\$419,279.00	\$4,379,198.99

SECTION 2 – All Ordinances or parts of Ordinances in conflict herewith are hereby repealed and this Ordinance in conflict herewith are hereby repealed and this Ordinance shall take effect as provided for by law

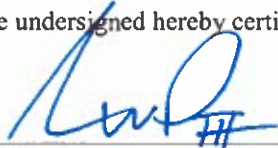
FIRST READING: September 9, 2021
ADOPTED ON SECOND READING: September 23, 2021

ATTEST


 Charles Rudd, City Manager


 Michele Myers, Mayor

The undersigned hereby certifies that the foregoing ordinance meets the requirements of law and form


 Robert W. Pickens III, City Attorney



RESOLUTION NO 2008-60

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPONS SPRINGS ADOPTING A FUND BALANCE / NET ASSET POLICY AND A DEBT MANAGEMENT POLICY IN CONNECTION WITH THE BOND FINANCING OF THE CITY'S ALTERNATE WATER SUPPLY TREATMENT PLANT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tarpon Springs is financing the construction of the Alternate Water Supply Treatment Plant through the issuance of bonds; and

WHEREAS, it has been suggested by the City's accountants that that it is in the best interest of the City when securing bond financing to have adopted formal policies regarding fund balance reserves and debt management;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA:

Section 1. The Board of Commissioners adopts the policy attached to this resolution as Exhibit "A" as the City's fund balance / net asset policy and the policy attached to this resolution as Exhibit "B" as the City's debt management policy.

Section 2. This Resolution shall become effective immediately upon final passage and adoption.

PASSED and ADOPTED this 16th day of December 2008.

Beverley Billiris
BEVERLEY BILLIRIS, MAYOR

Peter S. Dalacos
PETER S. DALACOS, COMMISSIONER

Robin Saenger
ROBIN SAENGER, VICE-MAYOR

Chris Alahouzos
CHRIS ALAHOUZOS, COMMISSIONER

Susan Slattery
SUSAN SLATTERY, COMMISSIONER

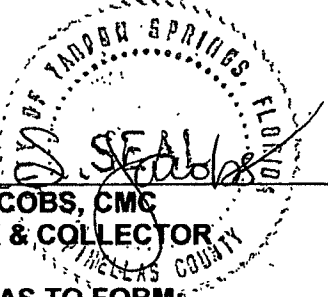
MOTION BY: COMMISSIONER ALAHOUZOS
SECOND BY: COMMISSIONER SAENGER

VOTE ON MOTION

COMMISSIONER SLATTERY	<u>Yes</u>
COMMISSIONER ALAHOUZOS	<u>Yes</u>
VICE-MAYOR SAENGER	<u>Yes</u>
COMMISSIONER DALACOS	<u>Yes</u>
MAYOR BILLIRIS	<u>Yes</u>

ATTEST:

Irene S. Jacobs
IRENE S. JACOBS, CMC
CITY CLERK & COLLECTOR
APPROVED AS TO FORM:



James Yacavone III
JAMES YACAVONE, III
CITY ATTORNEY



FUND BALANCE / NET ASSET POLICY

I. PURPOSE

To establish a fund balance / net assets policy tailored to the needs of the City to insure against unanticipated events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. This policy will ensure the City maintains adequate fund balance / net assets and reserves in the City's various operating funds to provide the capacity to: (1) provide sufficient cash flow for daily financial needs, (2) secure and maintain investment grade bond ratings, (3) offset significant economic downturns and revenue shortfalls, and (4) provide funds for unforeseen expenditures related to emergencies.

II. POLICY

The City will maintain reservations of Fund Balance / Net Assets in the General Fund and proprietary funds of the City. The City shall retain the minimum requirement for each fund listed below.

A. General Fund There shall be a reservation (unrestricted / undesignated) of fund balance equal to 20% of the current fiscal year operating expenditure and transfers out budgeted for the fund. For the purposes of the calculation, the current fiscal year budget shall be the budget as originally adopted by resolution on or before September 30th for the subsequent fiscal year. The reserve shall be in addition to all other reserves or designations of the fund balance, including but not limited to reserves for encumbrances, donations, advances to other funds, designations for compensated absences, insurance, disaster reserve, and the tree bank. In any fiscal year where the City is unable to fund the reservation of fund balance as required in this section, the City shall not budget any amount of unappropriated fund balance for the purpose of balancing the budget.

B. Enterprise Funds The City maintains a Sanitation Fund, a Water and Sewer Fund, a Storm Water Fund, a Marina Fund and a Golf Course Fund. With the exclusion of the Marina and Golf Course Funds the City shall maintain a balance of unrestricted net assets equal to 25% operating expenses and transfers out of the current fiscal year budget for that fund. For the purposes of this calculation, the current year shall be the budget as originally adopted by resolution on or before September 30th for the subsequent fiscal

year. The unrestricted amount shall be in addition to all other required restrictions of Net Assets including but limited to amounts restricted for debt service and/or amounts restricted for renewal and replacement of long lived assets.

- III. **Utilization of Surplus Reserves** In the event that the unreserved / undesignated fund balance or unrestricted net assets exceed the amounts set forth above, the excess may be utilized for any lawful purpose. Nevertheless, it is recommended that priority be given to utilizing the excess within the fund in which it was generated. It may also be used for one-time costs including the establishment of or increase in legitimate reservations or designations of fund balance or restrictions of net assets.
- IV. **Replenishment of Reserve Deficits** If, at the end of any fiscal year, the actual amount of unreserved / undesignated fund balance or unrestricted net assets falls below the required fund levels set forth herein, the City Manager shall prepare and submit a plan for expenditure or expense reductions and / or revenue increases to the City Commission. As a part of the annual budget review, the City Commission shall review and, if necessary, amend the plan submitted by the City Manager for restoring the amounts of unreserved/ undesignated fund balance or unrestricted net assets to the required levels. Any deficit in the required amount must be restored no later than the end of the second fiscal year following the occurrence.
- V. **Annual Review** Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process.



CITY OF TARPON SPRINGS DEBT MANAGEMENT POLICY

I. Purpose

The purpose of the City of Tarpon Springs debt management policy is to manage the issuance of the City's debt obligations and maintain the City's ability to incur debt and other long term obligations at favorable interest rates for capital improvements, facilities and equipment beneficial to the City and necessary for essential services.

II. Comprehensive Capital Planning and Financing System

The City plans long and short-term debt issuance to finance its capital improvement program based on its cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The Director of Finance oversees and coordinates the timing and issuance process.

III. Authority to Issue Bonds

The City of Tarpon Springs Charter Section 3, Limitation of Powers, requires a referendum ratified by a majority of the electorate before any contract is executed by the City for a period greater than 10 years. This limitation does not apply to the issuance of industrial revenue bonds or other revenue bonds which refinance no more than the remaining principal balance of such bonds then outstanding, together with the cost of accumulated interest and the reasonable cost of refinancing.

IV. Criteria

The City will issue debt only for the purposes of acquiring or constructing capital improvements, and for making major renovations to existing capital improvements, for the good of the public. Exceptions to this rule will be considered on a case-by-case basis to determine if the contemplated debt is in the best interest of the City.

Before issuing any new debt the City will consider the following factors:

- Global, national and local financial environment
- Current interest rates
- Expected interest rate changes
- Robustness of local and broad economy
- Cash position
- Current debt position
- Availability of funds to repay
- Flexibility to cover future needs
- Urgency of current capital needs

V. Limitations on Indebtedness

The City will maintain a conservative debt position based on the criteria listed above. Pay-as-you-go and replacement programs will be utilized whenever feasible to avoid financing costs. Debt will be issued only if the benefits outweigh the costs of the debt.

VI. Types of Debt

Long Term Debt:

Depending on the specific circumstances, the City may use the following types of long-term financing instruments:

- A. General Obligation Bonds: The City may issue bonds payable from ad valorem taxes when approved by vote of the majority of the electorate.
- B. Revenue Bonds: The City may issue bonds secured by a specific revenue stream other than ad valorem taxes for a period of ten years, or less without voter approval. Revenue bonds issued for periods greater than ten years must be approved at a referendum by a majority of the electorate.
- C. Master Lease Agreements: The City may enter into a lease agreement with a provider or bank to lease equipment. The terms of the lease should coincide with the life of the equipment to be leased and a tax-

exempt rate shall be sought. The City will strive to obtain the lowest rate possible using competitive bidding or current market analysis.

- D. Pooled Financing: If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or other organizations on either a long-term or short-term basis.

Short-Term / Interim Debt:

Short-term / interim debt obligations may be issued in anticipation of particular revenues such as taxes or grants, and such revenue may be pledged for repayment of the debt issuance. Short-term / interim debt may also be issued to finance projects or portions of projects for which the City ultimately intends to issue long-term debt. Under certain other circumstances, short-term / interim obligations may be warranted upon the recommendation of the Director of Finance and/or Financial Advisor.

Short term / Interim financing may be appropriate when long-term interest rates are expected to decline in the future or it is part of a long term plan of finance. In addition, some forms of short-term / interim obligations can be obtained quicker than long-term obligations and thus can be used in urgent situations until long-term financing can be obtained. Short-term / interim obligations include:

- A. Line of Credit: The City may establish a tax-exempt line of credit with a financial institution or other provider. Draws shall be made on the line of credit when the need for financing is so urgent that time does not permit the issuance of long-term debt, the need for financing is so small that the total cost of issuance of long-term debt would be prohibitive or it is part of a long term plan of finance.
- B. Pooled Financing: If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or organizations on either a long-term or short-term basis.
- C. Interfund Borrowing: Interfund borrowing, short-term / interim cash lending from one fund to another fund, shall be discouraged. However, the use of this type of interim financing may be considered if it is in the City's best interest to do so as determined by the Director of Finance.
- D. Internal Interim Financing: Should the City desire to issue bonds for large capital projects, the City can, upon passage of an intent-to-issue resolution, use non-restricted reserve funds as interim financing to pay a portion of project costs that will then be paid back with bond proceeds. This type of financing will be reviewed by Bond Counsel to ensure the City is in compliance with applicable federal tax rules.

- E. Other types: The City may consider the use of Tax Anticipation Notes, Bond Anticipation Notes, Revenue Anticipation Notes, or other such structured borrowings if it is in the best financial interests of the City to do so.

Conduit Debt:

The City may sponsor conduit financings for those activities that have general public purpose, are in the best interest of the City, and adhere to Florida Statutes. All conduit financings must insulate the City completely from any credit risk or exposure and must be approved by the City Commission and a referendum ratified by a majority of the electorate.

VII. Structural Features of Debt

Taxable and Tax-exempt Debt: The cost of taxable debt is higher than the cost of tax-exempt debt. However, the issuance of taxable debt is mandated in some circumstances, and may allow flexibility in subsequent contracts with users or managers of the improvement constructed with the bond proceeds. Therefore, the City will usually issue obligations tax-exempt, but may occasionally issue taxable obligations when there is an expected benefit from doing so.

Maturity: The term of City debt issues shall not exceed the useful life of the project or equipment financed. The repayment of principal on tax supported debt should generally not extend beyond 20 years unless there are compelling factors which make it necessary to extend the term beyond this point.

Bond Insurance: Bond insurance is an insurance policy which can be purchased by the City, which guarantees the payment of principal and interest. This security can provide a higher credit rating and thus a lower borrowing cost for an issuer. Bond insurance shall be acquired for bonds issued by the City when it is economically beneficial to do so.

Surety and Debt Service Reserve Funds: Surety and Debt Service Reserve Funds are used to provide a ready reserve to meet current debt service payments should monies not be available from current revenues for the protection of the bondholders. The City shall utilize the methodology that best serves its needs on a case-by-case basis.

Coverage Requirements: Coverage is the ratio of pledged revenues to related debt service for a given year. For each bond issue, the Finance Department, in conjunction with the financing team, shall determine the appropriate coverage requirements, if any.

Use of Variable-Rate Securities: When appropriate, the City may choose to issue securities that pay a rate of interest that varies according to a predetermined formula or results from a periodic remarketing of the securities.

Validation: The City may seek judicial validation if it is deemed in the best interest of the City and if there is risk of a legal challenge.

VIII. Investment of Bond Proceeds

Investment of bond proceeds will be consistent with those authorized by existing state law and by the City's investment policy and applicable bond covenants. When financially in the best interests of the City, bond proceeds shall be invested and tracked separately from other investments.

IX. Refinancing of Outstanding Debt

Advance Refundings: The City may issue advance refunding bonds (as defined for federal tax law purposes) when advantageous, legally permissible, prudent and a net present value savings of at least three percent (3%) is provided.

Current Refundings: The City may issue current refunding bonds (as defined for federal tax law purpose) when advantageous, legally permissible, prudent and the net present value savings equal or exceed three percent (3%). Exceptions to the requirement shall be made only upon the recommendation of the Director of Finance

Restructuring of Debt: The City may choose to refund outstanding indebtedness when existing bond covenants or other financial structures impinge on prudent and sound financial management. Savings requirements for current or advance refundings undertaken to restructure debt may be waived by the Director of Finance upon a finding that such a restructuring is in the City's overall best financial interests.

X. Credit Objectives

The City's goal is to establish, maintain or improve its bond ratings. To that end, prudent financial management policies will be established and adhered to in all areas. Full disclosure of operations will be made to the bond rating agencies.

XI. Ongoing Disclosure

In accordance with the Securities and Exchange Commission (SEC), Rule 15c2-12, the City will provide financial and operating information to the Nationally Recognized Municipal Information Repositories (NRMSIRs) designated by the SEC. The City will also provide its annual financial statements and other relevant

information to rating agencies, paying agent banking institutions, and as required by Continuing Disclosure Requirements within all debt documents.

XII. Method of Sale

There are three ways the City may sell bonds: competitive (public) sale, negotiated sale and private placement.

The City, as a matter of policy, shall seek to issue its debt obligations in a negotiated sale unless it is determined by the Director of Finance that such a sale method would not produce the best results for the City.

Negotiated Sale: Bonds may be sold through an exclusive arrangement between the City and an underwriter or underwriting syndicate. At the end of successful negotiations, the issue is awarded to the underwriters. This method offers flexibility for the City. In a negotiated sale, the underwriter shall be selected through the Request For Proposal (RFP) process. The criteria used to select an underwriter in a negotiated sale should include, but not be limited to the following: overall experience, marketing philosophy, capability, previous experience, underwriter's discount, and expenses.

Competitive Sale: When determined appropriate by the Director of Finance, the City may sell its debt obligations in which any interested underwriter is invited to submit a proposal to purchase an issue of bonds. The bonds are awarded to the underwriter presenting the best bid according to stipulated criteria set forth in the notice of sale. The criteria used to select an underwriter in a competitive sale shall be the true interest cost.

Private Placement: When determined appropriate by the Director of Finance, the City may elect to sell its debt obligations through a private placement or limited public offering. Selection of a placement agent shall be selected through the Request For Proposal (RFP) process.

XIII. Assembling a Financing Team

A Financing Team will be assembled to provide professional services that are required to develop and implement the City's debt program with the goal of continuity, quality service and competitive prices.

Bond Counsel: The City Attorney, with input from the Director of Finance, shall select Bond Counsel. The Bond Counsel's role is to prepare or review and advise the issuer regarding authorizing resolutions or ordinances, trust indentures, official statements, validation proceedings and litigation.

Disclosure Counsel: The City Attorney, with input from the Director of Finance, shall select Disclosure Counsel. The Disclosure Counsel's role is to render an opinion as to the validity of facts contained in the bond documents as well as assisting the City in meeting its secondary market disclosure obligations.

Underwriters: The City shall solicit proposals for underwriting services for all debt issued in a negotiated or private placement sale. The solicitation process used for these services shall comply fully with City Purchasing requirements.

Financial Advisor: The City shall procure or retain an Independent Financial Advisor to assist with the structuring and issuance of negotiated, competitive or privately placed debt transactions. The solicitation process used for these services shall comply fully with City Purchasing requirements.

City Staff: The City Manager shall appoint the Director of Finance and any other City staff members deemed appropriate to coordinate the efforts of the hired consultants and the City. The City Attorney shall supervise all counsel as necessary, as well as provide any other legal services required for issuance of debt.

XIV. Arbitrage Liability Management

It is the City's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the applicable laws.

Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, arbitrage calculations will be performed by qualified arbitrage professionals in strict adherence to applicable laws and regulations. These calculations will be done in accordance with required Internal Revenue Service reporting dates, which are five (5) years after the delivery date of each issue, and each fifth year thereafter until the bonds have been matured, redeemed early or retired.

The Director of Finance will be responsible for identifying the amount of unspent debt proceeds including interest which is on hand and to the extent feasible, ensure the oldest proceeds on hand are spent first.

Arbitrage rebate costs shall be charged as negative interest revenue to the funds in which the related obligation proceeds were originally deposited.

XV. Modification to Policy

This policy will be reviewed annually by the Director of Finance.

Glossary

Ad Valorem Tax: a tax calculated "according to the value" of property. Such a tax is based on the assessed valuation of real and tangible personal property.

Advance Refunding: a procedure whereby outstanding bonds are refinanced by the proceeds of a new bond issue. Typically an advance refunding is performed to take advantage of interest rates that are significantly lower than those associated with the original bond issue or to remove restrictive language.

Arbitrage: the difference between the interest rate cost of a debt instrument and the rate of interest earned on the investment of the proceeds. Federal law limits the amount of interest cities earn on proceeds of debt issuance.

Bond: includes bonds, debentures, notes, certificates of indebtedness, mortgage certificates, or other obligations or evidences of indebtedness of any type or character.

Bond Anticipation Note (BAN): a short-term / interim debt instrument issued by a state or municipality that will be paid off with the proceeds of an upcoming bond issue.

Bond Counsel: an attorney (or firm of attorneys) retained by the issuer to give a legal opinion concerning the validity of the securities. Bond counsel may prepare or review and advise the issuer regarding authorizing resolutions or ordinances, trust indentures, official statements, validation proceedings and litigation.

Bond Insurance: an insurance policy purchased by an issuer, which guarantees the payment of principal and interest of an issue. This security provides a higher credit rating and thus a lower borrowing cost for an issuer.

Capital Improvement Plan: a plan outlining capital needs for a specified time period.

Capital Lease: an acquisition of a capital asset over time rather than merely paying rent for temporary use. A lease-purchase agreement, in which provision is made for transfer of ownership of the property for a nominal price at the scheduled termination of the lease, is referred to as a capital lease.

Conduit Bonds: conduit financings are securities issued by a government agency to finance a project of a business, whose activities have a general public purpose. The business receives all proceeds of the tax-exempt bond issue and is responsible for payment of the debt in its entirety.

Competitive Bid: a sealed bid, containing price and terms, submitted by a prospective underwriter(s) to an issuer, who awards the contract to the bidder with the best price and terms.

Exhibit B

Continuing Disclosure: the requirement by the Securities and Exchange Commission for most issuers of municipal debt to provide current financial information to the informational repositories for access by the general marketplace.

Coverage: the ratio of pledged revenues to related debt service for a given year.
Current Refunding: the proceeds of the refunding debt are applied immediately to redeem the old debt.

Debt Service Reserve Fund: the fund into which moneys are placed which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements. This is often established with debt proceeds.

Financial Advisor: a consultant who advises an issuer on matters pertinent to a debt issue, such as structure, sizing, timing, marketing, pricing, terms and bond ratings.

Financing Team: the group of professionals consisting of City staff, Bond Counsel, Disclosure Counsel, Underwriters and Financial Advisors that work together to issue bonds.

General Obligation Bonds (GO): bonds which are secured by the full faith and credit and taxing power of the municipality and use funds that are legally available for payment of debt service. A city can issue ad valorem GO bonds, which are repaid solely from ad valorem taxes, or non-ad valorem bonds which are repaid from legally available general fund revenues by a covenant to budget and appropriate.

Improvement Bonds: special obligations of the municipality which are payable solely from the proceeds of the special assessments levied for an assessable project.

Master Lease Agreement: a pre-determined lease agreement between a city and a provider to lease equipment whose useful life is too short to finance with long-term debt.

Municipal Securities Rulemaking Board (MSRB): a 15-member self-regulating organization that is entrusted with the responsibility of writing rules of conduct for the municipal securities market.

Negotiated Sale: underwriting of a new securities issue in which the spread between the purchase price paid to the issuer and the public offering price is determined through negotiation with one or more underwriters rather than multiple competitive bidding.

Paying Agent: an agent of the issuer with responsibility for timely payment of principal and interest to bond holders.

Exhibit B

Present Value: the value of a future amount or stream of payments stated in current dollars.

Project: any capital expenditure the Commission deems to be for a public purpose.

Reserve Fund: a fund established by the terms of a bond issue into which money is deposited for payment of debt service in case of a shortfall in current revenues.

Revenue Anticipation Note (RAN): a short-term debt issue of a municipality that is to be repaid out of anticipated revenues such as sales tax. When the revenue is collected, the RAN is paid off.

Revenue Bond: a bond payable from a specific source of revenue and to which the full faith and credit of an issuer is not pledged. Revenue bonds are payable from identified sources of revenue and do not permit the bondholders to compel a jurisdiction to pay debt service from any other source. Pledged revenues often are derived from the operation of an enterprise.

Tax Anticipation Note (TAN): a short-term obligation of a state or municipal government to finance current expenditures pending receipt of expected tax payments.

Underwriter: the firm that purchases a securities (bond) offering from a governmental issuer for resale.

Yield Restriction: the investment of bond proceeds in financial instruments that earn interest rates which are not significantly higher than the cost of borrowing.

Election Date: November 5, 2024

**City of Tarpon Springs
Referendum Question**

Authorize the purchase of the “Stamas Property” on L and R Industrial Boulevard

The City proposes to purchase a 14-acre vacant parcel that is located on the north side of the Anclote River from Anclote Properties, LLC for \$5,250,000.00 for the purpose of a permanent dredge spoil site, expanded water utility facilities, recreational trail parking/access, and other municipal uses. This acquisition is consistent with the City's Comprehensive and Strategic Plans and provides for the City's future needs. Shall this purchase be approved?

YES: 8,637 NO: 4,431

=====

Election Date: March 11, 2025

**City of Tarpon Springs
No. 2 Charter Amendment**

Increasing Exemption Threshold for Real Property (FAILED)

Sponsored by Charter Revision Commission. The City Charter presently requires a voter referendum and approval by the affirmative vote of four members of the Board of Commissioners if the City wishes to purchase, sell, exchange, convey, or lease real property in any amount greater than \$350,000.00. Shall the Charter be amended to increase the amount to \$500,000.00?

YES: 730 NO: 788

**City of Tarpon Springs
No. 16 Charter Amendment**

Increase the Authority to Expend Budgeted Funds Without Competitive Bidding (FAILED)

Sponsored by the Charter Revision Commission. The City Manager is currently authorized to spend up to \$25,000.00 on budgeted goods or services without competitive bidding. Shall the Charter be amended, due to increased costs of goods and services, to increase the City Manager's authority to \$50,000.00?

YES: 599 NO: 892

Election Date: **March 11, 2025 (continued)**

**City of Tarpon Springs
No. 17 Charter Amendment**

Increase the Monetary Requirement for Competitive Bids (FAILED)

Sponsored by the Charter Revision Commission. The Charter currently limits all purchases of \$25,000.00 or more, for which bids are required, to be competitively bid. Shall the Charter be amended, due to increased costs of goods and services, to increase the amount to \$50,000.00 for statutory competitive bids?

YES: 627 NO: 820

=====

**Election Date: March 14, 2006
CITY OF TARPON SPRINGS**

REFERENDUM ITEM #1

**AUTHORIZATION FOR REVENUE BONDS TO FINANCE REVERSE OSMOSIS
WATER PLANT AND DISTRIBUTION SYSTEM**

May the City of Tarpon Springs issue revenue bonds not exceeding \$ 45,000,000.00 in one or more series, maturing within thirty (30) years from issuance, bearing interest not exceeding the maximum legal rate, secured by combined water and sewer system revenues and other legally available non ad valorem revenues if necessary, to finance the cost of design, permitting, acquisition and construction of well sites, pipelines and a reverse osmosis water plant project?

FOR BONDS: 1,483 AGAINST BONDS: 582

REFERENDUM ITEM #2

**AUTHORIZE CITY TO PURCHASE LAND AND EASEMENTS AND ENTER INTO
CONTRACTS FOR WATER PLANT**

Shall the City of Tarpon Springs be authorized to purchase real property, easements, other property rights and contracts exceeding ten (10) years in length necessary for the construction and operation of a reverse osmosis water plant, well sites and necessary production and distribution facilities at prices not to exceed reasonable or appraised values?

YES: 1,508 NO: 581



Memorandum

To: Mayor & Board of Commissioners
From: Charles Rudd, City Manager
Date: Board of Commissioners Regular Session, Aug 26, 2025
Subject: Resolution 2025-53; FY 2026 Pay Plan & Organizational Changes/Re-Structuring

BACKGROUND

Each year as part of the budget development process the City evaluates:

1. The need for annual COLA (Cost of Living Adjustments)
2. Department re-organizations which may include internal re-alignments, reporting structures, and reclassifications of individual pay ranges.
3. Unique pay adjustments for individual positions where necessary to keep pace with other pay/hiring trends and to address ongoing compression issues.

This year, with direction of the Board of Commissioners, the City engaged with Management Advisory Group International, Inc. (MAG) to perform a comprehensive review and update of the City's current pay plan, position classifications, overall organizational structure, and job descriptions. Senior management staff actively participated in reviewing the proposed plan and advising the consultant. The Board of Commissioners reviewed the proposed pay plan and organizational structure recommendations at the July 15, 2025, regular meeting and at a special workshop on July 30, 2025

RECOMMENDATIONS:

1. Approve and adopt revised Pay Plan Classification List (**Attachment A**)
2. Approve Pay Plan Implementation Report dated August 4, 2025 (**Attachment B**) inclusive of:
 - a. 5% COLA
 - b. Adjustments to minimum of new pay ranges as required.
 - c. Additional adjustments for compression.
 - d. EXCEPTIONS:
 - i. Any Director receiving a total compensation increase in pay of 10% or greater shall have the pay increase phased in over two years.
 - ii. The City Manager's proposed salary adjustment to the minimum of the revised paygrade shall be phased in over two years.
 - e. Routine Personnel updates and changes since the last implementation report (new hires, retirements, promotions, etc.)
3. Approve revised and new Job Descriptions (**Attachment C**) and archive old job descriptions.
4. Approve City-Wide Restructuring (**Attachment D**) as follows:
 - a. Establish Assistant City Manager position (hybrid position to be filled by Fire Chief Scott Young). The City Manager shall have the authority to assign/re-assign direct reports

RESOLUTION 2025-53 ATTACHMENT “A”

- according to future needs. The Assistant City Manager shall receive an increase of 14% above regular salary, phased in over two years.
- b. Library Department moved from Cultural and Civic Services to an independent department
 - c. Utility Billing / Meter Readers transferred from Finance to Public Services
 - d. Transfer two positions (Theatre Technicians) from IT to Cultural Services (no additional associated costs). These positions were temporarily assigned to IT in 2019
5. The Code Enforcement Division will be transferred out of the Police Department and report directly to the Assistant City Manager.
 6. The City Arborist Position will be transferred to the Planning Department (**Attachment E**)
 7. Re-classify up to two existing positions to create Hybrid Assistant Director Positions in the Public Works Department. (**Attachment F**)
 8. The following additional positions and position changes are approved and funded for FY 2026:
 - a. Yard Waste Facility Operator (Public Works)
 - b. Part Time Code Enforcement Supervisor
 - c. IT Specialist
 - d. Dispatcher
 - e. Stormwater Technician II
 - f. Stormwater Technician I (two positions)
 - g. Part Time Administrative Assistant (HR)
 - h. Part-Time Development Services Technician upgraded to full-time position

ATTACHMENTS:

- A. Pay Plan & Job Classifications
- B. Pay Plan Implementation Report Aug 5, 2025 (available upon request from the Human Resources Department)
- C. New & Updated Job Descriptions (Available upon request from the Human Resources Department)
- D. Citywide Organizational Structure / Chart
- E. Planning Department Organizational Chart to include Arborist Position
- F. Public Works Reorganization

RESOLUTION 2025-53

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES TO THE EMPLOYEE PAY-PLAN, UPDATED JOB DESCRIPTIONS, CITY MANAGER REPORTING STRUCTURE, SPECIFIC DEPARTMENT RE-ORGANIZATIONS, NEW POSITION REQUESTS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City has not conducted an external salary and compensation study for over 20 years, and

WHEREAS, the Board of Commissioners approved an RFP to engage with Management Advisory Group International, Inc. to perform a pay and classification study for the City of Tarpon Springs municipal organization, and

WHEREAS, the Board of Commissioners has reviewed the Final Classification and Compensation Study with Organizational Review Final Report during the budget review process; and

WHEREAS, the Study has provided for recommended pay ranges, job classifications, policy recommendations, and improved City Manager reporting structure; and

WHEREAS, additional Department re-organizations, and new position requests are proposed for implementation concurrent with the FY 2026 budget; and

WHEREAS, the financial impacts of implementation have been evaluated and accounted for in the City's proposed FY 2026 budget;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA THAT:

SECTION 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend, and the Board of Commissioners does hereby approve the FY 2026 Pay Plan, salary adjustments, and organizational re-alignments as detailed the City Manager memorandum (Attachment A).

SECTION 2. This Resolution shall become effective on September 25, 2025.

City of Tarpon Springs FL

Proposed Pay Plans

Proposed Pay Plans
City of Tarpon Springs FL

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
UNIFIED							
200		\$29,690	\$38,591	\$47,493	\$14.27	\$18.55	\$22.83
430	GOLF COURSE ATTENDANT						
450	GOLF COURSE FOOD & BEV ATTENDANT						
202		\$32,734	\$42,547	\$52,361	\$15.74	\$20.46	\$25.17
460	GOLF COURSE OPERATOR						
203		\$34,370	\$44,674	\$54,979	\$16.52	\$21.48	\$26.43
510	GRO GROUP/ HORTICULTURE INSTRUCTOR						
204		\$36,089	\$46,908	\$57,728	\$17.35	\$22.55	\$27.75
230	CUSTODIAN						
990	PARKS & PARKWAYS TECHNICIAN I						
930	RECREATION WORKER						
950	SCHOOL CROSSING GUARD						
970	STORES CLERK						
1030	TICKET SERVICES REP						
205		\$37,893	\$49,254	\$60,614	\$18.22	\$23.68	\$29.14
670	LIBRARY ASSISTANT II						
9021	MARINA TECHNICIAN I						
99020	PARKS & PARKWAYS TECHNICIAN II						
900	RECREATION LEADER						
890	RECREATION LEADER/GRO GROUP						
9025	SOLID WASTE TECHNICIAN I						
99017	STORMWATER TECHNICIAN I						
99018	STREETS TECHNICIAN I						
206		\$39,788	\$51,716	\$63,645	\$19.13	\$24.86	\$30.60
120	CEMETERY SERVICE WORKER I						
1010	CITY BUILDING & GROUNDS TECHNICIAN III						
9022	MARINA TECHNICIAN II						
780	PATRON SERVICES COORDINATOR						
9023	SOLID WASTE TECHNICIAN II						
1000	STORMWATER TECHNICIAN II						
99019	STREETS TECHNICIAN II						
1070	UTILITY BILLING TECHNICIAN I						
207		\$41,777	\$54,302	\$66,827	\$20.09	\$26.11	\$32.13
160	COLLECTION CLERK I						
9028	DEVELOPMENT SERVICES TECHNICIAN						
9027	PRODUCTION ASSISTANT						
1140	WASTEWATER SERVICE WORKER						
1240	WATER SERVICE WORKER						
208		\$43,866	\$57,017	\$70,168	\$21.09	\$27.41	\$33.73
90	BUILDING DEV PERMIT TECH I						
9032	CEMETARY SERVICE WORKER II						
180	COLLECTION SPECIALIST						
740	GRAPHICS DESIGN & MARKETING COORD.						
750	METER TECHNICIAN						
810	POLICE RECORDS CENTER TECHNICIAN						
1040	TRAFFIC & SIGNAGE TECHNICIAN						
1080	UTILITY BILLING TECHNICIAN II						
209		\$46,059	\$59,868	\$73,677	\$22.14	\$28.78	\$35.42

Proposed Pay Plans
City of Tarpon Springs FL

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
UNIFIED							
209		\$46,059	\$59,868	\$73,677	\$22.14	\$28.78	\$35.42
50	ASSISTANT GOLF PROFESSIONAL						
140	CODE ENFORCEMENT CLERK						
220	CRIME SCENE TECH, PROPERTY CLK						
300	DIGITAL EVIDENCE TECHNICIAN						
530	HEAVY EQUIPMENT OPERATOR						
730	MAINTENANCE RECORDS TECHNICIAN						
770	PARKS MAINT COORDINATOR						
1100	WASTEWATER COLLECTION TECH I						
1130	WASTEWATER DIVISION COORDINATOR						
1290	YARD WASTE FACILITY OPERATOR						
210		\$48,362	\$62,861	\$77,361	\$23.25	\$30.22	\$37.19
580	LAW ENFORCE SUPPORT SPECIALIST						
700	MAINT MECHANIC I / UTILITIES						
960	SENIOR TECHNICIAN						
1090	WASTEWATER PLANT OPERATOR "C"						
1160	WATER DISTRIBUTION TECH I						
1190	WATER DIVISION COORDINATOR						
1230	WATER PLANT OPERATOR 'C'						
760	WATER/WASTEWATER OPERATOR TRAINEE						
211		\$50,781	\$66,005	\$81,229	\$24.41	\$31.73	\$39.05
30	ACCOUNTING TECHNICIAN I						
150	CODE ENFORCEMENT OFFICER						
170	COLLECTION CLERK II						
200	CREWLEADER						
99016	HEAVY EQUIPMENT CREWLEADER						
640	LIBRARIAN I						
710	MAINT MECHANIC II/ UTILITIES						
9024	SOLID WASTE CREWLEADER						
1110	WASTEWATER COLLECTION TECH II						
1170	WATER DISTRIBUTION TECH II						
212		\$53,320	\$69,305	\$85,290	\$25.63	\$33.32	\$41.00
40	ACCOUNTING TECHNICIAN II						
1920	COMMUNICATIONS DISPATCHER						
190	CONSTRUCTION FIELD INSPECTOR						
210	CRIME ANALYST						
270	CULTURAL SERVICES ADMINISTRATOR						
400	FIRE SUPPORT COORDINATOR						
410	FLEET OPERATIONS COORDINATOR						
420	FLEET TECHNICIAN						
500	GOLF SHOP SUPERVISOR						
610	LEAD WASTEWATER PLANT OPERATOR 'B'						
720	MAINT MECHANIC III / UTILITIES						
820	PROJECT INSPECTOR						
860	REC PROGRAM & ATHLETIC COORDINATOR						
880	RECORDS/SOFTWARE SPECIALIST						
99014	SENIOR STORMWATER TECHNICIAN						
99015	SENIOR STREETS TECHNICIAN						
213		\$55,986	\$72,770	\$89,554	\$26.92	\$34.99	\$43.06

Proposed Pay Plans
City of Tarpon Springs FL

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
UNIFIED							
213		\$55,986	\$72,770	\$89,554	\$26.92	\$34.99	\$43.06
20	ACCOUNTING SPECIALIST						
70	BILL TECH II/DIVISION COORDINATOR						
80	BUILD DEV MUNICIPAL ARBORIST						
280	DEVELOPMENT INSPECTOR I						
320	ENVIRONMENTAL INSPECTOR						
380	FACILITIES MAINT SUPERVISOR						
560	INSTRUMENTATION TECH / W W DIV						
570	INSTRUMENTATION TECH/WATER DIV						
110	LEAD CEMETERY OPERATOR						
690	LIBRARY OPERATIONS COORDINATOR						
870	REC SPECIAL EVENTS & VOL COORDINATOR						
1120	WASTEWATER COLLECTION TECH III						
1180	WATER DISTRIBUTION TECH III						
1280	WW COLLECTION LEAD TECHNICIAN						
214		\$58,785	\$76,408	\$94,032	\$28.26	\$36.73	\$45.21
830	EXEC ASSISTANT - PUB SVS/PROJECT						
340	EXECUTIVE ASSISTANT						
350	EXECUTIVE ASSISTANT - BLDG DEV						
840	EXECUTIVE ASSISTANT - PUBLIC WORKS						
360	EXECUTIVE ASSISTANT P & Z						
1270	LEAD METER REPAIR TECHNICIAN						
1810	SENIOR PROCUREMENT ANALYST						
60	THEATER PRODUCTION TECHNICIAN						
1220	WATER PLANT OPERATOR 'B'						
215		\$61,724	\$80,229	\$98,734	\$29.68	\$38.57	\$47.47
10	ACCOUNTING COORDINATOR						
99011	CODE ENFORCEMENT SUPERVISOR						
370	EXECUTIVE OFFICE MANAGER						
480	GIS MAPPING TECH						
1570	GOLF COURSE ASSISTANT MANAGER						
1620	HUMAN RESOURCES SPECIALIST						
590	LEAD MAINTENANCE MECHANIC/UTIL						
9033	LEAD WASTEWATER COLLECTIONS TECHNICIAN						
1150	LEAD WATER DISTRIB TECHNICIAN						
650	LIBRARIAN II						
790	PAYROLL COORDINATOR						
800	POLICE DISPATCH SUPERVISOR						
1800	RECREATION SUPERVISOR						
99004	SPECIALS EVENTS COORDINATOR						
9026	THEATER PRODUCTION TECHNICIAN SENIOR						
1060	UTILITIES OPERATION SPECIALIST						
9031	WATER PLANT OPERATOR "A"						
216		\$64,810	\$84,240	\$103,670	\$31.16	\$40.50	\$49.84
1340	BUDGET/FINANCIAL ANALYST						
330	ENVIRONMENTAL SCIENTIST						
600	LEAD WASTEWATER PLANT OPERATOR "A"						
1210	LEAD WATER PLANT OPERATOR 'A'						
217		\$68,051	\$88,452	\$108,854	\$32.72	\$42.53	\$52.33

Proposed Pay Plans
City of Tarpon Springs FL

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
UNIFIED							
217		\$68,051	\$88,452	\$108,854	\$32.72	\$42.53	\$52.33
1360	CEMETERY SUPERVISOR						
290	DEVELOPMENT INSPECTOR IV						
1690	PARKS MAINTENANCE SUPERVISOR						
1710	PLANS EXAMINER						
1820	SOLID WASTE SUPERVISOR						
980	SUSTAINABILITY PROGRAM MANAGER						
1860	UTILITIES CUSTOMER SVC MANAGER						
218		\$71,453	\$92,875	\$114,297	\$34.35	\$44.65	\$54.95
1840	CULTURAL & CIVIC SVCS ASSIST DIR.						
310	ENVIRONMENTAL COMPLIANCE OFFICER						
1590	GRANT PROJECT SPECIALIST						
1600	HR/RISK MANAGEMENT COORDINATOR						
550	INFO TECHNOLOGY SPECIALIST						
99003	PIO/MARKETING SPECIALIST						
219		\$75,026	\$97,519	\$120,012	\$36.07	\$46.88	\$57.70
1310	ACCOUNTING MANAGER						
1380	CHIEF WASTEWATER PLANT OPERATOR						
130	CHIEF WATER PLANT OPERATOR						
99013	CRA MANAGER						
1530	FACILITIES MANAGEMENT SUPERINT						
1560	FLEET MANAGER						
470	GIS ADMINISTRATOR						
1580	GOLF COURSE MANAGER						
9029	INFO. TECHNOLOGY SPEC./LASO						
1730	PRINCIPAL PLANNER						
1830	STREETS AND STORMWATER SUPERVISOR						
1870	UTILITIES MAINT SUPERVISOR						
1900	WATER CONVEYANCE SUPERVISOR						
220		\$78,777	\$102,395	\$126,012	\$37.87	\$49.23	\$60.58
1520	EMC/FLOODPLAIN ADMINISTRATOR						
1660	IT SYSTEM ADMINISTRATOR						
1700	PLANNING SUPERVISOR						
221		\$82,716	\$107,514	\$132,313	\$39.77	\$51.69	\$63.61
1890	WASTEWATER DIVISION MANAGER						
1910	WATER DIVISION MANAGER						
222		\$86,852	\$112,890	\$138,928	\$41.76	\$54.27	\$66.79
260	CYBER SECURITY ENGINEER						
223		\$91,195	\$118,535	\$145,875	\$43.84	\$56.99	\$70.13
1790	ASSISTANT DIR. RECREATION SERVICES						
1460	DEPUTY BUILDING OFFICIAL						
1510	ECONOMIC DEVELOPMENT MANAGER						
390	FIRE CAPTAIN/FIRE MARSHALL						
1500	FIRE DISTRICT CHIEF						
99006	HUMAN RESOURCES ASSISTANT DIRECTOR						
99005	PLANNING & ZONING ASSISTANT DIRECTOR						
99012	PROCUREMENT ASSISTANT DIRECTOR						
1760	PROJECT ADMIN ASSISTANT DIRECTOR						
1770	PUBLIC SERVICES ASSISTANT DIRECTOR						

Proposed Pay Plans City of Tarpon Springs FL

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
UNIFIED							
223		\$91,195	\$118,535	\$145,875	\$43.84	\$56.99	\$70.13
99007	PUBLIC WORKS ASSISTANT DIRECTOR						
1880	UTILITIES SUPERINTENDENT						
226		\$105,569	\$137,219	\$168,868	\$50.75	\$65.97	\$81.19
1470	FIRE DEPUTY CHIEF						
1720	POLICE MAJOR						
227		\$110,848	\$144,080	\$177,312	\$53.29	\$69.27	\$85.25
1320	ASSISTANT CHIEF OF POLICE						
1330	FINANCE ASSISTANT DIRECTOR						
1650	IT ASSISTANT DIRECTOR						
228		\$116,390	\$151,284	\$186,177	\$55.96	\$72.73	\$89.51
1350	BUILDING DEVELOPMENT DIRECTOR						
1450	CULTURAL & CIVIC SVS DIRECTOR						
1480	DEPUTY CITY CLERK						
1490	DIRECTOR OF PLANNING & ZONING						
99001	ECONOMIC DEVELOPMENT DIRECTOR						
1610	HUMAN RESOURCES DIRECTOR						
1670	LIBRARY DIRECTOR						
1740	PROCUREMENT SERVICES DIRECTOR						
1750	PROJECT ADMIN DIRECTOR						
1780	PUBLIC SERVICES DIRECTOR						
850	PUBLIC WORKS DIRECTOR						
99002	RECREATION DIRECTOR						
230		\$128,320	\$166,790	\$205,260	\$61.69	\$80.19	\$98.68
1370	CHIEF OF POLICE						
1390	CITY CLERK/COLLECTOR						
1540	FINANCE DIRECTOR						
1550	FIRE CHIEF						
1630	INFO TECHNOLOGY DIRECTOR						
1640	INTERNAL AUDITOR						
232		\$141,473	\$183,886	\$226,300	\$68.02	\$88.41	\$108.80
99008	ASSISTANT CITY MANAGER						
234		\$155,974	\$202,734	\$249,495	\$74.99	\$97.47	\$119.95
99009	DEPUTY CITY MANAGER						
236		\$171,961	\$223,515	\$275,069	\$82.67	\$107.46	\$132.24
1400	CITY MANAGER						

197 Active Proposed Classes in the UNIFIED Pay Plan

Proposed Pay Plans
City of Tarpon Springs FL

-

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
-------------	-----------------------------	----------------	------------	----------------	-----------------	------------	-----------------

197 Active Proposed Classes in City of Tarpon Springs FL

Implementation Report - Introduction

Implementation reports provide detailed and summarized information about implementation costs.

The results provided in the implementation reports are dependent upon the settings that are established and stored for each report, allowing numerous implementation costs. There is no limit to the number of implementation scenarios that can be stored.

In the detail section of each implementation report, two rows are used to display data for each employee. The top row displays the employee's current Class, Grade and Salary information, while the second row displays the proposed Class, Grade and Salary. In addition, the details of important dates, seven different adjustments to current salary, the employee's FTE, Position # and Name are also displayed. For privacy, each of the items that can be shown in the report, can also be hidden.

When step plans are being considered, the implementation report can show the cost difference between using open range calculations and step calculations in the same plan.

Implementation reports can also display or hide all detail, and print only the summary data desired. Available summaries include a summary for each department, each pay plan, and for the total organization.

The report settings used to prepare each implementation report are shown at the beginning of each implementation report, to allow verification of the assumptions used when the report was prepared.

SAMPLE Implementation Report Settings Screen (example only - not live settings)

Implementation Scenarios

Valued Client

Implementation Scenarios Editing

Report Format

- ☒ Draft
- ☐ Summary Only
- ☒ Show Department Summary
- ☒ Show Pay Plan Summary
- ☒ Show Grand Totals Summary

Implementation Costs Annualized
Implementation Costs Hourly
☒ Implementation Costs by Job Class

Report Settings

Report Name: Implementation Report

Specify Pay Plan: [Dropdown]

Calculation Method: Open Range Increment Step by: 0

Calculation Parameters

Set Years to Reach Grade Market to: 5 # Adjustments: 3

Set Years to Reach Grade Maximum to: 10

Set Maximum Adjustment to the Range: Maximum

Set Allowable Experience Days Using: Experience Date

Set Maximum Years of Service Cap to: 99 year(s) of service

Calculate Adj. Above Min after the first: 1 year(s) of service

Include Organizational Experience adj: ☐ Include Stipends: ☐

Allow 1 Additional day over-mkt adjustment for every: 0 day(s) of service

Implementation: 7/1/2004

Flat Percent Adjustment Management

Calculate a Flat % Adjustment of: 0

Calculate % Using Current Salary: ☐

Apply Flat % Adjustment: %

- ☒ Before Min Adj
- ☐ After Step
- ☐ After Min Adj
- ☐ After Merit
- ☐ After Market
- ☐ After Bonus
- ☐ After Max

Display on Implementation report

Original Class	Proposed Class	Identity	Adjustments	Dates
☒ ClassTitle	☒ Class Title	☒ Employee Name	☐ Flat %	☒ Hire Date
☒ Class Code	☒ Class Code	☒ Position Control Number	☐ Step	☒ Promotion Date
☒ Grade	☒ Grade	☒ FTE	☒ Minimum	☒ Experience Date
☒ Salary Range	☒ Salary Range	☐ Days	☒ Market	☐ % Change
☒ Step	☐ Step	☐ Duty Days	☒ Maximum	☒ % Change
☒ Base Salary	☒ Base Salary	☒ Experience Days Allowed		

Report Settings

Report Name: Implementation Report

1

Print As Plan Type

Open Range

Increment Current Step by

0

☐ Summary Only

☒ Show Department Summary

☐ Show Pay Plan Summary

☒ Show Grand Totals Summary

Calculation Parameters

Set Years to Reach Grade Market to

7

Adjustments

Set Years to Reach Grade Maximum to

30

4

Set Maximum Adjustment to the Range

Maximum

Set Allowable Experience Days Using

Promotion Date

Set Maximum Years of Service Cap to

100

year(s) of service

Calculate Adj. Above Min after the first

1

year(s) of service

Include Organizational Experience adj

☐

Include Stipends

☐

Allow 1 additional day adjustment for

0

Day(s) Organization Experience

Implementation: 10/1/2025

Flat Percent Adjustment Management

Calculate a Flat % Adjustment of 5 %

Calculate % Using Current Salary ☒

Apply Flat % Adjustment

☒ Before Min Adj ☐ After Step

☐ After Min Adj ☐ After OrgExp

☐ After Market ☐ After Assignment

☐ After Max

Standard Annual Work Days 260

Standard Annual Work Hours 2080

Standard Hours / Day 8

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CEMETERY Dep't Code: 14-6

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
			Hire Date	Promotion	Flat %	Mid			Step	% Chg							
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
CEMETERY SUPERVISOR		1360		57,356	76,005	94,654	19		1.000	02/05/2015	05/09/2019	61,551	3,078	0	0	14.10%	79.40% 188521
CEMETERY SUPERVISOR		1360		68,051	88,452	108,854	217	0		05/09/2019	2337	70,228	3,422	2,177	0	0	STEDGE, CHERYL
CEMETERY LEAD OPERATOR		110		47,185	62,528	77,871	15		1.000	03/09/2020	09/22/2022	53,798	2,690	0	0	6.34%	78.62% 152521
LEAD CEMETERY OPERATOR		110		55,986	72,770	89,554	213	0		09/22/2022	1105	57,209	0	721	0	0	HILL, JUSTIN
CEMETERY SERVICE WORKER		120		36,972	48,993	61,015	10		1.000	01/18/2024	01/18/2024	43,555	2,178	0	0	5.00%	80.21% 109222
CEMETARY SERVICE WORKER II		9032		43,866	57,017	70,168	208	0		01/18/2024	622	45,732	0	0	0	0	NUXOLL, VANCE
CEMETERY SERVICE WORKER		120		36,972	48,993	61,015	10		1.000	11/04/2024	11/04/2024	39,560	1,978	0	0	5.00%	80.32% 109221
CEMETERY SERVICE WORKER I		120		39,788	51,716	63,645	206	0		11/04/2024	331	41,538	0	0	0	0	LANIER, TRAVON

Summary for

Current Payroll	\$198,464	# Positions	4
Flat 5% Adjustment	\$9,923	# Positions Adjusted (any type)	4 # Not Adj 0
Adjustment To Minimum	\$3,422	# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,898	# Adjusted For Compression	2
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$16,243		
Proposed Payroll	\$214,707	% Change	8.18%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CEMETERY Dep't Code: 14-6

Unit Name: Unit Code:

Original	Class							Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
														Hire Date	Promotion		Flat %	Mid	Step	% Chg		
														Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name								

Summary for CEMETERY

Current Payroll									\$198,464	# Positions							4
Flat 5% Adjustment									\$9,923	# Positions Adjusted (any type)						4	# Not Adj 0
Adjustment To Minimum									\$3,422	# Adjusted To Minimum							1
Adjustment Toward Mid									\$0	# Adjusted Toward Mid Pt							0
Adjustment For Compression									\$2,898	# Adjusted For Compression							2
Adjustment To Step									\$0	# Adjusted To Step							0
OrgExp Adjustment									\$0	# OrgExp Adjustments							0
Stipends / Supplements									\$0	# Assignment							0
Total Applied Adjustments									\$16,243								
Proposed Payroll									\$214,707	% Change							8.18%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CITY BUILDINGS & GROUNDS Dep't Code: 12-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
FACILITIES MANAGEMENT SUPERINT	1530		63,234	83,795	104,355	21		1.000	04/07/2022	04/07/2022	72,353	3,618	0	0	6.48%	79.00%	199021
FACILITIES MANAGEMENT SUPERINT	1530		75,026	97,519	120,012	219	0		04/07/2022	1273	77,042	0	1,071	0	0	CRUM, BRANDON	
FACILITIES MAINT SUPERVISOR	380		47,185	62,528	77,871	15		1.000	05/04/2006	09/28/2017	56,888	2,844	0	0	7.29%	83.88%	124421
FACILITIES MAINT SUPERVISOR	380		55,986	72,770	89,554	213	0		09/28/2017	2925	61,037	0	1,305	0	0	KESSLER, LAWRENCE	
SENIOR TECHNICIAN	960		42,800	56,716	70,632	13		1.000	04/14/2014	09/28/2017	49,739	2,487	0	0	6.95%	84.63%	1480212
SENIOR TECHNICIAN	960		48,362	62,861	77,361	210	0		09/28/2017	2925	53,197	0	971	0	0	BERGER, COLBY	
TRAFFIC & SIGNAGE TECHNICIAN	1040		40,762	54,015	67,269	12		1.000	04/10/2015	10/14/2021	58,227	2,911	0	0	5.00%	107.23%	88521
TRAFFIC & SIGNAGE TECHNICIAN	1040		43,866	57,017	70,168	208	0		10/14/2021	1448	61,138	0	0	0	0	PIDDE, ANTHONY	
TECHNICIAN III	1010		36,972	48,993	61,015	10		1.000	12/06/2012	09/28/2017	49,079	2,454	0	0	5.00%	99.64%	137029
CITY BUILDING & GROUNDS TECHNICA	1010		39,788	51,716	63,645	206	0		09/28/2017	2925	51,533	0	0	0	0	PATTON, SCOTT	
CUSTODIAN-FULL TIME	230		33,534	44,438	55,343	8		1.000	06/20/2024	07/19/2024	34,698	1,735	0	0	5.38%	77.95%	51023
CUSTODIAN	230		36,089	46,908	57,728	204	0		07/19/2024	439	36,564	0	131	0	0	CROCKETT, RODRICK	
CUSTODIAN-TEMP/NOT BUDGETED	250		33,534	44,438	55,343	8		0.500	08/22/2024	08/22/2024	16,926	846	0	0	7.20%	38.68%	602936
CUSTODIAN	230		36,089	46,908	57,728	204	0		08/22/2024	405	18,144	272	100	0	0	FERRELL, CHARLES	
CUSTODIAN-FULL TIME	230		33,534	44,438	55,343	8		1.000	11/13/2008	11/13/2008	42,074	2,104	0	0	7.43%	96.36%	51022
CUSTODIAN	230		36,089	46,908	57,728	204	0		11/13/2008	6166	45,201	0	1,024	0	0	NORTH, DENNIS	
CUSTODIAN-PT TEMP/CITY BLDGS	240		33,534	44,438	55,343	8		0.512	12/27/2007	12/27/2007	21,240	1,062	0	0	8.25%	49.02%	653032
CUSTODIAN	230		36,089	46,908	57,728	204	0		12/27/2007	6488	22,993	0	691	0	0	TRAJKOVSKI, BORIS	
CUSTODIAN-PT TEMP/CITY BLDGS	240		33,534	44,438	55,343	8		0.512	09/05/2024	09/05/2024	17,349	867	0	0	7.18%	39.64%	653031
CUSTODIAN	230		36,089	46,908	57,728	204	0		09/05/2024	391	18,594	279	99	0	0	YOTHERS, AMANDA	
TECHNICIAN I	990		33,534	44,438	55,343	8		1.000	12/03/2021	12/03/2021	40,931	2,047	0	0	5.00%	91.62%	1080219
PARKS & PARKWAYS TECHNICIAN I	990		36,089	46,908	57,728	204	0		12/03/2021	1398	42,977	0	0	0	0	PERKINS, DWAYNE	
TECHNICIAN I	990		33,534	44,438	55,343	8		1.000	01/02/2014	10/31/2019	43,786	2,189	0	0	5.00%	98.01%	1080239
PARKS & PARKWAYS TECHNICIAN I	990		36,089	46,908	57,728	204	0		10/31/2019	2162	45,976	0	0	0	0	SWAN, MICHAEL	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CITY BUILDINGS & GROUNDS Dep't Code: 12-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for

Current Payroll		\$503,289	# Positions	12	
Flat 5% Adjustment	\$25,164		# Positions Adjusted (any type)	12	# Not Adj 0
Adjustment To Minimum	\$551		# Adjusted To Minimum	2	
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0	
Adjustment For Compression	\$5,392		# Adjusted For Compression	8	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$31,107				
Proposed Payroll		\$534,397	% Change	6.18%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CITY BUILDINGS & GROUNDS Dep't Code: 12-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for CITY BUILDINGS & GROUNDS

Current Payroll	\$503,289	# Positions	12	
Flat 5% Adjustment	\$25,164	# Positions Adjusted (any type)	12	# Not Adj 0
Adjustment To Minimum	\$551	# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$5,392	# Adjusted For Compression	8	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$31,107			
Proposed Payroll	\$534,397	% Change	6.18%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CITY CLERK Dep't Code: 9-2

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
			Hire Date	Promotion	Flat %	Mid			Step	% Chg							
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
CITY CLERK/COLLECTOR		1390		98,075	129,983	161,890	B1		1.000	08/14/1989	10/16/2003	142,207	7,110	0	0	11.22%	94.82% 850212
CITY CLERK/COLLECTOR		1390		128,320	166,790	205,260	230	0		10/16/2003	8021	158,158	0	8,841	0	0	JACOBS, IRENE
DEPUTY CITY CLERK		1480		63,234	83,795	104,355	21		1.000	03/09/1987	11/22/2001	122,198	6,110	0	0	13.92%	92.02% 202022
DEPUTY CITY CLERK		1480		116,390	151,284	186,177	228	0		11/22/2001	8714	139,213	0	10,905	0	0	MANOUSOS, KATHERI
EXECUTIVE ASSISTANT		340		47,186	62,528	77,871	14		1.000	07/14/2005	09/27/2018	52,009	2,600	0	0	16.99%	79.63% 145821
EXECUTIVE ASSISTANT		340		58,785	76,408	94,032	214	0		09/27/2018	2561	60,846	4,175	2,061	0	0	RENARDO, CAROL
RECORDS/SOFTWARE SPECIALIST		880		47,186	62,528	77,871	14		1.000	08/04/2022	08/04/2022	47,350	2,367	0	0	14.39%	78.15% 148521
RECORDS/SOFTWARE SPECIALIST		880		53,320	69,305	85,290	212	0		08/04/2022	1154	54,162	3,602	842	0	0	JAMES, MATTHEW

Summary for

Current Payroll

\$363,764

Positions

4

Flat 5% Adjustment

\$18,188

Positions Adjusted (any type)

4

Not Adj 0

Adjustment To Minimum

\$7,778

Adjusted To Minimum

2

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$22,649

Adjusted For Compression

4

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$48,614

Proposed Payroll

\$412,378

% Change

13.36%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CITY CLERK Dep't Code: 9-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for CITY CLERK

Current Payroll		\$363,764	# Positions	4	
Flat 5% Adjustment	\$18,188		# Positions Adjusted (any type)	4	# Not Adj 0
Adjustment To Minimum	\$7,778		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$22,649		# Adjusted For Compression	4	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$48,614				
Proposed Payroll		\$412,378	% Change	13.36%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CITY MANAGER Dep't Code: 2-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
CITY MANAGER		1400	123,933	164,231	204,530	B4		1.000	10/01/2024	10/01/2024	150,000	7,500	0	0	14.64%	76.93%	880212
CITY MANAGER		1400	171,961	223,515	275,069	236	0		10/01/2024	365	171,961	14,461	0	0	0	RUDD, CHARLES	
EXECUTIVE OFFICE MANAGER		370	52,023	68,939	85,854	17		1.000	05/05/2004	09/26/2024	82,967	4,148	0	0	5.00%	108.58%	177521
EXECUTIVE OFFICE MANAGER		370	61,724	80,229	98,734	215	0		09/26/2024	370	87,116	0	0	0	0	HICKEY, PATRICIA	

Summary for

Current Payroll		\$232,967	# Positions	2
Flat 5% Adjustment	\$11,648		# Positions Adjusted (any type)	2 # Not Adj 0
Adjustment To Minimum	\$14,461		# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$0		# Adjusted For Compression	0
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$26,109			
Proposed Payroll		\$259,077	% Change	11.21%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CITY MANAGER Dep't Code: 2-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for CITY MANAGER

Current Payroll									\$232,967	# Positions		2					
Flat 5% Adjustment									\$11,648	# Positions Adjusted (any type)		2	# Not Adj	0			
Adjustment To Minimum									\$14,461	# Adjusted To Minimum		1					
Adjustment Toward Mid									\$0	# Adjusted Toward Mid Pt		0					
Adjustment For Compression									\$0	# Adjusted For Compression		0					
Adjustment To Step									\$0	# Adjusted To Step		0					
OrgExp Adjustment									\$0	# OrgExp Adjustments		0					
Stipends / Supplements									\$0	# Assignment		0					
Total Applied Adjustments									\$26,109								
Proposed Payroll									\$259,077	% Change		11.21%					

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CODE ENFORCEMENT Dep't Code: 10-11

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
CODE ENFORCEMENT OFFICER	150		40,762	54,015	67,269	12		1.000	10/12/2023	10/12/2023	54,600	2,730	0	0	5.00%	86.86%	121623
CODE ENFORCEMENT OFFICER	150		50,781	66,005	81,229	211	0		10/12/2023	720	57,330	0	0	0	0	ROLLESTON, MICHAEL	
CODE ENFORCEMENT CLERK	140		38,820	51,443	64,066	11		1.000	04/27/2023	04/27/2023	40,478	2,024	0	0	15.17%	77.87%	121522
CODE ENFORCEMENT CLERK	140		46,059	59,868	73,677	209	0		04/27/2023	888	46,619	3,557	560	0	0	LEE, HNOU	

Summary for

Current Payroll		\$95,078	# Positions	2
Flat 5% Adjustment	\$4,754		# Positions Adjusted (any type)	2 # Not Adj 0
Adjustment To Minimum	\$3,557		# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$560		# Adjusted For Compression	1
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$8,871			
Proposed Payroll		\$103,949	% Change	9.33%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CODE ENFORCEMENT Dep't Code: 10-11

Unit Name: Unit Code:

Original	Class							Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
														Hire Date	Promotion		Flat %	Mid	Step	% Chg		
														Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name								

Summary for CODE ENFORCEMENT

Current Payroll									\$95,078	# Positions	2						
Flat 5% Adjustment									\$4,754	# Positions Adjusted (any type)	2	# Not Adj	0				
Adjustment To Minimum									\$3,557	# Adjusted To Minimum	1						
Adjustment Toward Mid									\$0	# Adjusted Toward Mid Pt	0						
Adjustment For Compression									\$560	# Adjusted For Compression	1						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$8,871								
Proposed Payroll									\$103,949	% Change					9.33%		

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: COLLECTION CENTER Dep't Code: 9-3

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
			Hire Date	Promotion	Flat %	Mid			Step	% Chg							
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
COLLECTION CLERK II		170		36,972	48,993	61,015	10		1.000	06/14/2001	09/27/2018	52,987	2,649	0	0	6.07%	85.15% 109821
COLLECTION CLERK II		170		50,781	66,005	81,229	211	0		09/27/2018	2561	56,202	0	566	0	0	COLE, BARBARA
COLLECTION SPECIALIST		180		36,972	48,993	61,015	10		1.000	05/28/2015	10/24/2019	43,701	2,185	0	0	6.83%	81.88% 108621
COLLECTION SPECIALIST		180		43,866	57,017	70,168	208	0		10/24/2019	2169	46,683	0	798	0	0	LESCZYNSKI, DESIREA
COLLECTION CLERK I		160		35,210	46,659	58,108	9		1.000	10/26/2023	10/26/2023	37,761	1,888	0	0	11.70%	77.68% 97521
COLLECTION CLERK I		160		41,777	54,302	66,827	207	0		10/26/2023	706	42,181	2,128	404	0	0	BENJAMIN, MARIA
COLLECTION CLERK I		160		35,210	46,659	58,108	9		1.000	04/08/2021	04/08/2021	38,931	1,947	0	0	9.71%	78.66% 97522
COLLECTION CLERK I		160		41,777	54,302	66,827	207	0		04/08/2021	1637	42,713	899	936	0	0	SCHIMPF, ANGIE

Summary for

Current Payroll

\$173,380

Positions

4

Flat 5% Adjustment

\$8,669

Positions Adjusted (any type)

4

Not Adj 0

Adjustment To Minimum

\$3,027

Adjusted To Minimum

2

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$2,704

Adjusted For Compression

4

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$14,400

Proposed Payroll

\$187,780

% Change

8.31%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: COLLECTION CENTER Dep't Code: 9-3

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for COLLECTION CENTER

Current Payroll	\$173,380	# Positions	4	
Flat 5% Adjustment	\$8,669	# Positions Adjusted (any type)	4	# Not Adj 0
Adjustment To Minimum	\$3,027	# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,704	# Adjusted For Compression	4	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$14,400			
Proposed Payroll	\$187,780	% Change	8.31%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CULTURAL SERVICES Dep't Code: 16-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
TARPON ARTS MANAGER	1840		63,234	83,795	104,355	21		1.000	01/01/2040	01/01/2040	63,234	3,162	0	0	13.00%	76.93%	06142025
CULTURAL & CIVIC SVCS ASSIST DIR.	1840		71,453	92,875	114,297	218	0		01/01/2040	0	71,453	5,058	0	0	0	Vacant, Vacant	

Summary for

Current Payroll			\$63,234	# Positions	1
Flat 5% Adjustment	\$3,162	# Positions Adjusted (any type)	1	# Not Adj	0
Adjustment To Minimum	\$5,058	# Adjusted To Minimum	1		
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0		
Adjustment For Compression	\$0	# Adjusted For Compression	0		
Adjustment To Step	\$0	# Adjusted To Step	0		
OrgExp Adjustment	\$0	# OrgExp Adjustments	0		
Stipends / Supplements	\$0	# Assignment	0		
Total Applied Adjustments			\$8,219		
Proposed Payroll	\$71,453	% Change	13.00%		

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CULTURAL SERVICES Dep't Code: 16-2

Unit Name: Unit Code:

Original									Experience			Salary	Adjustments				Compa	Position #
		Class		Grade				Step	FTE	Hire Date	Promotion		Flat %	Mid	Step	% Chg	Ratio	
		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
TARPON ARTS MANAGER	1840		63,234	83,795	104,355	21		1.000	06/24/2021	06/15/2025	95,617	4,781	0	0	21.73%	76.93%	219521	
CULTURAL & CIVIC SVS DIRECTOR	1450		116,390	151,284	186,177	228	0		06/15/2025	108	116,390	15,992	0	0	0	GROC, BRANDON		
DEPARTMENT ADMINISTRATOR	270		35,210	46,659	58,108	9		1.000	10/14/2021	03/31/2025	47,854	2,393	0	0	11.42%	76.93%	95621	
CULTURAL SERVICES ADMINISTRATOR	270		53,320	69,305	85,290	212	0		03/31/2025	184	53,320	3,073	0	0	0	MCINTYRE, MEGAN		
MARKETING & EVENTS SPECIALIST	740		38,820	51,443	64,066	11		1.000	12/01/2022	12/01/2022	47,720	2,386	0	0	5.00%	87.88%	116621	
GRAPHICS DESIGN & MARKETING COO	740		43,866	57,017	70,168	208	0		12/01/2022	1035	50,106	0	0	0	0	HAMADEY, LAURA		
PATRON SERVICES COORDINATOR	780		35,210	46,659	58,108	9		1.000	05/05/2022	05/05/2022	39,643	1,982	0	0	5.55%	80.91%	95521	
PATRON SERVICES COORDINATOR	780		39,788	51,716	63,645	206	0		05/05/2022	1245	41,844	0	219	0	0	CASTALDI, GABRIEL		
TICKET SERVICES REP	1030		31,937	42,322	52,707	7		0.275	02/11/2022	02/11/2022	9,775	489	0	0	5.98%	22.08%	48023	
TICKET SERVICES REP	1030		36,089	46,908	57,728	204	0		02/11/2022	1328	10,359	0	96	0	0	CASSADY, OLGA		
TICKET SERVICES REP	1030		31,937	42,322	52,707	7		0.475	10/07/2021	10/07/2021	16,884	844	0	0	6.15%	38.21%	48021	
TICKET SERVICES REP	1030		36,089	46,908	57,728	204	0		10/07/2021	1455	17,923	0	195	0	0	PEARN, DEBORAH		
TICKET SERVICES REP	1030		31,937	42,322	52,707	7		0.475	10/21/2021	10/21/2021	16,884	844	0	0	6.14%	38.20%	48024	
TICKET SERVICES REP	1030		36,089	46,908	57,728	204	0		10/21/2021	1441	17,920	0	192	0	0	WILLS, SUSAN		

Summary for

Current Payroll	\$274,375	# Positions	7
Flat 5% Adjustment	\$13,719	# Positions Adjusted (any type)	7 # Not Adj 0
Adjustment To Minimum	\$19,065	# Adjusted To Minimum	2
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$701	# Adjusted For Compression	4
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$33,485		
Proposed Payroll	\$307,861	% Change	12.20%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: CULTURAL SERVICES Dep't Code: 16-2

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for CULTURAL SERVICES

Current Payroll		\$337,609	# Positions	8	
Flat 5% Adjustment	\$16,880	# Positions Adjusted (any type)	8	# Not Adj	0
Adjustment To Minimum	\$24,123	# Adjusted To Minimum	3		
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0		
Adjustment For Compression	\$701	# Adjusted For Compression	4		
Adjustment To Step	\$0	# Adjusted To Step	0		
OrgExp Adjustment	\$0	# OrgExp Adjustments	0		
Stipends / Supplements	\$0	# Assignment	0		
Total Applied Adjustments	\$41,705				
Proposed Payroll	\$379,314	% Change	12.35%		

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: ECONOMIC DEVELOPMENT Dep't Code: 2-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
DEVELOPMENT INSPECTOR I	280		49,546	65,656	81,765	16		1.000	05/15/2025	05/15/2025	59,454	2,973	0	0	14.46%	76.93%	999-002
DEVELOPMENT INSPECTOR IV	290		68,051	88,452	108,854	217	0		05/15/2025	139	68,051	5,624	0	0	0	CRUZ, ELVIN	
DEVELOPMENT SERVICES TECHNICIAN	9028							1.000	02/20/2025	02/20/2025	59,446	2,972	0	0	5.00%	114.95%	999-001
DEVELOPMENT SERVICES TECHNICIAN	9028		41,777	54,302	66,827	207	0		02/20/2025	223	62,419	0	0	0	0	DAY, VANESSA	

Summary for

Current Payroll	\$118,900	# Positions	2
Flat 5% Adjustment	\$5,945	# Positions Adjusted (any type)	2 # Not Adj 0
Adjustment To Minimum	\$5,624	# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$0	# Adjusted For Compression	0
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$11,569		
Proposed Payroll	\$130,469	% Change	9.73%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: ECONOMIC DEVELOPMENT Dep't Code: 2-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
ECONOMIC DEVELOPMENT MANAGER	1510		69,714	92,383	115,051	23		1.000	01/17/2012	01/17/2012	112,604	5,630	0	0	5.00%	99.75%	213021
ECONOMIC DEVELOPMENT MANAGER	1510		91,195	118,535	145,875	223	0		01/17/2012	5006	118,234	0	0	0	0	LEMMONS, KAREN	

Summary for

Current Payroll		\$112,604	# Positions	1
Flat 5% Adjustment	\$5,630		# Positions Adjusted (any type)	1 # Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$0		# Adjusted For Compression	0
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$5,630			
Proposed Payroll		\$118,234	% Change	5.00%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: ECONOMIC DEVELOPMENT Dep't Code: 2-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for ECONOMIC DEVELOPMENT

Current Payroll		\$231,505	# Positions	3	
Flat 5% Adjustment	\$11,575		# Positions Adjusted (any type)	3	# Not Adj 0
Adjustment To Minimum	\$5,624		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$0		# Adjusted For Compression	0	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$17,199				
Proposed Payroll		\$248,704	% Change	7.43%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: FINANCIAL ADMINISTRATION Dep't Code: 3-2

Unit Name: Unit Code:

Original								Experience		Salary	Adjustments				Compa	Position #		
		Class		Grade				Step	FTE		Hire Date	Promotion	Flat %	Mid	Step		% Chg	Ratio
		Title	Code	Min	Mid	Max	#		Duty		Exper.Date	Days All'd	Min	Comp	OrgExp		Asgn	Employee Name
FINANCE DIRECTOR		1540	98,075	129,983	161,890	30		1.000	08/25/1986	01/12/2015	142,072	7,104	0	0	6.17%	90.44%	391022	
FINANCE DIRECTOR		1540	128,320	166,790	205,260	230	0		01/12/2015	3915	150,839	0	1,663	0	0	HARRING, RON		
ACCOUNTING MANAGER		1310	63,234	83,795	104,355	21		1.000	03/22/2018	02/08/2024	72,460	3,623	0	0	5.49%	78.38%	213521	
ACCOUNTING MANAGER		1310	75,026	97,519	120,012	219	0		02/08/2024	601	76,436	0	353	0	0	SMITH, SHANE		
BUDGET/FINANCIAL ANALYST		1340	54,624	72,385	90,147	18		1.000	01/01/2040	01/01/2040	63,274	3,164	0	0	5.00%	78.87%	15250	
BUDGET/FINANCIAL ANALYST		1340	64,810	84,240	103,670	216	0		01/01/2040	0	66,438	0	0	0	0	Vacant15250, Vacant152		
ACCOUNTING COORDINATOR		10	52,023	68,939	85,854	17		1.000	05/11/2000	02/04/2016	72,870	3,643	0	0	5.00%	95.37%	150201	
ACCOUNTING COORDINATOR		10	61,724	80,229	98,734	215	0		02/04/2016	3527	76,513	0	0	0	0	SZILAGYI, CAROL		
ACCOUNTING SPECIALIST		20	49,546	65,656	81,765	16		1.000	11/14/2013	04/16/2015	64,554	3,228	0	0	5.00%	93.14%	146521	
ACCOUNTING SPECIALIST		20	55,986	72,770	89,554	213	0		04/16/2015	3821	67,781	0	0	0	0	CRAMER, LISA		
ACCOUNTING TECHNICIAN II		40	47,185	62,528	77,871	15		1.000	05/09/2016	09/26/2024	56,273	2,814	0	0	5.00%	85.26%	151221	
ACCOUNTING TECHNICIAN II		40	53,320	69,305	85,290	212	0		09/26/2024	370	59,086	0	0	0	0	CLAYTON, SARAH		
ACCOUNTING TECHNICIAN		30	47,186	62,528	77,871	14		1.000	01/07/2020	03/31/2022	53,196	2,660	0	0	5.00%	84.62%	128721	
ACCOUNTING TECHNICIAN I		30	50,781	66,005	81,229	211	0		03/31/2022	1280	55,856	0	0	0	0	ORTIZ, PEGGY		

Summary for

Current Payroll	\$524,698	# Positions	7
Flat 5% Adjustment	\$26,235	# Positions Adjusted (any type)	7 # Not Adj 0
Adjustment To Minimum	\$0	# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,016	# Adjusted For Compression	2
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$28,251		
Proposed Payroll	\$552,949	% Change	5.38%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: FINANCIAL ADMINISTRATION Dep't Code: 3-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for FINANCIAL ADMINISTRATION

Current Payroll		\$524,698	# Positions	7	
Flat 5% Adjustment	\$26,235		# Positions Adjusted (any type)	7	# Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,016		# Adjusted For Compression	2	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
 Total Applied Adjustments	 \$28,251				
Proposed Payroll		\$552,949	% Change	5.38%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: FIRE DEPARTMENT/EMERGENCY MANAG/PUBLIC SAFETY FIRE Dep't Code: 11-5

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
EMC/FLOODPLAIN ADMINISTRATOR	1520		66,396	87,984	109,573	22		1.000	08/15/2013	12/29/2022	89,696	4,485	0	0	5.00%	91.98%	229521
EMC/FLOODPLAIN ADMINISTRATOR	1520		78,777	102,395	126,012	220	0		12/29/2022	1007	94,180	0	0	0	0	ARAYA, MEGAN	

Summary for

Current Payroll

\$89,696

Positions

1

Flat 5% Adjustment

\$4,485

Positions Adjusted (any type)

1

Not Adj 0

Adjustment To Minimum

\$0

Adjusted To Minimum

0

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$0

Adjusted For Compression

0

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$4,485

Proposed Payroll

\$94,180

% Change

5.00%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: FIRE DEPARTMENT/EMERGENCY MANAG/PUBLIC SAFETY FIRE Dep't Code: 11-5

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for FIRE DEPARTMENT/EMERGENCY MANAG/PUBLIC SAFETY FIRE

Current Payroll		\$89,696	# Positions	1	
Flat 5% Adjustment	\$4,485		# Positions Adjusted (any type)	1	# Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$0		# Adjusted For Compression	0	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$4,485				
Proposed Payroll		\$94,180	% Change	5.00%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: FIRE/CIVIL DEFENSE Dep't Code: 11-2

Unit Name: Unit Code:

Original		Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
										Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
FIRE CHIEF		1550		98,075	129,983	161,890	30		1.000	03/09/1989	09/07/2017	141,874	7,094	0	0	5.01%	89.32%	938412
FIRE CHIEF		1550		128,320	166,790	205,260	230	0		09/07/2017	2946	148,981	0	13	0	0	YOUNG, WILLIAM	
DEPUTY CHIEF		1470		84,739	112,293	139,847	27		1.000	09/19/2002	09/07/2017	130,645	6,532	0	0	5.00%	99.97%	262522
FIRE DEPUTY CHIEF		1470		105,569	137,219	168,868	226	0		09/07/2017	2946	137,178	0	0	0	0	MISENER, CRAIG	
DEPUTY CHIEF		1470		84,739	112,293	139,847	27		1.000	01/14/1999	09/07/2017	136,732	6,837	0	0	5.00%	104.63%	262521
FIRE DEPUTY CHIEF		1470		105,569	137,219	168,868	226	0		09/07/2017	2946	143,569	0	0	0	0	WALSH, RICHARD	
FIRE CAPTAIN/FIRE MARSHALL		390		76,861	101,853	126,846	25		1.000	09/12/2013	01/25/2024	102,791	5,140	0	0	5.00%	91.05%	728121
FIRE CAPTAIN/FIRE MARSHALL		390		91,195	118,535	145,875	223	0		01/25/2024	615	107,930	0	0	0	0	WODRICH, KEVIN	
DISTRICT CHIEF		1500		80,703	106,944	133,185	26		1.000	07/08/2011	05/16/2024	116,732	5,837	0	0	5.00%	103.40%	252023
FIRE DISTRICT CHIEF		1500		91,195	118,535	145,875	223	0		05/16/2024	503	122,569	0	0	0	0	CONNETT, MORGAN	
DISTRICT CHIEF		1500		80,703	106,944	133,185	26		1.000	04/03/2006	09/07/2017	122,023	6,101	0	0	5.00%	108.09%	252021
FIRE DISTRICT CHIEF		1500		91,195	118,535	145,875	223	0		09/07/2017	2946	128,124	0	0	0	0	HREZO, NATHAN	
DISTRICT CHIEF		1500		80,703	106,944	133,185	26		1.000	04/17/2014	05/16/2024	116,732	5,837	0	0	5.00%	103.40%	252022
FIRE DISTRICT CHIEF		1500		91,195	118,535	145,875	223	0		05/16/2024	503	122,569	0	0	0	0	MILLER, KYLE	
EXECUTIVE ASSISTANT		340		47,186	62,528	77,871	14		1.000	06/27/2016	01/30/2020	57,869	2,893	0	0	7.03%	81.06%	142722
EXECUTIVE ASSISTANT		340		58,785	76,408	94,032	214	0		01/30/2020	2071	61,934	0	1,172	0	0	SELLERS, MELISSA	
FIRE SUPPORT COORDINATOR		400		38,820	51,443	64,066	11		1.000	01/01/2040	01/01/2040	51,161	2,558	0	0	5.00%	77.51%	11642
FIRE SUPPORT COORDINATOR		400		53,320	69,305	85,290	212	0		01/01/2040	0	53,719	0	0	0	0	Vacant11642, Vacant116	

Summary for

Current Payroll	\$976,560	# Positions	9
Flat 5% Adjustment	\$48,828	# Positions Adjusted (any type)	9 # Not Adj 0
Adjustment To Minimum	\$0	# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$1,185	# Adjusted For Compression	2
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$50,013		
Proposed Payroll	\$1,026,573	% Change	5.12%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: FIRE/CIVIL DEFENSE Dep't Code: 11-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for FIRE/CIVIL DEFENSE

Current Payroll		\$976,560	# Positions	9	
Flat 5% Adjustment	\$48,828		# Positions Adjusted (any type)	9	# Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$1,185		# Adjusted For Compression	2	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$50,013				
Proposed Payroll	\$1,026,573	% Change	5.12%		

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: GOLF COURSE - FOOD SERVICE Dep't Code: 49-3

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #	
			Hire Date	Promotion	Flat %	Mid			Step	% Chg								
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
G/C FOOD & BEV ATTENDANT PT	450			27,040	27,352	27,664	100		0.475	01/31/2020	01/31/2020	12,844	642	0	0	12.91%	37.58%	33023
GOLF COURSE FOOD & BEV ATTENDAN	450			29,690	38,591	47,493	200	0		01/31/2020	2070	14,503	617	400	0	0	CASEY, LOIS	
G/C FOOD & BEV ATTENDANT PT	450			27,040	27,352	27,664	100		0.475	09/10/2021	09/10/2021	12,844	642	0	0	12.03%	37.29%	33022
GOLF COURSE FOOD & BEV ATTENDAN	450			29,690	38,591	47,493	200	0		09/10/2021	1482	14,389	617	286	0	0	CHILDS, RHODA	
G/C FOOD & BEV ATTENDANT PT	450			27,040	27,352	27,664	100		0.475	11/05/2020	11/05/2020	12,844	642	0	0	12.49%	37.44%	33024
GOLF COURSE FOOD & BEV ATTENDAN	450			29,690	38,591	47,493	200	0		11/05/2020	1791	14,449	617	346	0	0	COLLINS, TINA	
G/C FOOD & BEV ATTENDANT PT	450			27,040	27,352	27,664	100		0.469	07/01/2023	07/01/2023	12,688	634	0	0	11.04%	36.51%	33021
GOLF COURSE FOOD & BEV ATTENDAN	450			29,690	38,591	47,493	200	0		07/01/2023	823	14,089	609	157	0	0	FREIRE, KENNI	
G/C FOOD & BEV ATTENDANT PT	450			27,040	27,352	27,664	100		0.475	11/08/2019	11/08/2019	12,844	642	0	0	13.04%	37.62%	33025
GOLF COURSE FOOD & BEV ATTENDAN	450			29,690	38,591	47,493	200	0		11/08/2019	2154	14,519	617	416	0	0	WEBER, APRIL	

Summary for

Current Payroll

\$64,064

Positions

5

Flat 5% Adjustment

\$3,203

Positions Adjusted (any type)

5

Not Adj 0

Adjustment To Minimum

\$3,076

Adjusted To Minimum

5

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$1,604

Adjusted For Compression

5

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$7,884

Proposed Payroll

\$71,948

% Change

12.31%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: GOLF COURSE - FOOD SERVICE Dep't Code: 49-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for GOLF COURSE - FOOD SERVICE

Current Payroll		\$64,064	# Positions	5	
Flat 5% Adjustment	\$3,203		# Positions Adjusted (any type)	5	# Not Adj 0
Adjustment To Minimum	\$3,076		# Adjusted To Minimum	5	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$1,604		# Adjusted For Compression	5	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$7,884				
Proposed Payroll		\$71,948	% Change	12.31%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: GOLF COURSE - GREENS OPERATIONS Dep't Code: 49-2

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
			Hire Date	Promotion	Flat %	Mid			Step	% Chg							
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
GOLF COURSE MANAGER		1580		63,234	83,795	104,355	21		1.000	07/31/2014	07/31/2014	101,424	5,071	0	0	5.00%	109.21% 491521
GOLF COURSE MANAGER		1580		75,026	97,519	120,012	219	0		07/31/2014	4080	106,496	0	0	0	0	HUNT, HOWARD
GOLF COURSE ASSISTANT MANAGER		1570		49,546	65,656	81,765	16		1.000	07/18/2024	07/18/2024	58,960	2,948	0	0	5.55%	77.57% 137521
GOLF COURSE ASSISTANT MANAGER		1570		61,724	80,229	98,734	215	0		07/18/2024	440	62,234	0	326	0	0	CAMPBELL, JAMES
GOLF SHOP SUPERVISOR		500		35,210	46,659	58,108	9		1.000	10/02/2017	10/02/2017	47,100	2,355	0	0	17.73%	80.01% 94521
GOLF SHOP SUPERVISOR		500		53,320	69,305	85,290	212	0		10/02/2017	2921	55,452	3,865	2,132	0	0	COOMBS, PAUL
ASSISTANT GOLF PROFESSIONAL		50		38,820	51,443	64,066	11		1.000	01/01/2040	01/01/2040	40,560	2,028	0	0	13.56%	76.93% 7602
ASSISTANT GOLF PROFESSIONAL		50		46,059	59,868	73,677	209	0		01/01/2040	0	46,059	3,471	0	0	0	Vacant7602, Vacant7602
GC/SHOP OPERATOR PT		460		28,288	32,968	37,648	130		0.238	12/06/2018	12/16/2018	0	0	0	0	0.00%	18.97% 75131
GOLF COURSE OPERATOR		460		32,734	42,547	52,361	202	0		12/16/2018	2481	8,071	7,806	265	0	0	FRAYER, CHRISTOPHE
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	02/01/2021	02/01/2021	12,844	642	0	0	12.36%	37.40% 36025
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		02/01/2021	1703	14,432	617	329	0	0	BENDINELLI, JAMES
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	12/07/2019	12/07/2019	12,844	642	0	0	13.00%	37.61% 36024
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		12/07/2019	2125	14,513	617	410	0	0	CASEY, KELTON
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	07/19/2024	07/19/2024	12,844	642	0	0	10.46%	36.76% 36027
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		07/19/2024	439	14,188	617	85	0	0	COLVIN, GARRY
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	07/11/2024	07/11/2024	12,844	642	0	0	10.47%	36.77% 36026
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		07/11/2024	447	14,189	617	86	0	0	COMSTOCK, DANIEL
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	12/17/2023	12/17/2023	13,437	672	0	0	5.93%	36.88% 75022
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		12/17/2023	654	14,233	0	125	0	0	DAVENPORT, DAVID
G/C ATTENDANT TP P/T SEASONAL		440		27,040	28,080	29,120	110		0.475	01/06/2024	01/06/2024	12,844	642	0	0	10.75%	36.86% 675253
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		01/06/2024	634	14,225	617	122	0	0	FASSMAN, DANIEL
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	12/16/2021	12/16/2021	12,844	642	0	0	11.88%	37.24% 36029
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		12/16/2021	1385	14,370	617	267	0	0	HOWARD, STEVEN
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	02/26/2015	02/26/2015	12,844	642	0	0	15.62%	38.48% 36022
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		02/26/2015	3870	14,850	617	747	0	0	MATTISON, WILLIAM
G/C ATTENDANT TP P/T SEASONAL		440		27,040	28,080	29,120	110		0.500	06/21/2024	06/21/2024	13,520	676	0	0	10.50%	38.71% 675255
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		06/21/2024	467	14,940	649	95	0	0	MILLIGAN, DARREL
G/C ATTENDANT TP P/T SEASONAL		440		27,040	28,080	29,120	110		0.375	05/11/2018	05/11/2018	20,280	0	0	0	0.00%	52.55% 675251
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		05/11/2018	2700	20,280	0	0	0	0	NUYTTENS, RICHARD
G/C ATTENDANT TEMP		430		27,040	28,080	29,120	110		0.475	11/12/2021	11/12/2021	12,844	642	0	0	11.93%	37.25% 636041
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		11/12/2021	1419	14,377	617	274	0	0	OLTMANS, TIMOTHY
GOLF COURSE ATTENDANT		490		27,040	28,080	29,120	110		0.475	01/21/2017	01/21/2017	12,844	642	0	0	14.57%	38.13% 36023
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		01/21/2017	3175	14,716	617	613	0	0	PETTY, ROBERT
G/C ATTENDANT TEMP		430		27,040	28,080	29,120	110		0.475	09/01/2024	09/01/2024	12,844	642	0	0	10.40%	36.74% 636042
GOLF COURSE ATTENDANT		430		29,690	38,591	47,493	200	0		09/01/2024	395	14,179	617	76	0	0	SCHAFER, DAVID

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: GOLF COURSE - GREENS OPERATIONS Dep't Code: 49-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
G/C ATTENDANT TP P/T SEASONAL	440		27,040	28,080	29,120	110		0.500	06/22/2023	06/22/2023	13,520	676	0	0	11.05%	38.91%	675252
GOLF COURSE ATTENDANT	430		29,690	38,591	47,493	200	0		06/22/2023	832	15,014	649	169	0	0	WOODKA, JEROME	
G/C ATTENDANT TP P/T SEASONAL	440		27,040	28,080	29,120	110		0.475	02/06/2022	02/06/2022	12,844	642	0	0	11.81%	37.21%	675254
GOLF COURSE ATTENDANT	430		29,690	38,591	47,493	200	0		02/06/2022	1333	14,360	617	257	0	0	WUNDERLICH, ROBER	

Summary for

Current Payroll	\$450,085	# Positions	20
Flat 5% Adjustment	\$21,490	# Positions Adjusted (any type)	19 # Not Adj 1
Adjustment To Minimum	\$23,224	# Adjusted To Minimum	16
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$6,379	# Adjusted For Compression	17
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
 Total Applied Adjustments	 \$51,094		
Proposed Payroll	\$501,179	% Change	11.35%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: GOLF COURSE - GREENS OPERATIONS Dep't Code: 49-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for GOLF COURSE - GREENS OPERATIONS

Current Payroll	\$450,085	# Positions	20	
Flat 5% Adjustment	\$21,490	# Positions Adjusted (any type)	19	# Not Adj 1
Adjustment To Minimum	\$23,224	# Adjusted To Minimum	16	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$6,379	# Adjusted For Compression	17	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$51,094			
Proposed Payroll	\$501,179	% Change	11.35%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: HARBORMASTER Dep't Code: 10-6

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
TECHNICIAN II		1000	35,210	46,659	58,108	9		1.000	10/17/2013	02/05/2015	47,165	2,358	0	0	5.00%	95.76%	1265215
MARINA TECHNICIAN II		9022	39,788	51,716	63,645	206	0		02/05/2015	3891	49,523	0	0	0	0	POPPA, MICHAEL	
TECHNICIAN I		990	33,534	44,438	55,343	8		1.000	08/31/2023	08/31/2023	35,545	1,777	0	0	7.72%	77.74%	1080237
MARINA TECHNICIAN I		9021	37,893	49,254	60,614	205	0		08/31/2023	762	38,288	571	395	0	0	SWAN, JOHN	

Summary for

Current Payroll		\$82,710	# Positions	2
Flat 5% Adjustment	\$4,135		# Positions Adjusted (any type)	2 # Not Adj 0
Adjustment To Minimum	\$571		# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$395		# Adjusted For Compression	1
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$5,102			
Proposed Payroll		\$87,812	% Change	6.17%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: HARBORMASTER Dep't Code: 10-6

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for HARBORMASTER

Current Payroll									\$82,710	# Positions		2					
Flat 5% Adjustment									\$4,135	# Positions Adjusted (any type)		2	# Not Adj	0			
Adjustment To Minimum									\$571	# Adjusted To Minimum		1					
Adjustment Toward Mid									\$0	# Adjusted Toward Mid Pt		0					
Adjustment For Compression									\$395	# Adjusted For Compression		1					
Adjustment To Step									\$0	# Adjusted To Step		0					
OrgExp Adjustment									\$0	# OrgExp Adjustments		0					
Stipends / Supplements									\$0	# Assignment		0					
Total Applied Adjustments									\$5,102								
Proposed Payroll									\$87,812	% Change					6.17%		

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: HUMAN RESOURCES Dep't Code: 5-2

Unit Name: Unit Code:

Original								Experience		Salary	Adjustments				Compa Ratio	Position #
	Class		Grade				Step	FTE	Hire Date		Promotion	Flat %	Mid	Step		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
HUMAN RESOURCES DIRECTOR	1610		88,976	117,908	146,839	28		1.000	04/14/2005	04/14/2025	125,000	6,250	0	0	5.00%	86.76% 935411
HUMAN RESOURCES DIRECTOR	1610		116,390	151,284	186,177	228	0		04/14/2025	170	131,250	0	0	0	0	ADKINS, TABATHA
HR/RISK MANAGEMENT COORDINATOR	1600		60,222	79,805	99,387	20		1.000	04/10/2017	10/06/2022	69,640	3,482	0	0	5.93%	79.43% 209021
HR/RISK MANAGEMENT COORDINATOR	1600		71,453	92,875	114,297	218	0		10/06/2022	1091	73,772	0	650	0	0	GOLDSTEIN, LYNN
HUMAN RESOURCES ASSISTANT	540		36,972	48,993	61,015	10		1.000	05/06/2021	08/03/2023	48,372	2,419	0	0	28.98%	77.77% 89021
HUMAN RESOURCES SPECIALIST	1620		61,724	80,229	98,734	215	0		08/23/2023	790	62,392	10,934	668	0	0	BASS, SAVANNAH
HUMAN RESOURCES SPECIALIST	1620		52,023	68,939	85,854	17		1.000	05/23/2019	07/27/2023	58,367	2,918	0	0	6.91%	77.77% 155421
HUMAN RESOURCES SPECIALIST	1620		61,724	80,229	98,734	215	0		07/27/2023	797	62,397	439	673	0	0	KOZIOL, MICHELE

Summary for

Current Payroll	\$301,379	# Positions	4
Flat 5% Adjustment	\$15,069	# Positions Adjusted (any type)	4 # Not Adj 0
Adjustment To Minimum	\$11,372	# Adjusted To Minimum	2
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$1,991	# Adjusted For Compression	3
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$28,432		
Proposed Payroll	\$329,811	% Change	9.43%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: HUMAN RESOURCES Dep't Code: 5-2

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for HUMAN RESOURCES

Current Payroll		\$301,379	# Positions	4	
Flat 5% Adjustment	\$15,069		# Positions Adjusted (any type)	4	# Not Adj 0
Adjustment To Minimum	\$11,372		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$1,991		# Adjusted For Compression	3	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$28,432				
Proposed Payroll		\$329,811	% Change	9.43%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: INTERNAL AUDIT Dep't Code: 4-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
INTERNAL AUDITOR		1640	98,075	129,983	161,890	B1		1.000	05/10/2021	05/10/2021	122,058	6,103	0	0	7.44%	78.63%	860211
INTERNAL AUDITOR		1640	128,320	166,790	205,260	230	0		05/10/2021	1605	131,139	159	2,819	0	0	POULOS, BASILIOS	

Summary for

Current Payroll		\$122,058	# Positions	1
Flat 5% Adjustment	\$6,103		# Positions Adjusted (any type)	1 # Not Adj 0
Adjustment To Minimum	\$159		# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,819		# Adjusted For Compression	1
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$9,081			
Proposed Payroll		\$131,139	% Change	7.44%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: INTERNAL AUDIT Dep't Code: 4-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for INTERNAL AUDIT

Current Payroll		\$122,058	# Positions	1	
Flat 5% Adjustment	\$6,103		# Positions Adjusted (any type)	1	# Not Adj 0
Adjustment To Minimum	\$159		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,819		# Adjusted For Compression	1	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$9,081				
Proposed Payroll		\$131,139	% Change	7.44%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: LIBRARY Dep't Code: 15-2

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
			Hire Date	Promotion	Flat %	Mid			Step	% Chg							
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
LIBRARY DIRECTOR		1670		66,396	87,984	109,573	22		1.000	05/01/1997	01/30/2007	95,618	4,781	0	0	33.09%	84.12% 937211
LIBRARY DIRECTOR		1670		116,390	151,284	186,177	228	0		01/30/2007	6819	127,255	15,991	10,865	0	0	RUPKALVIS, CARI
LIBRARIAN II		660		49,546	65,656	81,765	16		1.000	10/23/2006	06/02/2022	58,367	2,918	0	0	7.51%	78.22% 197121
LIBRARIAN II		650		61,724	80,229	98,734	215	0		06/02/2022	1217	62,752	439	1,028	0	0	MANNING, DENISE
LIBRARIAN II		660		49,546	65,656	81,765	16		1.000	05/31/2018	10/14/2021	55,830	2,791	0	0	12.75%	78.46% 197221
LIBRARIAN II		650		61,724	80,229	98,734	215	0		10/14/2021	1448	62,948	3,103	1,224	0	0	MITCHEM, NANCY
LIBRARIAN II		650		49,546	65,656	81,765	16		1.000	01/01/2040	01/01/2040	55,830	2,791	0	0	10.56%	76.93% 197222
LIBRARIAN II		650		61,724	80,229	98,734	215	0		01/01/2040	0	61,724	3,103	0	0	0	Vacant197222, Vacant19
LIBRARY OPERATIONS COORDINATOR		690		47,186	62,528	77,871	14		1.000	04/09/2015	08/11/2022	49,323	2,466	0	0	15.29%	78.14% 121821
LIBRARY OPERATIONS COORDINATOR		690		55,986	72,770	89,554	213	0		08/11/2022	1147	56,865	4,196	879	0	0	BAKER, JULIE
LIBRARIAN I		640		42,800	56,716	70,632	13		1.000	06/11/1998	05/07/2007	54,718	2,736	0	0	10.49%	91.60% 162522
LIBRARIAN I		640		50,781	66,005	81,229	211	0		05/07/2007	6722	60,458	0	3,005	0	0	MARCUS, IRENE
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		1.000	08/08/2019	08/08/2019	38,328	1,916	0	0	6.51%	82.88% 54534
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		08/08/2019	2246	40,822	0	577	0	0	COSTAS, MARIA
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		1.000	10/01/2020	09/30/2021	36,614	1,831	0	0	6.69%	79.31% 54536
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		09/30/2021	1462	39,065	0	621	0	0	HUNT, TINA
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		1.000	04/27/2023	04/27/2023	35,545	1,777	0	0	7.90%	77.87% 54537
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		04/27/2023	888	38,354	571	461	0	0	JAIS, VEENA
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		1.000	06/23/2022	06/23/2022	35,545	1,777	0	0	8.35%	78.19% 54532
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		06/23/2022	1196	38,514	571	620	0	0	KEPNER, ARIANA
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		1.000	12/03/2012	09/27/2018	40,736	2,037	0	0	5.27%	87.06% 54533
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		09/27/2018	2561	42,882	0	109	0	0	LONES, HOLLY
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		0.475	07/28/2022	07/28/2022	16,884	844	0	0	8.30%	37.12% 54539
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		07/28/2022	1161	18,285	271	286	0	0	MEZA, RAY
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		1.000	02/09/1990	03/20/1997	51,135	2,557	0	0	7.85%	111.97% 54531
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		03/20/1997	10422	55,148	0	1,457	0	0	OLSON, TERRIE
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		0.475	08/06/2020	09/03/2021	17,392	870	0	0	6.73%	37.69% 545311
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		09/03/2021	1489	18,563	0	301	0	0	SINGLETON, JEREMY
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		0.475	09/15/2008	09/03/2021	19,110	955	0	0	5.00%	40.74% 545312
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		09/03/2021	1489	20,065	0	0	0	0	STRUK, DEBORAH
LIBRARY ASSISTANT II		680		31,937	42,322	52,707	7		1.000	09/01/2025	09/01/2025	35,545	1,777	0	0	6.61%	76.93% 54538
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		09/01/2025	30	37,893	571	0	0	0	VACANT, VACANT
LIBRARY ASSISTANT II		670		31,937	42,322	52,707	7		1.000	01/01/2040	01/01/2040	35,545	1,777	0	0	6.61%	76.93% 54535
LIBRARY ASSISTANT II		670		37,893	49,254	60,614	205	0		01/01/2040	0	37,893	571	0	0	0	Vacant54535, Vacant545

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: LIBRARY Dep't Code: 15-2

Unit Name: Unit Code:

Original	Class							Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
														Hire Date	Promotion		Flat %	Mid	Step	% Chg		
														Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name								

Summary for

Current Payroll									\$732,062	# Positions	17						
Flat 5% Adjustment									\$36,603	# Positions Adjusted (any type)	17	# Not Adj	0				
Adjustment To Minimum									\$29,388	# Adjusted To Minimum	10						
Adjustment Towards Mkt Point									\$0	# Adjusted Towards Mid Pt	0						
Adjustment For Compression									\$21,432	# Adjusted For Compression	13						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$87,423								
Proposed Payroll									\$819,485	% Change	11.94%						

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: LIBRARY Dep't Code: 15-2

Unit Name: Unit Code:

Original									Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg			
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for LIBRARY

Current Payroll		\$732,062	# Positions	17	
Flat 5% Adjustment	\$36,603		# Positions Adjusted (any type)	17	# Not Adj 0
Adjustment To Minimum	\$29,388		# Adjusted To Minimum	10	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$21,432		# Adjusted For Compression	13	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$87,423				
Proposed Payroll		\$819,485	% Change	11.94%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: MANAGEMENT INFORMATION SERVICES Dep't Code: 3-4

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #	
									Hire Date	Promotion		Flat %	Mid	Step	% Chg			
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name		
PRODUCTION ASSISTANT		9027							1.000	01/01/2040	01/01/2040	43,518	2,176	0	0	5.00%	84.15%	999-008
PRODUCTION ASSISTANT		9027	41,777	54,302	66,827	207	0		01/01/2040	0		45,694	0	0	0	0	VACANT, VACANT	

Summary for

Current Payroll

\$43,518

Positions

1

Flat 5% Adjustment

\$2,176

Positions Adjusted (any type)

1

Not Adj 0

Adjustment To Minimum

\$0

Adjusted To Minimum

0

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$0

Adjusted For Compression

0

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$2,176

Proposed Payroll

\$45,694

% Change

5.00%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: MANAGEMENT INFORMATION SERVICES Dep't Code: 3-4

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
INFO TECHNOLOGY DIRECTOR	1630		88,976	117,908	146,839	28		1.000	07/01/2013	08/04/2015	135,891	6,795	0	0	7.15%	87.30%	276121
INFO TECHNOLOGY DIRECTOR	1630		128,320	166,790	205,260	230	0		08/04/2015	3711	145,613	0	2,928	0	0	LINTON, SUZANNE	
IT ASSISTANT DIRECTOR	1650		76,861	101,853	126,846	25		1.000	04/12/2016	09/26/2024	112,958	5,648	0	0	5.00%	82.32%	254021
IT ASSISTANT DIRECTOR	1650		110,848	144,080	177,312	227	0		09/26/2024	370	118,606	0	0	0	0	ELLIS, FRANK	
CYBER SECURITY ENGINEER	260		73,201	97,003	120,804	24		1.000	10/02/2017	02/03/2022	86,609	4,330	0	0	5.65%	81.06%	247021
CYBER SECURITY ENGINEER	260		86,852	112,890	138,928	222	0		02/03/2022	1336	91,506	0	567	0	0	OUVERSON, DANIEL	
IT SYSTEM ADMINISTRATOR	1660		66,396	87,984	109,573	22		1.000	09/24/2020	11/07/2024	81,617	4,081	0	0	5.00%	83.69%	227521
IT SYSTEM ADMINISTRATOR	1660		78,777	102,395	126,012	220	0		11/07/2024	328	85,698	0	0	0	0	CASE, ANDREW	
GIS ADMINISTRATOR	470		63,234	83,795	104,355	21		1.000	06/28/2018	03/02/2023	74,493	3,725	0	0	5.23%	80.38%	214521
GIS ADMINISTRATOR	470		75,026	97,519	120,012	219	0		03/02/2023	944	78,389	0	172	0	0	SMITH, MATTHEW	
INFO TECHNOLOGY SPECIALIST	550		60,222	79,805	99,387	20		1.000	05/19/2022	05/19/2022	67,860	3,393	0	0	12.42%	78.23%	207023
INFO. TECHNOLOGY SPEC./LASO	9029		75,026	97,519	120,012	219	0		05/19/2022	1231	76,290	3,773	1,264	0	0	WILCOX, JAYME	
INFO TECHNOLOGY SPECIALIST	550		60,222	79,805	99,387	20		1.000	11/16/2000	12/19/2024	68,767	3,438	0	0	5.00%	77.74%	207022
INFO TECHNOLOGY SPECIALIST	550		71,453	92,875	114,297	218	0		12/19/2024	286	72,205	0	0	0	0	JUMP, MARC	
GIS MAPPING TECH	480		52,023	68,939	85,854	17		1.000	07/21/2023	07/21/2023	52,023	2,601	0	0	19.95%	77.78%	147521
GIS MAPPING TECH	480		61,724	80,229	98,734	215	0		07/21/2023	803	62,403	7,100	679	0	0	MOURE, MITCHELL	
AUDIO-VISUAL COORDINATOR	60		52,023	68,939	85,854	17		1.000	02/13/2025	02/13/2025	72,832	3,642	0	0	5.00%	95.32%	17352
THEATER PRODUCTION TECHNICIAN S	9026		61,724	80,229	98,734	215	0		02/13/2025	230	76,474	0	0	0	0	WILLIAMS, AUSTIN	
AUDIO-VISUAL COORDINATOR	60		52,023	68,939	85,854	17		1.000	10/29/1998	09/29/2022	75,282	3,764	0	0	5.00%	103.45%	173522
THEATER PRODUCTION TECHNICIAN	60		58,785	76,408	94,032	214	0		09/29/2022	1098	79,047	0	0	0	0	RAYSSES, MICHAEL	

Summary for

Current Payroll	\$828,332	# Positions	10
Flat 5% Adjustment	\$41,417	# Positions Adjusted (any type)	10 # Not Adj 0
Adjustment To Minimum	\$10,873	# Adjusted To Minimum	2
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$5,609	# Adjusted For Compression	5
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$57,898		
Proposed Payroll	\$886,230	% Change	6.99%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: MANAGEMENT INFORMATION SERVICES Dep't Code: 3-4

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name					

Summary for MANAGEMENT INFORMATION SERVICES

Current Payroll		\$871,850	# Positions	11	
Flat 5% Adjustment	\$43,593		# Positions Adjusted (any type)	11	# Not Adj 0
Adjustment To Minimum	\$10,873		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$5,609		# Adjusted For Compression	5	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$60,074				
Proposed Payroll		\$931,924	% Change	6.89%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: METER READERS Dep't Code: 3-33

Unit Name: Unit Code:

Original		Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
										Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
		WATER SUPPLY PROTECT SPEC III	1270	42,800	56,716	70,632	13		1.000	09/04/2014	11/02/2023	52,263	2,613	0	0	13.56%	77.67%	136621
		LEAD METER REPAIR TECHNICIAN	1270	58,785	76,408	94,032	214	0		11/02/2023	699	59,347	3,909	563	0	0	ROLISON, AARON	
		METER TECHNICIAN	750	36,972	48,993	61,015	10		1.000	10/24/2019	10/24/2019	43,881	2,194	0	0	6.71%	82.12%	92521
		METER TECHNICIAN	750	43,866	57,017	70,168	208	0		10/24/2019	2169	46,825	0	750	0	0	KIRBERGER, CRAIG	
		METER TECHNICIAN	750	36,972	48,993	61,015	10		1.000	02/13/2006	02/13/2006	47,023	2,351	0	0	11.23%	91.73%	92522
		METER TECHNICIAN	750	43,866	57,017	70,168	208	0		02/13/2006	7170	52,303	0	2,929	0	0	NICHOLS, STEVEN	
		METER TECHNICIAN	750	36,972	48,993	61,015	10		1.000	11/03/2022	11/03/2022	40,811	2,041	0	0	9.05%	78.05%	92523
		METER TECHNICIAN	750	43,866	57,017	70,168	208	0		11/03/2022	1063	44,504	1,015	638	0	0	SHULER, MICHAEL	

Summary for

Current Payroll	\$183,977	# Positions	4
Flat 5% Adjustment	\$9,199	# Positions Adjusted (any type)	4 # Not Adj 0
Adjustment To Minimum	\$4,924	# Adjusted To Minimum	2
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$4,880	# Adjusted For Compression	4
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$19,003		
Proposed Payroll	\$202,979	% Change	10.33%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: METER READERS Dep't Code: 3-33

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for METER READERS

Current Payroll		\$183,977	# Positions	4	
Flat 5% Adjustment	\$9,199		# Positions Adjusted (any type)	4	# Not Adj 0
Adjustment To Minimum	\$4,924		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$4,880		# Adjusted For Compression	4	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$19,003				
Proposed Payroll		\$202,979	% Change	10.33%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: METER REPAIR/MAINTENANCE Dep't Code: 43-4

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
WATER SUPPLY PROTECT SPEC II		1260	38,820	51,443	64,066	11		1.000	02/09/2023	07/11/2024	48,800	2,440	0	0	5.40%	77.93%	116521
WATER DISTRIBUTION TECH II		1170	50,781	66,005	81,229	211	0		07/11/2024	447	51,436	0	196	0	0	SHADLE, TRENTYN	
WATER SUPPLY PROTECT SPEC I		1250	36,972	48,993	61,015	10		1.000	01/23/2025	01/23/2025	36,972	1,849	0	0	30.81%	76.93%	109921
WATER DISTRIBUTION TECH I		1160	48,362	62,861	77,361	210	0		01/23/2025	251	48,362	9,542	0	0	0	JAMES, NATHON	

Summary for

Current Payroll		\$85,772	# Positions	2
Flat 5% Adjustment	\$4,289		# Positions Adjusted (any type)	2 # Not Adj 0
Adjustment To Minimum	\$9,542		# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$196		# Adjusted For Compression	1
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$14,027			
Proposed Payroll		\$99,798	% Change	16.35%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: METER REPAIR/MAINTENANCE Dep't Code: 43-4

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for METER REPAIR/MAINTENANCE

Current Payroll									\$85,772	# Positions						2	
Flat 5% Adjustment									\$4,289	# Positions Adjusted (any type)						2	# Not Adj 0
Adjustment To Minimum									\$9,542	# Adjusted To Minimum						1	
Adjustment Toward Mid									\$0	# Adjusted Toward Mid Pt						0	
Adjustment For Compression									\$196	# Adjusted For Compression						1	
Adjustment To Step									\$0	# Adjusted To Step						0	
OrgExp Adjustment									\$0	# OrgExp Adjustments						0	
Stipends / Supplements									\$0	# Assignment						0	
Total Applied Adjustments									\$14,027								
Proposed Payroll									\$99,798	% Change						16.35%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: NON-DEPARTMENTAL/ W/S Dep't Code: 88-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
STORESCLERK		970	33,534	44,438	55,343	8		1.000	01/01/2040	01/01/2040	33,534	1,677	0	0	7.62%	76.93%	999-006
STORES CLERK		970	36,089	46,908	57,728	204	0		01/01/2040	0	36,089	878	0	0	0	VACANT, VACANT	

Summary for

Current Payroll

\$33,534

Positions

1

Flat 5% Adjustment

\$1,677

Positions Adjusted (any type)

1

Not Adj 0

Adjustment To Minimum

\$878

Adjusted To Minimum

1

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$0

Adjusted For Compression

0

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$2,555

Proposed Payroll

\$36,089

% Change

7.62%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: NON-DEPARTMENTAL/ W/S Dep't Code: 88-3

Unit Name: Unit Code:

Original								Experience		Salary	Adjustments				Compa Ratio	Position #	
	Class		Grade				Step	FTE	Hire Date		Promotion	Flat %	Mid	Step			% Chg
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
ASSISTANT FINANCE DIRECTOR	1330		76,861	101,853	126,846	25		1.000	08/08/2024	08/08/2024	102,000	5,100	0	0	9.30%	77.38%	293021
FINANCE ASSISTANT DIRECTOR	1330		110,848	144,080	177,312	227	0		08/08/2024	419	111,483	3,747	636	0	0	BOHM, SHERI	
INFO TECHNOLOGY SPECIALIST	550		60,222	79,805	99,387	20		1.000	10/26/2015	10/26/2015	71,982	3,599	0	0	8.50%	84.09%	207021
INFO TECHNOLOGY SPECIALIST	550		71,453	92,875	114,297	218	0		10/26/2015	3628	78,098	0	2,517	0	0	BOSLEY, DENNIS	
PAYROLL COORDINATOR	790		52,023	68,939	85,854	17		1.000	02/24/1994	02/04/2016	75,703	3,785	0	0	5.00%	99.08%	152221
PAYROLL COORDINATOR	790		61,724	80,229	98,734	215	0		02/04/2016	3527	79,488	0	0	0	0	HUESTON, DARLENE	
STORESCLERK	970		33,534	44,438	55,343	8		1.000	01/27/2005	07/24/2008	44,944	2,247	0	0	5.73%	101.30%	97023
STORES CLERK	970		36,089	46,908	57,728	204	0		07/24/2008	6278	47,517	0	326	0	0	DAVIS, JAMES	

Summary for

Current Payroll

\$294,629

Positions

4

Flat 5% Adjustment

\$14,731

Positions Adjusted (any type)

4

Not Adj 0

Adjustment To Minimum

\$3,747

Adjusted To Minimum

1

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$3,479

Adjusted For Compression

3

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$21,957

Proposed Payroll

\$316,587

% Change

7.45%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: NON-DEPARTMENTAL/ W/S Dep't Code: 88-3

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for NON-DEPARTMENTAL/ W/S

Current Payroll		\$328,163	# Positions	5	
Flat 5% Adjustment	\$16,408		# Positions Adjusted (any type)	5	# Not Adj 0
Adjustment To Minimum	\$4,625		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$3,479		# Adjusted For Compression	3	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
 Total Applied Adjustments	 \$24,512				
Proposed Payroll		\$352,675	% Change	7.47%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PARKS & PARKWAYS Dep't Code: 14-3

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
			Hire Date	Promotion	Flat %	Mid			Step	% Chg							
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
PARKS MAINTENANCE SUPERVISOR	1690			57,356	76,005	94,654	19		1.000	03/25/2021	02/08/2024	67,968	3,398	0	0	5.00%	80.68% 135022
PARKS MAINTENANCE SUPERVISOR	1690			68,051	88,452	108,854	217	0		02/08/2024	601	71,366	0	0	0	0	BURKE, JAMES
SENIOR TECHNICIAN	960			42,800	56,716	70,632	13		1.000	05/01/2020	10/31/2024	48,300	2,415	0	0	5.00%	80.68% 1480214
SENIOR TECHNICIAN	960			48,362	62,861	77,361	210	0		10/31/2024	335	50,715	0	0	0	0	CASTEEL, DEWAYNE
SENIOR TECHNICIAN	960			42,800	56,716	70,632	13		1.000	02/23/2023	10/31/2024	48,432	2,422	0	0	5.00%	80.90% 1480213
SENIOR TECHNICIAN	960			48,362	62,861	77,361	210	0		10/31/2024	335	50,854	0	0	0	0	VAN HALL, BRADLEY
HEAVY EQUIPMENT OPERATOR	530			40,762	54,015	67,269	12		1.000	07/18/2019	07/18/2019	47,593	2,380	0	0	5.95%	84.22% 1235217
HEAVY EQUIPMENT OPERATOR	530			46,059	59,868	73,677	209	0		07/18/2019	2267	50,424	0	451	0	0	BUEHLER, WILLIAM
PARKS MAINT COORDINATOR	770			40,762	54,015	67,269	12		1.000	12/19/2024	12/19/2024	46,876	2,344	0	0	5.00%	82.21% 122821
PARKS MAINT COORDINATOR	770			46,059	59,868	73,677	209	0		12/19/2024	286	49,219	0	0	0	0	DERBY, KIMBERLY
TECHNICIAN II	1000			35,210	46,659	58,108	9		1.000	09/25/2006	09/30/2021	49,432	2,472	0	0	5.00%	105.38% 1265219
PARKS & PARKWAYS TECHNICIAN II	99020			37,893	49,254	60,614	205	0		09/30/2021	1462	51,904	0	0	0	0	GROSSER, WILLIAM
TECHNICIAN II	1000			35,210	46,659	58,108	9		1.000	08/31/2023	08/31/2023	48,157	2,408	0	0	5.00%	102.66% 1265222
PARKS & PARKWAYS TECHNICIAN II	99020			37,893	49,254	60,614	205	0		08/31/2023	762	50,565	0	0	0	0	KELLER, MAXIMILIAN
TECHNICIAN II	1000			35,210	46,659	58,108	9		1.000	08/10/1995	02/05/2015	56,874	2,844	0	0	5.00%	121.25% 1265211
PARKS & PARKWAYS TECHNICIAN II	99020			37,893	49,254	60,614	205	0		02/05/2015	3891	59,718	0	0	0	0	LLANAS, RICHARD
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	04/04/2024	04/04/2024	34,698	1,735	0	0	5.53%	78.06% 1080221
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		04/04/2024	545	36,616	0	183	0	0	COAD, JEFFERY
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	02/26/2009	02/05/2015	44,064	2,203	0	0	5.00%	98.63% 1080227
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		02/05/2015	3891	46,267	0	0	0	0	CONRAD, CHRIS
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	07/20/2023	07/20/2023	35,545	1,777	0	0	5.25%	79.75% 1080220
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		07/20/2023	804	37,411	0	89	0	0	GRIFFITH, STEFAN
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	03/17/2022	03/17/2022	39,610	1,981	0	0	5.00%	88.66% 1080238
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		03/17/2022	1294	41,591	0	0	0	0	HICKEY, RYAN
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	04/04/2024	04/04/2024	34,698	1,735	0	0	5.53%	78.06% 1080222
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		04/04/2024	545	36,616	0	183	0	0	MAURO, SALVATORE
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	10/28/2004	02/05/2015	46,561	2,328	0	0	5.00%	104.22% 1080223
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		02/05/2015	3891	48,889	0	0	0	0	PERLBERG, ROBERT
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	04/12/1990	02/05/2015	54,681	2,734	0	0	5.00%	122.40% 1080226
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		02/05/2015	3891	57,415	0	0	0	0	TAYLOR, SAMSON

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PARKS & PARKWAYS Dep't Code: 14-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for

Current Payroll									\$703,490	# Positions	15						
Flat 5% Adjustment									\$35,175	# Positions Adjusted (any type)	15	# Not Adj	0				
Adjustment To Minimum									\$0	# Adjusted To Minimum	0						
Adjustment Towards Mkt Point									\$0	# Adjusted Towards Mid Pt	0						
Adjustment For Compression									\$906	# Adjusted For Compression	4						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$36,081								
Proposed Payroll									\$739,571	% Change	5.13%						

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PARKS & PARKWAYS Dep't Code: 14-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for PARKS & PARKWAYS

Current Payroll		\$703,490	# Positions	15	
Flat 5% Adjustment	\$35,175		# Positions Adjusted (any type)	15	# Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$906		# Adjusted For Compression	4	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$36,081				
Proposed Payroll		\$739,571	% Change	5.13%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PLANNING Dep't Code: 8-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
DIRECTOR OF PLANNING & ZONING	1490		88,976	117,908	146,839	28		1.000	05/18/2020	05/18/2020	141,103	7,055	0	0	5.00%	97.93%	936212
DIRECTOR OF PLANNING & ZONING	1490		116,390	151,284	186,177	228	0		05/18/2020	1962	148,158	0	0	0	0	VINCENT, CAROL	
PLANNING SUPERVISOR	1700		66,396	87,984	109,573	22		1.000	10/19/2017	09/28/2023	99,560	4,978	0	0	5.00%	102.09%	228521
PLANNING SUPERVISOR	1700		78,777	102,395	126,012	220	0		09/28/2023	734	104,538	0	0	0	0	MCNEESE, PATRICIA	
PRINCIPAL PLANNER	1730		63,234	83,795	104,355	21		1.000	09/08/2020	09/28/2023	92,636	4,632	0	0	5.00%	99.74%	212521
PRINCIPAL PLANNER	1730		75,026	97,519	120,012	219	0		09/28/2023	734	97,268	0	0	0	0	KEEN, ALEXANDRA	
PRINCIPAL PLANNER	1730		63,234	83,795	104,355	21		1.000	10/28/2021	09/02/2023	94,925	4,746	0	0	5.00%	102.21%	212522
PRINCIPAL PLANNER	1730		75,026	97,519	120,012	219	0		09/02/2023	760	99,672	0	0	0	0	LANFORD, CAROLINE	
EXECUTIVE ASSISTANT P & Z	360		47,186	62,528	77,871	14		1.000	10/12/2015	09/26/2024	56,117	2,806	0	0	5.47%	77.46%	142621
EXECUTIVE ASSISTANT P & Z	360		58,785	76,408	94,032	214	0		09/26/2024	370	59,186	0	263	0	0	CREIGHTON, KIMBERL	

Summary for

Current Payroll	\$484,340	# Positions	5
Flat 5% Adjustment	\$24,217	# Positions Adjusted (any type)	5 # Not Adj 0
Adjustment To Minimum	\$0	# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$263	# Adjusted For Compression	1
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$24,480		
Proposed Payroll	\$508,821	% Change	5.05%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PLANNING Dep't Code: 8-2

Unit Name: Unit Code:

Original									Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg			
	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for PLANNING

Current Payroll		\$484,340	# Positions	5	
Flat 5% Adjustment	\$24,217		# Positions Adjusted (any type)	5	# Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$263		# Adjusted For Compression	1	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$24,480				
Proposed Payroll		\$508,821	% Change	5.05%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: POLICE DEPARTMENT Dep't Code: 10-2

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #	
			Hire Date	Promotion	Flat %	Mid			Step	% Chg								
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
COMMUNICATIONS DISPATCHER		1920		47,186	62,528	77,871	14		1.000	08/15/2019	08/15/2019	54,496	2,725	0	0	6.21%	83.51%	1220211
COMMUNICATIONS DISPATCHER		1920		53,320	69,305	85,290	212	0		08/15/2019	2239	57,879	0	659	0	0	ANGELIADIS, CHRISTIN	
COMMUNICATIONS DISPATCHER		1920		47,186	62,528	77,871	14		1.000	03/17/2011	02/10/2022	58,192	2,910	0	0	5.00%	88.16%	122028
COMMUNICATIONS DISPATCHER		1920		53,320	69,305	85,290	212	0		02/10/2022	1329	61,101	0	0	0	0	DWYER, BRIAN	
COMMUNICATIONS DISPATCHER		1920		47,186	62,528	77,871	14		1.000	06/24/2021	06/24/2021	52,020	2,601	0	0	6.56%	79.99%	1220210
COMMUNICATIONS DISPATCHER		1920		53,320	69,305	85,290	212	0		06/24/2021	1560	55,435	0	813	0	0	HERTZOG, KATHRYN	
COMMUNICATIONS DISPATCHER		1920		47,186	62,528	77,871	14		1.000	08/03/2017	11/03/2022	55,354	2,768	0	0	5.00%	83.86%	122027
COMMUNICATIONS DISPATCHER		1920		53,320	69,305	85,290	212	0		11/03/2022	1063	58,122	0	0	0	0	MERCIER, LISA	
COMMUNICATIONS DISPATCHER		1920		47,186	62,528	77,871	14		1.000	02/10/2022	02/10/2022	48,798	2,440	0	0	11.25%	78.33%	1220212
COMMUNICATIONS DISPATCHER		1920		53,320	69,305	85,290	212	0		02/10/2022	1329	54,290	2,081	970	0	0	STEWART, HOLLEE	

Summary for

Current Payroll	\$268,860	# Positions	5
Flat 5% Adjustment	\$13,443	# Positions Adjusted (any type)	5 # Not Adj 0
Adjustment To Minimum	\$2,081	# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,442	# Adjusted For Compression	3
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$17,967		
Proposed Payroll	\$286,827	% Change	6.68%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: POLICE DEPARTMENT Dep't Code: 10-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
CHIEF OF POLICE		1370	98,075	129,983	161,890	30		1.000	11/29/1993	03/12/2021	140,378	7,019	0	0	5.00%	88.37%	942212
CHIEF OF POLICE		1370	128,320	166,790	205,260	230	0		03/12/2021	1664	147,397	0	0	0	0	YOUNG, JEFFREY	
POLICE MAJOR		1720	84,739	112,293	139,847	27		1.000	08/16/2007	04/21/2025	129,390	6,470	0	0	5.00%	94.30%	275121
ASSISTANT CHIEF OF POLICE		1320	110,848	144,080	177,312	227	0		04/21/2025	163	135,860	0	0	0	0	MATHIS, TAUREAN	
ASSISTANT CHIEF OF POLICE		1320	88,976	117,908	146,839	28		1.000	10/19/2000	12/21/2023	134,371	6,719	0	0	5.00%	97.92%	283021
ASSISTANT CHIEF OF POLICE		1320	110,848	144,080	177,312	227	0		12/21/2023	650	141,089	0	0	0	0	RUGGIERO, FRANK	
POLICE MAJOR		1720	84,739	112,293	139,847	27		1.000	11/04/2010	03/07/2024	129,390	6,470	0	0	5.00%	99.01%	275122
POLICE MAJOR		1720	105,569	137,219	168,868	226	0		03/07/2024	573	135,860	0	0	0	0	CRAWFORD, JEFFREY	
POLICE DISPATCH SUPERVISOR		800	47,185	62,528	77,871	15		1.000	08/13/2012	10/19/2017	57,193	2,860	0	0	12.21%	79.99%	149321
POLICE DISPATCH SUPERVISOR		800	61,724	80,229	98,734	215	0		10/19/2017	2904	64,178	1,671	2,454	0	0	CLARK, GREGORY	
EXECUTIVE ASSISTANT		340	47,186	62,528	77,871	14		1.000	07/06/2015	01/10/2019	59,978	2,999	0	0	6.55%	83.64%	142721
EXECUTIVE ASSISTANT		340	58,785	76,408	94,032	214	0		01/10/2019	2456	63,905	0	928	0	0	WEBSTER, SILVA	
CRIME ANALYST		210	47,186	62,528	77,871	14		1.000	08/14/2017	08/14/2017	55,643	2,782	0	0	6.60%	85.59%	146721
CRIME ANALYST		210	53,320	69,305	85,290	212	0		08/14/2017	2970	59,316	0	892	0	0	ROSS, JANE	
LAW ENFORCE SUPPORT SPECIALIST		580	40,762	54,015	67,269	12		1.000	03/05/2020	02/17/2022	51,432	2,572	0	0	5.00%	85.91%	129521
LAW ENFORCE SUPPORT SPECIALIST		580	48,362	62,861	77,361	210	0		02/17/2022	1322	54,004	0	0	0	0	TANJUTCO-HULL, RAQ	
CRIME SCENE TECH, PROPERTY CLK		220	42,800	56,716	70,632	13		1.000	11/18/2021	11/18/2021	46,695	2,335	0	0	5.32%	82.14%	131022
CRIME SCENE TECH, PROPERTY CLK		220	46,059	59,868	73,677	209	0		11/18/2021	1413	49,178	0	148	0	0	JOHNSON, CASEY	
DIGITAL EVIDENCE TECHNICIAN		300	42,800	56,716	70,632	13		1.000	02/02/2023	02/02/2023	44,261	2,213	0	0	6.15%	78.48%	131521
DIGITAL EVIDENCE TECHNICIAN		300	46,059	59,868	73,677	209	0		02/02/2023	972	46,983	0	509	0	0	MCDONALD, APRIL	
POLICE RECORDS CENTER TECHNICI		810	38,820	51,443	64,066	11		1.000	07/11/2013	10/07/2021	47,639	2,382	0	0	5.00%	87.73%	106521
POLICE RECORDS CENTER TECHNICA		810	43,866	57,017	70,168	208	0		10/07/2021	1455	50,021	0	0	0	0	LEMMON, ALYSSA	
POLICE RECORDS CENTER TECHNICI		810	38,820	51,443	64,066	11		1.000	09/14/2023	09/14/2023	42,099	2,105	0	0	5.87%	78.17%	106523
POLICE RECORDS CENTER TECHNICA		810	43,866	57,017	70,168	208	0		09/14/2023	748	44,569	0	365	0	0	NAVAS, ALEXIS	
SCHOOL CROSSING GUARD-PT		950	31,937	42,322	52,707	7		0.288	04/09/2015	04/09/2015	11,200	560	0	0	6.86%	25.51%	32039
SCHOOL CROSSING GUARD		950	36,089	46,908	57,728	204	0		04/09/2015	3828	11,968	0	208	0	0	GOMEZ, ELENA	
SCHOOL CROSSING GUARD-PT		950	31,937	42,322	52,707	7		0.288	01/02/2025	01/02/2025	13,329	666	0	0	5.00%	29.84%	320312
SCHOOL CROSSING GUARD		950	36,089	46,908	57,728	204	0		01/02/2025	272	13,996	0	0	0	0	KOURSOTIS, KONSTA	
SCHOOL CROSSING GUARD-PT		950	31,937	42,322	52,707	7		0.288	03/26/2018	03/26/2018	10,562	528	0	0	7.10%	24.11%	320317
SCHOOL CROSSING GUARD		950	36,089	46,908	57,728	204	0		03/26/2018	2746	11,311	0	221	0	0	ROSS, SHEILA	
SCHOOL CROSSING GUARD-PT		950	31,937	42,322	52,707	7		0.288	09/14/2023	09/14/2023	10,253	513	0	0	5.17%	22.99%	32038
SCHOOL CROSSING GUARD		950	36,089	46,908	57,728	204	0		09/14/2023	748	10,784	0	18	0	0	STAVROPOULOS, HAR	
SCHOOL CROSSING GUARD-PT		950	31,937	42,322	52,707	7		0.288	01/01/2040	01/01/2040	10,253	513	0	0	5.00%	22.95%	320318
SCHOOL CROSSING GUARD		950	36,089	46,908	57,728	204	0		01/01/2040	0	10,766	0	0	0	0	Vacant320318, Vacant32	
SCHOOL CROSSING GUARD-PT		950	31,937	42,322	52,707	7		0.288	01/04/2024	01/04/2024	10,253	513	0	0	5.02%	22.95%	320316
SCHOOL CROSSING GUARD		950	36,089	46,908	57,728	204	0		01/04/2024	636	10,768	0	2	0	0	VAYOS, ALEXANDRIA	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: POLICE DEPARTMENT Dep't Code: 10-2

Unit Name: Unit Code:

Original								Experience				Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg			
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name		

Summary for

Current Payroll									\$1,004,322	# Positions	18						
Flat 5% Adjustment									\$50,216	# Positions Adjusted (any type)	18	# Not Adj	0				
Adjustment To Minimum									\$1,671	# Adjusted To Minimum	1						
Adjustment Towards Mkt Point									\$0	# Adjusted Towards Mid Pt	0						
Adjustment For Compression									\$5,745	# Adjusted For Compression	10						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$57,632								
Proposed Payroll									\$1,061,954	% Change	5.74%						

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: POLICE DEPARTMENT Dep't Code: 10-2

Unit Name: Unit Code:

Original	Class							Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
														Hire Date	Promotion		Flat %	Mid	Step	% Chg		
														Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name								

Summary for POLICE DEPARTMENT

Current Payroll	\$1,273,182	# Positions	23	
Flat 5% Adjustment	\$63,659	# Positions Adjusted (any type)	23	# Not Adj 0
Adjustment To Minimum	\$3,753	# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$8,187	# Adjusted For Compression	13	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$75,599			
Proposed Payroll	\$1,348,781	% Change	5.94%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PROJECT ADMINIS/PROJECT ADMINIS/GENERAL GOVERNMENT Dep't Code: 50-1

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #	
			Hire Date	Promotion	Flat %	Mid			Step	% Chg								
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
PROJECT ADMIN DIRECTOR		1750		88,976	117,908	146,839	28		1.000	12/29/2006	03/21/2017	141,103	7,055	0	0	5.00%	97.93%	277121
PROJECT ADMIN DIRECTOR		1750		116,390	151,284	186,177	228	0		03/21/2017	3116	148,158	0	0	0	0	ROBERTSON, ROBERT	
PROJECT ASSISTANT DIRECTOR		1760		76,861	101,853	126,846	25		1.000	02/20/2018	03/16/2023	110,321	5,516	0	0	5.00%	97.72%	253021
PROJECT ADMIN ASSISTANT DIRECTOR		1760		91,195	118,535	145,875	223	0		03/16/2023	930	115,837	0	0	0	0	MAKRIS, NICHOLAS	
GRANT PROJECT SPECIALIST		1590		60,222	79,805	99,387	20		1.000	03/16/2023	03/16/2023	80,483	4,024	0	0	5.00%	90.99%	218521
GRANT PROJECT SPECIALIST		1590		71,453	92,875	114,297	218	0		03/16/2023	930	84,507	0	0	0	0	HARBERT, PAULETTE	
PROJECT INSPECTOR		820		47,185	62,528	77,871	15		1.000	02/29/2024	02/29/2024	64,650	3,232	0	0	5.00%	97.95%	158432
PROJECT INSPECTOR		820		53,320	69,305	85,290	212	0		02/29/2024	580	67,882	0	0	0	0	DOORLAG, RODNEY	
PROJECT INSPECTOR		820		47,185	62,528	77,871	15		1.000	02/14/2019	02/14/2019	64,650	3,232	0	0	5.00%	97.95%	158431
PROJECT INSPECTOR		820		53,320	69,305	85,290	212	0		02/14/2019	2421	67,882	0	0	0	0	MILLER, JEVON	

Summary for

Current Payroll	\$461,205	# Positions	5
Flat 5% Adjustment	\$23,060	# Positions Adjusted (any type)	5 # Not Adj 0
Adjustment To Minimum	\$0	# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$0	# Adjusted For Compression	0
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$23,060		
Proposed Payroll	\$484,266	% Change	5.00%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PROJECT ADMINIS/PROJECT ADMINIS/GENERAL GOVERNMENT Dep't Code: 50-1

Unit Name: Unit Code:

Original	Class							Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
														Hire Date	Promotion		Flat %	Mid	Step	% Chg		
														Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name								

Summary for PROJECT ADMINIS/PROJECT ADMINIS/GENERAL GOVERNMENT

Current Payroll	\$461,205	# Positions	5	
Flat 5% Adjustment	\$23,060	# Positions Adjusted (any type)	5	# Not Adj 0
Adjustment To Minimum	\$0	# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$0	# Adjusted For Compression	0	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$23,060			
Proposed Payroll	\$484,266	% Change	5.00%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PROTECTIVE INSPECTIONS Dep't Code: 12-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
BUILDING DEVELOPMENT DIRECTOR	1350		88,976	117,908	146,839	28		1.000	07/27/2023	07/27/2023	127,440	6,372	0	0	5.00%	88.45%	274121
BUILDING DEVELOPMENT DIRECTOR	1350		116,390	151,284	186,177	228	0		07/27/2023	797	133,812	0	0	0	0	GILSON, DAVID	
DEPUTY BUILDING OFFICIAL	1460		69,714	92,383	115,051	23		1.000	08/12/2021	08/12/2021	107,208	5,360	0	0	5.00%	94.97%	234021
DEPUTY BUILDING OFFICIAL	1460		91,195	118,535	145,875	223	0		08/12/2021	1511	112,568	0	0	0	0	MEADE, KEITH	
PLANS EXAMINER	1710		57,356	76,005	94,654	19		1.000	01/01/2040	01/01/2040	69,495	3,475	0	0	5.00%	82.50%	19992
PLANS EXAMINER	1710		68,051	88,452	108,854	217	0		01/01/2040	0	72,970	0	0	0	0	Vacant19992, Vacant199	
EXECUTIVE ASSISTANT - BLDG DEV	350		47,186	62,528	77,871	14		1.000	09/12/2019	09/26/2024	53,336	2,667	0	0	10.77%	77.32%	142821
EXECUTIVE ASSISTANT - BLDG DEV	350		58,785	76,408	94,032	214	0		09/26/2024	370	59,083	2,782	298	0	0	NORRIS, TRACEY	
BUILD DEV MUNICIPAL ARBORIST	80		47,186	62,528	77,871	14		1.000	07/27/2007	09/26/2019	68,643	3,432	0	0	5.00%	99.05%	149221
BUILD DEV MUNICIPAL ARBORIST	80		55,986	72,770	89,554	213	0		09/26/2019	2197	72,075	0	0	0	0	BREWER, SHANNON	
DEVELOPMENT INSPECTOR I	280		49,546	65,656	81,765	16		1.000	01/23/2025	01/23/2025	59,455	2,973	0	0	5.00%	85.79%	169121
DEVELOPMENT INSPECTOR I	280		55,986	72,770	89,554	213	0		01/23/2025	251	62,427	0	0	0	0	AKINS, SIDNEY	
DEVELOPMENT INSPECTOR I	280		49,546	65,656	81,765	16		1.000	12/17/2019	12/17/2019	53,594	2,680	0	0	7.89%	79.46%	169122
DEVELOPMENT INSPECTOR I	280		55,986	72,770	89,554	213	0		12/17/2019	2115	57,823	0	1,549	0	0	RIGGS, ALLEN	
CONSTRUCTION FIELD INSPECTOR	190		47,185	62,528	77,871	15		1.000	11/02/2023	07/25/2024	58,003	2,900	0	0	5.00%	87.88%	159001
CONSTRUCTION FIELD INSPECTOR	190		53,320	69,305	85,290	212	0		07/25/2024	433	60,903	0	0	0	0	BROWN, CHRISTOPHE	
BUILDING DEV PERMIT TECH I	90		40,762	54,015	67,269	12		1.000	02/03/2022	02/03/2022	43,606	2,180	0	0	5.74%	80.87%	102722
BUILDING DEV PERMIT TECH I	90		43,866	57,017	70,168	208	0		02/03/2022	1336	46,109	0	322	0	0	HAMRICK, JESSICA	
BUILDING DEV PERMIT TECH I	90		40,762	54,015	67,269	12		1.000	10/23/2023	10/23/2023	47,680	2,384	0	0	5.00%	87.81%	102721
BUILDING DEV PERMIT TECH I	90		43,866	57,017	70,168	208	0		10/23/2023	709	50,064	0	0	0	0	NIKIFORAKIS, ANDREW	
BUILDING DEVELOPMENT TECH	100		35,210	46,659	58,108	9		1.000	11/18/2024	11/18/2024	41,195	2,060	0	0	6.48%	76.93%	93521
BUILDING DEV PERMIT TECH I	90		43,866	57,017	70,168	208	0		11/18/2024	317	43,866	611	0	0	0	VARGAS, STEPHANIE	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PROTECTIVE INSPECTIONS Dep't Code: 12-2

Unit Name: Unit Code:

Original	Class							Grade			Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
													Hire Date	Promotion		Flat %	Mid	Step	% Chg		
													Proposed	Title		Code	Min	Mid	Max	#	

Summary for

Current Payroll									\$729,655	# Positions	11						
Flat 5% Adjustment									\$36,483	# Positions Adjusted (any type)	11	# Not Adj	0				
Adjustment To Minimum									\$3,393	# Adjusted To Minimum	2						
Adjustment Towards Mkt Point									\$0	# Adjusted Towards Mid Pt	0						
Adjustment For Compression									\$2,169	# Adjusted For Compression	3						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$42,045								
Proposed Payroll									\$771,700	% Change	5.76%						

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PROTECTIVE INSPECTIONS Dep't Code: 12-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for PROTECTIVE INSPECTIONS

Current Payroll		\$729,655	# Positions	11	
Flat 5% Adjustment	\$36,483		# Positions Adjusted (any type)	11	# Not Adj 0
Adjustment To Minimum	\$3,393		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,169		# Adjusted For Compression	3	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$42,045				
Proposed Payroll		\$771,700	% Change	5.76%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PURCHASING Dep't Code: 3-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
PROCUREMENT SERVICES DIRECTOR	1740		84,739	112,293	139,847	27		1.000	03/18/2019	05/06/2021	105,102	5,255	0	0	13.18%	78.63%	265021
PROCUREMENT SERVICES DIRECTOR	1740		116,390	151,284	186,177	228	0		05/06/2021	1609	118,954	6,033	2,564	0	0	LEWIS, JANINA	
SENIOR PROCUREMENT ANALYST	1810		49,546	65,656	81,765	16		1.000	02/23/2023	02/23/2023	73,868	3,693	0	0	5.00%	101.51%	161521
SENIOR PROCUREMENT ANALYST	1810		58,785	76,408	94,032	214	0		02/23/2023	951	77,561	0	0	0	0	HALL, PATRICIA	
SENIOR PROCUREMENT ANALYST	1810		49,546	65,656	81,765	16		1.000	08/19/2021	08/19/2021	72,930	3,647	0	0	5.00%	100.22%	161522
SENIOR PROCUREMENT ANALYST	1810		58,785	76,408	94,032	214	0		08/19/2021	1504	76,577	0	0	0	0	SADAY, ANELA	

Summary for

Current Payroll

\$251,900

Positions

3

Flat 5% Adjustment

\$12,595

Positions Adjusted (any type)

3

Not Adj 0

Adjustment To Minimum

\$6,033

Adjusted To Minimum

1

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$2,564

Adjusted For Compression

1

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$21,192

Proposed Payroll

\$273,092

% Change

8.41%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PURCHASING Dep't Code: 3-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for PURCHASING

Current Payroll		\$251,900	# Positions	3	
Flat 5% Adjustment	\$12,595		# Positions Adjusted (any type)	3	# Not Adj 0
Adjustment To Minimum	\$6,033		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,564		# Adjusted For Compression	1	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$21,192				
Proposed Payroll		\$273,092	% Change	8.41%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PW Administration Dep't Code: 40-1A

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
PUBLIC SERVICES DIRECTOR	1780		88,976	117,908	146,839	28		1.000	11/07/2019	03/07/2024	135,623	6,781	0	0	5.00%	94.13%	382011
PUBLIC SERVICES DIRECTOR	1780		116,390	151,284	186,177	228	0		03/07/2024	573	142,404	0	0	0	0	KIGER, RUSSELL	

Summary for

Current Payroll		\$135,623	# Positions	1
Flat 5% Adjustment	\$6,781		# Positions Adjusted (any type)	1 # Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$0		# Adjusted For Compression	0
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$6,781			
Proposed Payroll		\$142,404	% Change	5.00%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: PW Administration Dep't Code: 40-1A

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for PW Administration

Current Payroll		\$135,623	# Positions	1	
Flat 5% Adjustment	\$6,781		# Positions Adjusted (any type)	1	# Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$0		# Adjusted For Compression	0	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$6,781				
Proposed Payroll		\$142,404	% Change	5.00%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: RECREATION Dep't Code: 14-2

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
			Hire Date	Promotion	Flat %	Mid			Step	% Chg							
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name
RECREATION SUPERINTENDENT	1790			66,396	87,984	109,573	22		1.000	05/27/2021	05/27/2021	86,712	4,336	0	0	7.46%	78.61% 219021
ASSISTANT DIR. RECREATION SERVICE	1790			91,195	118,535	145,875	223	0		05/27/2021	1588	93,177	147	1,982	0	0	TAYLOR, JAMES
RECREATION SUPERVISOR	1800			49,546	65,656	81,765	16		1.000	02/19/1991	10/01/2014	71,267	3,563	0	0	5.17%	93.42% 136521
RECREATION SUPERVISOR	1800			61,724	80,229	98,734	215	0		10/01/2014	4018	74,949	0	119	0	0	SMITH, DUFFY
REC SPECIAL EVENTS&VOL COORDIN	870			42,800	56,716	70,632	13		1.000	11/13/2014	11/13/2014	55,366	2,768	0	0	9.53%	83.34% 117521
REC SPECIAL EVENTS & VOL COORDIN	870			55,986	72,770	89,554	213	0		11/13/2014	3975	60,643	0	2,509	0	0	HARTER, ASHLEY
REC PROGRAM&ATHLETIC COORDINAT	860			42,800	56,716	70,632	13		1.000	10/15/2020	10/15/2020	52,126	2,606	0	0	6.86%	80.37% 105521
REC PROGRAM & ATHLETIC COORDINA	860			53,320	69,305	85,290	212	0		10/15/2020	1812	55,702	0	969	0	0	FEAZELL, TASHYRA
RECREATION LEADER-PART-TIME	900			31,937	42,322	52,707	7		0.475	06/16/2008	06/16/2008	18,918	946	0	0	10.76%	42.54% 410313
RECREATION LEADER	900			37,893	49,254	60,614	205	0		06/16/2008	6316	20,954	0	1,090	0	0	BASS, GINA
RECREATION LEADER-TEMP SUMMER	920			31,937	42,322	52,707	7		0.115	07/15/2024	07/15/2024	14,820	0	0	0	0.00%	30.09% 601338
RECREATION LEADER	900			37,893	49,254	60,614	205	0		07/15/2024	443	14,820	0	0	0	0	FEAZELL, AMARI
RECREATION LEADER-PART-TIME	900			31,937	42,322	52,707	7		0.475	04/06/2023	04/06/2023	16,884	844	0	0	7.93%	37.00% 410314
RECREATION LEADER	900			37,893	49,254	60,614	205	0		04/06/2023	909	18,223	271	224	0	0	FEGHALY, NICOLE
RECREATION LEADER-PART-TIME	900			31,937	42,322	52,707	7		0.475	01/27/2014	01/27/2014	18,462	923	0	0	8.85%	40.80% 41037
RECREATION LEADER	900			37,893	49,254	60,614	205	0		01/27/2014	4265	20,095	0	710	0	0	FOUNTAIN, BROOKS
RECREATION LEADER-PART-TIME	900			31,937	42,322	52,707	7		0.500	02/19/2015	02/19/2015	19,414	971	0	0	8.33%	42.70% 410316
RECREATION LEADER	900			37,893	49,254	60,614	205	0		02/19/2015	3877	21,031	0	646	0	0	GADSON, GALE
RECREATION LEADER-PART-TIME	900			31,937	42,322	52,707	7		0.625	11/12/1998	11/12/1998	26,277	1,314	0	0	13.40%	60.50% 410315
RECREATION LEADER	900			37,893	49,254	60,614	205	0		11/12/1998	9820	29,797	0	2,207	0	0	HARDY, MARK
RECREATION LEADER-PART-TIME	900			31,937	42,322	52,707	7		0.475	04/06/2023	04/06/2023	16,884	844	0	0	7.93%	37.00% 41038
RECREATION LEADER	900			37,893	49,254	60,614	205	0		04/06/2023	909	18,223	271	224	0	0	PRABHAKAR, RAJIV
RECREATION LEADER/GRO GROUP PT	890			31,937	42,322	52,707	7		0.500	09/03/2015	09/03/2015	18,590	929	0	0	9.37%	41.28% 41521
RECREATION LEADER/GRO GROUP	890			37,893	49,254	60,614	205	0		09/03/2015	3681	20,331	0	812	0	0	LACHANCE, CLAIRE
RECREATION WORKER	930			33,534	44,438	55,343	8		1.000	07/05/2018	07/05/2018	42,470	2,123	0	0	5.00%	95.07% 64021
RECREATION WORKER	930			36,089	46,908	57,728	204	0		07/05/2018	2645	44,593	0	0	0	0	RINALDI, JOANNA
GRO GROUP/ HORTICULTURE INSTRU	510			31,937	42,322	52,707	7		0.577	09/03/2015	09/03/2015	23,681	1,184	0	0	5.00%	55.66% 71521
GRO GROUP/ HORTICULTURE INSTRUC	510			34,370	44,674	54,979	203	0		09/03/2015	3681	24,865	0	0	0	0	LITTLEFIELD, PAULA

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: RECREATION Dep't Code: 14-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for

Current Payroll									\$481,869	# Positions	14						
Flat 5% Adjustment									\$23,352	# Positions Adjusted (any type)	13	# Not Adj	1				
Adjustment To Minimum									\$690	# Adjusted To Minimum	3						
Adjustment Towards Mkt Point									\$0	# Adjusted Towards Mid Pt	0						
Adjustment For Compression									\$11,493	# Adjusted For Compression	11						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$35,535								
Proposed Payroll									\$517,404	% Change	7.37%						

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: RECREATION Dep't Code: 14-2

Unit Name: Unit Code:

Original	Class							Grade			Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
													Hire Date	Promotion		Flat %	Mid	Step	% Chg		
													Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name							

Summary for RECREATION

Current Payroll		\$481,869	# Positions	14	
Flat 5% Adjustment	\$23,352		# Positions Adjusted (any type)	13	# Not Adj 1
Adjustment To Minimum	\$690		# Adjusted To Minimum	3	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$11,493		# Adjusted For Compression	11	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$35,535				
Proposed Payroll		\$517,404	% Change	7.37%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: ROADS & STREETS Dep't Code: 41-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
SENIOR TECHNICIAN	960		42,800	56,716	70,632	13		1.000	04/30/2020	08/12/2021	48,337	2,417	0	0	12.59%	78.53%	1480210
SENIOR STREETS TECHNICIAN	99015		53,320	69,305	85,290	212	0		08/12/2021	1511	54,422	2,565	1,103	0	0	WILLIAMS, TIMOTHY	
CREWLEADER	200		42,800	56,716	70,632	13		1.000	11/03/1997	10/01/2000	56,894	2,845	0	0	12.22%	96.73%	111152
CREWLEADER	200		50,781	66,005	81,229	211	0		10/01/2000	9131	63,847	0	4,108	0	0	FERRONE, PHILIP	
HEAVY EQUIPMENT OPERATOR	530		40,762	54,015	67,269	12		1.000	12/14/2006	09/24/2020	52,555	2,628	0	0	5.00%	92.17%	123525
HEAVY EQUIPMENT OPERATOR	530		46,059	59,868	73,677	209	0		09/24/2020	1833	55,182	0	0	0	0	CUMMINGS, MIDRE	
HEAVY EQUIPMENT OPERATOR	530		40,762	54,015	67,269	12		1.000	12/02/2021	07/28/2022	47,641	2,382	0	0	5.00%	83.56%	1235210
HEAVY EQUIPMENT OPERATOR	530		46,059	59,868	73,677	209	0		07/28/2022	1161	50,023	0	0	0	0	SAZALIS, GEORGE	
MAINTENANCE RECORDS TECHNICIAN	730		40,762	54,015	67,269	12		1.000	03/28/2024	03/28/2024	48,019	2,401	0	0	5.00%	84.22%	129021
MAINTENANCE RECORDS TECHNICIAN	730		46,059	59,868	73,677	209	0		03/28/2024	552	50,420	0	0	0	0	SIEGFRIED, CHLOE	
TECHNICIAN II	1000		35,210	46,659	58,108	9		1.000	03/23/2017	09/30/2021	46,983	2,349	0	0	5.00%	95.39%	1265220
STREETS TECHNICIAN II	99019		39,788	51,716	63,645	206	0		09/30/2021	1462	49,332	0	0	0	0	KENNEDY, MICHAEL	
TECHNICIAN I	990		33,534	44,438	55,343	8		1.000	09/20/2001	09/27/2018	50,308	2,515	0	0	5.00%	107.25%	1080229
STREETS TECHNICIAN I	99018		37,893	49,254	60,614	205	0		09/27/2018	2561	52,823	0	0	0	0	ALTMAN, SETH	
TECHNICIAN I	990		33,534	44,438	55,343	8		1.000	06/01/2023	06/01/2023	38,684	1,934	0	0	5.00%	82.47%	1080231
STREETS TECHNICIAN I	99018		37,893	49,254	60,614	205	0		06/01/2023	853	40,618	0	0	0	0	HERR, GEORGE	
TECHNICIAN I	990		33,534	44,438	55,343	8		1.000	12/19/2019	12/19/2019	41,645	2,082	0	0	5.00%	88.78%	1080230
STREETS TECHNICIAN I	99018		37,893	49,254	60,614	205	0		12/19/2019	2113	43,727	0	0	0	0	STOCKS, DILLON	

Summary for

Current Payroll	\$431,066	# Positions	9
Flat 5% Adjustment	\$21,553	# Positions Adjusted (any type)	9 # Not Adj 0
Adjustment To Minimum	\$2,565	# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$5,211	# Adjusted For Compression	2
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$29,329		
Proposed Payroll	\$460,395	% Change	6.80%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: ROADS & STREETS Dep't Code: 41-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for ROADS & STREETS

Current Payroll		\$431,066	# Positions	9	
Flat 5% Adjustment	\$21,553		# Positions Adjusted (any type)	9	# Not Adj 0
Adjustment To Minimum	\$2,565		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$5,211		# Adjusted For Compression	2	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$29,329				
Proposed Payroll		\$460,395	% Change	6.80%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE COLLECTION Dep't Code: 46-2

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #	
			Hire Date	Promotion	Flat %	Mid			Step	% Chg								
Proposed		Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name		
WASTEWATER COLLECTION TECH III		1120		47,186	62,528	77,871	14		1.000	01/23/2025	01/23/2025	50,556	2,528	0	0	10.74%	76.93%	142521
WASTEWATER COLLECTION TECH III		1120		55,986	72,770	89,554	213	0		01/23/2025	251	55,986	2,901	0	0	0	JOHNSON, TERRY	
WASTEWATER COLLECTION TECH II		1110		42,800	56,716	70,632	13		1.000	12/01/2022	02/29/2024	44,887	2,244	0	0	14.03%	77.55%	132521
WASTEWATER COLLECTION TECH II		1110		50,781	66,005	81,229	211	0		02/29/2024	580	51,184	3,649	403	0	0	HOLSEY, KELVIN	
WASTEWATER COLLECTION TECH II		1110		42,800	56,716	70,632	13		1.000	02/25/2021	05/25/2023	49,774	2,489	0	0	5.46%	79.52%	132522
WASTEWATER COLLECTION TECH II		1110		50,781	66,005	81,229	211	0		05/25/2023	860	52,490	0	227	0	0	JACOBS, ANTHONY	
WASTEWATER COLLECTION TECH I		1100		40,762	54,015	67,269	12		1.000	12/14/2023	08/29/2024	43,744	2,187	0	0	5.87%	77.35%	123621
WASTEWATER COLLECTION TECH I		1100		46,059	59,868	73,677	209	0		08/29/2024	398	46,310	128	251	0	0	FORD, MICHAEL	
WASTEWATER COLLECTION TECH I		1100		40,762	54,015	67,269	12		1.000	04/18/2013	04/18/2013	51,002	2,550	0	0	6.95%	91.11%	123622
WASTEWATER COLLECTION TECH I		1100		46,059	59,868	73,677	209	0		04/18/2013	4549	54,547	0	995	0	0	IMONDI, PAUL	
WASTEWATER SERVICE WORKER		1140		36,972	48,993	61,015	10		1.000	05/09/2024	05/09/2024	39,745	1,987	0	0	5.85%	77.47%	109723
WASTEWATER SERVICE WORKER		1140		41,777	54,302	66,827	207	0		05/09/2024	510	42,069	45	292	0	0	DAVIS, DANIEL	
WASTEWATER SERVICE WORKER		1140		36,972	48,993	61,015	10		1.000	12/03/2024	12/03/2024	40,669	2,033	0	0	5.00%	78.64%	109722
WASTEWATER SERVICE WORKER		1140		41,777	54,302	66,827	207	0		12/03/2024	302	42,702	0	0	0	0	PETERSON, DAVID	

Summary for

Current Payroll	\$320,378	# Positions	7
Flat 5% Adjustment	\$16,019	# Positions Adjusted (any type)	7 # Not Adj 0
Adjustment To Minimum	\$6,724	# Adjusted To Minimum	4
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,168	# Adjusted For Compression	5
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$24,911		
Proposed Payroll	\$345,288	% Change	7.78%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE COLLECTION Dep't Code: 46-2

Unit Name: Unit Code:

Original	Class							Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
														Hire Date	Promotion		Flat %	Mid	Step	% Chg		
														Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name								

Summary for SEWAGE COLLECTION

Current Payroll		\$320,378	# Positions	7	
Flat 5% Adjustment	\$16,019		# Positions Adjusted (any type)	7	# Not Adj 0
Adjustment To Minimum	\$6,724		# Adjusted To Minimum	4	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,168		# Adjusted For Compression	5	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$24,911				
Proposed Payroll		\$345,288	% Change	7.78%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE LIFT STATIONS Dep't Code: 46-4

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
	UTILITIES MAINT SUPERVISOR	1870	60,222	79,805	99,387	20		1.000	04/12/2018	12/15/2022	77,176	3,859	0	0	5.00%	83.10%	199321
	UTILITIES MAINT SUPERVISOR	1870	75,026	97,519	120,012	219	0		12/15/2022	1021	81,034	0	0	0	0	LABRIER, SCOTT	
	LEAD MAINTENANCE MECHANIC/UTIL	590	49,546	65,656	81,765	16		1.000	06/02/2016	02/16/2023	63,949	3,197	0	0	5.00%	83.69%	169621
	LEAD MAINTENANCE MECHANIC/UTIL	590	61,724	80,229	98,734	215	0		02/16/2023	958	67,146	0	0	0	0	SAROUKOS, MICHAEL	
	MAINT MECHANIC III / UTILITIES	720	47,186	62,528	77,871	14		1.000	10/27/2008	10/04/2012	59,464	2,973	0	0	6.99%	91.80%	139522
	MAINT MECHANIC III / UTILITIES	720	53,320	69,305	85,290	212	0		10/04/2012	4745	63,621	0	1,184	0	0	BROWN, BARRY	
	MAINT MECHANIC II/ UTILITIES	710	42,800	56,716	70,632	13		1.000	07/18/2019	03/30/2025	52,763	2,638	0	0	5.00%	83.93%	127523
	MAINT MECHANIC II/ UTILITIES	710	50,781	66,005	81,229	211	0		03/30/2025	185	55,401	0	0	0	0	AMORGINOS, SAVAS	
	MAINT MECHANIC II/ UTILITIES	710	42,800	56,716	70,632	13		1.000	07/08/2010	08/27/2015	55,536	2,777	0	0	6.23%	89.38%	127522
	MAINT MECHANIC II/ UTILITIES	710	50,781	66,005	81,229	211	0		08/27/2015	3688	58,994	0	681	0	0	BROCK, ROBERT	
	MAINT MECHANIC I / UTILITIES	700	40,762	54,015	67,269	12		1.000	01/12/2023	02/20/2025	48,019	2,401	0	0	5.75%	76.93%	108522
	MAINT MECHANIC II/ UTILITIES	710	50,781	66,005	81,229	211	0		02/20/2025	223	50,781	360	0	0	0	MCGINN, PATRICK	
	MAINT MECHANIC II/ UTILITIES	710	42,800	56,716	70,632	13		1.000	01/01/2040	01/01/2040	55,536	2,777	0	0	5.00%	88.35%	12752
	MAINT MECHANIC II/ UTILITIES	710	50,781	66,005	81,229	211	0		01/01/2040	0	58,313	0	0	0	0	Vacant12752, Vacant127	
	MAINT MECHANIC I / UTILITIES	700	40,762	54,015	67,269	12		1.000	06/30/2014	06/30/2014	53,825	2,691	0	0	6.27%	90.99%	108521
	MAINT MECHANIC I / UTILITIES	700	48,362	62,861	77,361	210	0		06/30/2014	4111	57,199	0	683	0	0	ECONOMOS, JUSTIN	

Summary for

Current Payroll	\$466,267	# Positions	8
Flat 5% Adjustment	\$23,313	# Positions Adjusted (any type)	8 # Not Adj 0
Adjustment To Minimum	\$360	# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,548	# Adjusted For Compression	3
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$26,222		
Proposed Payroll	\$492,489	% Change	5.62%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE LIFT STATIONS Dep't Code: 46-4

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for SEWAGE LIFT STATIONS

Current Payroll		\$466,267	# Positions	8	
Flat 5% Adjustment	\$23,313		# Positions Adjusted (any type)	8	# Not Adj 0
Adjustment To Minimum	\$360		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,548		# Adjusted For Compression	3	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$26,222				
Proposed Payroll		\$492,489	% Change	5.62%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE TREATMENT Dep't Code: 46-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
Lead Wastewater Collections Technician	9033		49,546	65,656	81,765	16		1.000	01/01/2040	01/01/2040	57,574	2,879	0	0	7.21%	76.93%	999-004
LEAD WASTEWATER COLLECTIONS TE	9033		61,724	80,229	98,734	215	0		01/01/2040	0	61,724	1,271	0	0	0	VACANT, VACANT	

Summary for

Current Payroll

\$57,574

Positions

1

Flat 5% Adjustment

\$2,879

Positions Adjusted (any type)

1

Not Adj 0

Adjustment To Minimum

\$1,271

Adjusted To Minimum

1

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$0

Adjusted For Compression

0

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$4,150

Proposed Payroll

\$61,724

% Change

7.21%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE TREATMENT Dep't Code: 46-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
UTILITIES SUPERINTENDENT	1880		80,703	106,944	133,185	26		1.000	11/20/2000	06/04/2002	128,644	6,432	0	0	5.00%	113.95%	331621
UTILITIES SUPERINTENDENT	1880		91,195	118,535	145,875	223	0		06/04/2002	8520	135,076	0	0	0	0	PAGE, RAYMOND	
WASTEWATER DIVISION MANAGER	1890		66,396	87,984	109,573	22		1.000	10/10/2005	05/04/2023	96,658	4,833	0	0	5.00%	94.40%	228021
WASTEWATER DIVISION MANAGER	1890		82,716	107,514	132,313	221	0		05/04/2023	881	101,491	0	0	0	0	MARCINCUK, ROBERT	
CHIEF WASTEWATER PLANT OPERATO	1380		57,356	76,005	94,654	19		1.000	11/01/2012	01/11/2024	75,279	3,764	0	0	5.00%	81.05%	171121
CHIEF WASTEWATER PLANT OPERATO	1380		75,026	97,519	120,012	219	0		01/11/2024	629	79,043	0	0	0	0	JONES, ANDREW	
ENVIRONMENTAL COMPLIANCE OFFIC	310		57,356	76,005	94,654	19		1.000	01/14/2002	02/05/2015	92,851	4,643	0	0	5.00%	104.97%	197521
ENVIRONMENTAL COMPLIANCE OFFICE	310		71,453	92,875	114,297	218	0		02/05/2015	3891	97,493	0	0	0	0	ARTER, CASSANDRA	
LEAD WASTEWATER PLANT OP "A"	600		49,546	65,656	81,765	16		1.000	03/03/2011	05/31/2018	69,393	3,470	0	0	5.53%	86.93%	169524
LEAD WASTEWATER PLANT OPERATO	600		64,810	84,240	103,670	216	0		05/31/2018	2680	73,227	0	365	0	0	COSGROVE, PAUL	
LEAD WASTEWATER PLANT OP "A"	600		49,546	65,656	81,765	16		1.000	12/28/2006	02/05/2015	69,931	3,497	0	0	6.86%	88.70%	169522
LEAD WASTEWATER PLANT OPERATO	600		64,810	84,240	103,670	216	0		02/05/2015	3891	74,725	0	1,298	0	0	JONES, JERE'	
LEAD WASTEWATER PLANT OP "A"	600		49,546	65,656	81,765	16		1.000	01/01/2040	01/01/2040	69,393	3,470	0	0	5.00%	86.49%	169521
LEAD WASTEWATER PLANT OPERATO	600		64,810	84,240	103,670	216	0		01/01/2040	0	72,863	0	0	0	0	Vacant169521, Vacant16	
LEAD WASTEWATER PLANT OP "A"	600		49,546	65,656	81,765	16		1.000	01/01/2040	01/01/2040	69,393	3,470	0	0	5.00%	86.49%	169523
LEAD WASTEWATER PLANT OPERATO	600		64,810	84,240	103,670	216	0		01/01/2040	0	72,863	0	0	0	0	Vacant169523, Vacant16	
ENVIRONMENTAL INSPECTOR	320		47,185	62,528	77,871	15		1.000	05/28/2020	05/28/2020	62,712	3,136	0	0	5.00%	90.49%	158721
ENVIRONMENTAL INSPECTOR	320		55,986	72,770	89,554	213	0		05/28/2020	1952	65,847	0	0	0	0	GONZALEZ, ARIADNA	
INSTRUMENTATION TECH / W W DIV	560		47,185	62,528	77,871	15		1.000	08/05/2013	02/05/2015	66,293	3,315	0	0	5.00%	95.65%	149821
INSTRUMENTATION TECH / W W DIV	560		55,986	72,770	89,554	213	0		02/05/2015	3891	69,608	0	0	0	0	SERRANO, PEDRO	
LEAD WASTEWATER PLANT OP 'B'	610		47,185	62,528	77,871	15		1.000	08/27/2020	04/25/2024	56,011	2,801	0	0	5.00%	84.86%	159921
LEAD WASTEWATER PLANT OPERATO	610		53,320	69,305	85,290	212	0		04/25/2024	524	58,812	0	0	0	0	SKANDALIARIS, ANTHO	
WASTE WATER PLANT OPERATOR "C"	1090		42,800	56,716	70,632	13		1.000	07/18/2019	09/05/2024	52,045	2,602	0	0	5.00%	86.93%	134521
WASTEWATER PLANT OPERATOR "C"	1090		48,362	62,861	77,361	210	0		09/05/2024	391	54,647	0	0	0	0	CHAISSON, DANIEL	
WW COLLECTION LEAD TECHNICIAN	1280		47,185	62,528	77,871	15		1.000	05/29/2014	03/27/2025	57,575	2,879	0	0	5.00%	96.17%	156721
WASTEWATER PLANT OPERATOR "C"	1090		48,362	62,861	77,361	210	0		03/27/2025	188	60,453	0	0	0	0	SCHWARTZ, STEPHEN	
WASTE WATER PLANT OPERATOR "C"	1090		42,800	56,716	70,632	13		1.000	01/01/2040	01/01/2040	43,680	2,184	0	0	10.72%	76.93%	134523
WASTEWATER PLANT OPERATOR "C"	1090		48,362	62,861	77,361	210	0		01/01/2040	0	48,362	2,498	0	0	0	Vacant134523, Vacant13	
LEAD WASTEWATER PLANT OPERATO	620		47,186	62,528	77,871	14		1.000	01/01/2040	01/01/2040	55,381	2,769	0	0	5.00%	92.51%	14972
WASTEWATER PLANT OPERATOR "C"	1090		48,362	62,861	77,361	210	0		01/01/2040	0	58,150	0	0	0	0	Vacant14972, Vacant149	
WASTEWATER DIVISION COORDINATO	1130		40,762	54,015	67,269	12		1.000	03/31/2022	09/07/2023	50,778	2,539	0	0	5.00%	89.06%	119821
WASTEWATER DIVISION COORDINATO	1130		46,059	59,868	73,677	209	0		09/07/2023	755	53,317	0	0	0	0	LEAK, BRENDA	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE TREATMENT Dep't Code: 46-3

Unit Name: Unit Code:

Original	Class		Grade			Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
								Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for

Current Payroll									\$1,116,017	# Positions	16						
Flat 5% Adjustment									\$55,801	# Positions Adjusted (any type)	16	# Not Adj	0				
Adjustment To Minimum									\$2,498	# Adjusted To Minimum	1						
Adjustment Towards Mkt Point									\$0	# Adjusted Towards Mid Pt	0						
Adjustment For Compression									\$1,663	# Adjusted For Compression	2						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$59,962								
Proposed Payroll									\$1,175,978	% Change	5.37%						

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SEWAGE TREATMENT Dep't Code: 46-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for SEWAGE TREATMENT

Current Payroll	\$1,173,591	# Positions	17	
Flat 5% Adjustment	\$58,680	# Positions Adjusted (any type)	17	# Not Adj 0
Adjustment To Minimum	\$3,770	# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$1,663	# Adjusted For Compression	2	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$64,112			
Proposed Payroll	\$1,237,702	% Change	5.46%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SOLID WASTE/SANITARY LAND Dep't Code: 41-5

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
SOLID WASTE SUPERVISOR	1820		54,624	72,385	90,147	18		1.000	12/08/2022	12/08/2022	78,222	3,911	0	0	5.00%	92.86%	187531
SOLID WASTE SUPERVISOR	1820		68,051	88,452	108,854	217	0		12/08/2022	1028	82,133	0	0	0	0	VILLAGOMEZ, MARCO	
CREWLEADER	200		42,800	56,716	70,632	13		1.000	07/14/2016	07/14/2016	47,768	2,388	0	0	11.20%	80.48%	111154
SOLID WASTE CREWLEADER	9024		50,781	66,005	81,229	211	0		07/14/2016	3366	53,120	624	2,340	0	0	GERAKIOS, NICKOLAS	
TECHNICIAN II	1000		35,210	46,659	58,108	9		1.000	08/23/2000	04/22/2010	49,901	2,495	0	0	5.00%	101.32%	1265223
SOLID WASTE TECHNICIAN II	9023		39,788	51,716	63,645	206	0		04/22/2010	5641	52,397	0	0	0	0	GATLIN, BILL	
TECHNICIAN II	1000		35,210	46,659	58,108	9		1.000	11/13/2014	09/26/2024	46,513	2,326	0	0	5.00%	94.44%	1265210
SOLID WASTE TECHNICIAN II	9023		39,788	51,716	63,645	206	0		09/26/2024	370	48,838	0	0	0	0	GEORGEVIC, DAN	

Summary for

Current Payroll	\$222,405	# Positions	4
Flat 5% Adjustment	\$11,120	# Positions Adjusted (any type)	4 # Not Adj 0
Adjustment To Minimum	\$624	# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,340	# Adjusted For Compression	1
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
 Total Applied Adjustments	 \$14,084		
Proposed Payroll	\$236,489	% Change	6.33%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: SOLID WASTE/SANITARY LAND Dep't Code: 41-5

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for SOLID WASTE/SANITARY LAND

Current Payroll		\$222,405	# Positions	4	
Flat 5% Adjustment	\$11,120		# Positions Adjusted (any type)	4	# Not Adj 0
Adjustment To Minimum	\$624		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,340		# Adjusted For Compression	1	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$14,084				
Proposed Payroll		\$236,489	% Change	6.33%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: STORM WATER/STORM WATER PRO/PHYSICAL ENVIRONMENT FL Dep't Code: 48-2

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
STORMWATER TECHNICIAN II	99918							1.000	01/01/2040	01/01/2040	39,788	1,989	0	0	5.00%	80.78%	20250804-3
STORMWATER TECHNICIAN II	1000		39,788	51,716	63,645	206	0		01/01/2040	0	41,777	0	0	0	0	VACANT, VACANT	
STORMWATER TECHNICIAN I	99017							1.000	01/01/2040	01/01/2040	37,893	1,895	0	0	5.00%	80.78%	20250804-1
STORMWATER TECHNICIAN I	99017		37,893	49,254	60,614	205	0		01/01/2040	0	39,788	0	0	0	0	VACANT, VACANT	
STORMWATER TECHNICIAN I	99017							1.000	01/01/2040	01/01/2040	37,893	1,895	0	0	5.00%	80.78%	20250804-2
STORMWATER TECHNICIAN I	99017		37,893	49,254	60,614	205	0		01/01/2040	0	39,788	0	0	0	0	VACANT, VACANT	

Summary for

Current Payroll

\$115,574

Positions

3

Flat 5% Adjustment

\$5,779

Positions Adjusted (any type)

3

Not Adj 0

Adjustment To Minimum

\$0

Adjusted To Minimum

0

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$0

Adjusted For Compression

0

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$5,779

Proposed Payroll

\$121,353

% Change

5.00%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: STORM WATER/STORM WATER PRO/PHYSICAL ENVIRONMENT FL Dep't Code: 48-2

Unit Name: Unit Code:

Original		Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
										Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
STREETS AND STORMWATER SUPERVI	1830			63,234	83,795	104,355	21		1.000	04/23/2015	04/23/2015	84,013	4,201	0	0	5.74%	91.09%	199521
STREETS AND STORMWATER SUPERVI	1830			75,026	97,519	120,012	219	0		04/23/2015	3814	88,834	0	620	0	0	MANNELLO, ANTHONY	
SENIOR TECHNICIAN	960			42,800	56,716	70,632	13		1.000	05/07/2009	01/04/2018	67,116	3,356	0	0	5.00%	101.68%	1480211
SENIOR STORMWATER TECHNICIAN	99014			53,320	69,305	85,290	212	0		01/04/2018	2827	70,472	0	0	0	0	HOPKINS, PAUL	
HEAVY EQUIPMENT OPERATOR	530			40,762	54,015	67,269	12		1.000	11/12/2015	12/06/2018	52,361	2,618	0	0	6.30%	84.33%	123526
HEAVY EQUIPMENT CREWLEADER	99016			50,781	66,005	81,229	211	0		12/06/2018	2491	55,661	0	682	0	0	DEEGAN, ROBERT	
HEAVY EQUIPMENT OPERATOR	530			40,762	54,015	67,269	12		1.000	10/02/2014	06/07/2016	48,361	2,418	0	0	7.00%	86.43%	1235215
HEAVY EQUIPMENT OPERATOR	530			46,059	59,868	73,677	209	0		06/07/2016	3403	51,745	0	966	0	0	GABRIELLI, STEVEN	
HEAVY EQUIPMENT OPERATOR	530			40,762	54,015	67,269	12		1.000	02/10/2000	11/02/2017	57,500	2,875	0	0	5.00%	100.85%	1235213
HEAVY EQUIPMENT OPERATOR	530			46,059	59,868	73,677	209	0		11/02/2017	2890	60,375	0	0	0	0	SWITS, MICHAEL	
TECHNICIAN II	1000			35,210	46,659	58,108	9		1.000	09/08/2022	03/28/2024	43,178	2,159	0	0	5.00%	87.66%	1265216
STORMWATER TECHNICIAN II	1000			39,788	51,716	63,645	206	0		03/28/2024	552	45,337	0	0	0	0	VELEZ, ANTHONY	
TECHNICIAN I	990			33,534	44,438	55,343	8		1.000	08/15/2024	08/15/2024	35,534	1,777	0	0	5.00%	79.54%	1080235
PARKS & PARKWAYS TECHNICIAN I	990			36,089	46,908	57,728	204	0		08/15/2024	412	37,310	0	0	0	0	COLLINS, SEAN	

Summary for

Current Payroll	\$388,063	# Positions	7
Flat 5% Adjustment	\$19,403	# Positions Adjusted (any type)	7 # Not Adj 0
Adjustment To Minimum	\$0	# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$2,268	# Adjusted For Compression	3
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$21,671		
Proposed Payroll	\$409,734	% Change	5.58%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: STORM WATER/STORM WATER PRO/PHYSICAL ENVIRONMENT FL Dep't Code: 48-2

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for STORM WATER/STORM WATER PRO/PHYSICAL ENVIRONMENT FL

Current Payroll	\$503,637	# Positions	10	
Flat 5% Adjustment	\$25,182	# Positions Adjusted (any type)	10	# Not Adj 0
Adjustment To Minimum	\$0	# Adjusted To Minimum	0	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$2,268	# Adjusted For Compression	3	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$27,450			
Proposed Payroll	\$531,087	% Change	5.45%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: UTILITIES ADMINISTRATION Dep't Code: 40-1

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
PUBLIC WORKS DIRECTOR	850		84,739	112,293	139,847	27		1.000	08/18/2025	08/18/2025	125,000	6,250	0	0	5.00%	86.76%	294021
PUBLIC WORKS DIRECTOR	850		116,390	151,284	186,177	228	0		08/18/2025	44	131,250	0	0	0	0	COTTA, CHRIS	
PUBLIC SERVICES ASSISTANT DIRECTO	1770		80,703	106,944	133,185	26		1.000	01/01/2040	01/01/2040	93,600	4,680	0	0	5.00%	82.91%	26602
PUBLIC SERVICES ASSISTANT DIRECTO	1770		91,195	118,535	145,875	223	0		01/01/2040	0	98,280	0	0	0	0	Vacant26602, Vacant266	
SUSTAINABILITY COORDINATOR	980		52,023	68,939	85,854	17		1.000	06/27/2024	06/27/2024	67,650	3,383	0	0	5.00%	80.31%	179521
SUSTAINABILITY PROGRAM MANAGER	980		68,051	88,452	108,854	217	0		06/27/2024	461	71,033	0	0	0	0	LANGSTON, HOLLY	
PUB SVS/PROJECT EXEC ASSISTANT	830		47,186	62,528	77,871	14		1.000	05/16/2022	05/16/2022	56,765	2,838	0	0	6.39%	79.04%	146821
EXEC ASSISTANT - PUB SVS/PROJECT	830		58,785	76,408	94,032	214	0		05/16/2022	1234	60,392	0	788	0	0	TILLISON, PAIGE	
PUBLIC WKS EXECUTIVE ASSISTANT	840		47,186	62,528	77,871	14		1.000	02/15/2024	02/15/2024	52,634	2,632	0	0	12.59%	77.56%	147821
EXECUTIVE ASSISTANT - PUBLIC WORK	840		58,785	76,408	94,032	214	0		02/15/2024	594	59,263	3,519	478	0	0	THOMPSON, AMBER	

Summary for

Current Payroll	\$395,650	# Positions	5
Flat 5% Adjustment	\$19,783	# Positions Adjusted (any type)	5 # Not Adj 0
Adjustment To Minimum	\$3,519	# Adjusted To Minimum	1
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$1,266	# Adjusted For Compression	2
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$24,568		
Proposed Payroll	\$420,218	% Change	6.21%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: UTILITIES ADMINISTRATION Dep't Code: 40-1

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for UTILITIES ADMINISTRATION

Current Payroll		\$395,650	# Positions	5	
Flat 5% Adjustment	\$19,783		# Positions Adjusted (any type)	5	# Not Adj 0
Adjustment To Minimum	\$3,519		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$1,266		# Adjusted For Compression	2	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$24,568				
Proposed Payroll		\$420,218	% Change	6.21%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: UTILITIES CUSTOMER SERV Dep't Code: 3-32

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
UTILITIES CUSTOMER SVC MANAGER	1860		57,356	76,005	94,654	19		1.000	04/08/2024	04/08/2024	67,393	3,370	0	0	5.00%	80.00%	199621
UTILITIES CUSTOMER SVC MANAGER	1860		68,051	88,452	108,854	217	0		04/08/2024	541	70,763	0	0	0	0	SAYLOR, CHRISTINE	
BILL TECH II/DIVISION COORDINA	70		47,186	62,528	77,871	14		1.000	07/26/2018	03/11/2021	49,076	2,454	0	0	16.68%	78.69%	123121
BILL TECH II/DIVISION COORDINATOR	70		55,986	72,770	89,554	213	0		03/11/2021	1665	57,262	4,456	1,276	0	0	DICICCO, ANDREA	
UTILITY BILLING TECHNICIAN II	1080		38,820	51,443	64,066	11		1.000	05/31/2007	04/29/2021	47,149	2,357	0	0	5.00%	86.83%	113521
UTILITY BILLING TECHNICIAN II	1080		43,866	57,017	70,168	208	0		04/29/2021	1616	49,507	0	0	0	0	MCFADDEN, MALAMAT	
UTILITY BILLING TECHNICIAN I	1070		33,534	44,438	55,343	8		1.000	09/23/2021	09/23/2021	41,296	2,065	0	0	5.00%	83.84%	91521
UTILITY BILLING TECHNICIAN I	1070		39,788	51,716	63,645	206	0		09/23/2021	1469	43,361	0	0	0	0	ROWE, CAROLYN	

Summary for

Current Payroll

\$204,915

Positions

4

Flat 5% Adjustment

\$10,246

Positions Adjusted (any type)

4

Not Adj 0

Adjustment To Minimum

\$4,456

Adjusted To Minimum

1

Adjustment Towards Mkt Point

\$0

Adjusted Towards Mid Pt

0

Adjustment For Compression

\$1,276

Adjusted For Compression

1

Adjustment To Step

\$0

Adjusted To Step

0

OrgExp Adjustment

\$0

OrgExp Adjustments

0

Stipends / Supplements

\$0

Assignment

0

Total Applied Adjustments

\$15,977

Proposed Payroll

\$220,892

% Change

7.80%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: UTILITIES CUSTOMER SERV Dep't Code: 3-32

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for UTILITIES CUSTOMER SERV

Current Payroll		\$204,915	# Positions	4	
Flat 5% Adjustment	\$10,246		# Positions Adjusted (any type)	4	# Not Adj 0
Adjustment To Minimum	\$4,456		# Adjusted To Minimum	1	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$1,276		# Adjusted For Compression	1	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$15,977				
Proposed Payroll		\$220,892	% Change	7.80%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: VEHICLE MAINTENANCE Dep't Code: 41-7

Unit Name: Unit Code:

Original		Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #	
			Hire Date	Promotion	Flat %	Mid			Step	% Chg								
Proposed		Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
FLEET MANAGER		1560		57,356	76,005	94,654	19		1.000	01/01/2040	01/01/2040	85,070	4,254	0	0	5.00%	91.60%	14062
FLEET MANAGER		1560		75,026	97,519	120,012	219	0		01/01/2040	0	89,324	0	0	0	0	Vacant14062, Vacant140	
FLEET OPERATIONS COORDINATOR		410		47,186	62,528	77,871	14		1.000	02/16/2023	09/26/2024	47,423	2,371	0	0	13.00%	77.32%	141721
FLEET OPERATIONS COORDINATOR		410		53,320	69,305	85,290	212	0		09/26/2024	370	53,590	3,526	270	0	0	HARRIS, DERRICK	
FLEET TECHNICIAN		420		47,185	62,528	77,871	15		1.000	06/08/2023	09/26/2024	49,763	2,488	0	0	7.69%	77.32%	155324
FLEET TECHNICIAN		420		53,320	69,305	85,290	212	0		09/26/2024	370	53,590	1,069	270	0	0	BLEVINS, BRIAN	
FLEET TECHNICIAN		420		47,185	62,528	77,871	15		1.000	04/24/2025	04/24/2025	54,600	2,730	0	0	5.00%	82.72%	155322
FLEET TECHNICIAN		420		53,320	69,305	85,290	212	0		04/24/2025	160	57,330	0	0	0	0	BRADLEY, NICHOLAS	
FLEET TECHNICIAN		420		47,185	62,528	77,871	15		1.000	06/17/2013	06/17/2013	71,530	3,576	0	0	5.00%	108.37%	155321
FLEET TECHNICIAN		420		53,320	69,305	85,290	212	0		06/17/2013	4489	75,106	0	0	0	0	MILONAS, PAUL	
FLEET TECHNICIAN		420		47,185	62,528	77,871	15		1.000	08/01/2019	06/04/2020	61,202	3,060	0	0	5.00%	92.72%	155323
FLEET TECHNICIAN		420		53,320	69,305	85,290	212	0		06/04/2020	1945	64,262	0	0	0	0	SCHAFF, JAKE	

Summary for

Current Payroll	\$369,587	# Positions	6
Flat 5% Adjustment	\$18,479	# Positions Adjusted (any type)	6 # Not Adj 0
Adjustment To Minimum	\$4,595	# Adjusted To Minimum	2
Adjustment Towards Mkt Point	\$0	# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$540	# Adjusted For Compression	2
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$23,614		
Proposed Payroll	\$393,201	% Change	6.39%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: VEHICLE MAINTENANCE Dep't Code: 41-7

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn		
Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd	Min	Comp	OrgExp	Asgn	Employee Name						

Summary for VEHICLE MAINTENANCE

Current Payroll		\$369,587	# Positions	6	
Flat 5% Adjustment	\$18,479		# Positions Adjusted (any type)	6	# Not Adj 0
Adjustment To Minimum	\$4,595		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$540		# Adjusted For Compression	2	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$23,614				
Proposed Payroll		\$393,201	% Change	6.39%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: WATER DISTRIBUTION Dep't Code: 43-3

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
WATER CONVEYANCE SUPERVISOR	1900		60,222	79,805	99,387	20		1.000	07/13/2015	10/19/2023	72,487	3,624	0	0	5.64%	78.52%	199421
WATER CONVEYANCE SUPERVISOR	1900		75,026	97,519	120,012	219	0		10/19/2023	713	76,572	0	461	0	0	ESTRIGHT, HEATHER	
WATER DISTRIB LEAD TECHNICIAN	1150		47,185	62,528	77,871	15		1.000	12/05/2013	04/11/2024	60,680	3,034	0	0	5.00%	79.42%	156621
LEAD WATER DISTRIB TECHNICIAN	1150		61,724	80,229	98,734	215	0		04/11/2024	538	63,714	0	0	0	0	ARAYA, JOSE	
UTILITIES OPERATION SPECIALIST	1060		47,185	62,528	77,871	15		1.000	02/14/2019	12/07/2023	55,573	2,779	0	0	12.08%	77.63%	157121
UTILITIES OPERATION SPECIALIST	1060		61,724	80,229	98,734	215	0		12/07/2023	664	62,285	3,373	561	0	0	KOULIAS, JOHN	
WATER DISTRIBUTION TECH III	1180		47,186	62,528	77,871	14		1.000	05/04/2015	04/25/2024	50,873	2,544	0	0	10.84%	77.49%	143522
WATER DISTRIBUTION TECH III	1180		55,986	72,770	89,554	213	0		04/25/2024	524	56,387	2,569	402	0	0	MORRIS, RODNEY	
WATER DISTRIBUTION TECH II	1170		42,800	56,716	70,632	13		1.000	07/09/2018	11/10/2022	46,678	2,334	0	0	10.36%	78.05%	135523
WATER DISTRIBUTION TECH II	1170		50,781	66,005	81,229	211	0		11/10/2022	1056	51,515	1,769	734	0	0	AMLAW, JAMES	
WATER DISTRIBUTION TECH II	1170		42,800	56,716	70,632	13		1.000	06/15/2023	06/13/2024	48,671	2,434	0	0	5.51%	77.80%	135522
WATER DISTRIBUTION TECH II	1170		50,781	66,005	81,229	211	0		06/13/2024	475	51,354	0	249	0	0	PSARAS, SAVVA	
WATER DISTRIBUTION TECH II	1170		42,800	56,716	70,632	13		1.000	02/09/2023	05/16/2024	45,742	2,287	0	0	11.78%	77.46%	135521
WATER DISTRIBUTION TECH II	1170		50,781	66,005	81,229	211	0		05/16/2024	503	51,130	2,751	350	0	0	REIS, LOGAN	
WATER DISTRIBUTION TECH I	1160		40,762	54,015	67,269	12		1.000	12/15/2022	06/05/2024	44,577	2,229	0	0	9.21%	77.44%	129821
WATER DISTRIBUTION TECH I	1160		48,362	62,861	77,361	210	0		06/05/2024	483	48,682	1,556	320	0	0	GRABER, TRISTAN	
WATER SERVICE WORKER	1240		36,972	48,993	61,015	10		1.000	04/04/2024	04/04/2024	38,821	1,941	0	0	8.42%	77.51%	109624
WATER SERVICE WORKER	1240		41,777	54,302	66,827	207	0		04/04/2024	545	42,089	1,016	312	0	0	CASON, CURTIS	
WATER SERVICE WORKER	1240		36,972	48,993	61,015	10		1.000	08/18/2023	08/18/2023	37,874	1,894	0	0	11.48%	77.75%	109622
WATER SERVICE WORKER	1240		41,777	54,302	66,827	207	0		08/18/2023	775	42,221	2,010	443	0	0	DAVIS, DONALD	
WATER SERVICE WORKER	1240		36,972	48,993	61,015	10		1.000	04/27/2023	04/27/2023	41,066	2,053	0	0	5.42%	79.72%	109623
WATER SERVICE WORKER	1240		41,777	54,302	66,827	207	0		04/27/2023	888	43,292	0	172	0	0	GLATT, AUSTIN	
WATER SERVICE WORKER	1240		36,972	48,993	61,015	10		1.000	07/18/2024	07/18/2024	37,874	1,894	0	0	10.97%	77.40%	109621
WATER SERVICE WORKER	1240		41,777	54,302	66,827	207	0		07/18/2024	440	42,029	2,010	252	0	0	MYERS, HUNTER	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: WATER DISTRIBUTION Dep't Code: 43-3

Unit Name: Unit Code:

Original	Class							Grade		Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
												Hire Date	Promotion		Flat %	Mid	Step	% Chg		
												Proposed	Title		Code	Min	Mid	Max	#	

Summary for

Current Payroll		\$580,915	# Positions	12	
Flat 5% Adjustment	\$29,046		# Positions Adjusted (any type)	12	# Not Adj 0
Adjustment To Minimum	\$17,054		# Adjusted To Minimum	8	
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0	
Adjustment For Compression	\$4,255		# Adjusted For Compression	11	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$50,355				
Proposed Payroll		\$631,269	% Change	8.67%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: WATER DISTRIBUTION Dep't Code: 43-3

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for WATER DISTRIBUTION

Current Payroll		\$580,915	# Positions	12	
Flat 5% Adjustment	\$29,046		# Positions Adjusted (any type)	12	# Not Adj 0
Adjustment To Minimum	\$17,054		# Adjusted To Minimum	8	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$4,255		# Adjusted For Compression	11	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$50,355				
Proposed Payroll	\$631,269	% Change	8.67%		

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: WATER/WATER TREATMENT/PHYSICAL ENVIRONMENT W-S Dep't Code: 43-5

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
WATER DIVISION MANAGER	1910	66,396	87,984	109,573	22		1.000		08/03/2023	08/03/2023	93,450	4,673	0	0	5.00%	91.26%	229021
WATER DIVISION MANAGER	1910	82,716	107,514	132,313	221	0			08/03/2023	790	98,123	0	0	0	0	VACI, DARRYL	
CHIEF WATER PLANT OPERATOR	130	57,356	76,005	94,654	19		1.000		11/12/1985	09/08/2011	92,851	4,643	0	0	5.00%	99.97%	196521
CHIEF WATER PLANT OPERATOR	130	75,026	97,519	120,012	219	0			09/08/2011	5137	97,493	0	0	0	0	FRAZIER, KELLY	
ENVIRONMENTAL SCIENTIST	330	57,356	76,005	94,654	19		1.000		08/12/2021	08/12/2021	64,777	3,239	0	0	5.83%	81.38%	199821
ENVIRONMENTAL SCIENTIST	330	64,810	84,240	103,670	216	0			08/12/2021	1511	68,555	0	539	0	0	TENK, KEVIN	
LEAD WATER PLANT OPERATOR 'A'	630	49,546	65,656	81,765	16		1.000		01/19/2006	09/03/2015	67,874	3,394	0	0	7.43%	86.56%	164521
LEAD WATER PLANT OPERATOR 'A'	1210	64,810	84,240	103,670	216	0			09/03/2015	3681	72,919	0	1,652	0	0	CLAUNCH, RONALD	
WATER PLANT OPERATOR 'A'	1210	47,185	62,528	77,871	15		1.000		09/26/2013	10/01/2018	61,366	3,068	0	0	9.31%	79.63%	150521
LEAD WATER PLANT OPERATOR 'A'	1210	64,810	84,240	103,670	216	0			10/01/2018	2557	67,079	376	2,269	0	0	GARNER, JAMES	
WATER PLANT OPERATOR 'A'	1210	47,185	62,528	77,871	15		1.000		01/01/2040	01/01/2040	46,800	2,340	0	0	38.48%	76.93%	150522
LEAD WATER PLANT OPERATOR 'A'	1210	64,810	84,240	103,670	216	0			01/01/2040	0	64,810	15,670	0	0	0	Vacant150522, Vacant15	
WATER PLANT OPERATOR "B"	1200						1.000		06/10/2021	09/08/2022	54,729	2,736	0	0	14.51%	78.11%	144521
WATER PLANT OPERATOR "A"	9031	61,724	80,229	98,734	215	0			09/08/2022	1119	62,670	4,259	946	0	0	FRANKS, BRYAN	
WATER PLANT OPERATOR "B"	1200						1.000		03/01/2018	12/26/2019	55,637	2,782	0	0	8.70%	79.15%	144522
WATER PLANT OPERATOR 'B'	1220	58,785	76,408	94,032	214	0			12/26/2019	2106	60,480	366	1,695	0	0	DOUGLAS, JACQUELIN	
WATER PLANT OPERATOR 'B'	1220	47,186	62,528	77,871	14		1.000		05/09/2024	05/09/2024	50,975	2,549	0	0	16.13%	77.47%	148121
WATER PLANT OPERATOR 'B'	1220	58,785	76,408	94,032	214	0			05/09/2024	510	59,195	5,261	410	0	0	SCHAFF, JAIMES	
UTIL OPERATOR/WATER PLANT OP C	1050	42,800	56,716	70,632	13		1.000		12/09/2021	12/09/2021	53,189	2,659	0	0	12.63%	78.40%	139723
WATER PLANT OPERATOR 'B'	1220	58,785	76,408	94,032	214	0			12/09/2021	1392	59,905	2,936	1,120	0	0	WEN, JULIA	
INSTRUMENTATION TECH/WATER DIV	570	47,185	62,528	77,871	15		1.000		03/10/2016	03/10/2016	57,830	2,892	0	0	7.58%	85.49%	140821
INSTRUMENTATION TECH/WATER DIV	570	55,986	72,770	89,554	213	0			03/10/2016	3492	62,214	0	1,492	0	0	GEARY, JEFFREY	
WATER DIVISION COORDINATOR	1190	40,762	54,015	67,269	12		1.000		12/21/2023	12/21/2023	45,864	2,293	0	0	6.39%	77.62%	119721
WATER DIVISION COORDINATOR	1190	48,362	62,861	77,361	210	0			12/21/2023	650	48,793	205	430	0	0	MOORE, TANGELA	
WATER PLANT OPERATOR 'C'	1230	38,820	51,443	64,066	11		1.000		01/04/2024	11/21/2024	41,755	2,088	0	0	15.82%	76.93%	118722
WATER PLANT OPERATOR 'C'	1230	48,362	62,861	77,361	210	0			11/21/2024	314	48,362	4,520	0	0	0	SENGPHRACHANH, TH	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: WATER/WATER TREATMENT/PHYSICAL ENVIRONMENT W-S Dep't Code: 43-5

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for

Current Payroll									\$787,097	# Positions	13						
Flat 5% Adjustment									\$39,355	# Positions Adjusted (any type)	13	# Not Adj	0				
Adjustment To Minimum									\$33,593	# Adjusted To Minimum	8						
Adjustment Towards Mkt Point									\$0	# Adjusted Towards Mid Pt	0						
Adjustment For Compression									\$10,553	# Adjusted For Compression	9						
Adjustment To Step									\$0	# Adjusted To Step	0						
OrgExp Adjustment									\$0	# OrgExp Adjustments	0						
Stipends / Supplements									\$0	# Assignment	0						
Total Applied Adjustments									\$83,500								
Proposed Payroll									\$870,597	% Change	10.61%						

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: WATER/WATER TREATMENT/PHYSICAL ENVIRONMENT W-S Dep't Code: 43-5

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Proposed	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	

Summary for WATER/WATER TREATMENT/PHYSICAL ENVIRONMENT W-S

Current Payroll		\$787,097	# Positions	13	
Flat 5% Adjustment	\$39,355		# Positions Adjusted (any type)	13	# Not Adj 0
Adjustment To Minimum	\$33,593		# Adjusted To Minimum	8	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$10,553		# Adjusted For Compression	9	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$83,500				
Proposed Payroll		\$870,597	% Change	10.61%	

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: YARD WASTE Dep't Code: 41-9

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
YARD WASTE FACILITY OPERATOR	1290		42,800	56,716	70,632	13		1.000	01/01/2040	01/01/2040	42,800	2,140	0	0	7.62%	76.93%	999-007
YARD WASTE FACILITY OPERATOR	1290		46,059	59,868	73,677	209	0		01/01/2040	0	46,059	1,119	0	0	0	VACANT, VACANT	
YARD WASTE FACILITY OPERATOR	1290		42,800	56,716	70,632	13		1.000	01/01/2040	01/01/2040	42,800	2,140	0	0	7.62%	76.93%	999-999
YARD WASTE FACILITY OPERATOR	1290		46,059	59,868	73,677	209	0		01/01/2040	0	46,059	1,119	0	0	0	VACANT, VACANT	

Summary for

Current Payroll		\$85,600	# Positions	2
Flat 5% Adjustment	\$4,280		# Positions Adjusted (any type)	2 # Not Adj 0
Adjustment To Minimum	\$2,239		# Adjusted To Minimum	2
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$0		# Adjusted For Compression	0
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$6,519			
Proposed Payroll		\$92,119	% Change	7.62%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: YARD WASTE Dep't Code: 41-9

Unit Name: Unit Code:

Original	Class		Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
									Hire Date	Promotion		Flat %	Mid	Step	% Chg		
Proposed	Title	Code	Min	Mid	Max	#		Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	
HEAVY EQUIPMENT OPERATOR	530		40,762	54,015	67,269	12		1.000	06/03/2010	06/03/2010	47,804	2,390	0	0	10.22%	88.01%	1235212
HEAVY EQUIPMENT OPERATOR	530		46,059	59,868	73,677	209	0		06/03/2010	5599	52,691	0	2,497	0	0	INSCOR, JOHN	
HEAVY EQUIPMENT OPERATOR	530		40,762	54,015	67,269	12		1.000	03/25/2004	02/03/2005	57,318	2,866	0	0	7.14%	102.58%	1235216
HEAVY EQUIPMENT OPERATOR	530		46,059	59,868	73,677	209	0		02/03/2005	7545	61,410	0	1,226	0	0	OSWALD, RALPH	
YARD WASTE FACILITY OPERATOR	1290		42,800	56,716	70,632	13		1.000	12/19/2005	10/15/2009	53,503	2,675	0	0	7.14%	95.75%	147121
YARD WASTE FACILITY OPERATOR	1290		46,059	59,868	73,677	209	0		10/15/2009	5830	57,324	0	1,146	0	0	MADDOX, BOBBY	

Summary for

Current Payroll		\$158,625	# Positions	3
Flat 5% Adjustment	\$7,931		# Positions Adjusted (any type)	3 # Not Adj 0
Adjustment To Minimum	\$0		# Adjusted To Minimum	0
Adjustment Towards Mkt Point	\$0		# Adjusted Towards Mid Pt	0
Adjustment For Compression	\$4,869		# Adjusted For Compression	3
Adjustment To Step	\$0		# Adjusted To Step	0
OrgExp Adjustment	\$0		# OrgExp Adjustments	0
Stipends / Supplements	\$0		# Assignment	0
Total Applied Adjustments	\$12,801			
Proposed Payroll		\$171,425	% Change	8.07%

City of Tarpon Springs FL Implementation Report

Proposed Pay Plan UNIFIED

Dep't Name: YARD WASTE Dep't Code: 41-9

Unit Name: Unit Code:

Original								Experience			Adjustments				Compa Ratio	Position #
	Class		Grade			Step	FTE	Hire Date	Promotion	Salary	Flat %	Mid	Step	% Chg		
	Title	Code	Min	Mid	Max	#	Duty	Exper.Date	Days All'd		Min	Comp	OrgExp	Asgn	Employee Name	

Summary for YARD WASTE

Current Payroll		\$244,225	# Positions	5	
Flat 5% Adjustment	\$12,211		# Positions Adjusted (any type)	5	# Not Adj 0
Adjustment To Minimum	\$2,239		# Adjusted To Minimum	2	
Adjustment Toward Mid	\$0		# Adjusted Toward Mid Pt	0	
Adjustment For Compression	\$4,869		# Adjusted For Compression	3	
Adjustment To Step	\$0		# Adjusted To Step	0	
OrgExp Adjustment	\$0		# OrgExp Adjustments	0	
Stipends / Supplements	\$0		# Assignment	0	
Total Applied Adjustments	\$19,319				
Proposed Payroll		\$263,544	% Change	7.91%	

City of Tarpon Springs FL Implementation Report

Summary for City of Tarpon Springs FL

Current Payroll	\$17,170,124	# Positions	304
Flat 5% Adjustment	\$856,751	# Positions Adjusted (any type)	302 # Not Adj 2
Adjustment To Minimum	\$253,664	# Adjusted To Minimum	94
Adjustment Toward Mid	\$0	# Adjusted Toward Mid Pt	0
Adjustment For Compression	\$151,429	# Adjusted For Compression	157
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
 Total Applied Adjustments	 \$1,261,845		
Proposed Payroll	\$18,431,969	% Change in Total Payroll	7.35%
FICA Rate: 0			
Proposed Payroll plus FICA	\$18,431,969		

CLASS TITLE: Accounting Coordinator	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to serve as lead accounting professional, leveraging advanced knowledge to ensure accurate and compliant financial operations and to provide expert guidance in the field.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Processes additional accounting reports through the purchasing inventory system as needed by the accounts payable staff.
- Makes cash receipts correction, spreadsheets, payment, inter dept reports, accounting functions.
- Checks journal entries and updates cash receipts (CR), utility billing (UT), business tax (OL), building permits (BP), purchasing inventory (PI), accounts payable (AP), adjusting journals (AJ), encumbrances (EN), fleet, fixed assets and budget adjustment (BA) edits daily
- Pulls backup and prints weekly accounts payable checks, processes any emergency checks.
- Performs electronic funds transfer and ePayable processes.
- Acts as administrator of assigned employee purchasing cards and reconciles and processes statements.
- Processes special event security deposit, one-time payment and revenue refunds.
- Performs year-end encumbrance and contract encumbrance clean-up and analysis.
- Reconciles and maintains construction contracts and retainage.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Four years of accounting or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Coordinator	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Accounting Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to supervise, perform and review various accounting functions such as; fixed asset accounting and processing, monthly financial reports, develop and maintain the City's budget, and review utility rates, bills and adjustments.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises the development and implementation of the City's budget.
- Processes and reconciles fixed assets.
- Reviews and creates reports due to Federal and State agencies.
- Reviews the City's financials and prepares reports for Departments and Committees.
- Supervises and reviews utility billing adjustments, statements, and implementation of new rates.
- Troubleshoots departments' financial concerns and problems.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance, Business or Public Administration or related discipline.
- Six years of governmental accounting or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Specialist	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to review, monitor and process various accounting functions that may include: accounts payables and receivables, bank reconciliations, electronic funds transfers, process and assist with payroll, and other accounting related transactions.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Reconciles bank statements and investment reports.
- Records electronic fund transfer transactions.
- Records merchant fees.
- Records payroll account entries.
- Prepares and updates monthly cash report and reconciles credit card receipts.
- Reviews daily cash reports and completes corrections as necessary.
- Researches and analyzes inaccurate transactions.
- Enters miscellaneous invoices.
- Reconciles bank and cash receipts.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Four years of accounting, finance or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Specialist	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Technician I	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is review, monitor and process accounting functions including accounts payable, sales tax processing, legal bill transactions, monthly purchasing card transactions, cash receipt transaction downloads.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Processes field purchase orders, contracts and invoices.
- Prepares daily reports.
- Reviews and processes city employees' monthly purchasing card transactions.
- Processes utility refunds and print checks.
- Processes and reviews utility adjustments.
- Calculates sales tax.
- Maintains spreadsheet for allocation and payment of city utilities.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- Six months of accounting, banking or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Technician I	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Technician II	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to accurately process invoices for payment, maintain record retention, provide backup payroll support, input and maintain journal entries. Administrative duties include answering phones, distributing mail, order office supplies.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Processes field purchase orders, contracts and invoices.
- Prepares daily reports.
- Reviews and processes city employees' monthly purchasing card transactions.
- Processes utility refunds and print checks.
- Processes and reviews utility adjustments.
- Calculates sales tax.
- Maintains spreadsheet for allocation and payment of city utilities.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- Six months of accounting, banking or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Accounting Technician II	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant Chief of Police	
GRADE LEVEL: 227	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to protect and serve the citizenry by effectively managing all criminal and traffic law enforcement functions of the Department. Responsible for the development and future training of other command staff members.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Responsible for the complete management of law enforcement and police service activities within the City while reporting all activities and under the delegation of the Chief of Police
- Responsible for the development and future training of other command staff members
- Responsible for all personnel actions such as hiring, discipline, transfers, and terminations, as delegated by the Chief of Police.
- Develops, initiates and evaluates policies, procedures, rules and regulations
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, organizes, directs and controls all phases of law enforcement police services.
- Develops, implements and monitors the strategic plan of the Police Department.
- Establishes and maintains high ethical standards for department personnel and sustains such standards.
- Approves department discipline and internal investigations.
- Develops and maintains suitable, productive relations between the department and other governmental agencies, and private organizations.
- Submits required reports to the Chief of Police, in such form and detail as to clearly depict conditions and police actions.
- Supervises the preparation and presentation of the annual department budget and administers the department fiscal affairs.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant Chief of Police	
GRADE LEVEL: 227	
STATUS: EXEMPT	

- Assists Chief of Police on all press conferences and crime scenes as determined by the Chief of Police
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- Ten years of progressive law enforcement to include significant supervision of staff or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida State Law Enforcement Officer Certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant Chief of Police	
GRADE LEVEL: 227	
STATUS: EXEMPT	

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant City Manager	
GRADE LEVEL: 234	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide direct support and assistance to the City Manager, City Commissioners and Department Directors. Provide leadership of administration of daily operations, major policies and short and long-range plans including special projects and assignments spanning all City Departments and activities.

This highly responsible and complex administrative position involves coordinating interdepartmental initiatives, leading strategic projects, and serving as a key liaison to various stakeholders, including elected officials, community organizations, and the public. As assigned, is the primary position to assume the duties and responsibilities of the City Manager in their absence.

Reviews and recommends development and implementation of policies and procedures compliant with State and local codes and ordinances. Work is carried out with a wide latitude for independent judgment and initiative.

This position may also serve in a dual capacity as a Department Head, while continuing to perform the full responsibilities of the primary role.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assists Department Directors with concerns and problems, directing work, counseling, and disciplining.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Provides support and assistance directly to the City Manager for special projects and initiatives.
- Reviews and provide agenda changes.
- Plans, directs, supervises, and reviews the operation of programs by municipal departments as delegated by the City Manager.
- Reviews and evaluates services, programs, and regulatory activities periodically or as directed by the City Manager and implements changes as directed.
- Coordinates, establishes, and implements policy decisions and directives.
- Manages and coordinates contracts for the acquisition of materials, supplies, and services.
- Ensures comprehensive management, tracking, and disposition of material resources.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant City Manager	
GRADE LEVEL: 234	
STATUS: EXEMPT	

- Establishes effective working relationships with City customers to implement organization and policy changes in order to remove impediments when conducting business with the City.
- Conducts Departmental and individual level meetings and training to introduce new technology and produce organizational change and improvements in customer service delivery and interactions.
- Investigates and resolves requests for service, complaints and concerns from citizens and organizations.
- Initiates, negotiates, manages and completes major real estate purchases and sales of City-owned property for economic development, public benefit and as a source for operating revenue.
- Assists in the evaluation, implementation and prioritization of projects, policies, programs and strategic plans.
- Works with other governmental agencies, consultants and contractors to develop, implement, fund and manage major roadway and development projects.
- Applies for and manages grant programs and funding for a variety of recreational, environmental and infrastructure projects and programs.
- Reviews and approves all personnel actions, procurement documents and invoices in absence of or by direction of City Manager.
- Assists with preparing City Manager's annual budget and assist with City-wide budget review and approval process.
- Represents the City Manager's office in resolving staff concerns or differences, including those that involve multiple departments.
- Reviews grant opportunities researched through senior staff of assigned departments and makes recommendations to the City Manager for same.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Eight years of progressively responsible supervisory experience in local municipal government, budgeting, purchasing, human resources, utilities and facility management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant City Manager	
GRADE LEVEL: 234	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant Golf Professional	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist in the daily operations of the golf course by providing excellent customer service and growing the game through group and private lessons.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assist customers in the Pro Shop with fees, scheduling tee times, point of sale and inventory control.
- Provides starter and ranger duties, organizes tee times, ensures course rules and regulations are followed and pace of play is appropriate.
- Schedules, coordinates, and provides golf lessons to patrons.
- Opens and closes Pro Shop.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associates degree, Professional Golf Management, Turf Management, preferred.
- Six years of golf facility (public preferred) or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Assistant Golf Professional	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- PGA Membership.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Bill Technician II/Division Coordinator	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to upload all routes for meter technicians' route daily to ensure all routes are read with accuracy. Create service orders to correct issues identified by the meter technicians. Prepare reports related to utility billing.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Reviews preliminary utility billing reports for accuracy.
- Generates service orders and assign to meter technician to correct issue identified.
- Downloads and uploads meter reading cycles and routes for meter technician.
- Provides customer service by phone and walk-in customers to answer questions and concerns.
- Reviews the non-pay list and maintains the non-payment customer files.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of clerical support, billing of utilities or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Bill Technician II/Division Coordinator	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parking and Boat Launch Attendant	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision this position educates the public on the boat launch process and parking at Sunset Beach, Craig Park and other City parks as applicable. This position will communicate with local police department to address any safety or traffic enforcement items.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Collects fees as applicable and issues boat permits
- Communicates with the Police Department regarding safety and compliance
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Associate's degree in recreation or related field preferred.
- One year of recreation programming or related experience or an equivalent combination of education, training and experience preferred.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parking and Boat Launch Attendant	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CPR and AED Certified required.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Budget/Financial Analyst	
GRADE LEVEL: 216	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to perform various functions in the area of analysis, implementation, and evaluation of budgetary financial systems. Review, analyze, evaluate and work in the development and creation of the City budget according to State laws regarding budget compliance.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Develops budget package for department/divisions; reviews budget submittals when returned; meets with department heads and other committees to discuss budget issues and questions.
- Participate in budget development workshops.
- Reviews and evaluates a variety of management, financial and analytical reports as requested.
- Prepares Budget documents for City and for GFOA award.
- Maintains Budget compliance as required by State of Florida TRIM requirements.
- Designs, develops and maintains databases/spreadsheets for various administrative/financial functions.
- Coordinates and/or facilitates special projects as assigned.
- Receives and responds to inquiries, concerns and requests for assistance.
- Prepares and analyzes monthly financial reports.
- Reviews budget to actuals for revenues and expenditures.
- Prepares and conducts analyses of accounting projects and Capital Improvement Projects reports.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance, Business or Public Administration or related discipline.
- Two years of governmental accounting or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Budget/Financial Analyst	
GRADE LEVEL: 216	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Prefers, CPA, CGFO or CPFO.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Building Development Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to create and implement policies and procedures for the building department that is compliant with Florida Statutes, Federal laws/rules, county and City ordinances.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Acts as the City's building official and floodplain management administrator; and, as the City authority, condemning building and finding buildings to be uninhabitable.
- Develop and implement short- and long-term planning strategies and policies in alignment with city goals.
- Makes final code interpretations, building code enforcement interpretations and plan review/inspection determinations.
- Issues building and construction permits to general public, contractors and subcontractors for work performed in the City; issues certificates of occupancy for new buildings.
- Prepares and presents agenda items and supporting documentation to the Board of Commissioners, as directed by the City Manager.
- Recommend changes to City ordinances; interacts with other departments on construction, development and licensing matters. Responds to emergency requests from the City Manager and Board of Commissioners.
- Directs and participates in the development and administration of the departmental budget including expenditure approval for staffing, equipment and materials.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Building Development Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Ten years of construction, architecture, engineering or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida building code administrators license.
- Inspector and Plans Examiner license.
- Floodplain manager license.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Building Development Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Build Development Municipal Arborist	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to educate the public and officials on proper tree care and placement, enforce ordinances, manage risks, and develop urban forestry policies.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Reviews permit plans to ensure compliance with tree protection ordinances and assess potential environmental impacts, to include, reviewing electronic plans, analyzing site layouts, identifying necessary tree protection and site visits before issuance.
- After permit issuance, inspects and monitor compliance with tree protection and removal regulations; standalone tree removal permits, large-scale development projects, erosion control, wetland mitigation.
- Responds to environmental inquiries from residents and staff, provides expert guidance on tree care, urban forestry policies, and ecological concerns.
- Develops, manages, and implements public tree planting programs, including the Gift Tree, Adopt-a-Tree, and Arbor Day Giveaway initiatives.
- Assists Code Enforcement with environmental inspections, ensuring compliance with municipal ordinances related to tree protection, erosion control, and land disturbance.
- Serves as the drone pilot for department surveying construction sites, inspecting structures for compliance, mapping land for planning, and documenting progress.
- Creates department flyers, brochures, monthly reports, and special projects. Creates templates for efficiency, ensures readability, and tailor content to the audience.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Six years of conducting street tree assessments, supervising compliance with health and safety standards, arborist or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Build Development Municipal Arborist	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- International Society of Arboriculture (ISA) Certified Arborist or Master Arborist.
- Florida Department of Environmental Protection Stormwater Erosion Control Inspector certification.
- FAA Part 107 UAS Drone License, or ability to obtain within six months of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Build Development Municipal Arborist	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Building Development Permit Technician I	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist contractors, subcontractors, business owners and the general public with information on the permitting and local business tax receipt process. Receives permit applications and issues permits for building, electrical, mechanical equipment, plumbing, gas, signage, tree, utility, dock and demolition.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Reviews and processes all documents and plans pertaining to construction and building permits.
- Research code of ordinances and factual data to help contractors and homeowners with questions relating to permitting, construction and building development.
- Receives permit applications and issues as appropriate for building, electrical, mechanical equipment, plumbing, gas, signage, tree, utility, dock and demolition.
- Create processes and procedures to alleviate paper processing by digitizing all aspects of the city.
- Provides limited zoning information such as zoning codes, setbacks and special permit information regarding the Historic District.
- Assist business owners and general public with the local business tax receipt process including application, renewal and compliance requirements.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of permitting, local tax receipt, customer service or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Building Development Permit Technician I	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cemetery Service Worker I	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform a variety of maintenance and lawn/landscaping duties at the cemetery, such as, mowing and raking, trimming, irrigation system maintenance, and general grounds maintenance. Provide customer service, including sales as assigned.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs labor by mowing, trimming and maintenance of cemetery grounds and by maintaining general grounds cleaning, such as, picking up litter/trash.
- Provides assistance at funeral services, including witnessing, burials, preparing area for service, coordinating with service providers, locating burials, directing traffic and providing other assistance as required.
- Assists with funeral services as needed, including after normal working hours.
- Operates and maintains cemetery irrigation system and controls. Identifies system problems and implements solutions.
- Performs opening and closing procedures for gravesites, mausoleums, and columbariums.
- Completes other cemetery improvement projects as needed and as assigned by the Supervisor.
- Inspects grave sites and ensures sites are properly prepared; assists with burials; measures, marks and stakes grave sites; verifies interments. Utilizes established systems of cross-checks to ensure accuracy in all work.
- Performs preventative maintenance on equipment and tools prior to performing assigned duties to include by not limited to, conducting safety equipment checks, and appropriate pre-operation maintenance.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of lawn maintenance or related experience or an equivalent combination of education, training and experience.
- Previous experience as a cemetery maintenance worker is highly preferred.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cemetery Service Worker I	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cemetery Service Worker II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to supervise and maintain grounds, customer service, flag graves, and assist with services. Provides administrative functions including payroll budgeting.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Manages and coordinates maintenance and repair to cemetery facilities, initiates major repairs according to departmental procedures; recommends needed improvements; and ensures adherence to rules and regulations involving funerals, plots, crypts and mausoleum niches.
- Performs administrative duties both during regular hours and after hours for funeral services, including witnessing, burials, leading assigned staff, preparing area for service, coordinating with service providers, locating burials, directing traffic, collecting and transmitting required records, completing orders and sales, reports, and other documentation.
- Inspects grave sites and ensures sites are properly prepared and flags graves for services and monument placement; assists with burials; verifies interments; locates and shows grave sites to owners and prospective buyers.
- Prepares and processes reports on cemetery activities and conditions; prepares and processes related reports and records, to include, research calculation sheets, burial permits, cemetery charts, water line charts, etc.
- Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
- Responds to citizen inquiries and complaints in a timely and courteous manner.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- Four years of cemetery operations, grounds maintenance or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cemetery Service Worker II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- N.C. Pesticide license.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

CLASS TITLE: Cemetery Service Worker II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief of Police	
GRADE LEVEL: 230	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage the daily functions of the police department and the delivery of public safety. Ensure the Police Department provides exceptional service to the community, developing relationships, and building trust by setting standards and following them.

Develop all department policies, agencies goals and objectives and ensure the 5-year plan aligns with the Cities Strategic plan.

This job formulates long-range goals for the organization, develop policy and position papers and negotiate with the chief administrative officer and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, organizes, and manages, either personally or through subordinate supervisors, all departmental functions and support staff activities in order to ensure the efficiency and effectiveness of the department.
- Prioritizes anticipated departmental needs for each fiscal year; prepares and submits annual budget information; administers approved budget and monitors operational expenditures for fiscal compliance.
- Responsible for all personnel actions such as hiring, discipline, transfers, and terminations
- Develops and administers the department's budget
- Evaluates police services; determines proficiency level and identifies areas requiring improvement; formulates and executes action plan to correct deficiencies.
- Prepares long-range management plans compiled from statistical data and from studying crime trends, community needs, departmental and County administrative goals and objectives.
- Reviews, signs, and/or approves purchases, payroll, outside service expenses, and invoice payments.
- Interacts with other agencies within the County; coordinates mutual police protection plans with surrounding municipalities; reviews and/or coordinates special programs, project development, and special orders and memoranda.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief of Police	
GRADE LEVEL: 230	
STATUS: EXEMPT	

- Develops programs/activities associated with preparation for, response to, and recovery from natural or man-made disasters or emergencies affecting lives and property of citizens.
- Formulates and develops work methods and practices, policies, standard operating procedures, and general orders; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation.
- Enforces all County and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Criminal Justice, Business or Public Administration or related discipline.
- Ten years of law enforcement management, preferably in a municipal environment or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief of Police	
GRADE LEVEL: 230	
STATUS: EXEMPT	

- Law Enforcement Officer, Florida State Certification and required education and training.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief Wastewater Plant Operator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide effective and efficient operations of the Wastewater Treatment Plant and associated lift stations ensuring that all State and Federal regulations are met. Performs a variety of supervisory duties and evaluates and maintains required files and records and prepares various reports as required.

This job works independently, under limited supervision, reporting major activities through periodic meetings. Covers shifts when required to maintain permit compliance.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs the daily operations of the Wastewater Treatment Plant.
- Ensures that public health and the environment are adequately protected.
- Verifies that discharges to waters meet permit limitations on the quality of the discharge.
- Within span of control, verifies that wastewater overflows are prevented to the highest practical degree.
- Ensures that any sewage spills or overflows are urgently addressed, investigated, repaired, and reported according to approved procedures.
- Works and directs staff during storm events and declared emergencies.
- After-hours facility monitoring callouts during call duty.
- Prepares required State and Federal reports, correspondence, etc., including NPDES and FDEP regulatory reports, charts, logs and maintenance sheets.
- Coordinates outside contracts and services pertinent to plant operations.
- Assists in the preparation of construction and maintenance cost estimates, and related specifications.
- Performs construction review and contract administration as assigned.
- Maintains plant security.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief Wastewater Plant Operator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Six years of wastewater plant operations to include supervisory or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that may involve constantly lifting, shoveling, and carrying 50 to 75 pounds on a regular and recurring basis and exerting 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Slippery and uneven surfaces
 - Heights and climbing
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state commercial driver's license with an acceptable driving history.
- Wastewater Operations A License.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief Wastewater Plant Operator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief Water Plant Operator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to efficiently operate the water production facility and associated components in accordance with regulatory requirements.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Ensures the efficiency and continuous operation of a computer-controlled reverse osmosis water treatment facility and associated components, to include high pressure membrane system, well pumps, transfer pumping system, flushing system, cleaning system, auxiliary power system, high pressure pumps and diesel engines, de-chlorination system, surface water outfall, and disposal injection well system.
- Assists operators in troubleshooting system and equipment problems.
- Reviews daily technical data and logs.
- Coordinates plant activities and maintenance with other divisions and outside agencies/contractors as required.
- Inspects buildings, systems and equipment for proper condition and safety; takes corrective action as necessary.
- Performs various treatment process monitoring, including Silt Density Index (SDI) and Langelier Saturation Index (LSI) analysis, and adjusts operations as needed.
- Tests water in order to calculate chemical feed rates; performs required water analysis; adjusts chemical feed rates; retests treated water to ascertain that the proper chemical balance has been reached.
- Runs lab proficiency tests, blind tests, known positives and negatives, sterility of vessels and media tests and other tests as required.
- Takes daily samples and tests for bacterial contamination when the plant is online.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Chief Water Plant Operator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- Six years of water plant operations with supervisory experience or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Water operations courses C, B, A. required.
- Class A Drinking Water License

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

CLASS TITLE: Chief Water Plant Operator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Technician III	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

Summary Objective

The Building and Grounds Maintenance Technician III performs skilled maintenance, repair, and construction work on City-owned buildings, facilities, and grounds. This position serves as a senior-level technician, responsible for diagnosing complex maintenance issues, performing advanced repairs, and providing guidance to lower-level staff. Work is performed under general supervision with a high degree of independence, utilizing advanced technical knowledge and ensuring City facilities remain safe, functional, and presentable to the public.

This job works under close to general supervision according to set procedures but determines how or when to complete tasks.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs repairs and maintenance for the upkeep of City buildings and equipment; performs rough and finished carpentry.
- Installs finished wall and floor surfaces, ceilings, roofing, doors and windows.
- Performs minor plumbing, electrical and HVAC repairs; repairs and installs mechanical items such as locks, pumps, motors, exhaust systems, etc.
- Performs basic carpentry, electrical and plumbing work; repairs door closures and locks; maintains lighting and emergency light fixtures; repairs cleaning equipment; maintains fire extinguishers.
- Checks air conditioner and heating system; makes minor repairs to each.
- Maintains floors (strips, waxes, and buffs tile floor and hallways, vacuums and cleans carpet).
- Contact appropriate personnel or contractors for major repairs as needed.
- Moves furniture, office equipment, voting equipment, etc.
- Assists other skilled workers in a variety of assignments such as painting, plumbing and electrical activities as required.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of building maintenance and repair or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician III	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.



CLASS TITLE: Technician III	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: City Clerk/Collector	
GRADE LEVEL: 227	
STATUS: EXEMPT	

Summary Objective

The City Charter requires this position to be the official records custodian, official custodian of the city seal, attest all city documents, the supervisor of all city elections, attends and keeps the official minutes of all meetings of the board of commissioners, shall give notice of public meetings, and shall have the sole power to collect all revenue by the city and shall be accountable thereof.

The purpose of this position is to provide consistent and accurate information to the public, elected officials, and city departments and serve the citizens by collecting and processing all revenues while assuring compliance with Federal, State, and local laws.

This position is appointed and serves under the direct supervision and solely at the pleasure of the board of commissioners, and has the authority to hire, discharge, or suspend any employee in the city clerk and collector's office who is under the supervision of the city clerk and collector.

This job formulates long-range goals for the organization, develops policy and position papers and negotiates with the chief administrative officer and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Manages and supervises the activities of the City Clerk and Collections office
- Directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Coordinates and supervises all cemetery/mausoleum sales, burials, and maintains records of the cemetery.
- Oversees collection of delinquent accounts- utilities/code enforcement/accounts receivable.
- Oversee all aspects of public records and disposal of City department records in all formats in accordance with State guidelines
- Attends all Board of Commissioner meetings and is responsible for recording all motions, votes, actions; prepares minutes of meetings; and maintains Official Minutes Book; and other Boards as needed.
- Serves as the Election Qualifier and Supervisor for all municipal elections, and coordinates election activities with the Pinellas County Supervisor of Elections.
- Coordinates and Supervises ordinance codification with code company

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: City Clerk/Collector	
GRADE LEVEL: 227	
STATUS: EXEMPT	

- Oversee the receipt, indexing, and filing of all agreements/contracts/deeds/leases
- Develop policies and procedures to increase effectiveness
- Develops and administers department budget; monitors and approves expenditures
- Administers the Oath of Office to City Officials, select employees, and City Board members
- Prepares Legal Notices and Advertisements for elections and ordinances
- Collects all revenue, assists citizens-taxpayers, deposits and receipts payments.
- Maintains confidentiality of preliminary or sensitive information within the Department
- Performs related work as assigned and other duties as directed by the board of commissioners or as otherwise required by law.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Six years as a municipal clerk, collector or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Municipal Clerk/Master Municipal Clerk
- Notary Public

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: City Clerk/Collector	
GRADE LEVEL: 227	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: City Manager	
GRADE LEVEL: 236	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to perform complex executive work in the management of all City departments, programs, services, assets, resources and personnel, serving as chief officer of the City, managing City programs through subordinate department heads and administrators, assessing City programs and operations and identifying needed improvements, enhancements, modifications, resources and expansions; does related work as required. Work involves setting policies and goals under the direction of the Board of Commissioners. Organizational supervision is exercised over all personnel within the organization. Has overall responsibility for long range planning, budgeting, and management of daily city operations.

This position develops long-term goals, prepares policy and position papers, and works directly with the Mayor and Board of Commissioners.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the Board of Commissioners and with all applicable laws and regulations; with the City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Board of Commissioners; monitors the implementation of adopted budgets.
- Advises the Board of Commissioners of financial conditions and current and future needs, including well-articulated options.
- Administers the annual budget as adopted by the Board of Commissioners.
- Provides leadership and direction in the development of short- and long-range plans.
- Coordinates activities with other elected officials and boards, departments and agencies.
- Provides professional advice on City administration and organization to Board of Commissioners and Department Heads.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: City Manager	
GRADE LEVEL: 236	
STATUS: EXEMPT	

- Communicates official plans, policies and procedures to elected officials, City staff, and the general public.
- Facilitates effective communication between the Board of Commissioners and City management, and the Board of Commissioners and the public.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Receives complaints from staff, residents and the general public and assists in resolving conflicts.
- Prepares studies, reports and related information for decision-making purposes.
- Attends meetings of the Board of Commissioners, and events at which the Board of Commissioners attendance may be required.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration, Engineering, Law, Public Works or related discipline. Master's Degree preferred.
- Five years as a Director in a Commission/Manager system or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: City Manager	
GRADE LEVEL: 236	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Code Enforcement Clerk	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

The position is under general supervision, work independently developing work methods, assist in the administration of the activities of the Code Enforcement Department and perform related work. Performs a wide range of administrative support systems for the Code Enforcement Office. Responsibilities are to implement an administrative support system, creating cases documentations, and maintaining up to date data information into systems. Fast past work environment must have the abilities to multi-task between work in a timely manner, emails, and incoming phone calls. Organizes the Code Enforcement Office flow of information in accordance with the Code Enforcement Officer priorities as set to meet departmental goals and objectives.

Has specific areas of responsibility as listed under essential functions. In these specialized capacities, must insure adherence to all law, Florida Statues, City Codes and ordinances, Personnel and Departmental Rules/Regulations, Policies and Procedures, as well as exercise appropriate confidentiality, diplomacy, tact and courtesy.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

1. PUBLIC RELATIONS RESPONSIBILITIES:

- 1:1 Serves as the primary point of contact for the Public regarding code enforcement complaints.
- 1:2 Interviews callers and visitors, securing details of specialized information, assisting in research and providing information regarding the services and operation of the Code Enforcement Division.
- 1:3 Handles routine complaints and requests for information with tact and ensures appropriate follow-up concerning resolution.
- 1:4 Provides generalized information regarding Code Enforcement policies and procedures to the Public.
- 1:5 Handle incoming calls of various complaints and appropriately respond in a courteous and professional manner. May need to transfer the complaint to other interdepartmental as it may not necessary be code enforcement issues.
- 1:6 Listening and patience are crucial.

2. PERFORMS SECRETARIAL DUTIES WITH AN ADVANCED LEVEL OF INITIATIVE AND ORGANIZATION:

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Code Enforcement Clerk	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

- 2:1 Operates office equipment to include calculators, computers, copiers, scanners, faxes, & telephones.
- 2:2 Receives & completes code enforcement complaint forms to include ownership information and maps including but not limited to Naviline or appropriate database entries.
- 2:3 Processes forms, reports, records and related documents, including but not limited to Courtesy Letters, Notices of Violations, Notices of Hearing, Posting Notices including but not limited to, other computer-generated forms and/or correspondence.
- 2:4 Opens cases and prepares Courtesy Letters, Notices of Violations & Notices of Hearing for the Development Services, Engineering and Building Departments as requested.
- 2:5 Conducts research and retrieval of records and data related to Code Enforcement process.
- 2:6 Submits, transfers and/or delivers code enforcement complaints for action.
- 2:7 Processes incoming and outgoing mail.
- 2:8 Prepares and maintains accurate manual and/or automated code case files for active cases, closed cases and fine status cases.
- 2:9 Prepares inactive or closed cases for archive and/or storage at the appropriate database or physical location.
- 2:10 Creates, maintains, and/or updates Code Board Hearing agenda for monthly meetings.
- 2:11 Prepares supporting material for Code Board Hearings and distributes to Code Board members, City Staff and other distribution routes as appropriate.
- 2:12 On a monthly basis, posts and removes Hearing notices and Code Board Hearing agendas at City Hall.
- 2:13 Attends Code Board Hearings, takes notes related to Code Board decisions and enters case notes, progress and disposition in Naviline or appropriate database.
- 2:14 Prepares and provides Code Board agendas and Hearing Notices, and/or updated agendas to Code Board members and the Public.
- 2:15 Prepares and/or provides City Attorney and/or Code Board Attorney with supporting documents or other relevant materials as requested for cases.
- 2:16 Provides Chief of Police with monthly total of Code Enforcement fines received.
- 2:17 Coordinates, schedules and issues notices of monthly Code Enforcement Board hearings to all code enforcement staff and Code Board members.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Code Enforcement Clerk	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

2:18 Perform multiple tasks in a fast pace working environment where time can be a factor.

2:19 Be able to work alone at times without supervision and maintain the flow office work.

3. Performs all other duties as requested or as appropriate for the position.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- One year of clerical or administrative support or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 25 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Code Enforcement Clerk	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Code Enforcement Officer	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform a wide range of administrative and technical duties related to operations of the Code Enforcement Division. Duties include investigation and evaluation of city codes, land use, building, zoning, fire, ordinances, and all other related municipal codes.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Conducts initial inspections, investigations and re-inspections of property.
- Answer calls for service from city departments and the public.
- Patrols the city to collect illegal signage
- Ensure businesses possess current and valid occupational licenses (Local Business Tax receipts).
- Ensures other code violations are properly identified and pursued as directed.
- Administers violations as identified by other City departments and pursues violations in accordance with department's needs.
- Prepares and mails courtesy letters, notices of violation and other correspondence.
- Post all violations and hearing notices on property.
- Maintains proper violation records for data retrieval.
- Present all cases to the Code Enforcement Board and attend all meetings.
- Attends all technical review committee meetings (TRC)
- Submits recommendations to the code board and or city attorney in reference to fine reductions.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- One year of code enforcement, law enforcement or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Code Enforcement Officer	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Entering/exiting vehicle on roadways
 - Entering derelict structures and active construction sites

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida Association of Code Enforcement fundamentals are required.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Code Enforcement Officer	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Collection Clerk I	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to process utility payments (counter or phone) of customers and other transactions for various departments. Provide excellent customer service and performs a wide range of clerical duties.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Receives and receipts payment of monies and fees collected for City services such as: water, sewer, garbage, occupational licenses, permits, etc. (including and not limited to: counter, drive-thru, mail, and night depository).
- Balances cash drawer and prepares deposit.
- Reviews daily cash edit report for overages and shortage.
- Maintains log of daily intake totals, for submittal to Deputy City Clerk.
- Prepares and reviews delinquent utility accounts for shut-offs and/or doorhangers.
- Reviews unpaid accounts for termination and submit to utility billing.
- Answer phone inquiries and/or take payments.
- Process and follow up on returned check according to procedures.
- Initiate Transfer of Data File for Delinquent notices to customers.
- Coordinates Bank Deposit(s) for vault company pickup.
- Maintains confidentiality of preliminary or sensitive information within the Department
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Prefer three to five years, cashiering or related experience in a government or banking background, or an equivalent combination of clerical support, education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Collection Clerk I	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Collection Clerk II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to process utility payments (counter or phone) of customers and other transactions for various departments. Provide excellent customer service and performs a wide range of clerical support. Collects aged delinquent accounts through coordination of legal means.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Receives and receipts payment of monies and fees collected for City services such as: water, sewer, garbage, occupational licenses, permits, etc. (including and not limited to: counter, drive-thru, mail, and night depository).
- Balance cash drawer and prepare deposit as needed. Prepares and submits Bank Deposits for vault pickup as needed.
- Prepares assessment searches as needed.
- Assists in analysis of monthly reports. Monitor and prepare accounts receivable reports.
- Coordinates and ensures that each off-site collection location is operating in accordance with established collection policies and procedures as needed. Offsite collection liaison as needed.
- Provides customer payment options/arrangements. Reviews unpaid accounts for termination and submit to utility billing. Review terminated accounts for placement of liens, write off, or collection agency.
- Supervises collection area under direction of Deputy City Clerk and City Clerk.
- Download OPS/Online Payments/IVR/Core/DeJacoo balances and post daily.
- Maintains staff compliance as to audit and internal controls.
- Prepares correspondence to outstanding debtors, law offices, banks and title companies.
- Prepares Satisfaction/Release of Liens for presentation to Board of Commissioners for action and executes approved documents.
- Attends, records and transcribes Code Enforcement board meetings and minutes. Prepare any resulting correspondence.
- Troubleshoot Naviline software.
- Review unpaid accounts and submit to Utility Billing. Prepares delinquent letters, and schedules shut offs and terminations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Collection Clerk II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

- Prepares and reviews delinquent utility accounts for shut offs and/or door hangers.
- Logs in payments for yard waste and marina.
- Answer phone inquiries and/or take payments.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Four years of supervisory, cashiering or related experience or an equivalent combination of clerical support, cashiering, education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Collection Clerk II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Collections Specialist	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform various collections auditing functions; prepare reports of findings; and develop/implement plans to revise procedures when necessary.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Receives and receipts payment of monies and fees collected for City services such as water, sewer, garbage, occupational licenses, permits, etc. (including and not limited to counter, drive-thru, mail, and night depository).
- Answers phone calls and assists customers with payments or questions.
- Coordinates and ensures that each off-site collection location is operating in accordance with established collection policies and procedures.
- Prepares assessment searches
- Performs spot audits at various locations involved in collecting funds.
- Prepare reports for City Clerk on audit findings.
- Posts all cashier and online batches daily and reviews reports for accuracy.
- Develops and provides collections training for employees at on-site and off-site locations.
- Evaluates and updates systems and procedures for more efficiency.
- Develops and maintains policies and procedures manual for Collections and Offsite Facilities.
- Prepares and submits Bank Deposits for vault pick up. (As needed)
- Attends and records Code Enforcement Board meetings. (As needed)
- Transcribes Minutes of the Code Enforcement Board meeting. (As needed)
- Maintains confidentiality of preliminary or sensitive information within the Department
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of accounting, auditing, cash handling, customer service or related experience or an

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Collections Specialist	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Concrete Finisher / Crew leader - Streets	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

Under limited supervision, performs supervisory function over assigned staff and assists Streets and Stormwater Supervisor and Senior Technicians with duties as required. Performs a variety of cement finishing duties such as preparing forms; building sidewalks, curbing, manholes, catch basins and laying blocks and bricks as required.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Demolition of old sidewalks and preparation of forms for new sidewalks and curbing.
- Constructs sidewalks, curbing, manholes, catch basins, etc.
- Ensures safe practices are incorporated in all activities performed.
- Lays blocks and bricks as required.
- Asphalt roadways as required.
- Operates and maintains tools and equipment in a safe and effective manner.
- Performs equipment and tool operations for various tools and equipment, to include but not limited to dump truck, front end loader, backhoe, tractor, compactor, masonry tools, pick, shovel, hammer, nail, cement and hot mix.
- Performs preventative maintenance on equipment and tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre & post operation maintenance.
- Oversee other technicians in performing tasks related to cement finishing.
- Coordinate staff assignments to include assigning, reviewing and planning work duties and maintain established standards.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Completes required paperwork, including record keeping.
- Responds and assists in emergency operations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of heavy equipment operating or related experience or an equivalent combination of education, training and experience.
- At least one year experience as a cement finisher is required.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Concrete Finisher / Crew leader - Streets	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

- Two or more years' experience as a cement finisher, and experience brick laying and preparing concrete forms preferred.
- An equivalent combination of training and experience may be substituted for required education and/or experience.
- General Office Skills: Maintain ~~logs~~ Proficient in Microsoft Word, Excel, Outlook, PowerPoint, Publisher (Navaline and OnBase preferred).
- Maintain logs, prepare reports, and generate correspondence.
- General Office Equipment: calculator, PC.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, climbing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months. (Class "A" preferred)
- Forklift certification.
- Vocational/specialized training in heavy equipment operations is preferred.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Concrete Finisher / Crew leader - Streets	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Construction Field Inspector	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to conduct code compliance inspections and plan reviews for residential and commercial projects. Lead the enhancement and continuous improvement of permit software to optimize multi-departmental operations and streamline workflow.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs continuous improvement and optimization of permit and inspection processes and workflow for both current operations and future growth.
- Performs cross-departmental training to enhance proficiency in software usage and operations.
- Performs construction site inspections to ensure code compliance.
- Perform a road, sewer, and waterway inspections to ensure code compliance.
- Performs plan review to determine code compliance and impact fees due to the City.
- Performs permit processing as back up to the permit department.
- Provides phone support to assist customers in troubleshooting their permitting software issues.
- Optimizes computer driven tasks to enhance efficiency and department performance.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- One year of information technology software and construction field inspections or related experience, or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Construction Field Inspector	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Preferred Certifications/Licenses:
 - Water Distribution License
 - Wastewater Distribution System Operator Certification
 - Stormwater Operator Certification
 - OSHA Certification
 - MOT Certification
 - Florida Stormwater, Erosion, and Sedimentation Control Inspector

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: CRA Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage the Capital Improvement projects for the Community Redevelopment Agency. Responsible for planning, implementing, estimating costs, reviewing and approving proposals and designs, preparing documents and schedules, and managing the construction and inspection of projects.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Conducts and supervises one or more CRA projects and may coordinate implementation processes with other City departments. This work involves extensive research, investigations, and preparation of associated work products and presentations.
- Maintains the schedule for projects and related meetings.
- Prepares plans, reviews and approves proposals, and reviews designs.
- Reviews invoices and responds to contractors' and consultant's technical questions.
- Supervises construction and performs field inspections.
- Researches best practices for capital project management.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Construction Management, Engineering, Business or Public Administration or related discipline.
- Five years of project management experience in community/economic development, urban planning, real estate or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: CRA Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Crime Analyst	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform professional level collection, research and analysis of investigative information related to criminal activity in order to enhance the effectiveness of law enforcement operations and programs.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Identifies, evaluates, and analyzes daily criminal activity reports to interpret and determine methods of operation, trends, crime patterns, possible suspects; make recommendations for investigative strategies, and collaborate with officers and detectives to solve cases and prevent crime.
- Collates, analyzes, and synthesizes large amounts of raw criminal intelligence and statistical data, interprets CFS, offense data, and offender profiles, to prepare routine, specialized, and ad hoc reports, including thresholds and ArcGIS mapping, utilizing best practices in all aspects of duties.
- Prepares oral briefings, written reports, and visual aids to present varying data relevant to law enforcement activity and strategies within the City of Tarpon Springs.
- Utilizes various law enforcement and open-source databases to review and obtain information relevant to active investigations, review release status of offenders who reside in the City of Tarpon Springs.
- Provides Command Staff and other supervisors relevant intelligence for planning, responding, mitigating, and suppressing criminal activity,
- Prepares, disseminates, and receives current criminal intelligence alerts, BOLOs, and reports to internal personnel and external agencies
- Compiles, maintains, and publishes detailed and complex statistical data.
- Supports and assists investigative components with complex criminal investigations, conducting in-depth background investigations of subjects related to cases.
- Develops and promotes relations with other law enforcement and government agencies, to maintain exchange of pertinent information and data.
- Coordinates the exchange of interstate and intrastate criminal activity information with law enforcement agencies.
- Prepare agency related social media posts, schedule posts, monitor comments, and take appropriate action in response to comments.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Crime Analyst	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or Criminal Justice or related discipline.
- Two years of law enforcement, investigator or analyst and experience or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida Department of Law Enforcement Certified Analyst.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Crime Analyst	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Custodian	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

Summary Objective

The Custodian is responsible for maintaining the cleanliness, safety, and appearance of City buildings, offices, and public spaces. This position performs routine cleaning tasks, replenishes supplies, and ensures public areas remain presentable and well-maintained for staff and visitors. Work is performed under general supervision with the ability to independently prioritize and sequence daily tasks to support a clean and welcoming environment.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Cleans and sanitizes restrooms, including sinks, toilets, mirrors, and surrounding fixtures; replenishes paper products, soap, and other supplies as needed.
- Sweeps, mops, buffs, and occasionally strips and waxes hard surface floors to maintain cleanliness and safety.
- Vacuums carpets, rugs, and office spaces; shampoos carpets periodically as scheduled.
- Cleans entryways, sidewalks, and building exteriors; removes debris and maintains the appearance of surrounding areas.
- Performs other custodial and facility support duties as assigned to ensure City buildings remain clean, safe, and operational.
- Maintains and monitors cleaning supply inventory; places and receives supply orders and verifies delivery accuracy.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- No experience required.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Custodian	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cyber Security Engineer	
GRADE LEVEL: 222	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide expert analytical, technical, and administrative work to protect the confidentiality and integrity of citizen and city data and ensure compliance with state statutes and federal regulations. Define cybersecurity policies and procedures to maintain industry best practices.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Provides expert-level job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated expert-level proficiency in meeting design specifications of computer systems, programs and operating systems, with the following core competencies: Analysis, Design, Business Process Improvement, Data Modeling, Development, Planning, Implementation, Test Script Development, Monitoring/Controls, Troubleshooting/Problem Solving, Documentation, and Service Motivation.
- Configures and maintains all facets of the security infrastructure, troubleshoots and resolves complex security issues.
- Develops project plans and schedules, and outlines requirements, tasks, work assignments, resources and critical milestones, with a demonstrated ability to prioritize tasks for the organization.
- Identifies and analyzes complex problems; distinguishes relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.
- Addresses complex cross-sectional problems and leads a team to resolution with an appropriate sense of urgency.
- Manages, and performs daily activities and multiple complex projects under the discipline of defined departmental business processes.
- Communicates effectively, both verbally and in writing, to peers, management and customers at various levels of the organization.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cyber Security Engineer	
GRADE LEVEL: 222	
STATUS: EXEMPT	

- Prepares and delivers presentations regularly to various audiences using clear, concise and effective communication.
- Serves as the Local Agency Security Officer (LASO) for the City of Tarpon Springs Police and Fire Departments.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in information technology or related discipline.
- Four years of cybersecurity and supervisory or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Prefers advanced certifications in IT, cybersecurity, and risk management, including CISSP, GICSP, COMPTIA Security+, FBI CJIS Level 4.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cyber Security Engineer	
GRADE LEVEL: 222	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Deputy Building Official	
GRADE LEVEL: 222	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to supervise and train building inspectors and conduct plan reviews and building inspections. May be called upon to stand in for building official in times of their absence.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, assigns and participates in conducting daily building inspections to ensure compliance with federal, state, local codes, laws and regulations.
- Review and approve building plans for construction within the City to ensure compliance with applicable building codes, ordinances, laws and regulations.
- Confers with and advises contractors, owners, architects, engineers and the general public regarding interpretation and application of building codes and other applicable laws, ordinances, and regulations.
- Provides on-the-job training for building inspectors in the office and in the field.
- Investigates unlicensed and unpermitted building construction.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduate or GED equivalent.
- Ten years of construction or building inspections or related experience or an equivalent combination of education, training and experience.



CLASS TITLE: Deputy Building Official	
GRADE LEVEL: 222	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- State of Florida Certified Building Code Administrator's license.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Deputy Building Official	
GRADE LEVEL: 222	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Deputy City Clerk	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to assist in the management of the daily operations of various functions such as: City Elections, collections, records management, cemetery/mausoleum procedures, assessments, coordination of City Board meetings, Code Enforcement and other Board minutes.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Acting City Clerk in the absence of the City Clerk; and is second in command at all times
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Supervises collection of delinquent accounts – utilities/code enforcement/accounts receivable
- Assists in preparing procedures and internal controls.
- Acts as Assistant Supervisor of Elections
- Member of and attends City Clerk Professional Organizations.
- Attends department head meetings; prepares agenda items.
- Attend and participate as necessary in Board of Commission meetings.
- Supervises the processing of public records requests in accordance with established regulatory standards.
- Performs research for various projects and reports
- Maintains all original vehicle and equipment titles
- Attends, records, and transcribes minutes of the Budget Advisory Committee and General Employees' Pension Board; and other Boards as assigned
- Prepares correspondence/reports for the Budget Advisory Committee
- Supervises the disposal of City department records in all formats in accordance with State guidelines
- Supervises the receipt, indexing, and filing of all agreements/contracts/deeds/leases
- Maintains confidentiality of preliminary or sensitive information within the Department

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Deputy City Clerk	
GRADE LEVEL: 223	
STATUS: EXEMPT	

- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college. Bachelor's Degree preferred.
- Four years of Supervisory, records management, public records, cash handling in government or banking background, or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Municipal Clerk/Master Municipal Clerk
- Notary Public

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Deputy City Clerk	
GRADE LEVEL: 223	
STATUS: EXEMPT	

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Development Inspector I	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to inspect electric, plumbing, HVAC, and gas installations in Tarpon Springs buildings to ensure compliance with the Florida Building Code, working with contractors and homeowners to uphold safety and quality standards.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Conduct inspections to ensure all installations comply with the Florida Building Code, and safety and quality standards are met in electric, plumbing, HVAC, and gas systems for new and existing buildings.
- Reviews plans electronically and approves permits, ensuring compliance with codes for safe, quality work.
- Logs inspection results in department systems and notify Duke Energy when necessary.
- Refers to the Florida Building Code to ensure all work meets safety, quality, and compliance standards.
- Answer emails and calls about permits, inspections, and codes. Verifies code issues for public safety and stay updated on NEC.
- Completes department tasks, supports colleagues, and assists with inspections or office duties as needed.
- Studies materials to prepare for future state certification exams and expand inspection knowledge.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Five years of on-the-job training or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Development Inspector I	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must pass the ICC exam for trade to inspect.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

CLASS TITLE: Development Inspector I	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Development Inspector I-IV	
GRADE LEVEL: 213-217	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to enforce building codes and regulations. Inspect electric, building, plumbing, HVAC, and gas installations in Tarpon Springs buildings to ensure compliance with the Florida Building Code, working with contractors and homeowners to uphold safety and quality standards.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Conduct inspections to ensure all installations comply with the Florida Building Code, and safety and quality standards are met in electric, plumbing, HVAC, and gas systems for new and existing buildings.
- Sorts, organizes, and processes inspection requests; schedules time frames for inspections, contacts contractors and owners, and facilitates completion of the inspection.
- Travels to various inspections to review, evaluate, and assess work for compliance with building construction standards; ensures conformity with approved plans, and permits.
- Identifies and determines non-compliant work; notes discrepancies to ensure that all violations are identified, addressed, and resolved in a timely and professional manner.
- Provides education, assistance, and direction for property owners and agencies; delivers technical expertise and impartiality when dealing with contractors, engineers, architects, designers, plan reviewers, and other inspectors.
- Advises and confers with building contractors, engineers, architects, owners, and others regarding building construction and ordinances; communicates effectively and professionally providing advice and direction regarding building and related concerns.
- Ensures the completion of detailed, professional, and accurate inspection reports; develops, updates, and maintains various documents and reports monitoring the construction projects within the city; ensures daily work is completed.
- Conduct damage assessments.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Any combination of education and work experience that meets Chapter 468, Florida Statutes, to obtain and maintain a Department of Business and Professional Regulation (DBPR) inspection license; OR an equivalent combination of education, training, and experience may be considered.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Development Inspector I-IV	
GRADE LEVEL: 213-217	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Inspector I-

A standard Inspector license issued by the state of Florida DBPR or ability to obtain provisional license within 3 months of hire and obtain standard license within 12 months

Inspector II-

Possession of 2 standard licenses issued by state of Florida DBPR for Building, Electrical, Mechanical, Plumbing; OR- standard Residential Inspector license

Inspector III-

Possession of 3 standard licenses issued by state of Florida DBPR for Building, Electrical, Mechanical, Plumbing; OR -1 standard license and Residential inspector license

Inspector IV-

Possession of 4 standard licenses issued by the state of Florida for Building, Electrical, Mechanical, Plumbing; OR- 2 standard licenses and Residential inspector license

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Development Inspector I-IV	
GRADE LEVEL: 213-217	
STATUS: NON-EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Development Services Technician	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assisting contractors, subcontractors, business owners and the general public with information on the permitting and local business tax receipt process.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Receives permit applications and issues permits for building, electrical, mechanical equipment, plumbing, gas, signage, tree, utility, dock and demolition.
- Receives incoming information through the electronic portal. Evaluates and reassigns the submission to the correct department. Triggers the next step in the processing workflow.
- Responsible for answering incoming calls and providing in-person assistance to property owners and contractors in the lobby, including guidance on permit applications, required documentation, and general inquiries.
- Receives and processes new local business tax receipts from application to issuance.
- Processes renewals, transfers of tax receipts.
- Assists in compiling and providing public record requests.
- Prioritizes and assigns all incoming communication on a daily basis.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two years of clerical or administrative service, permitting or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Development Services Technician	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Digital Evidence Technician	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to preserve, maintain, retrieve, and release digital evidence in accordance with state and federal laws as it pertains to criminal cases and public records requests. Position utilizes various digital evidence management computer applications and associated equipment.

This job works under general supervision, independently developing work methods and sequences. Although procedures are well defined and must be strictly followed, reasonable initiative and independent judgement are required. Work is reviewed through observation, reports, and results. Subject to many interruptions, pressure due to multiple requests, and occasional irregular work hours.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Knowledge of applicable laws, standard methods, practices, and procedures pertaining to the receipt, control, forensic duplication, and life-cycle management of digital evidence and associated records.
- Knowledge of Florida Statutes, Chapter 119, pursuant to Public Records Laws and General Records Schedule 1 & 2 (GS1 & GS2).
- Gain and maintain proficiency in a variety of secure data and evidence management systems.
- Communicate effectively, verbally and in writing, understand and follow complex instructions.
- Maintains high quality of attention to detail and problem-solving skills.
- Establish and maintain effective working relationships with colleagues and the public, and exercise good judgment and tact when addressing the public.
- Collect, organize, and evaluate data and develop logical conclusions and/or solutions.
- Redact and distribute digital evidence.
- Performs responsible work involving the receipt, secure storage. and transfer. of digital evidence in a manner which preserves the chain of custody.
- Maintains recording equipment and performs related data system administrative duties retaining, releasing and disposal of records in accordance with state laws and regulations.
- Follows established procedures to maintain evidence records and reports.
- Adheres to physical security requirements and preserve confidential or otherwise sensitive information.
- Updates public information screens and websites.
- Translates and transcribes audio files.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Digital Evidence Technician	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two years of law enforcement administrative support, police records processing or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Certification as a Certified Evidence Specialist by the Property and Evidence Association of Florida preferred as required by the Chief of Police, within a designated timeframe.
- Must meet all pre-screening requirements, psychological examination, and the City's background investigation, including fingerprinting.
- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Notary Public.
- CJIS certification maintaining at minimum, FCIC/NCIC Limited Access Certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Digital Evidence Technician	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Director of Planning & Zoning	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage the Planning and Zoning Department's daily operations and provide staff support to the Board of Commissioners and advisory boards. Manage the City's Comprehensive Plan and Strategic Plan. Develop department-wide goals, objectives, policies and procedures.

This job formulates long-range goals for the organization, develop policy and position papers and coordinates with the City Manager and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Participates in citywide project teams for policy development.
- Attends Commission and appointed board meetings as staff support.
- Monitors, coordinates Planning Department projects (code updates, special planning studies, etc.).
- Monitors and reviews applications for development orders.
- Monitors' department correspondence and respond accordingly.
- Meets with prospective developers on new and ongoing projects.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Planning, Economic Development, Public Administration or related discipline.
- Six years of planning and zoning management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Director of Planning & Zoning	
GRADE LEVEL: 228	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- American Institute of Certified Planners (AICP).

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Economic Development Manager	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage the City's economic development efforts with a focus on increasing the tax base through industrial, commercial and retail growth.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Act as a visionary in implementing developmental concepts and special projects in support of the City's economic development goals; directs the development and implementation of related programs, policies, and procedures for the City as directed.
- Promotes, plans, organizes, and implements all economic development functions from conception to completion, including incentive programs, business attraction, retention, and expansion.
- Develops grant requests and administers grant programs associated development, redevelopment, and retention.
- Provides a high level of customer service using a proactive approach to solve problems and expedite development, as well as assist developers, businesses, and property owners with City services, policies, ordinances, and logistics.
- Administers and implements economic plans, budgets, programs and policies.
- Advises and works closely with the City Manager regarding capital improvements and funding mechanisms for projects that serve as a catalyst for economic development and redevelopment programs.
- Represents the City in meetings with Federal, state, and county agencies, including elected officials; attend public meetings to provide information regarding the activities associated with economic development.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Economic Development Manager	
GRADE LEVEL: 228	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Communications, Public Relations, Marketing, Business or Public Administration or related discipline.
- Eight years of corporate or organizational communications, public relations, media relations, marketing or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.



CLASS TITLE: Economic Development Manager	
GRADE LEVEL: 228	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Economic Development Manager	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage and develop programs for new and existing businesses and retain and attract businesses. This position facilitate redevelopment and manage the Community Redevelopment Area, promote and manage incentive programs and serve as Public Information Officer.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops and conducts an effective marketing/public relations program designed to recruit new business and industry, support and expand existing business and industry and to create local employment opportunities.
- Contacts and cultivates business, commercial and industrial prospects locally, statewide, nationally and internationally.
- Coordinates with local, regional, state and national economic development organizations to ensure best use of available resources.
- Cultivates and assists business/industry prospects in an effort to attract them to the City; assists local businesses in expansions and development of other market opportunities.
- Develops and/or enhances products for marketing the City, including but not limited to presentations, statistical data, and publications.
- Creates and administers CRA incentive grant programs, prepares annual report and follows County and State reporting requirements.
- Manages historic preservation marker program and serves as liaison to the Tarpon Springs Historical Society.
- Serves as Public Information Officer (PIO), including as spokesperson, primary contact for news media, Pinellas County Film Commission, City Help Email and other requests.
- Prepares news releases and coordinates special events, groundbreakings, ribbon cuttings.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Economic Development Manager	
GRADE LEVEL: 223	
STATUS: EXEMPT	

- Manages social media posts.
- Distributes notices of meeting agendas, road closures and other city-related infrastructure notices.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Economics, Business Development, Marketing, Business or Public Administration or related discipline.
- Eight years of economic development, marketing and recruitment, revenue development or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Economic Development Manager	
GRADE LEVEL: 223	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: EMC/Floodplain Administrator	
GRADE LEVEL: 220	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to maintain FBC/NFIP code compliance in the Special Flood Hazard Area (SFHA). Ensures the community is prepared for emergencies and resilient to natural disasters and flooding. Balance floodplain and Emergency Management, so the city's safety and resilience strategies are aligned.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Assists in the coordination of the City's Floodplain Management Program ensuring that the City meets FEMA's minimum NFIP participation requirements.
- Assists in overseeing the City's FEMA Community Rating System (CRS) for flood insurance discounts and proactively develops a plan for improved rating.
- Assists in the application of the City's Floodplain Ordinance, regulations, policies, and procedures, and inspection processes related to the Floodplain Management Program.
- Delegates floodplain plan review, floodplain site inspections and other floodplain management activities and processes as necessary to various departmental staff.
- Assists in development and implementation of the Pinellas City Flood Risk Program for Public Information (PPI).
- Maintains records and documents that keep the community eligible to participate in the FEMA's NFIP and CRS program.
- Maintains the Community Floodplain Management Reference Library.
- Ensures accepted recommendations from incident critiques and/or ad hoc task forces are included in updated versions of departmental plans, recommends revisions as necessary, submits to administration for approval before publication, and publishes interim updates of the plan as needed.
- Maintains the City's Emergency Management Plans Manuals (both hard copy and online), and ensures that updated versions of the manuals are available.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: EMC/Floodplain Administrator	
GRADE LEVEL: 220	
STATUS: EXEMPT	

- Collects, reviews, and edits all departmental plans prior to publication, and ensures that the plans are cohesive and comprehensive.
- Ensures the Emergency Management Call Lists are up to date and functional, conducts quarterly reviews and verification of City, County, and State call lists, and publish updates.
- Attends Emergency Preparedness meetings with external local, regional, and state agencies. Serves as a representative regarding emergency preparedness when appropriate. Reports outcomes, decisions, and recommendations to Fire Administration.
- Conduct presentations on disaster preparedness for civic organizations and groups.
- Attends, coordinates, and facilitates City-wide and site-specific training as it applies to emergency management.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Planning, Emergency Management, Natural Science, Engineering or related discipline.
- Eight years of floodplain management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Floodplain Manager.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: EMC/Floodplain Administrator	
GRADE LEVEL: 220	
STATUS: EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Environmental Compliance Officer	
GRADE LEVEL: 218	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to ensure compliance is maintained with environmental regulations and requirements at the City's Advanced Wastewater Treatment Facility and Reverse Osmosis Water Treatment Facility.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Reviews analytical data and prepare routine reports in various prescribed formats for both facilities on a monthly basis.
- Prepares more extensive reports in accordance with permit conditions/requirements for regulatory agencies on an annual basis.
- Reviews reports prepared by others (contracted firms and internal staff) prior to submittal to regulatory agencies.
- Coordinates sampling and analysis with contracted laboratories as required.
- Reviews permits, rules, and procedures regarding environmental compliance.
- Advises corrective actions/recommendations to potential or noted compliance issues as warranted.
- Requests and evaluates proposals for professional services related to environmental compliance activities.
- Communicates and coordinates with regulatory agencies regarding inspections, meetings, etc.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Four years of environmental regulatory programs or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Environmental Compliance Officer	
GRADE LEVEL: 218	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Environmental Scientist	
GRADE LEVEL: 216	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage environmental compliance for the Reverse Osmosis Water Treatment Facility; schedule sampling events, review contract laboratory results, write reports to satisfy permit and FAC rule requirements, and submit those reports to regulatory agencies.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Applies scientific methods and principles in the identification, research and solutions in the areas of environmental monitoring, point and nonpoint source pollution, habitat protection and restoration, wetland restoration, river greenways, riparian habitat, land and water use, groundwater protection, wellfield management, underground injection control, surface water discharge to Outstanding Florida Waters, and watershed evaluation.
- Operates the Reverse Osmosis (RO) Facility as a C licensed back-up water treatment operator.
- Conducts inspections, reviews sample data, writes and submit compliance reports.
- Collects and reviews RO Facility operation data.
- Schedules and collects sampling per FAC and permit requirements.
- Verifies effective performance within assigned compliance program(s).
- Collects environmental data and analyzes and evaluates data to reach sound conclusions.
- Reviews, checks, and interprets scientific and environmental reports.
- Analyzes situations and takes appropriate actions.
- Prepares clear, complete, and technically accurate reports.
- Reviews FAC rule language and permit language.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Environmental Science, Biology, Chemistry or related discipline.
- Two years of environmental research, testing and reporting, Florida utility or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Environmental Scientist	
GRADE LEVEL: 216	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Environmental Scientist	
GRADE LEVEL: 216	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant-Building Development	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to organize, prioritize, and delegate staff assignments; assist with training and monitor activities for quality and efficiency; and prepare weekly and monthly reports.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assist in purchasing needs.
- Reconciles all Purchasing Card Statements.
- Uploads finance documents to the electronic database.
- Processes payroll.
- Provides administrative assistance, such as drafting memos, and preparing communications on the Building Officials behalf to staff.
- Organizes and schedules meetings and follows-up by sending reminders.
- Answers phone calls in a polite and professional manner.
- Handles situations that may arise with homeowners and contractors while providing solutions in a professional manner.
- Guides and teaches the Permit Tech I and II procedures and processes.
- Scans and indexes all permits, plans, local business tax receipts, and any relatable permit files into the record retention data base.
- Obtains records, files, etc. from the retention storage area, digital platforms and digital document library. Delivers files and/or documents to customer and assists with closing out and/or resolving permitting issues.
- Intakes and processes permit extension requests to the Building Official.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Four years of administrative or executive support and strong organizational skills or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant-Building Development	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – Police Dept	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide support for the Police Department operations, staff, and activities. This support includes maintaining files and records, communications, plus handling matters pertaining to payroll and budgeting. Position supervises employees in records section of police department and/or other assigned support personnel in the department.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Responds to inquiries and requests from the public and other departments with clear communication and accurate information in a timely manner. This includes internal and external customers, city departments, county, state and other law enforcement agencies. Provides general and specialized information regarding assigned functions that require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures.
- Reviews incoming correspondence, drafting responses on matters for which authority has been delegated.
- Plans and arrange special events, such as promotional, awards, and retirement ceremonies.
- Supports the Chief of Police, Assistant Chief, Majors, Accreditation Manager and all other staff members as needed. Maintains records, reports, related documents, schedules, calendars, manuals, data entry, contracts, agreements (MOU), work orders, and other related assignments.
- Maintains confidential vehicle tags including renewals.
- Maintains salary incentive pay documents for personnel including back-up documentation.
- Maintains records for reimbursement requirements, including boot and clothing allowance for staff.
- Process new and existing sworn or civilian employee records, ensuring compliance with FDLE rules and regulations, the automated training management system (ATMS), and other in-house employee data management software.
- Supervise assigned support staff, including schedules, assignments, training, office procedures and processes, and records.
- Serves as a notary.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – Police Dept	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

- Four years of administrative support, exceptional organizational skills or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Possesses and maintains a valid state driver's license with an acceptable driving history.
- Obtain and maintain a valid Notary for the State of Florida
- Obtain and maintain a valid Criminal Justice System Level One security certification

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. The ADA requires the City to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illness.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – Police Dept	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assist. – Public Services/Project	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide project coordination, support and executive administration to the Public Services (PS) and Project Administration Departments (PAD). Facilitates project communication between staff and other city departments.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Creates and maintains project file structures, gather data, review contracts, and track timelines. Attends various departmental and project meetings to assess progress, identify missing deadlines, and address gaps interdepartmentally.
- Engages arbitrarily in pre-construction and construction meetings. Coordinates Project Status Meetings and participates in public outreach meetings, site-visit meetings to gather and assess project or department statuses
- Serves as cross-department liaison to identify and resolve inefficiencies, frequently collaborating with multiple teams and departments to brainstorm solutions that improve workflow and streamline processes.
- Reviews Cemetery contracts.
- Conducts financial tasks for sustainability division.
- Assists the Project Administration department with administration of the planning, design, construction, and initial operational phases of a wide range of City projects, or those with City involvement, as assigned. Works directly on multiple projects simultaneously, as assigned.
- Maintains contact with the public, contractors and consultants, during projects and confers with the stakeholders to resolve administrative problems and to address specific concerns. Appropriately re-directs resources as needed.
- Coordinates programs and projects with other City departments and governmental agencies.
- Helps maintain an environment of customer service within the department. Initial point of contact for Public Services and Project Administration. Disseminates information within and throughout the departments.
- Assists with monitoring of project budgets and invoicing for financial accountability.
- Processes reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation and adherence, data entry, maintain time sheets, payroll processing, and preparation of activity sheets.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assist. – Public Services/Project	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

- Trains new staff on City processes, including payroll, time-keeping, invoicing, finance, budget entry, reporting, and audits. Establishes and maintains comprehensive administrative training manuals and SOPs, ensuring clear documentation of processes and best practices.
- Coordinates special projects; hurricane response documentation and compliance, updates the Hurricane Manual and assists during emergencies with updates and community information.
- Serves as the department lead on HR coordination by managing job posts, application review, scheduling interviews and participation on interview panels.
- Assists City-wide grant coordination, administrative duties, including grant reimbursements, compliance and reporting. Updates and maintains the grant database.
- Provides assistance to Cemetery customers and assists in Cemetery services on an as-needed basis.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent.
- Four years of administrative/executive support, strong organizational skills or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assist. – Public Services/Project	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assist. – Public Services/Project	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – P & Z	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide support to staff as "first contact" with the public and City Boards, answer inquiries, respond to complaints, and provide general administrative support.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Responds to inquiries and requests from the public and other departments; provides general and specialized information regarding assigned functions that require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures.
- Prepares, attends and produces minutes of Public Hearings.
- Assigns Permit and TRC files.
- Prepares payroll information for the department; receives and reviews timesheet documents; reviews and verifies payroll data and submits for final approval and processing.
- Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Four years of administrative support, exceptional organizational skills or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – P & Z	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida Notary, preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – Public Works	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide administrative support and assist the Public Works Director, Assistant Public Works Director, and Department Supervisors performing administrative support functions.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintains schedules and calendars for department managers and professional staff; makes necessary travel arrangements; schedules meetings for department staff as requested; prepares and distributes agendas; obtains requested audio-visual equipment.
- Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials.
- Organizes special events and distribute detailed information.
- Responds to inquiries and requests from the public and other departments; provides general and specialized information regarding assigned functions that require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures.
- Prepares payroll information for the department; receives and reviews timesheet documents; reviews and verifies payroll data and submits for final approval and processing.
- Assists department management with budget related activities; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances.
- Assists in preparing, reviewing, and processing purchase documents; prepares purchase orders for materials, equipment, and supplies; receives and distributes incoming supply shipments; may review and code invoices; and forward for payment. Maintains files of purchasing requisitions and completed purchase orders.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Four years of administrative support, exceptional organizational skills or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – Public Works	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Florida state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (human caused or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Office Manager	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide administrative support to the Office of the Mayor, City Commissioners and City Manager. Responsible for the daily activities of the office and serves the main point of contact for all executive office matters. Organizes schedules and the flow of information in accordance with established priorities.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Provides administrative support to the Mayor, Commissioners and City Manager.
- Composes, types, copies, files and mails various routine and confidential correspondence.
- Organizes, produces and distributes the Board of Commissioners' agenda and documents for Meetings, Special Sessions, CRA, and Executive Sessions in the Civic Clerk Agenda Program.
- Maintains a calendar of Citywide events, meetings and ribbon cuttings for the Board of Commissioner and City Manager.
- Liaises between the Office and Department Directors, City Clerk, City Attorney, and Chamber of Commerce.
- Provides assistance to the Economic Development Director and Internal Auditor with grant processing, payroll, and procurement card statements.
- Prepares Proclamations, Awards, City Keys, and Certificates for the Mayor.
- Processes mail, invoices, payroll, and Court Summons.
- Greets and interacts with office visitors; performs customer/public service duties on behalf of the Mayor, Commissioners and City Manager.
- Ensures processing of City Attorney invoices for payment.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Four years of executive administrative support or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Office Manager	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist the Facilities Maintenance Supervisor in facilities maintenance operations.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Evaluates repair jobs for safety requirements and incorporates these requirements into the work.
- Makes repairs in accordance with drawings, specifications or instructions.
- Maintains, repairs and replaces equipment as required.
- Tests and troubleshoots mechanical, plumbing and electrical problems.
- Does general building repairs and maintenance.
- Selects and orders materials and equipment for repairs and maintenance work; maintains inventory.
- Maintains assigned tools, equipment and machinery.
- Operates various tools and equipment as required in the performance of daily tasks; equipment includes electronic controls, mechanic's tools and hand and power tools.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of building maintenance and repair or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Finance Assistant Director	
GRADE LEVEL: 227	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to assist the Finance Director manage the daily operations of finance and accounting. Assist in developing a diversified investment portfolio within organizational policies.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Prepares, performs, reviews, and analyzes interim and year-end financial statement through to the preparation and coordination with the external auditors the completion of the Comprehensive Annual Financial Report.
- Maintains the GFOA award for Excellence in Financial Reporting.
- Coordinates the budget process from preparation of the budget document, to ensuring that State Statutes are followed in the budget process timetable and that all applicable reports are filed with the appropriate governmental agencies.
- Coordinates the preparation of budget resolutions as required throughout the fiscal year.
- Monitors, analyzes, assists with investment decisions and transfers funds in order to maximum return on investments of City/public monies while maintaining compliance with the City's investment policy.
- Coordinates, implements and evaluates policies and procedures relative to operations and internal controls
- Coordinates and administers the Debt of the City and ensures that all Bond Covenants are followed and are in compliance.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Finance Assistant Director	
GRADE LEVEL: 227	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Finance, Accounting, Business Administration or related discipline.
- Eight years of governmental accounting and finance or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CGFO and/or CPA, preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.



CLASS TITLE: Finance Assistant Director	
GRADE LEVEL: 227	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Finance Director	
GRADE LEVEL: 230	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage, direct, and organize financial activities for the City in accordance with federal, state and local laws, policy and ordinance, and provide professional expertise to monitor and develop and implement new policies and procedures.

This job formulates long-range goals for the organization, develop policy and position papers and negotiates with the chief administrative officer and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs all aspects of the financial management of the City in all areas of accounting (accounting, accounts payable, payroll, purchasing, revenue collections, debt collections, utility customer service, billing, meter reading, and invoicing.)
- Plans, organizes, develops and implements policy, procedure and internal control measures for the City.
- Plans, organizes and directs the preparation and implementation of the annual city budget including forecasting and projections and periodic monitoring which may include budget amendment preparation for council.
- Directs the external financial audit and single audit required by the State of Florida.
- Directs the City's debt program, issuance of new debt in accordance with federal and state laws, including analyzing debt and forecasting debt.
- Provides professional advice related to accounting, budget, grant management, procurement to elected officials, Manager, department heads and staff to respond to problems and issues that arise from various circumstances.
- Ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Reviews invoices, requisitions, and budget transfers for staff.
- Prepares comprehensive monthly and annual financial reports and various operating reports from general ledger account.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Finance Director	
GRADE LEVEL: 230	
STATUS: EXEMPT	

- Reviews and recommends to fund or not to fund for significant purchases and projects to assist the City Manager as needed.
- Prepares and submits various state and federal reports as required by law.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Finance, Accounting, Business Administration or related discipline.
- Ten years of municipal finance or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CPFO or CPA, preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Finance Director	
GRADE LEVEL: 230	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Captain/Fire Marshall	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide fire prevention, public safety, public education, fire/arson investigation, fire safety inspection and supervising all aspects of the prevention division for the fire department.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Conduct fire safety inspections of buildings and properties. Supervises subordinate inspectors. Enforces local, state and national fire codes.
- Manages the Fire Prevention Department; supervise and train prevention division staff.
- Responds to inquiries from businesses, residents, and other agencies.
- Reviews construction, pre-construction, and site plans. Issues corrections or comments with references to the fire, building, municipal and/or electrical/mechanical code.
- Investigates fire hazards and concerns from the public.
- Coordinates community risk reduction and public education programs with members of the public, special interest groups and/or other departments.
- Maintains records, reports, and documentation for inspections, enforcement, and fire/arson investigations.
- Issues permits and monitors compliance for fire related activities, as they relate to special events, city sponsored events, and/or any public/private event held within the city limit.
- Collaborates with city officials, law enforcement and emergency services.
- Creates, writes, and presents employee task books and training programs for fire inspectors, fire/arson investigators, natural disaster preparedness and fire marshal sub-groups in Pinellas County.
- Performs related work as assigned.



CLASS TITLE: Fire Captain/Fire Marshall	
GRADE LEVEL: 223	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Eight years of managing fire safety inspections, enforcing codes, ensuring compliance, prevention programs or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- State of Florida: Paramedic (emergency response), Fire Safety Inspector I & II (code enforcement), Fire/Arson Investigator (cause/determination), Firefighter I & II, Fire Officer (leadership).
- National: Safety Officer, Community Risk Reduction.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Captain/Fire Marshall	
GRADE LEVEL: 223	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Chief	
GRADE LEVEL: 230	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to lead and manage the fire department, ensure the community is protected from fire hazards and emergencies, and provide emergency medical services. Serves as the Emergency Management Director for the City.

This job formulates long-range goals for the organization, develop policy and position papers and coordinates with City Manager and Board of Commissioners.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages daily operations of the fire department, including; emergency response when needed, meetings, responding to questions from employees, and correspondences.
- Attends and participates in City, County and State meetings, conferences, seminars and related functions.
- Represents the Department in City-Union negotiations.
- Plans, programs, directs and evaluates the operation of the Fire Department.
- Addresses civic clubs and other groups regarding activities and programs of the Fire/Rescue department to explain and promote public understanding of the department's function and to promote Fire and EMS prevention awareness in the community.
- Develops annual budget proposal and controls budgeted expenses.
- Formulates and implements fire policy, procedures, rules, regulations, and programs.
- Prepares and reviews operational and administrative reports.
- Completes various management, statistical, budgetary, fire reports, correspondence and related documents.
- Monitors, influences, or manages emergency calls as needed.
- Handles routine office relations, correspondences and general work.
- Makes periodic public addresses.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Chief	
GRADE LEVEL: 230	
STATUS: EXEMPT	

- Responds to major fire alarms and/or hazardous materials incidents and supervises personnel in the performance of related life and property protection; may assume command of incident.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Fire Science, Emergency Management, Business or Public Administration or related discipline.
- Ten years of fire command level, emergency management or related experience or an equivalent combination of education, training and experience.
- Master's degree in Fire Administration, Public Administration, Business Administration or related discipline, preferred.
- Extensive executive management level experience in public relations and/or emergency management programs.
- Completion and/or application to the National Fire Academy Executive Fire Officer program, or possession/application for a Chief Fire Officer Designation, and/or thereafter, possession and maintenance of designation is preferred.
- Extensive executive level experience in all phases of firefighting, emergency medical services, rescue work, community risk reduction, finance and budget, and public policy work.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- EMT or Paramedic license through the state of Florida due to the EMS system.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Chief	
GRADE LEVEL: 230	
STATUS: EXEMPT	

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Deputy Chief	
GRADE LEVEL: 226	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to plan, coordinate, and ensure the delivery of daily services to the public. Supervise the activities of shifts through direct and indirect communication.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Ensures effective actions for Emergency Medical Service (EMS) provision, firefighting, and prevention and training activities as they occur.
- Ensures the safety and readiness of all personnel and property in all phases of activities.
- Implements and enforces department rules, regulations and procedures.
- Coordinates daily physical, practical and academic training for shift personnel to meet department needs and standards.
- Evaluates group and individual training needs for recommendation to the training division.
- Works closely with training division to deliver, or accommodate delivery of safety training regimen to all city staff as needed.
- Coordinates shift response to pre-incident planning and fire prevention activities.
- Responsible for facilities, apparatus and vehicle maintenance, small equipment maintenance, personal protective ensembles, equipment testing, equipment research and development as assigned. Maintains familiarity with all relative codes, Insurance Service Office (ISO) requirements, allowing the ability to recommend equipment and/or operational changes in administrative settings
- Responds to emergency scenes to serve as the Incident Commander. Directs emergency operations, evaluates operations, and makes upgrade/downgrade decisions. Assumes command from subordinate officers as needed. Determines needs for fire cause investigations.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Deputy Chief	
GRADE LEVEL: 226	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Fire Science, Emergency Management, Business, Public Administration, or related discipline. An equivalent combination of education plus experience may be considered.
- Eight years of fire command level, emergency management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Following certifications, preferred:
 - Florida State Firefighter.
 - Florida State Emergency Medical Technician or Paramedic
 - Fire Officer I or II certification.
 - Fire Instructor I.
 - Live Fire Training Instructor.
 - Fire Inspector.
 - Incident Command System courses as required by the Department Head.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Deputy Chief	
GRADE LEVEL: 226	
STATUS: EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire District Chief	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to plans, coordinates, and ensures the delivery of daily services to the public. Supervises the activities of the shifts through direct and indirect communication. Communicates with superiors on daily needs and schedules. Maintains a positive working atmosphere for all department employees. Acts as incident commander on all multi company operations. Acts as incident commander in other situations as required.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Ensures effective actions for Emergency Medical Service (EMS) provision, firefighting, and prevention and training activities as they occur.
- Ensures the safety and readiness of all personnel and property in all phases of activities.
- Conducts needs analyses; submits analyses results for consideration during budget planning.
- Implements and enforces department rules, regulations and procedures on assigned shift.
- Coordinates daily physical, practical and academic training for shift personnel to meet department needs and standards. Evaluates group and individual training needs for recommendation to the training division.
- Works closely with training division to deliver, or accommodate delivery of safety training regimen to all city staff as needed.
- Plans and conducts Fire Inspection program as assigned by the Deputy Chief.
- Coordinates shift response to pre-incident planning and fire prevention activities.
- Responsible for facilities, apparatus and vehicle maintenance, small equipment maintenance, personal protective ensembles, equipment testing, equipment research and development as assigned.
- Maintains familiarity with all relative codes, Insurance Service Office (ISO) requirements, allowing the ability to recommend equipment and or operational changes in administrative settings.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire District Chief	
GRADE LEVEL: 223	
STATUS: EXEMPT	

- Responds to emergency scenes to serve as the Incident Commander. Directs emergency operations, evaluates operations, and makes upgrade/downgrade decisions. Assumes command from subordinate officers as needed. Determines needs for fire cause investigations.
- Determines adequate equipment and personnel needs and ensures that proper response to events and incidents is accomplished.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associate's Degree in Arts or Science from an accredited educational institution or an equivalent combination of education, training and experience may be considered.
- Eight years as a firefighter, paramedic, EMT, fire officer and inspector or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certifications: Fire officer 1, Fire officer 2, Fire instructor, Fire inspector.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire District Chief	
GRADE LEVEL: 223	
STATUS: EXEMPT	

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Support Coordinator	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide clerical support to Fire Department operations.

This job works under close to general supervision according to set procedures but determines how or when to complete tasks.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintains schedules and calendars for department managers and professional staff; makes necessary travel arrangements; schedules meetings for department staff as requested; prepares and distributes agendas; obtains requested audio-visual equipment.
- Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials.
- Organizes special events and distributes detailed information.
- Responds to inquiries and requests from the public and other departments; provides general and specialized information regarding assigned functions that require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures.
- Prepares payroll information for the department; receives and reviews timesheet documents; reviews and verifies payroll data and submits for final approval and processing.
- Assists department management with budget related activities; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances.
- Assists in preparing, reviewing, and processing purchase documents; prepares purchase orders for materials, equipment, and supplies; receives and distributes incoming supply shipments; may review and code invoices; and forwards for payment. Maintains files of purchasing requisitions and completed purchase orders.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of administrative or clerical support, customer service or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fire Support Coordinator	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Notary Public.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The Fleet Manager is responsible for the overall management and daily operations of the City's Fleet Maintenance Division. This position oversees all mechanical, administrative, and procurement functions related to the maintenance, repair, and replacement of the City's vehicle and equipment fleet. The Fleet Manager ensures the division operates efficiently, delivers high-quality, cost-effective service, and maintains accurate fleet records for operational tracking, reporting, and compliance. This role provides leadership to technical staff, drives continuous improvement, and ensures operations comply with all applicable safety, environmental, and regulatory standards.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, trains, and evaluates Fleet Maintenance Division staff, ensuring technical competency, high performance, and adherence to City policies.
- Directs daily operations of the Fleet Maintenance Division, ensuring reliable, timely, and cost-effective maintenance and repair of City vehicles and equipment.
- Oversees the procurement of vehicles, parts, equipment, and services, ensuring compliance with City purchasing policies, contract requirements, and operational needs.
- Develops, manages, and monitors the division's annual budget, tracks expenditures, and implements cost-control strategies.
- Evaluates and recommends vehicles, equipment, and tool specifications to maintain a standardized, efficient, and cost-effective fleet.
- Establishes and maintains preventive maintenance schedules, equipment replacement plans, and operational procedures to minimize downtime and extend the service life of fleet assets.
- Maintains accurate fleet management records, including service histories, work orders, parts inventories, and performance data, utilizing digital fleet management systems.
- Serves as the point of contact for inspections of Fleet Maintenance facilities by environmental, occupational safety, or other regulatory functions.
- Ensure materials, equipment, and services are purchased in procedures consistent with Purchasing Department policies.
- Continuously assesses fleet operations for opportunities to improve efficiency, staff development, customer service, and operational readiness.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Five years of vehicle, equipment and machinery repair and maintenance operations or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with Air Brakes Endorsement and an acceptable driving history.
- Possession and maintenance of ASE Automobile Service Consultant Certification required within one year and thereafter from appointment.
- ASE Certification in one or more areas of automotive or emergency vehicle repair will be required within three years and thereafter from appointment.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Operations Coordinator	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The Fleet Coordinator is responsible for supporting the operational efficiency of the City's Vehicle Maintenance Division by managing service records, inventory, parts procurement, and maintenance documentation. This position ensures accurate tracking of fleet maintenance activities, monitors fuel supplies, oversees parts inventory, and coordinates the purchase of vehicles and equipment in compliance with City policies and regulatory requirements. The Fleet Coordinator works under general supervision, exercising independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Reviews and closes work orders, ensuring all parts, labor, and associated costs are accurately recorded for billing and asset tracking purposes.
- Maintains and updates fleet software with service history, inventory levels, and vehicle maintenance records.
- Prepares and processes purchase requisitions, blanket purchase orders, invoices, and warranty claims in accordance with City procurement policies.
- Monitors parts inventory, orders supplies, and coordinates deliveries to reduce vehicle downtime and support daily operations.
- Coordinates vehicle and equipment purchases, ensuring specifications meet operational needs and all required City approvals and procurement procedures are followed.
- Assists with receiving, issuing, and storing vehicle parts and supplies in accordance with inventory control procedures.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- At least (2) years of experience in administrative, clerical, or office support work, preferably in a fleet maintenance, logistics, or related environment.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and the ability to learn fleet management or inventory tracking software.
- Basic understanding of purchasing processes, inventory control, or recordkeeping preferred.
- Previous experience in a municipal, government, or public works environment.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Operations Coordinator	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs moderate physical work involving walking, standing, bending, lifting, pushing, and similar tasks. Regularly required to lift or carry objects weighing 20 to 50 pounds, with occasional lifting of items up to 100 pounds.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with a tanker endorsement and an acceptable driving history.
- Forklift certification.
- Level 1: ASE (Automotive Service Excellence) Automobile Service Consultant Certification (C1) required within one (1) year of hire. Certification must be maintained to remain valid for the position.
- Level 2: Completion of Level 1 plus two (2) additional ASE Certifications — Medium-Heavy Truck Dealership Parts Specialist (P1) and Automobile Parts Specialist (P2). All certifications must be kept current.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Operations Coordinator	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Technician	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The Fleet Technician is responsible for performing skilled maintenance, diagnostics, and repairs on the City's fleet of vehicles and equipment, including light-duty vehicles, heavy trucks, emergency vehicles, and specialized equipment. This position ensures all fleet assets operate safely and efficiently through preventative maintenance, precise repairs, and responsive troubleshooting. The Fleet Technician works under general supervision, exercising independent judgment to perform technical tasks, maintain accurate service records, and contributes to the safe, reliable operation of the City's fleet.

This job works under close to general supervision according to set procedures but determines how or when to complete tasks.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs preventive maintenance, diagnostic testing, and repairs on gasoline and diesel-powered vehicles, emergency response units, heavy equipment, and other City-owned assets.
- Inspects, diagnoses, and troubleshoots mechanical, electrical, and hydraulic systems to determine root causes and implement effective solutions.
- Maintains accurate records of repairs, labor hours, and parts used by completing detailed job orders, work orders, and service reports.
- Installs and maintains emergency equipment, vehicle safety systems, and other specialized components as required.
- Coordinates with vendors to order parts and arrange for outside services or repairs beyond in-house capabilities.
- Responds to emergency road calls, providing roadside diagnostics and repairs to restore vehicle functionality and minimize downtime.
- Assists with the inspection and setup of newly acquired vehicles and equipment to ensure readiness and compliance with operational standards.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Minimum of two (2) years of experience in automotive, heavy truck, or equipment maintenance; equivalent vocational or technical school training may be considered in place of direct work experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Technician	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state commercial driver's license with tanker and air brake endorsement and an acceptable driving history.
- EVT and ASE certifications.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Fleet Technician	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: GIS Administrator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage, maintain, administer, and update enterprise geographic information system software, geodatabases, services, and web applications while serving as primary contact for all GIS technical problems, questions, and projects.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Updates, manages, patches, and maintains ESRI enterprise GIS deployment including ArcGIS Desktop, ArcGIS Pro, ArcGIS Portal, ArcGIS Server, ArcGIS Data Store, ArcGIS Online, SQL Server, and ArcGIS Web Adaptor.
- Provides technical support, installation, training, and troubleshooting for all GIS users in the City.
- Networks with County, State, and federal organizations to facilitate the sharing of information, data, projects, and workflows while maintaining compliance with various County, State, and federal regulations.
- Coordinate with and advise other City departments and third-party contractors working with or needing access to City GIS data.
- Establishes protocols and standards for accessing City GIS data, databases, ArcGIS Portal, and ArcGIS Online while managing and administering user accounts.
- Develops databases, dashboards, web mapping applications, and maps that provide visualization of GIS data.
- Integrates, reviews, transposes, digitizes, and converts CAD, as built, and data submissions in accordance with established City Digital Data Submission guidelines.
- Establishes long-term roadmaps charting upcoming GIS projects, upgrades, and improvements in association with our software provider ESRI.
- Provides GIS guidance during disaster and emergency scenarios.
- Purchases applicable software, licenses, and equipment needed to leverage GIS technology.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: GIS Administrator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Geography, Urban Planning, GIS or related discipline.
- Three to Five years of advanced level GIS or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CJIS Security and Awareness and FEMA National Incident Management certification.
- ESRI Professional Development: Enterprise, Administration, Multi-User Geodatabase, Base Deployment, Coordinate Systems, Map Projections, ArcGIS Pro, LiDAR, Referencing Data.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: GIS Administrator	
GRADE LEVEL: 219	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: GIS Mapping Technician	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to collect, manage and organize complex geographical information stored as spatial data within a GIS database. Use GIS tools and utilities to create and maintain GIS data in support of the GIS administrator.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Manages location data of city assets, which involves updating our GIS database with new information received from the Public Works and Public Services departments.
- Create maps, both physically and online, for the use of city employees.
- Assists the administrator in managing users and organizing the content within the ArcGIS environment.
- Travels to locations throughout Tarpon Springs to inspect and collect the location and attributes of assets maintained by the Public Works and Public Services departments.
- Converts hard copy maps, spreadsheets, CAD files, databases and existing GIS data sets into a format that is usable in the City's GIS.
- Maintains dashboards that display Public Services information for City departments, such as number and ownership of important assets.
- Assists in training department staff and interns to use GIS software and equipment as needed.
- Manages specialized GIS devices such as Geodes to collect locations. Runs software updates as needed.
- Updates online map books that visually organize utility data for the use of city employees.
- Prepares large maps for the Emergency Operations Center and assists employees to perform damage assessment activities after a hurricane or tropical storm.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Six months of use and operation of GIS, including collection and entry of geospatial or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: GIS Mapping Technician	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Prefers Undergraduate degree in GIS, information technology/computer science, surveying or related fields with GIS certificate and/or college courses in GIS.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Assistant Manager	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist in the daily operations of the golf course, manage staff and serve customers; "check in" golfers, maintain and sell inventory, both in the pro shop and snack bar.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Checks-in golfers and maintain tee sheets.
- Inventories and orders equipment, materials, tools and supplies.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Delegates tasks to subordinate supervisors and oversees fertilization, irrigation, mowing, and pesticide operations and activities.
- Provides input and direction on grounds maintenance conditions as needed.
- Effectively manages numerous types of tournaments from start to finish, including participation in meetings.
- Manages the daily opening and closing of golf operations as needed.
- Prepares weekly payroll.
- Prepare and submit financial reports as required.
- Orders and purchases snack bar supplies as needed.
- Maintains and updates website.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of golf course maintenance, professional golf or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Assistant Manager	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Professional Golf Association member
- Certification in food management by the state of Florida.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Assistant Manager	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Attendant	
GRADE LEVEL: 200	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform starter, ranger, range attendants and cart attendant duties at the Golf Course.

This job works under close to general supervision according to set procedures but determines how or when to complete tasks.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Efficiently organizes golf tee times, to include staging required number of golf carts to begin play, verifying fee payment, organizing in accordance with daily tee sheet.
- Ensures Golf Course Rules and Regulations are followed by players, to include dress code, number of clubs, not outside coolers utilized, etc.
- Ensures pace of play is appropriate and politely requests players to increase pace of play.
- Ensures water and cart supplies are sufficiently stocked.
- Collects, cleans and stores range balls and ball baskets.
- Assists maintenance department by moving tee stations as needed.
- Stages and cleans carts as needed.
- Stores carts in neutral and places on charge.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Six months cash handling, golf facility operations or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Attendant	
GRADE LEVEL: 200	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Majority of work is performed outdoors, and may expose staff to extreme weather conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Food & Beverage Attendant	
GRADE LEVEL: 200	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to prepares, serves food, and performs cleanup activities.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Prepares all foods as assigned, using the approved recipe and stated quantities according to the food production records.
- Applies safe handling of equipment and food.
- Complies with required safety procedures.
- Responsible for security and use of all foods and beverages provided for the daily food preparation.
- Adheres to approved policies and procedures regarding food preparation and serving.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Some food preparation experience preferred.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Ability to pass the Food Handler's Training Program.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Food & Beverage Attendant	
GRADE LEVEL: 200	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage the daily operations of the City Golf Course and its personnel.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Provides vision and direction for long-term golf course and facility operations.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, directs, coordinates, oversees and supervises all forms of work performed on the Golf Course, in the pro shop and snack bar.
- Markets the Golf Course, food and refreshment concessions and related merchandise; advertising, procurement, pricing, inventory, displays and promotions.
- Responsible for planning, procurement, and implementation of capital improvement projects at the golf course, in conjunction with other department and City staff.
- Manages contracts for golf course maintenance, including procurement and scope development.
- Reviews weekly time sheets of personnel and processes payroll.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Four years of golf course management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Course Manager	
GRADE LEVEL: 219	
STATUS: EXEMPT	

recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Professional Golf Association Membership.
- Golf Course Superintendent Association.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Shop Supervisor	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist the Golf Course Manager in marketing the golf course and shop. Assist with the preparation, advertisement, and staffing of lessons and clinics to bring new golfers and maintain current play of the facility. Maintain high standard of customer service at the golf course; train and promote the same with customer service staff as assigned.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Ensures a high standard of customer service.
- Guides and directs part-time personnel as needed for daily operations.
- Assists with maintaining annual inventory and keeping the golf shop properly stocked.
- Assists with ordering golf merchandise and supplies.
- Performs the duties of the Golf Shop Operator when required.
- Opens and closes the golf course clubhouse as needed.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Six months of POS, cash handling or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Golf Shop Supervisor	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Grant Project Specialist	
GRADE LEVEL: 218	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to research available funding opportunities, draft thorough and concise grant applications, and administer and manage all awarded grant funding through progress reports, reimbursement requests and closeout documentation.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Administers and manages grant funding for the City.
- Ensures compliance with grant agreements, including progress reports and reimbursement requests.
- Researches, drafts and submits grant applications.
- Presents grant agreements and amendments to the Board of Commissioners.
- Meets with other City departments to assess funding needs.
- Works with Finance Director on budgetary considerations for grant-related projects.
- Works with Pinellas County Local Mitigation Strategy Workgroup for funding opportunities for the City.
- Records all grant activity including active grants, submitted applications, and closed grants for a Grant Tracker Summary for the City website.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in English, Communications or related discipline.
- Two years of grant research, management, writing or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Grant Project Specialist	
GRADE LEVEL: 218	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Crew Leader - Stormwater	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision, operates various heavy equipment and performs general labor duties in performing a variety of maintenance duties for Stormwater.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent most of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Operates and maintains equipment in a safe and effective manner
- Performs equipment operations for various equipment, such as street sweeper, bulldozer, loader, grading tractor, dump truck, bucket truck, bush hog, Vac truck, etc.
- Performs preventative maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment checks, vehicle walk-around, and appropriate pre & post operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Utilizes and maintains various types of equipment and tools in a safe manner.
- Performs general maintenance duties for Stormwater including sweeping streets; checking lights on poles, trimming trees; hauling and spreading dirt, gravel and/or rock; digging stumps and ditches; hauling trees and trash; and bush hogging and calling in utility locates (811) as necessary.
- Ensure that the work area is clean, neat and safe.
- Performs hand/power tool operations for various tools, such as pitchfork, shovel, rake, chainsaw, etc.
- Performs preventative maintenance on tools prior to performing assigned duties to include but not limited to, safety equipment checks and appropriate pre-operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Oversee other operators and laborers in performing tasks related to maintenance duties for Stormwater.
- Coordinates staff assignments to include assigning, reviewing and planning work duties and maintaining established standards.
- Assists supervisor with operation of the Stormwater Section as required.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Completes required paperwork, including record keeping.
- Responds and assists in emergency operations.
- Performs all other duties as required.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Crew Leader - Stormwater	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of heavy equipment operating or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, climbing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- Forklift certification.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Crew Leader - Stormwater	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Crew Leader - Streets	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision, operates various heavy equipment and performs general labor duties in performing a variety of maintenance duties for Stormwater.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent most of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Operates and maintains equipment in a safe and effective manner
- Performs equipment operations for various equipment, such as street sweeper, bulldozer, loader, grading tractor, dump truck, bucket truck, bush hog, vac truck, etc.
- Performs preventative maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment checks, vehicle walk-around, and appropriate pre & post operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Utilizes and maintains various types of equipment and tools in a safe manner.
- Performs general maintenance duties for roads and streets including sweeping streets; checking lights on poles, trimming trees; hauling and spreading dirt, gravel and/or rock; digging stumps and ditches; hauling trees and trash; and bush hogging and calling in utility locates (811) as necessary.
- Ensure that the work area is clean, neat and safe.
- Performs hand/power tool operations for various tools, such as pitchfork, shovel, rake, chainsaw, etc.
- Performs preventative maintenance on tools prior to performing assigned duties to include but not limited to, safety equipment checks and appropriate pre-operation maintenance.
- Insures safe practices are incorporated in all activities performed.
- Oversees other operators and laborers in performing tasks related to maintenance duties for roads and streets.
- Coordinates staff assignments to include assigning, reviewing and planning work duties and maintaining established standards.
- Assists supervisor with operation of Streets Section as required.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Completes required paperwork, including record keeping.
- Responds and assists in emergency operations.
- Performs all other duties as required.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Crew Leader - Streets	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of heavy equipment operating or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, climbing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- Forklift certification.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Crew Leader - Streets	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Operator - Stormwater	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision, operates and maintains various heavy equipment in performing a variety of maintenance duties for the Stormwater Division. Perform operations, maintenance and record keeping duties including street sweeping operations.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Operates and maintains equipment in a safe and effective manner
- Performs equipment operations for various equipment, such as street sweeper, Vactor, bulldozer, loader, dump truck, vac truck, etc.
- Performs preventative maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment checks, vehicle walk-around, appropriate pre & post operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Utilizes and maintains various types of equipment and tools in a safe manner as requested.
- Performs general maintenance duties for Stormwater including sweeping streets; digging ditches; trash; and bush hogging and calling in utility locates (811) as necessary.
- Ensure that the work area is clean and neat.
- Performs regular maintenance of all heavy equipment including sweepers and completes associated record keeping as assigned for the purpose of minimizing downtime and maximizing sweeper equipment life.
- Performs hand/power tool operations for various tools, such as pitchfork, shovel, rake, chain saw, etc. as necessary.
- Performs preventative maintenance on tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Performs related work as assigned.



CLASS TITLE: Heavy Equipment Operator - Stormwater	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- One year of heavy equipment operating or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, climbing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- Forklift certification.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Operator - Stormwater	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Operator - Streets	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision, operates and maintains various heavy equipment in performing a variety of maintenance duties for the Stormwater Division. Perform operations, maintenance and record keeping duties including street sweeping operations.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Operates and maintains equipment in a safe and effective manner
- Performs equipment operations for various equipment, such as street sweeper, bulldozer, loader, dump truck, vac truck, etc.
- Performs preventative maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment checks, vehicle walk-around, appropriate pre & post operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Utilizes and maintains various types of equipment and tools in a safe manner as requested.
- Performs general maintenance duties for Streets including digging ditches; trash; and bush hogging and calling in utility locates (811) as necessary as necessary.
- Ensure that the work area is clean and neat.
- Performs all excavation, grading, and all associated earthwork.
- Performs hand/power tool operations for various tools, such as pitchfork, shovel, rake, chain saw, etc. as necessary.
- Performs preventative maintenance on tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Assists Stormwater as needed.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Responds and assists in emergency operations.
- Performs related work as assigned.



CLASS TITLE: Heavy Equipment Operator - Streets	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- One year of heavy equipment operating or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, climbing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- Forklift certification.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Heavy Equipment Operator - Streets	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: HR/Risk Management Coordinator	
GRADE LEVEL: 218	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to analyze, develop and implement processes involved with Risk Management and Human Resources functions; property insurance, FMLA, short term disability, long term disability, workers compensation, and vehicle incidents.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Receives, reviews, and processes reports of on-duty employee injuries, coordinate worker's compensation claims, arrange and authorize treatment of the employee by medical care providers; review and process medical bills and solve billing/payment problems with providers; process return-to-work and other documents and forms required by insurance carrier.
- Receives and investigates liability claims made in writing and/or by phone from employees and citizens. Compile liability claims materials and submits for handling. Monitors claim progress to provide on-going support and ensure closure. Prepares insurance renewal application.
- Receives and review reports of damage to City owned property; reports applicable losses and coordinates the documentation to resolve claims.
- Ensures legal compliance, track and monitor progress of lawsuits, coordinate trial preparation materials.
- Facilitates worker's compensation claims review meetings.
- Daily record keeping, including reports, forms, statistics, letters, and other documentation to be maintained in files and records.
- Creates and maintains essential files to meet insurance carrier underwriting requirements.
- Surveys loss control activities through physical inspection of facilities and operations, discussions with management personnel, review of financial and operational reports and review of contracts for risk management purposes.
- Responds to risk and/or safety calls and investigates accidents and incidents resulting in property damage or bodily injury and near misses. This includes after hours, weekends, and holidays.
- Conducts field observations of work activities to ensure compliance with policies.
- Coordinates the documentation of property damage and maintains the Property Damage Assessment records; monitors, maintains, and serves as administrator for on-line risk management records ensuring user access and addressing and updating documents as needed.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: HR/Risk Management Coordinator	
GRADE LEVEL: 218	
STATUS: EXEMPT	

- Researches risk/insurance management information for the development, application and implementation of programs, policies, rules, and procedures to minimize property damage and liability exposures.
- Assists the manager in preparation of budget estimates and costs of property, casualty, and fidelity insurance premiums.
- Participates in onboarding and open enrollment to inform employees of risk management benefits available and safety training.
- Establishes and maintains comprehensive standard operating procedures (SOPS), for all position job duties, ensuring clear documentation of processes and best practices.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Risk Management, Business or Public Administration or related discipline. A combination of education and experience may be considered.
- Four years of progressive risk management, insurance and supervisory or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Ability to obtain Risk Management for Public Entities certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: HR/Risk Management Coordinator	
GRADE LEVEL: 218	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Human Resources Assistant	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist the Human Resources Department in the provision of services to the City's employees, applicants and general public. Performs administrative support duties for the City.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Reconciles invoices for City health, dental, group life and long-term disability insurances; prepares requisitions for each insurance bill.
- Assists with preparing documents, department paperwork, requisitions, and material for job advertisements.
- Processes time keeping records for HR department to Payroll.
- Assists with composing and proofreading memos, letters, and forms; prepares documents for employees, beneficiaries and providers to facilitate benefits delivery, employee relations and recruitment.
- Assists with employee event committee, employee engagement events and employee recognition program. Assists with other special projects as assigned.
- Responsible for organizing, ordering and tracking office supplies for HR department.
- Types, processes, proofreads, copies, files, faxes, scans, emails, distributes and/or transmits a variety of routine records, forms, reports, memos, correspondence, agreements, schedules, etc.
- Serves as primary phone operator, directing calls and providing information to the general public, other entities and employees.
- First contact for the HR department. Meets with visitors and assists with requests.
- Maintains incoming and outgoing mail, packages and deliveries for all city hall departments.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of human resources, customer service, clerical support or related experience or an equivalent combination of education, training and experience.
- Computer

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Human Resources Assistant	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Human Resources Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to direct the daily operations of the Department and all aspects of human resource functions including recruitment, performance management, compensation and benefits, employee relations, compliance with employment laws, safety and developing and implementing human resource strategies aligned with the City's overall goals.

This job formulates long-range goals for the organization, develop policy and position papers and negotiates with the City Manager and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission; serves as a member of the City's leadership team responsible for helping to develop and communicate vision, mission and values within the organization.
- Participates as part of the City's management team; develops and recommends personnel programs and policies; research existing and new programs for alternative and innovative proposals; seeks legal advice as necessary; and implements once the Commission approves; advises the City Manager on personnel related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.
- Directs the operations of the department by developing, maintaining, and updating employee policies and procedures; managing the performance appraisal process in the organization; coordinating employee programs; overseeing compliance with local, state, and federal policies.
- Develops and implements a wide variety of personnel systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflict, communications barriers, or other problems that negatively impact morale and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of motivation and productivity; assists with determining appropriate disciplinary and grievance responses; coordinates employee newsletters.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Human Resources Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

- Manages the City's benefits program by reviewing and updating related policies; negotiating benefit programs; implementing and overseeing benefit programs to ensure appropriate billing and utilization; and reviewing and recommending changing providers.
- Monitors and ensures organizational compliance with state, federal, and local legal requirements and advise department managers on the legal aspect of human resources issues.
- Administers the classification and pay system; reviews requests for new positions and recommends placement within the plan structure; reviews and approves requests for pay changes and new hire rates.
- Processes daily tasks such as general email correspondence, respond to unemployment claims, research and respond to employees, approve personnel actions, hiring requisitions, advertising requests.
- Develops and administers performance evaluation program, performance and other pay programs, various incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values; provides internal consultation on program administration.
- Develops and implements departmental budget.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Human Resource Administration, Business or Public Administration, Organization Development or related discipline.
- Eight years of progressive human resource management to include supervision of employees or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Human Resources Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential or ability to obtain certification within one year of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Human Resources Specialist	
GRADE LEVEL: 215	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to complete complex personnel duties relative to specialized areas such as retirement, recruitment, training, onboarding, employee relations, communications, budgeting etc., which require independent action within the scope of established laws, rules, regulations and procedures.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Prepares personnel action forms and related documentation with respect to newly hired employees, resignations, retirements, dismissals, and any change in status or pay.
- Responsible for recruitment functions including job vacancy postings, initial screenings and interview assistance. Maintains applicant files and performs preliminary review of applicants' qualifications and coordinates Civil Service applicant testing. Maintains current candidate eligibility lists and transmits listing to department heads.
- Reconciles monthly health, dental and life/LTD insurance bills for employees, dependents, COBRA participants and retirees. Process all benefits additions or revisions and coordinate all COBRA documentation and correspondence.
- Assists employees in the interpretation of benefits by answering questions regarding coverages, assisting in completion of necessary paperwork, and analysis of coordination of benefits i.e.; LTD, Pension, Health, Dental, Life, and 457 plan.
- Coordinates and conducts employee education and training for any new HR benefits, processes, or software as needed.
- Maintains electronic records and document management for employees. Maintains accurate information in HRIS software.
- Conducts employee orientation, onboarding and checkout.
- Revises and creates job descriptions, as required.
- Establishes and maintains comprehensive standard operating procedures (SOPS), for all position job duties, ensuring clear documentation of processes and best practices.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Human Resources, Business or Public Administration or related discipline. A combination of education and experience may be considered.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Human Resources Specialist	
GRADE LEVEL: 215	
STATUS: EXEMPT	

- Two years of human resources, benefits administration, payroll or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- SHRM-CP, PHR or other Human Resources related certifications preferred

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Director	
GRADE LEVEL: 230	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide strategic information technology (IT) leadership, ensuring secure, efficient operations for all city departments. Align technology with City goals, manage security, create policy, manage budgets and drive digital transformation.

This job formulates long-range goals for the organization, develop policy and position papers and negotiate with the chief administrative officer and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops and implements IT policy and strategy aligned with city government objectives to ensure technology investments support efficient service delivery and achieve city-wide goals.
- Manages IT infrastructure and cybersecurity infrastructure and protocols to protect sensitive citizen data to maintain public trust and prevent data breaches.
- Develops Citywide IT budget and vendor management to ensure cost-effective technology investments and efficient operations.
- Leads, mentors and directs IT staff; fosters a high-performance team to ensure effective execution of IT projects and initiatives.
- Evaluates and implements new technologies (AI, Cloud, GIS, etc.) to improve city services and efficiency to leverage innovation for better citizen experiences and streamlined operations.
- Maintains and upgrades critical IT infrastructure, including networks and data centers to ensure reliable and secure technology operations.
- Ensures compliance with relevant regulations and standards (e.g., data privacy, accessibility) to mitigate legal and regulatory risks.
- Coordinates with other city departments to integrate IT solutions and addresses their needs to promote collaboration and ensure technology supports all city operations.
- Develops and implements disaster recovery and business continuity plans to minimize disruption to city services in the event of a crisis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Director	
GRADE LEVEL: 230	
STATUS: EXEMPT	

- Communicates technology strategies and initiatives to city officials and the public to build understanding and support for IT investments.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in information technology, Computer Science or related discipline.
- Ten years of managing complex IT systems, systems analysis or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CJIS Security Compliance (Level 4).

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Director	
GRADE LEVEL: 230	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Specialist	
GRADE LEVEL: 218	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to solve complex technical challenges, leveraging expertise in multiple areas to support city operations and business goals. Maintain critical IT infrastructure, protect data, and anticipate future needs, aligning with industry standards.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Demonstrates intermediate-level proficiency in two of the departmental section disciplines: Database Administration, Network Management, Desktop Management, Server Management, Application Design, Application Development, Enterprise Architecture, Security Management, Quality Assurance, Incident Management, Financial Management, Project Management, Document Management, Service Management, Asset Management, Production Application Services, Storage Area Network, Middleware Management.
- Demonstrates intermediate-level job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated intermediate-level proficiency in meeting design specifications of computer systems, programs and operating systems, with the following core competencies: Analysis, Design, Business Process Improvement, Data Modeling, Development, Planning, Implementation, Test Script Development, Monitoring/Controls, Troubleshooting/Problem Solving, Documentation, and Service Motivation.
- Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.
- Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.
- Shows initiative; effectively manages and performs personal daily activities and multiple minor projects under the discipline of defined departmental business processes.
- Executes project plans/schedules, tasks, work assignments and critical milestones, with a demonstrated ability to focus on priority tasks.
- Identifies and analyzes minor problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to problems.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Specialist	
GRADE LEVEL: 218	
STATUS: NON-EXEMPT	

- Takes ownership of assignments and minor cross-sectional problems and works with a team to resolve, with an appropriate sense of urgency.
- Communicates effectively, both verbally and in writing, to peers, management and customers at various levels of the organization. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.
- Supports Cameras and Door Controllers at Public Safety Facilities and Fire Stations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in computer science, Information Technology or related discipline.
- Six years of information technology in an assignment subject matter or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Specialist	
GRADE LEVEL: 218	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Specialist/LASO	
GRADE LEVEL: 219	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to solve complex technical challenges, leveraging expertise in multiple areas to support city operations and business goals. Maintain critical IT infrastructure, protect data, and anticipate future needs, aligning with industry standards.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Demonstrates intermediate-level proficiency in two of the departmental section disciplines: Database Administration, Network Management, Desktop Management, Server Management, Application Design, Application Development, Enterprise Architecture, Security Management, Quality Assurance, Incident Management, Financial Management, Project Management, Document Management, Service Management, Asset Management, Production Application Services, Storage Area Network, Middleware Management.
- Demonstrates intermediate-level job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated intermediate-level proficiency in meeting design specifications of computer systems, programs and operating systems, with the following core competencies: Analysis, Design, Business Process Improvement, Data Modeling, Development, Planning, Implementation, Test Script Development, Monitoring/Controls, Troubleshooting/Problem Solving, Documentation, and Service Motivation.
- Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.
- Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.
- Shows initiative; effectively manages and performs personal daily activities and multiple minor projects under the discipline of defined departmental business processes.
- Executes project plans/schedules, tasks, work assignments and critical milestones, with a demonstrated ability to focus on priority tasks.
- Identifies and analyzes minor problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to problems.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Specialist/LASO	
GRADE LEVEL: 219	
STATUS: NON-EXEMPT	

- Takes ownership of assignments and minor cross-sectional problems and works with a team to resolve, with an appropriate sense of urgency.
- Communicates effectively, both verbally and in writing, to peers, management and customers at various levels of the organization. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.
- Supports Cameras and Door Controllers at Public Safety Facilities and Fire Stations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Computer Science, Information Technology or related discipline.
- Six years of information technology in an assignment subject matter or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Specialist/LASO	
GRADE LEVEL: 219	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Instrumentation Technician/Water Div.	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform highly technical work related to the design, fabrication, installation, maintenance, operation, inspection, calibration, and testing of a variety of control systems equipment.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs routine and emergency maintenance on analog, electrical, electronic and pneumatic equipment and networks used to collect, process, transmit, receive and record data, and to regulate the operation of the final control elements in various treatment processes or equipment.
- Performs periodic inspections, testing, adjustments, calibrations and servicing activities necessary to assure that proper operation and compliance requirements are met for process instrumentation and control systems in treatment processes and equipment.
- Conducts periodic plant operational integrity and safety tests to verify the proper operation of fire detectors, hazardous and explosive gas detectors, process alarm instrumentation, protective monitoring systems, and computerized control system fault detection and failover functions.
- Completes operational systems tests and fault diagnostics to identify and correct electrical, pneumatic and electric analog and computer system failures; employ computer system diagnostic programs, computer control console switches and indicators, and logic analyzers to locate and replace defective circuit boards and modules in computers and computer peripherals, and repairs digital interfaces.
- Performs functional tests to identify and correct telemetry system failures.
- Performs acceptance tests of new equipment and inspect the installation of equipment and systems for conformance with plans and specifications.
- Performs original design work required to implement analog and digital system modifications.
- Collects and evaluates component failure data as required to develop and maintain an inventory of replacement components and parts at a level adequate to insure expedient field repairs.
- Records calibrations made, parts and components used, and inventory of parts on hand.
- Provides for the documentation of maintenance activities, including the preparation, cataloging, and filing of maintenance service reports.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Instrumentation Technician/Water Div.	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED equivalency.
- Eight years of operation, maintenance and repair of industrial instrumentation, control, design and maintenance of process instrumentation or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Instrumentation Technician/Water Div.	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Internal Auditor	
GRADE LEVEL: 227	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to conduct internal audits to safeguard assets, review controls, mitigate risks, assure compliance, and make recommendations to the Board of Commissioners and other boards in public setting.

This is an appointed position by the Board of Commissioners.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops and maintains an annual internal audit manual consistent with the City's Charter and overall objectives.
- Develops the annual audit plan through utilization of a risk assessment system which identifies areas with a high expected or suspected risk and prioritize audits accordingly.
- Audits all departments for compliance with written City policies and procedures, federal, state and local laws, and maintain compliance as may be required by the state Auditor General.
- Reviews and evaluates the effectiveness and completeness of internal control procedures; properly determine if City objectives and goals have been achieved.
- Determines whether the City has complied with laws and regulations applicable to the audits. Recommends and assists in improvement of controls to assure compliance with all applicable laws and regulations.
- Reports all findings or non-compliance issues to the City Manager and Board of Commissioners.
- Reviews all revenue sources and monitor payments to and from the City. Completes an annual analysis to determine if the revenue received was reasonable based on economic conditions and determines if there was a significant change that would require the revenue source to be reviewed in further detail through the annual audit plan.
- Complete revenue audits of Public Service providers and determine compliance with the City Code of Ordinances and the Florida Statutes.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Internal Auditor	
GRADE LEVEL: 227	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Eight years of financial and compliance auditing or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Public Accountant (CPA) Certificate issued by Florida State Board of Accountancy or Certified Internal Auditor (CIA) certificate issued by the Institute of Internal Auditors.
- CPA certification may be waived in lieu of at least three (3) years' experience as an internal auditor, at the discretion of the Board of Commissioners.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Internal Auditor	
GRADE LEVEL: 227	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to lead IT operations, cybersecurity, infrastructure, and compliance for all City departments, including public safety and critical infrastructure; supervising staff, projects, and systems, and aligning IT strategy with city goals.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Assists the department director in managing and supervising information technology (IT) activities and functions, ensuring compliance with established policies and procedures.
- Manages system design and implementation, production support, infrastructure, system security standards, performance management, hardware and software acquisitions, disaster recovery, schedules, plans and reviews software enhancements.
- Analyzes technology needs of County departments to determine software and hardware requirements; reviews hardware capabilities, workflow, and scheduling limitations to determine whether requested programs or changes can be made to current systems; reviews program requirements to determine whether software should be developed internally or obtained from an outside source.
- Assists in the development and management of IT's budget to ensure all functions and programs under charge are performed within established budgetary parameters, to include identifying cost saving activities, monitoring expenditures, and ensuring sound fiscal control.
- Compiles and/or tracks various administrative and/or statistical data pertaining to departmental operations; prepares or generates reports; maintains records.
- Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or maintains records as appropriate.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in information technology, Computer Science or related discipline.
- Eight years of professional IT supervision, management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Requires advanced certifications in IT, cybersecurity, and risk management.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Information Technology Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: IT System Administrator	
GRADE LEVEL: 220	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to assist in the daily operations of the City's IT systems. Proactively identify and evaluate innovative and emerging technologies, with the aim of enhancing workflows and optimizing operational processes throughout the City.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Manages and maintains city-wide IT infrastructure.
- Develops and implements cybersecurity protocols and measures.
- Leads system upgrades and hardware/software deployments.
- Provides technical support and troubleshooting for city staff.
- Ensures data backups and disaster recovery systems are operational.
- Collaborates with external vendors for procurement and service contracts.
- Creates and maintains documentation for IT systems and procedures.
- Monitor and analyze system performance.
- Trains and supports staff in new technologies and systems.
- Conduct risk assessments and IT audits.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in computer science, Information Technology or related discipline.
- Eight years of information technology systems administration or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: IT System Administrator	
GRADE LEVEL: 220	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CJIS Level 4.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Lead Water Plant Operator “A”	
GRADE LEVEL: 216	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to take an active leadership role assigning shift activities for operators and trainees, assists the Chief Operator in the management of Facility operations.

This job works under close to general supervision according to set procedures but determines how or when to complete tasks.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Leads, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs highly skilled work and assists with administration of the treatment plant.
- Performs work as assigned in the operation and maintenance of water facilities, including the wells, outfall, injection well, Splash Park, and distribution system.
- Ensures the efficiency and continuous operation of a computer-controlled reverse osmosis water treatment facility and associated components, to include high pressure membrane system, well pumps, transfer pumping system, flushing system, cleaning system, auxiliary power system, high pressure pumps and diesel engines, de-chlorination system, surface water outfall, and disposal injection well system.
- Operates, adjusts and maintains the membrane cleaning system; monitors and adjusts flow of membrane trains, transfer pumps, pre-filters, cleaning system; and process chemical systems.
- Produces and maintains an adequate flow of quality potable water for residential/commercial usage and fire suppression during both normal and emergency operating conditions.
- Adjusts chemical feeder injection rates then retests and readjusts until correct results are attained.
- Refills chemical feed tanks and maintains disinfection system.
- Tests water in order to calculate chemical feed rates; performs required water analysis; adjusts chemical feed rates; retests treated water to ascertain that the proper chemical balance has been reached.
- Tests for coliforms, fecal coliforms and heterotrophic bacteria.
- Runs lab proficiency tests, blind tests, known positives and negatives, sterility of vessels and media tests and other tests as required.
- Takes daily samples and tests for bacterial contamination when the plant is online.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Water Plant Operator “A”	
GRADE LEVEL: 216	
STATUS: NON-EXEMPT	

- Calibrates meters and scales.
- Operates and monitors wellfield, high service pumping, and concentrate discharge facilities to ensure compliance with all applicable regulations; makes operational adjustments as needed to maintain productivity and compliance.
- Reviews daily technical data and logs.
- Assists operators in troubleshooting system and equipment problems.
- Ensure proper operation of Reverse Osmosis Facility.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Four years of water plant operations or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, animals, wildlife
 - Vibration, Fumes, Noxious Odors
 - Traffic, Moving Machinery
 - Electrical Shock, Heights

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Florida state driver’s license with an acceptable driving history.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Water Plant Operator “A”	
GRADE LEVEL: 216	
STATUS: NON-EXEMPT	

- Florida Class “A” Water Treatment Operators License required.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Water Plant Operator “A”	
GRADE LEVEL: 216	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Librarian I	
GRADE LEVEL: 211	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide services to library patrons and the community. Assist with the use of library facilities and equipment.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Provides help to the public including assisting with research, library services, resources, and equipment.
- Assists with collection development, cataloging and processing.
- Create and post the library's social media.
- Provides programming and technical support.
- Maintain the library website.
- Helps locate materials for patrons including through interlibrary loan.
- Attends meetings, stays current with new technology, provides input on library offerings, and may serve as supervisor on duty.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Library Science or related discipline.
- Two years of professional library experience or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Librarian I	
GRADE LEVEL: 211	
STATUS: EXEMPT	

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Librarian II	
GRADE LEVEL: 212	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to be responsible for the management within a division of the Library department and provide creative insight and practical support to the Library Director and staff.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates programming for the public through planning, facilitating and presenting.
- Oversees the operation of a library division including scheduling, supervising, and training staff.
- Participates in collection development through selecting, ordering, weeding, and managing a materials budget.
- Assists to catalog and process items and maintain equipment.
- Assists library patrons with computer use and technology, readers' advisory and questions.
- Monitors, records and reports program and usage statistics.
- Provides outreach programs in the community and at special events.
- Attends administrative meetings, continues professional development, and contributes input for goals, objectives, policies and procedures.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Library Science or related discipline.
- Four years of professional library or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Librarian II	
GRADE LEVEL: 212	
STATUS: EXEMPT	

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Library Assistant II	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to create a positive and uplifting library experience for patrons by assisting them with resources, information, programs, and services.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Providing quality customer service including greeting patrons, answering questions, and assisting the public in computer usage, technology, library resources, and equipment.
- Maintains and organizes the collection and keeps the facility orderly.
- Facilitates library activities, participates in outreach events, and may present programs or classes.
- Staffs public service desk and informs and enforces Library policy and procedures.
- Assists patrons in locating and obtaining materials through holds and interlibrary loans.
- Collects statistics, and helps compile reports, and develops flyers and displays.
- Issues library cards, maintains patron database, and assists with voter registration.
- Tracks overdue items, deals with lost materials, handles money and makes deposits.
- Checks materials in and out, processes and repairs items, and performs other circulation functions.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Fine Arts, Library Science or related discipline.
- One year of Library or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Library Assistant II	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Library Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to direct all functions of the Library including programs, services, policies, and strategic plans. Important components are managing staff, budget administration, and working with the City, Library Boards and County Cooperative.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Promotes ongoing staff development and training and is active in staff recruitment and placement.
- Analyzes and evaluates library services; develops new programs and services; ensures the library system adapts to changing conditions in order to provide the highest quality of library services.
- Consults with City staff, board members, and other officials to review department activities, receive advice/direction, provide recommendations, and resolve problems. Attends administration and professional meetings, communicates and engages with internal and external City stakeholders.
- Oversees facility management in coordination with relevant City departments; participates in City wide activities.
- Plans, prepares, and monitors budget for the library; monitors expenditures and approves supply orders; develops plans, goals, and objectives for the library system.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations; interprets library rules/policies for staff members and the public.
- Coordinates projects and participates in activities with the Library Board and Friends of the Library.
- Coordinates library projects and activities with those of other departments, educational organizations, community organizations, or others as needed. Develops goals and objectives with stakeholder and community input and evaluates and implements plans and policies.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Library Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

- Oversees collection department and compilation of monthly and annual statistical reports.
- Coordinates with Public Library Cooperative, Library Consortium, and State Division of Library and Information Services including possibilities for group purchasing and grant opportunities. Assists with grant proposals for federal funds; required reports to granting agencies; payment of state aid grants.
- Gathers information and responds to requests for information and surveys from state agencies and other organizations.
- Keeps abreast of library trends and technologies and explores potential partnerships.
- Represents and promotes the library in the community; provides education and information to the community; gives speeches and presentations; prepares/distributes educational materials.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Library Science or related discipline.
- Six years of professional library and supervisory experience or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Library Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Library Operations Coordinator	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide administrative support of daily Library operations.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates activities and special events including functions in administration, plant management, finance, purchasing, human resources, staff supervision, public relations, and marketing.
- Responsible for Library bookkeeping including evaluating and approving day-to-day expenditures, verifying accounting codes and accuracy of receipts and invoices, and working with requisitions, purchase orders, and purchasing cards.
- Assists with staff training, serves as supervisor as needed or in the supervisor's absence.
- Maintains excellent vendor relations and works with other City departments as needed.
- Creates letters, memos, emails, proposals, reports, spreadsheets, charts, and graphics as required to complete all job tasks.
- Attends Library board meetings and serves as a staff liaison including handling records and minutes for the Board.
- Reviews and submits payroll for Library staff and ensures accuracy of data.
- Provides patron assistance and helps in all Library divisions as needed.
- Coordinates Library calendars and room usage.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Accounting, Business or Public Administration or related discipline.
- Two years of accounting, office management or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Library Operations Coordinator	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic III/Utilities	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to facilitate the proper function of the lift stations within the city sewage system as well as perform needed maintenance, fabrication, and development of methods to resolve problems.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs as lead mechanic in completing electrical and mechanical repair work and preventative maintenance for equipment in Wastewater Treatment Facility, Water Supply Facility, lift stations and water wells including equipment, controls, pumps and electrical panels.
- Troubleshoots the repair or task to be accomplished and evaluate the personnel, equipment, materials and time needed to complete.
- Responsible for Preventative Maintenance Program for assigned areas/facilities. Includes assisting Superintendent with budgeting, planning, and contracting for necessary work to maintain equipment and sustain compliance.
- Maintains facility Supervisory Control and Data Acquisition (SCADA) control systems. Completes testing and troubleshooting of mechanical and electrical problems. Performs calibrations of monitoring equipment.
- Cleans-up jobsite, removes generators and equipment and, if needed, lay sod, grade area, paint, etc.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Six years of water, wastewater plant operations or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic III/Utilities	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with Air Brake Endorsement and Tanker Endorsement and an acceptable driving history.
- Class "A" Wastewater Collection Certificate is required.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic III/Utilities	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Administrative Assistant / Records Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision, performs a variety of record keeping and clerical duties including organizing, distributing, and processing work orders and purchase orders, typing correspondence, filing assistance in budget preparation, payroll processing and other related administrative duties for Public Works Streets & Stormwater Division. Dispatches workers via radio or telephone, receives and directs telephone calls, handles customer complaints, communicates to customers as required and assists Public Works staff with record keeping activities.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Processes reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation, data entry, maintaining time sheets, payroll processing, preparation of activity sheets, filing maintenance.
- Processes incoming and outgoing mail; types various documents; processes personnel related requests and documents.
- Maintains Public Works Maintenance inventory and prepares documentation and solicits quotes and bids for services, supplies, and equipment consistent with City Purchasing requirements.
- Dispatches workers via radio transmission or telephone.
- Assists Streets and Stormwater with administrative duties as assigned.
- Reconciles credit cards for Streets & Stormwater staff.
- Assists with the clerical management of Streets & Stormwater projects.
- Maintains inventory for office supplies, safety equipment & road materials for multiple Public Works departments.
- Creates & distributes flyers for City functions.
- Interviews callers and visitors to secure details of specialized information, assist in research and to provide information regarding the services and operation of the Public Works Maintenance Division.
- Handles routine complaints and requests for information with tact and ensures appropriate follow-up concerning resolution.
- Provides generalized information to the public regarding Public Works Department policies and procedures.
- Responds and assists in emergency operations.
- Performs related work as assigned.



CLASS TITLE: Public Works Administrative Assistant / Records Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Processes reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation, data entry, maintaining time sheets, payroll processing, preparation of activity sheets, filing maintenance.
- Processes incoming and outgoing mail; types various documents; processes personnel related requests and documents.
- Maintains Public Works inventory and prepares documentation and solicits quotes and bids for services, supplies, and equipment consistent with City Purchasing requirements.
- Dispatches workers via radio transmission or telephone.
- Assists Streets and Stormwater with administrative duties as assigned.
- Reconciles credit cards for multiple departments in Public Works
- Processing of payroll, requisitions, purchase orders & invoices.
- Assists with the management of Streets & Stormwater projects.
- Maintains inventory for office supplies, safety equipment & road materials for multiple Public Works departments.
- Orders products and receives deliveries.
- Creates & distributes flyers for City functions.
- Interviews callers and visitors to secure details of specialized information, assist in research and to provide information regarding the services and operation of the Public Works Maintenance Division.
- Handles routine complaints and requests for information with tact and ensures appropriate follow-up concerning resolution.
- Provides generalized information to the public regarding Public Works Department policies and procedures.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Typical clerical and administrative repetitive motions
- Carrying up to 30-pound packages
- Subject to many interruptions.
- Contact with persons under a wide variety of circumstances.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Administrative Assistant / Records Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Florida Driver's license.
- Secretarial/clerical certification or associate's degree in secretarial/clerical sciences preferred.

ADMINISTRATIVE SKILLS

- Computer Skills – input data, review data, and prepare reports using computer programs.
- Communication Skills – answer telephones, coordinates meetings, assign duties as directed by the supervisor, schedule appointments and compose letters.
- General Office Skills – maintain logs, proofread documents, balance figures, establish and maintain filing system and research information.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Administrative Assistant / Records Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Marina Technician I	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist managing Marina business operations and maintenance. This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Conducts Marina office services consisting of responding to emails and phone messages.
- Conducts property maintenance of the Marina: docks, buildings and bathrooms.
- Manages transient slips for arrivals, check-in, marina services and reservations.
- Cleans and provides maintenance of the Marina's restrooms; Splash Pad, Dog Park, Marina-Dode.
- Cleans toilets, mirrors, urinals, sinks and floors in morning and checks cleanliness throughout the day. Resupplies all paper products and soap as needed.
- Monitors and documents all sponge boat activity; sponge docks, maintains city boats, cleans, and paints.
- Process annual contract renewal and permits.
- Installs and removes Christmas lights at sponge docks and throughout city as needed.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- No previous experience required.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Marina Technician I	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- N/A

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Marina Technician II	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist in managing Marina business operations, maintenance and landscaping.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintains Marina operations.
- Conducts Marina office services consisting of responding to emails and phone messages.
- Process annual contract renewal and permits.
- Manages transient slips for arrivals, check-in, marina services and reservations.
- Monitors and documents all sponge boat activity; sponge docks, maintains city boats, cleans, and paints.
- Conducts maintenance and landscaping the Tourist District.
- Monitors Sponge Vessel Fleet.
- Maintains the City Sponge Boat.
- Designs, and installs Christmas decorations.
- Conducts property maintenance of the Marina: docks, buildings and bathrooms.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two years of customer service, marina maintenance or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Marina Technician II	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Meter Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to install, maintain, repair, and test water meters. Obtain meter readings and assist customers with questions related to water use.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Completes meter reading for billing cycles.
- Completes work orders generated by the exception report.
- Respond to customers' residence regarding water use concerns.
- Repairs water line and curb stop valve leaks.
- Maintains, repair and testing of water meters.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Six months of field service or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Meter Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- FW&PCOA Backflow Tester Certification within 1 year of hire.
- FW&PCOA Backflow Repair Certification within 1 year of hire.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks & Parkways Technician I	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform a variety of maintenance duties for parks and parkways including mowing grass, raking, hauling brush/trash, pruning, painting, pesticide application, and laying bricks. Prepare and maintain playing fields and install and repair sprinkler systems, chain link fences and pumps.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs a variety of general manual maintenance labor which will require light to heavy lifting.
- Performs general custodial tasks, such as cleaning the work area and assisting in maintenance and repair of work area.
- Ensures safe practices and incorporated in all activities performed.
- Performs variety of unskilled light and heavy labor, consisting of mowing grass, cutting and hauling brush/trash, blowing sidewalks/courts, replaces playing nets, planting trees, shrubs and grass, applies fertilizer and pesticides and pruning.
- Assists in the installation and repair of sprinkler systems and chain link fences.
- Performs carpentry duties such as constructing building enclosures, steps, fences, barricades and signs.
- Utilizes various types of light machinery and equipment including dump truck, mower, weed eater, blower tractor, backhoe, chain saw, shovel and rake.
- Performs light equipment and tool operations for various tools and equipment, such as dump truck, backhoe, chain saw, blower, mower, weed eater, tractor, trencher, shovel, rake, pruning saw and carpenter's tools.
- Performs preventative maintenance on equipment and tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Six months of lawn, park maintenance or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks & Parkways Technician I	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks & Parkways Technician II	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform maintenance duties such as repair/replace light bulbs and fixtures, repair doors and windows, prepare and paint various surfaces, install walls and floors coverings. Perform advanced electrical work renovating projects.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Plans, coordinates, and supervises daily operations and activities of assigned work crews engaged in park maintenance and repair work.
- Performs general custodial tasks, such as cleaning work area and assisting in maintenance and repair of work area.
- Ensures safe practices and incorporated in all activities performed.
- Performs variety of unskilled light and heavy labor, consisting of mowing grass, cutting and hauling brush/trash, blowing sidewalks/courts, replaces playing nets, planting trees, shrubs and grass, applies fertilizer and pesticides and pruning.
- Assists in the installation and repair of sprinkler systems and chain link fences.
- Performs carpentry duties such as constructing building enclosures, steps, fences, barricades and signs.
- Utilizes various types of light machinery and equipment including dump truck, mower, weed eater, blower tractor, backhoe, chain saw, shovel and rake.
- Performs light equipment and tool operations for various tools and equipment, such as dump truck, backhoe, chain saw, blower, mower, weed eater, tractor, trencher, shovel, rake, pruning saw and carpenter's tools.
- Performs preventative maintenance on equipment and tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of carpentry, electrical repairs, drywall installation or other maintenance skills or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks & Parkways Technician II	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks & Parkways Technician II	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks Maintenance Coordinator	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform a variety of record keeping and clerical duties including organizing, distributing, and processing work orders and purchase orders, typing correspondence, filing, assistance in budget preparation, payroll processing and other related administrative duties for the Public Works Maintenance Division.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Dispatches workers via radio or telephone, receives and directs telephone calls, handles customer complaints, communicates to customers as required regarding Park maintenance status, and assists Public Works Maintenance staff with Parks record keeping activities.
- Processes reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation, data entry, maintains time sheets, payroll processing, preparation of activity sheets, filing maintenance.
- Processes incoming and outgoing mail; types of various documents; processes personnel related requests and documents.
- Maintains Public Works Maintenance inventory and prepares documentation and solicits quotes and bids for services, supplies, and equipment consistent with City Purchasing requirements.
- Assists Streets and Stormwater with administrative duties.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Two years of clerical, administrative support or related experience or an equivalent combination of education, training and experience.

CLASS TITLE: Parks Maintenance Coordinator	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks Maintenance Supervisor	
GRADE LEVEL: 217	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to coordinate and supervise the daily duties of the division. Set schedules for routine maintenance and all logistics of projects assigned to the division. Order products and coordinate with all outside vendors to have work completed.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Answers emails and attend internal and external meetings.
- Plans current and future projects and completes logistics of how the jobs will be completed.
- Evaluates paperwork completed by crew members for accuracy.
- Plans for emergency response.
- Speaks with all crew members about upcoming projects.
- Supervises the maintenance of athletic fields, including preparedness-for-use needs and cultural practices, such as mowing, fertilizing, irrigation, compaction, aerification, top-dressing, overseeding and pest control.
- Establishes schedules and implements turf cultivation tasks, including watering, soil testing, fertilizing, aerification, weeding and pest control.
- Assists in setting and managing the annual Parks Division Budget
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two years of park or playground maintenance, landscaping or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Parks Maintenance Supervisor	
GRADE LEVEL: 217	
STATUS: EXEMPT	

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with an acceptable driving history.
- Must possess a FNGLA Horticultural Professional Certification within six months of obtaining the position.

DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Payroll Coordinator	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to serve as lead payroll professional responsible for highly complex assignments and scope of work. Performs all payroll functions and interacts with employees and outside agencies.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates processing of payroll and payroll related accounts payable checks or electronic payment transmissions and payroll direct deposits.
- Inputs pertinent employees' pay and deduction records and other records as required and serves as a check and balance for payroll changes input by Human Resources.
- Responds to inquiries from employees, management and regulatory third parties.
- Reviews and approves all payroll related invoices for agreement to the payroll records, proper account coding and reconciliation to the general ledger.
- Adds new benefit, deduction, pay type codes to the payroll software and responsible for updating the payroll software for annual deferral limits, tax, retirement contribution rate changes, pay schedules, shift calendars and other annual changes.
- Reviews the accuracy of all entries and changes to the payroll system.
- Performs extensive computations when correcting employee pay including the application of Federal and State payroll regulations.
- Prepares, scans and maintains pertinent payroll processing and employee pay and deduction records and other records as required for record retention and irretrievability.
- Reconciles all payroll and employee benefit transactions to the general ledger and performs all auditor and Controller requested payroll transaction / general ledger account analyses.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Four years of payroll, accounting, human resources or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Payroll Coordinator	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: PIO/Marketing Specialist	
GRADE LEVEL: 218	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide public communication involving developing, planning, coordinating, implementing and analyzing City-wide public information, public education, public relations, community marketing and media relations to promote the City's functions and activities.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Serves as the City's official spokesperson. Develops and executes communication plans and strategies designed to create and maintain a favorable public image for the City.
- Serves as central point for quality and branding control for all City websites, publications and outreach programs.
- Interacts with the public, government officials, and news media on behalf of the City.
- Receives and responds to inquiries, concerns and complaints pertaining to City policy, programs and activities from the general public.
- Acts in a liaison capacity with community leaders, tour groups, other governmental agencies, community groups, news media and the general public requesting information on City services and activities.
- Serves as primary web page manager. Designs and maintains City and department websites. Creates informative and attractive visual graphics for an effective web presence.
- Manages and monitors social media channels and activity relevant to the City.
- Handles media issues, requests and inquiries. Maintains media contacts.
- Plans, coordinates, and provides professional communications, which include public relations and marketing services to contribute toward maintaining a positive image of the City with internal and external audiences.
- Develops, writes and edits press releases, talking points, speeches, advertisements and community information materials to newspapers, television, radio and other communications media.
- Designs and produces marketing materials (brochures, newsletters, special event promotions and press releases).
- Coordination of press conferences and informs participants of topics to be discussed.
- Participates in planning, coordination and stages of City-initiated departmental events.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: PIO/Marketing Specialist	
GRADE LEVEL: 218	
STATUS: EXEMPT	

- Plans and coordinates the public engagement activities for self, Mayor, City Commissioners, City Manager, and other City department personnel by compiling and summarizing material and data to be used in presentations as well as providing information to the news media and the public.
- Responsible for the development, design, production, printing, and distribution of publications concerning City activities, programs, plans and projects. Identifies specific target audiences, prepares and proofs copy.
- Manages, coordinates and prepares TV and web informational materials through various media.
- Coordinates the appropriate use of graphic designs and text for use in City or public media presentations consistent with City standards and policies.
- Seeks opportunities through social media outlets to disseminate information about City activities and programs to various audiences.
- Performs general administrative work as required, including preparing power point presentations, reports and correspondence, typing documents, copying and filing documents, answering the telephone, emailing information, etc.
- Keeps abreast of emerging technologies and trends in new media, particularly design programs.
- Assists the City Manager with special projects and assignments.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Communications, Marketing, Public Relations, Journalism or related discipline.
- Four years of public relations, communications, mass media or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: PIO/Marketing Specialist	
GRADE LEVEL: 218	
STATUS: EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Planning & Zoning Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to assist the Planning and Zoning Director manage the daily operations of the department. Assists develop department-wide goals, objectives, policies and procedures.

This job formulates long-range goals for the organization, develop policy and position papers and negotiate with the chief administrative officer and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Participates in citywide project teams for policy development.
- Attends Commission and appointed board meetings as staff support.
- Assists monitoring and coordinating Planning Department projects (code updates, special planning studies, etc.).
- Reviews applications for development orders.
- Responds to department correspondence.
- Meets with prospective developers on new and ongoing projects.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in planning, Economic Development, Public Administration or related discipline.
- Six years of planning and zoning management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Planning & Zoning Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Requires American Institute of Certified Planners (AICP).

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Planning Supervisor	
GRADE LEVEL: 220	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to assist the department director in administration of the department; carry out planning and management functions in coordination with other departments, other governments and private organizations and citizens.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Prepares and conducts hearings, assists citizens and developers.
- Researches, negotiate, and administers development determinations/interpretations through conflict resolution.
- Plans studies, grants, special projects, technical analysis (GIS, etc.), using original technical documents.
- Staffs the Technical Review Committee.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in planning, Civil Engineering or related discipline.
- Four years of planning or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Planning Supervisor	
GRADE LEVEL: 220	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- American Institute of Certified Planners (AICP) certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Plans Examiner	
GRADE LEVEL: 217	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to examine plans submitted to the building department for code compliance. This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Examine plans for code compliance.
- Reviews construction drawings for commercial and residential construction.
- Interprets codes relating to building (including life safety), FEMA, engineering, zoning and governmental regulations.
- Coordinates reviews with other City agencies and divisions.
- Prepares a variety of reports, documents and correspondence relating to building permits, code compliance and FEMA Standards.
- Consult with design professionals/homeowners.
- Consult with inspectors.
- Attend classes/seminars to stay current with codes.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Five to Ten years in construction, building examination or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Plans Examiner	
GRADE LEVEL: 217	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must obtain provisional state certification for Building Plans Examiner and Building Inspector within six (6) months from date of hire.
- Must obtain standard state certification for Plans Examiner and Building Inspector prior to expiration of provisional certifications.
- Must have five (5) years of experience in the construction industry.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Police Major	
GRADE LEVEL: 226	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to plan, organize and coordinate the operations between several divisions.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Establishes goals and objectives, formulates comprehensive plans, provides guidance and direction to subordinates and monitors operations to ensure the proper development and successful implementation of law enforcement, crime prevention and related support programs.
- Plans, organizes, directs and coordinates the operations between several divisions of the department and other law enforcement agencies to facilitate the accomplishment of efficient and effective operations.
- Researches policies, programs, legal issues, local and state laws pertaining to departmental operations; prepares and/or reviews reports of findings and recommendations for new and/or revised policies or approaches.
- Prepares and implements budgets within Department; performs related administrative duties as required. Keeps the Chief of Police abreast of expenditures and justified appropriation requests.
- Chairs/serves on all Accident Review Boards and major Internal Affairs investigations.
- Reviews all police-initiated pursuits, to ensure proper policies were followed and initiates any type of retraining or disciplinary actions required for violations.
- Serves as member of command staff providing advice and recommendations to the Chief of Police on all matters relating to the development and execution of policies, procedures and operation of the department.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Police Major	
GRADE LEVEL: 226	
STATUS: EXEMPT	

- Responds to scenes of major crimes, emergency situations or other critical incidents and directs necessary activities. Assumes command of major scenes such as natural disasters, Officer involved shootings, in custody deaths etc.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Eight years of law enforcement supervisory or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Law Enforcement Officer, Florida State certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Police Major	
GRADE LEVEL: 226	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Principal Planner	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage long rang, comprehensive, and strategic planning studies, current planning applications, permit review, management of advisory boards, coordination of public engagement events and interaction with the public on a daily basis.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Research, analyze, prepare reports, staffs and presents at public hearings for the Planning and Zoning Board, Board of Adjustment Board, Heritage Preservation Board, Technical Review Committee and Board of Commissioners.
- Manages planning projects and initiatives (e.g. neighborhood specific planning, corridor planning, redevelopment, historic preservation) from scoping to implementation ensuring timely progress and successful outcomes.
- Reviews building permits and development proposals for compliance with city codes and policies.
- Reviews, updates, drafts and implements the Land Development Code, SmartCode, Comprehensive Plan, and Special Area Plan.
- Prepares, plans, and executes community engagement events and programs for various planning initiatives.
- Works closely with various internal and external organizations (Forward Pinellas, Pinellas County, FDOT, City Departments, SWFWMD, etc.) to ensure successful funding and completion of city projects and planning programs.
- Assists Economic Development Manager with CRA planning implementation and reporting.
- Identify, develop applications, and manage grants and other alternative funding opportunities.
- Utilizes complex and specialized software, such as ArcGIS, Adobe Creative Suite, and Community Analyst, to create graphics and communication materials, generate maps, preform analysis, and format documents and plans in house.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Principal Planner	
GRADE LEVEL: 219	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in urban planning, Engineering, Public Administration or related discipline.
- Four years of urban planning or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- AICP-American Institute of Certified Planners, must obtain within six months of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Principal Planner	
GRADE LEVEL: 219	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Procurement Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to acquire goods and services in an efficient and cost-effective manner in accordance with federal and state laws, and city administrative code provisions.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Consults with city department directors, managers and other employees to clarify procurement policy and to provide technical assistance regarding proposals, solicitation of bids, etc.
- Reviews, approves, disapproves or revises city department requisitions within a designated dollar range.
- Assists preparing Board of Commissioner Memorandums/Briefings.
- Prepares reports and correspondence; manages department budget and work processes.
- Reviews and verifies requisitions and determines propriety of proposed purchases.
- Consolidates departmental requisitions when possible.
- Develops and consults list of appropriate vendors and prepares formal or informal bid invitations as appropriate.
- Receives and analyzes quotations and bids for relative prices and consistency with specifications.
- Selects best bid and prepares and awards contracts to vendors for purchases or prepares recommendations for action by City Manager or Board of Commissioners, whichever is appropriate.
- Maintains the asset inventories, physical inventory and fixed assets.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Procurement Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Six years of public procurement with supervisory or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Procurement Services Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to acquire needed goods and services in an efficient and cost-effective manner in accordance with federal and state laws, and city administrative code provisions.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, develops, organizes, coordinates and directs city purchasing activities.
- Consults with city department directors, managers and other employees to clarify procurement policy and to provide technical assistance regarding proposals, solicitation of bids, etc.
- Reviews, approves, disapproves or revises city department requisitions within a designated dollar range.
- Prepares Board of Commissioner Memorandums/Briefings.
- Prepares reports and correspondence; manages department budget and work processes.
- Provides direction to management, supervisory, buying, inventory, and specification staff of the department to assure consistency of policy, procedure and requirements; communicates with vendor representatives to resolve issues such as bid protests.
- Maintains the asset inventories, physical inventory and fixed assets.
- Audits and administers Purchasing Card Program.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Eight years of public procurement with supervisory experience or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Procurement Services Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Public Procurement Officer or obtain within twelve (12) months after employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to serve as the primary point of contact for internal customers, contractors, regulatory agencies, local partners, City residents, and all other impacted stakeholders during the active management of the City's many capital improvement projects.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages the overall operational and management in completing simultaneous assigned projects and services and will serve as the secondary point of contact and spokesperson on behalf of the Director or City Manager for projects as assigned.
- Coordinates and supervises phases of grant and contract administration including construction reviews of public works, Infrastructure, and other capital improvement contracts, project records, and payment requests.
- Performs and supervises preparation of grant project applications, change orders, manages inspections, documents plan changes, prepares status reports, and evaluates technical matters including inspection processes.
- Coordinates the combining of Requests for Proposals (RFP), Work Change Directives (WCD) and Additional Work Authorizations (AWA) into Request for Change Orders (RCO); assembles related documentation, prepares Request for Change Order packages and obtains agreement from county and contractor officials.
- Negotiates, administers, and tracks approved project change orders related to the contract from initiation through completion including cost and time impacts, and negotiates changes in contract time and cost.
- Reviews and approves contractors' construction work plans to determine that the contractor has accounted for the scheduling of all significant components of the total construction or project and that the effort has sequenced activity to conform to contract requirements.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

- Performs inspection of construction projects, scheduling of compliance testing, tracks/controls costs, coordinates utility matters, and interacts with the public on project related matters.
- Makes technical Investigations, prepares administrative/technical reports on findings and assigns or delegates specific duties to subordinates and others on assigned projects.
- Supervises and inspects contracts and construction and confers with contractors and other parties to ensure county standards are met.
- Conducts a Preconstruction Conference attended by the city, engineer, general contractor and affected parties on field construction to establish a common understanding of the scope and objectives of projects.
- Evaluates requests for material/equipment substitution made under the contract or project.
- Coordinate infrastructure impact on active projects with regulatory agencies: Duke, FDOT, FDEP, SWFWMD.
- Communicates and interacts effectively with project stakeholders, including City staff and the public in order to assist in all aspects of project management.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering, Construction Management, Public Administration or related discipline.
- Six years of project management, engineering, construction management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Projects Management Certification, such as PMP, is preferred.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide direct support to the City Manager on special projects, initiatives, or other assignments.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs the conceptualization, planning, design, construction, and initial operational phases of a wide range of City projects, or those with City involvement, as assigned. Works directly on projects that require it. Performs and oversees multiple projects simultaneously.
- Manages various construction and engineering projects; monitors, coordinates, inspects, provides permit assistance, evaluates, expedites, recommends and/or authorizes change orders, expedites and/or approves payments, reviews and expedites shop drawings, plans, and technical specifications, and investigates complaints, and provides or recommends solutions to issues
- Establishes work plan and staffing for each phase of project, and arranges for assignment of project personnel.
- Networks with local, regional, state and national agencies; institutions; organizations; and the private sector for future project or program development. Attends and participates in a variety of boards and committees and professional organizations.
- Researches grants and other funding sources and reviews opportunities with other departments for application and implementation. Performs or assists with administration of associated grants or funding programs.
- Coordinates project activities with activities of other City departments, the public, and outside involved agencies.
- Provides program or project content expertise, which includes advising other City staff, the City Manager, the public, and/or the Commission, and delivering public presentations as assigned.
- Provides daily technical guidance to subordinate staff in the provision of the department's services.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

- Assists other departments in technical matters, including but not limited to the Public Services Department related to water and sewer utilities or other engineering matters; Public Works with the Streets and Stormwater program; and other Departments requiring technical expertise, including review and development of design plans and contract documents, and capital projects planning.
- Sets and maintains the level of quality and service for the department and provides clear goals and direction so as to expect the same from assigned staff.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering, Business or Public Administration or related discipline.
- Eight years of project management, infrastructure-related capital projects or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Professional Engineer's License preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Inspector	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to inspect and coordinate City projects for project quality and optimal results with minimal disturbance to residents. Serves as CEI to reduce costs via inspection, engineering, and management to maintain schedules and budgets.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Inspects projects in process and advise contractor on corrections needed.
- Reviews project documents - drawings, specs, contracts, permits, etc.
- Communicates with project owners, EOR, contractors, residents and other departments.
- Attends weekly and monthly meetings.
- Reviews and approves pay applications.
- Responds to project requests - locate utilities, survey, sinkhole investigation, resident info request, etc.
- Completes inspection and testing reports.
- Completes project closeouts - final inspection walkthrough, punch list, generation, etc.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Four years of construction management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Inspector	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- FDOT/MOT.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Services Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to plan and direct programs and projects within the Public Services Divisions. With an emphasis on water and sewer utilities and sustainability responsibilities, directs, coordinates, and supervises operational and administrative phases of the various departments projects to include utilities, golf-course, recreation, cemetery, customer service, capital planning, and environmental programs.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Provides leadership example for department staff with regard to public contact, budget maintenance, work ethics, report preparation, etc.
- Assists Director in support of Emergency Management functions in the event of a declared emergency, including staffing of the City Emergency Operations Center during emergency events when required by the City Manager.
- Assists in the preparation of the annual departmental budgets, capital budgets and capital programs, as directed.
- Reviews and updates strategic planning of utilities CIP for changes in regulations, needs, priorities, or other conditions and reviews associated implementation effectiveness.
- Prepares recommendations and backup for Director's submittal of Board agenda items as assigned.
- Reviews department operations for recommended improvements as assigned, including review of utilities operational efficiencies and opportunities to improve same.
- Creates professional reports through utilization of computer-generated graphs and charts for analysis of departmental operations and document information for administrative decision- making.
- Creates, coordinates and implements projects and programs, as may be required.
- Researches, develops and analyzes projects as may be required for reporting and presentation.
- Researches, reviews, prepares and submits accurate complex technical feasibility studies, needs analysis, correspondence, and reports.
- Prepares reports on action taken as result of directives, as requested.
- Provides direction and leadership for the City's safety program.
- Attends and participates in a variety of boards and committees and professional organizations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Services Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

- Performs technical field inspections of department sites and operations to be aware of current projects and operational problems, as directed.
- Reviews and evaluates reports from Department Heads and Supervisors and recommends revisions and/or further research.
- Assists the Director in Citywide sustainability initiatives, including attending Sustainability Committee meetings and related actions and reporting.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering, Chemistry, Environmental Science, Biology or related discipline.
- Eight years of technical public works, public utilities or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida Professional Engineer License, preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Services Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Services Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to provide executive leadership for the Public Services Department. Provide policy and budget oversight, and long-term goals for City enterprises, including capital and operational plans and multi-year funding strategies.

This job formulates long-range goals for the organization, develop policy and position papers and negotiates with the chief administrative officer and/or elected officials.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Provides a leadership example for department staff with regard to functions such as public contact, budget maintenance, work ethics and report preparation.
- Directs and participates in the development and administration of the departmental budget including expenditure approval for staffing, equipment and materials.
- Prepares and presents agenda items to the Board of Commissioners, as directed by the City Manager.
- Originates, develops, plans and implements departmental goals and objectives, recommends and administers policies and procedures.
- Develops, plans and schedules for meeting long-range department facility needs and service levels.
- Makes field inspections of department sites and operations to be aware of current projects and operational problems.
- Develops and manages capital improvement projects for all Divisions.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering, Environmental Science or related discipline.
- Ten years of project management, construction management or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Services Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Professional Engineering License, preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to perform complex professional and administrative work directing the operation, repair and maintenance of the City's roadway surfaces, stormwater infrastructure, parks, solid waste, and vegetation management.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs the planning, coordination, assignment and inspection of the work of staff.
- Executes large scale projects for infrastructure and facility improvements.
- Provides direction and guidance to division managers/supervisors and staff in establishing their priorities.
- Provides input and assists the Director in the preparation and review of the department's operating and capital budget.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Six years of public works, engineering or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Assistant Director	
GRADE LEVEL: 223	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to effectively coordinate and supervise the activities and operations of the Public Works Departments. Develops and administers the budget; prepares and presents agenda items to the Board of Commissioners; develops plans and implements department goals and objectives; supervises department personnel.

This job formulates long-range goals for the organization, develop policy and position papers and coordinates with the City Manager and Board of Commissioners.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Prepares a wide variety of administrative and technical reports and correspondence concerning all functions of the Department.
- Plans, directs, and coordinates activities of the Department.
- Attends various meetings related to projects, strategic planning, personnel and Department operations.
- Requests departmental resources as part of the annual budget process; reviews and submits budget requests of subordinate supervisors; controls allocated resources once approved.
- Formulates Department policies and develop implementation of annual and long-range programs and strategies for efficient and effective delivery of services.
- Make field inspections of projects to ascertain status.
- Establishes broad operating policies and procedures.
- Recommend operational changes to the City Manager.
- Receives citizen inquiries or complaints and responds appropriately.
- Plans and implements safety programs, including training, procedures, and equipment as necessary.
- Establishes, maintains, and analyzes a variety of reports as needed for effective management decision-making; directs the acquisition and usage of information technology systems to enhance operations and record keeping.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

- Develop a capital improvement plan.
- Participates as part of the City's leadership team in establishing and communicating organizational vision and values.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering or related discipline.
- Eight years of civil engineering supervision for a municipal government or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Florida state driver's license with an acceptable driving history.
- Professional Engineer License, preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Public Works Director	
GRADE LEVEL: 228	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Records/Software Specialist	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to manage public records; ensure transparency, accessibility, and compliance with records requests, maintain filing systems, document retention and destruction schedules, retrieve records, and serve both internal departments and the public.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Process public records requests.
- Receives and maintains inventory of all department records.
- Manage records retention and destruction.
- Trains and educates all departments in handling records.
- Coordinates and accompanies all entrances to records retention area; responsible of logging all records removed
- Coordinates and maintains all department records schedule for compliance with State recordkeeping requirements.
- Maintains and distributes log of all records requests.
- Develops guidelines and implements a citywide imaging plan for all departments.
- Evaluates records storage space needs.
- Maintains confidentiality of preliminary or sensitive information within the Department.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- Two years of records management, compliance with records retention, responding to public information requests or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Records/Software Specialist	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 50 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida Records Management Certification and Florida Gulf Coast Chapter of ARMA Certification Preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Recreation Leader	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform a variety of duties at assigned City recreational facility, including supervising established programs for adults and children; distributing, collecting and operating equipment; policing grounds and closing the facility.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Checks in customers, collect payments, and other assigned front desk operations
- Plans and supervises the activities of children and adults at assigned City facility.
- Distributes equipment.
- Posts flyers/pamphlets showing City programs, schedules and monthly calendars.
- May assist in planning and organizing activities of groups as required.
- Utilizes a variety of recreational equipment, and arts and crafts supplies for certain activities.
- Performs various other general duties as required, such as keeping score for athletic leagues, ensuring that lights, equipment and first aid are provided.
- Performs facility closing procedures such as collecting all equipment, turning off lights, securing Recreation buildings, and ensuring that all visitors are out of the facility.
- Polices grounds for potentially dangerous items, such as glass and other sharp objects.
- Maintains a variety of records such as attendance report for determining the number of visitors to facility, activities sheet for showing activities planned for week and month, inventory sheet for equipment, schedules for activities and monthly calendars to show highlight activities at facility.
- May supervise arts and crafts activities as required.
- May help with special events when needed.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of recreation programming or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Recreation Leader	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CPR and AED Certified required.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.



CLASS TITLE: Recreation Leader	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Recreation Program & Athletic Coord.	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to build community relations through programs, athletics and summer camp. This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs various supervisory duties including: instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; and allocating personnel.
- Promotes good public relations by attending various community and civic functions, giving speeches and presentations and hosting social events.
- Receives, reviews, prepares, files and/or submits a variety of documents and reports such as program report, monthly attendance and expenditure reports, quarterly and annually reports, lease agreements, volunteer log sheets, general correspondence, facility program analysis, revenue reports and contracts.
- Plans, implements and evaluates multiple leisure programs and events for athletics and sports facilities by assessing needs, planning and organizing activities, supervising event and event evaluation. Responsibilities include general sports and recreation programs as assigned.
- Interviews and hires instructors; handles contracts; publicity, availability, etc. of new and ongoing programs.
- Develop and implements adult programs and summer camps.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Parks and Recreation, Leisure Science, Physical Education or related discipline.
- Four years of recreation, physical education or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

CLASS TITLE: Recreation Program & Athletic Coord.	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Park and Recreation Professional (CPRP).

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

CLASS TITLE: Recreation Supervisor	
GRADE LEVEL: 215	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage the daily operations of the Recreation Division.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Promotes recreational programming and events; creates promotional materials to increase public awareness of and participation in recreation programming; prepares news releases, flyers, brochures, etc.; makes presentations to civic and community groups.
- Develops and implements assigned budgets; monitors expenditures for fiscal compliance; tracks Division receipts and payments.
- Negotiates contracts for instructors, park services and usage; recommends revisions; implements and monitors contracts.
- Administers financial software.
- Administers, monitors, and reviews rental policies and procedures.
- Oversee City athletic field reservations.
- Monitors, reviews and maintains records; maintains records of registrations, facility usage, inventory and maintenance; monitors and reviews revenue collection procedures, deposits, and monies received at satellite locations.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Recreation, Business or Public Administration or related discipline.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Recreation Supervisor	
GRADE LEVEL: 215	
STATUS: EXEMPT	

- Two years of recreation programming, human resources, business administration or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Recreation Supervisor	
GRADE LEVEL: 215	
STATUS: EXEMPT	

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Parks & Recreation Professional (CPRP).

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: School Crossing Guard	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist children and the general public in safely crossing streets, roads and/or highways. Provide assistance to school buses to ensure safe entrance and/or exit to parking areas.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assists children in safely crossing streets, roads and/or highways at designated school crossing zones; assist the general public as necessary in safely crossing streets, roads and highways.
- Provides assistance to school bus drivers to ensure safe entrance to, or exit from, parking areas; places safety barricade/cones at appointed times in designated areas.
- Visually inspects flashing school zone lights to ensure proper operation.
- Performs related work as assigned.

MINIMUM EDUCATION QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

Outlined under Section 7D.03 of the Manual on Uniform Traffic Control Devices

- Junior High School Certificate; High School Graduation or GED equivalent, preferred.
- Three months of related experience or an equivalent combination of education, training and experience.
- Good physical condition, including sight, hearing, and ability to move and maneuver quickly in order to avoid danger from errant vehicles
- Ability to control a STOP paddle effectively to provide approaching road users with a clear, fully direct view of the paddle's STOP message during the entire crossing movement
- Ability to recognize potentially dangerous traffic situations and warn and manage persons/students in sufficient time to avoid injury
- Mental alertness
- Neat appearance
- Good character
- Dependability
- Overall sense of responsibility for the safety of others

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: School Crossing Guard	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing for long periods of time (minimum of two hours at a time) and involves lifting between 10 and 20 pounds on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Procurement Analyst	
GRADE LEVEL: 214	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to perform specialized work in the procurement of goods and services for the City, in accordance with the procurement policy, guidelines and procedures.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Creates solicitations and contract documents for the purchase of goods and services. Solicit bids/RFPs; facilitate pre-bid meetings and proposal evaluations.
- Analyzes specifications, requirements, and project scopes to determine best purchasing/solicitation method. Performs market research.
- Trains or retrains City staff on procurement policy, and procedures to ensure proper compliance and general procurement.
- Registers new vendors and maintain the vendor database; answer questions and serves as a liaison between suppliers and City staff to foster effective competition. Maintains accuracy and integrity of the procurement process.
- Creates Board (BOC) agenda memos and administrative awards; compiles backup documents for review and approval required for the award of contracts and services.
- Administers and manages the Purchasing Card (P-Card) Program; train staff.
- Performs annual fixed asset inventory for all City departments/divisions; reconciles inventory discrepancies to effectively maintain the accuracy of the City's fixed assets; creates fixed asset tags for items valued at \$5,000 or more.
- Runs weekly pending fixed assets and monthly fuel reports; reports data to upper management; answers public records requests per Sunshine Laws; serves as backup at the Emergency Operations Center during emergencies; backup to director in absence.
- Reviews purchase requisitions, processes purchase orders and blanket purchase orders.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Two years of municipal government procurement or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Procurement Analyst	
GRADE LEVEL: 214	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician - Stormwater	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

SUMMARY OBJECTIVE

The purpose of this position is to assist with administrative duties and perform a variety of maintenance such as storm drain cleaning/clearing, storm drain maintenance labor, stormwater treatment facility maintenance, stormwater water quality testing and any other related duties.

Under limited supervision, operates and maintains various heavy equipment in performing a variety of maintenance duties for the Streets and Stormwater Division. Oversee assigned workers, ensuring productivity, quality, and safety in the completion of maintenance work. Perform operations, maintenance and record keeping duties for the street sweeping operations. Oversee all necessary functions of Stormwater Section as needed.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs equipment operations for various equipment, such as street sweeper, bulldozer, loader, dump truck, vac truck, etc.
- Performs preventative maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment checks, vehicle walk-around, and appropriate pre-operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Utilizes and maintains various types of equipment and tools in a safe manner as requested.
- Performs general maintenance duties for the Streets and Stormwater Division including sweeping streets; digging ditches; trash; and bush hogging as necessary.
- Ensure that the work area is clean and neat.
- Performs regular maintenance of street sweepers and completes associated record keeping as assigned for the purpose of minimizing downtime and maximizing sweeper equipment life.
- Assists the Streets and Stormwater in data compiling, retrieval and submission of NPDES MS4 Annual Report.
- Performs labor to assist in the inspection, and maintenance of storm drain network; cleans, and repairs storm drains, repairs stormdrain covers, and inlet boxes, repair or replacement of pipe and other related duties.
- Performs required inspections and maintenance of stormwater treatment facility in consistence with NPDES and other applicable regulations.
- Performs routine office work as required, including answering telephone calls, copying and filing documents, etc.



CLASS TITLE: Senior Technician - Stormwater	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Responds and assists in emergency operations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of stormwater maintenance, maintenance labor or related experience or an equivalent combination of education, training and experience.
- At least one year's experience in heavy equipment operations is required. Two or more years' experience in heavy equipment is preferred.
- General Office Skills: Maintain ~~logs~~ Proficient in Microsoft Word, Excel, Outlook, PowerPoint, Publisher (Navaline and OnBase preferred).
- Maintain logs, prepare reports, and generate correspondence.
- General Office Equipment: calculator, PC.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- Vocational/specialized training in heavy equipment operations is preferred.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician - Stormwater	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

- Responsible for assisting in Divisional in-house Safety training, maintaining staff training logs, and assisting staff in attending outside training.
- It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.
- Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist with administrative duties in facilities maintenance operations. This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Evaluates repair jobs for safety requirements and incorporates these requirements into the work.
- Makes repairs in accordance with drawings, specifications or instructions.
- Maintains, repairs and replaces equipment as required.
- Tests and troubleshoots mechanical, plumbing and electrical problems.
- Does general building repairs and maintenance including but not limited to painting, etc.
- Selects and orders materials and equipment for repairs and maintenance work; maintains inventory.
- Implements a preventative maintenance (PM) program for all City buildings.
- Maintains assigned tools, equipment and machinery.
- Operates various tools and equipment as required in the performance of daily tasks; equipment includes electronic controls, mechanic's tools and hand and power tools.
- Performs routine office work as required, including answering telephone calls, copying and filing documents, etc.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of building maintenance and repair or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with an acceptable driving history.
- FDOT MOT Training.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician - Streets	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist with administrative duties and perform a variety of maintenance such as Street, sidewalk, curb, and concrete structure fabrication for stormwater infrastructure and any other related duties.

Under limited supervision, operates and maintains various heavy equipment in performing a variety of maintenance duties for the Streets and Stormwater Division. Oversee assigned workers, ensuring productivity, quality, and safety in the completion of maintenance work. Perform operations, maintenance and record keeping duties for streets and sidewalk infrastructure as well as assist in stormwater functions. Oversees all necessary functions of Street Section as needed.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Evaluates repair jobs for safety requirements and incorporates these requirements into the work.
- Oversees other technicians in performing tasks related to cement finishing.
- Coordinate staff assignments to include assigning, reviewing and planning work duties and maintain established standards.
- Assists Streets and Stormwater Supervisor in evaluating employees.
- Serves as a working leader in performing tasks related to streets and stormwater maintenance.
- Oversees staff of both Streets and Stormwater Sections as needed.
- Makes repairs in accordance with drawings, specifications or instructions.
- Maintains, repairs and replaces equipment as required.
- Maintains assigned tools, equipment and machinery.
- Operates various tools, equipment, and heavy equipment as required in the performance of daily tasks; equipment includes electronic controls, mechanic's tools and hand and power tools.
- Performs routine office work as required, including answering telephone calls, copying and filing documents, etc.
- Responds and assists in emergency operations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Some experience of stormwater maintenance, maintenance labor or related experience or an equivalent combination of education, training and experience is preferred.
- At least one year's experience in heavy equipment operations is required. Two or more years' experience in heavy equipment is preferred.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician - Streets	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

- General Office Skills: Maintain ~~logs~~_Proficient in Microsoft Word, Excel, Outlook, PowerPoint, Publisher (Navaline and OnBase preferred).
- Maintain logs, prepare reports, and generate correspondence.
- General Office Equipment: calculator, PC.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- Vocational/specialized training in heavy equipment operations is preferred.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Senior Technician - Streets	
GRADE LEVEL: 212	
STATUS: NON-EXEMPT	

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Crewleader	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

The Solid Waste Crew Leader provides administrative, operational, and logistical support to the Solid Waste Division, serving as a key point of contact for service requests, work orders, and resident inquiries. This position coordinates daily activities, provides field guidance to crews, and ensures timely and organized service delivery. The Crew Leader performs a limited supervisory role, acting as the primary support to the Solid Waste Supervisor and assuming oversight responsibilities in their absence. Work is performed under general supervision with the ability to develop work methods and prioritize tasks independently.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Answers phone and serve as the first point of contact for Solid Waste, related inquiries and service requests.
- Processes work orders, service requests, and administrative forms to support daily operations.
- Prepares and submits purchase requisitions, tracks supply needs, and coordinates with vendors as directed.
- Guides and directs field crews regarding extra pickups, special requests, and operational changes.
- Provides administrative and operational support to the Solid Waste Supervisor and assumes oversight responsibilities in their absence.
- Coordinates with other City divisions and departments to assist with operational needs, logistics, and service delivery.
- Communicates with residents, businesses, and internal staff to relay information, resolve issues, and support service quality.
- Ensures all commercial accounts are properly billed in accordance with City policies, approved fee schedules, and verified service levels.
- Maintains accurate records, logs, and reports related to service requests, work orders, and operational activities.
- Performs other administrative and operational support duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- At least two (2) years of administrative, clerical, or customer service experience, preferably within solid waste, public works, or a related operational environment.
- Basic knowledge of solid waste collection operations, service requests, or municipal procedures is

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Crewleader	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

desirable.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state commercial driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Crewleader	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Supervisor	
GRADE LEVEL: 217	
STATUS: EXEMPT	

Summary Objective

The Solid Waste Supervisor is responsible for the oversight and daily management of the City's Solid Waste and Yard Waste operations, ensuring efficient service delivery, regulatory compliance, and high standards of customer satisfaction. This position serves as the primary point of contact between the City and contracted waste haulers, while also managing division staff, budgets, projects, and operational performance. Work is performed independently with broad discretion, reporting key activities and operational updates to department leadership through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Oversees staff assignments, work schedules, and daily operations, ensuring proper coverage.
- Manages the development, administration, and monitoring of division operating budgets, expenditures, and purchasing in alignment with City policies.
- Serve as the primary liaison between the City and third-party vendors, to monitor service delivery and ensure compliance with contract terms and performance standards.
- Coordinates and monitors Capital Improvement Projects (CIP), equipment acquisitions, and infrastructure improvements for the Solid Waste Division.
- Ensures compliance with all applicable local, state, and federal regulations governing solid waste management and environmental standards.
- Responds to service disruptions, emergencies, complaints, and public inquiries, providing resolutions and maintaining a high level of customer service.
- Prepares and presents reports, correspondence, and operational updates to City leadership and elected officials as required.
- Collaborates with internal departments, external agencies, and vendors to coordinate service delivery, special projects, and regulatory compliance.
- Oversees training and development programs to ensure staff are properly equipped to perform duties safely and efficiently.
- Investigate incidents, accidents, and safety concerns, ensuring corrective actions are taken as necessary.
- Performs related duties as required to support the effective operation of the Solid Waste and Yard Waste Divisions.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Supervisor	
GRADE LEVEL: 217	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in business or public administration or related discipline.
- One (1) year of solid waste or related experience or an equivalent combination of education, training and experience.
- At least two (2) years of supervisory or lead experience overseeing solid waste operations or personnel, is preferred.
- Strong knowledge of solid waste practices, equipment procurement, and regulatory compliance.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Supervisor	
GRADE LEVEL: 217	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Technician I	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

The Solid Waste Technician I provides front-line customer service and operational support for the City's Solid Waste, Yard Waste, and Recycling services. This position assists with trash collection, recycling bin delivery, and litter removal while providing courteous, responsive service to residents and businesses. Work is performed under the direction of the Solid Waste Technician II and Supervisor, following established procedures and priorities to ensure high-quality service delivery and support for the community. Tasks are completed with close general supervision, with discretion to determine the most effective methods for routine assignments.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assists with the collection of trash and litter from public spaces, including parks, beaches, business districts, and City-owned areas.
- Delivers recycling bins and totes to residential and business locations as directed.
- Follows instructions from the Solid Waste Technician II and Supervisor to complete daily tasks safely and efficiently.
- Compiles and maintains record of complaints, direct written requests to the contractor's representative.
- Answers inquiries from city staff of various departments and works with staff in other city departments and the contractor's representatives to maintain an excellent level of customer service.
- Provides customers with written guidelines in order to comply with contract specifications.
- Performs office duties as well as field service duties, including, although not restricted to on-site investigation of reported misses of curbside service, picking up missed garbage in order to accommodate the curbside customer, maintaining vehicle and required tools, etc.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Six months of customer service, clerical support or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Technician I	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.



CLASS TITLE: Solid Waste Technician I	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Technician II	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

Summary Objective

The Solid Waste Technician II plays a vital role in maintaining the cleanliness and appearance of public spaces throughout the City. This position is responsible for the daily collection of trash from City-owned receptacles, removal of litter and debris, delivery of recycling bins and business toters, and related maintenance tasks. Work is performed under close to general supervision with the expectation of exercising sound judgment in determining how and when tasks are completed.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs daily collection of trash from City-owned garbage cans in parks, beaches, downtown, and other public areas.
- Coordinates and delivers recycling bins to designated locations.
- Follows all safety procedures and utilizes proper equipment to ensure safe work practices are maintained at all times.
- Collaborate with other departments or divisions to assist with operational support as needed.
- Ensures safe practices and incorporated in all activities performed.
- Performs other related duties as assigned to support the effective operation of the Solid Waste Division.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of maintenance, labor or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Solid Waste Technician II	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Stores Clerk	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform storekeeping duties involving the receipt, recording, storage, inventory control and issuance of materials and supplies for the city utilities program.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Solicits quotations for materials at the lowest cost consistent with specifications.
- Prepares requisitions for materials and supplies.
- Coordinates meetings with customers/departments to determine key stock levels and acquisition planning.
- Inspect the quality and quantity of received goods to accept or reject.
- Operates computers in order to input inventory data, and maintain inventory data.
- Receives, completes, and/or submits records and documents including work orders, invoices, deliveries.
- Processes stores requisitions and work orders.
- Utilizes various types of equipment and tools such as computers, copier, 2-way radio, fork-lift, material handling equipment.
- Performs radio and telephone communications as needed.
- Performs annual inventory.
- Maintains security of stockroom.
- Perform stocking shelves, maintain presentable zoning and uniformity, other tasks as required.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- One month of clerical support, customer service or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Stores Clerk	
GRADE LEVEL: 204	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Forklift certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Street and Stormwater Supervisor	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to construct and maintain all streets, sidewalks, street sweeping, and stormwater infrastructure.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Recommends, develops proposed agreements and scopes of services, and coordinates approved professional services (engineering, surveying, real estate attorney etc.) to accomplish planning, reports, and projects. Utilizes the City Purchasing Manual and Contractors Competitive Negotiation Act as guidelines for professional services.
- Prepares, implements, controls, and monitors Streets and Stormwater budget and performance as well as making budget recommendations to the Department Director.
- With approval from the Director, implement changes in operational procedures, staffing, physical layout, materials used, etc. to improve program productivity.
- Implements, utilizes and manages information systems to track maintenance schedules, costs, history, statistics, and work order tracking.
- Assists in the preparation of construction and maintenance cost estimates and related specifications.
- Ensures the City meets regulatory requirements and is positioned to meet future such requirements, including Federal Clean Water Act requirements and its associated joint National Pollution Discharge Elimination System (NPDES) permit.
- Responsible for preparing regulatory updates to Director and City leadership, reporting, activities scheduling, task completion, and data collection to maintain regulatory compliance.
- Maintains stormwater maintenance records, task schedules, data and reports. Compiles and submits same, with approval of the Director, for required regulatory reporting and compliance.
- Develops and oversees stormwater related Capital Project Plan according to approved priority and rate structure as required for successful execution from initial concept through completion.
- Coordinates with other City departments to ensure required review of control measure requirements for all active construction sites. Assures that the desired benefits of stormwater management systems are being achieved and a consistent level of technical expertise and professional conduct

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Street and Stormwater Supervisor	
GRADE LEVEL: 219	
STATUS: EXEMPT	

for all individuals responsible for inspecting erosion and sediment controls and stormwater management systems

- Serves as the City's representative, as assigned, for coordination of stormwater regulatory program with City staff; communicating with the public and with other agencies; and for regulatory contacts.
- Assists in the development and implementation of public education programs and other activities as outlined in the permit.
- Supervises the daily operations for Roads, and Streets and Stormwater.
- Maintains streets maintenance programs. Maintains records, task schedules, data and reports. Compiles and submits the same, with approval of the Director, for required approval, tracking, and planning.
- Develops and oversees roadway related capital projects according to City policies and procedures.
- Manages and monitors road inventory for sufficiency rating using information technology
- Participate in conference calls and meetings.
- Monitors and approves payroll.
- Formulate Standard Operating Procedures; implements, gathers and stores data; complete and submit Annual Report.
- Procures and manage contracts and grants.
- Responds and assists in emergency operations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration or related discipline.
- Ten years of street and stormwater utilities or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, climbing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Street and Stormwater Supervisor	
GRADE LEVEL: 219	
STATUS: EXEMPT	

- Extreme heat and/or cold; Wet or humid conditions.
- The work environment/conditions characteristics described herein are representative of those employee encounters while performing the essential functions of this job and are not an all-inclusive list.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.
- FDOT MOT Certification within 1 year.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Sustainability Program Manager	
GRADE LEVEL: 217	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to strategically plan, coordinate, monitor and promote initiatives to promote local environmental, energy, economic, and social sustainability.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Develops, implements, supervises actions and policies to reduce environmental impact, conserve resources, and promote economic and health benefits of sustainable practices outlined in the Sustainability Plan in city-wide program management.
- Fosters partnerships with local organizations, neighboring government agencies and community groups to leverage resources and expertise in advancing common goals; participates in local and regional Sustainability Networks and workgroups.
- Tracks energy use, identifies potential energy efficiency improvements to City facilities, performs cost-benefit analyses. Recommends and implements energy-saving measures and waste reduction strategies and programs.
- Manages program requirements and prepares regular reports on progress and achievements. Supports work of other departments as related to sustainability.
- Manages and tracks the budget for the sustainability program and provides support for grant management as applicable to the sustainability program.
- Reviews and interprets complex scientific and environmental reports. Collects and analyzes data for sustainability metrics and performance indicators.
- Researches and applies for local, state, federal grants; seeks funding to support sustainability initiatives within City; performs post-award grant management, compliance reporting, and communications with state and federal agencies.
- Facilitates monthly Sustainability Advisory Committee meetings, minutes, post agenda documents for public meetings. Partners with Committee members on Sustainability Plan actions as designated by elected officials.
- Collaborates interdepartmentally through Sustainability and Resilience staff team to incorporate sustainability concepts and resilience considerations into plans and projects. Provides training and education to staff on best practices.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Sustainability Program Manager	
GRADE LEVEL: 217	
STATUS: EXEMPT	

- Engages with local community and partner organizations to promote sustainability awareness and deliver education programs. Encourages sustainable choices through outreach such as city-wide open house.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Sustainability, Environmental Science, Environmental Policy or Natural or Physical Sciences or related discipline.
- Two years of related experience in the sustainability or environmental field, with experience in program management, reporting, public engagement, policy development and implementation, or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Sustainability Program Manager	
GRADE LEVEL: 217	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician I - Streets	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision, performs a variety of maintenance duties for the Streets and Stormwater Department, such as, concrete finishing, concrete forming, asphalt labor, roadway cleaning/clearing, storm drain repair and construction labor and any other related duties.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs a variety of general manual maintenance labor which will require light to heavy lifting.
- Performs labor to assist concrete forming of sidewalks, curbs, roadways and other projects as assigned.
- Ensures safe practices are incorporated in all activities performed.
- Performs labor to assist in the proper installation of asphalt and roadway base materials, brick and other related projects.
- Ensure that the work area is clean and neat.
- Performs labor to assist in the maintenance of storm drain network, repair of storm drains, repair of storm drains covers, inlet boxes, repair of pipe and or replacement and other related duties.
- Performs equipment and tool operations for various tools and equipment.
- Performs preventative maintenance on equipment and tools prior to performing assigned duties to include but not limited to safety equipment check, and appropriate pre-operation maintenance.
- Performs limited heavy equipment operations as certification and needs dictate.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Responds and assists in emergency operations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- At least one year's experience as a laborer is preferred.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, climbing, digging, pushing and raising objects and involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician I - Streets	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- MOT Certification within 1 year.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician I - Streets	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE Technician II - Stormwater	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

Summary Objective

Under limited supervision, operates and maintains various heavy equipment in performing a variety of maintenance duties for the Streets and Stormwater Division. Oversee assigned workers, ensuring productivity, quality, and safety in the completion of maintenance work. Perform operations, Infrastructure televising and mapping, maintenance and record keeping.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Operates and maintains equipment in a safe and effective manner.
- Water Quality Testing.
- Performs CCTV television and reporting on infrastructure.
- Assists with GIS mapping of infrastructure.
- Performs preventative maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment checks, vehicle walk-around, appropriate pre-operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Utilizes and maintains various types of equipment and tools in a safe manner as requested.
- Performs general maintenance duties for the Streets and Stormwater Division including digging ditches; trash removal; and bush hogging as necessary.
- Ensure that the work area is clean and neat.
- Performs regular maintenance and associated record keeping as assigned.
- Serve as a working leader in performing tasks related to stormwater maintenance.
- Coordinates staff assignments to include assigning, reviewing and planning work duties and maintaining established standards.
- Streets and Stormwater Supervisor in the evaluation of assigned employees.
- Assists Streets and Stormwater Supervisor in training other staff.
- Performs hand/power tool operations for various tools, such as pitchfork, shovel, rake, chain saw, etc. as necessary.
- Performs preventative maintenance on tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
- Ensures safe practices are incorporated in all activities performed.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Responds and assists in emergency operations.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE Technician II - Stormwater	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two years of stormwater maintenance, labor or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing, climbing, and raising objects and involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- MOT Certification within 1 year.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE Technician II - Stormwater	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician II - Streets	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

Summary Objective

Under limited supervision, performs limited supervisory function over assigned staff as needed and assists cement finisher/crew leader with duties as required. Performs a variety of cement finishing duties such as preparing forms; building sidewalks, curbing, manholes, catch basins and laying blocks and bricks as required.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Demolition of old sidewalk and preparation of forms for new sidewalks and curbing.
- Constructs sidewalks, curbing, manholes, catch basins, etc.
- Insures safe practices are incorporated in all activities performed.
- Lays blocks and bricks as required.
- Patches roadways as required.
- Performs equipment and tool operations for various tools and equipment, to include but not limited to dump truck, front end loader, backhoe, tractor, compactor, masonry tools, pick, shovel, hammer, nail, cement and hot mix.
- Performs preventative maintenance on equipment and tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
- Acts as an extension of concrete crew leader when needed.
- Serves as an inspector of City Right-of-Ways to assist the Division in the data collection, enforcement and maintenance of the City's Sidewalk Inspection Plan (SIP).
- Oversee other technicians in performing tasks related to asphalt application, cement finishing and any other technical work as required.
- Coordinate staff assignments to include assigning, reviewing and planning work duties and maintaining established standards when needed.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Completes required paperwork, including record keeping.
- Responds and assists in emergency operations.
- Performs related work as assigned.
- Performs monthly facility Safety inspection of Public Works Compound and submits reports.



CLASS TITLE: Technician II - Streets	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two years of street maintenance, asphalt, concrete pouring or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, climbing, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FDOT MOT Certification within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician II - Streets	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician I - Stormwater	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Summary Objective

Under general supervision, performs a variety of maintenance duties for the Streets and Stormwater Department, such as storm drain cleaning/clearing, storm drain maintenance labor, stormwater treatment facility maintenance, stormwater water quality testing and any other related duties.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs a variety of general manual maintenance labor which will require light to heavy lifting.
- Performs labor related to the stormwater section and other projects as assigned.
- Insures safe practices are incorporated in all activities performed.
- Ensure that the work area is clean and neat.
- Performs labor to assist in the inspection, maintenance of storm drain network, cleaning of storm drains, repair of storm drains, repair of storm drains covers, inlet boxes, repair of pipe and or replacement and other related duties.
- Performs required inspections and maintenance of stormwater treatment facility in consistence with NPDES and other applicable regulations.
- Operates equipment and tools for various tasks.
- Performs preventative maintenance on equipment and tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
- Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by referring to appropriate supervisory personnel.
- Remains diplomatic and is effective in dealing with customers in a variety of situations.
- Responds and assists in emergency operations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- At least one year's experience as a laborer is preferred.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, climbing, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician I - Stormwater	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License required.
- Valid Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 6 months.
- MOT Certification within 1 year.
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Certification required within 1 year.
- Illicit Discharge Inspector Certification required within 1 year.
- FSA Stormwater Operator – Level 1 required within 1 year.
- FSA Stormwater Operator – Level 2 required within 2 years.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work On-Call shifts including nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Technician I - Stormwater	
GRADE LEVEL: 205	
STATUS: NON-EXEMPT	

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Traffic & Signage Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The Traffic and Signage Technician is responsible for the fabrication, installation, maintenance, and repair of traffic control signs, street markers, roadway markings, pedestrian crosswalk systems, and waterway markers within City limits. This position supports safe and efficient traffic flow by ensuring signage and markings meet applicable standards and remain in good condition. The Technician also assists with traffic and crowd control for special events in coordination with the Police Department. Work is performed independently under limited supervision, with major activities reported through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Fabricates traffic control signs, street markers, and municipal signage using reflective and non-reflective materials, computer-aided equipment, and applicable tools.
- Installs, inspects, and maintains traffic signs, street name markers, and other directional or regulatory signage throughout the City.
- Maintains accurate records of completed work, materials used, and the location and condition of all signage and pavement markings.
- Arranges and installs pavement markings on streets and in parking lots.
- Sets barricades for special events, coordinate with P.D. for each event.
- Responds to down signs and resident complaints.
- Pay invoices, file paperwork, Naviline, Visa works, etc.
- Installs/maintains crosswalk push button L.E.D. systems and beacons. Solar powered electronic assembly and troubleshooting.
- Maintains waterway markers, buoys and signs.
- Order materials and stock for sign making and project installs.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Two (2) years of sign fabrication, traffic signage or markings or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Traffic & Signage Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- IMSA Signs & Pavement Markings Tech I & Tech II certification.
- FDOT Intermediate Temporary Traffic control certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

CLASS TITLE: Traffic & Signage Technician	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Customer Service Manager	
GRADE LEVEL: 217	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to supervise employees in the areas of the utility customer service, utility billing, meter reading, and land management/addressing program. Duties require in-depth knowledge of policies and procedures.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Supervises and performs the utility billing functions which include meter reading and the accurate preparation of customer utility bills.
- Approves utility account adjustments per City ordinances and policies; terminates accounts, transfers balances, reverse checks per Clerk's Office.
- Researches accounts via remote computer terminal and Pinellas County property data base, in order to aid in resolving accounts problems and providing account information.
- Supervises the processing of service orders and work orders for new and terminated accounts, connections and disconnections of utility service, and transfers and meter checks.
- Prepares and maintains monthly reading and billing schedule.
- Responsible for assuring that all internal controls and policies are followed.
- Responds to and resolves customer concerns in a timely and professional manner.
- Ability to handle customer issues in a professional manner that respects customers concerns while supporting interests of the City, its citizens and stakeholders
- Ability to communicate effectively and professionally, orally and in writing.
- Ability to establish and maintain professional working relationships with customers, subordinates, co-workers and other City departments.
- Ensure professional customer service by subordinates.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Customer Service Manager	
GRADE LEVEL: 217	
STATUS: EXEMPT	

- Provides customer service training to subordinates.
- Considerable knowledge of the operations, policies and procedures of the department and to make recommendations for improvements.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Four years of customer service, accounting, utilities billing or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Customer Service Manager	
GRADE LEVEL: 217	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Maintenance Supervisor	
GRADE LEVEL: 219	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform as chief mechanic in completing electrical and mechanical repair work and preventative maintenance for equipment in the Wastewater Treatment Facility, Water Supply Facilities, lift stations, water wells, the City Splash Park, athletic field lighting systems, cemetery irrigation and pumping systems, golf course pumping systems, and other assigned City facilities involving mechanical equipment, controls, pumps and electrical panels.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Required to emulate a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Maintains Supervisory Control and Data Acquisition (SCADA) control systems citywide. Completes testing and troubleshooting of mechanical and electrical problems. Performs calibrations of monitoring equipment.
- Utilizes various types of other machinery and equipment including backhoe, stand-by pumps, generators, various lift equipment, welder, saws, small hand tools, electrical tools and plumbing supplies.
- Identifies and promptly addresses any safety issues related to assigned operations.
- Performs functional tests to identify and correct system failures.
- Performs acceptance tests of new equipment and inspect the installation of equipment and systems for conformance with plans and specifications.
- Performs original design work required to implement analog and digital system modifications.
- Performs routine electric and/or acetylene welding, brazing and/or soldering repairs and fabrications as required.
- Utilizes, maintains, calibrates, and repairs electrical, electronic, hydraulic and pneumatic test instruments.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Maintenance Supervisor	
GRADE LEVEL: 219	
STATUS: NON-EXEMPT	

- Removes and replaces defective equipment in systems.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Eight years of electrical, mechanical repair, preventative maintenance for wastewater treatment plants, reverse osmosis or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Vocational training, certifications, or classes in Industrial Technology and Circuitry, or Computer Skills highly desirable.
- Electrical licensing or experience is desirable. Welding certification and experience is desirable.
- Certification and training with irrigation systems and a variety of control systems desirable.
- Depending on area of assignment, a Florida Class "B" (COL) License with Air Brake Endorsement and Tanker Endorsement is required within 180 days of employment.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Maintenance Supervisor	
GRADE LEVEL: 219	
STATUS: NON-EXEMPT	

- FWPCOA Class "B" Collection Certificate OR Level III Water Distribution License (at discretion of supervisor) is required within one year of eligibility.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Operations Specialist	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to assist in the daily operations of Water Distribution, Wastewater Collections, and Meter Repair department. The position is responsible for locates, completing utility availability statements, entering staff time, entering field work orders, and supports the Water Conveyance Supervisor in coordinating daily tasks and scheduling of the Water Distribution, Wastewater Collections Staff and Meter Repair staff.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Responsible for the daily management of the water, sewer, and reclaimed utility locate program.
- Required to emulate a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Tracks and coordinates the completion of all water, sewer, and reclaimed water utility locates in accordance with applicable State of Florida utility locate requirements.
- Maintains a current program and system for reliably locating utilities in a timely and efficient manner. Ensures that staff are utilizing the best information and current equipment and technology to map and locate utilities in the field, under the guidance of the Water Conveyance Supervisor.
- Reviews and completes all Utility Availability Statement (UAS) requests using GIS and/or by completing a field visit with appropriate staff.
- Coordinates updates to City water and wastewater utility maps in the City's Geographical Information System (GIS) with GIS staff.
- Participate as a member of the City's Technical Review Committee (TRC) and attends the required meetings. Reviews plans for new construction and development for conformance with City utility standards and provides input on newly proposed projects with regard to water and wastewater utilities.
- Assists Water Conveyance Supervisor and lead technicians in tracking, scheduling, and completing water, sewer, and reclaimed water Work Orders. Utilizes the City work order (WO) system to capture upcoming work, past work completed, and the cost associated with each repair.
- Regularly evaluates water loss and water quality within the water distribution system and recommends and implements actions to address areas of need.
- Develops SOPs for and tracks utility uses of non-revenue water including water quality flushing in coordination with utility and other department staff.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Operations Specialist	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

- Assists Water Conveyance Supervisor and Water Quality Specialists in enforcing and tracking the cross-connection control program as assigned.
- Leads or assists with various notification requirements related to the water system or wastewater system, including determining affected areas, preparing PBWN (Precautionary Boil Water Notice) notices, posting of door hangers and knocking on resident's doors, possibly at irregular hours due to emergency. Complete state required reporting as needed. This includes after normal business hour responses in the event of an emergency water service interruption.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- One year of public water and wastewater systems operation, maintenance or related experience or an equivalent combination of education, training and experience.
- Two years of Customer Service Experience

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations plus field work.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Position is required to work outdoors which may expose position to extreme weather conditions.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Wastewater Collections A certification.
- Water Distribution level 3 certification.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utilities Operations Specialist	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utility Billing Technician I	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide customer service for utility consumers in a municipal atmosphere. This job works under close to general supervision according to set procedures but determines how or when to complete tasks.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs various duties involving the billing of basic utility service as well as temporary water and garbage service for contractors, land developers and residential property owners.
- Opens and closes utility accounts, maintains various records, includes the billing of water, sewer, sanitation and stormwater.
- Responds to citizens, city staff and departments' inquiries and concerns.
- Greets and assists customers in lobby, questions, account terminations, misc.
- Complete all service orders, file, purge and maintain file system.
- Creates and maintains account holder security card file.
- Receives and processes the leak adjustment requests for our customers using the structured rates and various account types.
- Responsible for uploading and downloading meter technician data for processing.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Six months of clerical or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utility Billing Technician I	
GRADE LEVEL: 206	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



CLASS TITLE: Utility Billing Technician II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide specialized individual billing of the utility services provided by the City of Tarpon Springs. The work involves computerized processing, maintenance and reporting.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Answers the phone and assists customers, transfers calls to the appropriate person and/or department and takes messages as needed.
- Establishes new customer accounts; insures proper initial readings are entered for new accounts; enters meter numbers into accounts; verifies changes of service and leave service balance of previous customers, and establishes, updates, and deletes accounts for multiple temporary development needs.
- Responds to citizen complaints, researches problems, and provides answers to their questions.
- Performs various clerical duties such as filing, copying, sorting, and running daily reports.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One year of customer service, sales, clerical or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- None.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Utility Billing Technician II	
GRADE LEVEL: 208	
STATUS: NON-EXEMPT	

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician I	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide an opportunity for entry-level on-the-job experience and knowledge for successfully achieving licensing/certification in the assigned area of operations. Under general operator supervision, performs skilled and semi-skilled work in the water collection field.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Relieves or clears sewer system blockages.
- Assisting water with vac truck to vac down to water leaks and maintain ground water levels
- Inspects wastewater collection system for proper operation and condition.
- Assists with inspecting and maintaining lift stations as assigned.
- Participates in the installations of a wide variety of pipeline fittings and pipeline repair components.
- Performs installation of manhole rings and covers and demonstrates ability to adjust manhole ring and cover to grades as needed.
- Repairs and installs manholes and any other sanitary sewer components.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- One year of public wastewater systems maintenance and repair or related experience or an equivalent combination of education, training and experience.
- One year of experience in public wastewater systems maintenance and repair.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician I	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with an acceptable driving history within six months of hire.
- FWPCOA Level C Wastewater Collection Certification.
- Skid Steer and Mini-excavator training certification preferred
- OSHA 10 and Confined Space Training
- FDOT MOT Training

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician I	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician II	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to performs skilled and semi-skilled work in the installation, maintenance, and repair of sewer laterals, mains, and manholes.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Inspects wastewater collection system for proper operation and condition.
- Provides preventative maintenance on the wastewater collection system.
- Leads or performs installation of manhole rings and covers, and demonstrates ability to adjust manhole ring and cover to grades as needed.
- Oversee work of Technician I on projects of moderate complexity
- Water sampling and FDEP compliance
- Repairs and installs manholes and any other sanitary sewer components.
- Assists with inspecting and maintaining lift stations as assigned.
- Uses CCTV to view the wastewater collection systems to identify problems.
- Leads or participates in the installations of a wide variety of pipeline fittings and pipeline repair components.
- Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- Relieves or clears sewer system blockages.
- Leads response or responds to wastewater emergencies per procedures and training to ensure protection of public health, property, and the environment.
- Leads or assists in locating utilities as assigned.
- Emergency response work required after regular working hours.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Three years of public wastewater systems maintenance and repair or related experience or an

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician II	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves walking, standing, stooping, jumping, shoveling, lifting, digging, pushing and raising objects and also involves exerting between 30 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with Air Brake Endorsement and an acceptable driving history.
- FWPCOA Wastewater collection system Class C and Class B certificate.
- OSHA 10 and Confined Space Training
- FDOT MOT
- Skid Steer, Mini-Excavator, Backhoe

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician II	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician III	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform specialized and complex work to support the daily operations of the city's wastewater system. which includes the following construction, maintenance, and repair of system. Provides leadership and assists in supervising.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assists in supervising subordinate division personnel.
- Coordinates staff activities, instructing, scheduling, assigning, inspecting, reviewing and planning work of others.
- Leads a pro-active inspection, cleaning, and maintenance program, as assigned, to maintain compliance and prevent overflows.
- Inspects wastewater collection system for proper operation and condition.
- Assists with inspecting and maintaining lift stations as assigned.
- Leads the installations of a wide variety of pipeline fittings and pipeline repair components.
- Leads installation of manhole rings and covers, and demonstrates ability to adjust manhole ring and cover to grades as needed.
- Repairs and installs manholes and any other sanitary sewer components.
- Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- Relieves or clears sewer system blockages.
- Leads response to wastewater emergencies per procedures and training to ensure protection of public health, property, and the environment.
- Leads in locating utilities as assigned.
- Leads Wastewater Collection programs and other assigned programs.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician III	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Three years of public wastewater systems maintenance and repair required and supervisory experience or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves walking, standing, stooping, jumping, lifting, shoveling, digging, pushing and raising objects and also involves exerting between 30 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- OSHA 30 and Confined Space Training
- FWPCOA Level "C", "B", "A" Wastewater Collection Certifications.
- FDOT MOT
- Skid Steer, Mini-Excavator, Backhoe, Excavator Certification

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Technician III	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Division Coordinator	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to performs various office administrative duties for the Wastewater Division such as customer service, procurement processing, payroll processing, budget tracking, word processing, records maintenance, vendor billing, data entry, filing, bookkeeping, compliance reporting, and report preparation.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Processes reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation and adherence, data entry, maintains time sheets, payroll processing, preparation of activity sheets and laboratory data.
- Enters personnel documents, single source procurement requests, and expense reports.
- Assists employees, customer service, monitors security gates, issues gate security cards.
- Answer phones and dispatch calls, greet visitors, receive deliveries and distribute.
- Enter Purchase Card Receipts daily for monthly reconciliations.
- Responds to routine complaints and requests for information with tact, and ensures appropriate follow-up concerning resolution.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of administrative, clerical support or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Division Coordinator	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Frequent Exposure to:

- Bright/dim light, dust and pollen
- Extreme heat and/or cold, wet and humid conditions
- Extreme noise levels, animals/wildlife
- Vibration, fumes and or noxious odors

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Division Manager	
GRADE LEVEL: 221	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to manage the daily operations of the Wastewater Treatment Facility, assist plan of public and private lift stations, collections system, reuse distribution system, industrial pretreatment and Fats/Oil/Grease prevention programs.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Fulfills duties of Chief Wastewater Plant Operator and Environmental Inspector when needed.
- Coordinates staff training programs.
- Administers employee recruitment, hiring and development of division sustainability.
- Analyzes departmental and divisional work programs; recommends and implements improvements to work practices, procedures, forms, and equipment use; prepares and/or supervises the preparation of division procedure manuals and organizational and workflow charts; participates in Department planning and strategic efforts; when requested, attends management staff meetings to advise on the progress of projects, programs, and studies.
- Manages the preparation of and reviews reports on a variety of administrative management, environmental review and compliance, and wastewater treatment and education issues; may serve as the department representative in connection with statutory requirements for notice, publication, and other official actions; may be required to sign official documents on behalf of the department and City.
- Assists in the preparation and evaluation of Requests for Proposals (RFPs) for professional services related to the Division; manages consultant contracts and projects as assigned. Recommends, develops proposed agreements and scopes of services, and coordinates approved professional services (engineering, surveying, real estate attorney etc.) to accomplish planning, reports, and projects. Utilizes the City Purchasing Manual and Contractors Competitive Negotiation Act as guidelines for professional services.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Division Manager	
GRADE LEVEL: 221	
STATUS: EXEMPT	

- Conducts negotiations with individuals, corporations, and/or other government agencies regarding permit conditions, regulatory requirements, etc.; conducts and participates in public hearings in order to present the City's position, provide information and clarification, and receive input from interested parties.
- Implements water reuse program and associated education program efforts, projects, related funding/grants, and public outreach;
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Eight years of wastewater utilities, treatment facilities, conveyance system experience to of which two years are in a supervisory position or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- May perform medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Slippery and uneven surfaces.
 - Heights and climbing
 - Electrical shock from High/Low voltages
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Division Manager	
GRADE LEVEL: 221	
STATUS: EXEMPT	

- Wastewater Treatment Plant Operator "A" licensure, Wastewater Collections "A", and Industrial Pretreatment "C" certifications issued by the State of Florida.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Plant Operator “C”	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform operations and maintenance assignments in addition to custodial tasks related to the operations of the Wastewater Treatment Plant. Collects and computes routine and special daily samples, readings and data, and records data into computer.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Inspects and services a variety of machinery and equipment related to plant operations including tanks, pumps, bar screens, clarifiers, scum troughs and pits, etc. on a regular basis.
- Performs such maintenance procedures as oiling and greasing equipment, cleaning parts as necessary, removing rust, checking for leasing, correcting any defects in equipment or facilities.
- Collects routine and special water samples daily and performs specified tests; records data into computer and reports and irregularities.
- Operates the sludge dewatering system; monitors and adjusts the process as needed.
- Maintains various records such as computer log, preventive maintenance records, waste log residual log, monthly log, sludge wasting form, flow charts and DO log.
- Utilizes various types of machinery and equipment including tractors, trucks, computer, calculator, copier, garden equipment, sludge centrifuge, settleometer, microscope, carpenter's tools, mechanic's tools and general office supplies.
- Responds to after-hours Scada alarms and emergencies during call duty.
- Routinely participates in safety and development training programs.
- Operates and maintains SCADA systems.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- One month of utilities, public pump-mechanical operations or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Plant Operator “C”	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves routine walking, climbing or standing and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and or cold; wet and humid conditions
 - Extreme noise levels, animals/wildlife
 - Vibration, fumes and or noxious odors
 - Slippery and uneven surfaces
 - Heights and climbing
 - Traffic, moving machinery
 - Electrical shock from high/low voltages

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver’s license with an acceptable driving history.
- Wastewater plant operator class C license.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Plant Operator “C”	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Service Worker	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform skilled and semi-skilled in the installation, maintenance, and repair of wastewater systems.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Participates in a pro-active inspection, cleaning, and maintenance program to maintain compliance and prevent overflows.
- Inspects wastewater collection system for proper operation and condition.
- Assists with inspecting and maintaining lift stations as assigned.
- Participates in the installations of a wide variety of pipeline fittings and pipeline repair components.
- Performs installation of manhole rings and covers and demonstrates ability to adjust manhole ring and cover to grades as needed.
- Repairs and installs manholes and any other sanitary sewer components.
- Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- Relieves or clears sewer system blockages.
- Responds to wastewater emergencies per procedures and training to ensure protection of public health, property, and the environment.
- Assists in locating utilities as assigned.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- No prior experience required.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Service Worker	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium to heavy work that involves walking, shoveling, standing, stooping, jumping, lifting, digging, and pushing, and raising objects and also involves exerting between 30 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Successful completion of testing for Florida Wastewater Collection Certification Level "C"
- OSHA 10 and Confined Space Training
- FDOT MOT Training

DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Service Worker	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Conveyance Supervisor	
GRADE LEVEL: 219	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to lead the daily operations of the water conveyance system including potable, reclaimed and sewer. Develop construction and/or repair projects, work with contractors, and assist the Utilities Superintendent.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Supervises Water Conveyance programs, projects, and activities.
- Reviews and evaluates water conveyance infrastructure for planned maintenance, repair, or replacement.
- Supervises detailed condition assessment program with associated recommendations for budget and capital improvement planning.
- Assists Utilities Superintendent in determining work priority and whether it can be completed in house or through contract.
- Assists with contractor selection, monitoring and scheduling, completion of projects.
- Maintains a current program and system for reliably locating utilities in a timely and efficient manner.
- Ensures that staff are utilizing the best information and current equipment and technology to map and locate utilities in the field.
- Maintains standards, supervises troubleshooting and maintenance procedures.
- Supervises supply inventory and purchases, needed tools and equipment per established procedures.
- Ensures proper safety practices and precautions are followed by field personnel.
- Reviews, maintains, and submits required records and reports.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Conveyance Supervisor	
GRADE LEVEL: 219	
STATUS: EXEMPT	

- Receives and responds to customer/public inquiries, concerns, and complaints regarding division activities and services.
- Performs complex and technical work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other distribution components.
- Performs all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations.
- Exercises, maintains, repairs, and installs valves and other distribution system components.
- Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- Installs, tests, and repairs and maintains backflow devices and fire hydrants as assigned.
- Reads, installs, replaces, tests, maintains, and repairs water meters as assigned.
- Regularly evaluates water loss and water quality within the water distribution system and recommends and implements actions to address areas of need.
- Enforces cross-connection control as assigned.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.
- Eight years of public water/wastewater maintenance and repair to include two years of supervisory experience or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Conveyance Supervisor	
GRADE LEVEL: 219	
STATUS: EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- A minimum of FWPCOA Class "B" Collection Certificate OR Level II Water Distribution License is required within 6 months of hire.
- Depending on area of assignment, a Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required within 180 days of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Lead Technician	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is specialized and complex work to support the daily operations of the City's water distribution system. Includes the construction, maintenance, and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs complex and technical work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other water system components.
- Leads Water Distribution programs and activities as assigned.
- Supervises work crews on assigned projects and reviews completed work for quality.
- Collects or supervises the collection of water samples in accordance with procedures and regulations.
- Installs, tests, repairs and maintains backflow devices and fire hydrants as assigned.
- Reads, installs, replaces, tests, maintains, and repairs water meters as assigned.
- Assists in locating utilities as assigned.
- Enforces cross-connection control as assigned.
- Maintains, repairs, and installs valves and other distribution system components.
- Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- Installs, tests, and repairs and maintains backflow devices and fire hydrants as assigned.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of public water systems maintenance and repair or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Lead Technician	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs very heavy work that involves constantly lifting, shoveling, and carrying 50 to 75 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Florida DEP, minimum Level I, Water Distribution Operator's License required.
- OSHA 30 and Confined Space
- FDOT Maintenance of Traffic Certification
- Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required may be determined by assignment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Lead Technician	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician I	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to support the daily operations of the City's water distribution system. Includes the construction, maintenance, and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs skilled and semi-skilled work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other water system components.
- Installs, tests, repairs and maintains backflow devices and fire hydrants as assigned.
- Reads, installs, replaces, tests, maintains, and repairs water meters as assigned.
- Assists in locating utilities as assigned.
- Enforces cross-connection control as assigned.
- Maintains, repairs, and installs valves and other distribution system components.
- Performs emergency response outside of regular working hours.
- Operates heavy equipment, power tools, and performs manual labor.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- One year of public water systems maintenance and repair or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs very heavy work that involves constantly lifting, shoveling, and carrying 50 to 75 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician I	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida DEP, minimum Level III, Water Distribution Operator's License required.
- Depending on area of assignment, a Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required within 180 days of employment.
- OSHA 10 and Confined Space within one year of employment
- FDOT Maintenance of Traffic Certification within one year of employment

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician I	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician II	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to support the daily operations of the City's water distribution system. Includes the construction, maintenance, and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs skilled and semi-skilled work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other water system components.
- Oversee work of Technician I work on projects of moderate complexity.
- Operates heavy equipment, power tools, and performs manual labor.
- Water quality sampling and FDEP compliance
- Installs, tests, repairs and maintains backflow devices and fire hydrants as assigned.
- Reads, installs, replaces, tests, maintains, and repairs water meters as assigned.
- Assists in locating utilities as assigned.
- Enforces cross-connection control as assigned.
- Maintains, repairs, and installs valves and other distribution system components.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college.
- Two years of public water systems maintenance and repair or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs very heavy work that involves constantly lifting, shoveling, and carrying 50 to 75 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician II	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Florida DEP, minimum Level II, Water Distribution Operator's License required.
- Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required.
- OSHA 10 and Confined Space
- FDOT Maintenance of Traffic Certification

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician II	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician III	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is specialized and complex work to support the daily operations of the City's water distribution system. Includes the construction, maintenance, and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs complex and technical work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other water system components.
- Leads Water Distribution programs and activities as assigned.
- Supervises work crews on assigned projects and reviews completed work for quality.
- Collects or supervises the collection of water samples in accordance with procedures and regulations.
- Installs, tests, repairs and maintains backflow devices and fire hydrants as assigned.
- Reads, installs, replaces, tests, maintains, and repairs water meters as assigned.
- Assists in locating utilities as assigned.
- Enforces cross-connection control as assigned.
- Maintains, repairs, and installs valves and other distribution system components.
- Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- Installs, tests, and repairs and maintains backflow devices and fire hydrants as assigned.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of public water systems maintenance and repair or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician III	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs very heavy work that involves constantly lifting, shoveling, and carrying 50 to 75 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Florida DEP, minimum Level I, Water Distribution Operator's License required.
- OSHA 10 and Confined Space
- FDOT Maintenance of Traffic Certification
- Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required may be determined by assignment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Distribution Technician III	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Division Coordinator	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to organize and coordinate office operations in administrative tasks to enhance efficiency and effective communication.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Provides generalized information regarding Water Division policies and procedures to the public and internal staff.
- Provides notification to customers and all related departments and agencies regarding water quality issues, waterline breaks and scheduled interruption of water services.
- Types correspondence, forms, reports, memoranda and related material. Including but not limited to work requests, work orders, requisitions, purchase orders, budget preparation and adherence, data entry, maintains time sheets and payroll processing of activity sheets.
- Prepares, processes and maintains various regulatory reports, records and related documents.
- Processes personnel related requests and documents.
- Maintains filing system which includes preparing files; filing all records pertaining to the Water Division; and archiving old records.
- Updates permitting/ regulations information and databases/forms as needed.
- Conducts research on historical information, as requested.
- Opens and processes incoming and outgoing mail etc.
- Processes requests, coordinates between locator and contractor, and reports back to Sunshine State One Call of Florida regarding locate requests.
- Maintains blanket purchase orders for the division.
- Maintains fixed asset inventory.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two years of administrative, clerical or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Division Coordinator	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Division Manager	
GRADE LEVEL: 221	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to administer and manage the City's Reverse Osmosis Water Supply Facility, Freshwater Wellfield. Provides leadership and guidance by providing long-range planning, organization, scheduling, staffing, information management and budget management.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Analyzes departmental and divisional work programs.
- Recommends and implements improvements to work practices, procedures, forms, and equipment use.
- Prepares and/or supervises the preparation of division procedure manuals and organizational and work flow charts.
- Participates in Department planning and strategic efforts.
- When requested, attends management staff meetings to advise on the progress of projects, programs, and studies.
- Confers with the Superintendent and City staff regarding the capital improvement plan, or other planned projects, and in scheduling and review of status of environmental documents and permit processing for projects.
- Assists the Superintendent in the preparation, justification, and administration of the division and special revenue rate studies and budgets; monitors budget and makes adjustments as necessary; participates in workload forecasting and planning.
- Assists in the procurement and administration of funding, including grants from Federal, State, or regional/local sources.
- Develops and supervises Water Division related capital project plan according to approved priority and funding as required for successful execution from initial concept through completion.
- Performs related work as assigned.

CLASS TITLE: Water Division Manager	
GRADE LEVEL: 221	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree preferred.
- Four years of increasingly responsible experience with water supply utilities, including water supply facility and water distribution system operation, administration, monitoring, and compliance or related experience or an equivalent combination of education, training and experience.
- Prior experience with reverse osmosis treatment facility operation preferred.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, animals, wildlife
 - Vibration, Fumes, Noxious Odors
 - Traffic, Moving Machinery
 - Electrical Shock, Heights

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- State (Florida) Water Treatment Plant Operator or Water Distribution System Operator licensing strongly preferred. Obtaining and advancing such licensing is highly encouraged for this position and may be expected as a part of the job.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Division Manager	
GRADE LEVEL: 221	
STATUS: EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Division Manager	
GRADE LEVEL: 221	
STATUS: EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Plant Operator - A	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to performs highly skilled work in the operation of the reverse osmosis water facility, ensuring compliance with all state and federal regulatory criteria and all safety policies and procedures. Serves as the technical lead for treatment plant operations for the assigned shift as determined by the Chief Operator. Performs work as assigned in the operation and maintenance of water facilities, including the wells, outfall, injection well, and distribution system.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Ensures the efficiency and continuous operation of a computer-controlled reverse osmosis water treatment facility and associated components, to include high pressure membrane system, well pumps, transfer pumping system, flushing system, cleaning system, auxiliary power system, high pressure pumps and diesel engines, de-chlorination system, surface water outfall, and disposal injection well system.
- Operates, adjusts and maintains the membrane cleaning system; monitors and adjusts flow of membrane trains, transfer pumps, pre-filters, cleaning system; and process chemical systems.
- Produces and maintains an adequate flow of quality potable water for residential/commercial usage and fire suppression during both normal and emergency operating conditions.
- Adjusts chemical feeder injection rates then retests and readjusts until correct results are attained.
- Refills chemical feed tanks and maintains disinfection system.
- Operates and monitors wellfield, high service pumping, and concentrate discharge facilities to ensure compliance with all applicable regulations; makes operational adjustments as needed to maintain productivity and compliance.
- Reviews daily technical data and logs.
- Assists operators in troubleshooting system and equipment problems.
- Inspects buildings, systems and equipment for proper condition and safety; takes corrective action as necessary.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Plant Operator - A	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

- Ensures the proper maintenance of vehicles and equipment; supervises the regulation and adjustment of motors, pumps, blowers, valves and other apparatus to meet operational standards.
- Informs mechanics of any mechanical defects in equipment. Prepares work order requests to repair or calibrate plant equipment; makes minor repairs and adjustments to equipment and assists plant mechanics on maintenance projects.
- Assists Maintenance Mechanics in general maintenance, installation, replacement and repairs of equipment.
- Purchases chemicals, parts, supplies and materials required in the operation of the treatment plant.
- Tests feed, permeate/product water in order to calculate chemical feed rates
- Performs required water analysis tests when the plant is online; retests treated water to ascertain that the proper chemical balance has been reached.
- Tests for coliforms, fecal coliforms and heterotrophic bacteria.
- Runs lab proficiency tests, blind tests, known positives and negatives, sterility of vessels and media tests and other tests as required.
- Takes daily samples and tests for bacterial contamination when the plant is online.
- Performs routine and non-routine lab duties. Maintains laboratory logs and other reports required by regulatory agencies.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of treatment plant operations which includes laboratory and maintenance duties or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Plant Operator - A	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Class A Water Operator License.
- EPA SDWA Compliance Training.
- SCADA System Training.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Plant Operator - B	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to ensure safe and clean drinking water is distributed to the citizens of Tarpon Springs. Responsible for maintaining the equipment that produces drinking water through an extensive treatment process of reverse osmosis.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Operates, adjusts and maintains the membrane cleaning system; monitors and adjusts flow of membrane trains, transfer pumps, pre-filters, cleaning system; and process chemical systems.
- Produces and maintains an adequate flow of quality potable water for residential/commercial usage and fire suppression during both normal and emergency operating conditions.
- Adjusts chemical feeder injection rates then retests and readjusts until correct results are attained.
- Refills chemical feed tanks and maintains disinfection system.
- Operates and monitors wellfield, high service pumping, and concentrate discharge facilities to ensure compliance with all applicable regulations; makes operational adjustments as needed to maintain productivity and compliance.
- Reviews daily technical data and logs.
- Assists operators in troubleshooting system and equipment problems.
- Inspects buildings, systems and equipment for proper condition and safety; takes corrective action as necessary.
- Ensures the proper maintenance of vehicles and equipment; supervises the regulation and adjustment of motors, pumps, blowers, valves and other apparatus to meet operational standards.
- Informs mechanics of any mechanical defects in equipment. Prepares work order requests to repair or calibrate plant equipment; makes minor repairs and adjustments to equipment and assists plant mechanics on maintenance projects.
- Assists Maintenance Mechanics in general maintenance, installation, replacement and repairs of equipment.
- Purchases chemicals, parts, supplies and materials required in the operation of the treatment plant.
- Tests feed, permeate/product water in order to calculate chemical feed rates
- Tests for coliforms, fecal coliforms and heterotrophic bacteria.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Plant Operator - B	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

- Runs lab proficiency tests, blind tests, known positives and negatives, sterility of vessels and media tests and other tests as required.
- Takes daily samples and tests for bacterial contamination when the plant is online.
- Performs routine and non-routine lab duties. Maintains laboratory logs and other reports required by regulatory agencies.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of treatment plant operations which include laboratory and maintenance duties or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Class B Water Operator License.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Plant Operator - B	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Service Worker	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide a Water Distribution Technician apprenticeship position to provide an opportunity for trainees to gain on-the-job experience and knowledge for successfully achieving licensing/certification in the assigned area of operations. Under general operator supervision, performs skilled and semi-skilled work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other water system components in the field or at the treatment facility.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS (Under Operator Supervision)

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations.
- Exercises, maintains, repairs, and installs valves and other distribution system components.
- Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- Installs, tests, and repairs and maintains backflow devices and fire hydrants as assigned.
- Reads, installs/replaces, tests, maintains, and repairs water meters as assigned.
- Assists in locating utilities as assigned.
- Participates in Water Distribution programs and other assigned programs.
- Loads and unloads trucks and maintains stock for daily supplies and materials.
- Operates heavy equipment and specialized equipment as required in the performance of daily tasks; equipment includes a backhoe, bobcat, fork lift, ditch witch, trencher, compactor, air compressor, bullet machine, tapping machine, welding tools, mechanic's tools, cutting torch, and various other hand and power tools.
- Maintains assigned equipment, tools, and vehicles.
- Performs work related to special assignments, emergencies, or projects, including but not limited to collecting water samples for analysis, performing plant operator duties as required, etc.
- Assists in various notification requirements related to the water or reclaimed water system, including determining affected areas, preparing notices, posting of door hangers and knocking on resident's doors, possibly at irregular hours due to emergency.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Service Worker	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

- Responds to utility emergencies as required on an emergency basis, rotational assignments 24-hours per day. Subject to call-back at irregular hours.
- Maintains and submits required records and reports
- Receives and responds to customer/public inquiries, concerns, and complaints regarding division activities and services.
- With direction from supervisor, studies technical materials in preparing for licensing and for increased job knowledge.
- Completes required milestones and other requirements with expected level of performance and within established timelines per applicable apprentice/ trainee position policies and requirements.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- No prior experience required.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water Service Worker	
GRADE LEVEL: 207	
STATUS: NON-EXEMPT	

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Successful completion of testing for Florida DEP Level III Water Distribution Operator's License preferred.
- Successful completion of testing for Florida DEP Level III Water Distribution Operator's License required within one year of employment.
- Florida DEP Level III Water Distribution Operator's License required within two years of employment.
- Depending on area of assignment, a Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required within one year of employment.
- OSHA 10 and Confined Space Training

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water/Wastewater Operator Trainee	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Summary Objective

This is a treatment plant operator apprenticeship position to provide an opportunity for trainees to gain on-the-job experience and knowledge for successfully achieving licensing/certification in the assigned area of operations. Under general operator supervision, learns to perform skilled work in the operation and maintenance of the reverse osmosis water facility, advanced wastewater treatment facility, ensuring compliance with all state and federal regulatory criteria and all safety policies and procedures.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Adjusts chemical feeder injection rates then retests and readjusts until correct results are attained.
- Refills chemical feed tanks and maintains disinfection system.
- For water treatment assignment: operates and monitors wellfield, high service pumping, and concentrate discharge facilities to ensure compliance with all applicable regulations; makes operational adjustments as needed to maintain productivity and compliance AND/OR for wastewater assignment: operates and monitors lift stations, collection system, treatment system, outfall, and reclaimed water distribution system.
- Conducts preventative maintenance.
- Reviews daily technical data and logs.
- Assists operators in troubleshooting system and equipment problems.
- Inspects buildings, systems and equipment for proper condition and safety; takes corrective action as necessary.
- Assists Maintenance Mechanics in general maintenance, installation, replacement and repairs of equipment.
- Tests water in order to calculate chemical feed rates; performs required water analysis; adjusts chemical feed rates; retests treated water to ascertain that the proper chemical balance has been reached.
- Tests for operational parameters and records information, recommends or performs adjustments to process as a result.
- Maintains plant security.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water/Wastewater Operator Trainee	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- No prior experience required but preferred.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Slippery and uneven surfaces
 - Heights and Climbing
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; High/Low Voltages

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Successful completion of testing for Florida DEP Class "C" Water Treatment Plant Operator's License OR (at City's discretion) Florida FDEP Class "C" Wastewater Treatment Plant Operator's License required within one year of hire.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Water/Wastewater Operator Trainee	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Yard Waste Facility Operator	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

Summary Objective

The Yard Waste Facility Operator is responsible for the daily operation of the City's Yard Waste Facility in compliance with all applicable federal, state, and local permits, regulations, and ordinances. This position oversees the safe movement of incoming and outgoing materials, ensures an accurate collection fee in accordance with City ordinances, and maintains proper records of facility activities. Duties include daily balancing of receipts, preparing deposits, completing operational reports, and providing directions to customers to ensure efficient, safe, and environmentally responsible facility operations. Work is performed under general supervision with significant independence in determining daily work methods and operational priorities.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Inspect all incoming loads to verify they meet accepted yard waste material guidelines and regulatory requirements.
- Collects disposal fees from customers, issues receipts and tickets, and ensures accurate transaction records in accordance with City ordinances.
- Directs customers to designated areas for safe unloading and proper material placement to support efficient operations and material rotation.
- Prepares and submits daily, monthly, and other required reports on yard waste volumes, transactions, and facility conditions.
- Directs customers for safe and appropriate placement of material to assure proper rotation.
- Balances daily receipts, prepares bank deposits, and reports daily revenue and productivity to the City Clerk's Office.
- Maintains accurate logs of all incoming and outgoing material weights, ensuring compliance with reporting requirements.
- Opens and closes the facility according to established schedules and operational procedures.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Four years of clerical, heavy equipment operation and supervisory experience or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Yard Waste Facility Operator	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class A state commercial driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation for qualified people with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Yard Waste Facility Operator	
GRADE LEVEL: 209	
STATUS: NON-EXEMPT	

responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cemetery Supervisor	
GRADE LEVEL: 217	
STATUS: EXEMPT	

Summary Objective

The purpose of this position is to sell final resting spaces, supervise funerals, provide information via phone or visits from customers and administrative office work.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Assists with establishing work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs administrative duties both during regular hours and after hours for funeral services, including witnessing, burials, leading assigned staff, preparing area for service, coordinating with service providers, locating burials, directing traffic, collecting and transmitting required records, completing orders and sales, reports, and other documentation.
- Performs administrative work to include accounts payables, reconciling credit card statement, reviewing timesheets and processing payroll. Completes budget input and preparation.
- Markets and sells final resting places; plots, crypts and niches. Prepares sales contracts.
- Oversees and coordinates maintenance and repair to cemetery facilities, initiating major repairs according to departmental procedures; recommends needed improvements; and ensures adherence to rules and regulations involving funerals, plots, crypts and mausoleum niches.
- Prepares and processes reports on cemetery activities and conditions; prepares and processes related reports and records, to include, research calculation sheets, burial permits, cemetery charts, irrigation system maps, etc.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Three years in cemetery operations in a supervisory position or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Cemetery Supervisor	
GRADE LEVEL: 217	
STATUS: EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Cemetery Operator	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to supervise and maintain grounds, customer service, flag graves, and assist with services. Provides administrative functions including payroll budgeting.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Manages and coordinates maintenance and repair to cemetery facilities, initiates major repairs according to departmental procedures; recommends needed improvements; and ensures adherence to rules and regulations involving funerals, plots, crypts and mausoleum niches.
- Performs administrative duties both during regular hours and after hours for funeral services, including witnessing, burials, leading assigned staff, preparing area for service, coordinating with service providers, locating burials, directing traffic, collecting and transmitting required records, completing orders and sales, reports, and other documentation.
- Processes weekly payroll and assists with annual budget preparation.
- Inspects grave sites and ensures sites are properly prepared and flags graves for services and monument placement; assists with burials; verifies interments; locates and shows grave sites to owners and prospective buyers.
- Prepares and processes reports on cemetery activities and conditions; prepares and processes related reports and records, to include, research calculation sheets, burial permits, cemetery charts, water line charts, etc.
- Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
- Responds to citizen inquiries and complaints in a timely and courteous manner.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of cemetery operations, grounds maintenance or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Cemetery Operator	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Maintenance Mechanic/Utility	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform specialized, complex and administrative work to support the daily operations of the City's pump stations and the fabrication/repair of City equipment.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Completes electrical and mechanical repair work and preventative maintenance for equipment in Wastewater Treatment Facility, Water Supply Facility, lift stations and water wells including equipment, controls, pumps and electrical panels. Also completes such work at other City facilities, including the Splash Park, City irrigation systems, and generator equipment for City facilities.
- Maintains facility Supervisory Control and Data Acquisition (SCADA) control systems. Completes testing and troubleshooting of mechanical and electrical problems. Performs calibrations of monitoring equipment.
- Leads special assignments, emergencies, or projects, including but not limited to collecting water samples for analysis, responding to sanitary sewer overflows, multi-day maintenance projects, etc.
- Utilizes various types of other machinery and equipment including stand-by pumps, generators, welder, saws, small hand tools, electrical tools and plumbing supplies.
- Performs electrical and plumbing work and other semi-skilled work as required.
- Performs welding duties as needed.
- Performs heavy equipment operation as needed.
- Identifies and promptly addresses any safety issues related to assigned operations.
- Subject to call back 24 hours per day to respond to emergencies. Required to report for Emergency Operations duty as assigned.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four to Six years of maintenance and repair in municipal utilities or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Maintenance Mechanic/Utility	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with Air Brake and Tanker Endorsements with an acceptable driving history.
- FWPCOA Class "B" Collection Certificate is required within one year of eligibility. May be required to advance certification further as determined by the needs of the City.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Lead Maintenance Mechanic/Utility	
GRADE LEVEL: 215	
STATUS: NON-EXEMPT	

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic II/Utilities	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to perform semi-skilled work in performing electrical and mechanical repair work and preventive maintenance for City electromechanical equipment in the water and wastewater divisions. This includes repair and maintenance of water and wastewater treatment facilities.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Completes electrical and mechanical repair work and preventative maintenance for equipment in Wastewater Treatment Facility, Water Supply Facility, lift stations and water wells including equipment, controls, pumps and electrical panels.
- Maintains facility Supervisory Control and Data Acquisition (SCADA) control systems. Completes testing and troubleshooting of mechanical and electrical problems. Performs calibrations of monitoring equipment.
- Rehabilitates and constructs Lift Stations, both inside and outside, covers electrical and structural work, which involves confined space entry with associated hazards and operating cranes.
- Troubleshoots industrial electrical and motor control panels.
- Monitor the splash park and maintaining water chemistry while performing electrical and pool maintenance.
- Generates work orders and effectively plans and coordinates the procurement of materials from vendors and stores for projects of all sizes, while executing and successfully completing those projects in the field.
- Performs pump, motor, electrical, structural, and equipment repairs at the reverse osmosis facility, addressing both large and small-scale projects. Some tasks involve hazardous conditions.
- Repairs and maintains plumbing and pumps for large industrial irrigation, as well as programming and installing electrical drives at the golf course.
- Identifies and promptly addresses any safety issues related to assigned operations.
- Performs related work as assigned.



CLASS TITLE: Maintenance Mechanic II/Utilities	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Four years of water, wastewater maintenance and repair or related experience or an equivalent combination of education, training and experience. At least one year of electrical experience.
- Mechanical, Electrical and or Crane/Heavy Equipment experience and/or training preferred.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with Air Brake Endorsement and Tanker Endorsement and an acceptable driving history.
- Class "B" Wastewater Collection Certificate is required.
- Certified Pool Operator Certification.
- OSHA 10 Lock-out Tag-Out Training Certificate
- FDOT MOT Cert

AMERICANS WITH DISABILITIES ACT COMPLIANCE

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic II/Utilities	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic II/Utilities	
GRADE LEVEL: 211	
STATUS: NON-EXEMPT	

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic I/Utilities	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to maintain and perform preventative maintenance on the Reverse Osmosis facility, the wastewater treatment facility, and all lift stations.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Completes electrical and mechanical repair work and preventative maintenance for equipment in Wastewater Treatment Facility, Water Supply Facility, lift stations and water wells including equipment, controls, pumps and electrical panels.
- Maintains facility Supervisory Control and Data Acquisition (SCADA) control systems. Completes testing and troubleshooting of mechanical and electrical problems. Performs calibrations of monitoring equipment.
- Operates Jet-Vac to clean sewer lines, storm drains and manholes as required.
- Utilizes various types of other machinery and equipment including backhoe, stand-by pumps, generators, welder, saws, small hand tools, electrical tools and plumbing supplies.
- Performs welding duties as needed.
- Performs heavy equipment operation as needed.
- Identifies and promptly addresses any safety issues related to assigned operations.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent.
- Some water, wastewater maintenance, electrical and repair or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Maintenance Mechanic I/Utilities	
GRADE LEVEL: 210	
STATUS: NON-EXEMPT	

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors. Chemicals.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Class B state commercial driver's license with an acceptable driving history. Plus air brake and tanker endorsement.
- FWPCOA Class "C" Collection Certificate is required within one year of eligibility.
- Intermediate MOT certification, basic electrical and instrumentation and Certified Pool Operator preferred.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Lead Technician	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to specialized, complex, and administrative work to support the daily operations of the City's wastewater collection system. Includes the construction, maintenance, and repair of system components to ensure the maximum efficiency and effectiveness of wastewater collection. Provides leadership and assists in supervising subordinate division personnel.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Leads Wastewater Collection programs and activities.
- Supervises work crews on assigned projects and reviews completed work for quality.
- Performs complex and highly skilled work in the installation, maintenance, and repair of sewer laterals, mains, manholes, lift stations, force mains, and treatment facility components.
- Inspects wastewater collection system for proper operation and condition.
- Operates heavy equipment and specialized equipment as required in the performance of daily tasks.
- Reviews the completion, submittal and maintaining of required records and reports.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Two years of public wastewater systems maintenance, construction and repair or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS: Group B

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs heavy work that involves walking, standing, stooping, jumping, shoveling, lifting, digging, pushing and raising objects and also involves exerting between 35 and 50 pounds of force on a regular and recurring basis and 75 to 100 pounds of force on an occasional basis.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Wastewater Collection Lead Technician	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida, minimum Level "B", Wastewater Collection Certification required.
- Ability to obtain Florida Level "A" Wastewater Collection Certification required within 2 years of starting the position as determined by the City.
- Depending on area of assignment, a Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required within 180 days of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



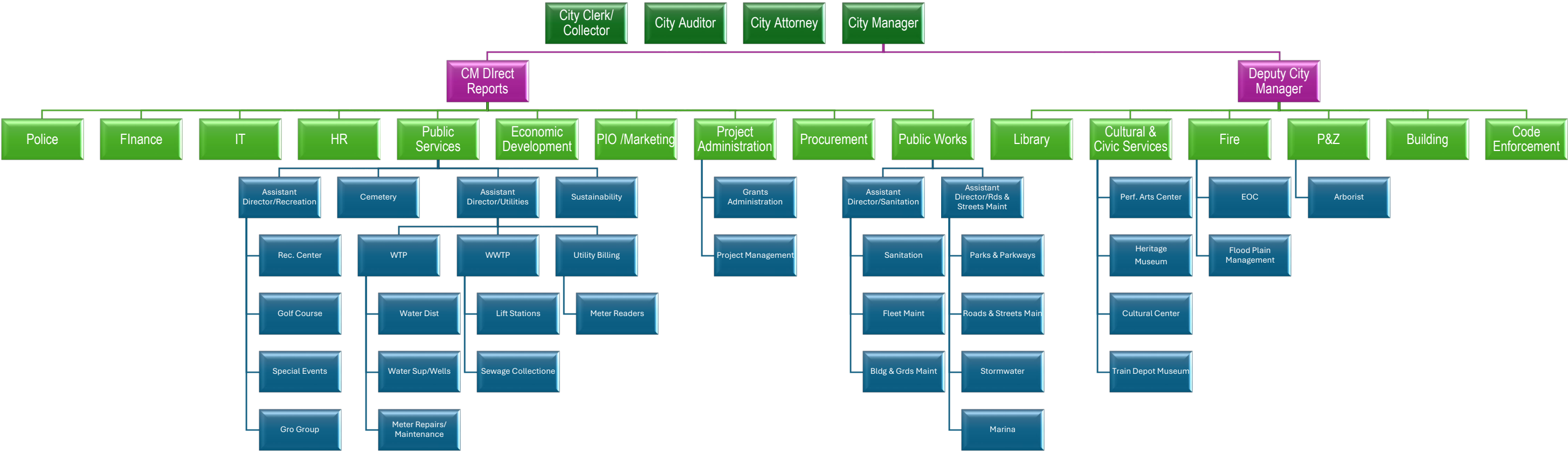
CLASS TITLE: Wastewater Collection Lead Technician	
GRADE LEVEL: 213	
STATUS: NON-EXEMPT	

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

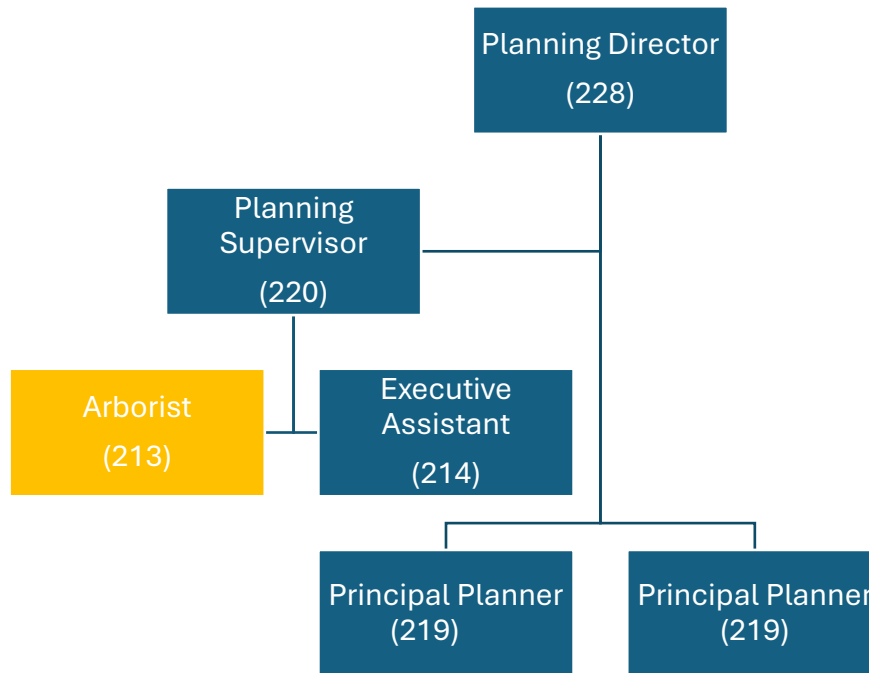
This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



ATTACHMENT D: DRAFT ORGANIZATIONAL CHART FY 2026



Planning and Zoning Department Organizational Changes





324 East Pine Street
Tarpon Springs FL 34689
(727) 942-5638

Memorandum

Date: August 26, 2025
To: Mayor & Board of Commissioners
Through: Chris Cotta, Public Works Director
Tabatha Adkins, Human Resources Director
Charles Rudd, City Manager
From: Bob Robertson, Project Administration Dept. Director
Subject: Public Works Department Re-Organization

Proposed Re-organization for Public Works

With the recent retirement of the Public Works Director and the hiring of Chris Cotta as the new Public Works Director, an opportunity has arisen:

1. Evaluate the current organizational structure to provide for a more balanced distribution of duties
2. Provide an opportunity for existing supervisors to step up into a higher-level management role and create advancement opportunities, and
3. Provide for future succession planning

The re-organization is intended to be position-neutral, as outlined below:

1. Create two divisions within the department, each to be headed by an Assistant Public Works Director and functional reporting areas as suggested below:
 - a. Assistant Public Works Director
 - i. Solid Waste & Yard Waste
 - ii. Fleet Maintenance
 - iii. Buildings & Grounds Maintenance
 - b. Assistant Public Works Director
 - i. Administrative
 - ii. Parks & Parkways
 - iii. Streets & Stormwater
 - iv. Marina
2. Reclassify up to two existing supervisors to serve as “dual role” assistant directors.
 - a. Fill one or both roles with incumbent supervisors within the Public Works Department as promotional recruits.

- b. When/if filled by an incumbent supervisor as intended, the incumbent supervisor would retain their current role as division supervisor while serving in an Assistant Director position.
 - c. The Public Works Director, with approval of the City Manager and Human Resources Director, may reasonably adjust the roles, responsibilities, and reporting structure if needed and in accordance with the requirements of the job position.
- 3. Adjust the annual salary for the promoted employee to either the minimum yearly salary of the newly created Assistant Director Position or other salary increase to be approved the City Manager.

Current and Proposed Organizational charts attached for reference. The Assistant Public Works Director Job Description is included in the new Job Descriptions being implemented for FY 2026.

Recommendation:

Approve the proposed Public Works reorganization with an effective date of September 25, 2025.

ORDINANCE NO. 2025-11

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, AMENDING SECTION 2-13 OF THE CODE OF ORDINANCES OF THE CITY OF TARPON SPRINGS IN ITS ENTIRETY TO PROVIDE FOR QUALIFICATION DATES FOR CANDIDATES TO THE CITY COMMISSION; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, on Tuesday, March 11, 2025, the Board of Commissioner called a Municipal General/Referendum Election for the purpose of electing a Commissioner for Seat # 3 to serve a three-year term and to vote on twenty-four charter amendments. As a result of the vote for charter amendment No. 8, the charter was changed to provide a qualifying time of thirty days; therefore, code section 2-13 must be amended to provide for this, and;

WHEREAS, the provisions of Chapter 100.3605 F.S. allow the Board of Commissioners of the City of Tarpon Springs by ordinance to change the dates for qualifying period; established in subparagraph (a) of Section 11 of the Charter of the City of Tarpon Springs, now, therefore,

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. That Section 2-13 of the Code of Ordinances of the City of Tarpon Springs, is amended in its entirety to read as follows:

§ 2-13. - TIME FOR QUALIFYING.

No person may qualify as a candidate in accordance with [§ 2-12](#) prior to the one hundred ~~thirty-fourth (134)~~ ~~twelfth (112)~~ day preceding the next city election nor later than 5:00 p.m., local time, on the one hundred fourth (104) day preceding the election, provided that if said day falls on a Saturday, Sunday or city holiday, then the filing date shall be extended to 5:00 p.m., the next full business day.

Section 2.

That this Ordinance shall become effective immediately upon final passage and adoption.



CITY OF TARPON SPRINGS
PLANNING & ZONING BOARD / BOARD OF COMMISSIONERS
JUNE 16, 2025 / JULY 8, 2025 / JULY 22, 2025

STAFF REPORT, June 9, 2025

Application No. / Project Title: 25-28 / Tarpon Springs One, LLC, Rezoning

Ordinance: Draft Ordinance #2025-07

Staff: Patricia L. McNeese, AICP
Planning Supervisor

Applicant / Owner: Tarpon Springs One LLC (Thomas Scannell)

Property Size: 17.49 acres total:
○ 13.93 acres of uplands
○ 3.56 acres of wetlands

Current Land Use: Employment (E) and Preservation (P)

Current Zoning: Industrial Planned Development (IPD)

Proposed Zoning: Industrial Restricted (IR)
Land Conservation (LC)

Location / Parcel ID: 310, 320 and 340 Anclote Road on the North and East side of Anclote Road; Parcel IDs 01-27-15-89136-000-0631, 01-27-15-879136-000-0630 (Lot 63), and, 01-27-15-89136-000-0620 ("Lot 62")

SUMMARY:

The applicant has requested rezoning of the property from Industrial Planned Development (IPD) district to Industrial Restricted (IR) district for the purpose of expanding the allowable uses on the site.

PRELIMINARY STAFF RECOMMENDATION:

Staff recommends **denial of Ordinance 2025-07** amending the Official Zoning Atlas from Industrial Planned Development (IPD) District to Industrial Restricted (IR). If the Board of Commissioners grants approval of the zoning change, staff recommends a zoning district designation of Land Conservation (LC) to correspond with the Preservation (P) Future Land Use Map category that applies to the wetlands on the property. Ordinance 2025-07 has been drafted to include this provision.

CURRENT PROPERTY INFORMATION:

Use of Property:	Vacant, wooded
Site Features:	The site consists of wooded uplands and wetlands
Vehicle Access:	The property borders both the east-west and north-south corridors of Anclote Road.



SURROUNDING ZONING & LAND USE:

	Zoning:	Land Use:
North:	<u>Pinellas County:</u> - R-4 (One, Two and Three-Family Residential District) <u>Tarpon Springs:</u> - R-70 (One and Two Family Residential District)	<u>Pinellas County:</u> - Residential Urban (RU) - Residential Medium (RM) <u>Tarpon Springs:</u> - Residential Urban (RU)
South:	<u>Tarpon Springs:</u> - WDII (Waterfront Marine Industry Development District) - WDI-B (Waterfront Commercial Fishing and Tourism Redevelopment District)	<u>Tarpon Springs:</u> - Industrial (I) - Industrial/Employment – Water Dependent (IE-WD)
East:	<u>Tarpon Springs:</u> IR (Industrial Restricted)	<u>Tarpon Springs:</u> Employment (E)
West:	<u>Tarpon Springs:</u> RM (Residential Multifamily)	<u>Tarpon Springs:</u> - Residential Urban (RU) - Resort Facilities Overlay (RFO)

BACKGROUND INFORMATION:

- The property is currently located in the Employment (E) Future Land Use Map (FLUM) category and the Industrial Planned Development (IPD) zoning district. The City has not located a planned development project approval for this property in the City records.
- In response to a Public Records Request, and as part of the review of this rezoning request, staff conducted extensive research into the history of the property (all three parcels listed above) including all City records, property records of the Pinellas County Property Appraiser, and, document records of the Pinellas County Clerk of the Circuit Court and Comptroller. No record of a possible county-approved planned development was located.
- The property and zoning designations appear on the following historical maps:
 - 1970 Zoning Map: Portions of the property that were within City limits were zoned Travel Trailer Park and Highway Business.
 - 1974 Annexation Ordinance (ordinance number unreadable): This document shows “Lot 63” annexed in under a zoning designation of “C-1, Commercial Retail District Zoning to Include Warehouses and Offices.”
 - 1976 Zoning Map: Portions of the property that were within City limits were zoned TP (Travel Park) and IR (Industrial Restricted).
 - 1979 Zoning Map: The entire property was zoned Industrial Planned Development (IPD). This map was based on the 1979 parcel map and was subsequently marked up with later zoning information. A 1981 map shows partial property in the City limits, still zoned “Travel Park,” so both the annexation of the full property and the establishment of the IPD zoning district must have occurred at some point after 1981.
- The narrative submitted by the applicant states that the adjacent property to the east located at 240 Anclote Road (Parcel ID #01-27-15-89136-000-0640) was changed from Highway Business



(HB) to Industrial Restricted (IR). The 1979 Zoning Map (first appearance of this property as being within the City limits) refers to Ordinance 90-37 which annexed that property into the City with the existing Pinellas County designations of Industrial Planned Development (IPD) and Land Conservation (LC). The parcel is now zoned Industrial Restricted (IR).

- The current Land Development Code and Official Zoning Atlas were adopted on May 1, 1990 under Ordinance 1990-10. The Official Zoning Atlas, "Exhibit B" of that ordinance has not been located. It is assumed that the IPD designation of the property occurred between 1981 and 1990 (see above), quite likely with the adoption of the zoning map under Ordinance 1990-10.
- The survey shows that the property contains tidal wetlands that are directly connected to the Anclote River via a culvert located under Anclote Road. There is also a wetland area at the north end of the property.
- The property is bordered on two sides by residential developments. Highland Grove Manor to the north was platted in 1957 and is essentially a single roadway (Jeru Blvd) that includes a mix of single-family and multi-family buildings, the majority of which are not annexed into the City. Tarpon Key Subdivision to the west was platted in 2013, is within the City limits, and is built out with single family homes. The area south of the property is occupied by waterfront uses including boat storage and marinas. To the east of this property is the existing vacant parcel at 240 Anclote Road.
- The subject property is located in the Coastal High Hazard Area.

ZONING DISTRICT AND FUTURE LAND USE DESIGNATION FEATURES:

	CURRENT ZONING Industrial Planned Development	PROPOSED ZONING Industrial Restricted
Residential Density (dwelling units/acre):	No permanent units; Lodging of 40 du/acre	No permanent units; Lodging of 40 du/acre
Allowable Uses	LDC Section 78.03	LDC Section 25.17
Permitted:	Assembly Halls, Convention Centers; Community Service Uses; Construction Service Establishments; Health Clubs; Light Manufacturing; Office and Research Parks; Warehouses; Wholesale Trade	Construction Material Establishments; Construction Service Establishments ; Light and Heavy Printing Establishments; Light Manufacturing; Light Utility Service; Miniwarehouses; Motor Freight Terminals; Motor Pool Facility; Rental Service Establishments; Research and Development; Vehicle Repair (Minor); Vehicle Sales and Rental Establishments; Warehouses; Wholesale Trade

(continued next page)



Allowable Uses	LDC Section 78.03	LDC Section 25.17
Conditional:	Commercial Marinas; Communication Towers; Financial Institutions ; Heavy Manufacturing; Hotels/Motels; Miniwarehouses; Tennis or Racquet Club; Yacht Club	Business and Professional Offices; Communication Towers; Community Service Uses; Correctional Institutions; Emergency Service Facilities; Heavy Utility Service; Heliports; Hotels/Motels; Junkyards/Salvage Yards; Retail Sales Establishments; Transportation Terminals; Vehicle Repair (Major); Manufacturing of Recreation Watercraft; Overnight Boarding of Animals; Commercial Recreation Facilities; Schools of General Education
EMPLOYMENT Future Land Use Map Category		
Allowable Uses:	Office; Research/Development, Light/Heavy; Manufacturing, Light/Medium; Wholesale/Distribution; Storage/Warehouse; Marina Facilities	
Allowable Uses Subject to Acreage Thresholds:	<u>3-Acre Maximum:</u> Retail; Personal Services; Lodging <u>5-Acre Maximum:</u> Commercial/Business Service; Food Crop Production; Transportation/Utility	
Zoning Dimensional Criteria:	LDC Section 78.03(D)	LDC Section 25.17(D)
Minimum Lot Area	15,000 square feet	5,000 square feet
Minimum Lot Width	150 feet	50 feet
Minimum Lot Depth	n/a	80 feet
Maximum Height	60 feet	40 feet
Minimum Front Yard	20 feet	10 feet
Minimum Side/Street Yard	20 feet	10 feet
Rear Yard	20 feet	25 feet
From Abutting Collector (Anclote Road)	35 feet	n/a
From Adjoining Residential	75 feet	n/a
Floor Area Ratio*	0.50 (IPD), 0.10 (P)	0.50 (IR), 0.10 (P)
Open Space Ratio	0.20	0.15
Impervious Surface Ratio*	0.80 (IPD), 0.20 (P)	0.85 (E/IR), 0.20 (P)

*Employment (E) FLUM category allows floor area ratio of 0.60 and impervious surface ratio of 0.85.



REVIEW STANDARDS / STAFF ANALYSIS - REZONING:

Section 207.03(A) of the Tarpons Springs Comprehensive Zoning and Land Development Code (LDC) provides standards for zoning map amendments. These standards, along with planning staff's analysis are provided below:

1. The amendment is consistent with the goals, objectives and policies of the Tarpon Springs Comprehensive Plan.

Staff Analysis:

Employment Category

The property is located within the Employment (E) Future Land Use Map (FLUM) category. The purpose of the Employment category is to "recognize areas developed with, or appropriate to be developed with, a wide range of primary employment uses, flex space, and for uses that have minimum external impacts." Both the IPD and the IR zoning designations are consistent with the overlying Employment FLUM category.

Place-Based Area Map

The Place-Based Area Map of the Comprehensive Plan classifies this area of the City as Transitional which is described as "areas where transition is already happening, or development pressures are not in alignment with Future Land Use Categories. These areas include the industrial and residential areas north of the Anclote River and the U.S. 19 corridor. Specific area and corridor plans should be prepared to manage future growth and transition of the areas. Until such time transitional areas are planned for, requests for Future Land Use Map amendments and zoning changes will be based on current Future Land Use Map and Comprehensive Plan policies."

Planned Development Intent

Section 76.00 of the Land Development Code (LDC) states the intent of the Planned Development District mechanism to carry out the following objectives:

- (A) Provide an alternate method of land development not available within the framework of other zoning districts.
- (B) To allow the development of sites that would normally be difficult to develop due to topography, soils, or other site specific features.
- (C) To allow the most beneficial use of the site in terms of maintaining compatibility with the adjoining neighborhood.
- (D) To preserve significant environmental, topographical, or natural features.
- (E) To allow a variety of housing types.
- (F) To accommodate a mix of uses.
- (G) To offer a high level of recreation and open space amenities.
- (H) To ensure the ample provision of open space.
- (I) To encourage the orderly concentration of development on vacant parcels of land within the existing developed areas.
- (J) To prevent urban sprawl, through the use of infill development and the maximum use of existing public facilities that are currently in place.

The IPD designation of this property aligns with the intent of the Planned Development mechanism especially with objectives A, B, C and D:



(A) Alternate Method of Land Development: The property is in close proximity to residential development on the north and west sides, attesting to the transitional nature recognized by the Comprehensive Plan. The IPD mechanism provides for flexibility of design criteria as a way for a development site layout to achieve internal goals while maintaining compatibility with surrounding development. The property is also situated on Anclote Road, a Pinellas County Collector roadway. Access points and traffic generation will be potentially challenging aspects of any development along this corridor which is currently operating at Level of Service “C” and will experience increased traffic as properties develop. The Planned Development framework provides for design flexibility to address those challenges.

(B) Site-Specific Features, and, (D) Preservation of Significant Natural Features: The applicant has provided a surveyed wetland delineation of the property. The Comprehensive Plan prohibits the alteration of wetlands (Policies FLU 1.3.1 and CON 1.4.1). The location and sensitivity of the wetlands/submerged lands (direct connection to the Anclote River) will affect the layout of development. The IPD mechanism provides for flexibility of design criteria as a way for the development site layout to avoid direct impacts to wetlands while minimizing indirect impacts. The IPD design criteria also provides for a minimum 50-foot wetland buffer. If the property is rezoned to IR, the required wetland buffer would be reduced to 25 feet (Policy CON 1.4.3). The habitat classification of the uplands on site has not been determined. If it is classified as significant upland habitat per Policy FLU 1.3.2 of the Comprehensive Plan there may be further preservation requirements that will affect the site development layout.

(C) Beneficial Use of Site and Maintenance of Neighborhood Compatibility: The property is in close proximity to residential development on the north and west sides, attesting to the transitional nature recognized by the Comprehensive Plan. The IPD mechanism provides for flexibility in the design of a development site layout in order to achieve internal goals while maintaining compatibility with surrounding development. Further, beneficial use of the site is provided for under the current IPD designation. The table on pages 3-4 lists the allowable uses in the IPD and IR zoning districts, and, in the Employment FLUM category. The table below provides more detail of the potential effects of the proposed zoning change:

Use Differences with Rezoning from IPD to IR

Newly Allowed	Employment Category Restrictions
Rental and Service Establishments	Subject to 3-acre maximum
Vehicle Sales/Rental	Subject to 3-acre maximum
Retail Sales Establishments	Subject to 3-acre maximum
Overnight Boarding of Animals	Subject to 3-acre maximum
Commercial Recreation Facilities	Subject to 3-acre maximum
Motor Freight Terminals	
Motor Pool Facility	
Vehicle Repair (Major and Minor)	
Manufacturing of Recreation Watercraft	
Correctional Institutions	
Emergency Service Facilities	
Heavy Utility Service	

(continued next page)



Newly Allowed	Employment Category Restrictions
Heliports	
Junkyards/Salvage Yards	
Schools of General Education	
Transportation Terminals	
No Longer Allowed	Employment Category Restrictions
Heavy Manufacturing	Restricted to light/medium manufacturing
Commercial Marinas	
Assembly Halls/Convention Centers	
Health Clubs	
Financial Institutions	
Tennis/Racquet Club	
Yacht Club	

The applicant has stated that the zoning change would “provide certainty to prospective buyers, expand the permitted uses available as-of-right, and better conform with the surrounding uses.” However staff contends the following:

- Although, as the applicant points out, there is no known approved planned development site plan for this property, the Planned Development and IPD standards contained in Article V of the Land Development provide a clear set of standards and list of uses for development of the property. Additionally, since any approved site plan would have expired by now (see LDC Sections 81.00 and 82.00) a new proposal will be required.
- Review of the table above shows that, given the types of uses listed and the Employment FLUM category restrictions, several of the new uses that are not currently allowed under the IPD are restricted in size (a potential issue for this 17-acre property), or may be impractical (i.e., heliport, salvage yard, etc.). Based on development inquiries and projects presented to the City over the past few years, the most practical viable uses that would be added under IR may be the motor vehicle-related uses (e.g., freight terminals, motor pool, vehicle repair). In addition, medium manufacturing, seen as desirable from an employment aspect, would be removed as an allowable use under a rezoning to IR.
- There are additional mechanisms available for a developer to propose a use, mix of uses, and layout designed to fit market needs. Those mechanisms include development agreements, restrictive covenants and similar instruments that would be easier to implement under a Planned Development project.

Conclusion

The requested zoning change from Industrial Planned Development (IPD) to Industrial Restricted (IR) is not consistent with the Comprehensive Plan. While both the IR and the IPD zoning districts are consistent designations under the Employment FLUM category, the IPD zoning is more appropriate for this particular property:

- The IPD provides more mechanisms for a layout design that could benefit a site development, maximize protection of known features of the property, and provide for neighborhood compatibility.
- Staff feels that there is insufficient benefit to the City’s long-range goals (the adopted Comprehensive Plan) to warrant a change to the zoning of this property at this time.



- Staff would also ask that the applicant revisit the effect of a zoning change for marketing of the property, as the practical benefit of the expanded list of uses under IR may not be as significant as currently perceived.

There is no compelling rationale for a rezoning from IPD to IR for this property at this time.

Preservation Category

The wetlands on the site are located within the Preservation (P) FLUM category. The Preservation category is “intended for areas that are now categorized or appropriate to be categorized as a natural resource feature worthy of preservation and to recognize the significance of preserving such major environmental features and their functions.” The wetlands should properly be rezoned to the Land Conservation (LC) zoning district to maintain consistency with the Preservation FLUM category. The draft language of Ordinance 2025-07 includes this provision in the event that the ordinance is approved and adopted.

2. The available uses to which the property may be put are appropriate to the property in question and are compatible with the existing and planned uses in the area.

Staff Analysis: The allowable uses are listed in the table on pages 3-4 and further detailed in the table on pages 6-7. As mentioned in the Comprehensive Plan consistency analysis, the portion of the City north of the Anclote River is in transition with a developing mix of industrial and residential uses on a patchwork of annexed and unincorporated properties. The City is certainly interested in maintaining the employment base provided by the industrial uses in this area. The uses listed under both the IPD and the IR zoning districts are generally appropriate to the area and the intent of the Employment FLUM category, although it is noted that loss of medium manufacturing uses now allowed in the IPD would reduce opportunities for more stable employment. The conditional use process could assist in addressing compatibility issues for the IR uses listed as conditional (less so for those allowed by right). However, the current IPD uses are both appropriate and compatible since compatibility issues for any proposed project could be addressed via the flexible design criteria mechanism of the Planned Development framework. Therefore, this criterion is met now without the need to rezone the property.

3. The amendment shall provide for efficient and orderly development considering the impact upon growth patterns and the cost to the City to provide public facilities.

Staff Analysis: The amendment could lead to greater environmental impacts on site due to the reduced wetland setback requirement that would apply, it may reduce the ability to plan a development layout without the need for separate variances, it would reduce options for addressing neighborhood compatibility, and, it would reduce the ability to address transportation access/volume issues along Anclote Road.

4. The amendment will not adversely impact nor exceed the capacity or the fiscal ability of the City to provide public facilities, including transportation, waste and sewer, solid waste, drainage, recreation, education, fire protection, library service and other similar public facilities. Compliance with the adopted Levels of Service standards can be demonstrated if necessary.



Staff Analysis: The City has the capacity to serve the property with City facilities including utilities, solid waste, fire/emergency services and law enforcement services without undue fiscal impacts. Compliance with adopted Levels of Service is expected to be achievable under both the IPD and the IR zoning designations.

TECHNICAL REVIEW COMMITTEE:

The Technical Review Committee (TRC) reviewed this project on May 1, 2025 for completeness and conformance to the Land Development Code. The TRC determined that the application was complete and ready for processing. TRC comments are attached.

PUBLIC CORRESPONDENCE:

The property owners within 500 feet were sent written notification in accordance with Section 206.00(J)(4) of the City of Tarpon Springs Comprehensive Zoning and Land Development Code. The notice went to 112 addresses. Notice was advertised in the *Tampa Bay Times* per Chapter 166.041, Florida Statutes and the property was posted. One comment letter in opposition was received.

ATTACHMENTS:

1. Slide Presentation
2. Draft Ordinance 2025-07
3. Application and Applicant's Narrative
4. Deed
5. Property Survey
6. Historical Zoning Maps
7. Technical Review Committee Comments
8. Legal Public Notice
9. Citizen Correspondence

TARPON SPRINGS ONE, LLC 310, 320, AND 340 ANCLOTE ROAD REZONING #25-28

Planning & Zoning Board – June 16, 2025

Board of Commissioners – July 8, 2025 and, July 22, 2025



SUMMARY OF REQUEST

- **#25-28 – Ordinance 2025-07 Rezoning**
 - Location: 310, 320 and 340 Anclothe Road
 - Future Land Use: Employment (E) and Preservation (P)
 - **ZONING:**
 - Current: Industrial Planned Development (IPD)
 - Proposed: Industrial Restricted (IR)
 - 17.49 acres of property (3 parcels)
 - 13.93 acres of wooded uplands
 - 3.56 acres of wetlands
- **Applicant/Owner**: Tarpon Springs One, LLC; Thomas Scanell
- An IPD planned development approval has not been located for this property.
- It is presumed that the IPD zoning was intentionally designated at the time of zoning map adoption under Ordinance 1990-10.

LOCATION & CONTEXT

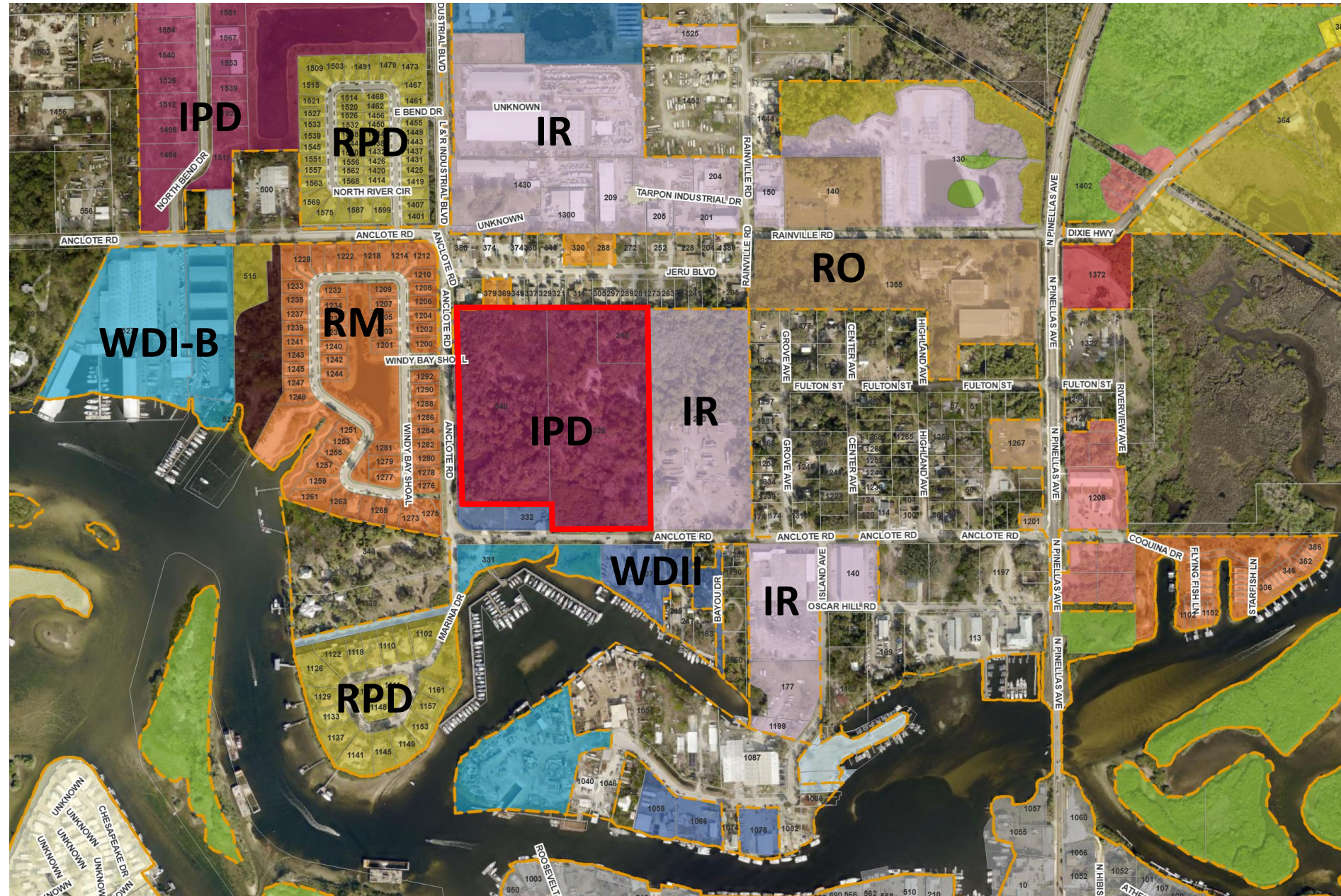


LOCATION & CONTEXT – FUTURE LAND USE MAP



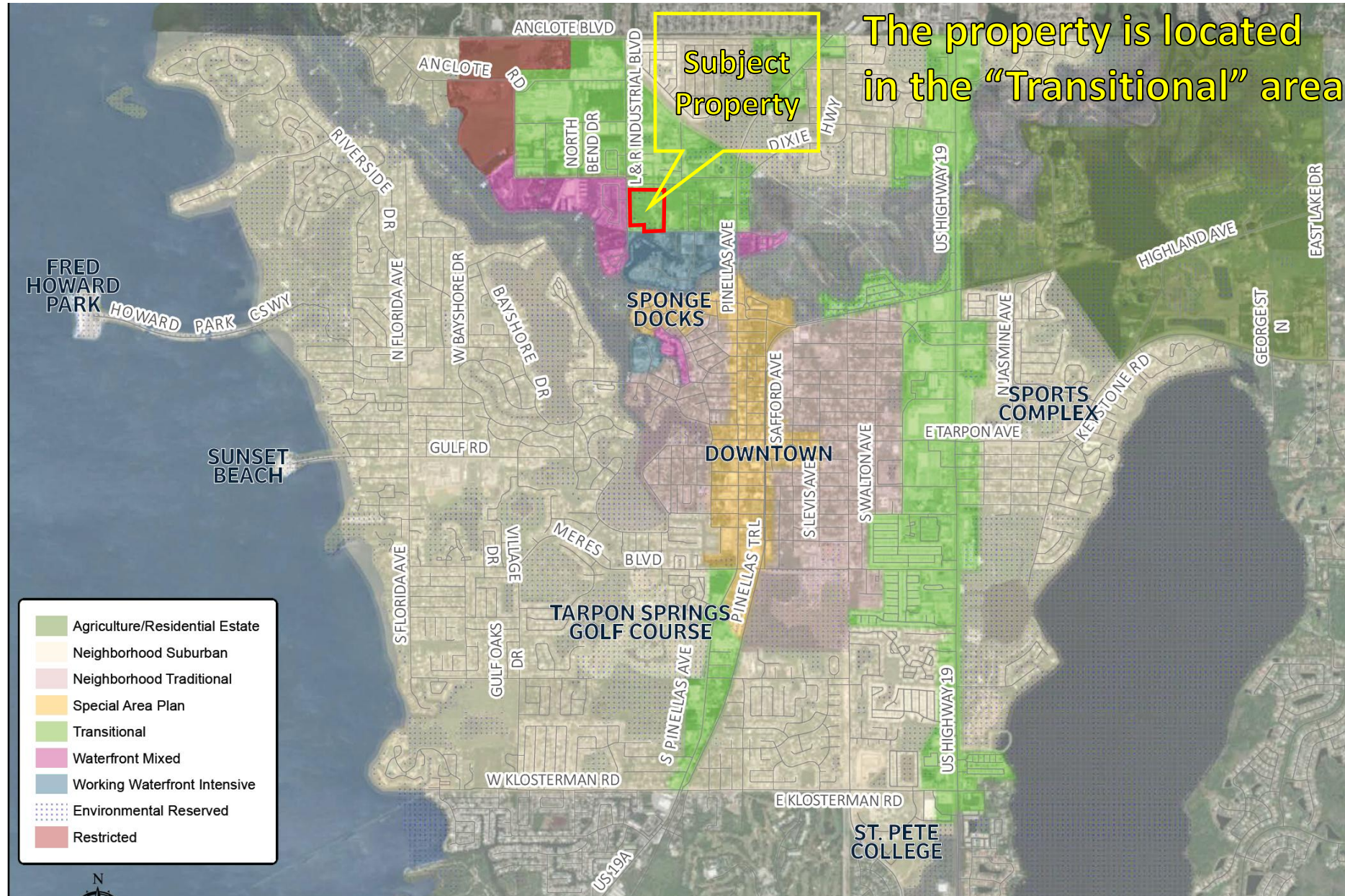
Unshaded Areas are in
Unincorporated
Pinellas County

LOCATION & CONTEXT - ZONING

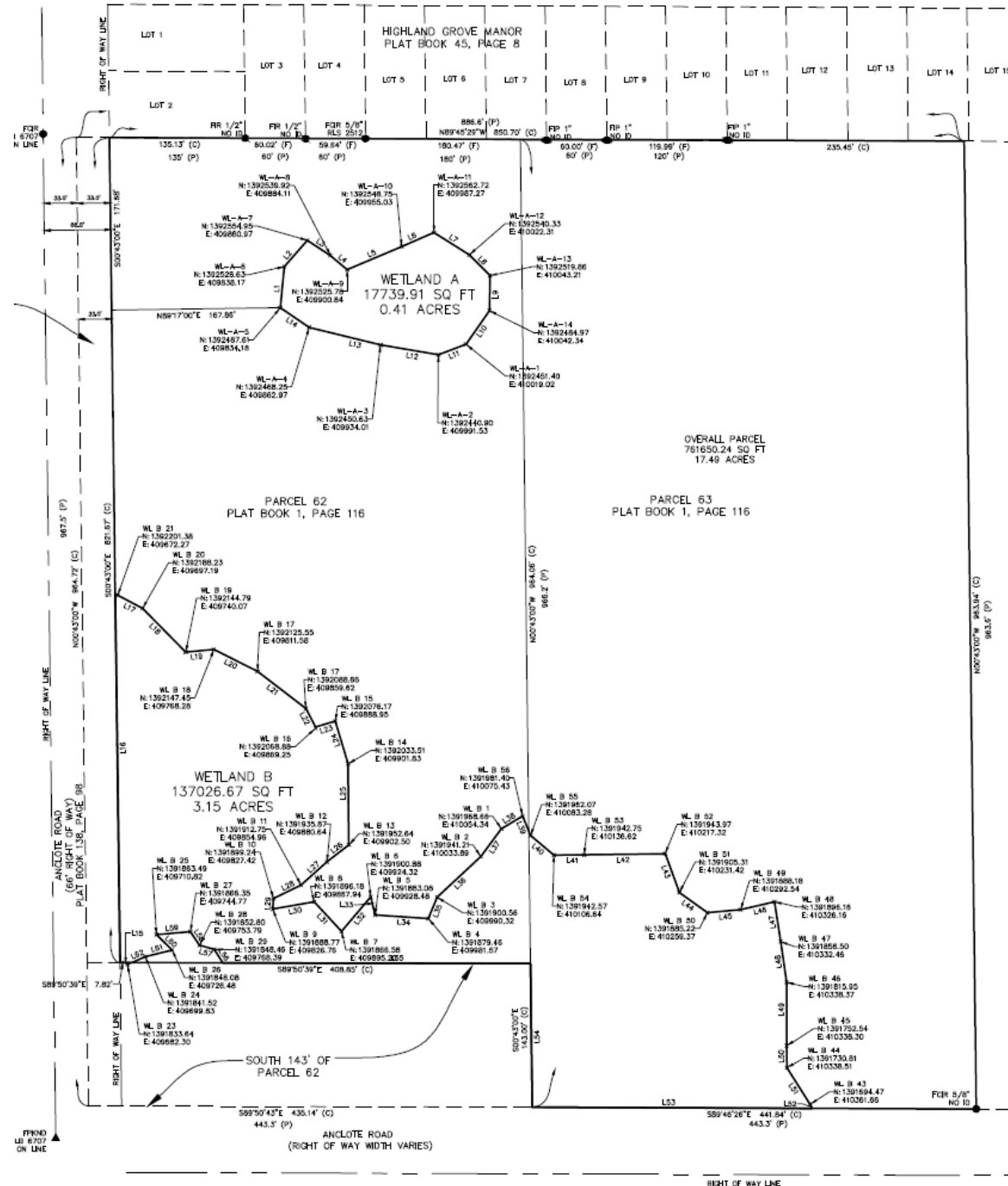


Unshaded Areas
are in
Unincorporated
Pinellas County

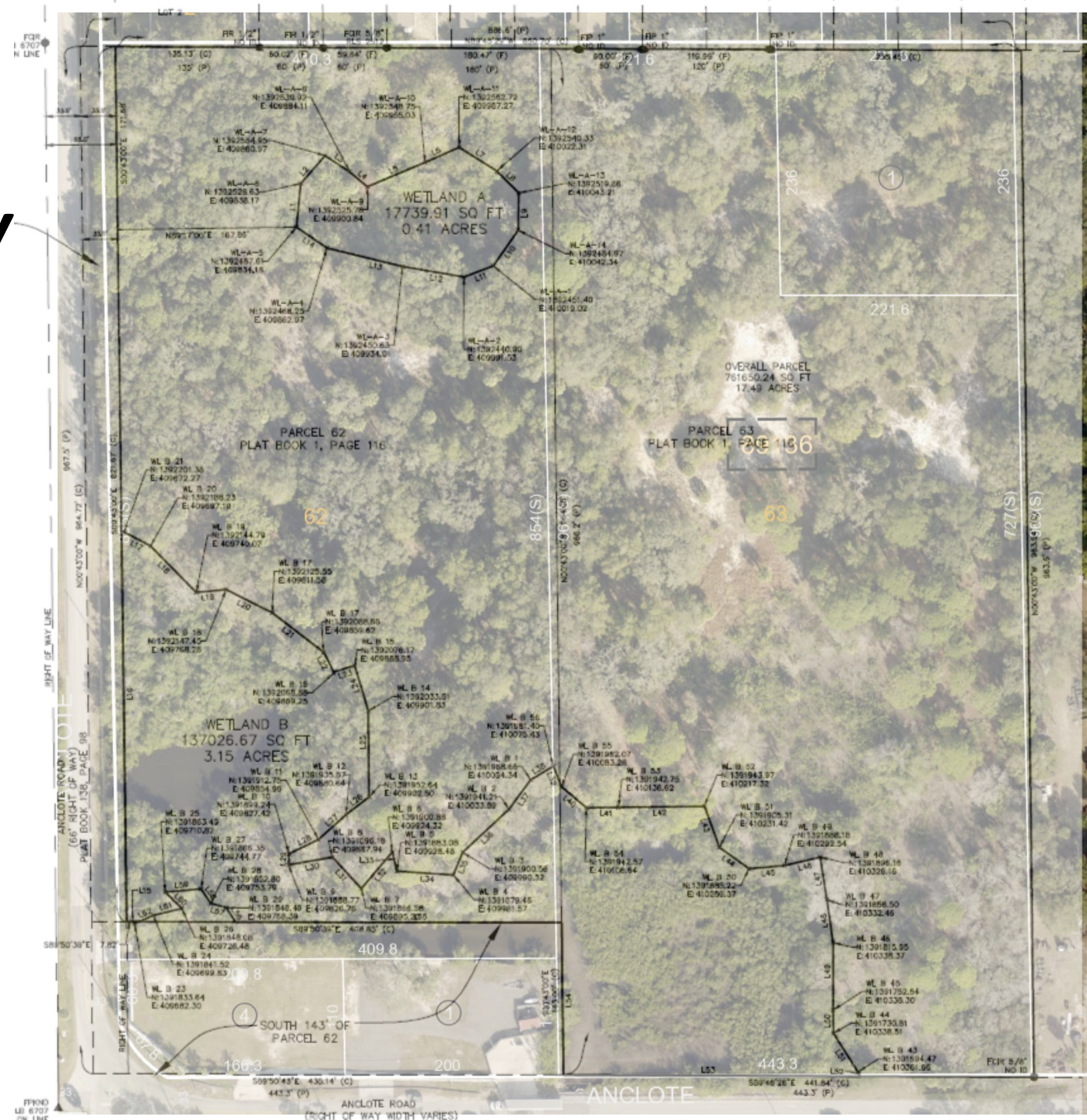
PLACE-BASED AREA MAP – 2045 COMPREHENSIVE PLAN



SURVEY



CITY OF TARPON SPRINGS
PLANNING & ZONING DEPARTMENT





REVIEW CRITERIA – REZONING

1. Comprehensive Plan Consistency

The proposed IR designation for this particular property is not consistent with the 2045 Comprehensive Plan. The current IPD zoning is more appropriate to provide site layout flexibility, maximize protection of known features, and provide for neighborhood compatibility.

2. Appropriate and Compatible Uses

The IR zoning district is generally consistent with the Employment category. But uses listed in the IPD district are more appropriate. The Planned Development process also provides more flexibility and options to address compatibility issues. Additionally, with Employment category limitations, expansion of uses under the IR zoning district are limited.

3. Provide for Efficient and Orderly Development

Efficient and orderly development would be compromised by a potential for increased environmental impacts, a reduction of employment options, and limited opportunity to address compatibility issues.

4. Public Facilities Capacity and Levels of Service

The City has the capacity and fiscal ability to continue to serve the property. Development is expected to be able to demonstrate compliance with Level of Service standards.

There is no compelling rationale for a rezoning of this property at this time.

PRELIMINARY STAFF RECOMMENDATION

#25-28 - *Denial* of Ordinance 2025-07, Rezoning from Industrial Planned Development District (IPD) to Industrial Restricted (IR) District.

Public Notice Provided – The request was publicly noticed. One comment letter in opposition was received.

ORDINANCE 2025-07

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE OFFICIAL ZONING ATLAS FOR 17.49 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED AT 310, 320 AND 340 ANCLOTE ROAD, ON THE NORTH AND EAST SIDES OF ANCLOTE ROAD APPROXIMATELY 2,000 FEET WEST OF THE INTERSECTION OF ANCLOTE ROAD AND NORTH PINELLAS AVENUE, FROM INDUSTRIAL PLANNED DEVELOPMENT (IPD) DISTRICT TO, INDUSTRIAL RESTRICTED (IR) DISTRICT AND LAND CONSERVATION (LC) DISTRICT; PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the property owner of record of said parcel has requested to amend the Official Zoning Atlas designation from Industrial Planned Development (IPD) District to Industrial Restricted (IR) District; and

WHEREAS, the City has determined that an additional amendment of the Official Zoning Atlas from Industrial Planned Development (IPD) to Land Conservation (LC) is appropriate for portions of the property currently located in the Preservation (P) Future Land Use Map category, and

WHEREAS, the Industrial Restricted (IR) District and Land Conservation (LC) District are consistent with the property's existing Future Land Use Map categories of Employment (E) and Preservation (P), respectively; and

WHEREAS, permitted uses within the Industrial Restricted District and the Land Conservation District are compatible with the surrounding and existing land uses; and

WHEREAS, the Planning and Zoning Board conducted a public hearing on this Zoning Atlas amendment Ordinance on June 16, 2025; and

WHEREAS, published legal notice of this Ordinance has been provided pursuant to the requirements of Chapter 166.041, F.S. and Section 206 of the Tarpon Springs Comprehensive Zoning and Land Development Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA:

Section 1. FINDINGS

1. That the Board of Commissioners finds that this Ordinance is consistent with Chapter 163, Part II, Florida Statutes.
2. The Board of Commissioners finds that this amendment to the Industrial Restricted (IR) District is appropriate.

Section 2. ZONING ATLAS AMENDMENT

That the Official Zoning Atlas of the City of Tarpon Springs is hereby amended to Industrial Restricted (IR) for the property described as,

Lots 62 and 63, Tampa and Tarpon Springs Land Company Subdivision, Section 1, Township 27 South, Range 15 East, as per plat thereof recorded in Plat Book 1, Page 116, Public Records of Hillsborough County, Florida, of which Pinellas County was formerly a part. Less and except the South 143 feet of Lot 62,”

Except that the Official Zoning Atlas of the City of Tarpon Springs is hereby amended to Land Conservation (LC) for that portion of the above-described property in located in, and corresponding to, the area designated as Preservation (P) on the Tarpon Springs 2045 Comprehensive Plan Future Land Use Map.

Section 3. SEVERABILITY

If any section, subsection, sentence, clause or phrase of the Ordinance is determined for any reason to be illegal, invalid, or unconstitutional by a court or regulatory body of competent jurisdiction, then the offending provision shall be deemed severable, shall not affect the validity of the remaining portions hereof, and the remainder shall continue in full force and effect.

Section 4. REPEAL

All other ordinances or resolutions which conflict wholly or in part with the provisions of this ordinance, are hereby repealed effective the date this ordinance becomes effective.

Section 5. EFFECTIVE DATE

This Ordinance shall be effective upon approval in the manner provided by law.



CITY OF TARPON SPRINGS
PLANNING & ZONING DEPARTMENT
324 E. Pine Street, Tarpon Springs, FL 34689
(727) 942-5611 / planning@ctsfl.us

PLANNING & ZONING APPLICATION

INSTRUCTIONS

Please complete the application form fully and submit, with all supporting materials and applicable application addendums, **DIGITALLY** through the Planning and Zoning online application portal. If a project requires multiple application types, please complete the application form once and upload into each separate application project in goPost/ePlan.

Prior to proceeding to public hearing, an application must be deemed complete and all required application fees (see fee schedule on pages 5 and 6) **must be paid prior to public hearing**. Fees can be paid in person or mailed.

1. PROPERTY OWNER(S)

NAME Tarpon Springs One LLC; Thomas Scannell		EMAIL tom@bgi-usa.com
ADDRESS 7401 Stringfellow Road		
CITY St. James City	STATE FL	ZIP 33956
PHONE 561-441-1378		

2. APPLICANT(S) *(if different than owner)*

NAME		EMAIL
ADDRESS		
CITY	STATE	ZIP
PHONE		

3. AGENT/REPRESENTATIVE *(if applicable)*

NAME Brian J Aungst		EMAIL BJA@macfar.com
ADDRESS 625 Court St Unit 200		
CITY Clearwater	STATE FL	ZIP 33756
PHONE 727-441-8966		



4. APPLICATION TYPE* *(Please select all that apply)*

General Applications

- | | | |
|--|---|---|
| ☐ Annexation | ☒ Rezoning | ☐ Minor Plat |
| ☐ Conditional Use | ☐ Site Plan/Subdivision | ☐ Planned Development: |
| ☐ Discussion Item | ☐ Right-of-Way Vacation | ☐ Concept |
| ☐ Development Agreement | ☐ Temporary Use (Dates: _____) | ☐ Preliminary |
| ☐ Future Land Use Amendment | ☐ Final Plat | ☐ Final |
| ☐ Sidewalk Cafe | | |

Board of Adjustment Applications (BOA)

- ☐ Variance
☐ Nonconforming Lot of Record Variance
☐ FAR/ISR Adjustment
☐ Sidewalk Waiver
☐ After-the-Fact Variance
☐ De Minimis Variance

Heritage Preservation Applications (HPB)

- ☐ Certificate of Appropriateness
☐ Designation of Historic Property Form
☐ Economic Hardship Exemption Form
☐ Petition for Removal Form

* See Page 4 for required Application Addendums.

5. GENERAL INFORMATION

PROJECT NAME Anclole Rd Industrial			
ADDRESS/LOCATION 310,320 & 340 Anclole Rd. Tarpon Springs, FL			
TAX PARCEL NUMBER(S) 01-27-15-89136-000-0631; 01-27-15-89136-000-0630; 01-27-15-89136-000-0620			
LEGAL DESCRIPTION See Survey			
SITE ACREAGE Upland <u>13.93</u> Wetland <u>3.56</u> Submerged <u>0</u> Total <u>17.49</u>			
FLOOD (check all that apply) ☒ Zone X ☐ Zone X Shaded ☒ Zone AE ☐ Zone VE ☐ Not in a Flood Zone Base Flood Elevation(s) (BFE): <u>9,10</u>			
COASTAL HIGH HAZARD AREA (CHHA) ☒ Yes, this property is located within the CHHA ☐ No, this property is not located within the CHHA			

6. LAND USE & ZONING INFORMATION

CURRENT DESIGNATIONS		PROPOSED DESIGNATIONS (if applicable)	
LAND USE CATEGORY	ZONING CATEGORY	LAND USE CATEGORY	ZONING CATEGORY
E/P	IPD	E/P	IR

7. SUMMARY/PURPOSE OF REQUEST

Applicant Seeks to rezone the property from Industrial Planned Development to Industrial Restrictive.



8. SIGNATURE(S)/AUTHORIZATION

APPLICANT'S SIGNATURE:

The information included in and with this application is completely true and correct to the best of my knowledge. Further, it is understood that this application must be complete and accurate and the appropriate fee(s) paid prior to processing.



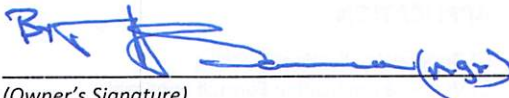
(Applicant's Signature)

3-28-2025

(Date)

OWNER'S SIGNATURE*:

I authorize the filing of this application and will allow the Planning and Zoning Department staff to visit this property if necessary for the purpose of analyzing this request. Further, I will allow a public notice sign (if required) to be placed and remain on the property until the processing of the request is complete.



(Owner's Signature)

3-28-2025

(Date)

*Not required for discussion item applications

AGENT AUTHORIZATION:

The agent named below is authorized to provide subject matter on the application contained herein on behalf of the property owner. The agent is authorized to discuss the application with city staff verbally or in person and to appear and represent the application at any public hearing.

Brian J Aungst

(Agent Name, Printed)

(Date)

(Agent's Signature)

(Date)

STATE OF FLORIDA)
 COUNTY OF PINELLAS Lee)

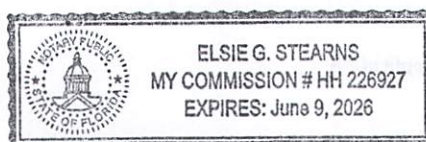
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ Online notarization, this 28 day of March, A.D., 2025 by Thomas Scarnell (only), who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

Name: Elsie Stearns

Signature: 

Stamp:





APPLICATION ADDENDUMS CHECKLIST

In addition to providing the completed application, please submit the required addendums as outlined below:

ANNEXATION

- ☐ General Application Checklist

CONDITIONAL USE

- ☐ General Application Checklist
- ☐ Certificate of Concurrency Form
- ☐ Short Term Rental/Tourist Home Form, if applicable
- ☐ Alcoholic Beverage Form, if applicable

DISCUSSION ITEM

- ☐ General Application Checklist

DEVELOPMENT AGREEMENT

- ☐ Development Agreement Checklist

FUTURE LAND USE AMENDMENT

- ☐ General Application Checklist
- ☐ Certificate of Concurrency Form

REZONING

- ☐ General Application Checklist
- ☐ Certificate of Concurrency Form

SITE PLAN/SUBDIVISION

- ☐ General Application Checklist
- ☐ Site Plan Application Checklist
- ☐ Certificate of Concurrency Form
- ☐ Public Art Form

RIGHT-OF-WAY VACATION

- ☐ General Application Checklist
- ☐ Letters of No Objection Checklist

FINAL PLAT

- ☐ Final Plat Application Checklist

MINOR PLAT

- ☐ General Application Checklist

PLANNED DEVELOPMENT

- ☐ General Application Checklist
- ☐ Planned Development Application Checklist
- ☐ Certificate of Concurrency Form
- ☐ Public Art Form

BOARD OF ADJUSTMENT (BOA) APPLICATIONS

- ☐ General Application Checklist
- ☐ Variance Application Form, if applicable
- ☐ Nonconforming Lot Application Form, if applicable
- ☐ FAR/ISR Application Form, if applicable
- ☐ Sidewalk Waiver Form, if applicable
- ☐ After-the-Fact Variance Application Form, if applicable
- ☐ De Minimis Variance Form, if applicable

HERITAGE PRESERVATION BOARD (HPB) APPLICATIONS

- ☐ General Application Checklist
- ☐ Certificate of Appropriateness Form
- ☐ Designation of Historic Property Form
- ☐ Economic Hardship Exemption Form
- ☐ Petition for Designation Removal Form

SIDEWALK CAFE

- ☐ General Application Checklist
- ☐ Sidewalk Café Form, if applicable



The following tables provide specific fees for drainage/stormwater and utility reviews for planned development and site plan applications. These fees are in addition to the application fees provided on the previous page.

DRAINAGE/STORMWATER REVIEW FEES

Application Type	Initial Submittal	2nd Submittal	Each Additional Submittal
Site Plan Applications			
Non-Residential	\$675.00	No Cost	\$350.00
Single-Family (Detached, Attached, & Semi-Detached)			
1 – 50 Lots	\$1,500.00	No Cost	\$500.00
Over 50 Lots	\$1,750.00	No Cost	\$600.00
Multi-Family	\$600.00/Building	No Cost	\$300.00/Building
Commercial	\$2,000.00	No Cost	\$1,000.00
Industrial	\$3,000.00	No Cost	\$1,500.00
Planned Development Applications			
Preliminary Plan (Residential)			
1 – 50 Lots	\$500.00	No Cost	\$200.00
Over 50 Lots	\$750.00	No Cost	\$300.00
Preliminary Plan (Multi-Family)	\$600.00/Building	No Cost	\$200.00/Building
Preliminary Plan (Commercial)	\$1,000.00	No Cost	\$500.00
Preliminary Plan (Industrial)	\$1,500.00	No Cost	\$750.00
Final Plan (Residential – Single-Family Detached, Attached, Semi-Detached)			
1 – 50 Lots	\$1,500.00	No Cost	\$500.00
Over 50 Lots	\$1,750.00	No Cost	\$600.00
Final Plan (Multi-Family)	\$600/Building	No Cost	\$300/Building
Final Plan (Commercial)	\$2,000.00	No Cost	\$1,000.00
Final Plan (Industrial)	\$3,000.00	No Cost	\$1,500.00
All Other Review Services	100% of Actual Costs		

UTILITY REVIEW FEES

Application Type	Initial Submittal	2nd Submittal	Each Additional Submittal
Site Plan Applications			
Preliminary/Final Planned Development	\$250.00	No Cost	\$250.00
Site Plan	\$250.00	No Cost	\$250.00
Downstream Analysis (as necessary)	100% of Actual Costs		
All Other Review Services	100% of Actual Costs		



PLANNING APPLICATION FEE SCHEDULE

Type of Application	Application Fees	Additional Fees
General Applications		
Annexation	\$0	\$500.00 Public Notice Fee
Conditional Use	\$500.00	\$150.00 Public Notice Fee
Discussion Item	\$0	-
Development Agreement		
Request to Negotiate	\$250.00	-
Development Proposal	\$2,500.00	-
Agreement Modification	\$1,000.00	-
Agreement Extension	\$250.00	-
Future Land Use Amendment	\$750.00	\$525.00 Public Notice Fee
Rezoning	\$750.00	\$525.00 Public Notice Fee
Future Land Use Amendment & Rezoning	\$1,250.00	\$525.00 Public Notice Fee
Site Plan/Subdivision		
0 – 5 Acres	\$500.00	See Stormwater/Utility Fee Tables
5.01 – 10 Acres	\$750.00	See Stormwater/Utility Fee Tables
10.01 – 15 Acres	\$1,000.00	See Stormwater/Utility Fee Tables
15.01 – 20 Acres	\$1,500.00	See Stormwater/Utility Fee Tables
20.01 Acres or More	\$2,000.00	See Stormwater/Utility Fee Tables
Site Plan Extension	\$100.00	-
Right-of-Way Vacation	50% of Appraised Value	-
Temporary Use	\$100.00	-
Mobile Food Vendor	\$25.00	-
Final Plat	\$750.00	Surveyor Review Fee Billed to Applicant
Minor Plat	\$250.00	-
Planned Development		
Conceptual Plan	\$250.00	-
Preliminary Plan	\$750.00	\$500.00 Public Notice Fee See Stormwater/Utility Fee Tables
Final Plan	\$500.00	\$500.00 Public Notice Fee See Stormwater/Utility Fee Tables
Minor Modifications	\$250.00 each	See Stormwater/Utility Fee Tables
Major Modifications	\$750.00	\$500.00 Public Notice Fee See Stormwater/Utility Fee Tables
Time Extension	\$100.00	-
Sidewalk Café	\$250.00	-
Board of Adjustment Applications		
Variance	\$250.00	\$150.00 Public Notice Fee
Sidewalk Waiver	\$250.00	\$150.00 Public Notice Fee
De Minimis Variance	\$50.00	\$0.77 Per Public Notice Letter (Adjacent Properties)
Appeal of Administrative Decision	\$250.00	\$150.00 Public Notice Fee
Heritage Preservation Board Applications		
Certificate of Appropriateness	\$50.00	\$75.00 Public Notice Fee
Designation	\$250.00	\$75.00 Public Notice Fee
Economic Hardship	\$50.00	\$75.00 Public Notice Fee

JUSTIFICATION NARRATIVE
REZONING OF 310, 320 & 340 ANCLOTE ROAD

The owner (“*Owner*”) of 310, 320 and 340 Anclose Road (collectively, the “*Property*”) is requesting a rezoning of the Property from Industrial Planned Development (“*IPD*”) to Industrial Restricted (“*IR*”). The Property was given a zoning designation of IPD upon the adoption of the current zoning map under Ordinance No. 1990-10, but that was an area-wide adoption and City staff has confirmed there is no record of there ever being a site plan which would govern the IPD zoning designation for the Property. For over a decade the Owner has marketed the Property for sale, but the inability to provide prospective purchasers of the Property with a definitive site plan under the IPD zoning has made it extremely difficult to keep buyers interested in the Property.

Approval of this application for rezoning from IPD to IR would not only provide certainty for prospective purchasers, but it would expand the permitted uses available as-of-right on the Property and would better conform with the surrounding uses. For example, the property located directly adjacent to the east, 240 Anclose Road, was similarly zoned IPD in 1990 (Ordinance No. 1990-37) but has since rezoned to IR. The Property also has a history of different uses prior to the 1990 rezoning to IPD and it is the Owner’s hope that approval of this rezoning request will generate interest in the Property from buyers who are looking to be a part of the fabric of the historic Tarpon Springs community.

Prepared by and return to:

Carter & Thomas Law Offices, LLP
1515 N. Federal Highway, Suite
Boca Raton, FL 33432
561-368-7474
File Number: 7843.01

[Space Above This Line For Recording Data]

Trustee's Deed

This Trustee's Deed made this 2nd day of March, 2006 between Eleanore S. Nissley, a widow, individually, and as Trustee of a testamentary trust created under the Will of Warren W. Nissley, deceased, dated October 30, 1993 whose post office address is 145 Phelps Road, Ridgewood, NJ, grantor, and Tarpon Springs One, LLC, a Florida limited liability company whose post office address is 9771 87th Place South, Boynton Beach, FL 33437, grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantees heirs and assigns forever, the following described land, situate, lying and being in Pinellas County, Florida, to-wit:

Lots 62 and 63, Tampa and Tarpon Springs Land Company Subdivision, Section 1, Township 27 South, Range 15 East, as per plat thereof recorded in Plat Book 1, Page 116, Public Records of Hillsborough County, Florida, of which Pinellas County was formerly a part.
Less and except the South 143 feet of Lot 62.

Parcel ID # 01-27-15-89136-000-0620
Parcel ID # 01-27-15-89136-000-0630
Parcel ID # 01-27-15-89136-000-0631

Subject to taxes for 2006 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

Grantor warrants that at the time of this conveyance, the subject property is not the Grantor's homestead within the meaning set forth in the constitution of the state of Florida, nor is it contiguous to or a part of homestead property. Grantor's residence and homestead address is 145 Phelps Road, Ridgewood, NJ.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

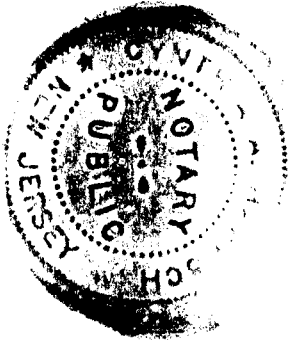
Witness Name: Dariusz M. Wronski
Michelle Verost
 Witness Name: Michelle Verost

Eleanore S. Nissley
 Eleanore S. Nissley, Individually and as Trustee

State of New Jersey
 County of Bergen

The foregoing instrument was acknowledged before me this 2nd day of March, 2006 by Eleanore S. Nissley, a widow, individually, and as Trustee of a testamentary trust created under the Will of Warren W. Nissley, deceased, dated October 30, 1993, who ☐ is personally known or ☒ has produced a driver's license as identification.

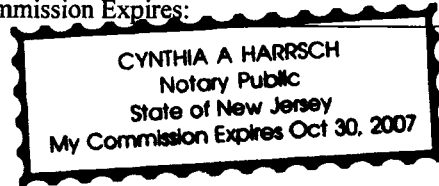
[Notary Seal]



Cynthia A. Harrsch
 Notary Public

Printed Name: _____

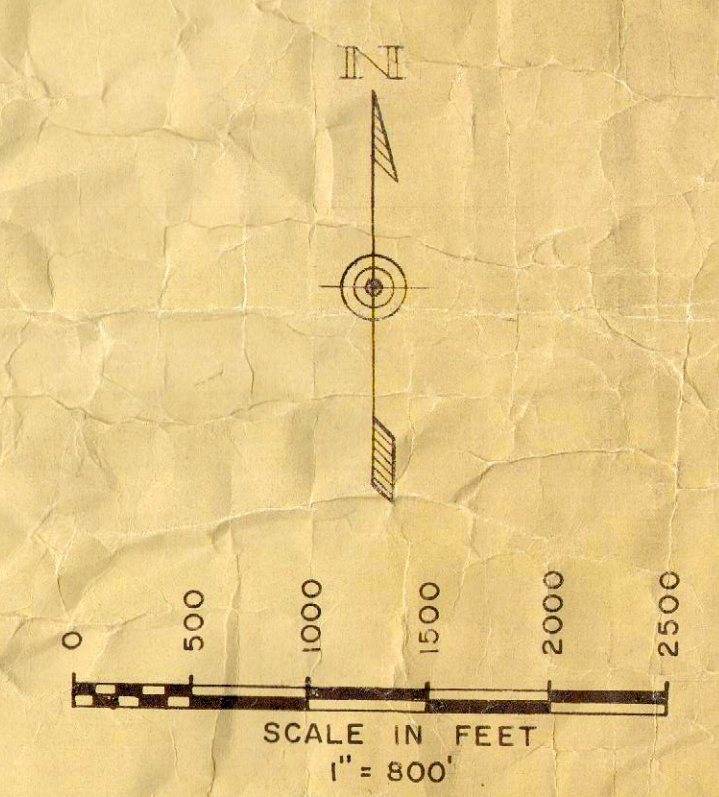
My Commission Expires: _____



GULF OF MEXICO

PROPOSED ZONING MAP			
A-R	Agricultural-Residential	N-B	Neighborhood Business
R-100	Single Family Residential	H-B	Highway Business
R-70	Single Family Residential	G-B	General Business
R-M	Residential-Multi-Family	T-F	Tourist Facility
R-O	Residential-Office	I-R	Industrial-Restricted
R-R	Residential-Resort	L-C	Land Conservation

ZONING ORDINANCE NO. 329 IS HEREBY REVISED BY ACTION OF THE BOARD OF CITY COMMISSIONERS WITH THE ADOPTION OF THE COMPREHENSIVE PLAN BY ORDINANCE NO. 643 AND CODE OF ORDINANCE, SECTION 22-23, DATED DECEMBER 15, 1970.



REVISED
OFFICIAL ZONING MAP
OF THE
CITY OF TARPON SPRINGS,
PINELLAS COUNTY, FLORIDA.

See NECEBARY COPY.
R-M; R-70; R-100; R-R;

74053243

ORDINANCE 211

4161 1070

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, ANNEXING TO THE CITY OF TARPON SPRINGS, FLORIDA, THE PROPERTY HEREINAFTER DESCRIBED ACCORDING TO THE PROVISIONS OF SECTION 171.16, FLORIDA STATUTES, 1972, LOT 63, TAMPA AND TARPON SPRINGS LAND COMPANY SUBDIVISION, SECTION 1-27-15, TOGETHER WITH ALL ABUTTING STREETS AND ROADS, WITH C-1, COMMERCIAL RETAIL DISTRICT ZONING TO INCLUDE WAREHOUSES AND OFFICES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA,

Section 1. The City of Tarpon Springs, Florida, having been presented a proper petition for annexation by the owners of the real property hereinafter described in an unincorporated area of Pinellas County, Florida, which is contiguous to the City of Tarpon Springs, Florida, and after the holding of a public hearing on the matter including the zoning thereof after required legal notice as to zoning, said property being situated in Pinellas County, Florida, and described as: Lot 63, Tampa and Tarpon Springs Land Company Subdivision, Section 1-27-15, together with all abutting streets and roads, with C-1, Commercial Retail District Zoning to include warehouses and offices.

APR 18 5 28 PM '74

RECEIVED
PINELLAS CO. CLERK
CLERK CIRCUIT COURT

that the Board of Commissioners of the City of Tarpon Springs, Florida, has determined that the petition bears the signatures of all owners of property in the area proposed to be annexed, that the city of Tarpon Springs, Florida, acting by and through its Board of Commissioners and in conformity with Section 171.16, Florida Statutes 1972, hereby annexes the above described property and redefines the boundary lines of the City of Tarpon Springs, Florida, to include said real property, and all-abutting and connecting streets and roads, with C-1, Commercial Retail District zoning to include warehouses and offices.

xxanningxx

Section 2. This ordinance shall be published in its entirety once a week for four (4) consecutive weeks in the Tarpon Springs Leader, and a copy filed with the clerk of the Circuit Court of Pinellas County and with the department of state.

PASSED AND ADOPTED in Regular session this 16th day of April, 1974

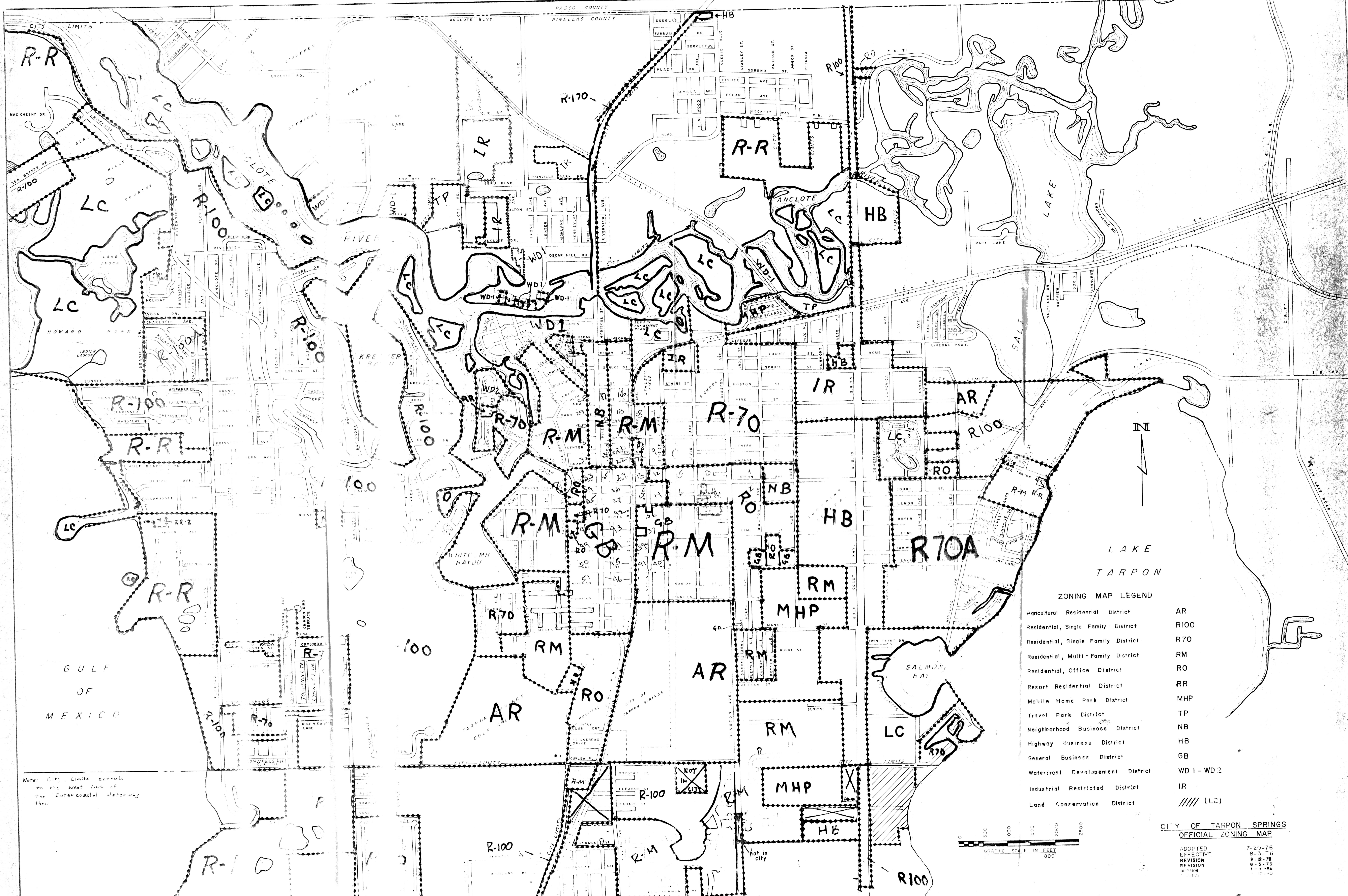
ATTEST:

City Clerk and Collector

Mayor-Commissioner

Commissioners

Return: City of Tarpon Springs
P.O. Box 15757
Tarpon Springs 33589



Note: City Limits extend to the west line of the Intercoastal Waterway there.

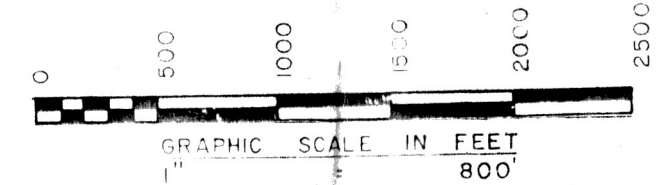
ZONING MAP LEGEND

- Agricultural Residential District
- Residential, Single Family District
- Residential, Single Family District
- Residential, Multi-Family District
- Residential, Office District
- Resort Residential District
- Mobile Home Park District
- Travel Park District
- Neighborhood Business District
- Highway Business District
- General Business District
- Waterfront Development District
- Industrial Restricted District
- Land Conservation District

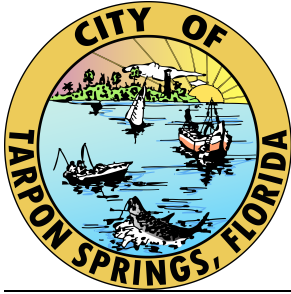
- AR
- R100
- R70
- RM
- RO
- RR
- MHP
- TP
- NB
- HB
- GB
- WD 1- WD 2
- IR
- //// (LC)

CITY OF TARPON SPRINGS
OFFICIAL ZONING MAP

ADOPTED 7-29-76
EFFECTIVE 8-3-76
REVISION 9-12-78
REVISION 6-5-79
REVISION 1-7-80



SECTION S 1/2 01
TOWN 27 SOUTH, RANGE 15 EAST



City of Tarpon Springs

TRC Comment Report

324 E. Pine Street, Tarpon Springs, FL, 34689 Telephone: 727-942-5617

Project	25.28 PNZ - Anclote Road Industrial
Project Address	310 Anclote Rd Tarpon Springs, FL 34689 United States
Files and Attachments	Survey_310 Anclote Road.pdf Design Development

Instructions

Please review comments below and provide any additional required information. Your project will not be scheduled for Planning and Zoning Board, Board of Adjustment, or Board of Commissioners review until all required information or revised plans are provided. If no additional information is required, you will be informed of when the project will be scheduled for public hearing by Planning and Zoning staff. Please keep in mind that the Planning & Zoning Department has 90-day suspension period from the date of the TRC review for the submittal of revisions/additional information. If revised plans/additional information are not submitted within the above referenced time frame, the application will be considered to be "EXPIRED" and a new application will have to be submitted. If you have questions concerning any of the above information, please do not hesitate to contact the Planning and Zoning Department for assistance.

Arborist

[Sheet 2 | Comment 00001 | Survey_310 Anclote Road.pdf]

Shannon Brewer

ADVISORY COMMENT: If tree removal will be needed for construction, at time of permitting a tree removal application and supporting documentation will be required. A New

Construction Checklist can be found at <https://www.ctsfl.us/building-development-department/tree-and-site-information/>

[Sheet 2 | Comment 00002 | Survey_310 Anclore Road.pdf]

Shannon Brewer

ADVISORY COMMENT: Silt fence and tree barricade installation is required prior to land clearing. An inspection is required for compliance. It is contractor's responsibility to call for inspection.

Fire

[Sheet 1 | Comment 00003 | Survey_310 Anclore Road.pdf]

Kevin Wodrich

Not enough information to give comments. Comments to be provided with more complete plan.

K. Wodrich, Fire Marshal 4/21/25

Planning and Zoning

[Comment 00004]

Patricia McNeese

The property is in the Employment (E) and Preservation (P) Future Land Use Map (FLUM) categories and in the Industrial Planned Development (IPD) zoning district. The property was placed in the IPD zoning district under Ordinance 1990-10 adopting the current Land Development Code and the Zoning Atlas. A copy of the ordinance language, without the exhibits, is being transmitted with these comments. There is no adopted planned development associated with the property.

The property has features that may present some challenges for a development layout, including wetlands and potential transportation challenges associated with Anclore Road, a Pinellas County roadway. In the absence of information to the contrary, staff has concluded that the IPD zoning was intentionally established to recognize these features, and to provide design flexibility for this property under the planned development framework (see [Land Development Code Section 76.00 "Purpose and Intent"](#) and [LDC Section 79.00 Review Criteria for Planned Developments](#)).

[Comment 00006]

Patricia McNeese

The applicant has provided a narrative rationale for the requested change to Industrial Restricted (IR). The applicant has stated that the rezoning would expand the permitted uses available as of right on the property. The uses allowable in the IPD district are found in [LDC Section 78.03](#). The uses allowable in the IR district are found in [LDC Section 25.17](#). The uses allowable in the Employment (E) Future Land Use Map category are found in the [Future Land Use Categories & Rules Table](#).

[Comment 00007]

Patricia McNeese

This transmission of TRC comments includes copies of historical zoning maps for the applicant's information. Staff will research the zoning history further and report findings and status back to the applicant.

[Comment 00008]

Patricia McNeese

This document includes comments resulting from the May 1, 2025 meeting of the Technical Review Committee meeting.

Public Services

[Sheet 1 | Comment 00005 | Survey_310 Anclothe Road.pdf]

Heather Estright

Not enough information to provide comments.

Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss
 COUNTY OF HERNANDO, CITRUS, PASCO,
 PINELLAS, HILLSBOROUGH County

Before the undersigned authority personally appeared Jill Harrison who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter APP 25-28 was published in said newspaper by print in the issues of 05/28/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

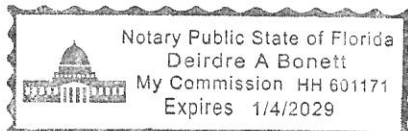
Signature of Affiant

Sworn to and subscribed before me this **05/28/2025**

Signature of Notary of Public

Personally known ☒ or produced identification.

Type of identification produced _____



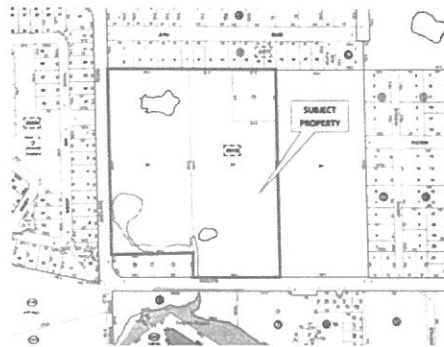
LEGAL NOTICE

NOTICE OF PROPOSED AMENDMENT TO THE OFFICIAL ZONING ATLAS OF THE CITY OF TARPON SPRINGS

The City of Tarpon Springs, Florida, proposes to adopt the following Ordinance:

ORDINANCE 2025-07

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE OFFICIAL ZONING ATLAS FOR 17.49 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED AT 310, 320 AND 340 ANCLOTE ROAD, ON THE NORTH AND EAST SIDES OF ANCLOTE ROAD APPROXIMATELY 2,000 FEET WEST OF THE INTERSECTION OF ANCLOTE ROAD AND NORTH PINELLAS AVENUE, FROM INDUSTRIAL PLANNED DEVELOPMENT (IPD) DISTRICT TO, INDUSTRIAL RESTRICTED (IR) DISTRICT AND LAND CONSERVATION (LC) DISTRICT; PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.



Public Hearings on the proposed ordinance will be held before the Planning & Zoning Board on

Monday, June 16, 2025 at 6:30 P.M.,

and before the Board of Commissioners on:

Tuesday, July 8, 2025 at 6:30 P.M. (1st Reading)

Tuesday, July 22, 2025 at 6:30 P.M. (2nd Reading)

ALL PUBLIC HEARINGS WILL BE HELD IN THE CITY HALL AUDITORIUM, 324 EAST PINE STREET, TARPON SPRINGS, FLORIDA.

Said hearings may be continued from time to time pending Adjournment. All interested parties are invited to attend these meetings to express your views or to present facts in the case. If a person decides to appeal any decision made by the Board of Commissioners with respect to any matter considered at these meetings or hearings, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Written comments may be addressed to the Planning & Zoning Department, (Phone (727) 942-5611), City of Tarpon Springs, P.O. Box 5004, Tarpon Springs, Florida 34688-5004. Written comments will become a part of the record. Materials related to this ordinance, including the complete legal description of the subject property by metes and bounds, are available for inspection. Persons wishing to participate in the hearing or receive more information may contact the Planning & Zoning Department during City Hall business hours at (727) 942-5611, or visit the City's web site at www.ctsfl.us. Any person with a disability requiring reasonable accommodation in order to participate in these meetings should call (727) 942-5611 or FAX a written request to (727) 943-4651.

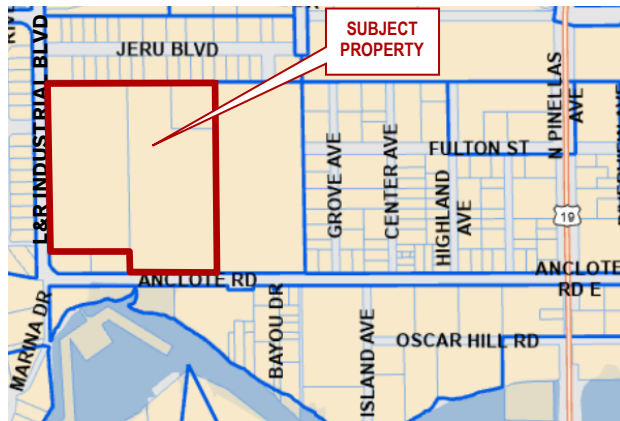
PLEASE REFERENCE APPLICATION #25-28

City of Tarpon Springs
Planning & Zoning Department
324 East Pine Street
Tarpon Springs, FL 34689

**NOTICE OF UPCOMING PUBLIC HEARING REGARDING PROPOSED ZONING MAP AMENDMENT
APPLICATION #25-28**

Please review the information on the **reverse side** of this card carefully!! If you have any questions regarding this matter, please call our office at (727) 942-5611 or email us at planning@ctsfl.us.

«AddressBlock»



Application Description: An ordinance of the City of Tarpon Springs, Florida, to amend the official zoning atlas for 17.49 acres, more or less, of real property located at 310, 320 and 340 Anclote Road, on the north and east sides of Anclote Road approximately 2,000 feet west of the intersection of Anclote Road and North Pinellas Avenue, from Industrial Planned Development (IPD) district to, Industrial Restricted (IR) District and Land Conservation (LC) District.

(Please Reference Application #25-28)

Please be advised that the Planning and Zoning Board will hold one Public Hearing on **Monday, June 16, 2025 at 6:30 p.m.** and the Board of Commissioners will hold two public hearings on **Tuesday, July 8, 2025 at 6:30 p.m.** and on **Tuesday, July 22, 2025 at 6:30 p.m.** All public hearings are held in the **City Hall Auditorium which is located at 324 East Pine Street, Tarpon Springs, FL 34689.** All interested parties are invited to attend this meeting to express their views or to present facts in the case. Written correspondence may be directed to the City of Tarpon Springs, Planning and Zoning Department, 324 East Pine Street, Tarpon Springs, FL 34688, or you may email your concerns to planning@ctsfl.us. Materials related to this application may be obtained by contacting the Planning & Zoning Department during City Hall business hours. The meeting packet and meeting instructions will be posted approximately one week prior to the meeting on the City's web site at www.ctsfl.us. Any person with a disability or without access to a computer or phone requiring reasonable accommodation in order to participate in these meetings should call (727) 942-5611 or email a written request to planning@ctsfl.us.

June 9, 2025

Planning and Zoning Department
City of Tarpon Springs
324 East Pine Street
Tarpon Springs, FL 34689

Re: Opposition to Application No. 25-28 — Proposed Zoning Amendment Change from Industrial Planned Development (IPD) to Industrial Restricted (IR)

Dear Planning and Zoning Board Members,

On behalf of the Tarpon Key Homeowners Association, we are writing to express our strong opposition to the proposed amendment to the Official Zoning Atlas under Application No. 25-28, which seeks to rezone the property directly across from our community's main entrance to Industrial Restricted (IR).

This proposed change would directly and significantly impact the Tarpon Key community as well as the Riverbend community. The introduction of an increased industrial environment at this location is wholly incompatible with the family-oriented atmosphere we have worked hard to cultivate. We have serious concerns regarding increased traffic volume, elevated noise levels, and heightened safety risks—especially along a roadway that was never designed to support increased industrial traffic. These changes would not only diminish the quality of life for our residents but also have a detrimental effect on property values throughout the neighborhood.

When the City approved the Tarpon Key and Riverbend developments, it accepted a responsibility to support, promote, and develop the infrastructure necessary to ensure the safety, stability, and well-being of these residential communities. The proposed rezoning undermines those efforts and places an industrial footprint in an area already struggling with the challenges of a mixed-use zone.

This section of the city is not an appropriate location for additional industrial development. Rather than continue to add conflicting uses to an already delicate area, the city should take this opportunity to create a positive long-term asset for the North Anclote area. We urge you to consider a more suitable and community-minded use for this property—such as a public park—which would serve the growing population and improve the overall livability of this part of Tarpon Springs.

The path forward must be guided by thoughtful planning, community safety, and a vision for a cohesive and prosperous city. Approving this rezoning would send the opposite message.

We respectfully request that the Planning and Zoning Department deny Application No. 25-28.

Sincerely,

Gregory Barnes, President
Tarpon Key Homeowners Association
On Behalf of the Tarpon Key HOA Board and Residents



Memorandum

Date: August 26, 2025
To: Mayor and Board of Commissioners
Through: Charles Rudd, City Manager
From: Renea Vincent, Planning Director
Subject: **Application 25-16; Application for Annexation, Future Land Use Map Amendment, and Zoning Amendment for property** located adjacent to 1267 N. Pinellas Ave - Fairview Blk 11, Lots 18 and 19 less Rd R/W and Fairview Blk 11, Lots 4 and 5 (**2nd Reading, Quasi-Judicial/Legislative**)
(Renea Vincent Planning & Zoning Director) (20 Minutes)

Recommendation

The applicant is seeking to annex property located adjacent to 1267 N. Pinellas Ave. into the City. Staff has determined that the request may not meet the strict criteria of Section 208.00(G) of the Land Development Code (LDC) and has advised the applicant accordingly. The applicant has requested a public hearing and determination by the Board of Commissioners (Board) due to extenuating circumstances associated with the detached garage structure located on one of the parcels to be annexed, as noted above. The circumstances are summarized as follows:

- The existing garage on Parcel ID# 01-27-15-27072-011-0040 (Lots 4 and 5, Fairview Subdivision) was built by a previous owner sometime after 2020 without benefit of a building permit. Pinellas County initiated a Code Enforcement case on the property in 2023. The case was closed when the current annexation applicant, Mr. and Mrs. Slater, bought the property and paid the outstanding fines resulting in issuance of a Release of Lien. A new Pinellas County Code Enforcement case has not been initiated to date.
- If annexed, the parcel would come into the City with an un-permitted (i.e., illegal) garage structure. If the owner does not proactively address the un-permitted structure, the City would need to initiate a Code Enforcement case. A path forward to bring the garage into compliance with City regulations is possible.

Given the above, staff is not opposed to this annexation since there is a potential remedy to the code violation, assuming the applicant follows through. There may be some potential long-term benefit in bringing this section of the N. Pinellas Ave. corridor into the municipal limits. However, there may be a burden on the City to initiate and follow through with Code Enforcement action. The Board must decide if the burden to the City would be excessive (i.e., "undue" as described in LDC Section 208.00(G)). The Board should note that conditions cannot be placed on any of the three ordinances associated with this annexation. The Board should also note that at any time the demolition of the garage, or its relocation to the applicant's adjacent property at 1267 N. Pinellas Ave., would bring the property into compliance immediately. This item has been placed before the Board at the applicant's request. He is asking that the Board consider the annexation request with the property in its current condition.

There are some aspects of this annexation that could potentially accrue future planning benefits for the City. Those aspects notwithstanding, based on interpretation of the code criteria, Staff recommends **denial** of the following:

1. **Ordinance 2025-08** (quasi-judicial) to annex approximately 0.77 acres into the City of Tarpon Springs municipal boundary,

2. **Ordinance 2025-10** (legislative) to amend the Future Land Use Map (FLUM) from Pinellas County land use designation R/OG (Residential/Office General) to City of Tarpon Springs designation O (Office), and,
3. **Ordinance 2025-09** (legislative) to amend the Official Zoning Atlas from Pinellas County zoning district GO (General Professional Offices) to City of Tarpon Springs zoning district RO (Residential Office).

Background

The applicant is requesting annexation of approximately 0.77 acres of property in conjunction with a proposed Future Land Use Map (FLUM) amendment from Pinellas County R/OG (Residential/Office General) to City of Tarpon Springs O (Office), and, a rezoning from Pinellas County GO (General Professional Office) to City of Tarpon Springs RO (Residential Office). One of the parcels (ID# 01-27-15-27072-011-0040 at Lots 4 and 5, Fairview Subdivision) is built with a detached garage. The remaining three parcels are vacant. The basis of the applicant’s annexation request is discussed below.



Funding

Not applicable.

Strategic Plan Objective

Not applicable.



CITY OF TARPON SPRINGS
PLANNING & ZONING BOARD / BOARD OF COMMISSIONERS
[JULY 21, 2025 / AUGUST 12, 2025, AUGUST 26, 2025]

STAFF REPORT – JULY 14, 2025

Application No. / Project Title: #25-16 / Fred and Edith Slater, Annexation

Staff: Patricia L. McNeese, AICP, Planning Supervisor

Applicant / Owner: Frederick and Edith Slater

Property Size: 0.77 acres

Current Zoning: Pinellas County – GO (General Professional Office)

Proposed Zoning: RO (Residential Office)

Current Future Land Use: Pinellas County – R/OG (Residential Office General)

Proposed Future Land Use: O (Office)

Location / Parcel ID: West side of North Pinellas Ave, approximately 65 feet north of Anclote Road (Fairview Subdv Block 11, Lots 4, 5, 18, 19, 20, 21)

Parcel Numbers:

01-27-15-27072-011-0040, 01-27-15-27072-011-0180,
01-27-15-27072-011-0190, 01-27-15-27072-011-0200

Ordinances: Ordinance No. 2025-10 Annexation
Ordinance No. 2025-08 Future Land Use Map Amendment
Ordinance No. 2025-09 Zoning Atlas Amendment

BACKGROUND SUMMARY:

The applicant is requesting annexation of approximately 0.77 acres of property in conjunction with a proposed Future Land Use Map (FLUM) amendment from Pinellas County R/OG (Residential/Office General) to City of Tarpon Springs O (Office), and, a rezoning from Pinellas County GO (General Professional Office) to City of Tarpon Springs RO (Residential Office). One of the parcels (ID# 01-27-15-27072-011-0040 at Lots 4 and 5, Fairview Subdivision) is built with a detached garage. The remaining three parcels are vacant. The basis of the applicant's annexation request is discussed below.

PRELIMINARY STAFF RECOMMENDATION:

Staff has determined that the request may not meet the strict criteria of Section 208.00(G) of the Land Development Code (LDC) and has advised the applicant accordingly. The applicant has requested a public hearing and determination by the Board of Commissioners (Board) due to extenuating circumstances associated with the detached garage structure located on one of the parcels to be annexed, as noted above. The circumstances are summarized as follows:

- The existing garage on Parcel ID# 01-27-15-27072-011-0040 (Lots 4 and 5, Fairview Subdivision) was built by a previous owner sometime after 2020 without benefit of a building permit. Pinellas County initiated a Code Enforcement case on the property in 2023. The case was closed when



the current annexation applicant, Mr. and Mrs. Slater, bought the property and paid the outstanding fines resulting in issuance of a Release of Lien. A new Pinellas County Code Enforcement case has not been initiated to date.

- If annexed the parcel would come into the City with an unpermitted (i.e., illegal) garage structure. The City would need to immediately initiate a Code Enforcement case to resolve the unpermitted structure. Planning staff has identified a path forward to bring the garage into compliance with City regulations.

Given the above, staff is not opposed to this annexation since there is a potential remedy to the code violation, assuming the applicant follows through. There may be some potential long-term benefit accrued to the City in bringing this section of the N. Pinellas Ave. corridor into the municipal limits. However, there would be a burden on the City to initiate and follow through with Code Enforcement action. The Board must decide if the burden to the City would be excessive (i.e., “undue” as described in LDC Section 208.00(G)). The Board should note that conditions cannot be placed on any of the three ordinances associated with this annexation. The Board should also note that at any time the demolition of the garage, or its relocation to the applicant’s adjacent property at 1267 N. Pinellas Ave., would bring the property into compliance immediately. This item has been placed before the Board at the applicant’s request. He is asking that the Board consider the annexation request with the property in its current condition.

There are some aspects of this annexation that could potentially accrue future planning benefits for the City. Those aspects notwithstanding, based on interpretation of the code criteria, Staff recommends **denial** of the following:

1. **Ordinance 2025-08** (quasi-judicial) to annex approximately 0.77 acres into the City of Tarpon Springs municipal boundary,
2. **Ordinance 2025-10** (legislative) to amend the Future Land Use Map (FLUM) from Pinellas County land use designation R/OG (Residential/Office General) to City of Tarpon Springs designation O (Office), and,
3. **Ordinance 2025-09** (legislative) to amend the Official Zoning Atlas from Pinellas County zoning district GO (General Professional Offices) to City of Tarpon Springs zoning district RO (Residential Office).

CURRENT PROPERTY INFORMATION:

Use of Property:	Detached garage on one parcel, remaining parcels are vacant
Site Features:	Detached garage, partially grass/disturbed, partially wooded
Vehicle Access:	Three parcels gain access from N. Pinellas Ave. The fourth parcel fronts on Pennsylvania Ave, an unimproved Pinellas County right-of-way.
Flood Zone	The entire area to be annexed is located in Flood Zone AE-8 and in the Coastal High Hazard Area.



SURROUNDING ZONING & LAND USE:

	Zoning:	Land Use:
North: (applicant's property already in City limits)	Tarpon Springs RO (Residential Office)	Tarpon Springs O (Office)
South:	- Pinellas County GO (General Professional Office) - Tarpon Springs RO (Residential Office)	- Pinellas County R/OG (Residential/Office General) - Tarpon Springs O (Office)
East:	Tarpon Springs GB (General Business)	Tarpon Springs R&S (Retail & Services)
West:	Pinellas County GO (General Professional Office) and R-4 (One, Two and Three-Family Residential)	Pinellas County R/OG (Residential/Office General) and RU (Residential Urban)

PLANNING CONSIDERATIONS:

When considering this application, the following general site conditions, planning concepts, and other facts should be noted:

1. The applicant owns the property located at 1267 N. Pinellas Ave. which is adjacent on the north side to the area to be annexed. That property is currently developed with two single family residences and an accessory carport.
2. There is a detached garage of approximately 1,225 square feet in size on Parcel ID# 01-27-15-27072-011-0040 (Lots 4 and 5, Fairview Subdivision) that was built by a previous owner without benefit of permit between 2020 and 2023. Pinellas County initiated a Code Enforcement case on the property on March 22, 2023 and assessed administrative fines by order dated September 11, 2023. Compliance was never achieved. A Release of Lien was issued on February 24, 2025. The applicant, Mr. Slater, has stated verbally to staff that the release was issued after he paid all fines as part of closing on his purchase of the property on February 7, 2025. A new Pinellas County Code Enforcement case has not been initiated.
3. If the City were to annex the property a Code Enforcement case would be initiated immediately based on violation of at least three sections of the Land Development Code (LDC). These are listed below along with a potential remedy for each:
 - a. **LDC Section 212.00 (A)**, building permit required for structure; **Remedy:** apply to the City for an after-the-fact building permit,
 - b. **LDC Section 36.00(B)(4)**, accessory structure (detached garage) cannot be permitted without a principal use on the parcel; **Remedy:** combine the garage parcel with the applicant's adjacent parcel at 1267 N. Pinellas Ave. The single family residential use at 1267 N. Pinellas Ave. would qualify as the principal use. Note that, in the property's current condition, this option is not available to the applicant without annexation, since parcels in two jurisdictions cannot be combined.
 - c. **LDC Section 36.01(B)**, building does not comply with minimum yard standards for a detached garage; **Remedy:** modify the building to comply with the minimum yard standards, or, obtain a setback variance from the Board of Adjustment.

A complete demolition of the garage or removal of the garage to the property at 1267 N. Pinellas Ave. (with proper permits) would likely bring the garage into compliance immediately under



either jurisdiction (county or city). The applicant has asked that the Board consider the annexation at this time with the property in its current condition.

4. The property is in the "Transitional Area" of the Comprehensive Plan Place-Based Area Map.
5. A full traffic signal is currently being installed at the intersection of N. Pinellas Ave. and Anclote Road. The Florida Department of Transportation recently rehabilitated this area of the corridor between Anclote Road and Rainville Road. The area now includes wide sidewalks on both sides of the roadway that ultimately connect to the Pinellas Trail to the northeast at Dixie Highway. A full flashing beacon crosswalk was installed directly in front of the applicant's incorporated built property at 1267 N. Pinellas Ave.
6. The Anclote River bridge is located approximately 600 feet south of this property. The Florida Department of Transportation (FDOT) has determined that the N. Pinellas Ave. bridge over the Anclote River is at or near its useful life. It will likely need to be replaced within the planning horizon of the City's 2045 Comprehensive Plan.

REVIEW STANDARDS / STAFF ANALYSIS - ANNEXATION:

Section 208.00 of the LDC and Chapter 171.043, Florida Statutes provide standards for annexations. These standards, along with planning staff's analysis are provided below:

- 1. Whether the property in question would create a municipal or county enclave upon annexation; i.e.: whether the area to be annexed is contiguous to the City's boundaries and is reasonably compact.**

Staff Analysis: The property is contiguous to the existing Tarpon Springs municipal limits on the north and east sides and will not create an enclave.

- 2. Whether the property in question would reduce a "Type A" enclave as identified in the City's Interlocal Service Boundary Agreement with Pinellas County.**

Staff Analysis: Florida Statutes Section 171.031(13)(a) defines an enclave as "Any unincorporated improved or developed area that is enclosed within and bounded on all sides by a single municipality." This is referred to as a "Type A" enclave per the Interlocal Service Boundary Agreement (ISBA) with Pinellas County. The agreement was executed to provide flexibility with regard to statutory annexation processes in order to promote sensible service boundaries within the highly urban character of Pinellas County. The flexibility provided allows the City to annex noncontiguous properties that are in a Type A enclave notwithstanding the statutory annexation standards.

The subject property is not located within a "Type A" enclave and therefore would not reduce a "Type A" enclave. However, the property already meets the geographic criteria for annexation due to its adjacency to the municipal limits.

- 3. The impact of the property in question upon public facilities and the ability of the City to serve the property in question with public facilities upon annexation.**

Staff Analysis: The property has the following public facilities service characteristics:



- The City provides potable water and sanitary sewer utilities to this area and has the capacity to serve the property. The infrastructure to serve all of the parcels proposed for annexation is only partially in place. The applicant may potentially need to extend infrastructure to portions of the properties, depending on their configuration, for future development.
 - Three of the parcels front on North Pinellas Avenue, which is under the jurisdiction of the State of Florida. One parcel fronts on the unimproved right-of-way of Pennsylvania Avenue, which is under the jurisdiction of Pinellas County.
 - The property is within the City's solid waste service area. The City has the capacity to provide solid waste service to these properties. It is noted that the Pennsylvania Ave parcel cannot be physically served on its own until the roadway access is built by the applicant or County.
 - Future development of this property would require the provision of on-site stormwater handling facilities designed in accordance with the City's Land Development Code.
 - The property is already located within the Tarpon Springs Fire District. The City has the ability to provide law enforcement services for this property.
- 4. The history or status of any Pinellas County code enforcement actions or violations that may cause an undue burden on the City. Such actions include, but are not limited to unpermitted construction, FEMA violations, nonconforming uses and illegal or prohibited uses.**

Staff Analysis: Pinellas County currently has no active/open code enforcement cases on file for the subject property. However, the County filed case #CCM-23-00058 in 2023 on Parcel ID# 01-27-15-27072-011-0040 for an unpermitted detached garage, and eventually placed a lien on the property in September 2023. The recorded lien is included in this agenda packet. The applicant, Mr. Slater, paid all fines when he purchased the property in February 2025 and received a Release of Lien, also included with this packet. The violation was never corrected/resolved and a new case has not been filed to date by Pinellas County.

If the property is annexed, the City would perform a site visit to the property and immediately issue a notice of violation on Parcel ID# 01-27-15-27072-011-0040 for an unpermitted detached garage. Known code citations would include the following:

- a. **LDC Section 212.00 (A):** A building permit is required for structure. It is known that the structure was built without benefit of building permits. It is not known whether the structure meets the Florida Building Code. To resolve this issue, the owner would need to apply for an after-the-fact building permit and have the structure documented/inspected to verify that it meets Florida Building Code, fire codes, floodplain ordinance standards, and all other codes. The applicant, in his narrative (included with this agenda packet), has stated that he is "not looking for a permit [but is] "looking for you [City] to accept the structure as is." However, this is not possible. At a minimum, verification must be on file showing that the structure meets the standards of the Florida Building Code and other applicable codes.
- b. **LDC Section 36.00(B)(4):** The detached garage is an accessory structure that cannot be permitted without a principal use on the same parcel. This was apparently the primary reason that Pinellas County was never able to process an after-the-fact permit for this



structure. Combining the parcel with the adjacent incorporated parcel to provide for a principal use is also not currently possible because it is in a different jurisdiction. To resolve this issue, the garage parcel, once annexed, would need to be combined with the adjacent parcel at 1267 N. Pinellas Ave. The single family residential use at 1267 N. Pinellas Ave. would qualify as the principal use.

- c. **LDC Section 36.01(B):** The property would be annexed into the City in the Residential Office (RO) zoning district, which requires a 7.5-foot side yard setback. The survey provided by the applicant shows that the garage is only 5.74 feet from the property line on the south side. The building would be required to be modified to comply with the minimum yard standards, or, the applicant could apply to obtain an after-the-fact variance to the setback standard.

Again, the above are *known* code violations, based on the Pinellas County case. Upon completion of a site inspection by the City, additional code violations, if any exist, would be identified and cited. There are no other known violations or nonconformities associated with the property. The Board must decide if the code enforcement violations described above would place an “undue burden” on the City. It is Staff’s opinion that a “burden” would be created, but the Board must decide whether the burden is excessive or extreme (i.e., “undue”).

It is noted that the applicant could bring the property into compliance at any time via a complete demolition of the garage or removal of the garage to the property at 1267 N. Pinellas Ave with proper permits. The applicant is asking that the Board consider the annexation at this time with the property in its current condition.

5. Whether the property in question is consistent with the City’s Comprehensive Plan.

Staff Analysis: The property is currently vacant with the exception of the illegal garage as described in this staff report. Therefore the garage is the only property feature that is inconsistent with the Comprehensive Plan. The property is in the Coastal High Hazard Area and in the Special Flood Hazard Area (SFHA) Zone AE-8. The City’s Floodplain Administrator has cautioned that bringing this property into the municipal limits would increase the City’s SFHA acreage and may affect that scoring aspect of the Community Rating System (CRS) in the future.

The applicant has requested a Future Land Use Map (FLUM) amendment to the Office (O) category. The Comprehensive Plan Place-Based Area Map depicts this property in a larger Transitional Area north of the river. The 2045 Future Land Use Categories & Rules Table shows the Office FLUM category relationship to the Place-Based Area Map indicating that Office is consistent with the “Transitional” character, especially “Along Major Corridors.” Retaining the Office FLUM category with this annexation maintains current stability and land use consistency in this area until future planning for Transitional Areas, as called for in the Comprehensive Plan (Policy FLU 2.1.2), can be initiated. See further discussion under review of Comprehensive Plan Map Amendment below.

REVIEW STANDARDS / STAFF ANALYSIS – COMPREHENSIVE PLAN MAP AMENDMENT

Section 207.03(C) of the LDC provides the standard for Comprehensive Plan amendments, namely, meeting the standards of state law.



Staff Analysis: The table below compares the Pinellas County’s Residential Office General (current) FLUM category, and the City’s Office (proposed) FLUM category. The uses are largely similar, except that the light manufacturing and light research/development uses now allowable by the County would be removed. The current allowable density of fifteen (15) dwelling units per acre would continue. The change would also lower the floor area ratio from 0.50 to 0.45. The impervious surface ratio would remain the same at 0.75.

Comprehensive Plan: The standards for the Pinellas County Residential Office General (R/OG) and pending City Office (O) FLUM categories are compared below:

	Current FLU: Pinellas County – Residential / Office General (R/OG)	Proposed FLU: Tarpon Springs – Office (O)
INTENT:	It is the purpose of this category to depict those areas of the County that are now developed, or appropriate to be developed, in residential, office, and/or employment use that has off-site impacts comparable to office and medium density residential uses; and to recognize such areas as primarily well-suited for a mixed-use of a residential/office character consistent with the surrounding uses, transportation facilities and natural resource characteristics of such areas.	Intended to accommodate areas developed, or appropriate to be developed, with office uses, low-impact employment uses, and residential uses (subject to an acreage threshold), in areas characterized by a transition between residential and commercial uses and in areas well-suited for community-scale residential / office mixed-use development.
PRIMARY USES:	Residential Equivalent, Office, Research/Development – Light	<u>Permitted Uses:</u> Office, Residential Equivalent, Recreation/Open Space, Public Education Facilities, Community Gardens
SECONDARY USES:	Residential, Institutional, Transportation/Utility, Ancillary Nonresidential, Personal Service/Office Support, Manufacturing-Light, Recreation/Open Space	Transportation/Utility, Ancillary Non-Residential, Public/Semi-Public, Personal Services
MAX. DENSITY:	15 dwelling units / acre	15 dwelling units / acre
MAX. FLOOR AREA RATIO (Non-Residential):	0.50	0.40
MAX. IMPERVIOUS SURFACE (Non-Residential):	0.75	0.75



The entire North Pinellas Avenue Corridor north of Anclote Road is in the Transitional Area of the Comprehensive Plan Place-Based Area Map. Transitional depicts “*areas where transition is already happening, or development pressures are not in alignment with Future Land Use Categories. These areas include the industrial and residential areas north of the Anclote River and the US 19 corridor. Specific area and corridor plans should be prepared to manage future growth and transition of the areas. Until such time transitional areas are planned for, requests for future land use map amendments and zoning changes will be based on current future land use map and comprehensive plan policies*” (Policy FLU 2.1.2). The 2045 Future Land Use Categories & Rules Table shows the Office category included in the “Transitional” character area, especially “Along Major Corridors.”

The Future Land Use Map (FLUM) designations for properties fronting on the North Pinellas Ave corridor between Anclote Road and Rainville Road depict Residential/Office General (county) and Office (city) categories along the west side, and, Commercial General (county) and Retail & Services (city) categories along the east side. Likewise, the Forward Pinellas Countywide Map depicts Office and Retail & Services categories along the west and east sides, respectively. Recent transportation improvements in this corridor segment are having the effect of slowing traffic and providing direct bicycle/pedestrian connection improvements in this southbound entrance to the City’s Sponge Docks and Downtown. Therefore, the property to be annexed would come into play with respect to future planning for this main corridor of the Place-Based Transitional Area, including coordination with rehabilitation of the Anclote River bridge when that is addressed by FDOT.

The FLUM amendment to the Office category is found to be consistent with the 2045 Comprehensive Plan and with state law.

REVIEW STANDARDS / STAFF ANALYSIS - REZONING:

Section 207.03(A) of the Tarpons Springs Comprehensive Zoning and Land Development Code provides standards for zoning map amendments. These standards, along with planning staff’s analysis are provided below:

1. The amendment is consistent with the goals, objectives and policies of the Tarpon Springs Comprehensive Plan.

Staff Analysis: See the above analysis of the FLUM amendment to the O (Office) category. The proposed RO (Residential Office) zoning district is consistent with this category. It is also consistent with the goals, objectives and policies of the Comprehensive Plans. All the adjacent incorporated parcels along this N Pinellas Ave corridor between Anclote Road and Rainville Road are in the Residential Office category.

2. The available uses to which the property may be put are appropriate to the property in question and are compatible with the existing and planned uses in the area.

Staff Analysis: The table on the following page lists the uses allowable in the Residential Office (RO) zoning category. The current garage use on one of the parcels is appropriate as a use (assuming the structure can be brought into code compliance as described above). Uses allowable by right in the RO district include permanent residential, offices and personal services.



Rezoning: The standards for the Pinellas General Professional Office General (GO) and pending City Residential Office (RO) zoning districts are compared below:

	Current Zoning: Pinellas County – GO (General Professional Office)	Proposed Zoning: City – RO (Residential Office)
Permitted/Conditional Uses:	Live-work dwelling, offices (including veterinary), short-term vacation rentals, drive-through facility, food carts, health club, personal care, studio/gallery, battery exchange stations, laboratory research/development, publishing/printing, clubs, commercial recreation, museum, natural resource management, parks, performing arts, cemetery, daycare, funeral home, government building, education/school, library, meeting hall, shelter housing, surface parking, parking garages, radio stations, wireless communication towers, utilities, community gardens, excavation pits and land filling.	<u>Permitted</u> : business and professional offices, emergency service facilities, financial institutions, persona services, multifamily dwellings, single family dwellings (detached, attached, semi-detached) and two family dwellings. <u>Conditional</u> : assembly halls and convention centers, boarding homes, community assembly, community residential homes, congregate care facilities, day care centers, day care homes, emergency shelters, family care homes, funeral homes, home occupations, hospitals, libraries, museums, light utility, lodging facilities, nursing homes, post offices, private clubs, schools, community service uses.
Max. Density	15 dwelling units per acre	15 dwelling units per acre
Max. Non-Residential Floor Area	0.50	0.25
Max. Impervious Surface Ratio	0.75	0.75
Min. Open Space	n/a	20%
Lot Standards:		
Min. Lot Area	6,000 square feet	5,000 square feet
Min. Lot Width	60 feet	50 feet
Min. Lot Depth	80 feet	80 feet
Max. Height	75 feet (limited to 45 feet within 50 feet of residential zoning)	35 feet

Continued next page



	Current Zoning: Pinellas County – GO (General Professional Office)	Proposed Zoning: City – RO (Residential Office)
Setbacks:		
Front Yard	5 feet	20 feet
Side Yard	10 feet	7.5 feet
Side Street	n/a	15 feet
Rear Yard	10 feet	20 feet

A longer list of conditional uses would require individual determinations of compatibility if proposed for this location. The parcels to be annexed are situated in Block 11 of the Fairview Subdivision, platted in 1924. Block 11 is bounded by N Pinellas Ave (east), Anclote Road (south) and Pennsylvania Ave (west). The subdivision extends westward from Pennsylvania Ave and includes primarily single family structures and a few multi-family structures. Pennsylvania Ave itself is unimproved. Future development of the annexed parcels, especially for requested conditional uses, would need to show compatibility or provide features towards achieving compatibility with the adjacent neighborhood. All but one of the four parcels front on N Pinellas Ave, so it is expected that potential transportation impacts to the neighborhood, at least, would be minimal. The N. Pinellas corridor on this side currently includes commercial and institutional uses. RO uses are generally compatible with this development pattern.

3. The amendment shall provide for efficient and orderly development considering the impact upon growth patterns and the cost to the City to provide public facilities.

Staff Analysis: Annexation of the property would bring more of this North Pinellas corridor into the City in a transitional area where future planning focus is desirable. Over the longer term this annexation would therefore promote an efficient and orderly growth pattern consistent with the City's Comprehensive Plan. However, efficiency is somewhat challenged in the short term by the necessity of initiating a code enforcement case if the annexation is approved with the existence of the illegal garage at its current location.

The property has the following public facilities service characteristics:

- The City provides potable water and sanitary sewer utilities to this area and has the capacity to serve the property. The infrastructure to serve all of the parcels proposed for annexation is only partially in place. Infrastructure to portions of the properties, depending on their configuration, would need to be extended for future development.
- Three of the parcels front on North Pinellas Avenue, which is under the jurisdiction of the State of Florida. One parcel fronts on the unimproved right-of-way of Pennsylvania Avenue, which is under the jurisdiction of Pinellas County.
- The property is within the City's solid waste service area. The City has the capacity to provide solid waste service to these properties. Physical access to the Pennsylvania Ave parcel would need to be provided before it could be served.



- Future development of this property would require the provision of on-site stormwater handling facilities designed in accordance with the City's Land Development Code.
- The property is already located within the Tarpon Springs Fire District. The City has the ability to provide law enforcement services for this property.

There are City facilities serving this general area. A future developer of this property would be required to extend infrastructure to the parcels where necessary if it does not exist today. Therefore, the City does not anticipate additional costs to provide for public facilities.

- 4. The amendment will not adversely impact nor exceed the capacity or the fiscal ability of the City to provide public facilities, including transportation, waste and sewer, solid waste, drainage, recreation, education, fire protection, library service and other similar public facilities. Compliance with the adopted Levels of Service standards can be demonstrated if necessary.**

Staff Analysis: The City has the capacity and ability to serve the property with all public facilities. The owner/developer will be responsible for extending those facilities to serve any planned development. The proposed annexation will not adversely affect the City's ability to provide standard public facilities and will not degrade levels of service for any facilities.

TECHNICAL REVIEW COMMITTEE (TRC):

The TRC reviewed this project on March 6, 2025, for completeness and conformance to the Comprehensive Zoning and Land Development Code and the Comprehensive Plan. The TRC determined that the application was complete and ready for processing, with the caveat that the annexation would increase the City's SFHA acreage and may affect that scoring aspect of the Community Rating System (CRS) in the future.

PUBLIC CORRESPONDENCE:

The property owners within 500 feet were sent written notification in accordance with Section 206.00(J)(4) of the City of Tarpon Springs Comprehensive Zoning and Land Development Code and Chapter 166.041, Florida Statutes. Notice was advertised in the *Tampa Bay Times*. A total of 48 property owners received post cards. Staff has not received any responses to these notices.

ATTACHMENTS:

1. Slide Presentation
2. Application and narrative
3. Survey
4. Pinellas County Lien and Release of Lien
5. Draft Ordinances 2025-08, 2025-09 and 2025-10
6. Legal Public Notice

SLATER ANNEXATION #25-16

Planning & Zoning Board – July 21, 2025

Board of Commissioners – August 12, 2025 and August 26, 2025





SUMMARY OF REQUESTS

#25-16 – Fairview Subdivision, Block 11, Lots 4, 5, 18, 19, 20 and 21

Northwest of intersection of N. Pinellas Ave. and Anclote Road

1. Annex

- 0.77 acres into City of Tarpon Springs

2. Future Land Use Map Amendment (FLUM)

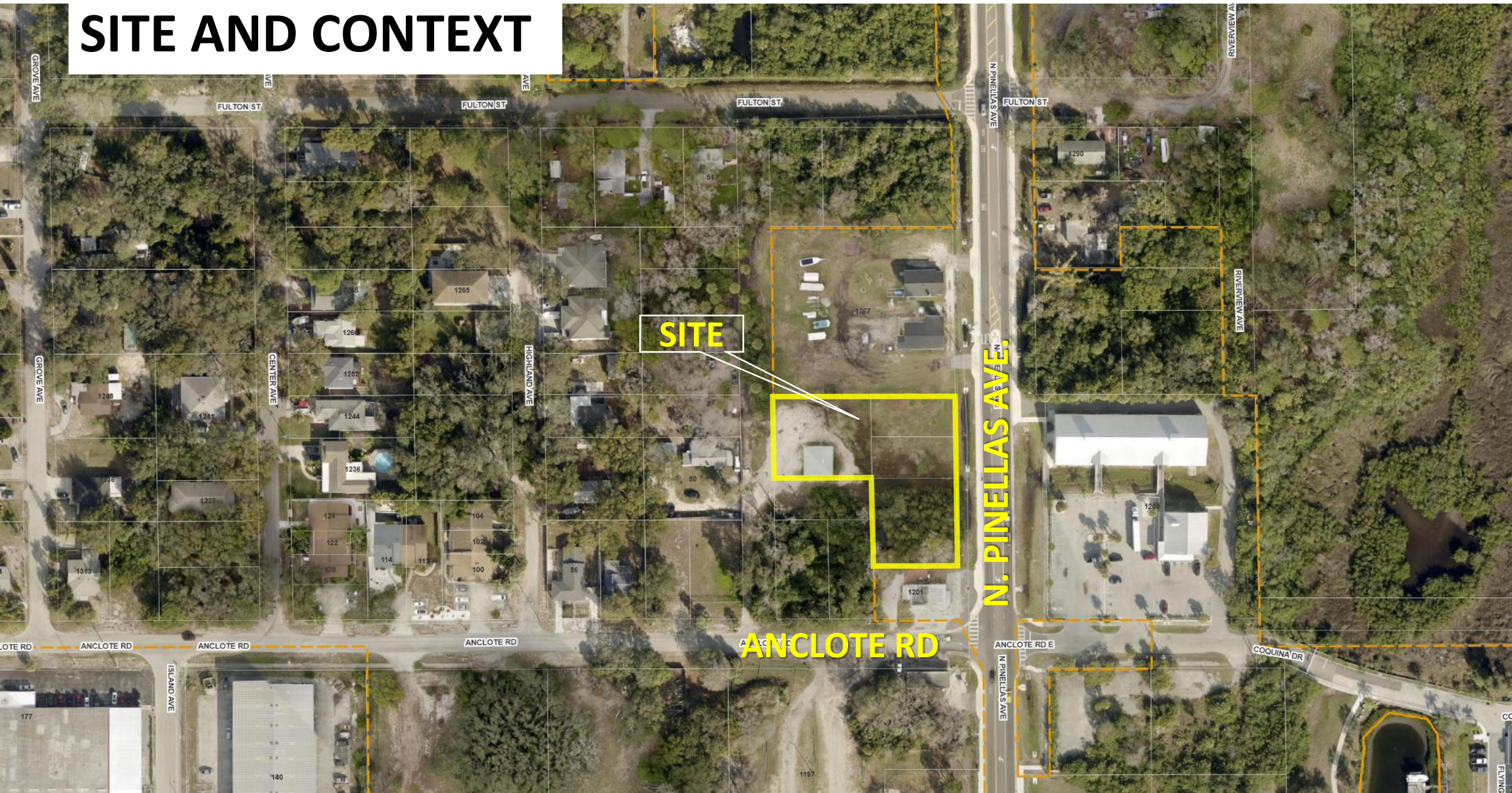
- Current: R/OG (Pinellas County – Residential/Office General)
- Proposed: O (City of Tarpon Springs – Office)

3. Rezoning

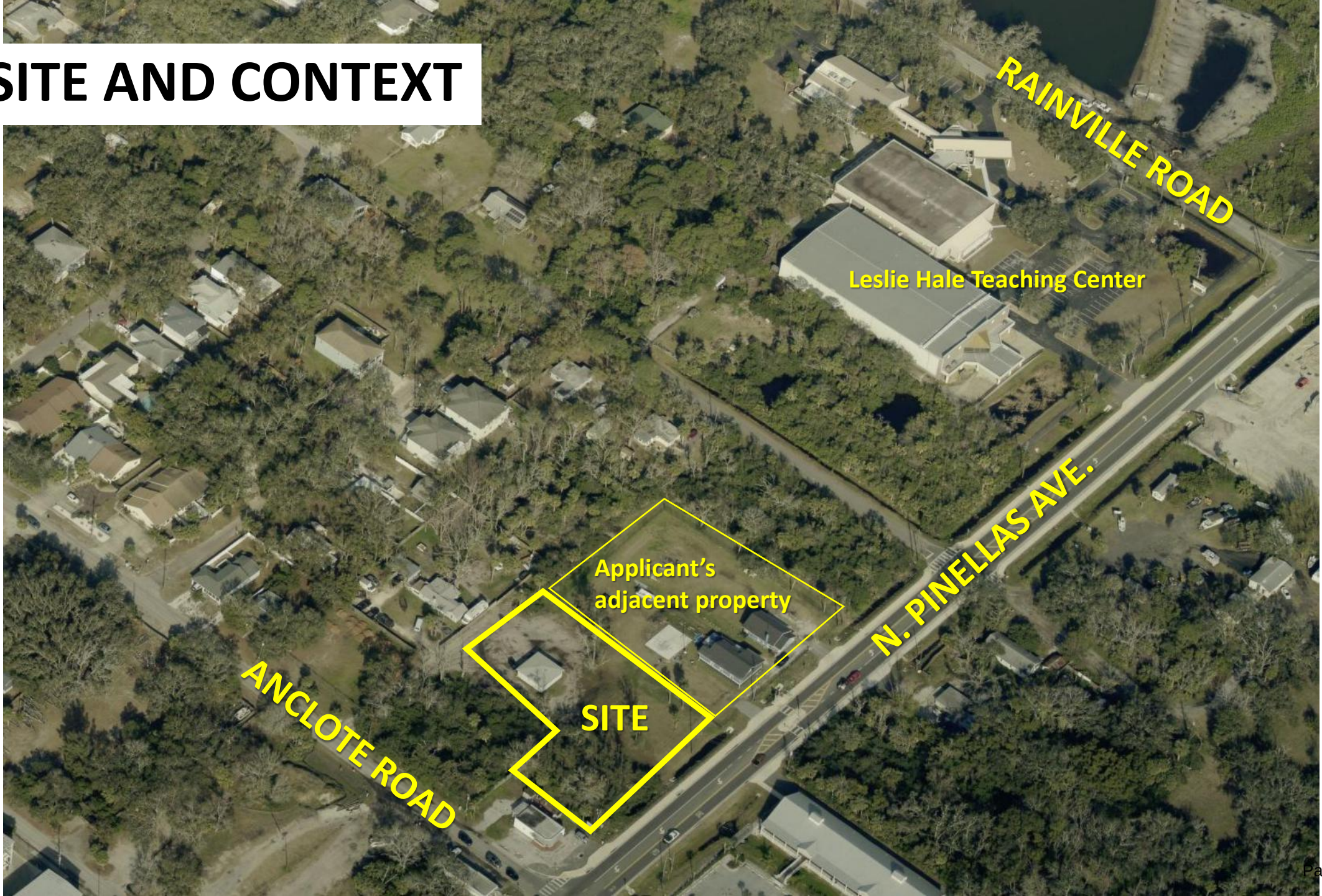
- Current: GO (Pinellas County – General Professional Office)
- Proposed: RO (Tarpon Springs – Residential Office)

- **Applicant / Owner**: Frederick and Edith Slater
- **Current Use**: detached garage on one lot; remainder is vacant land

SITE AND CONTEXT



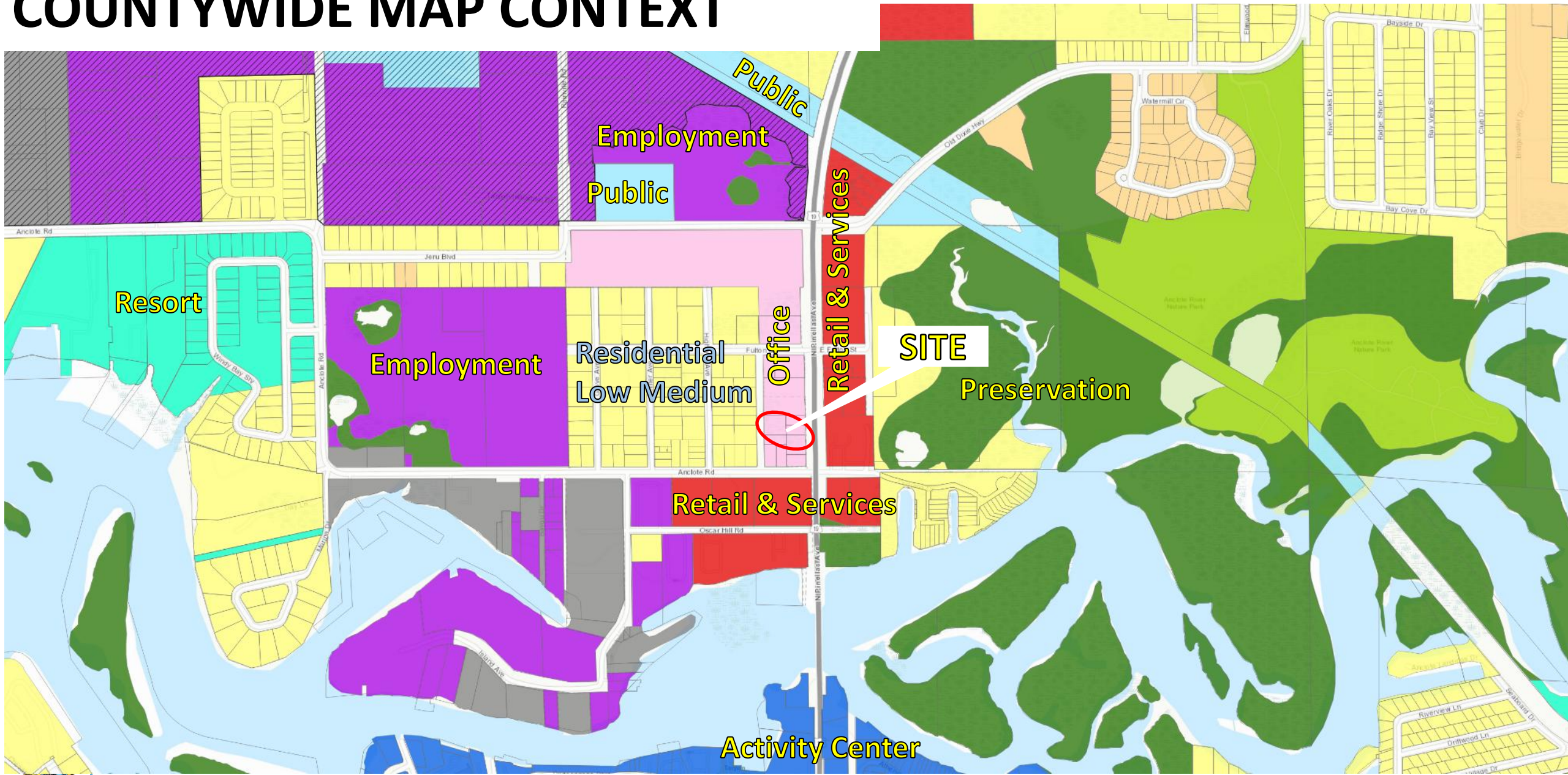
SITE AND CONTEXT



SITE LOCATION, FUTURE LAND USE



COUNTYWIDE MAP CONTEXT



[illegible]

CURRENT CITY LIMITS
within shaded areas

[illegible]

THIS IS A RETRACEMENT
AND TOPOGRAPHIC SURVEY
STAUB LLC, LB NO. 80



REVIEW CRITERIA - ANNEXATION

- 1) Annexation of the property would not create a municipal or county enclave, is contiguous to the City's boundaries, and, is reasonably compact.
- 2) This property is not within a "Type A" enclave but is also contiguous with the municipal boundaries.
- 3) The City has the capacity to serve the property with utilities. Infrastructure extensions by the applicant will be necessary for future development. Roadway access would be available from N. Pinellas Ave. (a state road) and Pennsylvania Road (an unimproved Pinellas County right-of-way). All other City services are available upon annexation.
- 4) Pinellas County has no active code enforcement case on the subject property. An illegal detached garage exists on the property. A code enforcement case would need to be initiated upon annexation, creating a burden on City services.
- 5) The property is consistent with the proposed Future Land Use Map category



REVIEW CRITERION #4 – CODE ENFORCEMENT STATUS

Parcel ID# 01-27-15-27072-011-0040 is developed with a detached garage. Timeline:

- The garage was built by a previous owner without benefit of permit. Pinellas County initiated a code enforcement case in March 2023 and assessed an order of administrative fines in September 2023.
- The applicant purchased the property in February 2025, paid all fines and obtained a Release of Lien. Pinellas County closed the code enforcement case and has not initiated a new one.
- It is currently known that the detached garage does not comply with:
 1. requirement for a principal use on the same parcel,
 2. requirement for a building permit,
 3. requirement for the minimum side setback in the RO zoning district.
- City would need to initiate a new code enforcement case upon annexation.

This creates a burden on the City.

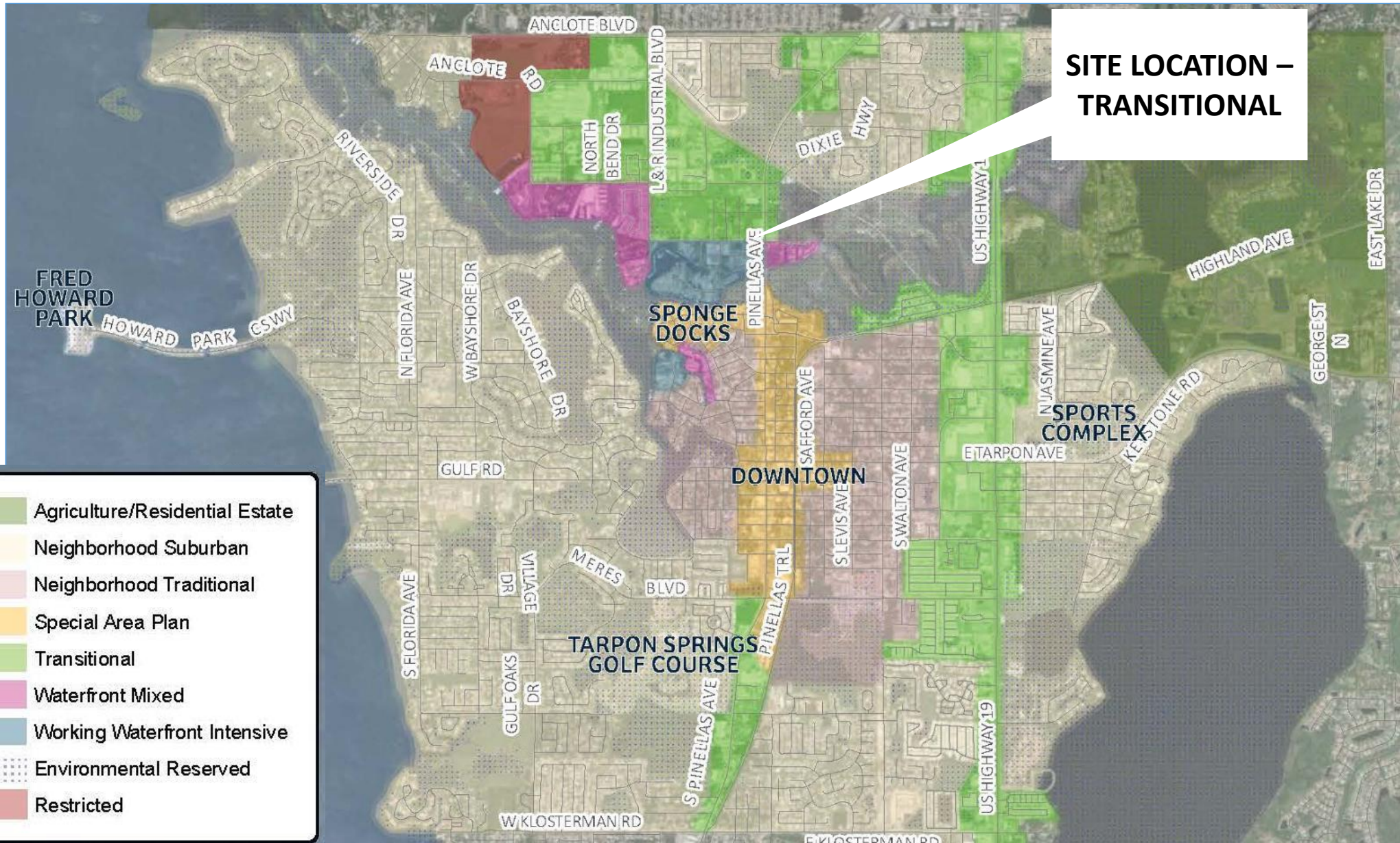
The Board must decide if this creates an *undue* (i.e., excessive) burden.



REVIEW CRITERIA – FLUM AMENDMENT

- 1) The proposed Office (O) Future Land Use Map (FLUM) designation is consistent with the policies of the Comprehensive Plan and the FLUM designations of the surrounding area.
- 2) The Office (O) category is also consistent with the Transitional Area designation of the Place-Based Area Map, especially along the North Pinellas Ave corridor.
- 3) The change to the Office FLUM category will maintain the current density (15 dwelling units per acre), lower the floor area ratio slightly (from 0.50 to 0.45) and maintain the current impervious surface ratio (0.75).

SITE LOCATION, PLACE-BASED AREA MAP





REVIEW CRITERIA - REZONING

- 1) The Residential Office (RO) Zoning District is consistent with the Office (O) Future Land Use Map category.
- 2) The Residential Office District is appropriate to and compatible with the predominant uses in the area (commercial and institutional along the N. Pinellas Ave corridor, and residential to the west).
- 3) The amendment would provide for efficient and orderly growth as it would bring this parcel into the City helping to complete the Office corridor along N. Pinellas Ave. and provide the City with opportunity to plan for the longer-term character of this Transitional Area.
- 4) The amendment will not adversely impact nor exceed the capacity or the fiscal ability of the City to provide public facilities, including transportation, potable water, solid waste, drainage, law enforcement and fire protection. Utilities infrastructure would need to be extended in the future by the developer, including water, sewer and roadway access (Pennsylvania Ave).



PRELIMINARY STAFF RECOMMENDATION

#25-16 – The Board should consider the following:

- whether initiation of a City Code Enforcement case creates an undue burden,
- potential longer-term benefits to annexation along N. Pinellas Ave. corridor.

Based on annexation review criteria, staff recommends ***denial*** of:

- Ordinance 2025-08: Annex +/- 0.77 acres into Tarpon Springs
- Ordinance 2025-10: Amend the Future Land Use Map from Pinellas County R/OG (Residential/Office General) to City of Tarpon Springs O (Office)
- Ordinance 2025-09: Amend the Zoning Atlas from Pinellas County GO (General Professional Office) to City of Tarpon Springs RO (Residential Office) zoning district.

Public Notice – This item was advertised as required. No responses were received.

ORDINANCE 2025-10

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, ANNEXING 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16); PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the property owner of record of said property has requested to annex said property described in Exhibit A; and,

WHEREAS, the parcel is contiguous to the City of Tarpon Springs municipal boundary and is located within the City's planning area; and,

WHEREAS, annexation of the property will not create an enclave; and,

WHEREAS, the City of Tarpon Springs can provide services to the property; and,

WHEREAS, the Planning and Zoning Board conducted a public hearing on this Ordinance on July 21, 2025; and,

WHEREAS, published legal notice of this Ordinance has been provided pursuant to the requirements of Chapter 166.041, F.S. and Section 206 of the Tarpon Springs Comprehensive Zoning and Land Development Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA:

Section 1. FINDINGS: ANNEXATION

1. That this Ordinance will not create an enclave upon annexation.
2. That the property is not located in a "Type A" enclave as identified in the City's Interlocal Service Boundary Agreement with Pinellas County.
3. That annexation of the property will not have an adverse impact upon public facilities.
4. That the City will be able to provide public services to the property upon annexation.
5. That the history or status of any Pinellas County code enforcement actions, violations and/or nonconforming uses of the property will not cause undue burden on the City.

6. That the property is consistent with the City's Comprehensive Plan and Future Land Use Map.

Section 2. ANNEXATION

In accordance with Chapter 171.044, F.S. the property described as,

"Lots 4 and 5, Block 11, Fairview Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0040)" and,

"Lot 18, Block 11, Fairview Subdivision, less road R/W according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0190)" and,

"Lot 19, Block 11, Fairview Subdivision, less road R/W according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0180)" and,

"Lots 20 and 21, Block 11, Fairview Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0200,"

is hereby annexed from unincorporated Pinellas County into the corporate limits of the City of Tarpon Springs and the boundaries of Tarpon Springs are hereby redefined to include the described property.

Section 3. EFFECTIVE DATE

This Ordinance shall be effective upon adoption in the manner provided by law.

ORDINANCE 2025-08

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, AMENDING THE FUTURE LAND USE MAP FOR 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16) FROM PINELLAS COUNTY RESIDENTIAL OFFICE GENERAL (R/OG) CATEGORY TO CITY OF TARPON SPRINGS OFFICE (O) CATEGORY; PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the owner of record of said property has applied to amend the Future Land Use Map designation of the property from the Pinellas County R/OG (Residential/Office General) category to the City of Tarpon Springs O (Office) category; and,

WHEREAS, the permitted uses within the O (Office) land use designation are compatible with the surrounding and existing land uses; and,

WHEREAS, the property owner has also applied to re-zone the property from the Pinellas County GO (General Professional Office) zoning district to the City of Tarpon Springs RO (Residential Office) zoning district; and,

WHEREAS, the property owner has also requested to annex said property into the municipal limits of Tarpon Springs; and,

WHEREAS, the Planning and Zoning Board conducted a public hearing on this Ordinance on July 21, 2025; and,

WHEREAS, this Ordinance has been duly advertised in accordance with the requirements of Chapter 171, F.S. and the Tarpon Springs Comprehensive Zoning and Land Development Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA:

Section 1. FINDINGS: FUTURE LAND USE MAP AMENDMENT

1. That this Ordinance is consistent with Chapter 163, Part II, Florida Statutes.
2. That this amendment to O (Office) Future Land Use Map designation is appropriate.

Section 2. FUTURE LAND USE MAP DESIGNATION

The Future Land Use Map of the Future Land Use Plan Element of the Tarpon Springs Comprehensive Plan is hereby amended to Office for the property described as,

“Lots 4 and 5, Block 11, Fairview Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0040)” and,

“Lot 18, Block 11, Fairview Subdivision, less road R/W according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0190)” and,

“Lot 19, Block 11, Fairview Subdivision, less road R/W according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0180)” and,

“Lots 20 and 21, Block 11, Fairview Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0200.”

Section 3. EFFECTIVE DATE

This Ordinance shall be effective upon adoption in the manner provided by law.

ORDINANCE 2025-09

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS FOR 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16) FROM PINELLAS COUNTY GO (GENERAL PROFESSIONAL OFFICE) TO CITY OF TARPON SPRINGS RO (RESIDENTIAL OFFICE); PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the property owner has applied to re-zone the property from the Pinellas County GO (General Professional Office) zoning district to the City of Tarpon Springs RO (Residential Office) zoning district; and,

WHEREAS, the owner of said property has also applied to amend the Future Land Use Map designation of the property from the Pinellas County R/OG (Residential/Office General) category to the City of Tarpon Springs O (Office) category; and,

WHEREAS, the proposed RO (Residential Office) zoning district is consistent with the proposed Future Land Use Map category of O (Office); and,

WHEREAS, the planned uses within the Residential Office District are compatible with surrounding and existing land uses; and,

WHEREAS, the property owner has also requested to annex said property into the municipal limits of Tarpon Springs; and,

WHEREAS, the Planning and Zoning Board conducted a public hearing on this Ordinance on July 21, 2025; and,

WHEREAS, published legal notice of this Ordinance has been provided pursuant to the requirements of Chapter 166.041, F.S. and Section 206 of the Tarpon Springs Comprehensive Zoning and Land Development Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA:

Section 1. FINDINGS: ZONING ATLAS AMENDMENT

1. That this Ordinance is consistent with the Tarpon Springs Comprehensive Plan.

2. That available uses to which the property may be put are appropriate to the property in question and are compatible with the existing and planned uses in the area.
3. That the amendment shall provide for efficient and orderly development considering the impact upon growth patterns and the cost to the City to provide public facilities.
4. That the amendment will not adversely impact nor exceed the capacity or the fiscal ability of the City to provide public facilities including transportation, water and sewer, solid waste, drainage, recreation, education, fire protection, library service and other similar public facilities.

Section 2. ZONING ATLAS DESIGNATION

The Official Zoning Atlas of the City of Tarpon Springs is hereby amended for the property described as,

“Lots 4 and 5, Block 11, Fairview Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0040)” and,

“Lot 18, Block 11, Fairview Subdivision, less road R/W according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0190)” and,

“Lot 19, Block 11, Fairview Subdivision, less road R/W according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0180)” and,

“Lots 20 and 21, Block 11, Fairview Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 18, of the Public Records of Pinellas County, Florida (Parcel Identification No 01-27-15-27072-011-0200.”

Section 3. EFFECTIVE DATE

This Ordinance shall be effective upon adoption in the manner provided by law.



PLANNING & ZONING APPLICATION

INSTRUCTIONS

Please complete the application form fully and submit, with all supporting materials and applicable application addendums, **DIGITALLY** through the Planning and Zoning online application portal. If a project requires multiple application types, please complete the application form once and upload into each separate application project in goPost/ePlan.

Prior to proceeding to public hearing, an application must be deemed complete and all required application fees (see fee schedule on pages 5 and 6) **must be paid prior to public hearing**. Fees can be paid in person or mailed.

1. PROPERTY OWNER(S)

NAME Frederick M & Edith M Slater	EMAIL t.slater@verizon.net	
ADDRESS 1267 N Pinellas Ave		
CITY Tarpon Springs	STATE FL	ZIP 34689
PHONE 727-221-3446 or 727-221-3447		

fredsunrise2017@gmail.com

2. APPLICANT(S) (if different than owner)

NAME as above	EMAIL	
ADDRESS		
CITY	STATE	ZIP
PHONE		

3. AGENT/REPRESENTATIVE (if applicable)

NAME n/a	EMAIL	
ADDRESS		
CITY	STATE	ZIP
PHONE		



CITY OF TARPON SPRINGS
PLANNING & ZONING DEPARTMENT
 324 E. Pine Street, Tarpon Springs, FL 34689
 (727) 942-5611 / planning@ctsfl.us

4. APPLICATION TYPE* (Please select all that apply)

General Applications

- | | | |
|--|---|---|
| ☒ Annexation | ☐ Rezoning | ☐ Minor Plat |
| ☐ Conditional Use | ☐ Site Plan/Subdivision | ☐ Planned Development: |
| ☐ Discussion Item | ☐ Right-of-Way Vacation | ☐ Concept |
| ☐ Development Agreement | ☐ Temporary Use (Dates: _____) | ☐ Preliminary |
| ☐ Future Land Use Amendment | ☐ Final Plat | ☐ Final |
| ☐ Sidewalk Cafe | | |

Board of Adjustment Applications (BOA)

- ☐ Variance
☐ Nonconforming Lot of Record Variance
☐ FAR/ISR Adjustment
☐ Sidewalk Waiver
☐ After-the-Fact Variance
☐ De Minimis Variance

Heritage Preservation Applications (HPB)

- ☐ Certificate of Appropriateness
☐ Designation of Historic Property Form
☐ Economic Hardship Exemption Form
☐ Petition for Removal Form

* See Page 4 for required Application Addendums.

5. GENERAL INFORMATION

PROJECT NAME <i>Annexation of Pinellas County Property into the City of Tarpon Springs</i>			
ADDRESS/LOCATION N PINELLAS AVE and PENNSYLVANIA AVE			
TAX PARCEL NUMBER(S) 01-27-15-27072-011-0190; -0180; -0200; -0040 - 4 PARCELS			
LEGAL DESCRIPTION vacant land 0190,0180,0200 and 0040 vacant land w/XFSB			
SITE ACREAGE Upland <u>.76</u> Wetland <u>0</u> Submerged <u>0</u> Total <u>.76</u>			
FLOOD (check all that apply) ☐ Zone X ☐ Zone X Shaded ☒ Zone AE ☐ Zone VE ☐ Not in a Flood Zone Base Flood Elevation(s) (BFE): _____			
COASTAL HIGH HAZARD AREA (CHHA) ☐ Yes, this property is located within the CHHA ☒ No, this property is not located within the CHHA			

6. LAND USE & ZONING INFORMATION

CURRENT DESIGNATIONS		PROPOSED DESIGNATIONS (if applicable)	
LAND USE CATEGORY	ZONING CATEGORY	LAND USE CATEGORY	ZONING CATEGORY
1000/1090see above	commercial	0810 single family	more than 1 house...

7. SUMMARY/PURPOSE OF REQUEST

We would like to annex these properties into the City of Tarpon Springs. On 02-07-2025 we closed on the parcels 01-27-15-27072-011-0040 & 01-27-15-27072-011-0200. Within the closing the one parcel 01-27-15-27072-011-0040 was found to have many liens and fines from the county for an unpermitted garage on commercial property which was placed by the former owner without permits and was found to be non-conforming hence all the fines and liens- which were paid in full. We would like to keep the garage for future use once the annexation is complete and zoning changed to the RO- 0810. These properties are adjacent to our other homesteaded property which also are 0810 RO.



8. SIGNATURE(S)/AUTHORIZATION

APPLICANT'S SIGNATURE:

The information included in and with this application is completely true and correct to the best of my knowledge. Further, it is understood that this application must be complete and accurate and the appropriate fee(s) paid prior to processing.

Frederick M Slater

(Applicant's Signature)

Frederick M Slater

02-07-2025

(Date)

OWNER'S SIGNATURE*:

I authorize the filing of this application and will allow the Planning and Zoning Department staff to visit this property if necessary for the purpose of analyzing this request. Further, I will allow a public notice sign (if required) to be placed and remain on the property until the processing of the request is complete.

Frederick M Slater

(Owner's Signature)

02-07-2025

(Date)

**Not required for discussion item applications*

AGENT AUTHORIZATION:

The agent named below is authorized to provide subject matter on the application contained herein on behalf of the property owner. The agent is authorized to discuss the application with city staff verbally or in person and to appear and represent the application at any public hearing.

 (Agent Name, Printed)

 (Date)

 (Agent's Signature)

 (Date)

STATE OF FLORIDA)
 COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me by means of () physical presence or () Online notarization, this 7 day of FEBRUARY, A.D., 2025 by FREDRICK M. SLATER, who is personally known to me or who has produced FLORIDA DRIVERS LIC. as identification and who did (did not) take an oath.

NOTARY PUBLIC

Name: JONATHAN PALMA

Signature: *J Palma*

Stamp:



JONATHAN PALMA
 Commission # HH 129511
 Expires July 4, 2025
 Bonded Thru Budget Notary Services



8. SIGNATURE(S)/AUTHORIZATION

APPLICANT'S SIGNATURE:

The information included in and with this application is completely true and correct to the best of my knowledge. Further, it is understood that this application must be complete and accurate and the appropriate fee(s) paid prior to processing.


 (Applicant's Signature)
 Edith M. Slater

02-07-2025
 (Date)

OWNER'S SIGNATURE*:

I authorize the filing of this application and will allow the Planning and Zoning Department staff to visit this property if necessary for the purpose of analyzing this request. Further, I will allow a public notice sign (if required) to be placed and remain on the property until the processing of the request is complete.


 (Owner's Signature)

02-07-2025
 (Date)

*Not required for discussion item applications

AGENT AUTHORIZATION:

The agent named below is authorized to provide subject matter on the application contained herein on behalf of the property owner. The agent is authorized to discuss the application with city staff verbally or in person and to appear and represent the application at any public hearing.

 (Agent Name, Printed)

 (Date)

 (Agent's Signature)

 (Date)

STATE OF FLORIDA)
 COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me by means of () physical presence or () Online notarization, this 7 day of FEBRUARY, A.D., 2025 by EDITH M. SLATER, who is personally known to me or who has produced FLORIDA DRIVERS LIC - as identification and who did (did not) take an oath.

NOTARY PUBLIC

Name: JONATHAN PALMA

Signature: 

Stamp:



JONATHAN PALMA
 Commission # HH 129511
 Expires July 4, 2025
 Bonded Thru Budget Notary Services



Parcel Summary (as of 13-Feb-2025)

Parcel Map

Parcel Number

01-27-15-27072-011-0040

Owner Name

SLATER, FREDERICK M

SLATER, EDITH M

Property Use

1090 Vacant Commercial Land w/XFSB

Site Address

PENNSYLVANIA AVE

TARPON SPRINGS, FL 34689 (Unincorporated)

Mailing Address

1267 N PINELLAS AVE

TARPON SPRINGS, FL 34689

Legal Description

FAIRVIEW BLK 11, LOTS 4 AND 5

Current Tax District

TARPON SPRINGS FIRE (TF)

Year Built

Heated SF	Gross SF	Living Units	Buildings
			0



Exemptions

Year	Homestead	Use %	Status	Property Exemptions & Classifications
2025	No	0%		No Property Exemptions or Classifications found. Please note that Ownership Exemptions (Homestead, Senior, Widow/Widower, Veterans, First Responder, etc... will not display here).
2024	No	0%		

Miscellaneous Parcel Info

Last Recorded Deed	Sales Comparison	Census Tract	Evacuation Zone	Flood Zone	Elevation Certificate	Zoning	Plat Bk/Pg
23060/0820	Find Comps	273.08	A	Current FEMA Maps	Check for EC	Zoning Map	9/18

2024 Final Values

Year	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2024	\$95,747	\$94,490	\$94,490	\$95,747	\$94,490

Value History (yellow indicates corrected value)

Year	Homestead Exemption	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2023	N	\$93,575	\$85,900	\$85,900	\$93,575	\$85,900
2022	N	\$78,627	\$78,091	\$78,091	\$78,627	\$78,091
2021	N	\$70,992	\$70,992	\$70,992	\$70,992	\$70,992
2020	N	\$41,616	\$41,616	\$41,616	\$41,616	\$41,616
2019	N	\$41,616	\$41,616	\$41,616	\$41,616	\$41,616



Parcel Summary (as of 07-Feb-2025)				Parcel Map
Parcel Number 01-27-15-27072-011-0190				
Owner Name SLATER, FRED SLATER, EDITH M				
Property Use 1000 Vacant Commercial Land				
Site Address N PINELLAS AVE TARPON SPRINGS, FL 34689 (Unincorporated)				
Mailing Address 1253 N PINELLAS AVE TARPON SPRINGS, FL 34689-6902				
Legal Description FAIRVIEW BLK 11, LOT 19 LESS RD R/W				
Current Tax District TARPON SPRINGS FIRE (TF)				
Year Built				
Heated SF	Gross SF	Living Units	Buildings 0	

Exemptions

Year	Homestead	Use %	Status	Property Exemptions & Classifications
2025	No	0%		No Property Exemptions or Classifications found. Please note that Ownership Exemptions (Homestead, Senior, Widow/Widower, Veterans, First Responder, etc... will not display here).
2024	No	0%		

Miscellaneous Parcel Info

Last Recorded Deed	Sales Comparison	Census Tract	Evacuation Zone	Flood Zone	Elevation Certificate	Zoning	Plat Bk/Pg
21260/0191	Find Comps	<u>273.08</u>	A	<u>Current FEMA Maps</u>	<u>Check for EC</u>	Zoning Map	9/18

2024 Final Values

Year	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2024	\$23,441	\$23,441	\$23,441	\$23,441	\$23,441

Value History (yellow indicates corrected value)

Year	Homestead Exemption	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2023	N	\$22,325	\$22,101	\$22,101	\$22,325	\$22,101
2022	N	\$20,092	\$20,092	\$20,092	\$20,092	\$20,092
2021	N	\$18,976	\$18,976	\$18,976	\$18,976	\$18,976
2020	N	\$14,288	\$14,288	\$14,288	\$14,288	\$14,288
2019	N	\$14,288	\$14,288	\$14,288	\$14,288	\$14,288



Parcel Summary (as of 07-Feb-2025)

Parcel Map

Parcel Number

01-27-15-27072-011-0180

Owner Name

SLATER, FRED

SLATER, EDITH M

Property Use

1000 Vacant Commercial Land

Site Address

N PINELLAS AVE

TARPON SPRINGS, FL 34689 (Unincorporated)

Mailing Address

1253 N PINELLAS AVE

TARPON SPRINGS, FL 34689-6902

Legal Description

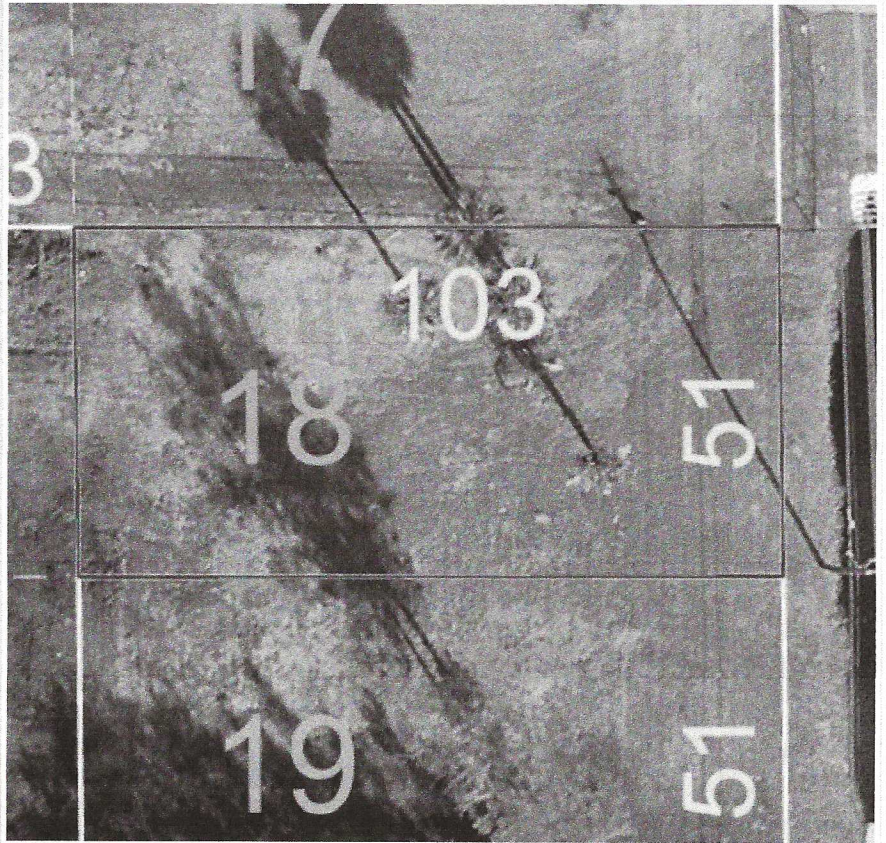
FAIRVIEW BLK 11, LOT 18 LESS RD R/W

Current Tax District

TARPON SPRINGS FIRE (TF)

Year Built

Heated SF	Gross SF	Living Units	Buildings
			0



Exemptions

Year	Homestead	Use %	Status	Property Exemptions & Classifications
2025	No	0%		No Property Exemptions or Classifications found. Please note that Ownership Exemptions (Homestead, Senior, Widow/Widower, Veterans, First Responder, etc... will not display here).
2024	No	0%		

Miscellaneous Parcel Info

Last Recorded Deed	Sales Comparison	Census Tract	Evacuation Zone	Flood Zone	Elevation Certificate	Zoning	Plat Bk/Pg
21260/0191	Find Comps	<u>273.08</u>	A	<u>Current FEMA Maps</u>	<u>Check for EC</u>	Zoning Map	9/18

2024 Final Values

Year	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2024	\$23,441	\$23,441	\$23,441	\$23,441	\$23,441

Value History (yellow indicates corrected value)

Year	Homestead Exemption	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2023	N	\$22,325	\$22,101	\$22,101	\$22,325	\$22,101
2022	N	\$20,092	\$20,092	\$20,092	\$20,092	\$20,092
2021	N	\$18,976	\$18,976	\$18,976	\$18,976	\$18,976
2020	N	\$17,850	\$17,850	\$17,850	\$17,850	\$17,850
2019	N	\$17,850	\$17,850	\$17,850	\$17,850	\$17,850



Parcel Summary (as of 14-Feb-2025)

Parcel Number

01-27-15-27072-011-0200

Owner Name

20 21 N PINELLAS AVE LAND TRUST
TRUSTEE CO TRE

Property Use

1000 Vacant Commercial Land

Site Address

N PINELLAS AVE
TARPON SPRINGS, FL 34689 (Unincorporated)

Mailing Address

PO BOX 661
PALM HARBOR, FL 34682-0661

Legal Description

FAIRVIEW BLK 11, LOTS 20 AND 21 LESS RD R/W

Current Tax District

TARPON SPRINGS FIRE (TF)

Year Built

Heated SF	Gross SF	Living Units	Buildings
			0

Parcel Map



Exemptions

Year	Homestead	Use %	Status	Property Exemptions & Classifications
2025	No	0%		No Property Exemptions or Classifications found. Please note that Ownership Exemptions (Homestead, Senior, Widow/Widower, Veterans, First Responder, etc... will not display here).
2024	No	0%		

Miscellaneous Parcel Info

Last Recorded Deed	Sales Comparison	Census Tract	Evacuation Zone	Flood Zone	Elevation Certificate	Zoning	Plat Bk/Pg
20212/1106	Find Comps	<u>273.08</u>	<u>A</u>	<u>Current FEMA Maps</u>	<u>Check for EC</u>	Zoning Map	9/18

2024 Final Values

Year	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2024	\$48,078	\$48,078	\$48,078	\$48,078	\$48,078

Value History (yellow indicates corrected value)

Year	Homestead Exemption	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2023	N	\$45,789	\$45,331	\$45,331	\$45,789	\$45,331
2022	N	\$41,210	\$41,210	\$41,210	\$41,210	\$41,210
2021	N	\$38,921	\$38,921	\$38,921	\$38,921	\$38,921
2020	N	\$36,631	\$36,631	\$36,631	\$36,631	\$36,631
2019	N	\$36,631	\$36,631	\$36,631	\$36,631	\$36,631



Parcel Summary (as of 07-Feb-2025)

Parcel Number

01-27-15-27072-011-0080

Owner Name

SLATER, FREDERICK M

SLATER, EDITH M

Property Use

0810 Single Family - more than one house per parcel

Site Address

1267 N PINELLAS AVE

TARPON SPRINGS, FL 34689

Mailing Address

1253 N PINELLAS AVE

TARPON SPRINGS, FL 34689-6902

Legal Description

FAIRVIEW BLK 11, LOTS 6 THRU 9 & LOTS 14 THRU 17 INCL LESS RD ROW ON E

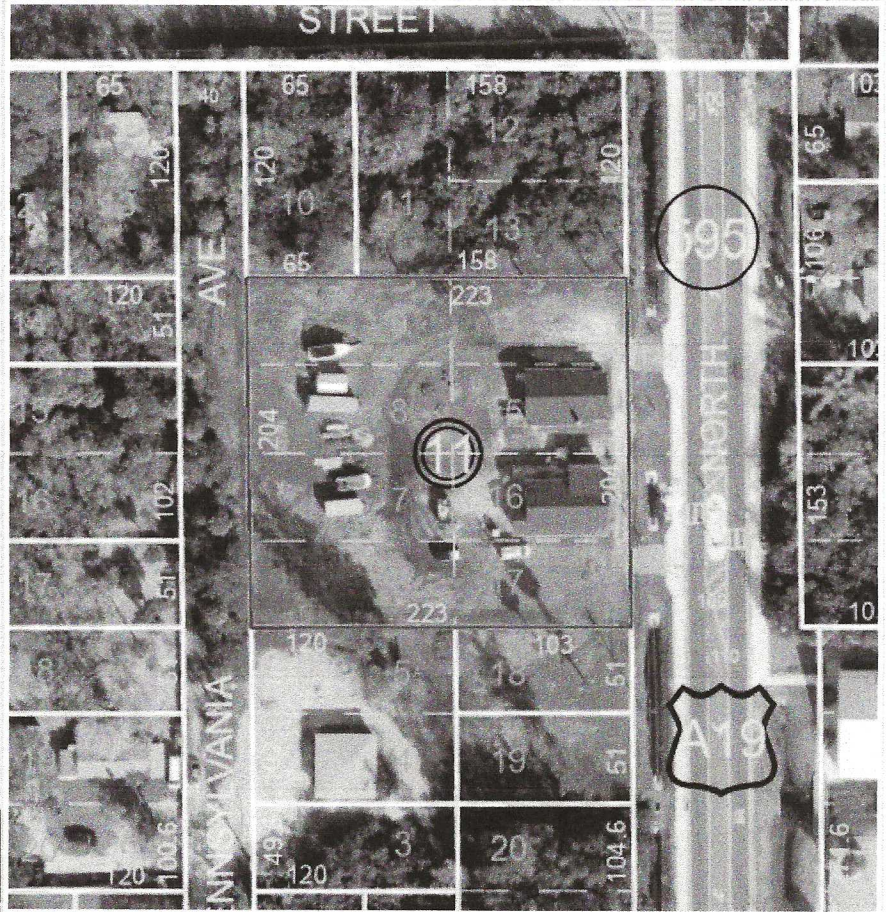
Current Tax District

TARPON SPRINGS (TS)

Year Built

1947 | 1925

Parcel Map



Exemptions

Year	Homestead	Use %	Status	Property Exemptions & Classifications
2025	Yes	100%		No Property Exemptions or Classifications found. Please note that Ownership Exemptions (Homestead, Senior, Widow/Widower, Veterans, First Responder, etc... will not display here).
2024	Yes	100%		

Miscellaneous Parcel Info

Last Recorded Deed	Sales Comparison	Census Tract	Evacuation Zone	Flood Zone	Elevation Certificate	Zoning	Plat Bk/Pg
15749/2630	\$838,300	<u>273.08</u>	A	<u>Current FEMA Maps</u>	<u>Check for EC</u>	Zoning Map	9/18

2024 Final Values

Year	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2024	\$710,279	\$198,490	\$148,490	\$173,490	\$148,490

Value History (yellow indicates corrected value)

Year	Homestead Exemption	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2023	Y	\$506,709	\$192,709	\$142,709	\$167,709	\$142,709
2022	Y	\$574,401	\$187,096	\$137,096	\$162,096	\$137,096
2021	Y	\$273,834	\$181,647	\$131,647	\$156,647	\$131,647
2020	Y	\$255,860	\$179,139	\$129,139	\$154,139	\$129,139
2019	Y	\$125,920	\$83,093	\$33,093	\$58,093	\$33,093

Patricia McNeese

From: Fred Slater <fredsunrise2017@gmail.com>
Sent: Thursday, March 13, 2025 12:53 PM
To: Patricia McNeese
Subject: 25.16 Annexation

Warning: Unusual sender <fredsunrise2017@gmail.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good afternoon

Re: comments

00001- there is no construction planned - only a fence and trees are not involved- we will plant as required within reason

00005- current 2025 surveys on all properties have been uploaded into they portal

00007- I am aware of the building status and all fines and liens were paid in full at closing + when I spoke to the county regarding being the new owner they advised my best bet would be to annex into Tarpon Springs and they would no longer have an issue with the structure. I am not looking for a permit, I am looking for you to accept the structure as is. If at a later date the adjacent owners deem there is an issue I will deal with it then by moving it or removing it at that time.

00008- we would like to annex into Tarpon Springs to retain the garage on lots 4 + 5; regarding future use- our children have (son + daughter) have been thinking of developing the property into 30+ rental units or a hotel - whatever Tarpon will allow.

00009- I have walked the property and I do not see a drainage structure in this area - Pennsylvania Ave is overgrown ?

00011- to date we have not seen turtles?

I will upload this email into portal also

--

Best Regards,
Frederick M Slater
727-221-3446

SURVEYOR'S REPORT

SHEET 2 OF 2

SURVEY ABBREVIATIONS

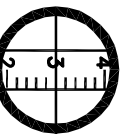
A = ARC LENGTH	D = DEED	LB = LAND SURVEYING BUSINESS	PK = PARKER KALON	SET M&D = SET NAIL AND DISK LB# 1834
A/C = AIR CONDITIONER	DOT = DEPARTMENT OF TRANSPORTATION	LEE = LOWEST FLOOR ELEV	PL = PROPERTY LINE	SIR = SET 1/2" IRON ROD LB# 1834
AF = ALUMINUM FENCE	DRAIN = DRAINAGE	LHSM = LOWEST HORIZONTAL STRUCTURAL MEMBER	PGB = POINT OF BEGINNING	SQ = SQUARE
ALUM = ALUMINUM	D/W = DRIVEWAY	LS = LAND SURVEYOR	PCC = POINT OF COMMENCEMENT	SF = SPLIT RAIL FENCE
ASPH = ASPHALT	EL OR ELEV = ELEVATION	MS = MEASURED	POL = POINT ON LINE	SF = STATE ROAD
BEE = BASE FLOOD ELEVATION	EOP = EDGE OF PAVEMENT	MES = MASONRY	PP = POWER POLE	STY = STORY
BLDG = BUILDING	EW = EDGE OF WATER	MES = MITERED END SECTION	PRM = POINT OF REVERSE CURVATURE	SUB = SUBDIVISION
BLK = BLOCK	ESMT = EASEMENT	MH = MANHOLE	PRM = PERMANENT REFERENCE MONUMENT	S/W = SUEWALK
BM = BENCH MARK	FOM = FOUND CONCRETE MONUMENT	MHWL = MEAN HIGH WATER LINE	PROP = PROPERTY	TB = "T" BAR
BNDY = BOUNDARY	FES = FLARED END SECTION	MSL = MEAN SEA LEVEL	PSM = PROFESSIONAL SURVEYOR & MAPPER	TB = TEMPORARY BENCH MARK
BRC = BEARING	FR = FOUND IRON PIPE	M&B = NAIL AND BOTTLE CAP	PGCF = PVC FENCE	TC = TOP OF CURB
BWF = BARBED WIRE FENCE	FR = FOUND IRON ROD	N&D = NAIL AND DISK	PMNT = PAVEMENT	TB = TOP OF BANK
C = CALCULATED	FL = FLOW LINE	N&T = NAIL AND TAB	RAD = RADIUS	TOS = TOE OF SLOPE
CB = CHORD BEARING	FLD = FIELD	NGSD = NATIONAL GEODETIC VERTICAL DATUM	R = RECORD	TRANS = TRANSFORMER
CB = CONCRETE BLOCK STRUCTURE	FND = FOUND	NO = NUMBER	RET = REFERENCE	TWP = TOWNSHIP
CHD = CHORD	FOP = FOUND OPEN PIPE	O/A = OVERALL	RES = RESIDENCE	UTL = UTILITY
CL = CENTERLINE	PPC = FLORIDA POWER CORP.	OHW = OVERHEAD WIRE(S)	RL = RADIAL LINE	UG = UNDERGROUND
CLF = CHAIN LINK FENCE	PP = FOUND PINCHED PIPE	OR = OFFICIAL RECORDS	RS = REGISTERED LAND SURVEYOR	WD = WOOD
CLOS = CLOSURE	FRM = FRAME	O/S = OFFSET	RND = ROUND	WF = WOOD FENCE
COL = COLUMN	FZL = FLOOD ZONE LINE	P = PLAT	RNG = RANGE	WF = WOOD FRAME STRUCTURE
CONC = CONCRETE	GAR = GARAGE	PB = PLAT BOOK	RRS = RAIL ROAD SPIKE	WF = WROUGHT IRON FENCE
CR = COUNTRY ROAD	G/E = GLASS ENCLOSURE	PC = POINT OF CURVE	R/W = RIGHT-OF-WAY	WT = WITNESS
C/S = CONCRETE SLAB	HWF = HOG WIRE FENCE	PCC = POINT OF COMPOUND CURVE	SCM = SET CONCRETE MONUMENT	WF = WIRE FENCE
CR = CORNER	HW = HIGH WATER LINE	PCP = PERMANENT CONTROL POINT	S/E = SCREENED ENCLOSURE	WW = WATER WALE
COV = COVERED AREA	INV = INVERT	PG = PAGE	SEC = SECTION	

*** ABBREVIATIONS MAY ALSO BE CONCATENATED AS REQUIRED.

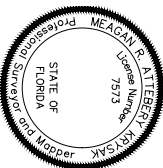
*** OTHER COMMONLY RECOGNIZED AND/OR ACCEPTED ABBREVIATIONS ARE ALSO UTILIZED BUT NOT SPECIFIED HEREON.

GENERAL NOTES

- 1.) THIS SURVEY HAS BEEN EXCLUSIVELY PREPARED FOR THE NAMED ENTITIES (THE "CERTIFIED PARTIES") SHOWN HEREON AND IS NOT TRANSFERABLE. NO OTHER PERSON OR ENTITY IS ENTITLED TO RELY UPON AND/OR RE-USE THIS SURVEY FOR ANY PURPOSE WITHOUT THE EXPRESSED, WRITTEN CONSENT OF GEORGE A. SHIMP II & ASSOCIATES, INC. (THE "SURVEY FIRM") AND THE CERTIFYING PROFESSIONAL SURVEYOR AND MAPPER (THE "SIGNING SURVEYOR"), HEREINAFTER COLLECTIVELY REFERRED TO AS "THE SURVEYOR". NOTHING HEREIN SHALL BE CONSTRUED TO GIVE ANY RIGHTS OR BENEFITS TO ANYONE OTHER THAN THE CERTIFIED PARTIES SHOWN ON THIS SURVEY.
- 2.) UNAUTHORIZED COPIES AND/OR REPRODUCTIONS VIA ANY MEDIUM OF THIS SURVEY OR ANY PORTIONS THEREOF ARE EXPRESSLY PROHIBITED WITHOUT THE SURVEYOR'S EXPRESSED, WRITTEN CONSENT.
- 3.) THE WORD "CERTIFY" AS SHOWN AND USED HEREON, MEANS AN EXPRESSION OF THE SURVEYOR'S OPINION REGARDING THE FACTS OF THE SURVEY BASED ON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, AND THAT IT THUS CONSTITUTES NEITHER A GUARANTEE NOR A WARRANTY, EITHER EXPRESSED OR IMPLIED.
- 4.) THIS SURVEY SHALL BE VALID FOR ONE (1) YEAR FROM THE DATE OF FIELD SURVEY SHOWN HEREON.
- 5.) THIS PROPERTY WAS SURVEYED BASED ON THE PROPERTY'S LEGAL DESCRIPTION, AS SHOWN HEREON, WHICH UNLESS OTHERWISE STATED, WAS PROVIDED TO THE SURVEYOR BY THE CLIENT, OR CLIENT'S DESIGNATED AGENT AS WELL AS THAT SPECIAL WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 201, PAGE 305, THE EXISTING FIELD MONUMENTATION AND OCCUPATION AT THE TIME OF THIS SURVEY, THE SUBDIVISION PLAT RECORDED IN THE PUBLIC RECORDS OF PINELAS COUNTY, FLORIDA AND THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY MAP SECTION 1502 DATED MARCH 1, 2004 AND THE BOUNDARY AND TOPOGRAPHIC SURVEY PREPARED BY KLEIN & STAUB LLC IN 2017.
- 6.) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE OR TITLE COMMITMENT AND IS SUBJECT TO ANY DEDICATIONS, LIMITATIONS, RESTRICTIONS, RESERVATIONS, EASEMENTS AND/OR OTHER MATTERS OF RECORD. NO INSTRUMENTS OF RECORD REFLECTING EASEMENTS, RIGHTS-OF-WAY, AND/OR OWNERSHIP WERE FURNISHED TO THE SURVEYOR, EXCEPT AS SHOWN.
- 7.) THE SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE OR ANY OTHER MATTERS OF RECORD THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE. THERE MAY BE ADDITIONAL EASEMENTS, RESERVATIONS, RESTRICTIONS AND/OR OTHER MATTERS OF RECORD AFFECTING THIS PROPERTY THAT ARE NOT SHOWN HEREON AND MAY (OR MAY NOT) BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.
- 8.) BASIS OF BEARINGS: MEASURED BEARINGS ARE IN REFERENCE TO FLORIDA STATE PLANE COORDINATE GRID NORTH, WEST ZONE, NORTH AMERICAN DATUM OF 1983 (2011 READJUSTMENT), AS ESTABLISHED BY THE NATIONAL GEODETIC SURVEY.
- 9.) THERE ARE NO VISIBLE ENCROACHMENTS, EXCEPT AS SHOWN HEREON.
- 10.) THIS SURVEY SHOWS VISIBLE, ABOVE GROUND FEATURES. NO UNDERGROUND FEATURES, INCLUDING BUT NOT LIMITED TO FOUNDATIONS, STRUCTURES, INSTALLATIONS OR IMPROVEMENTS HAVE BEEN LOCATED, EXCEPT AS SHOWN HEREON.
- 11.) ALL BUILDING TIES, PROPERTY MARKER LOCATIONS AND OTHER SITE IMPROVEMENT LOCATIONS SHOWN HEREON ARE MEASURED PERPENDICULAR TO ADJACENT BOUNDARY LINES, UNLESS OTHERWISE STATED.
- 12.) THE FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP, AS PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND DOES NOT IMPLY THAT THE PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING AND DAMAGE. LARGER FLOODS THAN THOSE PREDICATED ON SAND MAP MAY OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THE FLOOD INSURANCE RATE MAP "IS FOR INSURANCE PURPOSES ONLY" AND ANY DAMAGES THAT MAY RESULT FROM RELIANCE ON THIS FLOOD ZONE DETERMINATION SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR. THE FLOOD ZONE LINES (IF ANY) SHOWN HEREON ARE APPROXIMATE AND ARE BASED UPON A SCALED INTERPRETATION FROM THE FLOOD INSURANCE RATE MAP AS PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.



GEORGE A. SHIMP II
AND ASSOCIATES, INCORPORATED
LAND SURVEYORS LAND PLANNERS
3801 DeSOTO BOULEVARD, SUITE D
PALM HARBOR, FLORIDA 34683
PHONE (727) 784-5496 FAX (727) 786-1256
LB 1834

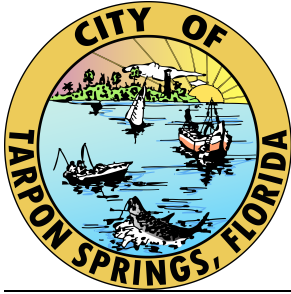


MEAGAN R. ATTEBERY KRYSAK, PROFESSIONAL SURVEYOR & MAPPER No. 7573
240313A 3-3-2025
JOB NUMBER DATE SURVEYED

Meagan R. Attebery Krysak

- 24.) THIS SURVEY SHALL NOT BE USED WITH A SURVEY AFFIDAVIT. AN INCORRECT SURVEY AFFIDAVIT CAN INCREASE THE OWNER/BUYER'S LIABILITY, DECREASE THEIR LEGAL RIGHTS AND PROTECTIONS WHICH ARE AFFORDED BY A CURRENT SURVEY AND MAY RESULT IN COSTLY LITIGATION AS WELL. AN INCORRECT SURVEY AFFIDAVIT CAN BE THE RESULT OF CHANCES MADE TO THE PROPERTY SINCE THE DATE OF THE LAST SURVEY, WHICH MAY INCLUDE IMPROVEMENTS MADE BY THE OWNER, ADJACENT OWNERS OR UTILITY COMPANIES OR CHANGES IN THE SURVEY BOUNDARY MONUMENTATION. USE OF THIS SURVEY BY A LENDING INSTITUTION OR TITLE COMPANY IN CONJUNCTION WITH A SURVEY AFFIDAVIT IS STRICTLY PROHIBITED AND SHALL RENDER THIS SURVEY NULL AND VOID.
- 25.) BENCH MARK: THE ELEVATIONS SHOWN HEREON ARE IN REFERENCE TO THE NORTH AMERICAN VERTICAL DATUM ON 1988 (N.A.V.D. 1988) AS ESTABLISHED USING REAL TIME KINEMATIC (R.T.K.) G.P.S. BASED ON THE FLORIDA DEPARTMENT OF TRANSPORTATION (F.D.O.T.) FLORIDA PERMANENT REFERENCE NETWORK (F.P.R.N.).
- 26.) THIS DOCUMENT IS ONLY VALID FOR THE REVIEW PROCESS BY THE AUTHORITY HAVING JURISDICTION AND MUST CONTAIN THE THIRD PARTY VERIFIED DIGITAL SIGNATURE AND SEAL. DISTRIBUTION OF THIS DOCUMENT TO THIRD PARTIES WILL RENDER THIS DOCUMENT INVALID AND NO LIABILITY WILL BE ASSUMED BY THE SIGNING SURVEYOR.

- 13.) UNLESS OTHERWISE SHOWN, THIS SURVEY DOES NOT REFLECT OR DETERMINE OWNERSHIP LINES, LINES AFFECTED BY ADVERSE USE, LINES OF CONFLICTING/OVERLAPPING DEEDS, OR OTHER LINES THAT MAY OTHERWISE BE DETERMINED BY A COURT OF LAW.
- 14.) NO INFORMATION ON ADJOINING PROPERTY OWNERS OR ADJOINING PROPERTY RECORDING INFORMATION WAS PROVIDED TO THE SURVEYOR.
- 15.) BECAUSE OF THE POSSIBILITY OF MOVEMENT OF THE MONUMENTATION FROM ITS ORIGINAL PLACEMENT BY PERSONS OTHER THAN THE SURVEYOR, IT IS RECOMMENDED THAT PRIOR TO ANY NEW IMPROVEMENTS ON THE PROPERTY THAT THE POSITION OF THE MONUMENTATION BE VERIFIED.
- 16.) FENCES AND WALLS (IF ANY) SHOWN ALONG THE BOUNDARIES OF THIS SURVEY ARE EXAGGERATED FOR CLARITY AND OWNERSHIP IS NOT DETERMINED. THE TIES AT THE PROPERTY CORNERS OR AT SPECIFICALLY DESIGNATED POINTS ARE BASED UPON FIELD LOCATIONS. FENCES AND WALLS ALONG OTHER PROPERTY BOUNDARIES MEANDER AND ARE APPROXIMATE. PRIOR TO THE RECONSTRUCTION OF ANY FENCES OR WALLS, IT WOULD BE PRUDENT TO HAVE THE BOUNDARY LINE STAKED.
- 17.) THE PRINTED DIMENSIONS SHOWN ON THIS SURVEY SUPERSEDE ANY SCALED DIMENSIONS. THERE MAY BE ITEMS DRAWN OUT OF SCALE TO GRAPHICALLY SHOW THEIR LOCATION.
- 18.) THIS SURVEY IS A REPRESENTATION OF EXISTING FIELD CONDITIONS AT THE TIME OF THE FIELD SURVEY AND UNLESS OTHERWISE SHOWN, IS BASED ON EXISTING SURVEY MONUMENTATION AS FOUND IN THE FIELD.
- 19.) THE ACCURACY OF THIS SURVEY, AS OBTAINED BY FIELD-MEASURED CONTROL MEASUREMENTS, AND CALCULATIONS, MEETS OR EXCEEDS THE MINIMUM RELATIVE DISTANCE ACCURACY REQUIREMENT AS SPECIFIED IN THE MINIMUM TECHNICAL STANDARDS (5s-17, FLORIDA ADMINISTRATIVE CODE).
- 20.) THIS SURVEY IS BEING CERTIFIED ACCORDING TO THE LAST DATE OF FIELD SURVEY AND NOT THE SIGNATURE DATE (IF ANY).
- 21.) THIS SURVEY SHALL NOT BE FILED FOR PUBLIC RECORDS WITHOUT THE KNOWLEDGE AND THE EXPRESSED, WRITTEN CONSENT OF THE SURVEYOR.
- 22.) UNLESS OTHERWISE SHOWN, THE DIMENSIONS SHOWN HEREON ARE IN FEET AND DECIMAL PARTS THEREOF AND ARE BASED ON THE DEFINITION OF A FOOT AS ADOPTED BY THE UNITED STATES BUREAU OF STANDARDS AND REFER TO THE HORIZONTAL PLANE.
- 23.) TREES BY NATURE ARE IRREGULAR IN SHAPE AND SIZE AND EVERY EFFORT IS MADE TO ACCURATELY LOCATE THEM. THE TREE SIZE IS DETERMINED AT CHEST HEIGHT DIAMETER AND THE TREE LOCATION IS CENTER OF THE TREE TRUNK. ANY TREE LOCATIONS THAT ARE CRITICAL TO DESIGN SHOULD BE FIELD VERIFIED. EVERY EFFORT HAS BEEN MADE TO PROPERLY IDENTIFY THE TREES SHOWN HEREON. HOWEVER, TREE IDENTIFICATION IS OUTSIDE THE AREA OF EXPERTISE OF A PROFESSIONAL SURVEYOR AND MAPPER, THEREFORE, THE SURVEYOR ACCEPTS NO RESPONSIBILITY FOR IDENTIFICATION OF TREE SPECIES. ALL TREE TYPES SHOWN ARE FOR INFORMATIONAL PURPOSES ONLY AND ANY TREE SPECIES THAT ARE CRITICAL SHOULD BE VERIFIED BY A CERTIFIED ARBORIST.



City of Tarpon Springs

TRC Comment Report

324 E. Pine Street, Tarpon Springs, FL, 34689 Telephone: 727-942-5617

Project

25.16

PNZ - ANNEXATION OF PINELLAS COUNTY PROPERTY INTO THE CITY OF TARPON SPRINGS

Files and Attachments

EMAIL - 02-11-2025 - 240313 - VACANT (1).pdf
Design Development

Instructions

Please review comments below and provide any additional required information. Your project will not be scheduled for Planning and Zoning Board, Board of Adjustment, or Board of Commissioners review until all required information or revised plans are provided. If no additional information is required, you will be informed of when the project will be scheduled for public hearing by Planning and Zoning staff. Please keep in mind that the Planning & Zoning Department has 90-day suspension period from the date of the TRC review for the submittal of revisions/additional information. If revised plans/additional information are not submitted within the above referenced time frame, the application will be considered to be "EXPIRED" and a new application will have to be submitted. If you have questions concerning any of the above information, please do not hesitate to contact the Planning and Zoning Department for assistance.

Arborist

[Sheet 1 | Comment 00001 | EMAIL - 02-11-2025 - 240313 - VACANT (1).pdf]

Shannon Brewer

If tree removal will be needed for construction, at time of permitting a tree removal application and supporting documentation will be required. A New Construction Checklist can be found at <https://www.ctsfl.us/building-development-department/tree-and-site-information/>

[Sheet 1 | Comment 00002 | EMAIL - 02-11-2025 - 240313 - VACANT (1).pdf]

Shannon Brewer

§ 134.04 - Minimum Tree Planting.

(A) In residential, commercial or industrial areas, the standards in this section shall be required to be met prior to the issuance of a Certificate of Occupancy for new construction and prior to the approval of a final inspection for any property that requires a site plan amendment in excess of 50 percent of the property's value as shown on the records of the property appraiser.

(B) If any protected trees are removed from a site governed by this section those trees shall be replaced using the following minimum tree planting requirements:

[← EXPAND](#)

Lot Size (gross area in square feet)	Tree Planting Minimum Requirements
0—6,000	2
6,001—10,000	4
10,001—15,000	6
Over 15,000*	8*

* (One for each 2,000 square feet, or portion thereof, in excess of 15,000 square feet.)

Fema

[Sheet 1 | Comment 00010 | EMAIL - 02-11-2025 - 240313 - VACANT (1).pdf]

Megan Araya

These parcels lie within a Special Flood Hazard Area (SFHA). AE-8. Annexing these properties will increase our SFHA acreage.

Planning and Zoning

[Comment 00003]

Patricia McNeese

This document contains comments resulting from the March 6, 2025 meeting of the Technical Review Committee.

[Comment 00004]

Patricia McNeese

The applicant has requested the annexation of four parcels into the municipal limits. The proposed parcel annexations, if all done together would all have adjacency to the existing municipal boundaries by virtue of the applicant's existing parcel located at 1267 N. Pinellas Ave, which is already in the City.

[Comment 00005]

Patricia McNeese

Please provide a full survey of the existing parcel at 1267 N. Pinellas Avenue, plus all of the properties for which the applicant is requesting annexation, along with an exhibit that clearly marks the parcels to be annexed. The survey should provide legal descriptions for each separate parcel to be annexed so that the appropriate descriptions can be included in the annexation ordinance.

[Comment 00006]

Patricia McNeese

The parcel located at 1267 N. Pinellas Ave is located in the Office (O) Future Land Use Category (FLUM) and in the Residential Office (RO) Zoning District.

The applicant has not requested zoning designations for the parcels to be annexed. All of the parcels to be annexed are located in the Pinellas County Residential/Office General (R/OG) Future Land Use Map category and the General Professional Office (GO) zoning district. They are all also located in the Office (O) category on the Countywide Map.

The City will propose that the annexed property be placed in the Office FLUM category and the RO zoning district. If the applicant wants to propose categories that differ from these, an application for map amendment will be required.

[Comment 00007]

Patricia McNeese

As noted by the applicant, there is at least one existing non-conforming and non-permitted structure on the property to be annexed. As part of the annexation process, the City requests the status of any code enforcement actions from Pinellas County. At the TRC meeting, the applicant indicated that an after-the-fact building permit has not been issued by Pinellas County for the unpermitted structure.

The applicant is advised that based on aerial photography and discussion with the applicant at the TRC meeting, it appears that the unpermitted building cannot meet the required zoning setbacks on the south side. Since the applicant does not own the adjacent parcel to the south, the setback cannot be resolved by combining parcels. There is no variance process available at the City of Tarpon Springs to allow a lesser setback, since the structure is unpermitted. This information will be provided to the Board of Commissioners to assist them with evaluating the annexation request.

[Comment 00008]

Patricia McNeese

Please provide a narrative stating the reason for the annexation request, including future plans for the property if known at this time.

[Comment 00009]

Patricia McNeese

Parcel ID #01-27-15-27072-011-0040 is served by Pennsylvania Avenue which is an unimproved road with apparently no utilities. There are City utilities within the N. Pinellas Avenue right-of-way serving the remaining parcels to be annexed. There also appears to be drainage infrastructure associated with the right-of-way in this area.

Project Administration

[Sheet 1 | Comment 00011 | EMAIL - 02-11-2025 - 240313 - VACANT (1).pdf]

Rod Doorlag

Verify Gopher Tortoise activity early on to save project down time.

PINELLAS COUNTY CODE ENFORCEMENT
SPECIAL MAGISTRATE LIEN

CODE ENFORCEMENT CASE NO.: CCM-23-00058
RESPONDENT(S): Pennsylvania Ave Land Trust
Trustee Co TRE

I, Caroline Rojas Gonzalez, Code Enforcement Liaison, do hereby certify that the attached is a true and correct copy of the Order Assessing an Administrative Fine until Compliance is Achieved, of the Pinellas County Code Enforcement Special Magistrate, entered September 11, 2023, and the Affidavit of Non-Compliance, for the property located at:

Pennsylvania Ave, Tarpon Springs, FL 34689

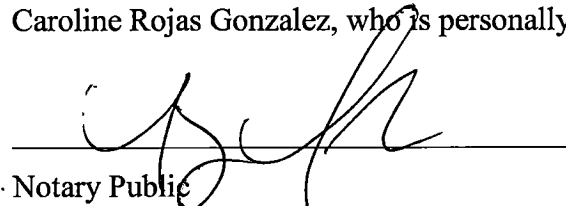
Parcel ID: 01-27-15-27072-011-0040

Legal Description: Fairview BLK 11, Lots 4 and 5



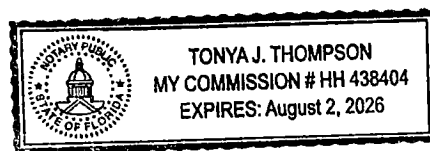
Caroline Rojas Gonzalez
Code Enforcement Liaison

The foregoing instrument was acknowledged before me this 4 day of January, 2024, by Caroline Rojas Gonzalez, who is personally known to me and who did not take an oath.


Notary Public

State of Florida

My Commission Expires:



Pinellas County Code Enforcement
Special Magistrate Division
631 Chestnut Street
Clearwater, Florida 33756
(727) 464-4761

**PINELLAS COUNTY
CODE ENFORCEMENT SPECIAL MAGISTRATE**

Pinellas County,
Petitioner,

vs.

CASE NUMBER: CCM-23-00058

Pennsylvania Ave Land Trust
Trustee Co TRE
PO Box 661
Palm Harbor, FL 34682-0661

Respondent(s).

_____ /

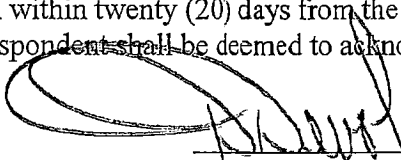
AFFIDAVIT OF NON-COMPLIANCE

I, **D. Devol**, have personally examined the case file and in it described in the Order Assessing an Administrative Fine Until Compliance is Achieved dated 11 September 2023, in the above mentioned case, and find that said property is NOT in compliance with the following Pinellas County Code Section(s) as of 23 October 2023:

138-90 (Zoning)

Special Magistrate Costs and Expenses have NOT been paid.

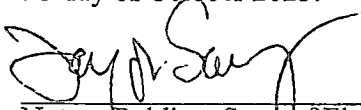
If the Respondent fails to file a written objection within twenty (20) days from the date of mailing the Affidavit of non-compliance, the Respondent shall be deemed to acknowledge the non-compliance with the Order.



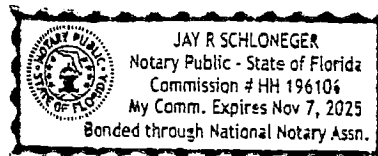
Signature of Affiant

**STATE OF FLORIDA
PINELLAS COUNTY**

I, D Devol, am a person authorized by law to inspect violations of the Pinellas County Code contained herein and statements set forth herein are based upon personal knowledge on this 23 day of October 2023.



Notary Public – State of Florida



Print, type or stamp Commissioned Name of Notary Public
Personally Known ☒ OR Produced Identification ☐
Type of Identification Produced: _____

CCM-23-00058

I hereby certify that a copy of the foregoing Affidavit of Non-compliance was sent to:

Pennsylvania Ave Land Trust
Trustee Co TRE
PO Box 661
Palm Harbor, FL 34682-0661

Pinellas County
Code Enforcement Division (CED)
631 Chestnut Street
Clearwater, FL 33756



D. Devol
Special Magistrate Officer

BEFORE PINELLAS COUNTY CODE ENFORCEMENT
SPECIAL MAGISTRATE
CASE NUMBER: CCM-23-00058

Pinellas County,
Petitioner,

vs.

Pennsylvania Ave Land Trust
Trustee Co TRE
PO Box 661
Palm Harbor, FL 34682-0661,
Respondent(s).

**ORDER ASSESSING AN ADMINISTRATIVE FINE UNTIL COMPLIANCE IS
ACHIEVED**

This case was heard before the Special Magistrate on September 11, 2023. The Petitioner, Pinellas County, appeared and was represented by D. Devol, Special Magistrate Officer of Pinellas County Code Enforcement Division. Respondent(s), Pennsylvania Ave Land Trust Trustee Co TRE, did not appear.

Findings of Fact

Based upon the evidence and sworn testimony received, the Special Magistrate finds that:

The property located 0 Pinellas Ave, Tarpon Springs, FL 34689 A/K/A Parcel ID #: 01-27-15-27072-011-0040 ("Property") contains the deficiencies as listed in the Affidavit of Violation and Request for Hearing dated August 2, 2023 and each is herein incorporated by reference.

Respondent(s), Pennsylvania Ave Land Trust Trustee Co TRE is/are the Owner(s) of record of the Property. Parcel ID: 01-27-15-27072-011-0040.

1. Notice was mailed to the Respondent(s) on August 25, 2023, at the address listed in the Tax Collector's office for tax notices or the Property Appraiser's database.

CCM-23-00058

2. An initial inspection on March 22, 2023 revealed violation(s) existed. As of August 31, 2023, the violation(s) still existed.
3. Previous notification of the aforementioned deficiencies were given as supported by the evidence received by this Special Magistrate.
4. The Petitioner incurred costs for the prosecution of this case in the amount of \$42.60.

Conclusion of Law

5. The Special Magistrate concludes that the Property continues to be in violation of the Pinellas County Ordinance Code provision(s) 138-90 despite prior notification and opportunity to cure afforded to the Respondent(s).
6. The Petitioner prevailed in the prosecution of this case and, pursuant to Section 2-623(g) of the Pinellas County Code, is entitled to recover all costs and expenses incurred.

Order

It is therefore adjudged as follows:

7. The Respondent(s) shall correct the violations on the aforementioned Property and come into compliance on or before 5:00 P.M. on October 11, 2023 or suffer an administrative fine in the amount of \$250.00 per day for each violation of the Pinellas County Code, Section 138-90 (Zoning), for each day thereafter that the violation(s) continue to exist.
8. Separate and distinct from the fine amounts due, the Respondent(s) shall pay the Petitioner's costs incurred in the prosecution of this case in the amount of \$42.60. These costs shall be paid within thirty (30) days of this order.
9. The Respondent(s) must notify Pinellas County Code Enforcement Division at (727) 464-4761 when the property is in compliance of all violations to stop the accrual of the daily fines. Respondent(s) will allow full access to the violation

CCM-23-00058

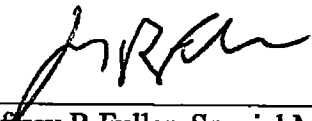
property for an inspection to verify all violations have been corrected and if so an Affidavit of Compliance will be filed to stop the daily fine.

10. If the Pinellas County Housing Official determines that the property is unsafe and unfit for human habitation, the property may be condemned. Pursuant to Section(s) 22-278 through 22-280, if the property is deemed an extreme hazard, the Housing Official may take or require immediate corrective action. The terminology "to correct" includes, but is not limited to, action taken to alter, upgrade, secure, repair, remodel or demolish any unsafe building. The costs incurred shall be charged to the owner and shall constitute a lien upon the property and shall be collected in the manner provided by law.
11. Either party may Petition the Magistrate to reconsider or rehear any Order resulting from a public hearing. The petition must be made in writing and filed with Pinellas County Code Enforcement Division (see mailing address listed below), no later than thirty (30) days after the execution of the Order and prior to the filing of any appeal. The only grounds for a Petition to Reconsider or Rehear are that there is newly discovered relevant evidence that was not available and known to the aggrieved party at the time of the public hearing, or that the Special Magistrate made a mistake in determination of a relevant fact. The Special Magistrate will not hear oral argument or evidence in determining whether to grant the Petition to Reconsider or Rehear.
12. Upon the Respondent's failure to timely comply or pay the appropriate fine for any untimely compliance, or pay the amount toward costs and expenses as set forth above, and after thirty (30) days referenced above, the Petitioner shall send the Respondent(s) an Affidavit of Noncompliance by certified mail, return receipt requested.
13. If the Respondent(s) fail to file a written objection within twenty (20) days from the date of mailing the Affidavit of Noncompliance, the Respondent(s) shall be deemed to acknowledge the noncompliance with the Order. The objection must be made in writing and filed with Pinellas County Code Enforcement Division (see mailing address listed below).
14. Thereafter, a certified copy of this Order shall be recorded in the Official Records of the Clerk of the Circuit Court for Pinellas County, Florida, and once recorded shall constitute a lien against any real or personal property owned by the Respondent(s), pursuant to Chapter 162, Florida Statutes.

CCM-23-00058

Appeals: Any aggrieved party may appeal this order to the Circuit Court. An appeal must be filed within thirty (30) days of the execution of this order.

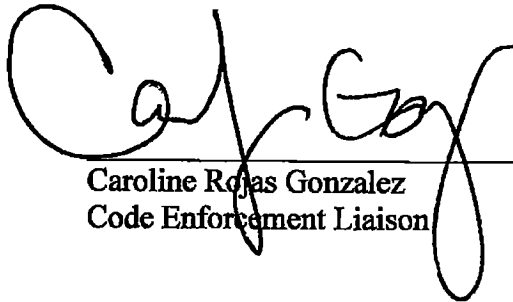
DONE AND ORDERED this 11th day of September, 2023.

By 
Jeffrey R Fuller, Special Magistrate

I hereby certify that a copy of the foregoing Order directing the Respondent to correct the violations of the Pinellas County Ordinance Code and assessing a fine until compliance is achieved was mailed to:

Pennsylvania Ave Land Trust
Trustee Co TRE
PO Box 661
Palm Harbor, FL 34682-0661

Pinellas County
Code Enforcement Division (CED)
631 Chestnut Street
Clearwater, FL 33756


Caroline Rojas Gonzalez
Code Enforcement Liaison

NOTICE

Administrative fines, costs and expenses shall be paid by certified check or money order payable to Board of County Commissioners, and mailed to Special Magistrate Administrative Division, 631 Chestnut Street, Suite B, Clearwater, Florida 33756. Any amounts not paid may be enforced in the same manner as a court judgment.

RELEASE OF PINELLAS COUNTY CODE ENFORCEMENT
SPECIAL MAGISTRATE LIEN

Case No.: CCM-23-00058

WHEREAS, Pinellas County, pursuant to the authority of Chapter 162, Florida Statutes, and Pinellas County Code, Chapter 2, Article VIII, does hereby release the Pinellas County Code Enforcement Special Magistrate Lien on the property described below which was recorded in the Office of the Clerk of the Circuit Court, **O.R. Book 22671, Page 1240-1246**, record owner(s), PENNSYLVANIA AVE LAND TRUST TRUSTEE CO TRE

Property Description:

PENNSYLVANIA AVE, TARPON SPRINGS, FL 34689

Parcel ID: 01-27-15-27072-011-0040

Legal Description: FAIRVIEW BLK 11, LOTS 4 AND 5

as recorded in the Public Records of Pinellas County, Florida, and

WITNESS my hand and seal this 24 day of February, 2025.

Signed, sealed and delivered in the presence of:

Nichie Berlage
Witness: Nichie Berlage

Jodi Scivally
Witness: Jodi Scivally

Kevin McAndrew (SEAL)
Kevin McAndrew
Building and Development Review Services Director
Pinellas County Code Enforcement
631 Chestnut Street
Clearwater, Florida 33756
(727) 464-4761

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this 24th day of February 2025 by Kevin McAndrew, who is personally known to me and did not take an oath.

Notary Public Cheri Bishop
State of Florida at Large

My Commission Expires:

CHERI BISHOP
Notary Public, State of Florida
My Comm Expires May 01, 2027
No HH 392949

44154

Tampa Bay Times

Published Daily

STATE OF FLORIDA} ss
COUNTY OF HERNANDO, CITRUS, PASCO,
PINELLAS, HILLSBOROUGH County

Before the undersigned authority personally appeared Jill Harrison who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter Application 25-16 was published in said newspaper by print in the issues of 07/02/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

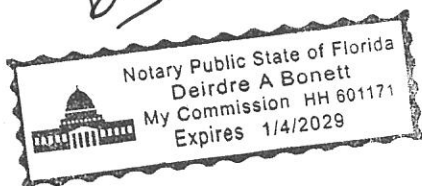
Signature of Affiant

Sworn to and subscribed before me this 07/02/2025

Signature of Notary of Public

Personally known X or produced identification.

Type of identification produced _____



LEGAL NOTICE

NOTICE OF PROPOSED ANNEXATION OF PROPERTY INTO CITY OF TARPON SPRINGS WITH ADOPTION OF FUTURE LAND USE MAP AND ZONING ATLAS AMENDMENTS

The City of Tarpon Springs, Florida, proposes to adopt the following Ordinances:

ORDINANCE 2025-10

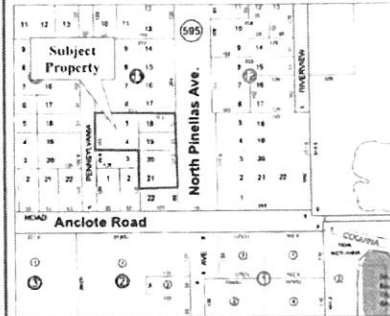
AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, ANNEXING 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16); PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2025-08

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, AMENDING THE FUTURE LAND USE MAP FOR 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16) FROM PINELLAS COUNTY RESIDENTIAL OFFICE GENERAL (R/OG) CATEGORY TO CITY OF TARPON SPRINGS OFFICE (O) CATEGORY; PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2025-09

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS FOR 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16) FROM PINELLAS COUNTY GO (GENERAL PROFESSIONAL OFFICE) TO CITY OF TARPON SPRINGS RO (RESIDENTIAL OFFICE); PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.



Public Hearings on the proposed ordinances will be held before the Planning and Zoning Board on

Monday, July 21, 2025 at 6:30 P.M.

and the Board of Commissioners on the following dates:

Tuesday, August 12, 2025 at 6:30 P.M. (1st Reading)

Tuesday August 26, 2025 at 6:30 P.M. (2nd Reading)

ALL PUBLIC HEARINGS WILL BE HELD IN THE CITY HALL AUDITORIUM, 324 EAST PINE STREET, TARPON SPRINGS, FLORIDA.

Said hearings may be continued from time to time pending Adjournment. All interested parties are invited to attend these meetings to express your views or to present facts in the case. If a person decides to appeal any decision made by the Board of Commissioners with respect to any matter considered at these meetings or hearings, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Written comments may be addressed to the Planning & Zoning Department, (Phone (727) 942-5611), City of Tarpon Springs, P.O. Box 5004, Tarpon Springs, Florida 34688-5004. Written comments will become a part of the record. Materials related to this ordinance, including the complete legal description of the subject property by metes and bounds, are available for inspection. Persons wishing to participate in the hearing or receive more information may contact the Planning & Zoning Department during City Hall business hours at (727) 942-5611, or visit the City's web site at www.ctsfl.us. Any person with a disability requiring reasonable accommodation in order to participate in these meetings should call (727) 942-5611 or FAX a written request to (727) 943-4651.

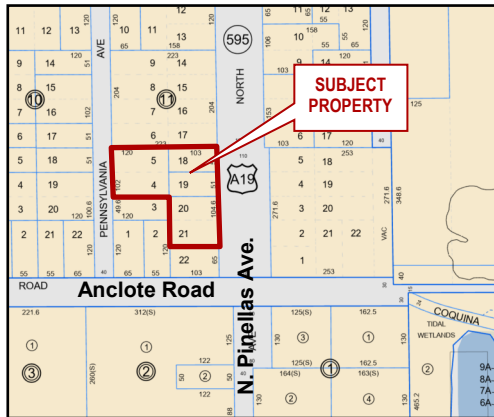
PLEASE REFERENCE APPLICATION #25-16

City of Tarpon Springs
Planning & Zoning Department
324 East Pine Street
Tarpon Springs, FL 34689

**NOTICE OF UPCOMING PUBLIC HEARING REGARDING PROPOSED ANNEXATION
APPLICATION #25-16**

Please review the information on the **reverse side** of this card carefully!! If you have any questions regarding this matter, please call our office at (727) 942-5611 or email us at planning@ctsfl.us.

«AddressBlock»



Application Description: An ordinance of the City of Tarpon Springs, Florida annexing 0.77 acres, more or less, of real property, amending the Future Land Use Map from Pinellas County designation R/OG (Residential/Office General) to City of Tarpon Springs designation O (Office), and, amending the official zoning atlas from Pinellas County Zoning designation GO (General Professional Office) to City of Tarpon Springs designation RO (Residential Office) for four parcels located on the west side of N. Pinellas Ave approximately 65 feet north of the Anclote Road intersection and including Fairview Subdivision Block 11, Lots 4, 5, 18, 19, 20 and 21. **(Please reference application #25-16).**

Please be advised that the Planning and Zoning Board will hold one Public Hearing on **Monday, July 21, 2025 at 6:30 p.m.** and the Board of Commissioners will hold public hearings on **Tuesday, August 12, 2025 at 6:30 p.m.** and **Tuesday, August 26, 2025 at 6:30 p.m.** All public hearings are held in the **City Hall Auditorium** which is located at **324 East Pine Street, Tarpon Springs, FL 34689.**

All interested parties are invited to attend this meeting to express their views or to present facts in the case. Written correspondence may be directed to the City of Tarpon Springs, Planning and Zoning Department, 324 East Pine Street, Tarpon Springs, FL 34688, or you may email your concerns to planning@ctsfl.us. Materials related to this application may be obtained by contacting the Planning & Zoning Department during City Hall business hours. The meeting packet and meeting instructions will be posted approximately one week prior to the meeting on the City's web site at www.ctsfl.us. Any person with a disability or without access to a computer or phone requiring reasonable accommodation in order to participate in these meetings should call (727) 942-5611 or email a written request to planning@ctsfl.us.

50214

Tampa Bay Times

Published Daily

STATE OF FLORIDA ss

COUNTY OF HERNANDO, CITRUS, PASCO,

PINELLAS, HILLSBOROUGH County

Before the undersigned authority personally appeared Jill Harrison who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter ORD. 2025-10 Annexation, 2025-08 was published in said newspaper by print in the issues of 08/13/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

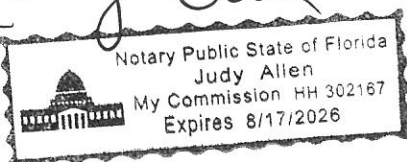
Signature of Affiant

Sworn to and subscribed before me this 08/13/2025

Signature of Notary of Public

Personally known X or produced identification.

Type of identification produced _____



LEGAL NOTICE

NOTICE OF PROPOSED ANNEXATION OF PROPERTY INTO CITY OF TARPON SPRINGS WITH ADOPTION OF FUTURE LAND USE MAP AND ZONING ATLAS AMENDMENTS

The City of Tarpon Springs, Florida, proposes to adopt the following Ordinances:

ORDINANCE 2025-10

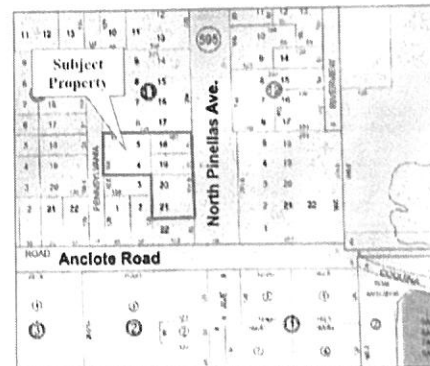
AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, ANNEXING 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16); PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2025-08

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, AMENDING THE FUTURE LAND USE MAP FOR 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16) FROM PINELLAS COUNTY RESIDENTIAL OFFICE GENERAL (R/OG) CATEGORY TO CITY OF TARPON SPRINGS OFFICE (O) CATEGORY; PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2025-09

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS FOR 0.77 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED ALONG THE WEST SIDE OF N. PINELLAS AVE. APPROXIMATELY 65 FEET NORTH OF THE ANCLOTE ROAD INTERSECTION AND INCLUDING FAIRVIEW SUBDIVISION BLOCK 11, LOTS 4, 5, 18, 19, 20 AND 21 (APPLICATION 25-16) FROM PINELLAS COUNTY GO (GENERAL PROFESSIONAL OFFICE) TO CITY OF TARPON SPRINGS RO (RESIDENTIAL OFFICE); PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.



Public Hearings on the proposed ordinances will be held before the Board of Commissioners on the following date:

Tuesday August 26, 2025 at 6:30 PM. (2nd Reading)

ALL PUBLIC HEARINGS WILL BE HELD IN THE CITY HALL AUDITORIUM, 324 EAST PINE STREET, TARPON SPRINGS, FLORIDA.

Said hearings may be continued from time to time pending Adjournment. All interested parties are invited to attend these meetings to express your views or to present facts in the case. If a person decides to appeal any decision made by the Board of Commissioners with respect to any matter considered at these meetings or hearings, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Written comments may be addressed to the Planning & Zoning Department, (Phone (727) 942-5611), City of Tarpon Springs, P.O. Box 5004, Tarpon Springs, Florida 34688-5004. Written comments will become a part of the record. Materials related to this ordinance, including the complete legal description of the subject property by metes and bounds, are available for inspection. Persons wishing to participate in the hearing or receive more information may contact the Planning & Zoning Department during City Hall business hours at (727) 942-5611, or visit the City's web site at www.ctsfl.us. Any person with a disability requiring reasonable accommodation in order to participate in these meetings should call (727) 942-5611 or FAX a written request to (727) 943-4651.

PLEASE REFERENCE APPLICATION #25-16

8/13/2025

50214.1